Kenmure Fights Cancer Bylaws & Policies

with

Community Foundation Agreement
Golf Tournament Guidelines
Donor Recognition Program

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Kenmure Fights Cancer

Bylaws

Article I – Name

The name of the organization shall be **Kenmure Fights Cancer**.

Article II – Mission & Procedure

The mission of the organization is to:

- Remember those we have lost to cancer.
- Honor those who have survived the battle.
- Support those who are struggling today against this terrible disease.

This is done with a fundraising effort that is composed of projects and events that are fun for presenters and participants alike. The funds raised go to one or more organizations that support the fight against cancer. Selections are made on an annual basis.

While not limited therein, most fundraising events take place within the Kenmure community.

Article III – Board of Directors (BOD)

A. The BOD shall consist of the following Officers and Chairpersons:
    1. Officers:
        a. President
        b. Vice-President
        c. Secretary
        d. Treasurer
    2. Chairpersons of such committees as necessary to run the current year's events.
B. Term of Office and Requirements:
    1. Term of office shall be one (1) year.
    2. Terms may be extended as follows:
        a. President. The term of the President may be extended with approval of the BOD.
        b. Other BOD members: Terms of other BOD members may be extended with the approval of the President.
    3. Directors shall be residents of Kenmure and/or its sister property, Berwick Downs.
C. Vacancies and Succession:
    1. The President shall, by appointment, fill a BOD position that becomes vacant during the year.

2. Should the President be unable to serve out the full term, the Vice President shall succeed to the office of President.

D. Quorum and vote:

1. A majority of the BOD shall constitute the quorum necessary for transacting business.
2. Each officer and each committee chair shall have one vote.

E. Meetings: Meetings of the BOD shall be held monthly or as designated by the President.

F. Responsibilities:

1. The BOD shall conduct the business of the organization in accordance with these Bylaws and other accepted practices.
2. The presiding officer shall advise the Kenmure community of important actions taken by the BOD.

Article IV – Appointment of Directors

A. At the conclusion of the current year's events, the President shall canvas the BOD in order to ascertain the expected number of vacancies for the coming year.

B. The President shall appoint a Search Committee to fill open positions. At least one Director shall serve on the committee.

C. Appointments shall be approved by the President.

Article V – Association with Community Foundation of Henderson County

The *Kenmure Fights Cancer Fund* is a component fund of the Community Foundation of Henderson County (CFHC) and, as such, is subject to the rules and regulations for "Donor Advised Funds" that are in place at the time of any given fundraiser.

A copy of these regulations may be obtained from the Kenmure Fights Cancer President or Treasurer or the CFHC office at 401 North Main Street, Hendersonville, NC.

A summary of pertinent regulations is attached to these Bylaws.

Article VI – Fundraisers

A. The purpose of Kenmure Fights Cancer is to raise funds in accordance with its mission and procedure as described in Article II.

B. The fundraising activities are determined on an annual basis.

C. There shall be two types of fundraisers, as defined by CFHC.

1. Non-tax related (classified as "Independent Fundraising" by CFHC).
   a. Donors do not receive individual tax acknowledgements for these events.
   b. These events do not require approval and coordination with CFHC, however it is recommended that CFHC be advised of all projects.
2. Tax related (classified as "Foundation Affiliated Fundraising" by CFHC).

a. Donors do receive individual tax acknowledgements for these events.

b. These events require approval and coordination with CFHC.

D. All events are subject to approval by the BOD.

E. Liability insurance.

1. If an event requires liability insurance, the President, Treasurer or other member of the BOD shall contact CFHC to access the need.

a. Insurance coverage is provided for all CFHC endorsed events under CFHC's insurance policy.

b. If additional coverage is required, Kenmure Fights Cancer will be responsible for any additional cost. In other words, if a rider is necessary to provide coverage beyond the amount currently held by CFHC, Kenmure Fights Cancer is responsible for the cost of the rider.

F. Events that require up-front funding: Kenmure Fights Cancer makes every effort to limit expenses in order to pass the maximum amount on to the receiving organization(s). If a proposed event requires up-front payment, the proposer may be asked to secure said payment from outside sources in the event that the project does not realize sufficient funds to cover the expense.

