

THE TRIPP-JONES FAMILY

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GENERAL FUND GUIDE

Purpose, governance, funding sources, approved uses, and transparency standards

— *Constitution Articles 12, 17, 28, 30 & Bylaws Article 12*

1. What Is the Tripp-Jones Family General Fund?

The Tripp-Jones Family General Fund (the Fund) is the official financial account of our family organization. It exists for one reason: to serve the Tripp-Jones Family.

The Fund is the resource that makes our reunions possible, keeps our history alive, supports family members in hard times, and keeps our family connected across generations and geography. Every dollar raised in the name of the Tripp-Jones Family belongs to the family — not to any individual officer or member — and is used only for purposes that benefit the whole family.

The Fund is established by Article 28, Section 1 of the Tripp-Jones Family Constitution. Its management, oversight, and use are governed by Articles 12, 17, 28, and 30 of the Constitution and Bylaws Article 12.

2. The Fund's Purpose

The Fund exists to support five core purposes:

Purpose	What It Funds
1. Reunion Support	Help the host family put on a reunion that every member can attend and enjoy. The Fund may contribute to hosting costs, ensuring the reunion remains accessible regardless of the host family's personal resources.

Purpose	What It Funds
2. Family History & Heritage	Fund the Family Historian's annual budget — archival materials, genealogy research, oral history recordings, reunion displays, and publications that preserve our story for future generations.
3. Family Member Support	Provide compassionate financial assistance to family members facing emergencies — a death in the family, serious illness, natural disaster, or sudden hardship. No family member should face crisis alone.
4. Family Communications	Support the Social Media Officer's approved budget — website hosting, newsletter printing, social media tools, and other means of keeping the family informed and connected year-round.
5. Family Administration	Cover the operational costs of running a well-governed family organization — meeting platforms, postage, administrative supplies, and similar necessities.

3. Who Owns the Fund?

The Fund belongs to the Tripp-Jones Family — every member, every district, every generation. No individual officer, reunion host, or committee member has personal ownership of the Fund or its contents.

This principle — stated in Article 28, Section 3 of the Constitution — means:

- Funds raised in the name of the Tripp-Jones Family are family property from the moment they are collected.
- Officers who manage the Fund (the Treasurer, the President, the Finance Committee) are stewards, not owners.
- When an officer leaves their role, they transfer all accounts, access, and records to their successor. No officer may retain family funds after leaving office.
- Upon dissolution of the family organization, all remaining funds are distributed equally among registered family members (Constitution, Article 37).

4. Where Is the Money Kept?

All family funds are held in a central bank account whose location is determined by the Finance Committee (Article 28, Section 4). The bank and account details are maintained by the Treasurer and shared with the President and Finance Committee.

Current Bank Institution: _____
Account Type: _____
Account Established: _____
Treasurer (Primary Account Manager): _____
President (Co-Authorization for disbursements over \$500): _____

5. How Is the Fund Filled?

The Fund is supported by three approved sources (Article 28, Section 6):

Source	Description
Family Fundraisers	Activities organized in the name of the family — raffles, sales, sponsored events, and others as approved by the Finance Committee. All fundraising must be pre-approved before being carried out.
Voluntary Donations	Any family member may donate to the Fund at any time. There are no required dues or mandatory contributions. Every dollar donated is a gift to the whole family.
Other Approved Sources	Any additional income sources (grants, matching programs, event proceeds) must be approved by the Finance Committee before being accepted.

Note: No individual may fundraise or collect money in the name of the Tripp-Jones Family without the Finance Committee's prior written approval.

6. Approved Uses of the Fund

The following uses of the Fund are approved under Article 28, Section 2 of the Constitution:

Approved Use	Description
Reunion Host Assistance	Financial support to the reunion host to help cover qualifying event costs, ensuring the reunion can take place regardless of the host's personal financial situation.

Approved Use	Description
Family Historian Budget	Annual allocation for archival supplies, genealogy research, oral history recording, and reunion history displays.
Social Media & Communications Budget	Annual allocation for website hosting, printing, email platforms, and other approved communication tools.
Benevolence Fund Disbursements	Compassionate assistance to family members experiencing emergencies, illness, death, natural disaster, or sudden hardship. (See the Benevolence Fund Policy for eligibility details.)
Family Administration Costs	Meeting platform fees, postage, administrative supplies, and other operational necessities approved by the Finance Committee.
Other Finance Committee-Approved Uses	Any additional use specifically approved by the Finance Committee that serves the family's mission.

