

# Heritage Humane Society Auxiliary



# *Membership Guide*



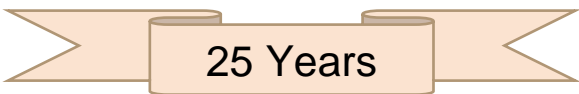
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### Introduction

Heritage Humane Society (HHS) is a local, independent, open-admission shelter serving Williamsburg City, James City County, and beyond. HHS receives more than 93% of its funding through private donations and receives no funding from the Humane Society of the United States or the ASPCA. In 2019, HHS cared for 1,857 homeless pets in our community.

The Heritage Humane Society Auxiliary (HHSA) was founded in 1995 in support of HHS. Our mission is to be responsive to the needs of HHS and its commitment to humane care and professional treatment for all injured, ill, stray, or unwanted animals. As a standing committee of HHS, the HHSA continuously seeks to develop and present numerous and varied fundraising events supporting the shelter while creating community awareness and education about the services of HHS.



HHSA members donate their time, energy, creativity, and other resources to improve the lives for all animals that come through HHS's doors. HHSA provides a formal social structure where people work together on fundraising projects; network; and have rewarding fun through events, initiatives, and gatherings.

As a strong volunteer group, our numerous activities deliver more than \$130,000 annually or about 15% of the entire HHS budget. These funds enable HHS to shelter and provide high-quality care to homeless pets in our community.

### Don't Walk Away – Get Involved

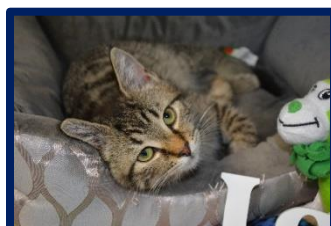
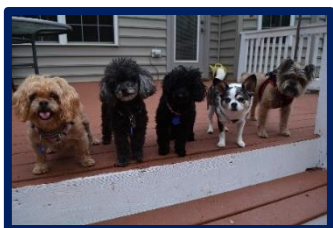
The Auxiliary is comprised of people with a wide variety of backgrounds and interests. We are constantly considering adding/increasing our level of involvement with new events, programs, and community engagement initiatives.

We need people with a diversity of skills; no matter what your background, you can help. We need bakers, marketers, social media expertise, knitters, advocates, volunteer coordinators, as well as community and business leaders. We invite you to join our dynamic group. You will enrich your life and those of our animals as you make lifelong friendships.



### Meetings and Dues

HHSA meetings are held the second Wednesday of each month at 10:15 a.m. Annual dues are \$30.00.



### Auxiliary Events and Activities

The HHSA primary goal is fundraising. Events are spread throughout the year to achieve our monetary goals. These events offer a wide range of volunteer opportunities. Typically, larger events have multiple and varied needs ranging from organizing raffle items to preparing bake goods to sewing animal outfits and more. Please note that for most events, we ask members to wear an Auxiliary polo shirt. Shirts can be purchased through the Auxiliary for \$20.

Your Auxiliary involvement often results in friendships with people who share your genuine interest in and compassion for animals.

#### Holiday Bazaar

The Holiday Bazaar, held in November or December each year, has been a mainstay for HHSA for more than 20 years. It has become one of Williamsburg's most anticipated events on the holiday calendar. This event raises around \$40,000 per year.

We raise funds through merchandise, raffles, and sponsorships. It is a community event with contributions from local restaurants, businesses, and Auxiliary members. We sell delicious home-made baked goods and food items, including soup and bread from some of the most popular restaurants in Williamsburg. We offer a wide variety of merchandise, including hand-crafted fabric creations, as well as scarves, jewelry, books, toys, holiday items, and gift baskets for people and pets.



Auxiliary volunteers bake, sew, knit, and craft unique items for the Holiday Bazaar. Members organize the tables, solicit raffle prizes, collect items, assemble baskets, sell raffle tickets, and help with packaging, publicity, and transportation. On Bazaar Day, everyone is an ambassador for the shelter and Auxiliary.