G. Kenmure Country Club: All functions and activities that are held on the Kenmure Country Club grounds, in the clubhouse or are otherwise connected to Kenmure Enterprises, Inc. are subject to policies, rules and regulations in place at the time of the event.

H. Kenmure Property Owners Association: Events that may have an impact on roads within Kenmure require its advance approval and are subject to its rules and regulations. This includes, but is not limited to, parking and the posting of signs on or near roads.

Article VII – Selection of Charitable Organization

A. Charitable Organization Requirements.

1. The organization(s) must have a program that supports the mission of Kenmure Fights Cancer (see Article II).

2. The organization(s) must meet the requirements of the Community Foundation of Henderson County.

B. Selection.

1. The BOD shall select the charitable organization(s) that will receive funds raised by Kenmure Fights Cancer according to parameters defined in Article VII, Section A above.

2. One or more organizations may be selected as recipients for any given year.

3. Distribution of funds may be based on a fixed amount or percentage.

4. In order for the incoming BOD to proceed in a timely manner, the recipient(s) for the following year may be selected at the final BOD meeting of the year:

a. The decision will be binding on the incoming BOD unless an organization no longer meets the Charitable Organization Requirements stated in Article VII, Section A above or is unsatisfactory is some other way.

C. Notification of selection.

1. In January or upon formation of the BOD for the current year, the President shall:
    a. Notify CFHC of our selection(s) and confirm that the organization(s) meets its requirements.
    b. Notify the recipient organization(s) of selection and the amount or percentage to which it will be entitled.
        i. It shall be clearly stated that it is our *intent* to raise funds, but no guarantee can be made as to how much or even that any funds will be raised.

Article VIII – Distribution of Funds to Charitable Organization

A. Funds shall be distributed to the charitable organization(s) after the conclusion of the year's events or as otherwise directed by the BOD.

1. All net funds raised in a given year are to be distributed except as follows:
    a. At the discretion of the BOD, certain monies may be held back for outstanding expenses of the current year and to meet commitments for the following year.

Article IX – Finance, Disbursements, Dues and Auditing

A. Finance.
1. Fiscal Year: The fiscal year is January 1 – December 31.
2. Finance Committee: The Treasurer, President, Vice President and Secretary shall constitute the Finance Committee.
3. The Treasurer may open, close or modify bank accounts as necessary with the approval of the Finance Committee.
4. The Treasurer shall report monthly to the BOD on the financial status of the organization.

B. Disbursements.
1. All disbursements must have the approval of the President.
2. Funds remaining at the end of the year may be carried over and applied to funds raised and / or expenses for the following year.

C. Auditing: The BOD may call for an audit at any time.

Article X – Amendments

A. The BOD shall be notified of amendments at least 30 days prior to the meeting at which the vote will be taken.

B. A two-thirds (2/3) vote of Directors is necessary to pass amendments to the Bylaws.

These Bylaws were approved by the Kenmure Fights Cancer BOD on March 2, 2015.

See also Attachment No. 1: Summary of Agreement between Kenmure Fights Cancer and Community Foundation of Hendersonville and Attachment No. 2: Golf Tournament Guidelines.

Kenmure Fights Cancer

Policies

Policy 1. Combining Projects/Events for Donors:

A. Our model is to have several smaller events rather than one large one. Each event stands alone, with participants purchasing admission to events and/or making a donation.
   a. **Cash Donations:** If a donor wishes to combine his/her desired projects/events into a single donation, a package can be developed. The donation will be tax deductible, except for the cost of goods or services.
   b. **Donations in Kind:** Gratefully accepted for projects such as raffles, silent auctions, etc. These offerings do not, regardless of value, entitle the donor to participate in other projects/events at reduced cost or cost free.

Approved by Board of Directors, June 5, 2017

Policy 2: Kenmure Fights Cancer Ambassadors

The *Kenmure Fights Cancer Ambassadors* group (previously known as *Ambassador's Club*) was formed to recognize individuals who donate $500 or more in any given year. They are invited to attend the Check Presentation Luncheon (at their own expense) and presented with a certificate.