7. What the Fund Cannot Be Used For

The following uses are strictly prohibited, regardless of who requests them:

X	Prohibited Use
<input type="checkbox"/>	Personal expenses of any officer, member, or their family — unless approved through the Benevolence Fund process

X Prohibited Use	
<input type="checkbox"/>	Political contributions, advocacy, or campaigns of any kind
<input type="checkbox"/>	Any purchase that personally benefits an officer or their immediate family without proper approval (Art. 7 — Conflict of Interest)
<input type="checkbox"/>	Expenses not pre-approved by the Finance Committee when approval is required
<input type="checkbox"/>	Payments to vendors or contractors in which an officer has a financial interest (Art. 7, Sec. 2)
<input type="checkbox"/>	Carrying over unauthorized obligations or debts into future fiscal years without Finance Committee approval

Misuse of family funds may result in removal from office under Article 26 of the Constitution and may require repayment to the Fund.

8. Who Manages the Fund?

The Fund is managed through a system of shared oversight designed to prevent errors, protect the family's money, and ensure transparency at every level.

Who	Their Role in Fund Oversight
Treasurer	Day-to-day management of the Fund. Maintains all records, processes payments, issues reimbursements, prepares monthly statements and the annual budget. Primary signer on all disbursements. (Art. 17)

Who	Their Role in Fund Oversight
President	Co-authorization required for any single disbursement over \$500 (Bylaws, Art. 12). Works closely with the Treasurer on financial oversight. Reviews and distributes the monthly financial statement. (Art. 14, Sec. 7)
Finance Committee	Oversight body composed of the full Executive Committee and four District Leaders. Pre-approves all expenses over \$100. Reviews and approves the annual budget. Establishes financial strategy. (Art. 12)
District Leaders (4)	Conduct the annual audit of all family finances at each reunion, no later than the last day of the reunion. Submit a written audit summary to the President within 14 days. (Art. 28, Sec. 7)

9. How Expenses Are Approved

Every expenditure from the Fund follows a clear approval process based on the amount:

Amount	Required Approval
Up to \$100	Treasurer may approve without additional authorization. Must be a budgeted expense.
\$101 – \$500	Finance Committee must approve before the expense is incurred (Art. 12, Sec. 2).

Amount	Required Approval
Over \$500	Finance Committee approval AND President co-signature or co-authorization required (Bylaws, Art. 12).
Any unbudgeted expense	Finance Committee must approve in advance regardless of amount.

Note: Approval must be obtained BEFORE spending. Officers who spend first and ask for approval later may not be reimbursed.

10. Check-Signing & Disbursement Rules

To protect the Fund from unauthorized withdrawals, the following rules apply to all disbursements (Bylaws, Article 12):

- All checks and electronic withdrawals require the Treasurer's signature or authorization.
- Any single payment over \$500 requires the President's co-signature or co-authorization.
- No officer may authorize a payment to themselves — a second officer must co-authorize.
- Cash disbursements are strongly discouraged. Checks or electronic transfers are preferred.
- All disbursements are recorded in the monthly financial statement.

11. How to Make a Donation

Family members who wish to support the Fund may donate at any time. Donations are entirely voluntary — there are no required dues or fees in the Tripp-Jones Family (Article 4, Section 3).

To make a donation, contact the Treasurer or Secretary for current payment instructions. Accepted methods may include:

- Check made payable to: Tripp-Jones Family
- Electronic transfer (Zelle, Venmo, or other platform approved by the Finance Committee)
- Cash, in person at the annual reunion — provide to the Treasurer directly

All donations are acknowledged by the Treasurer and recorded in the monthly financial statement. Donors may request a written acknowledgment for their records.

To donate, contact:	
Treasurer: _____	Phone/Email: _____
Secretary: _____	Phone/Email: _____

12. How the Family Stays Informed

Transparency is a core principle of how the Tripp-Jones Family manages its money. Every family member has the right to know how the Fund is being used.