#### Make Par for Pets Golf Classic

This annual fall golf tournament obtains revenue through sponsorships, golfer fees, raffle prizes, and contests. Make Par for Pets is hosted by a local golf course and raises around \$30,000 for the shelter.

Golf committee members solicit sponsors, procure raffle and golfer prizes, distribute marketing materials, develop signage, and help during the event. The golf committee is joined by additional HHS members on golf day who assist with registration, running contests, selling raffle tickets, and serving as ambassadors for the shelter and the Auxiliary.



### Fur Tree

The annual Fur Tree fundraiser runs from Thanksgiving to the second week in January. Fur Tree donation fliers are mailed to adopters, members, and donors in early November. A live Christmas tree is placed outside Mermaid Book Store on Prince George Street the day after Thanksgiving. Donors purchase bright red ribbons which are labeled in honor or memory of their past and present pets. Each commemorative bow sporting the name of the pet is placed on the Fur Tree. Each year this program brings about \$10,000 to HHS.

Committee members place the tree and the bows throughout the holiday season and coordinate with the shelter on sending out donation fliers and prepare press releases.



### Bake Sales



Auxiliary members provide a bakery table for various shelter activities. Events include the annual DoG Street Strut, Fido Fest, and periodic yard sales at the shelter. This is a new activity—and one which is primarily intended to promote community engagement for the Auxiliary—so revenue generation is a secondary objective.

Volunteers bake and package goods prior to the sales and staff the table during events.

### Scarf Sales

HHS offers private sales of new and gently used ladies' scarves and handbags. Auxiliary members sell the items at the Holiday Bazaar and private events and demonstrate how scarves can be worn to enhance one's wardrobe. HHS also maintains a booth of scarves and handbags at the Williamsburg Bazaar in the Premium Outlets. Scarf and handbags sales generated \$3,600 in FY 2019.



Auxiliary members collect donated scarves and handbags. Volunteers hold special sales, attend private shows and events to sell items and promote the Auxiliary, and maintain the Williamsburg Bazaar display.

### Belk Sale

The Monticello Avenue Belk store hosts sales to benefit local charities throughout the year. HHS volunteers sell sale admission tickets to customers. HHS showcases adoptable dogs at the events to attract interest and stimulate shelter conversations. These sales raise approximately \$1,500 per year.

Auxiliary members sell tickets to friends and family members prior to the sale day. Volunteers also sell tickets at the store on sale day.



### Antique Mall

The Williamsburg Antique Mall donates a booth for HHSA without charge. In exchange, HHSA members package and wrap mall purchases at the front desk on Fridays. The Antique Mall booth brings in approximately \$5,000 per year.

Volunteers take shifts wrapping mall purchases for transport (not gift wrapping).



### Critter Canisters



One of the Auxiliary's longstanding fundraising methods is our Critter Canister program. We place canisters in almost 100 Williamsburg businesses. Each month, members collect the money from their assigned canisters and deliver it to the HHS financial manager or the program chairperson. Collectors volunteer to cover convenient areas and are encouraged to solicit new collection locations. This program brings in about \$1,000/month to HHS.

This ongoing program relies on Auxiliary collectors and a chairperson (who is responsible for coordinating the program).

### Non Event

The Non-Event is a direct-mail campaign implemented in February each year. An "invitation" with a catchy poem—invoking individuals to stay home instead of attending an event—is sent to a mailing list maintained by the shelter. A donation card and return envelope are included with the invitation. This activity raises approximately \$25,000 per year.

Volunteers are needed to draft the poem and design the invitation and to stuff and label envelopes.



### Heritage Humane Society Staff Appreciation

The Auxiliary is highly supportive of the dedicated HHS staff. Our fundraising success is almost entirely due to the hard work of the entire HHS team every day. The incredible results of their ever-evolving efforts to care for our pets in need have secured HHS's positive reputation in the community. Shelter staff members are at the heart of every successful adoption, event, and community activity.

Each year we proudly organize a staff appreciation luncheon compliments of Auxiliary members. This is our way to thank each of the HHS members for their contributions and have fun getting to know them just a little better. It is our modest way to thank them for everything they do.