Approved by Board of Directors, August 3, 2017

Policy 3 – Publication of Donations

A. **Individuals and/or their personal foundations:** Kenmure Fights Cancer does not publish amounts of donations from individual contributors. This is done to encourage contributions of all sizes and to maintain the community spirit of the organization.
   a. Exceptions:
      i. *Kenmure Fights Cancer Ambassadors*: Membership may be published, but not the amount donated.
      ii. Beneficiaries (hospitals or others): The beneficiaries may recognize donors in any way they see fit, if agreed to by both parties.
B. **Corporations:** Donations by Sponsors and/or other corporate entities may be published unless otherwise indicated by the donor.

Approved by Board of Directors, August 3, 2017

Attachment No. 1:

Summary of Agreement between Kenmure Fights Cancer and Community Foundation of Henderson County

The following is an informal summary of the CFHC rules and regulations. It does not cover all instances and may or may not be up-to-date. Please refer to the actual documents for full conditions. Copies may be obtained from the Kenmure Fights Cancer Treasurer or at the CFHC office at 401 N. Main Street, Hendersonville, NC.

On March 9, 2015 Kenmure Fights Cancer entered into an agreement with the Community Foundation of Henderson County (CFHC) to form the **Kenmure Fights Cancer Fund**, a component fund under its Donor Advised Funds program.

The following is a synopsis of the Foundation's rules and regulations as they affect Kenmure Fights Cancer.

Overview

The Foundation provides the benefits of a 501 (c) (3) corporation without the up-front costs and ongoing expense of tax filings that would otherwise be incurred. They take on the paperwork for all tax-related donations.

The Donor Advised Funds program allows us to decide who will get the funds we raise. We can give all or part of any funds raised during a given year to the organization(s) of our choice as long as the receiving organization meets CFHC requirements.

Management fees for organizations with full payout program (called "Pass-Through Funds"):

- A 1% fee is charged on all contributions. (If we raise $30,000, the fee would be $300.)
- For funds that remain idle for more than a year, an annual fee of 1% will be levied monthly based on the previous month-end balance (calculated at 1/12th of 1% monthly).
- Any out-of-pocket expenditure by CFHC for investment services or other property management services will be charged in addition to the above.

Types of fundraisers

CFHC fundraising falls into two categories, broken down by tax status.

- Independent Fundraising.
  - No tax receipts to donors.
- Foundation Affiliated Fundraising.
  - Tax receipts to donors

Independent Fundraising:

Most of our projects and events fall into this classification because they do not require tax receipts for participation.

For example, entry fees for the Golf and Tennis Tournaments include a donation to Kenmure Fights Cancer, but individuals do not get, nor do they expect, tax receipts. This is in keeping with the Foundation's findings on event participation. They report:

> "We have found again and again that a donor who participates in a fundraising event is not doing so to receive a tax deduction. They truly believe in the purpose of the fundraiser and will write a check regardless of the tax benefits to themselves."

Independent Fundraising is the simplest method for everyone because CFHC will not have to approve the fundraiser, records will not have to be turned into the office and promotional and printed material will not have to be pre-approved.

They do request, however that this type of fundraising not carry the CFHC name or logo.

Foundation Affiliated Fundraising.

We also have projects where there is an expectation of a tax receipt, such as the Honor Board. Affiliation with CFHC is particularly advantageous in this situation because it confers on us all the advantages of an IRS approved 501 (c) (3) foundation. In other words, we can now accept corporate matching funds and other such donations that can be made only to qualified organizations.

For each donation that we receive in the form of cash, check or credit card, CFHC will send an acknowledgement letter that includes the proper tax substantiation. Donations can be collected by us and given to them and/or contributions made directly to them. In order to facilitate online contributions, CFHC will create a Kenmure Fights Cancer donation page to which we can link in emails and from our website.

We can use their logo as part of our promotional materials and donors can contribute online. In other words, this type of event becomes a joint effort between Kenmure Fights Cancer and CFHC.

As a result, advance approval is required as follows:

A. Submission of application at least 30 days prior to the occurrence of any activity associated with the event. Application (form available) includes the following:
    - Description: Outline of the fundraising goal, the activities of the event, organization experience with this type of event and why it is sure to be a success.
    - Contact person for the event.
    - Budget: Estimated budget for the event. Key items to include are projected revenue, expenses and a detail list of both.

