



IIMC Foundation

Policies

As of May 21, 2022

The IIMC Foundation is a diverse team of volunteers who are passionately committed to raising endowed dollars, whose earnings help IIMC pursue its educational objectives.

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POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 1	<u>DATE:</u> December 15, 1988 <u>Repealed May 20, 2000</u>
<u>TYPE:</u> Investment	
<u>SUBJECT:</u> Accepting Earmarked and Designated Grants	

POLICY CONTENT:

~~The MCEF will accept earmarked and designated grants in keeping with the purpose and goals of the Foundation~~

~~The amount of the grant must be of sufficient amount to cover the purpose for which it is designated.~~

~~Earmarked grants for scholarship to a specific individual or Municipal Clerk Institute shall be no less than \$200.00 a year. The individual and/or scholarship must conform to the requirements of the MCEF Scholarship Policy and the standards for IIMC's recognition of Municipal Clerk Institutes and education programs.~~

~~No grant will be accepted if it discriminates against any person or Institute and is in conflict with the purposes of MCEF.~~

~~Requests for submitting an earmarked or designated grant must be submitted in writing explaining the purpose, amount, person, institute, or project that will receive the award. The MCEF will establish the procedure on how such grants will be awarded.~~

~~The MCEF President shall be the final arbitrator on the acceptance of any specific earmarked or designated grant. The MCEF President may appoint a subcommittee of not more than three persons who may advise and make recommendations on such grants.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 2	<u>DATE:</u> December 15, 1988 <u>Repealed May 20, 2000</u>
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Resolution Adopting the Foundation "Prospectus"	

POLICY CONTENT:

~~WHEREAS, the Municipal Clerks Education Foundation of IIMC, has been organized to promote, encourage, train, and educate Municipal Clerks to provide efficient and economical services to the citizens within the municipalities they serve; to accept contributions; and to seek out new funding sources to this end; and~~

~~WHEREAS, MCEF's major responsibilities include: augmenting educational programs for Municipal Clerks with new opportunities; supplementing and enhancing present IIMC information and research programs including the use of technological advancement; formulating a career development program to enhance the administrative and technical skills of Municipal Clerks; and obtaining funds to implement training workshops for Municipal Clerks; and~~

~~WHEREAS, MCEF may also provide new funds to establish pilot training projects at universities and within associations; assist IIMC in providing educational seminars to orient new Clerks and update experienced ones; and help develop uniform standards among the various providers of Clerk's educational programs; and~~

~~WHEREAS, MCEF has the responsibility of providing scholarships, grants, and loans to assist Municipal Clerks in attending IIMC approved Institutes and IIMC Annual Meetings;~~

~~NOW THEREFORE BE IT RESOLVED that the "MCEF Prospectus" as adopted by the MCEF Board of Directors on December 15, 1988, be and it is hereby Established as an Official MCEF Policy.~~

~~BE IT FURTHER RESOLVED that all Policies and Guidelines in conflict herewith are hereby repealed.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 3	<u>DATE:</u> October 5, 1991 Amended May 20, 2000 Amended November 16, 2001 Amended November 9, 2008 Amended Jan. 22, 2014 Amended May 20, 2017
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Travel Expense Reimbursement for Foundation Board of Directors	

POLICY CONTENT:

Notwithstanding the following provisions of this policy, Foundation Board Members are encouraged to pay for all expenses in connection with meeting attendance.

The Foundation's Travel Expense Reimbursement Policy is as follows:

Meals

A per diem meal rate will be allowed in an amount equal to the then current IIMC per diem meal rate determined by IIMC prior to each conference. No reimbursement will be provided for meals included in the conference registration package or provided by IIMC.

Transportation

Transportation will be reimbursed provided as follows:

- a) The lowest coach airfare available.
- b) Rail or automobile (utilizing IRS current rate) may be utilized as an alternative to air travel as long as the cost does not exceed the lowest airfare available.
- c) The most appropriate economical transportation costs.
- d) Mileage at the IRS current rate for travel to and from the departing airport or rail station.

Accommodations

(Non-luxury) Accommodation for two (2) night stays at the designated site or at a rate not to exceed the cost of the designated site. This may be extended by the Foundation President when the length of the conference meeting or event will necessitate additional hotel accommodations.

Conference Registration

Complimentary conference registration may be requested by Board Members who do not receive funding or reimbursement from any other sources to attend the conference. The President will confirm the complimentary registration availability with the IIMC Executive Director, and notify Board Members prior to the conference.

General Provisions

1) No reimbursement shall be provided to any class of member (including any committee member who is not a member of the Board) pursuant to the Foundation's By Laws, if any person is already receiving funding from any other source. An example may be a member attending a Foundation meeting coincident with an IIMC conference and/or Board meeting where the individual's expenses are already being paid by either the municipality with which the individual is employed or by IIMC.

