

# **WOMEN IN PHILANTHROPY**

## **OPERATING GUIDELINES**

### **I. Advisory Board and Committee Structure:**

- A. The Advisory Board shall be composed of a minimum of seven (7) and maximum of fifteen (15) members, including Officers, standing committee Chairs, and Member(s) At Large. Staggered terms of Advisory Board service will be for three (3) years. The Immediate Past Chair shall be an ex officio member of the Advisory Board with no voting privileges. Advisory Board members shall be elected at the Annual Meeting or by email vote of the full membership in June. No member may serve more than two (2) consecutive terms. Former Advisory Board members shall be eligible to be re-elected to the Advisory Board after a one (1)-year hiatus. The Advisory Board shall have the authority to make exceptions to these terms if it is deemed to be in the organization's best interest.
- B. Officers of the Advisory Board shall consist of a Chair and Vice-Chair to be elected for a two-year term at the Annual Meeting or by email vote of the full membership in June. An Officer may serve in each role for a maximum of two (2) years. The Advisory Board shall have the authority to make exceptions to these terms if it is deemed to be in the organization's best interest.
- C. All Advisory Board members must be current in their financial commitment (annual gift) to the Women in Philanthropy (WIP) Fund.
- D. New Advisory Board candidates and those standing for a second term shall be elected by a majority of the membership. The Advisory Board is authorized to replace or add Advisory Board members without an interim election by the membership, subject to the limits prescribed above.
- E. Standing committees shall be Communications, Education, Events, Finance, Governance, Grants, and Membership. Other standing or ad hoc committees may be established by the Advisory Board Chair as needed.
- F. Each standing committee shall have a Chair, selected by the Nominating Committee to serve a term of two years and represent that committee as a member of the Advisory Board. Each standing committee shall have a Vice-Chair, identified by the Chair and approved by the Nominating Committee to serve a term of two years. To allow for efficient leadership succession, it is intended that the Vice Chair shall become Chair following two years as Vice-Chair. If the Chair is unable to attend a meeting of the Advisory Board, the Vice-Chair may represent the committee with all privileges afforded the Chair, including the approval of motions presented.
- G. The composition of the standing committees shall be determined by each committee Chair with consideration for the appropriate number, skills and time commitment needed for the work of the committee. Committee membership terms shall be three (3) years, with a maximum of two (2) consecutive terms. After a one year hiatus, a member may be invited to re-join that committee.

- H. An ad hoc Nominating Committee shall convene annually in advance of the Annual Meeting to solicit, evaluate, and recommend candidates for Advisory Board service. The Nominating Committee may also be convened to consider replacement or additional candidates for Advisory Board service as requested by the Advisory Board. The Nominating Committee shall be comprised of the Chair, Vice-Chair, Immediate Past Chair and Governance Chair, who will convene the annual Nominating Committee meeting and lead the nominating process. The Governance Chair will present a slate of Advisory Board members for the coming year to the Advisory Board for approval prior to the membership vote as defined in section A. above.
- I. At least one (1) staff member or member of the Community Foundation of the Lowcountry (CFL) Board of Directors shall be an ex officio member of the Advisory Board. At the request of the Advisory Board, the CFL staff member may serve as Secretary.
- J. The Advisory Board shall have the authority to make amendments and changes to the Operating Guidelines and distribute to the membership in a timely manner.
- K. Women in Philanthropy (WIP) may use WIP communications only to share information with members regarding community programs and events directly related to its giving priorities, as well as issues related to women's charitable giving in general.

## **II. Membership:**

- A. Membership shall include all women who wish to enhance their philanthropic impact via collective giving from the WIP Fund.
- B. Membership will coincide with the calendar year, and will renew each January thereafter. Membership will be conferred from January 1 through December 31 upon those who make an annual gift at the following levels:

Minimum Contribution: \$300

Annual Contribution Levels: \$300-\$499; \$500-\$999; \$1,000-\$2,499; \$2,500 and above

Diamond Level: \$3,000 over three years

Legacy Level: \$10,000 over three years

(see note about Founding Legacy Members)

Members joining in the second half of a calendar year are asked to make a short-year gift of at least \$150 to attain membership status. Gifts at the Legacy level will confer lifetime membership in WIP, without the requirement for additional annual gifts. Founding WIP members (those who initiated the WIP endowment with gifts of \$3,000) are deemed to be Legacy Members based upon additional gifts totaling \$7,000 over a three-year period.

- C. Membership gifts will be confirmed in writing. In keeping with Internal Revenue Service regulation 501(c)(3), member gifts are tax-deductible, as allowable by law. Reminders of membership renewal shall be published in the newsletter, and in the event of non-renewal, a letter and additional communications will be sent to the member.

- D. A Membership Directory will be maintained and distributed to members electronically by WIP's CFL Liaison. Use or distribution of the membership roster or members' contact information for non-WIP purposes is strictly prohibited.
- E. Women in Philanthropy is committed to incorporating the values of diversity, equity, and inclusion in the governance and operations of our organization and in the recruitment of new members.

### **III. Grantmaking:**

- A. The purpose of WIP grants shall be to strengthen families and individuals who live or work in Beaufort County in the areas of arts and culture, community development, education, environment, health and human services. With this in mind, the Advisory Board shall review and approve the Grants Committee's suggested grant theme and award recommendations.
- B. WIP's nine-month grant cycle process shall include development and communication of detailed application criteria, followed by rigorous scrutiny of qualified non-profit organizations and their proposed use of funds. Grant recipients will be monitored through the award year to be sure that grants are used as designated. It is important to note that neither an invitation to apply, nor the submittal of an application, assures receipt of a grant.
- C. WIP's Endowment Fund is a "Field of Interest" fund of the CFL. As such, grants may be awarded only to organizations with 501(c)(3) non-profit status under the Internal Revenue Code, and are subject to approval by the CFL Board of Trustees.
- D. Both WIP and the CFL adhere to a strict Conflict of Interest Policy. A WIP member who is, or has a familial relationship with, an agent of a grant applicant will recuse herself from any discussion or consideration of the applicant. However, this Conflict of Interest Policy does not extend to general membership in an applicant organization.
- E. At the culmination of each grant cycle, one recipient, but not more than two, will be designated as the Dr. Juliann Bluitt Foster Memorial Fund grantee to be determined by the Grants Committee.

### **IV. Finances:**

- A. Members' annual gifts shall be divided evenly between the Endowment Principal and the Grant Allocation component of the Fund.
- B. The Grant Allocation, plus up to 4.5% of the Endowment Principal, based on a 20-quarter moving average of the Endowment Fund's market value, comprise the Spendable funds.

Women in Philanthropy Operating Guidelines (continued)

- C. Membership contributions are due by the end of January. Contributions and spendable balances after the last day of February will not be available for grants until the following year.
- D. Operating funds shall be distinguished from Endowment/Spendable funds and accounted for separately.
- E. Operating funds are used to cover event and meeting costs; complimentary event fees for grant recipients, speakers or other invited guests; and other nominal administrative expenses.
- F. Sources of Operating funds include event fees and gifts designated for operations. It is customary for Advisory Board members to make an annual donation of \$100 to the Operating fund.
- G. Special endowments such as the Dr. Juliann Bluit Foster Memorial Fund, designated for the benefit of WIP, shall be managed under the Operating Guidelines of Women in Philanthropy. Such endowments will remain separate from the WIP endowment. Any specific conditions stipulated for such a fund will be included in the fund management and grant making. Stewardship of all such special endowments shall be under the responsibility of the WIP Finance Committee.