

**THE CONSTITUTION AND BY-LAWS OF THE GEORGE MAIER FUND  
A NOT-FOR-PROFIT UNINCORPORATED ASSOCIATION  
Adopted March 5, 2010**

**SECTION I: THE CONSTITUTION**

**ARTICLE I. ORGANIZATION:**

The name of the organization shall be the George Maier Fund, hereinafter referred to as the Fund.

There are no alternative names under which the Fund operates.

The George Maier Fund is organized as an Unincorporated Association in the state of Florida.

The Principal Members are the people who initiate and organize the Fund. One Principal member serves as Chairman as herein defined for a limited term, designated the Founding Period. The Founding Period is defined as the twelve (12) month period starting with the date of this document during which the officers, the Board of Directors and the Grant Committee members are appointed by the Principal Members. At the expiration of the founding period, the designation of Principal Member is extinguished and a Chairman is elected in accordance with this organizing document.

The Fund's fiscal year begins on January 1<sup>st</sup>. and ends on December 31<sup>st</sup>. of each year.

**ARTICLE II. PURPOSES:**

The George Maier Fund is established exclusively to provide monetary grants for research projects dealing with study of the group of fishes known as killifish; Oviparous Cyprinodontiform Fishes of the Class Actinopterygii, Order Cyprinodontiformes. Specifically, the Fund provides financial assistance to projects that will enhance the knowledge of killifish, especially as applied to their reproduction, life cycle, maintenance, nutritional requirements and food sources, biology, ecology, habitat, conservation, nomenclatural and biological relationships within and without the killifish clade.

Because the Fund is formed exclusively for scientific research and associated activities within the meaning of section 501(c)(3) of the Internal Revenue Code, it will not provide educational grants, scholarships, fellowships, educational Loans, or other educational grants, to individuals or organizations.

**ARTICLE III. MEMBERSHIP, DUES, COMPENSATION:**

Membership in the Fund shall consist of the Principal Member, Officers, Directors, staff members and members of committees authorized and approved by the Board.

There are no dues, assessments or other forms of monetary value required of members.

Any member, Officer, Director or Committee participant may donate directly to the Fund as a donator, and will be so noted in the Fund's records of same.

All members, Officers, Directors or Committee participants are volunteers who receive no personal profit or gain, directly or indirectly, by reason of their participation with the George Maier Fund.

**ARTICLE IV. OFFICERS:**

The duties and responsibilities of the Officers herein summarized are further explained in the Bylaws, Section II of this document.

Officers shall, by virtue of their office, also be full members of the Board of Directors, with all the associated authorities and responsibilities as herein specified.

Officers who cannot finish their term will be replaced in the same manner as an initial appointment, by appointment of the Chairman.

**There shall be three (3) Officers of the Fund: Chairman, Secretary and Treasurer.**

(a) Chairman:

The first Chairman shall be the principal member of the Fund, defined as the person who organized and initiated the Fund. The first Chairman shall serve a special limited term of one year after the date of the Fund's formation. The designation of principal member is extinguished when this special term expires.

After the expiration of this founding period, a Chairman shall thereafter be nominated and elected for a term of five (5) years by a simple majority vote of the Board of Directors.

The Chairman is the primary executive of the Fund and is responsible directly or indirectly for all the activities of the Fund, and any action taken on its behalf. This responsibility includes the appointment of members of the Board of Directors, the Secretary, the Treasurer, and any other volunteers. The Chairman shall also submit for Board approval, nominations of persons to serve on the Grant Committee.

There is no limit on the number of terms a person can serve as Chairman.

(b) Secretary:

The Secretary is appointed by the Chairman to serve for a term of five (5) years. A member of the Board of Directors may also serve as Secretary.

In accordance with the Bylaws of the Fund, the secretary is the official recorder of the Fund's activities and is responsible for all activities associated with recording and conserving in writing the activities of the Fund.

There is no limit on the number of terms a person can serve as Secretary.

(c) Treasurer:

The Treasurer is appointed by the Chairman and shall serve for a term of five (5) years. No other Officer or member of the Board of Directors may serve as Treasurer.

In accordance with the Bylaws of the Fund, the Treasurer is the financial officer of the Fund and is responsible for receiving all donations, dispersing all funds approved by the Board, maintenance of all financial records, issuance of financial reports and the filing of all forms and reports required by state and federal government entities.

There is no limit on the number of terms a person can serve as Treasurer.