2) Receipts shall be submitted for each individual expense, excluding meals, in excess of \$15.00. In kind credit will be provided in accordance with the travel policy and not exceeding the limits for reimbursements.

3) All requests for reimbursement under this policy shall be submitted to the Treasurer on the appropriate form no later than thirty (30) days of completion of the Foundation travel.

4) Timely processing and payment of all reimbursements shall be the responsibility of the Treasurer pursuant to this policy. The President shall approve reimbursements as stated in the above policy prior to reimbursement.

5) All travel reimbursement forms shall contain the following statement:

“I certify that I am not seeking reimbursement from the Foundation for any item that is also being reimbursed through any other source.”

6) Board Members who work at fundraising events during the conference, and who do not receive funding or reimbursement from any other source may be eligible for additional reimbursement for travel, accommodations, and meals if approved prior to the conference by the Foundation President.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 4	<u>DATE:</u> November 22, 1992 Amended May 20, 2000 Amended May 19, 2001 <u>Repealed May 22, 2004</u>
<u>TYPE:</u> Investment	
<u>SUBJECT:</u> Investments and Awarding an Endowed Scholarship	

POLICY CONTENT:

1. ~~**Investments and Awarding of Scholarships: Insufficient Revenues**~~

~~When an endowment fails to generate sufficient funds to award a scholarship in the amount currently stipulated, the revenue from the endowment shall be reinvested until such a time as the proceeds are sufficient for the awarding of the scholarship. The proceeds used to award a scholarship for the next year must total more than the previous year's investment base and the previous year's inflation as outlined in Policy 10~~

2. ~~**Investments and Awarding of Scholarships: "Excess" Revenues**~~

~~When an endowment generates more revenue than is the amount currently stipulated as a scholarship, additional scholarships shall be awarded, but when this is done, the previous year's investment base and the previous year's inflation shall not be used to fund the endowed scholarship as outlined in Policy 10. All excess funds after one or more scholarships are awarded, shall be added to the accumulated principle (investment base) of the specific endowment.~~

See Policy 10

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 5	<u>DATE:</u> November 22, 1992 Amended Nov. 7, 2010
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Standards of Selection for Foundation Director	

POLICY CONTENT:

When recommending names to the President of the Foundation to be appointed as members and directors of the organization, the Nominating Committee shall consider the following criteria. Any nominee shall meet at least four of the criteria, any one of which must be the first criteria listed.

1. The person has a strong desire to promote the education and professionalism of Municipal Clerks.
2. The person has demonstrated the desire and ability to promote the Municipal Clerk's education and professionalism by past specific actions.
3. The person has knowledge of fund raising.
4. The person has knowledge of or accessibility to foundations, corporations or individuals who may contribute to the Clerk's Foundation.
5. The person has been an active Municipal Clerk who has contributed in the past to the foundation.
6. The person can attend at least two Board meetings a year and is accessible by phone.
7. The person has time to raise funds or carry out other governance actions of the Board.
8. The person has served on a profit or nonprofit board, has good inter-personal skills, can communicate and is willing to serve on the foundation board.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 6	<u>DATE:</u> November 22, 1992 Amended 7, 2010
<u>TYPE:</u> Investment	Amended November 8, 2015
<u>SUBJECT:</u> Acceptance of Gifts	

POLICY CONTENT:

The Foundation encourages flexibility in the gifts and donations made to it. Contributions of all kinds will be accepted, including but not limited to stocks, bonds, real estate, money, trusts, wills, endowed scholarships, other endowed programs and gifts for auctions or other fund raising events.

Endowed scholarships or the other endowed programs may include contributions made over a negotiated period of time. While the Foundation is willing to accept donations to create endowments that carry a stipulation that the scholarship distribution(s) must go to an IIMC member from a particular IIMC region or state/province, the Foundation cannot accept donations with the following types of stipulations:

- A. A restriction that stipulates the recipient of the endowment proceeds must be a specific individual or employee of a specific government entity.
- B. A restriction that the recipient must be chosen, or excluded, on the basis of race, ethnicity, color, creed, religion, national origin, gender, age, military status, sexual preference or disability status.

The minimum initial contribution for the creation of a restricted endowment shall be \$1,000.00.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 7	<u>DATE:</u> May 22, 1993 Amended May 20, 2000 Amended Nov. 7, 2010
<u>TYPE:</u> Scholarship	
<u>SUBJECT:</u> Recognition of Scholarship Winners and their Donors	

POLICY CONTENT:

If an endowment of a scholarship is received by someone other than the Foundation President, whoever received the endowment shall notify promptly the Foundation President, who will then write a letter of gratitude and thank you to the donor.

