

WOMEN IN PHILANTHROPY OPERATING GUIDELINES

I. Advisory Board and Committee Structure:

- A. The Women in Philanthropy (WIP) Advisory Board shall be comprised of a minimum of seven (7) and maximum of fifteen (15) members, including Officers, Immediate Past Chair, Standing Committee Chairs, and Member(s) at Large. Each member of the Advisory Board shall hold office for a term of two (2) years ensuing from the first day of July following her election and thereafter or until her resignation, death or disqualification. The terms of members of the Advisory Board shall be staggered so that approximately one-third (1/3) of the members of the Advisory Board expire in any one year. Advisory Board members shall be elected at the Annual Meeting or by majority vote of the full membership in response to a digital survey sent by Community Foundation of the Lowcountry (CFL) staff in June. No Advisory Board member may serve more than three (3) 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 vote of the full membership in June, as defined in section A. above. 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 contribution) to the Women in Philanthropy Fund (herein after called "WIP Fund"), an endowed Field of Interest fund held and managed by the Community Foundation of the Lowcountry.
- D. New Advisory Board candidates and those standing for a second term shall be elected by a majority of the membership, as defined in section A. above. The Advisory Board is authorized to replace or add Advisory Board members without an interim election by the membership, subject to the terms of Section C. above.
- E. Standing committees shall be Communications, Education, Events, Finance, Governance, Grants, Membership, and Nominating. 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 (2) years and represent that committee as a member of the Advisory Board. Each standing committee shall have a Vice-Chair, identified by the standing committee Chair and approved by the Advisory Board to serve a term of two (2) years. To allow for efficient leadership succession, it is expected that the Vice-Chair shall become Chair following her 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. An accompanying "Officer and Standing Committee Responsibilities" document provides details of each standing committee.

Women in Philanthropy Operating Guidelines (continued)

- G. The composition of the standing committees shall be determined by each standing committee Chair with consideration for the appropriate number, skills and time commitment needed for the work of the committee. Committee membership terms shall be two (2) years, with a maximum of three (3) consecutive terms. After a one-year hiatus, a former committee member may be invited to re-join that committee.
- H. 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 Nominating Committee shall convene annually at least three (3) months 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 recommendations for replacement and/or additions of candidates for Advisory Board service as requested by the Advisory Board. The Governance Chair will present a slate of Advisory Board nominees for the coming year to the Advisory Board in April 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 revised Operating Guidelines 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:

Member: \$300-\$499

Sustaining Member: \$500-\$999

Catalyst Member: \$1,000-\$2,499

Diamond Member: \$3,000 over three years, and \$1,000 annually thereafter

Platinum Member: \$10,000 cumulative giving, with at least the minimum contribution annually thereafter

Legacy Member: WIP is included in the member's estate plans

Women in Philanthropy Operating Guidelines (continued)

- C. Membership contributions 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 will be sent to members annually by letter or email, 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 values the collective wisdom and varied experiences of its members. The organization is committed to maintaining leadership, membership, and operations that reflect the breadth of our community and strengthen our shared mission of improving lives through philanthropy. In all governance and recruitment practices, WIP seeks to create an open, welcoming environment where every member's perspective is respected and contributes to the success of our work.

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 throughout 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. Because the WIP Fund is a "Field of Interest" fund of CFL, 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 Directors.
- D. Both WIP and CFL adhere to a strict Conflict of Interest Policy. A conflict of interest exists whenever a WIP member has an affiliation, relationship or interest that could reasonably be expected to interfere (or could appear to interfere) with her judgement with respect to her duties, responsibilities or activities related to WIP. The personal, professional and business interests of a WIP member should avoid potential and actual or perceived conflicts of interest. However, this Conflict of Interest Policy does not extend to a WIP member's 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, as determined by the Grants Committee.

IV. Finances:

- A. Members' annual contributions shall be divided between the Principal and Grant (Spendable) Allocation components of the WIP Fund. The default split will be 50%/50% to each component, but a member may select a 25%/75% or a 75%/25% split between the two components of the WIP Fund when she makes her membership contribution.
- B. The WIP Fund's Grant (Spendable) Allocation, plus up to 4.5% of the Endowment Fund's Principal, based on a 20-quarter moving average of the Endowment Fund's market value, comprise the funds available for grants.
- C. Membership contributions are due by the last day of January. The amount available for grants will be the amount in the Grant (Spendable) Allocation of the WIP Fund as of the last day of February. Contributions and spendable balances after the last day of February will not be available for grants until the following year.
- D. The WIP Operating Fund shall be distinguished from The WIP Fund and accounted for separately.
- E. The Operating Fund is used to cover event and meeting costs; complimentary event fees for grant recipients, speakers or other invited guests; and other nominal administrative and promotional expenses.
- F. Members may opt to make a contribution to The Operating Fund when they make their annual membership contribution to The WIP Fund or at any other time of the year.
- G. Grant allocations from special endowments, such as the Dr. Juliann Bluitt Foster Memorial Fund, designated for the benefit of WIP, shall be managed under the WIP Operating Guidelines. Such endowment funds will remain separate from the WIP Fund, and specific conditions stipulated for those funds will be included in the fund management and grant making guidelines of that fund.