Report	What It Includes & When You See It
Monthly Financial Statement	Published every month by the 5th — shows all income received, all expenses paid, and the current Fund balance. Distributed to the full family by the President and Social Media Officer. (Art. 28, Sec. 8)

Report	What It Includes & When You See It
Annual Budget	Prepared by the Treasurer each December, approved by the Finance Committee, and distributed to the full family within 14 days of approval. Shows projected income and planned spending for the coming year.
Annual Audit Report	Conducted by the four District Leaders at each reunion and presented to the family. Confirms that all finances are accurate, authorized, and properly recorded. (Art. 28, Sec. 7)
Reunion Business Meeting	The Treasurer provides a financial report at each annual reunion business meeting, open to all family members.
On Request	Any family member may request to review the monthly financial statements or annual budget by contacting the Secretary.

13. The Fund at a Glance — Quick Reference

Topic	Answer
Established by	Article 28, Section 1 of the Tripp-Jones Family Constitution
Who owns it	The Tripp-Jones Family — all members collectively
Who manages it day-to-day	The Treasurer (Art. 17)

Topic	Answer
Oversight body	Finance Committee — Executive Committee + 4 District Leaders (Art. 12)
Audited by	The four District Leaders, annually at the reunion (Art. 28, Sec. 7)
Funded by	Fundraisers, voluntary donations, other Finance Committee-approved sources
Expense approval under \$100	Treasurer alone
Expense approval \$101–\$500	Finance Committee pre-approval required
Expense approval over \$500	Finance Committee + President co-authorization
Monthly report published by	5th of each month — distributed by President & Social Media Officer
Fiscal year	January 1 – December 31 (Art. 30)
Required reserve	Minimum 10% of annual budget held as contingency
Benevolence Fund reserve	Minimum \$500 balance at all times after any disbursement
Dissolution	Funds distributed equally to all registered members (Art. 37)

14. Frequently Asked Questions

Can I see the current balance of the Fund?: Yes. The monthly financial statement is published every month and distributed to the family. You may also contact the Secretary to request a copy at any time.

Do I have to pay dues to be a member?: No. There are no required dues or fees to be a Tripp-Jones Family member. The Constitution expressly prohibits mandatory membership fees (Article 4, Section 3).

Can I donate to a specific purpose — like the reunion or the Benevolence Fund?: Yes. If you would like your donation directed to a specific purpose, indicate that when you contact the Treasurer. The Treasurer will record and apply the donation accordingly.

What happens to the Fund if the family organization is ever dissolved?: All remaining funds are distributed equally among all registered family members at the time of dissolution (Article 37, Section 2).

Who can I contact if I have a concern about how the Fund is being managed?: Contact the President, a District Leader, or any member of the Finance Committee. If you believe a serious violation has occurred, you may file a formal complaint using the Grievance & Conduct Complaint Procedure.

What if I need financial assistance from the family?: The Benevolence Fund is available to family members facing emergencies. See the separate Benevolence Fund Policy document for eligibility, limits, and how to apply. All applications are confidential.

What fundraisers has the family done in the past?: Contact the Family Historian or the Secretary for records of past fundraising activities. Future fundraising ideas may be proposed to the Finance Committee for approval at any time.

15. Current Fund Status

This section is updated annually by the Treasurer and distributed with the Annual Budget. Last updated: _____

Item	Amount / Details
Current Fund Balance	\$
Benevolence Fund Reserve	\$
Contingency Reserve	\$
Year-to-Date Income	\$
Year-to-Date Expenses	\$
Annual Budget (approved)	\$
Last Audit Completed	Date: _____ By: _____
Next Audit Scheduled	

16. Adoption & Signatures

This Family Fund Guide is adopted by the Tripp-Jones Family Executive Committee as a companion document to the Constitution and Financial Policies & Procedures Manual.

 President — Printed Name & Signature Date: _____

 Treasurer — Printed Name & Signature Date: _____

Finance Committee — District Leader Signatures:

 Americus District Leader — Printed Name & Signature

DMV District Leader — Printed Name & Signature

Atlanta District Leader — Printed Name & Signature

Florida District Leader — Printed Name & Signature