The Foundation President will ask the IIMC staff to include an announcement of the endowment in the next possible News Digest.

*The Policy Review Committee recommends to the extent possible, that scholarship recipients be acknowledged in the News Digest, possibly by a photo taken by the Region Director or the State President.

* Please note this is a recommendation and not part of the Policy.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 8	<u>DATE:</u> October 7, 1995 Amended May 20, 2000 Amended May 19, 2001 Amended Nov. 7, 2010
<u>TYPE:</u> Investment and Distribution	
<u>SUBJECT:</u> Distribution of Unrestricted Funds	

POLICY CONTENT:

Up to 7% of the unrestricted investments (unrestricted funds invested with Morgan Stanley Smith Barney and the checking account), based on a three-year average, shall be subject to expenditure each year after the three-year inflation rate has been deducted. The Treasurer will prepare for the Board of Directors each fall, the amount of expenditures that may be given by the Foundation from the unrestricted funds for the following year.

The Treasurer will calculate the amount of the expenditures by determining:

1. the total unrestricted investments for the past three years as of June 30 of each of those years. Divide the total of the past three-year investments by 3 to determine the average unrestricted investments.
2. the past three-year inflation rates as of June 30 of each year. Divide the total of the past three-year inflation rates by 3 to determine the average inflation rate.
3. the amount of unrestricted investments that shall be subject to expenditure by multiplying the average unrestricted investments by 7%.
4. the amount of inflation to deduct from the possible expenditures by multiplying the average unrestricted investments by the three-year inflation rate.
5. the final possible expenditure by subtracting the inflation amount from the unrestricted investments that shall be subject to expenditure.

The Board of Directors will determine what expenditures they wish to make for the next year based on the final possible expenditure's available to them. Gifts given to the Foundation to pass on to IIMC, its members or other affiliates organizations are not included in the above determinations.

POLICY

IIMC FOUNDATION

NUMBER: 9

DATE: October 13, 1996

TYPE: Donors

SUBJECT: Recognition for Endowed Scholarship Donors

POLICY CONTENT:

Publicity for endowed scholarship donors shall be made in two phases:

- 1) at the time an endowed scholarship is committed, an announcement shall be made in the IIMC "News Digest";
- 2) when the total endowment is received, a major story shall be published in the "News Digest".

"Pledged Endowments" shall be included on all appropriate Foundation information which is disseminated.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 10	<u>DATE:</u> May 18, 1996 Amended May 20, 2000 Amended May 21, 2001 Amended May 22, 2004 Amended Nov. 8, 2009 Amended Oct.1, 2012 Amended March 31, 2022
<u>TYPE:</u> Investment and Distribution	
<u>SUBJECT:</u> Investment and Distribution Policy on Restricted Funds	

POLICY CONTENT:

All money given to endow a scholarship, whether fully endowed or partially endowed, will be invested by the Financial Investment Committee of the Board, in restricted funds in an investment firm approved by the Foundation Board. The money will be invested for the long term and be expected to produce according to the Board approved Investment Plan. Up to 7% of the restricted investments based on a three-year average, shall be subject to expenditure each year after the three-year inflation rate has been deducted. The Treasurer will prepare for the Board of Directors each October, the amount of expenditures that may be given by the Foundation from the restricted funds for the following year.

INVESTMENTS AND AWARDING OF SCHOLARSHIPS

In October of each new year, the Treasurer will take these actions:

The Treasurer will calculate the amount of the expenditures by determining:

1. the total restricted investments for the past three years as of September 30th of each of those years of endowments with a basis of \$5,000 and above. Divide the total of the past three-year investments by 3 to determine the average restricted investments.
2. the past three-year inflation rates as of September 30th of each year. Divide the total of the past three-year inflation rates by 3 to determine the average inflation rate.
3. the amount of restricted investments that shall be subject to expenditure by multiplying the average restricted investments by a percentage up to 7%.
4. the amount of inflation to deduct from the possible expenditures by multiplying the average restricted investments by the average three-year inflation rate.
5. the final possible expenditure by subtracting the inflation amount from the restricted investments that shall be subject to expenditure.

The Board of Directors will determine what expenditures they wish to make for the next year based on the final possible expenditure's available to them. Gifts given to the Foundation to pass on to IIMC, its members or other affiliates organizations are not included in the above determinations.

Policy 10 will be reviewed annually to insure the Restricted Fund basis is protected.

In October of each new year, the Treasurer shall notify the Executive Director of IIMC as to the funds that will be available for scholarships depending on the inflation for the previous year.

All scholarships awarded shall be used between June 1st and May 31st of the next year.

IIMC will develop a process for vetting scholarship applicants, which shall include a written policy for soliciting applications and awarding funds, including specific criteria on which scholarship applications may be judged. The Foundation Board must act on approval of the criteria recommended by IIMC; and any changes made to those criteria.

