

Replace Title to following: *Pennywise Thrift Shop Constitution & By-Laws*
Ministry of Church of the Holy Comforter
Vienna, Virginia
2021

Proposed Changes November 7, 2021

Constitution

Article I- Name: update location of primary place of business to be 214 Dominion Road, NE, Vienna, VA 22180

Article III- Membership

Remove Pennywise volunteers must be..... Replace with *Pennywise volunteers must be listed as members on the rolls of the Church of the Holy Comforter. Volunteers who are not members of the Church of the Holy Comforter must work with a member of the church during their assigned shift*

Article IV- Officers and their Election

Revise elected officers of the Pennywise Board to be *two (2) Co-Chairpersons, ... Nominees for these positions will be submitted to the board by a nominating committee named by the current Co-Chairpersons.*

Article V- Meetings

Add second Monday *of each month or at the Co-chairperson's discretion*

Article VI- Amendments

Replace current paragraph with the following: *Proposed changes to the Constitution or By-Laws should be posted on the Pennywise bulletin board at the Church of the Holy Comforter and on the church's website at least 30 days prior to a board vote. Any and all changes to the Pennywise Constitution and By-Laws, deletions or additions, shall be voted upon at a regularly scheduled Pennywise Board meeting. A quorum of twelve (12) members of the Board must be present to approve changes to be enacted.*

Article VII- Proceeds

Add a sentence after the sentence All decisions... *A minimum of 90% of the net proceeds..... Special Project Fund. Due to the cost of Pennywise's current location and operating expenses, six (6) months' worth of rent should be added to the base (contingency fund) in case of any potential catastrophic event that may cause the shop to close or relocate.*

By Laws

Article 1- Meetings

Section 1: Meetings

Add to the first sentence *Monday of the month or at the Co-Chairpersons' discretion*. Special meetings may be called by *either of the Co-Chairpersons*. If a matter of immediate importance arises, *the designated Co-Chairperson may take.....A majority vote (51%) in the affirmative is needed to pass any vote done by either telephone or e-mail*. In the absence of *one of the Co-Chairpersons, Board meetings will be conducted by the other Co-Chairperson*.

Section 2: Board

Modify in this sentence The Pennywise Board shall consist...*of two (2) Co-Chairpersons, Treasurer, Assistant Treasurer, Secretary, Consignment Chairperson, Donation Chairperson, Supply Chairperson, Jewelry & Artwork Chairperson and a Chairperson for each day, Tuesday-Sunday*. The Day Chairperson position.....*Former Shop Chairpersons actively involved in Pennywise....Add Immediate past Pennywise Co-Chairpersons who are actively involved in Pennywise, volunteer at least once a month, will have a vote. As a curtesy, all former Pennywise Co-Chairperson actively involved in Pennywise shall be invited to attend the Pennywise Board meetings*. Any vacancies..... *one of the Co-Chairpersons...*

Add *The Co-Chairpersons' term of office is two (2) years which will begin at the September Pennywise Board meeting. The transition for the incoming Co-Chairpersons will take place during the three (3) months prior to the September Pennywise Board meeting.*

Section 3: Voting

Add to sentence *Current Board members and immediate past Co-Chairpersons who are members in good standing of the Church of Holy Comforter and actively involved in Pennywise, volunteer at least once a month, are eligible to vote.*

A quorum of *12 members* of the Pennywise board....

Article II- Duties of Board Members

Section 1: Co-Chairpersons

Add *The Co-Chairpersons have responsibility and supervision of Pennywise Thrift Shop. The Co-chairpersons will, in consultation with one another, decide on how best to share and divide their responsibilities which include but are not limited to the following:*

- 1. Oversee the daily operations of Pennywise.*
- 2. Write and submit weekly articles for the Church of the Holy Comforter Comfortable Word.*

