

Agenda Item 3. Business/ a. Policy Needs i. Board Giving



Trustee Giving

Adopted XX Month 2013

DRAFT of 16 August 2013

CONTEXT

The body of knowledge regarding fund development for nonprofit organizations notes that one-hundred percent board engagement in giving is a requirement of successful fundraising. Showing total participation in giving by the board lets potential donors know that internal support is unwavering, improving donor comfort level with the organization. Board financial support can, when appropriate, be used to leverage donor funds, used in “challenge grants,” and/or be used as match on grant proposals.

DESCRIPTION

Each individual member of the Board of Trustees of the organization shall make an annual cash donation, to the best of their financial ability, but that “pushes upon their level of comfort” in giving (e.g., if \$250 is comfortable, then push your limits and consider giving \$500). This trustee gift is above and beyond that given as membership dues, annual appeal donation, or other solicitation sent to the membership in whole or in part.

IMPLEMENTATION

The chair of the Fund Development Committee, or in the absence of such body, the association president, will in January of each year develop a level of giving and a schedule for payment (e.g., one time gift; quarterly giving, etc.) with each individual trustee. It will be the responsibility of the chair/president to ensure that each trustee contributes according to the agreed upon giving schedule. It will be the responsibility of the chair/president to work with the Board Development Committee to offer a “graceful way out” for those that do not follow through with agreed upon trustee giving.

Agenda Item 3. Business/ a. Policy Needs ii. WPWA Overhead Rate



WPWA Overhead Rate

Adopted XX Month 2013

DRAFT of 16 August 2013

CONTEXT

Every organization has basic operational costs associated with simply “doing business.” Electricity, phones and data lines, administrative costs, and property maintenance, to name a few, are costs that are accrued regardless of ongoing projects and streams of funding. In order to account for such operational costs, organizations apply an “overhead charge” to all grants and contracts that engage the organization and/or utilize its services. Overhead can be a fixed fee, but most broadly is applied as a percentage of the total cost of services rendered (e.g., grant or service contract total).

DESCRIPTION

An organizational, base overhead rate of 15% shall be applied to all grants, contracts, and other vehicles that define an agreement for the use of WPWA services.

IMPLEMENTATION

The overhead rate may be negotiable, depending upon requirements of granting entities and/or as deemed appropriate to foster important partnerships or to take advantage of unique and/or special opportunities. In such cases where the base overhead rate applied needs alteration, it will be the responsibility of the Executive Director to justify, in writing, deviation from the base rate, and to show that benefits will outweigh the increased financial burden, if any, to the association.

The following 4 pages relate to Agenda Item 3. Business/ a. Policy Needs iv. Reopening A Board Decision

MWS Decision Making

Section 9 Action Without Meeting

Any action required or permitted to be taken by these By-Laws at a meeting of the Board of Trustees or of a committee may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed or approved before such action by all of the members of the Board of Trustees, or all of the members of the committee, as the case may be.

(NOTE to Alan: We do this by the Administrator sending out an email with the proposed decision to be made along with supporting information and reasoning as to why it needs to be made before the next meeting. She asks if each BOT member has sufficient info to make the decision. If ALL members reply in the affirmative, then the President of the BOT sends out an email asking for a yea or nay on the decision. We then formally document the decision at the next meeting, and sign the decision document. If not, the decision is deferred.)

Section 10 Decision Making

3.10.1 Overview: As The Board of Trustees can only act as a body, its effective functioning relies on the quality of communication among its members.

Therefore, the Trustees shall listen with respect to the concerns, questions, and opinions presented. The Board of Trustees will reach decisions by consensus unless the presiding officer feels an expedited process is necessary and this process is agreed to by a two thirds majority of the members present.

Consensus for this purpose will be defined as a state of mutual agreement among the Trustees that all legitimate concerns of individual Trustees have been addressed and all members consent to a decision though they may not fully agree with it.

3.10.2 Process: The Board of Trustees will maintain a guidance document outlining a clear process for decision making which shall be attached to these By-Laws as an addendum. (See Addendum 3.) That process may be changed or amended only through the process outlined therein. In the absence of such a document Robert's Rules of Order shall govern all Board of Trustees decision making.

3.10.3 Quorum: Two-thirds of the Board of Trustees shall constitute a quorum for the transaction of business. Provided that a quorum is reached and the required decision process is followed, the act of a majority of the Trustees present at any meeting shall be the act of the Board of Trustees unless otherwise specified in these By-Laws. In the absence of a quorum, a majority of the Trustees present may adjourn any meeting until a time when a quorum can be reached. The Trustees shall act only as a Board and the individual Trustees shall have no power as such.

ADDENDUM 3: DECISION MAKING PROCESS

Decisions of the Board of Trustees will be initiated by a motion of a voting member in the form of a specific positive proposal. A period of time will then be allotted for discussion during which each member will be allowed to express any concerns. When all concerns have been heard the proposal may be further explained or modified by the mover to

address members' concerns or may be withdrawn. Board members may then express any new concerns. When the presiding officer deems that all concerns have been addressed, s/he may call for a vote of consensus. If any member votes in the negative they must be given an opportunity to express why they feel a concern or concerns have not been addressed. Those voting in the affirmative may then explain why they think the concern has been addressed or the motion may be further modified. The presiding officer may then call for another vote of consensus or table the motion until a later meeting. If, in the judgment of the presiding officer, the Board is unable to reach consensus in a timely manner, an affirmative vote of two thirds of the members present that all concerns have been addressed will result in the motion carrying.

Decisions which could have a significant impact on the health or the mission of the school shall be considered over three meetings. At the first meeting, the motion will be introduced with any supporting arguments and clarifying questions may be answered. At the second meeting, concerns may be introduced by any member wishing to do so. These may be discussed when all members have been allowed a chance to voice their concerns. Only at the third meeting may the presiding officer call for a vote of consensus.

Approved by the Board of Trustees on April 27, 2013.

Agreed Procedure for Revisiting a BOT Decision

- A board topic is motioned, and carried
- A board member was not present for the vote or circumstances have changed in some significant way
- A motion is made to reopen a topic for discussion
- If seconded, the topic is added to the next meeting agenda. If not, the topic is not reopened for discussion.
- After discussion, a motion is made to reopen the topic for voting. If seconded and a majority vote, the topic is reopened for voting. If no majority vote, the topic is not reopened for voting.

Decision of the Board of Trustees Meeting

The signatures below indicate concurrence with the fact that the Board of Trustees, acting in a manner consistent with the by-laws of the school, approved the decision stated herein:

President : _____

V.P./ Treasurer : _____

Secretary : _____

Administrator: _____

Faculty Chair: _____

Member : _____

Member : _____

Member : _____

Member : **Walt Galloway** _____