Once scholarship winners are determined, IIMC shall notify the Foundation of the recipients. Upon completion of the course the recipient shall provide the Foundation Treasurer proof that they completed the course; the Foundation Treasurer will then forward a check in the approved amount to the recipient.

Scholarship recipients shall be informed by IIMC in their scholarship notification the origin of the funds. (Name of Donor)

To the extent possible Endowed Funds should be awarded within the Region of the Donor.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 11	<u>DATE:</u> May 17, 1997
<u>TYPE:</u> Board	<u>AMENDED:</u> May 21, 2005 Nov. 12, 2005 May 18, 2009
<u>SUBJECT:</u> Internal Controls for MCEF Funds	

POLICY CONTENT:

Treasurer will scan copies of bank statements and sent to the Foundation President for review. President will review bank statements and send e-mail back to Treasurer.

Investment statements are sent to the President and Treasurer. After review, the President will send e-mail to the Treasurer.

Checks written in an amount exceeding \$1,000.00, except for monies being transferred to another Foundation account require approval (e-mail or fax) of a second member of the Executive Committee.

All decisions on Foundation long-term and restricted investments shall be approved by the Financial Investment Committee.

POLICY

IIMC FOUNDATION

NUMBER: 12

DATE: May 17, 1997

TYPE: Investment

SUBJECT: Recognition Overhead Costs on Endowments

POLICY CONTENT:

There shall be no administrative overhead costs attached to any Foundation endowment.

POLICY

IIMC FOUNDATION

NUMBER: 13

DATE: May 16, 1998
Amended Nov. 7, 2010

TYPE: Board

SUBJECT: Acknowledgment of Illnesses or Deaths

POLICY CONTENT:

It shall be the policy of the Foundation to acknowledge the hospitalization or serious illness of any board member, or a death in the immediate family of any board member, by the sending of a card by the Secretary on behalf of the Foundation Board of Directors; further, that the Secretary shall notify all board members upon learning of any such occurrences.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 14	<u>DATE:</u> December 5, 1999
<u>TYPE:</u> Board	Amended: November 19, 2000 November 9, 2008 November 7, 2010
<u>SUBJECT:</u> Nominating Process for Board of Directors	May 21, 2016 November 13, 2016 May 21, 2022

POLICY CONTENT:

Incumbent Directors may resign by filing a written resignation with the secretary. Any member who intends to resign shall to the extent possible, notify the secretary of that intent by the mid-year meeting preceding the Annual Meeting at which time the vacancy would be filled. In addition, members not seeking reappointment to additional terms and officers not seeking reappointment to additional terms, shall to the extent possible, notify the secretary of that intent by the mid-year meeting preceding the Annual Meeting at which time vacancies would be filled.

Incumbent Directors wanting to continue are not required to complete the application process.

An information sheet will be prepared which will include the Board's Mission Statement and the criteria and expectations of a Board Member.

All Board positions shall be advertised with IIMC as terms expire, along with information on current incumbents and their desire to continue in the position, or not. When there is a known vacancy indicate that the successful candidate will be selected based on their commitment to the Foundation. This wording shall also appear on the application.

Applicants for all Board positions must have an understanding of the purpose of the Foundation and its role in conjunction with IIMC and how the Foundation raises funds. The applicants for Class A membership shall be a member of IIMC for a minimum of 5 years and have supported the Foundation with regular contributions.

The Nominating Committee may require references as part of the application and conduct a telephone interview with the applicant if necessary.

It is understood that Foundation Board members will absorb their own travel expenses to the extent possible.

Resumes are to be sent to the Chair of the Foundation Nominating Committee, c/o IIMC, 8331 Utica Ave.-Rancho Cucamonga, Ca 91730

The Nominating Committee will recommend the successful candidate to the Foundation President. The Foundation President will forward a copy of the resumes to the entire Foundation Board in their agenda packets.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 15	<u>DATE:</u> May 19, 2001
<u>TYPE:</u> Board	Amended: Nov.16, 2001
<u>SUBJECT:</u> Donor Recognition/Awards	Amended: May 22, 2004
	Amended: Nov. 7, 2010
	May 2013
	Oct. 28, 2018
	May 21, 2022

POLICY CONTENT:

RECOGNITION

1. Donors to the Foundation at the Friend level and above will be sent a letter of appreciation by the Foundation President.
2. Donors of \$25.00 and above will also be recognized in the Annual Report, which is published in the News Digest.
3. Memorial donations will be recognized at the time of the gift by letter to the donor and to the family of the deceased. Memorials will also be recognized in the same manner as Item 2.
4. Annual cumulative giving places a donor in the highest category for which they are eligible. This policy includes in-kind gifts, as long as the Foundation can define the value of the in-kind contribution, by the cash it generates.