3. *Collaborate with Pennywise Social media volunteer to advertise sales, special items, etc. at Pennywise.*
4. *Schedule and run quarterly meetings with Day Chairpersons, Consignment Chairperson, Donations Chairperson, Supply Chairperson and Jewelry & Art Work Chairperson.*
5. *Schedule and run a yearly meeting with volunteers in each department (front desk volunteers, consignment volunteers, bookroom, donation/backroom volunteers, etc.)*
6. *Chair monthly Pennywise board meetings.*
7. *Set the agenda for monthly Pennywise board meetings in consultation with the board's secretary and treasurer.*
8. *Prepare and report monthly to the ECW Board.*
9. *Prepare and circulate annual board calendar in August of each year.*
10. *Organize an annual all Pennywise board and volunteers social gathering.*
11. *Participate in board succession planning (recruitment, nominations and orientation).*
12. *Maintain and update as needed Pennywise organizational documents.*
13. *Serve as signatory for certain organizational documents.*
14. *Collaborate with the Rector, Senior Warden and Attorney of the Church of the Holy Comforter, if requested to participate in discussions regarding the lease or other legal matters related to the operating of Pennywise. Since Pennywise is a ministry of the Church of the Holy Comforter and not a separate legal entity Co-Chairpersons do not have signature authority on any legal documents that may pertain to Pennywise.*
15. *Serve as members of the ECW Board, Executive Committee and Standing Committee on Budget and Finance.*

Remove Section 2 Assistant Chairman

New Section 2: Treasurer

Sentence 1 Add to sentence all financial records, prepares

Add sentence 2 Treasurer will report at monthly board meetings as well as other meetings as requested by the Co-Chairpersons.

New Section 3: Assistant Treasurer

Add sentence: The Assistant Treasurer, working with the Consignment Chairperson shall sign and mail all consignment checks on a monthly basis.

New Section 4: Secretary

Add The Secretary may send out weekly Pennywise updates as requested by the Co-Chairpersons.

New Section 4: Day Chairpersons

Add The Day Chairperson is responsible for the sales operation and staffing of desk workers on a specific day of the week, Tuesday through Sunday. The Day Chairperson in collaboration with the Co-Chairpersons is responsible for training new volunteers for their specific day. The Day Chairpersons shall maintain and update the calendar at the front desk with volunteer staffing.

New Section 5: Donation Chairperson/Monday Chairperson

Add Donation Chairperson supervises the sorting and pricing of donated items. Add *The Donation Chairperson will oversee placing and removing of items at Pennywise during Monday store preparations. The Donation Chairperson is responsible for training volunteers who work in the backroom of Pennywise sorting and pricing donated items.*

New Section 6: Consignment Chairperson

Change Chairmen to Chairperson Add *The Consignment Chairperson is responsible for training volunteers who work in the Consignment department. In collaboration with the Assistant Treasurer ensures monthly payment to Consignors on their consignment accounts. The Consignment Chairperson provides a monthly consignment statement to Co-Chairpersons and Treasurer.*

New Section 7: Supply Chairperson

Change Chairman to Chairperson. Add *The Supply Chairperson, in collaboration with the Co-Chairpersons purchases all supplies for Pennywise. The Supply Chairperson will submit receipts for reimbursement of supply purchases to the Treasurer monthly*

New Section 8: Jewelry & Artwork Chairperson

Add *The Jewelry & Artwork Chairperson manages and maintains all the Jewelry and Art Work donated or consigned to Pennywise.*

Article III- Budget and Finance

Modify in first sentence basis of income *minus*

Second paragraph Major Pennywise expenditures *over five hundred (500) dollars* shall...

The Pennywise Treasurer which will be *accepted if approved* by a majority vote.....

Remove old Article IV Policy Manual

ADD NEW ARTICLE IV-CHANGES TO PENNYWISE ORGANIZATIONAL MANUALS AND POLICIES

Any and all changes in the Pennywise Organizational Manuals, Operating Procedures or Policy Statements, deletions or additions, shall be voted upon at a regularly scheduled Pennywise Board meeting. A quorum must be present and the changes adopted by a majority vote.

Article V- Parliamentary Procedures

Section 1- Add Robert's Rules of Order, revised,

Section 2: Add: The Pennywise Constitution and By-Laws should be reviewed every five years or earlier if warranted by a committee appointed by the Co-Chairpersons.