**ARTICLE V. BOARD OF DIRECTORS:**

The duties and responsibilities of the Board herein summarized are further explained in the Bylaws, Section II of this document.

The Board of Directors, herein referred to as the Board, are appointed by the Chairman and shall serve for a period of five (5) years.

The Board members shall be selected for their training, expertise and experience in the areas of science, technology and business appropriate to the understanding of projects related to the purpose and goals of the Fund, and the financial administration of the Fund.

There is no limit on the number of terms a person can serve as a Board member.

Together with the officers of the Fund, the business of this Fund shall be managed by the Board in accordance with their duties and responsibilities as enumerated in Article I(4) of the Bylaws, Section II. of this document.

The Board shall approve, by a majority vote, the appointment of the Chairman to a five (5) year term after the expiration of the formation period, and thereafter; the formation of all committees, the appointment of the members of such committees, and the issuance of grants.

The Board provides oversight of the internal financial reports and the progress and final reports received from grant recipients.

**ARTICLE VI. THE GRANT COMMITTEE:**

The duties and responsibilities of the Grant Committee herein summarized are further explained in the Bylaws, Section II of this document.

The Chairman and the Board will, in accordance with the Fund Bylaws, establish a Grant Committee for the purpose of evaluating and approval of grants.

The Grant Committee is charged with the responsibility of evaluating and selecting grant recipients in accordance with the grant award criteria from among the grant proposals received.

**ARTICLE VII. CONFLICTS OF INTEREST**

An officer, board member or other member of the Fund or a member of the Grant Committee (hereafter referred to as Fund affiliate) will not participate in or influence the grant process if he or she knows or should know that such participation represents a conflict of interest. For purposes of this article, a conflict of interest will be deemed to arise when the impartiality of a Fund affiliate is undermined because of a clash between the Fund affiliate's self interest and the interest of the Fund, as, for instance, when the affiliate's obligation or responsibility to and/or relationship with a grant applicant limits his or her ability to participate in or influence the grant process in an impartial and objective manner.

No part of the donations received by the Fund shall inure to the benefit of, or be distributable to Fund affiliates. Fund affiliates shall not derive any personal profit or gain, directly or indirectly, by reason of their participation in the Fund, or through relationships with any organization or individuals doing business with or deriving benefits from the Fund.

Fund affiliates shall disclose to the Fund any personal interest or relationship which he or she may have in any matter pending before the Fund, and shall not participate in or influence any decisions on such matters.

Fund affiliates who are associated with or connected to any individual grant candidate or any entity that is a grant candidate shall not participate in the decision affecting that grant candidate.

Fund affiliates shall not, during their term with the Fund, obtain any list of persons donating to the Fund or publish or sell such lists for any purpose without the expressed and unanimous approval of all Officers and Directors.

**ARTICLE VIII. MEETINGS:**

The annual membership meeting of the Fund shall be held on the last Saturday proceeding the last Monday of May of each and every year, except where a meeting cannot be held due to acts of nature or other events beyond the control of the Board of Directors of the Fund. Then and in that event, the Board of Directors shall fix a day not more than two weeks from the date fixed by the By-Laws of the Fund.

The Secretary shall mail a notice of the time and place of the annual meeting to each member at the address recorded on the membership roll.

A quorum shall consist of 60% of the members attending either physically or via telephone or other forms of communication. A quorum shall be necessary to conduct the business of the Fund; but a lesser percentage may adjourn the meeting for a period of not more than two (2) weeks from the date scheduled by the By-Laws; and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum, as defined shall be required at any rescheduled meetings.

Special meetings of the Fund may be called by the Chairman when he or she deems it for the best interest of the Fund, or when it is necessary to call for discussion or a vote by the Board. Notices of such meeting shall be mailed or sent via electronic means to all members at their e-mail or general mail addresses as recorded on the membership roll at least 72 hours before the scheduled date set for the special meeting. The notice shall state the reasons and by whom the meeting was called, and an agenda of the business to be transacted, or discussion items to be addressed. This meeting may be held via telephone, e-mail or other indirect means. Participation by a quorum as herein before set forth shall be required to validate any decisions made as a special meeting.

**ARTICLE IX. FUNDING:**

All funding for the operations and activities of the Fund will be derived from fund raising activities, including the solicitation and acceptance of cash donations and the auctioning for cash of donated materials. No valuations will be made or claimed for volunteered services or labor.