	Annual Donation Level	Benefits
Friend	\$25-\$99	A special badge ribbon at the Annual Conference
Change-Maker	\$100-\$499	All the benefits above, plus: <ul style="list-style-type: none">• An invitation to a special reception during the IIMC Annual Conference
Leader	\$500-\$2,499	All the benefits above, plus: <ul style="list-style-type: none">• IIMC Foundation lapel pin (10 corporate pins or 1 individual pin)• Recognition on the IIMC Foundation Online Donor Wall (corporate logo or individual name)
Visionary	\$2,500-\$4,999	All the benefits above, plus: <ul style="list-style-type: none">• IIMC Foundation email updates• Recognition on the IIMC Foundation Website (corporate logo with link or individual name)

	Annual Donation Level	Benefits
Trailblazer	\$5,000+ (full amount - \$650 tax deductible)	All the benefits above, plus: <ul style="list-style-type: none"> • 1 ticket to the IIMC Annual Conference • Recognition at the IIMC Annual Conference

AWARDS

5. Annually the President shall appoint three Foundation Board members to a Standing Awards Committee. One member shall be the Foundation Treasurer.
6. Prior to the Mid-Year Board Meeting the Committee Chair shall canvass the Board for recommendations for the awards. The Committee will report their recommendations at the Mid-Year meeting.
7. Recipients should be long time contributors to the Foundation and value Clerk's Education. The size of the gift is not as important as the dedication of the Individual, Association, or Corporation and may include non-monetary gifts.
8. Award Categories.
 - a. Individual Donor Award – recognizes an individual whose consistent support over the years is exemplary and worthy of individual recognition.
 - b. Association Award – recognizes a state/provincial/national/regional association whose support of the Foundation serves as an example of an association whose willingness to invest in clerk education is worthy of special recognition.
 - c. Corporate Award – recognizes a corporation whose support of the Foundation shows a willingness to invest in clerk education and is worthy of special recognition.
 - d. Step Up Awards – These awards recognize the individual, association, and corporation whose Foundation contribution increased by the largest percentage over the prior year.
9. The IIMC Executive Director and the Committee will coordinate the time and place for the Award Presentation. (Opening Ceremony or at a General Session.)

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 16	<u>DATE:</u> November 16, 2001 Amended May 22, 2004 November 7, 2010
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Gift/Honors to Outgoing Board Members	

POLICY CONTENT:

It shall be the policy of the Foundation to acknowledge the outgoing Board Member with a gift. This gift shall be purchased from funds donated by the remaining Board Members specifically for this purpose and under no circumstances will the gift be purchased from Foundation Funds.

Honorary Status:

All Foundation Board Members leaving the Board after 9 years of service be given Honorary Member Status.

An Honorary Member will receive notices of all Foundation meetings and the opportunity to attend, at their own expense.

The Secretary shall prepare a list of Honorary Members for the President

A Special Award for Exemplary Service:

This award, if needed, could be a resolution of the Board enumerating the service of the Board Member and presented at an IIMC function.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 17	<u>DATE:</u> November 16, 2001
<u>TYPE:</u> Committee	<u>REPEALED:</u> November 7, 2010

SUBJECT: Scholarship Committee – Terms of Reference

AUTHORITY:

MCEF By Laws, Article VII, Section 1.

MEMBERSHIP:

~~The President shall appoint a scholarship committee which shall consist of two (2) persons from the MCEF Board~~

RESPONSIBILITIES:

- ~~• To annually determine the recipients of MCEF scholarships.~~
- ~~• In reaching this determination, the committee shall use the selection criteria and rating system adopted by the Board of Directors.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 18	<u>DATE:</u> November 16, 2001 REPEALED: November 8, 2015
<u>TYPE:</u> Committee	
<u>SUBJECT:</u> Silent Auction Committee - Terms of Reference	

AUTHORITY:

MCEF By Laws, Article VII, Section 2.

MEMBERSHIP:

~~The committee shall be designated by a board resolution. Except as otherwise provided in such resolution, only board members shall be appointed by the President to this committee.~~

RESPONSIBILITIES:

- ~~• Assume responsibility for all matters related to the MCEF silent auction/raffle held as a major fundraising event in conjunction with the annual IIMC conference. This shall include but not be limited only to the following:~~
- ~~• Develop and implement an annual silent auction/raffle communication plan;~~
 - ~~• Solicit silent auction and raffle items;~~
 - ~~• Acquire sufficient space in exhibit hall through the IIMC Executive Director;~~
 - ~~• Identify and obtain adequate staffing;~~
 - ~~• Ensure that all silent auction items are paid for and delivered to the successful bidder;~~
- ~~• Within 30 days of each silent auction/raffle file written financial statement and forward all proceeds to the MCEF Treasurer;~~
 - ~~• Report results of event to Board at its next meeting.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 19	<u>DATE:</u> November 16, 2001 REPEALED: November 8, 2015
<u>TYPE:</u> Committee	
<u>SUBJECT:</u> Walk/Run Committee - Terms of Reference	

AUTHORITY:

MCEF By Laws, Article VII, Section 2.

