

PENNYWISE THRIFT SHOP CONSTITUTION & BY-LAWS
Ministry of Church of the Holy Comforter
Vienna, Virginia
2021

CONSTITUTION

ARTICLE 1- NAME

The name of the organization is Pennywise Thrift Shop, subsequently referred to in this document as Pennywise. Pennywise is an independent operating entity working in conjunction with the Episcopal Church Women (ECW) of the Church of the Holy Comforter. Its primary place of business is located at 214 Dominion Road NE, Vienna, VA 22180.

ARTICLE II- PURPOSE

Pennywise was founded in 1961 for the purpose of having one effective fund-raising endeavor that would concentrate the talents and time of the members of the Church of the Holy Comforter. Pennywise is an outreach to the community, provides an opportunity for fellowship within the parish for parishioners, and is the source of funds for ECW programs.

ARTICLE III- MEMBERSHIP

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

Elected officers of the Pennywise Board will be 2 Chairpersons, Treasurer, Assistant Treasurer and a Secretary. Nominees for these positions will be submitted to the board by a nominating committee named by the current Co-Chairpersons.

ARTICLE V – MEETINGS

Pennywise Board meetings will be held monthly on the second Monday of each month or at the Co- Chairpersons' discretion.

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ARTICLE VI – ADMENDMENTS

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

A Base Fund (Contingency Fund) has been established to have sufficient invested funds available to assure continuing operation of Pennywise in case of fire or a need to relocate. All decisions regarding the Base Fund will be made by the Pennywise Board. A minimum of 90% of the net proceeds realized from the operation of Pennywise are given to the ECW of the Church of the Holy Comforter to fund their yearly Operating Budget and the Special Project Fund.

Due to the cost of Pennywise’ s current location and operating expenses, a total of 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.

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BYLAWS

ARTICLE 1 – MEETINGS

Section 1: Meetings

The Pennywise Board meetings will be held monthly except July and August on the second Monday of the month or at the Co-Chairpersons' discretion. Special meetings may be called by the Co-Chairpersons. If a matter of immediate importance arises, the designated Co-Chairperson may take a vote count by telephone or e-mail, recording the vote of Board members in the minutes at the next board meeting. 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

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 may be held by anyone who is an active Church of the Holy Comforter member and invited by the Pennywise Board to serve. Immediate past Pennywise Co-Chairpersons who are actively involved in Pennywise, volunteer at least once a month, will have a vote. As a courtesy, all former Pennywise Co-Chairpersons actively involved in Pennywise shall be invited to attend the Pennywise Board meetings. The ECW President and ECW Treasurer are Ex-Officio members. Any vacancies occurring during the year will be filled by the one of the Co-Chairpersons with Board approval. Members shall hold only one Board position at a time.

The Co-Chairpersons term of office is two years, which will begin at the September Pennywise Board meeting. The transition for the incoming Co-Chairpersons will take place during the three months prior to the September Pennywise Board meeting. All other Board positions do not have term limits.

Section 3: Voting

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. Ex Officio members do not have a vote. No proxy votes will be accepted.

A quorum of 12 members of the Pennywise Board must be present to transact business of the Board requiring a vote.

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ARTICLE II – DUTIES OF BOARD MEMBERS

Section 1: Co-Chairpersons

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.

Section 2: Treasurer

The Treasurer maintains all financial records, prepares financial statements, disburses funds and is responsible for related financial matters including preparation for the annual financial review. Treasurer will report at monthly Pennywise board meetings as well as other meetings as

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requested by the Co-Chairpersons. The Treasurer shall serve as a member of the ECW Standing Committee on Budget and Finance.

Section 3: Assistant Treasurer

The Assistant Treasurer shall function as directed by the Treasurer in the Treasurer's absence. The Assistant Treasurer, working with the Consignment Chairperson shall sign and mail all consignment checks on a monthly basis.

Section 4: Secretary

The Secretary records proceedings, maintains records of all Pennywise Board meetings and gives notice of future meetings. The Secretary may send out weekly Pennywise updates as requested by the Co-Chairpersons. The Secretary sends remembrances to Board members, volunteers or family members in case of illness, death, etc. and sends a Welcome letter to all new Pennywise volunteers.

Section 4: Day Chairpersons

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.

Section 5: Donation Chairperson/Monday Chairperson

The Donation Chairperson supervises the sorting and pricing of donated items. 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.

Section 6: Consignment Chairperson

The Consignment Chairperson staffs and supervises the consignment department. 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.

Section 7: Supply Chairperson

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.

Section 8: Jewelry & Artwork Chairperson

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

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ARTICLE III- BUDGET and FINANCE

Pennywise operates on a cash basis of income minus operating expenses equals net proceeds.

Major Pennywise expenditures over five hundred (500) dollars shall be approved by a majority vote of the Pennywise Board at a regular board meeting. The Pennywise Treasurer shall submit monthly Financial Statements which will be accepted if approved by a majority vote of the Pennywise Board.

The Pennywise Board shall be consulted on any proposed changes the ECW Finance Committee may wish to recommend regarding the percentages set aside for the Special Projects Fund and ECW Operating Budget.

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: Robert’s Rules of Order, revised, shall be the parliamentary authority for this organization.

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

Respectfully submitted,

Judith Boott

Michele Khol

Gayle Bethea

Judy Kilkenny

Jeanna Spielmann

The above Pennywise Constitution and By-Laws have been approved by the Pennywise Board on _____ to be effective _____ and supersedes all previous documents.