Funding for expenses associated with initiating and organizing the George Maier Fund, and to support the activities thereafter undertaken is provided by the American Killifish Association in the form of a one-time lump sum cash grant.

**ARTICLE X. ACTIVITIES:**

No activities of the Fund shall involve the dissemination of propaganda, or other attempts to influence federal, state or local legislation. No activities of the Fund will involve participation in or intervention in any political campaign on behalf of, or in opposition to, any candidate for public office, including the publishing or distribution of any statements for the above purposes.

Notwithstanding any other provision of these articles, the Fund shall not carry on any other activities not permitted to be carried on:

(a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or:

(b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

To achieve its purposes, the Fund engages in the activities enumerated below. Detailed explanations of each activity are given in the Bylaws, Section II of this document.

(a) Publicity:

In accordance with the Bylaws, the Chairman shall direct and supervise the periodic issuance of the publicity vehicles that present the purpose of the Fund and the availability of grants to interested individuals and organizations.

(b) Fundraising:

Fundraising is a continuous effort that represents the majority of the time the Officers and members of the Board of Directors donate to the Fund. Fundraising activities will be conducted in all states and local jurisdictions, and only for the direct benefit of the George Maier Fund. No fundraising activities are conducted for other organizations.

(c) Solicitation and evaluation of grant proposals: The Chairman will, in accordance with the Fund Bylaws, solicit and receive grant proposals from eligible individual and organizations. The Grant Committee will evaluate those proposals for adherence to proposal requirements and apply the award criteria for purposes of selecting grant recipients.

(d) Grant Processing, Selection and Issuing Activities:

The Chairman will, in accordance with the Fund Bylaws, process grants approved by the Grant committee and provide the necessary authorities to transfer funds approved to the grant recipients.

(e) Oversight Activities:

The Chairman shall provide oversight for the Fund in accordance with the Bylaws and shall provide timely reports to the Board on the status of the project.

(f) Final Reports and Post-Project Publication Activities:

The Chairman will, in accordance with the Fund Bylaws, require that the results of the research project performed by the grantee be made available to the Fund for reporting purposes and potentially for publication in a media outlet available to the interested public.

**ARTICLE XI. DISSOLUTION:**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XII. AMENDMENTS:**

Proposed amendments to the constitution or bylaws can be submitted by any Officer or member of the Board. The proposed amendment must be submitted in writing to the Secretary who shall add it to the agenda of the next scheduled meeting.

Amendments are adopted by a 75% approval vote of the Officers and Board. The Secretary shall issue an official notification of the contents and adoption dates of the amendment.

Within two (2) weeks of approval, the Secretary shall integrate the amendment language into the constitution or bylaws, and distribute the revised document(s) to all Officers and members of the Board.

Amendment Record:

A listing of all amendments and the date of approval is to be maintained and attached as Appendix A. to this Constitution and Bylaws. In addition, the original amendment with approval signatures is to be integrated in chronological order in Appendix A.

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**Section II: BYLAWS OF THE GEORGE MAIER FUND**

**ARTICLE I. DUTIES OF OFFICERS and the BOARD of DIRECTORS:**

(1) Duties of the Chairman:

The Chairman is the primary executive of the Fund and is responsible directly or indirectly for all the activities of the Fund, and any action taken on its behalf. Specifically:

The Chairman shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

Fundraising activities, in accordance with these Bylaws, are a continuous effort of the Chairman, and represent the majority of the time the Chairman donates to the Fund.

The Chairman shall be the Chairman of the Board of Directors and assume all authority and responsibilities normally associated with that position.

The Chairman may assign, in addition to those duties listed below, special tasks, analysis or evaluations relating to the financial management of the Fund and may solicit professional advice from or through the Treasurer, for whatever purpose deemed necessary to the proper and prudent financial management of the Fund.

The Chairman shall preside at all membership meetings.

The Chairman shall present, at each annual meeting of the Fund, an annual report of the work of the Fund and shall assure that said report is available to all members and interested parties.

The Chairman shall appoint the Officers and the members of the Board of Directors, and shall submit, for approval, candidates for the Grant Committee members.

The Chairman shall assure that all financial records, reports and submissions required by law are properly completed, submitted and/or filed.

The Chairman shall be one of two officers who are required to sign the checks or drafts issued by the Fund.

The Chairman will solicit grant proposals from individuals and organizational entities.

The Chairman receives the proposals, acknowledges receipt to the applicant and forwards all proposals received to the Grant Committee for action.

