

# GUIDELINES FOR THE TERMANN TRUST

Revised and Accepted by the Termann Board of Directors on May 2, 2009.

Also revised: September 12, 2012

*Immanaire*  
(*May it be for Good*)

## ARTICLE I — CONSTITUTION AND PURPOSE

1. The Termann Trust (hereinafter, the Trust) is constituted and operated by Termann, Inc., a non-profit corporation organized under the laws of the State of Vermont for religious, charitable, and educational purposes. Membership in Termann, Inc., is open to any interested resident of the Eastern United States, i.e., east of the Mississippi River.
2. The Trust materially supports the purposes of Termann, Inc., as delineated in its bylaws. More specifically, the Trust's purposes are to:
  - a) make the Celtic spiritual tradition held and taught by the Order of Céile Dé (hereinafter, the Order) as accessible as possible to interested people, particularly residents of the Eastern United States, and to support them in integrating into their daily lives the spiritual practices of the tradition, and
  - b) materially support the work of the Order, whose office is located at Duncauld, Cauldhame, Kippen, FK8 3HL, Scotland.
3. The Trust may carry out its purposes by all appropriate means. These may include awarding grants for the support of projects and scholarships for the support of individuals as delineated in Articles VI and VII below.
4. The Trust does not discriminate on the basis of ethnic or national origin, gender, race, religion, or on any other basis.

## ARTICLE II — RELATIONSHIP WITH THE CÉILE DÉ ORDER

1. Until such time as there may be a Céile Dé Order established in the United States and associated with the Order, or the Order terminates any connection with Termann, Inc., the Purser of the Order is ex officio a Trustee.
2. The Purser may orally or in writing, whether by email or other another appropriate means, comment or request additional information on any matter decided by the Trustees. As to any such query, the Secretary of Termann shall promptly provide the information requested.
3. On any matter about which the Purser comments or queries in writing, the Purser may request a re-vote at the next regular meeting of the Trustees.

4. The Order has no claim on funds held or administered by the Trust, with the exception of:
  - a) grant or scholarship amounts that the Trust has paid to the Céile Dé Order and that the recipient has used;
  - b) monies that the Order or the Trust has paid to third parties for expenses related to such grants or scholarships and that cannot be recovered; and
  - c) donations paid to Termonn and specifically designated for the Order.
5. The Order shall not be held in any way responsible for any misappropriation of funds held by the Trust.
6. The Trust acknowledges that the Order may terminate any relationship with Termonn and therefore with the Trust at any time, and may give public notice that it has done so. Notice of any such termination shall be by certified or registered mail addressed to the office of Termonn, with a copy sent by email to the Chair of Termonn when the hard copy is mailed. Any such termination shall take effect upon delivery of the notice.  
  
If any such termination takes effect, the Purser of the Order will thereupon cease to be an ex officio Trustee of the Trust.

### ARTICLE III — TRUSTEES AND OFFICERS

1. The Trust shall at all times have no fewer than three, and no more than five, Trustees, not including the Purser of the Order.
2. The Trustees shall consist of the Secretary and Treasurer and up to three additional members of the Termonn Board as decided or elected by majority vote at the first meeting of the Termonn Board after the annual meeting of Termonn. Trustees shall be members of Termonn in good standing with preference given to the following in order of priority:
  - a) Order members;
  - b) Muinntir members, and
  - c) members of the Caim who are either:
    - i. Members of a Céile Dé group that meets regularly in the Eastern United States and is duly recognized by the Order; or
    - ii. Dissertachs (solitaries) residing in the Eastern United States and duly recognized by the Order.
3. Each Trustee shall serve for a term of one year, until the election of a successor or until he or she resigns in writing, sent by certified or registered mail to the Secretary of Termonn and effective upon receipt; moves out of the Eastern United States; dies; or is removed.

4. The Secretary and Treasurer of Termonn shall serve as Secretary and Treasurer, respectively, of the Trust. The Trustees shall elect a Chair (and an optional Vice-Chair) by majority vote.
5. The Trust may remove any Trustee at any time, by the votes of a simple majority of Trustees.

#### ARTICLE IV — MEETINGS

1. The Trustees shall meet at least once per year, and as necessary in order to consider grant and scholarship requests or any other business.
2. Written notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be made by first class mail or by email, whichever is more convenient, at least two weeks in advance of the meeting.
3. If fewer than three Trustees remain, the Board of Termonn shall fill the unexpired term(s) by appointment from among Termonn Board members.
4. A majority of Trustees, represented in person or via an appropriate means of electronic communication, shall constitute a quorum.
5. The Secretary shall prepare minutes of each meeting and distribute them to the Trustees, including the Purser of the Order, as soon as possible after each meeting.

#### ARTICLE V — FUNDRAISING

1. Any public fundraising that the Trust undertakes will include statements that:
  - a) the purpose is to support the work of the Termonn Trust;
  - b) this includes supporting interested people, particularly residents of the Eastern United States, in attending workshops and retreats on the Céile Dé Celtic Christian spiritual tradition, led by authorized teachers of the Order;
  - c) verification of the relationship between the Trust and the Céile Dé Order is available either via the Order's website, [www.ceilede.co.uk](http://www.ceilede.co.uk), or by mail at the address above; and
  - d) anyone interested may obtain a copy of the Guidelines for the Termonn, Inc. Scholarship Trust by email from the Céile Dé Order, or from Termonn at P.O. Box 64, Bellows Falls, VT 05101.
2. Registration forms for all Termonn sponsored workshops or retreats, whether subsidized by the Trust or not, will invite each applicant who can do so to make an additional contribution to the Trust.