MEMBERSHIP:

~~The committee shall be designated by a board resolution. Except as otherwise provided in such resolution, only board members shall be appointed by the President to this committee.~~

RESPONSIBILITIES:

- ~~• Assume responsibility for all matters related to the MCEF walk/run held as a major fundraising event in conjunction with the annual IIMC conference. This shall include but not be limited only to the following:~~
- ~~• Develop and implement a walk/run communication plan. This should include special emphasis on the expectation that each walk/run participant will attempt to obtain financial pledges;~~
 - ~~• Develop annual strategy relative to walk/run format including incentives to encourage increased participation. This shall be presented to the Board for approval at its special board meeting;~~
 - ~~• Recommend the annual registration fee to the Board for its approval.~~
 - ~~• Through the IIMC Executive Director work with conference host committee to develop and implement all details associated with this undertaking. This shall include walk/run route, map for each participant, host city staffing for event, refreshments for participants, etc. It is expected that the host city will assume all financial responsibility for these details.~~
 - ~~• Identify and obtain adequate MCEF staffing;~~
 - ~~• Collect all pledges from walk/run participants;~~
- ~~• Within 30 days of each walk/run event, file written financial statement and forward all proceeds to the MCEF Treasurer;~~
- ~~• Report results of event to Board.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 20	<u>DATE:</u> November 16, 2001 REPEALED: November 8, 2015
<u>TYPE:</u> Committee	
<u>SUBJECT:</u> Development/Marketing Committee - Terms of Reference	

AUTHORITY:

MCEF By Laws, Article VII, Section 2.

MEMBERSHIP:

~~The committee shall be designated by a board resolution. Except as otherwise provided in such resolution, only board members shall be appointed by the President to this committee.~~

RESPONSIBILITIES:

- ~~• To develop an annual MCEF Marketing and Communications plan for Board approval. This plan will ensure that the goals and objectives of the Board and its committees are conveyed to the IIMC membership.~~
- ~~• To prepare and distribute the MCEF Annual Report through the IIMC News Digest.~~
- ~~• To develop an annual Development Plan for Board approval and implementation.~~
- ~~• Prior to the Special Meeting of the MCEF Board, review status of annual Development Plan and, where necessary, recommend changes to the Board for its review and approval.~~
- ~~• To develop methods of recognizing existing and proposed sponsorship levels for Board approval and implementation.~~
- ~~• To develop an MCEF Bequest Program for Board approval and implementation.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 21	<u>DATE:</u> November 16, 2001 REPEALED: November 8, 2015
<u>TYPE:</u> Committee	
<u>SUBJECT:</u> Executive Committee - Terms of Reference	

AUTHORITY:

~~MCEF By Laws, Article VII, Section 2.~~

MEMBERSHIP:

~~The committee shall consist of the Officers as defined in MCEF By Laws, Article VI, Section 1.~~

RESPONSIBILITIES:

- ~~• To address any matter specifically referred to it by the Board.~~
- ~~• In accordance with Board direction, assume responsibility for implementation of investment policies.~~
- ~~• Regularly review MCEF investment strategies and recommend changes to Board policies where applicable.~~
- ~~• Regularly report to the Board on the status of MCEF Restricted and Non-Restricted Investments, comparison of investments for the previous period, performance of our Financial Investment Firm.~~

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 22	<u>DATE:</u> November 16, 2001 Amended November 7, 2010
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Excluding Foundation and Staff from Participating in Games of Chance	

POLICY CONTENT:

Foundation Board Members and staff shall not be eligible to win any prize in a game of chance or drawing conducted by the Foundation.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 23	<u>DATE:</u> December 7, 2002
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Attendance at Meetings/Removal from Office	

Effective January 1, 2003, if a Board Member misses two consecutive meetings, the President, unless a valid reason is given to the contrary, shall declare the office vacant, and proceed to fill said office in accordance with the requirements of the Foundation Constitution.

POLICY

IIMC FOUNDATION

NUMBER: 25

DATE: November 9, 2008

TYPE: Board

SUBJECT: Conflict of Interest

POLICY CONTENT:

Should a member of the Foundation perceive a conflict of interest, the matter is to be brought forward at the earliest possible time and the Foundation President shall discuss the perceived conflict with the member or members. Should the perceived conflict continue to exist at the time of the meeting, then the member concerned raises the issue and requests a vote by the Board to determine whether a conflict exists or not. Should the Board determine a conflict, the members or members concerned must withdraw from the voting process on the issues or issues in question.