### HHSA Mentoring Program

#### Introduction

Members of the Heritage Humane Society Auxiliary (HHSA) work together throughout the year developing and presenting fundraising activities to help finance HHS shelter operations and to promote community awareness of HHS services. Some HHSA members also volunteer in shelter operations as part of the HHS shelter volunteer program, a separate volunteer opportunity.



The purpose of the HHSA mentoring program is to provide a framework through which we sustain and grow our membership base. The program has two components: providing personal orientation and information on fundraising activities and encouraging active involvement by new members.

#### Program Description

*New Member Orientation:* Using a new member's experience and goals profile, the HHSA membership chair matches an experienced HHSA member to serve as the new member's mentor. After initial introductions and exchange of personal contact information, the mentor maintains contact with their mentee using mutually agreeable processes which should include meeting(s) in a social setting for any questions the mentee may have about the group and future fundraising events. This process can also lead to discussing personal goals and planning for future involvement adding both focus and accountability.

*Encouraging Active Involvement:* Early and active participation in monthly meetings and volunteering in an introductory capacity for an upcoming fundraising event help solidify a new member's sense of belonging and inclusion. Mentors provide frequent guidance and introductions throughout this process and serve as a first-level resource for information about the organization. A mentor's listening skills are extremely important during this period to solicit observations, maximize the benefit of a new member's experience, and encourage ideas for overall program and process improvements.

#### Program Assessment

The HHSA executive committee uses new member feedback, membership growth, and retention data as objective measures of the mentoring program's performance. The HHSA membership chair continuously seeks and assesses suggestions/feedback from recent mentees and mentors for program improvements which are reported to the HHSA executive committee.

A capstone of the mentoring program is the quarterly new member luncheon organized by the membership chair. All HHSA members are encouraged to attend these luncheons to welcome that quarter's new members into our fellowship as active members working together supporting the Auxiliary's mission.

## Heritage Humane Society Auxiliary By-Laws

### ARTICLE 1 Mission & Purpose

#### **Section 1.1 Mission**

Being concerned about the plight of abused, neglected, and abandoned animals and willing to devote time, energy, and other resources on behalf of these animals, the Heritage Humane Society Auxiliary (HHSA) is responsive to the needs of the Heritage Humane Society (HHS) and its commitment to humane care and professional treatment for all injured, ill, stray, or unwanted animals.

#### **Section 1.2 Purpose**

As a standing committee of the HHS, the HHSA will continuously seek to develop and present numerous and varied fund-raising events to support the shelter while creating community awareness and education about the services of HHS.

### ARTICLE 2 Membership

#### **Section 2.1 Section Eligibility**

There shall be one class of membership in the Auxiliary that shall be open to all persons eighteen (18) years of age or older. Each applicant for membership will submit an information form along with a signed HHS Professional Volunteer Application and Volunteer's Release from Liability Form and dues payable for the current year. Following submission of these documents and payment of dues, the applicant will receive a copy of the Heritage Humane Society Auxiliary By-Laws and a current membership roster. By accepting the By-Laws, each member agrees to abide by them.

#### **Section 2.2 Membership**

The Auxiliary "Membership" shall consist of all individuals who have complied with the requirements of Section 2.1 above and whose dues are current. Everyone who meets these requirements is a "member" for purposes of these By-Laws. A member can choose to resign by notifying the HHSA President in writing. Members who resign will forfeit paid dues and no longer receive HHSA meeting minutes and announcements.

#### **Section 2.3 Annual Dues**

The Auxiliary membership shall set the following year's dues at its December regular meeting (Section 3.1). Dues shall be payable by the end of January each year. The dues for those individuals joining after June 30th shall be one-half of the calendar year dues.

### ARTICLE 3 Meetings

#### **Section 3.1 Regular Meetings**

The Auxiliary Membership shall hold regular meetings on the second Wednesday of each month. The Secretary shall provide written notice of the dates of such meetings at the January regular meeting in the form of an annual calendar.