The Chairman approves or rejects the Grant Committee recommendation, and if approved, shall determine, based on the proposal milestones, the number of progress reports and the information each must contain to facilitate oversight of the project.

The Chairman shall affix his approval and attach the progress report schedule to the proposal and forward it to the Board for final approval.

The Chairman will chair the Board deliberations, and call for a final vote. If the proposal receives their approval, the Chairman will notify the successful grant recipient by letter and include all relevant information, funding, progress report requirements and all other relevant information.

The Chairman shall have the Secretary issue other grant related notifications as herein provided.

The Chairman shall provide oversight of the project by assuring the timely receipt of the specified progress reports and the final report required of the grantee. The Chairman will evaluate and summarize those reports, and determine whether the project adheres to the approved schedule and budget.

The Chairman shall take any actions required to address shortfalls as they occur, and report such actions to the Board and Officers.

At the completion of the project, the Chairman shall issue a final report summarizing the project and its results to the Board and Officers.

The Chairman may negotiate with the grantee to facilitate the formal publication of the results of the project where it is deemed appropriate and beneficial to the Fund.

(2) Duties of the Secretary:

The secretary is the official recorder of the Fund's activities.

The Secretary is responsible for the recording and preservation, in writing, of all activities of the Fund, including but not limited to the formation and maintenance of archives that include all documents, emails and other correspondence and memos relating to the activities and communications of the Fund's Officers and Board members.

The Secretary initiates and maintains case histories for each grant issued in accordance with Article 10 of these Bylaws.

The Secretary is responsible for the timely issuance of notices, directives, amendments and any action requiring a written record. Specifically:

Issuance of meeting notices and agendas.

Recording of minutes of the annual meetings and any special meetings called by the Chairman, and the dissemination of such minutes at the direction of the Board or Chairman.

The issuance of all certifications that the Fund may require.

The issuance of amendments passed by the Board, and the revised documents effected by those amendments.

The Secretary is responsible for maintenance of mailing lists, lists of donors and any other records as directed by the Chairman and Board of Directors.

The Secretary shall prepare and issue a letter acknowledging the receipt of each donation and issue it to each donor in a timely manner.

Secretary is responsible for all other related activities not herein provided, but which normally are associated with the position, and as directed by the Board and Chairman.

(3) Duties of the Treasurer:

The Treasurer is the Chief Financial Officer of the Fund.

The Treasurer is the financial representative of the Fund in all financial dealings within and outside the Fund.

The Treasurer is the financial advisor to the Chairman and the Board. The Treasurer will provide the following advice to the Fund:

The Treasurer shall render professional advice as may be required by request or in the normal course of Fund activities.

The Treasurer shall render professional advice as the result of his or her financial analysis or evaluations relating to the financial management of the Fund.

The Treasurer shall advise the Chairman and Board whether or when outside professional services are necessary to the proper and prudent financial management of the Fund.

The Treasurer is responsible for receiving all donations, and disbursing all funds approved by the Board, and in accordance with the approved annual budget, directives, instructions or procedures of the Fund.

The Treasurer shall be one of two officers who are required to sign the checks or drafts issued by the Fund.

The Treasurer is responsible for all Fund bank and related accounts, and their maintenance. The Treasurer will maintain funds in interest bearing accounts or instruments as appropriate to the financial requirements of the Fund.

The Treasurer is responsible for all financial records and the issuance of financial reports to the Fund members.

The Treasurer is responsible for the timely filing of all governmental forms and reports that are required by state and federal governmental entities.

The Treasurer is to prepare and submit a year-end statement within two months of the expiration of the fiscal year.

The Treasurer is responsible for all other related activities not herein provided, but which normally are associated with the position, and as directed by the Board and Chairman

(4) Duties of the Board of Directors:

Together with the officers of the Fund, the business of the Fund shall be managed by the Board of Directors.

The Board of Directors shall attend the annual membership meeting of the Fund, and attend or participate in all special meetings called unless it is impossible to do so due to illness, family issues or circumstances beyond the control of the Board member.

Fundraising activities, in accordance with these Bylaws, are a continuous effort that represents the majority of the time the members of the Board of Directors donate to the Fund.

The Board has the responsibility to approve or disapprove Grant Committee candidates based on their qualifications to evaluate a grant proposal.

The Board has the responsibility together with the Chairman of constructing and approving criteria by which the Grant Committee approves a grant request.

The Board has the responsibility together with the Chairman to provide oversight of the granted project as provided in Article VIII of the Bylaws, section II of this document.

