

CHAPTER 7

“SMYRNA CHARITY ASSISTANCE FUND” BOARD

SECTION

2-701. Creation.

2-702. Membership.

2-701. Creation. There is hereby created the “Smyrna Charity Assistance Fund” program for the purpose of providing financial aid to selected nonprofit charitable organizations that provide year-round services benefiting the general welfare of the residents of the municipality and meet the criteria established and set forth by the Town Council. Funding for this financial assistance comes entirely from private donations. The Town of Smyrna shall have discretion to allocate funds from the general fund budget to the non-profit disbursement fund for the next three fiscal years after the date of the enacting ordinance for Smyrna Charity Assistance Fund, however, the maximum amount for each year’s contribution from the Town shall be:

Year 1: (2013-2014) 75% of the sum total budgeted to non-profits in 2012 -2013.

Year 2: (2014-2015) 50% of the sum total budgeted to non-profits in 2012 -2013.

Year 3: (2015-2016) 25% of the sum total budgeted to non-profits in 2012 -2013.

2-702. Membership. (1) **Criteria.** The selection of board members shall be made from individuals who are, and have been, residents of the Town for one year. Members shall not be on the board of directors of any non-profit organization that applies for funding from the Town of Smyrna.

(2) **Composition.** The board shall consist of 6 members. One member shall be the Mayor or the Mayor’s appointed Town Council designee. All of the remaining five members shall be appointed by the town council by a majority vote. All members shall serve without compensation.

(3) **Terms.** The Mayor or Town Council Designee shall serve a one year term. Notwithstanding the foregoing, however, no member of the town council who serves as a member of the board shall continue to serve as a member of the board after he or she ceases to be a member of the town council unless reappointed as a citizen member. The terms of the other five members shall be staggered to provide continuity and experience on the board. The terms of the “Smyrna Charity Assistance Fund” board members shall be three years, beginning on the first day of April of the year in which each such member was appointed, except that the terms of the initial board shall be staggered in the following manner. The initial members of the “Smyrna Charity Assistance Fund” board shall serve the following terms:

Board Term

Jane Doe -----3 years
John Doe -----3 years
Janice Doe -----2 years
Willie Doe -----2 years
Sara Doe -----1 year

(4) Vacancies. Vacancies created by causes other than the expiration of a member's term shall be filled for the remainder of the term in the same manner as otherwise provided for in this chapter.

(5) Removal. Members of the board may be removed by the town council for neglect of duty, conflict of interest, malfeasance in office, violation of the ethics ordinance, or other just cause, or for unexcused absence from more than two (2) consecutive meetings during the member's term of appointment. It is the duty of the Town Clerk of Smyrna to advise the town manager when removal is recommended or necessary based on the provisions herein. The decision of the town council will be final with no appeal. Board members who are unable to attend regular meetings are expected to tender their resignation.

(6) Powers and duties. Generally the board shall provide oversight and guidance of the funds collected for the “Smyrna Charity Assistance Fund” program. The board shall review all applications for the requested disbursement of funds for any entity applying that possesses a recognized Internal Revenue Service qualified non-profit status and serves the interests of the residents located within the Town’s corporate limits. The board shall ensure the proper disbursements of funds based upon the criteria established and set forth by the Town Council.

(7) Bylaws and regulations. The board shall have the power to adopt and revise bylaws, rules and regulations for the purpose of conducting the business of the “Smyrna Charity Assistance Fund” board.

(8) Board not empowered to obligate town or incur liability. Notwithstanding anything that may be herein contained or implied to the contrary, the board shall not be empowered without express authority of the town council, to obligate the town in any way or to expend or incur liability for any sum of money,

except as may be provided for in the yearly budgets and appropriations adopted by the town council.

(9) Officers. The board will, during the first board meeting in May, annually select from its members a chairperson to serve for a one-year period, or until a successor is elected. The chairperson will preside at all meetings, preserve order and decorum, enforce the rules and regulations of the board, sign all letters and documents as authorized by the board, and will otherwise perform the duties devolving upon a presiding officer. The board will also select a vice-chairperson. The Town Clerk will provide a secretary from staff who will assume charge of all records of the board and who will keep accurate and complete minutes of all meetings thereof.

(10) Meetings. The board will determine a regular meeting schedule as necessary, but shall not meet less than quarterly (every three months), unless the chairperson and the Council Designee concur that no meeting is necessary. All meetings will be open to the public and will be conducted at town hall. Accurate minutes will be kept of all meetings and shall be made available to the public.

2-703 Procedures. (1.) Organization Status. The Board shall ensure each applicant possesses the required State or Federal documents identifying the organization as a 501(c)3,4 or 6 Non-Profit entity.

(2) Disbursements. The Board shall approve disbursements (as funding allows) at the July and December public meetings. Applicants for funding must submit the required documents by May 1st to be eligible for the July disbursement and/or by October 1st to be eligible for the December disbursement. In the event, due to a special need, an applicant requests funding during non-scheduled disbursement periods, the applicant must submit the required documentation within 60 days of the requested disbursement date.