All meetings of the Auxiliary, whether of the membership or the executive committee, shall be held in Williamsburg, James City County, or York County, Virginia, at such place, date, and hour as may be designated by the person or persons authorized herein to call such a meeting.

#### **Section 3.2 Special Meetings**

The President may call a special meeting of the Auxiliary either at her/his own initiative or at the request of an officer by giving at least four (4) business days written notice to each member. Such notice may be by either the USPS, e-mail, or a combination of the two. This notice shall specify the purpose and business to be transacted unless the President decides at her/his sole discretion that it would be inappropriate to do so.



### **Section 3.3 Notice**

If notice of any special meeting is mailed, such notice shall be deemed to be delivered on the second business day after the date on which it is deposited in the United States mail, properly addressed, and with postage thereon prepaid. (i.e., such notice must be mailed six business days before the date of the special meeting.) If notice is given by e-mail, such notice shall be deemed to have been delivered on the date of transmission.

### **Section 3.4 Quorum**

The quorum for meetings shall be the greater of eight (8) members or twentyfive percent (25%) of the membership, provided that total membership exceeds fifteen (15). In the event that total membership does not exceed fifteen, a quorum shall consist of twenty-five percent (25%) of the membership.

### **Section 3.5 Voting**

All the votes of the membership shall occur at either a regular or special meeting held in accordance with these rules. Each member present shall have one vote at such meeting. Proxy voting is not permitted at any meeting.

### **Section 3.6 Rules of Order**

The latest edition of Robert's Rules of Order shall govern the conduct of all meetings. Because the regular parliamentary procedures outlined in Robert's Rules of Order can be cumbersome for smaller groups, the Auxiliary shall, whenever possible, conform to the streamlined provisions contained therein for the conduct of meetings.

### **Section 3.7 Conflict of Interest**

The Auxiliary takes very seriously potential conflicts of interest of its members. Even the appearance of impropriety can adversely affect its ability to raise money and effectively fulfill its stated purpose. For a conflict of interest to occur, the voting member or a relative must have a potential or actual financial interest in the issue being discussed or voted upon. If such a situation occurs, the voting member must ask to be recused.

## **ARTICLE 4 Officers**

### **Section 4.1 Auxiliary Officers**

The voting officers of the Auxiliary's Executive Committee shall be the

President, Vice- President, Secretary / Treasurer, HHS Board Representative, Membership Chair, and Parliamentarian. The Immediate Past-President shall serve as a non-voting member of the Executive Committee but may cast a vote in the event of a tie among the voting members. If, however, she/he is elected to a voting office, she/he shall serve as a voting member. The officers shall serve without compensation.

### **Section 4.2 Election of Officers on a Calendar Basis**

Election of all HHSA officers shall follow the same election schedule as that of the HHS Board of Directors. In March 2011, and every two years thereafter, the Nominating Committee shall present to the Auxiliary membership a proposed slate of HHSA officers and accept any nominations from the floor, with the election at the regularly scheduled meeting in April. The nominees receiving the greatest number of votes for each office shall be declared to be elected to a two-year term beginning on May 1st. The Chair of the Nominating Committee shall notify any newly elected candidates not present at the time of election.

### **Section 4.3 Term**

All officers shall serve a term of two years after which they will be eligible for reelection to the same office for one additional two-year term. An officer may be elected to a different office after serving two terms but may not serve as a voting member of the Auxiliary's Executive Committee for a period exceeding six consecutive years.



### Section 4.4 Duties

**(1) President:** The President shall preside at all meetings of the Auxiliary, provide an agenda for all meetings, and perform such other duties as are either incident to the office, or properly required for the Auxiliary to carry out its Purpose as stated in Section 1.2.

**(2) Vice-President:** The Vice-President shall exercise the authority of the President in his/her absence and perform such other duties as may be assigned by the President.

**(3) Secretary / Treasurer:** The Secretary/Treasurer shall be responsible for recording the minutes of the meetings and distributing them to the membership within two weeks after the meeting. In addition, the Secretary/Treasurer shall report HHS revenue statistics as provided by HHS. The Secretary/Treasurer shall also maintain such other records as may be required by the President, have charge of the correspondence, notify members of all regular and special meetings as prescribed above, and carry out such other duties incident to the office or as the President may request.

