

EDINA/MORNINGSIDE ROTARY FOUNDATION POLICY

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A. Foundation Highlights

The Foundation is comprised of all current members of the Club. The Foundation Board has a fiduciary responsibility to manage the assets of the Foundation, insure day-to-day activities (including fund raising) comply with 501c and other regulatory requirements, and distribute funds according to the interests and wishes of its membership (i.e. club members).

B. Role of the Club Board (as it relates to financial giving)

1. Determine/approve annual fund raiser budgets
2. Determine/approve annual financial giving budgets
3. Obtain approval from the Foundation Board, who will insure fiduciary responsibilities are met according to by laws and corpus guidelines
4. Allocate annual budget to fund various projects including, but not limited to: Club Projects; Local Grants; International Grants
5. Only the Past President/Foundation Liaison will submit invoices to the Foundation to pay organizations for approved projects insuring annual budgets are maintained

C. Corpus Guidelines

- a. Corpus Definition – Financial assets held by the EMRC Foundation (cash and financial investments)
- b. Intended Purpose – Provide financial stability to the EMRC Foundation to insure:
 - i. Long-Term Foundation sustainability
 - ii. Fund short-term financial giving during times of:
 1. Crisis in our community
 2. Operating shortfalls in annual fund raising
 3. Operating losses due to other factors
- c. Guidelines for the Amount of the EMRC Corpus – the greater of:
 - i. Target Balance = (5 year rolling average of annual giving) x 2
 - ii. \$60,000
- d. Guidelines for drawing down the Corpus - Drawdowns cannot exceed 50% of the net available balance in any given year.
- e. Guidelines for building back up the Corpus if net available balance is below \$60,000 - 20% of all funds raised each year will go to replenish the Corpus until the Corpus balance is greater than \$60,000.

D. Edina/Morningside Rotary Patrick D. Kennedy Golf Tournament

Pat Kennedy, one of the founders of the club, was instrumental in establishing and volunteering on the committee. After his passing in 2016, the club renamed the annual golf event in his honor. Memorial gifts were designated to the Foundation. In April 2016, \$15,000 of donations were moved to fund an annual \$750 contribution to the golf event as title sponsor.

E. Past President / Foundation Liaison Position Description

1. Reporting

- a. Prepare monthly written reports for the Club Board of Directors (receive reports from Foundation Treasurer)
- b. Club Assembly Reports to the Club
- c. Create an awareness of what EMRC does with our dollars internally and externally

2. Official Action

- a. Follow both the Foundation and the Club By-laws
- b. Bring Foundation issues to the Club Board of Directors for direction/approval
- c. Take action on Club Board of Director motions
- d. Submit invoices to the Foundation to pay organizations for approved projects insuring annual budgets are maintained

3. Fundraising

- a. Participate in all fundraising committees during your year (realizing that all funds raised during your year of service are for grants during the following Rotary year)
- b. Work with Club President to recruit event chairs
- c. Serve as finance manager for major fund raisers providing reconciliation to the Foundation Treasurer
- d. Host a Foundation Fair (if desired) for informational and fundraising purposes

4. Establish Funding

- a. Work with Foundation President & Treasurer to make a recommendation of total amount available for grant process during your Rotary year.
- b. As accurately as possible, make a recommendation to the Club Board the amount of the grant that will be allocated (but not limited) to the following areas:
 - i. Local Grants
 - ii. Club Projects
 - iii. International Projects
 - iv. Reserve (disasters, new opportunities, partnerships with other clubs)
- c. Seek approval by the Club Board of the total amount available for grants and communicate this to the Foundation Board.

5. Manage Grant Process

- a. Establish timeline/calendar for application process / grant awards (see Dropbox)
- b. Establish guidelines / limitations for number of grants to be considered (# of organizations, service component, etc.)
- c. Solicit grant applications (each must have a club member sponsor)
- d. Request funds from Foundation Treasurer
- e. Written Correspondence (past copies in Dropbox / Foundation)
 - i. Grant applications
 - ii. Award letters
 - iii. Award presentations
 - iv. PR
 1. Announcements in Club meetings
 2. Club website and newsletters
 3. Community publications / websites
 4. Provide printed brochures of foundation activity

F. Grant Documentation

The Club Past President / Foundation Liaison will train/mentor his/her successor to make aware of previous documents and processes (in Dropbox / Foundation) and annually post / update Grant documents on the Club Website.

G. Foundation Tax Certification / Gift Acknowledgement Correspondence

The Foundation Treasurer will acknowledge all donations and sponsorships received within 30 days unless delegated to a specific Event Committee representative. Official letterhead will be utilized.

H. Bank Accounts / Online Fund Management

The Treasurer and President shall be the signatories of all accounts of the Foundation. The Treasurer is authorized to utilize a local bank that is convenient due to the frequency of transactions. Secure online payment / donation services shall be maintained in cooperation with the Club Administrator and Webmaster.

Approved / Amended May 19, 2016