

Polices and Procedure
Women Who Care (WWC)
A project of the Elk County Community Foundation (ECCF)

Article I. Mission/Purpose

The Mission of Women Who Care is to educate, encourage, and expand the number of women committed to philanthropy in order to strengthen our community by providing funds and assistance to issues that are important to families.

Section 1.01 Goals

The goals of Women Who Care which serves Elk County, Pennsylvania are to:

- (a) Make a difference in the community by empowering women givers by contributing time, talents, and monetary resources to women and family needs
- (b) Educate and increase awareness of local needs
- (c) Provide social opportunities, events, and exposure for women in our community

Article II. Name

Women Who Care is the official name of the organization. It is a project of the Elk County Community Foundation.

Article III. Sponsor

Women Who Care (herein "WWC") has established a field of interest pass-through fund and a field of interest endowed fund with Elk County Community Foundation (ECCF). WWC will communicate with ECCF and solicit its input and advice in connection with the efforts of the Grants Committee, pursuant to Article VIII.

WWC will be subject to the articles of incorporation and bylaws of ECCF and its policies related to field of interest funds, as may be subject to change by the Board of ECCF to ensure compliance with the current federal laws.

All press releases, marketing and communications material should be submitted to ECCF for approval before distribution.

Article IV. Membership

Membership in Women Who Care is open to all who wish to further the mission and goals of WWC through financial support and participation. Members shall be defined as those who annually register and pay a designated fee.

Section 4.01 Responsibilities of membership

- (a) Voting members
 - 1. Vote on matters regarding grant awards
 - 2. Encourage other individuals to support and participate in the mission and goals of WWC
 - 3. Honor financial commitments to WWC in accordance with section 4.03
 - 4. Attend meetings of WWC

Section 4.02 Benefits of membership

- (a) Participate in a dynamic, philanthropic, and fun organization
- (b) Offer input to WWC goals and grant awards
- (c) Explore and collaborate with others
- (d) Make a greater impact with pooled monetary resources
- (e) Add value and impact to special events and annual meeting
- (f) Learn about non-profit organizations and needs within our community

Section 4.03 Contributions of Voting Members

- (a) Voting Members shall contribute a minimum of \$100 per year to be committed annually and paid by June 1 of the membership year for grant making at the annual meeting
- (b) Only those Voting Members whose contributions are current shall be eligible to exercise voting privileges
- (c) Each Voting Member shall have one vote, regardless of the amount of any contribution in excess of the amount specified in section 4.03(a)

Article V. Organization/Structure

Women Who Care will have an executive committee (called the Steering Committee), defined in section 5.01 and committees (called Committees) as defined in section 5.06.

Section 5.01 Members of the Steering Committee

The Steering Committee will consist of a minimum of seven members and maximum of eleven, each of whom are deemed an eligible voting member of the WWC, each of whom shall be a Voting Member. Initially, the Steering Committee shall consist of the founding members. The Steering Committee members shall recruit and replace members as needed.

Section 5.02 Responsibilities of the Steering Committee

- (a) Provide the vision of the WWC
- (b) Call and direct meetings
- (c) Manage accounting of contributions and expenses
- (d) Appoint Chairs to the Grant, Membership, and Events Committees, as needed
- (e) Record meeting minutes
- (f) Review and amend Policies and Procedures and present changes to the membership
- (g) Communicate with members and the public
- (h) Conduct all other business of WWC

Section 5.03 Organization and Meetings of the Steering Committee

- (a) The Steering Committee will meet at least six times a year, at such times as it shall determine, that shall permit it to most effectively carry out its responsibilities
- (b) The Steering Committee shall determine, in any manner it chooses, those members who shall act as Chair, Secretary, Treasurer, Membership/PR, Event, and Grants Chair, as needed

Section 5.04 Committees (Committees)

- (a) Committee Chair responsibilities, with the assistance of their committee, include:
 - 1. Grants- recommend grants in accordance with Article VIII (See section 8.01 for responsibilities)
 - 2. Events- plan and execute membership meetings and fundraising events as directed and approved by the Steering Committee
 - 3. Membership/PR-
 - a. Communicate with current members and develop ways to attract new members
 - b. Produce an annual report, write and distribute press releases, answer inquiries and record/photograph events
- (b) Steering Committee members will serve as committee chairs and are renewable annually

Article VI. Meetings

WWC membership will meet annually in the fall to vote on grant applicants in accordance with section 8.02.

Article VII. Administrative Expenses

The Steering Committee may incur costs for supplies and services necessary to the operation of WWC. These expenses may include, but are not limited to: paper, printing, postage, room rental, refreshments, and materials for event projects. Funds for administrative and extraordinary expenses will be obtained by private grant or special fundraising events, held in an expense account at ECCF.

Article VIII. Awarding of Grants

Voting on grants will take place at the fall annual meeting. Grant applications must be received by August 15 to be considered for the grant cycle.

Section 8.01 Organization and Responsibilities of Grant Committee

- (a) All members of the Grant committee must be Voting Members
- (b) The Grant committee shall solicit and/or work with the Membership/Public Relations Committee to distribute grant applications to non-profit organizations in the community
- (c) The Grant committee shall review grant applications in order to:
 - 1. Determine if the application meets the mission of WWC, and
 - 2. Determine if the application meets the grant award criteria as described in section 8.03
- (d) The Grant committee shall research grant applicants by any or all of the following:
 - 1. Visits or meetings with applicants, as needed
 - 2. Requests for supplementary materials or documents
- (e) The Grant committee shall present selected qualified (meet WWC mission and grant award criteria) grant applicants to the membership
- (f) The Grant committee shall send the description of the applicant organizations and a brief summary of the projects recommended to be funded to the voting membership at least two weeks prior to the Annual Meeting of Women Who Care at which the vote on the grant application is to be held

Section 8.02 Procedure for Recommending Grants

- (a) The Grant Committee Chair will present the grant applicants at the Fall meeting prior to voting on the grant applications
- (b) Ballot will list all qualified grant applicants and amounts
- (c) A simple majority qualifies for a valid vote
- (d) Voting will be by secret ballot
- (e) Voting members not able to attend may vote by absentee ballot
- (f) Grants may be recommended in an amount up to the balance of the WWC pass-through fund as long as a minimum of \$100 is maintained after disbursement of the grant. The fund does not have to be used in its entirety.
- (g) Grants shall be recommended to the ECCF Board upon approval of a simple majority
- (h) The Grant Committee members and other interested members will present grant recipients with checks after grant recommendations are approved by the ECCF Board of Directors and the receipt of grant agreement between WWC and grantee
- (i) Grantees must present WWC with an evaluation upon project completion

Section 8.03 Criteria for Awarding Grants

- (a) Applicant must be an Elk County non-profit tax-exempt organization pursuant to IRS section 501(c)(3), a municipality, or a faith-based organization
- (b) Applicant organization must meet the WWC mission
- (c) Applicant organization must be approved by the Elk County Community Foundation Granting Philosophy: *"The Elk County Community Foundation welcomes applications for funding as part of its mission to promote the betterment of Elk County and to enhance the quality of life for all residents."*
- (d) No more than 50% of WWC's available grant money may be awarded to one organization in a calendar year
- (e) The following are EXCLUDED from consideration:
 - 1. Projects that promote a particular religious or political ideology
 - 2. Endowment or capital projects and campaigns
 - 3. Dinner galas, advertising, and other special fundraising events
 - 4. Contributions to the general fund of an organization

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