**(4) Immediate Past-President:** The Immediate Past-President shall serve as an advisor to the current President, Vice-President, and other officers as needed. In the event that the Immediate Past-President is elected to another office, she/he may serve in both capacities.

**(5) Board Representative:** The Board Representative shall serve as a voting member of the HHS Board and represent the Auxiliary's interests before that body. With the consent of the HHS Board, the HHS Board Representative shall act as a liaison between the two groups and shall keep the Auxiliary apprised of HHS Board discussions and decisions that are not of a confidential nature.

**(6) Membership Chair:** The Membership Chair shall provide prospective new members with a membership information packet, maintain a current membership list, and update and distribute the membership list on a quarterly basis or more frequently as needed.

**(7) Parliamentarian:** The Parliamentarian shall advise the President, Vice President, and the Auxiliary on proper procedures, ensure that any changes to the Bylaws are made part of said rules, and provide copies of revised rules to the President and the Secretary.

### Section 4.5 Vacancy

If the office of any officer becomes vacant for any reason, the vacancy may be filled for the unexpired term of office by a majority vote of the Auxiliary at either its first regular meeting following the creation of such a vacancy or at a special meeting called for that purpose.

### Section 4.6 Resignation or Removal

Any officer may resign by written notice to the Secretary.

Any officer may be removed by a 2/3 vote of the Auxiliary at any regular or special meeting at which a quorum is present, and another person may be elected by a majority vote to serve as a replacement until the end of the current term.

## ARTICLE 5 Committees

### Section 5.1 Executive Committee

The voting membership of the Executive Committee is defined in Section 4.1 above. The Executive Committee shall meet as required between meetings of the Auxiliary to vote on time sensitive items that cannot wait until the next Auxiliary meeting. Three voting members shall constitute a quorum of the Executive Committee. No action of the Executive Committee shall bind the Membership unless ratified by a majority vote at the next regular meeting at which a quorum is present. The Executive Committee shall adopt such rules and regulations as it may deem necessary for its management.

### **Section 5.2 Nominating Committee**

The President shall appoint a Nominating Committee every two years in February of at least three (3) members. This committee shall present a slate of nominees for officers of the Auxiliary at the March regular meeting.

### **Section 5.3 Additional Committees: Standing or Ad Hoc**

The President, upon a majority vote of a quorum at any regular or special meeting, may create one or more standing or ad hoc committees by appointing members and designating each committee's purpose and scope of authority.

### **Section 5.4 Quorum**

A majority of any committee shall constitute a quorum.

### **Section 5.5 Authority**

Each committee shall exercise only the authorities and purpose bestowed upon it by the President.

### **Section 5.6 Vacancies**

The President shall fill any vacancy in the membership of a committee.

## **ARTICLE 6 General Provisions**

### **Section 6.1 Deposits**

Any funds of the Auxiliary shall be collected and delivered to the HHS Business Manager for deposit into the designated HHS bank account and be credited as having done so by inclusion in the monthly Auxiliary Revenue Report and contained on the HHS profit & loss statement.

### **Section 6.2 Fiscal Year**

The fiscal year of HHS shall begin on the first day of July and end on the last day of June of each year.

## **ARTICLE 7 Amendment**

These By-laws supersede all previous sets of Standing Rules and By-laws. They may be amended or repealed by affirmative vote of two-thirds majority of the members present at any regular or special meeting at which a quorum is met after the requisite notice.

## **ARTICLE 8 Dissolution**

In the event of the dissolution of the Auxiliary, none of the assets of the Auxiliary shall be distributed to any member, but after payment of all lawful debts of the Auxiliary, its property and assets shall belong to the Heritage Humane Society, Inc.

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## **Volunteer Forms**

The forms on the following pages are required by HHS. Please complete the forms and return to Bob Tubbs, membership chair. Forms can be submitted in person or mailed to Bob at 4040 Colonial Crescent, Williamsburg, VA 23185.