Procedure:

The following tasks apply to each project, regardless of the classification into which it falls in order to assure that we are following CFHC guidelines properly.

Kenmure Fights Cancer President

1. Meet with CFHC representative as early in the year as possible.
2. Submit a list of members of the Board of Directors with their contact information.
3. Submit list of all projects for the upcoming year.
    a. Ascertain the classification for each project (Independent or Foundation Affiliated) and discuss how it will be handled in terms of promotion, etc.
4. Determine if any events require Liability Insurance (see below).
5. Submit the proper form for each Foundation Affiliated project.

Kenmure Fights Cancer Treasurer:

Checking account:

1. Deposit funds from "Independent" projects.
2. Pay expenses occurred from these projects.

CFHC fund:

1. Deliver checks received for Foundation Affiliated projects with list of donors prepared by Event Chairperson (see below).
2. Deliver deposits from checking account to fund on regular basis.

Kenmure Fights Cancer Event Chairpersons for Independent Events

1. Submit cash, checks and/or list of KCC charges to the Kenmure Fights Cancer Treasurer who will process them according to current Kenmure Fight Cancer policies and procedures.

Kenmure Fights Cancer Event Chairpersons for Foundation Affiliated Events:

1. Submit cash, checks and/or list of KCC charges to the Kenmure Fights Cancer Treasurer who will process them according to current Kenmure Fight Cancer and CFHC policies and procedures.
    a. Cash, checks and credit card donations will be eligible for tax letters, but KCC charges will not.
2. List of donors should include the following information:
    a. Donor's complete name and address.
    b. How the donor wishes to be acknowledged in the Community Foundation Annual Report or if the donor chooses to be anonymous.
    c. The date received and amount of the contribution.
    d. Whether the contribution was cash or check.
    e. Community Foundation of Henderson County.

CFHC will be responsible for the following:

1. Manage event donations accepted into the Fund from donors, other contributors and sources.
2. Approved Foundation Affiliated projects:
    a. Provide tax substantiation documents (acknowledgement letters) to donors within one week of receiving checks.
    b. Distribute all event proceeds at the direction of Kenmure Fights Cancer; up to the amount of gross proceeds net the administrative fee. (Kenmure Fights Cancer is ultimately responsible for expenses if there are insufficient funds to cover them.)
3. Liability Insurance:
    a. Insurance coverage is provided for all CFHC endorsed events under the CFHC insurance policy. The fundraising group is responsible for insurance cost that is greater than currently held by CFHC. If additional coverage is required, Kenmure Fights Cancer will be responsible for any additional cost. In other words, if a rider is necessary to provide coverage beyond the amount currently held by CFHC, Kenmure Fights Cancer is responsible for the cost of the rider.
4. Submit all State and Federal Tax reports.
5. Serve as a resource of information on fundraising strategy.

Attachment dated: March 9, 2015

See next page for Community Foundation contact information.

Contact information:

Community Foundation of Hendersonville County

President/CEO: McCray Benson
mvbenson@cfhcforever.org

401 N. Main Street (entrance on 4th Ave.)
PO Box 1108
Hendersonville, NC 28793
Tel. 697-6224 Fax: 696-4026

Website: www.cfhcforever.org
501 (c) (3) Status, Public Charity
TIN #56-13330792

Kenmure Fights Cancer
Golf Tournament Guidelines
As of May 13, 2016

A. Date and time:
   1. Date of event: As determined by KFC BOD and KCC. (Usually the same day as the Gala Dinner.)
   2. Entries begin: One month prior to tournament date or as determined by KCC Pro Shop.
   3. Entry deadline: As decided by pro shop.
   4. Start time: Shotgun start. Time to be set by pro shop.
B. Fees:
   1. Entry Fee: $40 per person plus cart fee if applicable. To be allocated as follows:
      a. $10.00 to be awarded to winners in the form of Pro Shop credit.
      b. $30.00 classified as KFC Donation.
C. Format
   1. 4-person teams. Captain's choice.
D. Divisions (18 hole play except as noted)
   1. Men's White Tee
   2. Women's Red Tee
   3. Women's Red Tee – 9 hole
   4. Mixed/Couples (Men – White Tees, Women - Red Tees)
E. Sign-ups
   1. 4-person team or
   2. Couple or
   3. Individual
   4. If necessary, pro shop will try to pair up teams
F. Handicaps
   1. KCC Golf Members: The pro shop will use current GHIN handicaps when available. Otherwise see Section F.2 below.
   2. Non KCC Golf Members and others without GHIN handicaps: The pro shop will accept player's statement of his/her handicap in the typical manner for charity events. No further verification is necessary.
G. Mulligans
   1. Cost: $5 each.
   2. Quantity: Limit 3 per person
   3. Sales begin: 1 ½ hours before start of event.
   4. May not be used to qualify for *Special Prizes* (see below).
H. Prizes & Awards:
   1. Division prizes: 1st, 2nd, 3rd for each division or as determined by the Committee Chair and/or Pro Shop.
   2. Special prizes as determined by the Committee Chair. It is suggested there be 2 each for men and ladies. Suggested categories:
      i. Closest to the Pin
      ii. Closest to the Line
      iii. Longest drive.
   3. Funding of Prizes:
      a. Division prizes: Entry fee (see *Fee* above)
      b. Other contest prizes.
         i. Donated or paid out of Entry Fee.
            a. Committee chair to notify Pro Shop if they are to be paid out of Entry Fee, otherwise it is assumed they will be

donated.

4. Eligibility: All players are eligible for all prizes, including the Joanne Jones Trophy (see below).
5. Joanne Jones Trophy
    a. Criteria: Awarded to team with Low Net score.
    b. Eligibility: All players are eligible.
    c. Location: Permanently located at KCC (currently on shelf in Patio corridor outside the Grill Room).
    d. Property of Kenmure Fights Cancer. The KFC BOD is responsible for decisions regarding award criteria and eligibility.
        i. Maintenance: Inscriptions are updated by the KCC Club Manager or as determined by the KCC BOD.

I. Players
1. Kenmure residents: All Kenmure residents and their guests are invited to participate in all Kenmure Fights Cancer events, including the golf tournament.
    a. Fees:
        i. KCC members will be charged the Entry Fee plus cart fee if applicable. Payment: Charged to KCC account.
        ii. Non-KCC members will be charged the Entry Fee plus standard KCC cart fee. Payment by credit card or other arrangement.
    b. Registration:
        i. KFC Golf Tournament Chair will obtain player names and handicaps which he/she will, in turn, pass on to the pro shop. Every effort should also to be made to welcome the players at the event and at the dinner if they should attend.
2. Outside players: Non-Kenmure residents are permitted to participate.
    a. Invitations:
        i. KFC President will invite hospitals to form one or more teams.
        ii. Members of KFC BOD may invite organizations connected to KFC, such as sponsors and/or persons suggested by KCC.
    b. Fees:
        i. Outside players will be charged the KFC entry fee plus standard KCC cart fee. Payment by credit card or other arrangement. (KCC will issue invoices upon request.)
    c. Registration:
        i. KFC Golf Tournament Chair will obtain player names and handicaps which he/she will, in turn, pass on to the pro shop. Every effort should also to be made to welcome the players at the event and at the dinner if they should attend.

J. Relationship to other Kenmure organizations:
1. While we work closely with Kenmure Country Club, Kenmure Fights Cancer falls under its policy concerning other outside events. Therefore:
    a. All Kenmure residents are welcome to attend, regardless of KCC membership.
    b. The golf tournament is independent of any KCC member groups or organizations.

History

The golf tournament began as a KWGA event about 2004. In 2007, it was expanded to include men, but was primarily an event for KCC golf members. Over the years, this has led to some confusion as to who was responsible for setting its guidelines.

In 2014 Kenmure Country Club declared all *Kenmure Fights Cancer* events would fall under its policies for "outside events." Therefore, while we work closely with KCC, decisions regarding all KFC events, including the golf tournament, are the responsibilities of the KFC BOD.

Following are some of the significant changes - and the reasoning behind them - that have been made since the tournament's inception.

Tees:

- Initially there were White Tee and Blue Tee flights for men.
- 2012: Changed to White Tees only because they are used by the majority of men and the use of a single tee simplifies award process for pro shop.
- 2016: Play for all women will be from the Red Tees because they are used by the majority of women and the use of a single tee simplifies award process for the pro shop.