The Board has the responsibility to independently review the financial reports and consultations provided by the Treasurer.

**ARTICLE II: PUBLICITY:**

The Chairman shall periodically issue or cause to be issued publicity vehicles that promote the Fund, express its goals and purposes and detail the granting process to fund projects that further the Fund's purposes.

The schedule and content of such publicity vehicles shall be submitted to the Board for comment and approval.

Publicity vehicles shall include but are not limited to personal contact, direct mail, electronic mail, notices and other common forms of communication through general media resources, specialty magazines, club bulletins, and by submission to the publications of various



organizations with similar interests.

In addition, the Fund will periodically generate and supply educational materials that promote the purposes of the Fund to meetings, conventions or other gatherings of groups with an interest in killifish, and to educational institutions for general display.

**ARTICLE III. FUNDRAISING:**

Only cash donations and the auctioning for cash of donated materials is accepted by the Fund. No valuations will be made or claimed for volunteered services or labor.

Fundraising activities are only conducted for the direct benefit of the George Maier Fund. No fundraising activities are conducted for other organizations.

The Fund accepts donations raised by the American Killifish Association, EIN 23-7449848 , a not for profit organization that will provide space on their website promoting the Fund. In addition, the American Killifish Association will directly accept donations on behalf of the fund, and transfer such collected funds immediately to the account of the Fund.

Fundraising activities will be conducted in all states and local jurisdictions.

Fundraising activities, in accordance with these Bylaws, are a continuous effort on the part of the Chairman and members of the Board and represents a substantial portion of the time the Officers and members of the Board of Directors donate to the Fund. The Officers and the Board solicit donations to the Fund from individuals, corporate entities and institutions by:

Direct personal appeals.

Issuance of appeals through media resources, specialty magazines, club bulletins and publications of various organizations with similar interests.

Publication of summaries, reports and presentations related to Fund and grant program activities including the success of grant supported projects.

Other fund-raising vehicles as may be authorized by a majority vote of the Board.

**ARTICLE IV: ESTABLISHMENT AND OPERATIONS OF THE GRANT COMMITTEE:**

The Chairman and the Board will establish a Grant Committee whose purpose is to evaluate and approve grants to individuals or organizational entities.

Subject to the limitations noted, the Chairman shall select and propose to the Board a minimum of five (5) candidates but no more than ten (10) candidates to fill the Grant Committee positions within 90 days of the founding of the Fund. The Grant Committee nominees shall be selected for their training, expertise and experience in the areas of science and technology appropriate to the understanding of proposed projects and in determining their relative support and furtherance of the purpose Fund.

Limitations of the Grant Committee nominee selection process: No nominees shall be proposed or selected who:

- (a) are legally related to any Officer or member of the Board.
- (b) have a business relations with any Officer or member of the Board.
- (c) has made a substantial contribution to the Fund. A substantial contribution is defined as one that is at least five (5) times the mean of all other contributions made in the same year.

Within 30 days of receiving the proposed candidates from the Chairman, the Board will evaluate the nominees and approve or disapprove them based on their qualifications, experience and ability to determine the relative merits of grant proposals.

The Board will approve five (5) Grant Committee members for a term of five (5) years.

If a Grant Committee member cannot finish their term, a replacement will be nominated by the Chairman within 90 days, or immediately if the Grant Committee is in deliberations, and hold a confirmation vote of the Board within one week of the nomination.

A Grant Committee Coordinator, herein referred as the Coordinator, will be chosen by a majority vote of the members of the Grant Committee, and will serve in that capacity for his or her term.

The Coordinator is responsible for assuring that selected grant(s) meet the requirements of the criteria herein established.

The Coordinator is to initiate and facilitate the operation of the Grant Committee when grant proposals are received from the Chairman, as follows:

- (a) receive the submitted proposals from the Chairman, and assure that all members of the Grant Committee have copies of each.
- (b) facilitate the discussion and evaluation of the proposals among the Grant Committee members, and bring them to conclusion in a timely manner.
- (c) Conduct a vote among the Committee members.

At the completion of the discussion process, the Grant Coordinator shall call for a vote of the Grant Committee.

The Grant Committee Coordinator notifies the Chairman of the successful proposal(s) for further action.