POLICY

IIMC FOUNDATION

NUMBER: 26

DATE: May 18, 2012

TYPE: Donations

SUBJECT: Donation Process/Procedures

Foundation Donation Processing Procedure

<u>Category</u>	<u>Restricted/Unrestricted</u>	<u>Credit goes to</u>	<u>IK Credit given to</u>
Endowments	Restricted	Donor	None
Dues	Unrestricted	Donor	None
Society	Unrestricted	Donor	None
Memorials	Unrestricted	Donor	None
Tributes	Unrestricted	Donor	None
EVENTS			
WR Registration	Unrestricted	Donor	None
WR Pledges	Unrestricted	Donor	Solicitor/Participant
Silent Auction	Unrestricted	Event	Donor
Raffle(s) Sales	Unrestricted	Event	None

Observations/Assumptions:

People choose the level of giving and aim for that level

Combinations of categories are credited with hard dollars

Donations are credited for actual dollars

Restricted dollars are for scholarships only

Unrestricted dollars are for "education" and may include scholarships, speakers and one time projects

s:MCEFcurrent donation processing procedure.xls

POLICY

IIMC FOUNDATION

NUMBER: 27

DATE: May 18, 2013

TYPE: Donations

SUBJECT: Donor Recognition – Fundraising by Affiliate Associations/Member(s)

POLICY CONTENT:

As partners of the Foundation, affiliated State/Provincial/National associations, groups of members, or individual members may sponsor fundraisers, the proceeds of which are donated to the Foundation. When the Foundation becomes aware of these efforts, the affiliated associations/member(s) will be requested to provide the following information to the Foundation Treasurer so that donors can be recognized by the Foundation:

1. Name and address of donor
2. Item donated
3. Final price/bid amount

If the donation was to an auction (silent or live), the original donor of the item auctioned shall be granted recognition in the amount of the successful bid. The successful bidder, who receives the item in exchange for compensation offered, is not eligible for Foundation recognition as a donor.

Only those donors reported to the Foundation by the affiliate association/member(s) will be recognized by the Foundation. These fundraising activities shall be the sole responsibility of the affiliate association/member(s) without oversight of or services provided by the Foundation Board or IIMC staff.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 28	<u>DATE:</u> November 16, 2014
<u>TYPE:</u> Board	
<u>SUBJECT:</u> Establishment of Business Partner Council	

POLICY CONTENT:

The Foundation shall have a Business Partner Council, supportive of the Foundation's mission. The formation of the Business Partner Council does not preclude the Foundation from filling Board of Director positions with the most capable person notwithstanding profession.

GENERAL PROVISIONS OF THE BUSINESS PARTNER COUNCIL (BPC):

1. **Eligibility** – Businesses that exhibit at the IIMC Conference, advertise in IIMC publications, donate to the Foundation, or otherwise financially support IIMC or the Foundation, may designate one representative to serve on the Foundation Business Partner Council.

Persons interested in serving on the BPC will fill out a form that demonstrates their eligibility, and acknowledges the support of their company / or their personal support to meet the expectations of BPC. The forms will be submitted to the Executive Director of IIMC and they will be shared with the President of IIMC and the Treasurer of the Foundation to concur with the person's eligibility.

BPC members will be responsible for their own travel expenses.

2. **Governance** – The Business Partner Council will be a Foundation Committee. Persons who have interest to serve on the BPC and have met the eligibility requirements will be appointed by the Foundation President to the Committee. The Foundation President may appoint a committee chairperson if desired.

BPC members may attend and participate in the Foundation mid-year and annual meetings, serve on other Foundation committees, and otherwise serve as a Foundation Board member, but shall be non-voting members.

3. **BPC Mission** – The mission of the BPC is to support the Foundation’s fundraising goals. The BPC will actively recruit other businesses, corporations, individuals or foundations to support IIMC and the Foundation. BPC members may serve on other Foundation fundraising committees.

