WOMEN IN PHILANTHROPY

OPERATING GUIDELINES

I. Advisory Board Structure:

A. The Advisory Board will be composed of a minimum of seven (7) and a maximum of nine (9) members. Staggered terms of Advisory Board service will be for three (3) years. 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 Board shall have the authority to make exceptions to this policy 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. A member may serve in each officer role for a maximum of two (2) years. The Board shall have the authority to make exceptions to these terms if it is deemed to be in the organization’s best interest.

C. 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, and Immediate Past Chair.

D. All Advisory Board members must be current in their financial commitment (annual gift) to Women in Philanthropy (WIP).

E. New Advisory Board candidates and those standing for a second term shall be elected by a majority of the membership in attendance at the Annual Meeting. 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.

F. Standing committees shall be Communications, Education, Events, Finance, Governance, Grants, Membership Cultivation, and Membership Records. Other standing or ad hoc committees may be established by the Chair as needed. The Chair will have the responsibility to appoint standing committee chairs from the Advisory Board members, and ad hoc committee chairs from the Advisory Board or general membership.

G. At least one (1) staff member or Trustee of the Community Foundation of the Lowcountry (CFL) Board 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.

H. The Advisory Board will have the authority to make amendments and changes to the Operating Guidelines and distribute to the membership in a timely matter.
II. Membership:

A. Membership shall include all women who wish to enhance their philanthropic impact via collective giving from the WIP Endowed 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 in the following levels:

- **Bronze:** $300 - $599
- **Silver:** $600 - $999
- **Gold:** $1000 - $2499
- **Platinum:** $2500 and above
- **Diamond:** $3000/3-year commitment ≥ $1000 per year
- **Legacy:** $10,000/3-year commitment ≥ $3333 per year

Membership levels will be designated as indicated above, based upon the amount of the annual gift(s). Members joining in the second half of the calendar year will be 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 pledges of $3000 – will be deemed Legacy Members with lifetime membership based upon a $7000 pledge, with annual gifts greater than or equal to $2333 over a 3-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. Membership renewal notices shall be sent sixty (60) and thirty (30) days in advance, and in the event of non-renewal.

D. A Membership Directory will be maintained and published electronically by WIP’s CFL Liaison. Use or distribution of the membership roster or members’ contact information for non-WIP purposes is strictly prohibited.

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 criteria 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 only be awarded 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.

IV. Financial:

A. Annual grant awards are limited to the portion of the WIP Endowment Fund designated as “spendable.” The spendable amount is equal to 50% of members’ annual gifts and up to 4.5% of the endowment, based upon a 20-quarter moving average of the Endowment Fund’s market value.

B. Annual gifts shall be divided evenly between the endowment and spendable funds, unless a member designates otherwise.

C. Operating Funds shall be distinguished from Endowment Funds and accounted for separately. However, Operating and Endowment Funds may be held in separate or comingled accounts at the discretion of the Advisory Board.

D. 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.

E. Other sources of operating funds include event fees and gifts designated to cover organizational expenses. It is customary for Advisory Board members to make an additional $100 annual operating gift to defray WIP administrative costs.

F. The annual grant total is rounded up to the nearest $1000, with the “round-up” amount designated as Operating Funds.
WOMEN IN PHILANTHROPY

STANDING COMMITTEE RESPONSIBILITIES

Communications

• Be responsible for internal and external WIP communications, delivered via electronic mail and/or social media
• Set an annual communications plan to include newsletters; event notices and invites; and other interim updates
• Draft internal communications to include the newsletter and member updates
• Draft external communications to include PR materials, slide or video presentations, and other materials

*(All communications are subject to approval by the CFL’s VP of Marketing & Communications)*

Education

• Provide information and education to membership and the greater community on issues related to WIP grant themes through guest speaker(s) at each Fall Luncheon
• Provide learning opportunities and/or arrange excursions to grant recipient organizations to appreciate the projects/programs made possible through WIP grants. Coordinate venue, programming, food and beverage, and pre- and post-event communications.
• Educate women on the power of philanthropy through collective giving

Events

• Plan the Fall luncheon with speaker(s) secured by the Education Committee
• Plan the Spring annual meeting/luncheon to include grant presentations
• Plan the Holiday celebration and or other annual social events for members and guests
• Arrange for venue, food and beverage, and AV services; contract for same