#### **ARTICLE V: GRANTS, ELIGIBILITY, GRANT PROPOSAL REQUIREMENTS AND PROCEDURES:**

##### 1. General Grant Information:

- (a) Type of Grant:  
All grants by the Maier Fund are monetary, issued by check from the Treasurer of the Fund, and approved and countersigned by the Chairman.
- (b) Grant Availability:  
The Chairman, upon the advice of the Treasurer, will determine when the financial resources of the Fund indicate that sufficient resources are available to award grants.
- (c) Minimum Fund Reserve.  
There is no minimum reserve balance required by the Fund.
- (d) Grant Size:  
No grant shall be issued that exceeds 90% of the outstanding balance in the Fund. Within this limit, the value of the grant to the successful recipient is nominally determined from the grant proposal budget. There is no minimum limit on the grant value.
- (e) Number of Grants Issued:  
There are no fixed number of grants issued in any fixed time period. Grants are issued as the monetary balances on hand dictate, and in accordance with the provisions stated.
- (f) Grant Renewals:  
There are no special requirements or conditions imposed on recipients to obtain, maintain, or qualify for renewal of a grant. Renewal requests are made in the same manner as an original grant request, except as modified to reflect previous progress made, and the impact of the prior grant.

(g) Eligibility:

Grant proposals must be in accordance with the Grant Proposal Requirements herein stated and as summarized in GMF P-1 Grant Proposal Requirements, Appendix B, to be eligible for a grant from the Fund.

Any project, investigation or research that has as its goal, the furtherance of one or more of the purposes of the Fund as stated in the Constitution and Bylaws is eligible for a George Maier Fund grant.

Grant proposals will be accepted from any individual who is not a legal relative of any Officer, Board member or Grant Committee member, regardless of race, ethnicity, gender, or religious affiliation.

Grant proposals will be accepted from any organization that is not a direct employer or does not have a consulting relationship with any Officer, Board member or Grant Committee member, and is engaged in activities which are supportive of the stated purposes of the Fund.

If otherwise eligible, grant proposals will not be accepted:

From any individual or organization defined above when the proposal is for individual, group or personal scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772.

From any individual or organization defined above when the proposal involves the carrying on of propaganda, influencing or intervention in legislation, or the publishing or distribution of statements on behalf of or in opposition to any political party, or any candidate for public office.

(h) The Solicitation Process; Publication of Grant Availability:

The Chairman will solicit grant proposals from individuals, and scientific or academic entities through various publicity vehicles including personal contact, direct mail, electronic mail and notices. These solicitations shall be disseminated to general media resources, specialty magazines, club bulletins, publications of various organizations with similar interests, and institutions where relevant research is conducted.

These means may include but not be limited to direct mail, electronic mail, notices published in a variety of print vehicles, and other communication means as available.

The Chairman will construct an informational packet that will be issued upon request to any grant candidate, and will include details of the organization, the grant program, schedules, the award criteria and the grant proposal requirements. Reference documents for distribution are included in Appendix B. They include GMF P-1, Grant Proposal Requirements, and GMF P-2 Grant Procedure.

(i) Responsibilities of the Fund:

Submitted proposals are received by the Chairman and held until a sufficient number are received to support efficient grant processing by the Grant Committee. The group of proposals are transmitted to the Coordinator of the Grant Committee for evaluation and processed as herein provided. A confirmation of receipt shall be sent to each applicant.

After approval, the Fund has the responsibility of overseeing the use of those funds as provided in Bylaws Article VIII, and through the receipt, examination and acceptance of a final report as provided in Bylaws Article IX.

2. Grant Proposal Requirements:

The applicant is expected to supply a formal grant proposal in accordance with the provisions below.

(a) Cover Letter:

It is customary to provide a cover letter introducing the individual or organization, and signed by said individual or by an officer of the organization, as applicable.

(b) Executive Summary:

The executive summary introduces and summarizes the project proposal to the George Maier Fund. The executive summary shall contain only the following information.

Date of application:

Indicate whether an individual or an organization.

Name of and title of Individual. If an organization, the exact legal name, the name and title of the grant initiator.

If an organization, indicate EID number and IRS status: Note: Please provide an explanation if not an IRS 501(c)(3) not-for-profit.

Address: Note that Post Office Box numbers are not acceptable as an official address.

Name or title of the project for which the grant is requested.

Purpose of grant: Provide a succinct one sentence purpose of the grant.

Contact Information: Telephone, Fax, E-mail

Contact person and title and contact information, if not the grant initiator.

Grant request, in U.S. dollars.

Total organizational budget for this project.