## ARTICLE VI — GRANTS

1. Grants are awarded for any of the purposes of Termonn, Inc., as defined in its Bylaws. Grants may be awarded to subsidize:
  - a) Céile Dé workshops or retreats, led by authorized teachers of the Order, with priority given to those held in the Eastern United States;
  - b) the cost of publications whether in print, audio, video, or electronic or web-based or other media, and
  - c) any other project that assists the growth and integrity of the life and work of the Order.
2. Priority for grants shall be on the same basis as for membership on the Board of Trustees. Article III, Section 2, above.
3. Any member of Termonn, Inc. (see Bylaws of Termonn, Inc., Article IV), the Muinntir (ibid.), or the Order, may submit a grant request by signed letter outlining the project in detail. The letter of request shall include:
  - a) the requester's full contact information;
  - b) a full, detailed description of the project;
  - c) a detailed budget of all expected income and expenses for the completion of the project;
  - d) if the project produces items for sale, a description of the expected income and tax obligations from sales;
  - e) under what or whose auspices this project is being undertaken;
  - f) acknowledgement that the Trustees' decision is final.

Copies of documentation authorizing, approving and/or supporting the proposed project shall accompany the letter of request.
4. Requesters shall mail letters of request with supporting materials to the Secretary of Termonn Trust, PO Box 263, Westminster, VT 05158.
5. The Trustees shall promptly acknowledge receipt of the request by email or, if necessary, regular mail, and notify the requester of when to expect a decision.
6. The Trustees will operate on the basis of good faith in the reasons stated for requesting a grant, unless any Trustee has reason for concern about this. If the Trustees need more information, they will ask the requester for it and do any other research they deem necessary. The Trustees may request a presentation at a special or annual meeting of the Trustees or of the Termonn membership, as may be appropriate.
7. The Trustees will award grants by a majority vote (a tied vote shall be a rejection) unless grant requests exceed \$7,000 or 10% of the principal of the fund, whichever is more. In the case of grant requests that exceed this amount, both the written support of the

Purser of the Order and an affirmative vote of 2/3 of Termonn members at an annual or special meeting are needed to award the grant.

8. The Trust will retain all grant requests and supporting materials, whether written or in electronic form, with a note of their decision, for at least three years after a decision is made.
9. The Trust will pay the grant amount to the sponsor of the project as defined in the grant request. The grant shall be used for the purpose for which it is awarded. The Trustees shall require such reports, financial and narrative, as they deem appropriate, within six months of project completion. They may condition payment or partial payments of the grant on successful completion of project milestones that the Trustees specify.

#### ARTICLE VII — SCHOLARSHIPS

1. Anyone interested, except a Trustee, may apply for a scholarship to defray the cost of attending a Céile Dé workshop or retreat led by an authorized teacher of the Order. Trustees may in their discretion award full or partial scholarships. No scholarships are available to cover travel expenses.
2. Priority for scholarships shall be on the same basis as for membership on the Board of Trustees. (Article III, Section 2, above.)
3. All scholarships are for the express purpose of attending a specified Céile Dé workshop or retreat.
4. To request a scholarship, a person shall submit to the Secretary of Termonn Trust, PO Box 263, Westminster, VT 05158:
  - a) the registration and deposit for the workshop or retreat in question, indicating on the registration form that s/he is also requesting a scholarship;
  - b) a copy of the registration form; and
  - c) a signed letter of request for the scholarship including:
    - i. the requester's full contact information;
    - ii. a description of his or her financial situation and need; and
    - iii. an acknowledgement that the Trustees' decision is final.
5. The Trust must receive scholarship requests no later than three months before the start of the workshop or retreat in question.
6. The Trust shall promptly notify the requester by email or, if necessary, regular mail of receipt of the request. Notification shall include:
  - a) that Termonn will hold a place for the requester in the workshop or retreat; and
  - b) the date by which the Trust will notify the requester of its decision.

7. The Trustees will operate on the basis of good faith in the reasons stated for requesting a scholarship, unless any Trustee has reason for concern about this. In such a case one or more Trustees may ask the requester for whatever relevant information the requester may be willing to provide.
8. The Trustees will award scholarships by a majority vote. A tied vote shall count as a rejection.
8. Within three days of their decision, the Secretary will notify each requester by email or, if necessary, by regular mail. The Secretary will also notify the retreat coordinator of all scholarship decisions applicable to the retreat in question.

#### ARTICLE VIII — ANNUAL REPORT

1. The Treasurer shall produce an annual report after the close of each fiscal year. This report shall include all:
  - a. assets and liabilities,
  - b. funds received and their sources,
  - c. outstanding pledges to the fund at the close of the fiscal year,
  - d. expenses, and
  - e. grants and scholarships that have been awarded and for what purpose.
2. The Secretary shall timely send a copy to the Purser of the Order, and make it available on request to all Termonn members and Trust donors.
3. The Trustees shall present the annual report at the annual meeting of the Termonn membership.

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