Outside players:

- 2012: Tournament opened to participants from the hospitals.
- 2013: KCC GAC restricted tournament to KCC Golf Members.
- 2014: KCC declares KFC an "outside event."
    - Therefore, the golf tournament and other events are open to all Kenmure residents, regardless of KCC membership, as well as players from the hospitals and others from outside Kenmure.
- 2016: Sponsors and other outside corporations connected to KFC invited to participate.

Handicaps:

- 2014: KFC falls under KCC guidelines for outside charity events, therefore:
    - Handicaps will be handled in the same manner as for other charity events. In other words, handicaps submitted to pro shop by players are accepted as stated and do not need further verification.
    - For convenience sake, GHIN handicaps will be used for KCC Golf Members, when available.

Joanne Jones Trophy:

- Initially awarded to the18-hole team with the lowest *gross* score. At some point, eligibility was restricted to Kenmure residents only.
- 2012: Award criteria changed to the 18-hole team with the lowest *net* score, thus giving all 18-hole teams the opportunity to win it, regardless of gender.
- 2014:
    - KFC Committee votes to award to winner of the tournament, making all players eligible.
    - Name on trophy changed from *Rally for the Cure* to *Kenmure Fights Cancer.*

Start time:

- 2016: Changed from individual tee times to shotgun start.

Mulligans

- 2016: Increased from maximum of 2 per player to maximum of 3 per player in order to increase revenue.

2016: This document made an attachment to the Bylaws.

Attachment No. 3

Pardee Hospital & Park Ridge Health Donor Recognition Program for Kenmure Fights Cancer Ambassadors

August 4, 2017

In order to maintain the mission and spirit of Kenmure Fights Cancer, we must be careful not to diminish the value of even the smallest donation. Therefore, it is important to:

- Keep our focus on all donations, with gratitude for every amount.
- Recognize and thank all donors, but not specify the donated amounts within the Kenmure community.

On the other hand, we would like to recognize those who have contributed at higher levels. Since the hospitals are the end recipients, the following program has been developed.

Honorees:
Individuals who qualify for the *Kenmure Fights Cancer Ambassadors* group (donations of $500 or more during the current year) who wish to be included.

- Permission: In order to maintain donor privacy, permission must be granted by each donor before giving contact and donation information to the hospitals.

Recognition:
Honorees will be recognized with awards at each hospital and a reception and tour of the cancer center.

- **Awards**: Donations to be recognized at each hospital by means of plaque, sign or other commemoration as deemed appropriate by the hospital.
    - The level of contribution is to be recognized in its entirety. In other words, if a donor contributes $1,000 to Kenmure Fights Cancer, the donation will be recognized at full value, resulting in a $1,000 level citation at both hospitals.
- **Reception & tour:**
    - When: During the month of September.
    - Hosting: Both hospitals to be represented at each event, alternating years as hosts.
        - Year 1 (2017): Pardee Hospital as host.

- Reception: Pardee Foundation office.
- Date & Time: September 12, 2017 from 4:15 pm – 6:00 pm.
- Announcements:
  - Pardee: Announcement of donors at various levels.
  - Park Ridge: Same as above.
- Tour of Cancer Center and other hospital areas as deemed appropriate by host hospital.

- Year 2 (2018): Park Ridge Health as host. Repeat as above.

- Invitees:
  - Kenmure Fights Cancer Ambassadors (see permission note above).
  - Kenmure Fights Cancer Board of Directors
  - Community Foundation: McCray Benson
  - Pardee Hospital: Kim Hinkelman, Karen Yagerhofer, Jim Brewer
  - Park Ridge Health: Sherri Holbert, Trinka King, Linda Richards
  - KCC General Manager: Steve Harbison

Duties:

- Host hospital:
  - Coordinate date of reception / tour with Kenmure Fights Cancer president and other hospital representatives.
  - Design and send invitations (see Invitees above).
  - Host reception and tour.
- Kenmure Fights Cancer
  - Contact donors for permission to give contact and donation information to hospitals.
  - Provide the following:
    - Contact and donation information as approved by donors.
    - Contact information for KFC Board of Directors.