Budget Period (mo/day/year).

(c) Narrative:

Program Goals and Objectives: Describe the outcome of the grant in measurable terms, in a succinct description of the proposed project outcome and accomplishments, including the project's goal(s); specific objectives or ways in which you will meet the goal(s).

(d) Needs Assessment:

Why is this project necessary. Objectively demonstrate that a relevant, problem or need exists. If possible, support your statement with qualified third-party research/evidence.

(e) Methodology:

Describe the process to be used to achieve the outcome in a rational, direct, chronological description of the proposed project. Include instruments, equipment and related resources required.

(f) Evaluation:

The evaluation process and methods to be employed that will demonstrate the outcome of the project. Include data, measurement criteria and analytic tools to be utilized.

(g) Budget:

Provide a budget of expected income and expenses that clearly delineate cost elements. Specifically:

Operating expenses.

Subcontract costs, if any.

Consulting costs. Identify consultants and fees.

Administrative costs, including salaries. Identify salary recipients, titles and duties.

List other income sources if known.

Total costs and Income.

(h) Qualifications:

If the applicant is an individual, indicate education level, training and experience history, and indicate the relevancy of such to the tasks required to successfully design and complete the project.

If the applicant is an organization, provide the following information to establish credibility that the organization possesses the material and intellectual resources to successfully design and complete the project. Specifically:

Brief description of organization current programs, activities, and strengths and accomplishments that relate to the project for which the grant is requested.

Number of board members, paid staff and volunteers.

Board and/or key staff qualifications and key competencies that support the ability of the organization to successfully complete the project.

Verification of tax-exempt status (IRS determination letter).

Certificate of Incorporation and By-Laws.

(i) Schedule:

The applicant must include a time-based schedule with identifiable and verifiable milestones that clearly delineate the progressive events that support the completion of the project.

(j) Applicant Agreements:

The applicant must explicitly agree in the proposal to the following requirements by including the exact text of the following statements:

(a) "The applicant agrees that all funds issued in accordance with this proposal will be exclusively used for the project delineated and in accordance with the budget specifications."

(b) "The applicant agrees to provide progress reports and a final report as specified in the grant issuance documents. Furthermore, the applicant agrees to advise the Fund of plans, if any, for the formal publication of the results of the project before commitments are made to do so."

(k) Applicant Stipulations: The applicant must stipulate the following. The Grant requires that the exact text noted below appear in the proposal:

*[Individual or organization]* stipulates that the grant received for this proposal will not be issued for individual, group or personal scholarships, fellowships, and educational

loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772.

*[Individual or organization]* stipulates that no activities associated with the project described in this proposal will involve the carrying on of propaganda, or otherwise attempt to influence or intervene in legislation, including the publishing or distribution of statements on behalf of or in opposition to any political party, or any candidate for public office.

(l) Signatures:

Each grant applicant shall sign and date the application and indicate their titles were applicable.

(m) Attachments:

All supporting information, exhibits, references and other supporting data is to be included as attachments to the proposal. The applicant is encouraged to include additional data that may illuminate the proposal and aid the Grant Committee in its evaluation.

**ARTICLE VI: GRANT AWARD CRITERIA: ESTABLISHMENT AND IMPLEMENTATION:**

The Chairman and the Board establishes criteria by which grants are evaluated, and assures that the Grant Committee applies those criteria to the evaluation process. These grant criteria may be changed by the amendment process.

The Chairman will issue a set of criteria for evaluation and discussion by the Board.

The Board will approve a set of criteria and submit it to the Chairman who will include it with the solicitation package, and provide a copy to each member of the Board and the Grant Committee.

The criteria shall consist of the following elements:

- (a) Determination of the degree to which the goal of the project adheres to one or more purposes of the Fund.
- (b) Determination of the relative impact of the project with respect to the purposes of the Fund to which the project is addressed, and comparison to that of competing projects.
- (c) Determination of whether the project goals can be reasonably achievable within the structure of the proposal, and the budget, schedule and resources available.
- (d) Determination of the degree to which the grantee has the education, experience and/or training appropriate to support a reasonable expectation that the project can be successfully completed.

**ARTICLE VII: GRANT PROCESSING AND ISSUING ACTIVITIES:**

Each successful grant(s) shall receive a minimum of 80% majority of the Grant Committee votes.

The Coordinator of the Grant Committee notifies the Chairman of the successful grant recipient.

The Board and the Officers are notified by e-mail within 48 hours of receipt of the Coordinator's notification.