Finance

• Oversee WIP’s Operating Fund and administrative expenses
• Serve as steward of WIP’s Endowment Fund; represent WIP with CFL and others re same
• Serve as liaison with investment manager to the Foundation; represent WIP at semi-annual portfolio performance meetings
• Analyze and report on membership giving amounts and patterns
Governance

- Maintain WIP Handbook and other governing documents
- Ensure Advisory Board and Member compliance with governing guidelines and documents
- Maintain service records and terms of Advisory Board members and officers

Membership Cultivation

- Recruit women to become members of WIP
- Plan activities for prospective members to include event hostess(es), event invite, venue, food and beverage, WIP spokesperson(s), thank you communications and membership invite
- Plan and orchestrate programs or activities to welcome and engage new members

Membership Records

- Maintain membership database in coordination with CFL to include current contact information and publication of electronic directory; membership demographics; individual and aggregate giving history
- Maintain and distribute welcoming and orientation materials
- Issue membership renewal and follow-up communications
- Maintain roster of lapsed members; solicit membership feedback; invite reinstatement

Grants

- Recommend possible themes for the year’s grant cycle to the Advisory Board, to be put forth for vote of the membership
- Recommend theme criteria and timeline for solicitation of grants and the evaluation of applications
- Review grants and recommend award recipients for Advisory Board approval
- Present grant recipients to the membership at each annual meeting and monitor throughout the year to ensure project completion.

Amended and Accepted June 22, 2020
WOMEN IN PHILANTHROPY

GRANT CYCLE

A. Theme Selection (Spring)

1. Committee discusses possible themes relevant to:
   - Mission and vision of Women in Philanthropy
   - Responsive to current events
   - Addressing community needs for Beaufort County

2. Theme suggestions (three) by consensus of the committee

3. Advisory Board approves theme suggestions

4. Theme survey is sent to membership for voting by simple majority

5. Theme selected by membership vote

B. Application Process (Fall)

1. Welcome Grant Committee members
   - Review of selected theme for any adjustments or clarifications
   - Refresh Liaison procedure for October grant committee updates

2. Application process review
   - Guideline criteria and grant evaluation process are reviewed
   - Review of Application Package and applicant requirements
   - Review of grant funds available and determination of grant level
   - Review for additions to the applicant address pool.
   - Presentation of Theme at October semi-annual WIP luncheon

3. Grant Application Notification
   - Include CFL Grant training session in notification
   - Email distribution to NPOs early November by the CFL
   - Communication notice by CFL of the grant application opportunity
   - Application requirements posted on website
   - Deadline is generally set for the first business Friday in January
C. Application Review Process (Winter)

1. Receipt of applications
   - Applications received and assigned identification numbers by the CFL
   - Submitted grants applications acknowledged by the CFL
   - Committee meeting holiday hiatus

2. Committee review process begins.
   - Grants Committee member passwords are coordinated with CFL
   - Applications are sent electronically to Committee members for review
   - First culling of applications (Note: on average a third of the applicants are usually deleted for various criteria reasons)
   - First ranking of application takes place
   - Readers #1 and #2 are assigned to Round Two eligible applicants (Note: Readers are NOT advocates for their assigned grants applicants)

3. Mid-evaluations review takes place
   - Liaison provides second update on previously assigned grants in progress
   - Closer examination of the application yields a list of semifinalists
   - Semi-finalists are interviewed by committee in a full day session
   - Finalists are selected and site visits are scheduled as needed

4. Selection process is completed
   - Site visit are made as determined earlier
   - Quantified ranking of the finalists takes place
   - Finalists are evaluated
   - Selections are made
   - Liaisons are assigned
   - Recommendations are prepared for Advisory Board April meeting
   - Grantee Power Point presentation parameters are reviewed

D. Presentation of Finalists (Spring)

1. Advisory Board votes on Grant Committee recommendations
   - Letter sent to non-grantees
   - Grantees are informed and invited along with the organization’s Board Chair to May annual meeting and luncheon
   - Immediate past grantees are asked to prepare and present a brief Power Point presentation on the results of their previous year’s grant
2. Annual Meeting Luncheon Program
   - New and immediate past grantees (with Board Chairs) are placed around the luncheon room to inform/interact with WIP members
   - Past grantees make their presentations
   - New grantees are presented their check

E. Grant Cycle Begins Again (see section A)

F. Hiatus (Summer)

Abridged July, 2019