# ADULT HHS VOLUNTEER APPLICATION

## (Ages 18 and older)

*In an effort to keep our records up to date on an annual basis we are requiring that all volunteers fill out the following form to include a **yearly** release of liability. Many volunteers have been with us for years and we are striving to improve our records by using this tool. We appreciate your understanding.*

**MISSION STATEMENT:** The Heritage Humane Society serves as the compassionate steward of companion animals that are in transition from stray/surrender to forever homes. Heritage Humane Society will also educate the public about humane animal care and treatment, advocate animal welfare, and provide affordable adoption and spay/neuter services to measurably reduce overpopulation of unwanted companion animals.

Please complete (print) all applicable fields on the form. All volunteers must sign our Liability Waiver, which is a legally binding document.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Education: \_\_\_\_\_ Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Emergency Contact & Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Skills and Hobbies:**

- Gardening
  - Customer Service
  - Maintenance/Landscaping
  - Fundraising
  - Photography
  - Social Media
  - Volunteer/work experience with animals (please specify): \_\_\_\_\_
  - Other (please specify): \_\_\_\_\_
-

**Volunteer Assignments:**

- Professional Volunteer (Board Member, Auxiliary/Fundraising, and Professional Services)
- Foster Care
- PetSmart (cat care only)
- Transport (transport animals to/from local clinics and other rescues)
- Special Events (offsites, fundraisers, etc.)
- Administrative projects
- Cat Socialization
- Dog Socialization/Dog Walking
- Clean Up Crew (laundry, dishes, cleaning cat cages, etc.)
- Shelter Maintenance
- Shelter Landscaping
- Small Critter Socialization (guinea pigs, rabbits, etc.)

**VOLUNTEER CONTRACT :**

**I, \_\_\_\_\_ have read and understand the volunteer rules and guidelines. I understand that if I do not abide by all of these rules, my service as a volunteer can be terminated or suspended. I also understand that these rules and guidelines are set forth to protect the animals, the staff and myself. I agree to conduct myself in a courteous and professional manner as a volunteer and as a representative of the Heritage Humane Society. I agree to abide by all of Heritage Humane Society's policies & procedures.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





# Heritage Humane Society Volunteer's Release from Liability Form

In consideration of the opportunity to participate in the operation of the Heritage Humane Society (HHS), and in further consideration of the permission to enter for that purpose upon the premises of the Heritage Humane Society located at 430 Waller Mill Road, Williamsburg, VA 23185, the receipt of such opportunity being hereby acknowledged, the undersigned hereby releases HHS and its agents, officers, servants and employees, the city of Williamsburg and the county of York of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury to the person, or any property of the undersigned, while in, on, or upon the premises, or any premises leased to, owned by, sanctioned by, or while under the control of supervision of HHS, or while in route to or from the premises or any other premises leased to or under the control of supervision of HHS.

The undersigned being duly aware of the risks and hazards inherent upon entering upon said premises and/or in participating in any and all aspects of the operations of the HHS at said premises, knowing the current conditions, operations and risks and knowing that these conditions, operations and risks may become more hazardous and dangerous during the time that the undersigned is upon the said premises, the undersigned hereby voluntarily assumes all risks of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises.

The undersigned further releases the HHS from any liability arising from any acts or omissions of its agents, officers, servants, employees, and authorized volunteers, wherever such acts or omissions occur.

The release shall be binding upon the distributees, heirs, next of kin, executors, administrators, and personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents  
that she or he has read the release, understands it, and sign it voluntarily;  
that she or he is over 18 years of age and of sound mind;  
that she or he is the legal parent or guardian of the following children who are between the age(s) of 10 and 17 and are covered by all provisions of this release (no one under 16 may walk a dog);  
that she or he is not an agent, servant, or employee of the Heritage Humane Society

In witness whereof, the undersigned has hereunto set her or his hand and certifies that she or he has not been convicted of animal cruelty or neglect.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **HHS Signature:** \_\_\_\_\_