Chairman determines the number and timing of the progress reports applicable to the specific grant, affixes his or her approval, and submits the proposal to the Board for final approval.

After Board approval, and within five (5) business days thereafter, the recipient is notified by telephone or e-mail followed with a written confirmation of the award. The written confirmation will include information about the number and timing of the progress reports and any other administrative requirements applicable to the specific grant.

Public notification is made at the option of, and through any means selected by the Chairman.

The treasurer will issue a check in the amount of the approved grant to the recipient within 20 business days of receipt of notification from the Chairman.

**ARTICLE VIII: OVERSIGHT ACTIVITIES:**

Progress Reports:

Progress reports are the primary vehicle by which the Chairman and the Board provide oversight to the granted project. The Chairman determines the number and content of progress reports from the nature of the project and the project's milestones and schedule. The progress reports require a status update of the schedule milestones, and an expense update that indicates the amount of the grant money that has been spent. The progress reports are an essential element of the granting process, and specific agreement by the grantee to provide them as specified is a requirement of the provisions herein specified, and in accordance with GMF P-1 procedure included in Appendix B.

The Chairman provides oversight of the project through the following means, and notifies the Board accordingly:

Assures the timely receipt and evaluation of the specified progress reports.

Evaluates and determines whether progress is being made in accordance with the project's schedule milestones.

Evaluates and determines that spending is in accordance with budget provisions.

Where the progress reports or the final project report do not satisfy the provisions of the grant, its schedule, milestone, conclusions or use of funds, the Chairman will report to the Board the results of these evaluations and, with the advice of the Board, initiate agreed upon remedial actions. Remedial actions include but are not limited to the following:

- (a) The Chairman will perform or cause to have performed an investigation of diversions of planned use of funds from their intended purposes.
- (b) The Chairman will take all reasonable and appropriate steps to recover diverted funds.
- (c) The Chairman is authorized to direct the Treasurer to withhold further payments to grantees until assurances are made and accepted that future diversions will not occur, including a plan detailing precautions to be taken by the grantee to prevent future diversions.

**ARTICLE IX: FINAL REPORTS AND POST-PROJECT PUBLICATION ACTIVITIES:**

Upon completion of the project, the grantee is required to provide the results of the project by issuing a report to the Fund Chairman that includes the following elements:

Grantee identification information.

A detailed description of the research project and its goals.

The methods to be employed and any relevant supportive activities

The results of the detailed literature search.

An expense report which includes details budgeted and actual expenditures.

A completed schedule.

A report of the results of the project, including supporting data, methods and any other supporting information.

Upon receipt, the Chairman shall issue a final report to the Board that will include a restatement of the project goals and conclusions.

The Chairman shall determine whether it is appropriate for the Fund to consider facilitating the publication of the project results. If so determined, the Chairman shall engage in discussions with the grantee to determine the parameters of Fund participation

**ARTICLE X: RECORDS:**

The Secretary initiates and maintains case histories for each grant issued. Each record includes the grant recipient’s names, address, description of the project, amount of each grant and the association of the grantee, if any, to Fund affiliates or donors to the Fund. The Secretary will also maintain a copy of the proposal and all correspondence with the grantee, including e-mails and phone records. Related minutes of the deliberations of the Grant Committee and Board of Trustees, together with the grantee’s progress and final reports, the Chairman’s approval date for each grant, the date and number of the check issued, and the amount of the check are also maintained as part of the project history.

This Constitution and Bylaws of the George Maier Fund are issued this day, March 5, 2010.

\_\_\_\_\_  
The George Maier Fund  
Principal Member and Chairman  
Charles A. Nunziata  
6530 Burning Tree Drive  
Seminole, FL. 33777  
727-393-3757

Date: \_\_\_\_\_

\_\_\_\_\_  
The George Maier Fund  
Principal Member  
Jack Heller  
14212 Trail Top Dr.  
Chesterfield, MO. 63017

Date: \_\_\_\_\_

Appendices:

Appendix A: Amendments List

Appendix B: Procedure Documents  
GMF P-1 Grant Proposal Requirements: Rev -.  
GMF P-2 Grant Procedures: Rev. -



## Appendix A

### Amendments List:

Amendment #	Title	Date Approved	Board Vote	Secretary (Signature)

## Appendix B

### Procedure documents

GMF P-1: Grant Proposal Requirements: Rev. –

GMF P-2: Grant Procedure: Rev. -