POLICY

IIMC FOUNDATION

NUMBER: 29

DATE: May 16, 2015
November 15, 2020
May 8, 2021

TYPE: Legacy Donations

SUBJECT: IIMC Foundation/Helen Kawagoe Legacy Donor Recording Protocol

POLICY CONTENT:

The following protocol has been developed to ensure that IIMC and IIMC Foundation are properly recording all Helen Kawagoe Legacy Fund Donors in their respective donor tracking systems and that these two data sources are accurate at all times regarding these critical gifts to the IIMC Foundation in support of IIMC education initiatives:

- 1) Through volunteer solicitation and the instructions on the Helen Kawagoe Legacy Fund Expectancy Form, the IIMC Foundation will receive The Helen Kawagoe Legacy Fund Expectancy Form from the Donor confirming that they are directing a Planned Gift to the IIMC Foundation through their will or some other acceptable financial vehicle. In those instances where the nature of the gift appears complicated in any way, the IIMC Foundation will have the gift evaluated by the Chair of the Development Committee, the Board Chair and the Treasurer using any outside professional counsel required. This group of IIMC Foundation representatives may decline the gift or work with the donor to ensure it is revised into an acceptable format. When this has been achieved the balance of the protocol will be undertaken as stated below.
- 2) Through the IIMC Foundation Treasurer an IIMC Foundation letter of acknowledgment will be sent to the Donor and a copy of The Helen Kawagoe Legacy Fund Expectancy Form will be sent to the Executive Director of IIMC and added to the Foundation Repository.
- 3) The Executive Director of IIMC will inform the IIMC Accounting Department who will note the Donor's status as a Helen Kawagoe Legacy Fund Donor on their IIMC Foundation profile.
- 4) The IIMC Accounting Department will send a special Helen Kawagoe Legacy Donor Report to the IIMC Foundation Treasurer twice a year (one

month before each of the bi-annual IIMC Foundation Board meetings) stating the name of all individuals whose IIMC Foundation profile has been marked as a Helen Kawagoe Legacy Donor.

- 5) The IIMC Foundation Treasurer will reconcile the IIMC Report with the IIMC Foundation files. Any anomalies will be reported to IIMC Accounting Department who will investigate any discrepancies until they achieve a full reconciliation of these two data files- the IIMC IIMC Foundation system and the manual record of the IIMC Foundation Treasurer.
- 6) The IIMC Foundation Annual Report will include a new section featuring all Helen Kawagoe Legacy Fund Donors acknowledging their donation by presenting their name and the date they confirmed through the Expectancy Form and their future contribution.
- 7) A copy of the IIMC Foundation Annual Report will be sent to each Helen Kawagoe Legacy Fund Donor with an annual letter of appreciation for their support of the IIMC Foundation in this manner

Approved by IIMC Executive Director (signature and date)

_____	_____	_____
Signature	Name	Date

Approved by IIMC Foundation President (signature and date)

_____	_____	_____
Signature	Name	Date

This IIMC Foundation/IIMC Helen Kawagoe Legacy Donor Recording Protocol will come into effect on _____ and the first half year report is due in October.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 30	<u>DATE:</u> Adopted: May 21, 2016
<u>TYPE:</u> Board	
<u>SUBJECT:</u> IIMC Election	

POLICY CONTENT:

Foundation Board members shall not endorse the candidacy of individuals for IIMC offices.

POLICY

IIMC FOUNDATION

<u>NUMBER:</u> 31	<u>DATE:</u> Adopted: May 21, 2016 Amended: December 2, 2019 Amended: March 31, 2022
<u>TYPE:</u> Donors	
<u>SUBJECT:</u> Hall of Honor	

POLICY CONTENT:

The Foundation Donor Hall of Honor is hereby established.

In order to be considered for the Foundation Hall of Honor, an individual must have exhibited an outstanding, consistent, long time commitment to the Foundation, through service and/or financial support. The Hall of Honor is reserved for the most dedicated and supportive Foundation contributors. Inductee(s) must have shown exemplary support of the Foundation, through ongoing financial support and/or volunteerism, for 20 years. The 20 years do not have to be consecutive, but rather a “life time” record of strong Foundation support. The recipient(s) does not have to be a municipal clerk. Scoring will be based on years of extraordinary support, through financial donations and/or volunteerism.

Sitting IIMC and Foundation Board members are not eligible for induction into the Hall of Honor. These individuals must have cycled off the board to be eligible.

The initial class for the Hall of Honor may include up to five inductees; thereafter there shall be no more than two Hall of Honor inductees in any given year. This is meant to not dilute the significance of this prestigious recognition. Any inductees into the Foundation Hall of Honor will be approved by a vote of the Foundation Board of Directors. The recipients will be highlighted in the IIMC News Digest and on the IIMC and Foundation websites, and their names will be listed in the IIMC annual conference program, with the permission of the IIMC Board and/or Executive Director. Recipients should be presented with an appropriate certificate, plaque, or a commemorative item to keep personally.

As the years pass, the Hall of Honor inductee roll will grow, representing the most outstanding, dedicated, and committed of Foundation supporters.

POLICY

IIMC FOUNDATION

NUMBER: 32

DATE: Adopted: May 8, 2021

TYPE: Board

SUBJECT: Diversity Statement

POLICY CONTENT:

The IIMC Foundation promotes the values of diversity and inclusivity in both the framework and facilitation of mission in order to achieve maximum benefit to all members.