



**POLICIES AND GUIDELINES FOR THE OPERATION OF THE
SAMPLE COMMUNITY FOUNDATION
AN AFFILIATE OF CENTRAL KANSAS COMMUNITY FOUNDATION**

Purpose

The purpose of the Sample Community Foundation is to assist in providing resources for a broad range of existing and future educational and charitable needs in and around the city of Sample. The Fund will be developed as a collection of funds to increase the philanthropic base for the greater Sample community.

The Sample Community Foundation is a component fund of Central Kansas Community Foundation, Inc., a community foundation with assets serving the citizens of Central Kansas.

Objectives

The objectives for which the Sample Community Foundation is formed are as follows:

1. To advise and assist donors who would benefit by use of the Sample Community Foundation in the achievement of their charitable objectives.
2. To receive grants or bequests for the benefit of both specific and broad educational and other charitable interests in the community.
3. To make grants from unrestricted endowment funds to benefit the citizens of Sample and the community-at-large.

Governance

The Sample Community Foundation will be governed by the Sample Community Foundation Board of Directors which operates as an advisory committee under the legal and fiduciary responsibility of Central Kansas Community Foundation.

1. The Fund shall be managed and administered in accordance with the governing documents of Central Kansas Community Foundation, the Affiliate Agreement between Central Kansas Community Foundation and this Fund, and these policies and guidelines. In the event of a conflict between the terms and conditions of any of these documents, the governing document of Central Kansas Community Foundation shall control.

2. The Board of Directors shall consist of seven (7) members. Each member of the Board is to be selected for knowledge of the educational, cultural, civic, moral, public, or other charitable needs of those served by the Fund, and shall serve without compensation, except for payment of reasonable expenses incurred on behalf of the Fund. Initially the Board shall consist of the persons named and elected by the convening committee. The term of the original Directors shall be three years, then fixed by lot so that the term of one third of the Directors will expire annually. The term of successive Directors shall be for three years.
3. In the case of Directors elected to fill vacancies occasioned by death, resignation, or removal of a Director before the expiration of such Director's elected term, the term of the Director elected to fill such vacancy shall be for the unexpired term of the Director's predecessor.
4. The Directors shall elect new members to the Board at the Annual Meeting. The chair may appoint a nominating committee to propose new board members or a slate of officers. No person shall succeed himself or herself as Director after serving two full consecutive three-year terms. Twelve full months must elapse before such person again is eligible for reelection to the Board of Directors.
5. Any officer Director may be removed from office for any cause whatever at any meeting of the Board of Directors.
6. Regular meetings of the Board shall be held at least quarterly at a place and time to be determined by the Board. The Annual Meeting of the Board of Directors shall be held in August, or other such time as may be determined by the Chair of the Board, or in the Chair's absence, by the Secretary of the Board. The Annual Meeting may also be a regular meeting.
7. Special meetings of the Board may be called at any time by the Chair of the Board of Directors or by any three Directors.
8. Notice of all meetings of the Board of Directors shall be given to each Director by three days service of the same by letter, e-mail, telephone, or personally.
9. A quorum at all meetings of the Board of Directors shall consist of a majority of the total number of Directors, but less than a quorum may adjourn any meeting which may be held on a subsequent date without further notice. The affirmative vote of a majority of a quorum shall be necessary and sufficient at any meeting to authorize action or make recommendation. Written records setting forth all actions and recommendations shall be kept in a permanent minute book.

10. It will be the responsibility of each individual member of the Board to declare any conflict of interest that may unduly influence his or her vote on any particular question.
11. Committees may be appointed by the Board of Directors, as the Board sees fit to carry out program objectives in grant making, endowment development and promotion of the community fund.
12. Alterations and amendments of these policies and guidelines may be made, subject to the approval of Central Kansas Community Foundation, by a majority of the Board of Directors of the Sample Community Foundation at any regular or special meeting, provided notice of such alteration or amendment has been given to each director in writing at least three days prior to said meeting.

Officers

1. The officers of the Sample Community Foundation shall consist of a Chair of the Board, and a Secretary/Treasurer. They shall be elected annually by the Board of Directors and shall hold office until their successors are elected. At formation, the board did not elect a Vice Chair, but reserves the right to do so at a later time.
2. Officers shall be elected at the annual meeting by the Board of Directors of the Sample Community Foundation from among such persons as the Board may see fit.
3. In case any office of the Sample Community Foundation becomes vacant by death, resignation, retirement, disqualification or any other cause, the majority of the Directors then serving, although less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the first meeting of the Board of Directors after the Annual Meeting of members next succeeding and until the election and qualification of his or her successor.
4. The Chair shall be the principal executive officer to the Board and shall preside at all meetings of the Board. He/she shall perform all duties incidental to the office of Chair as prescribed by the Board, and may sign all instruments as authorized by the Board.
5. The Secretary/Treasurer shall attend and keep minutes of all the meetings of the Board of the Sample Community Foundation. The Secretary/Treasurer shall, in general, perform all the duties incident to the office of Secretary/Treasurer, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned by the Board of Directors. The Secretary/Treasurer shall be responsible for the handling of the financial matters relative to the operation of the Fund's activities.

Management and Finances

Funds and assets received through or by the Sample Community Foundation shall be treated in accordance with Central Kansas Community Foundation policies and guidelines. Such funds may include:

1. The Sample Community Impact Fund – This shall be a discretionary unrestricted grant making fund from which an amount determined by the Foundation's spending policy (currently 5% of the fair market value of the fund as of December 31) is available for grants by the Halstead Community Foundation Board of Directors. The function of the Affiliate Board of Directors is advisory only, and all grants from the fund must be approved by Central Kansas Community Foundation. Gifts to this fund may be made by any individual, corporation or organization in any amount at any time. The principal of this endowment may not be spent, but will be held in perpetuity for the benefit of the community.
2. Other Funds under the Sample Community Foundation umbrella – Other funds may be established by individuals, corporations or organizations. Such funds may be permanent or time limited with principal available for distribution. Such funds may have single or multiple charitable purposes or may be for a specific purpose. Funds may be created by gifts of cash, marketable securities, or other appreciated assets. Funds may be created through a variety of deferred gift instruments such as wills, insurance, IRA's and other qualified plan contracts, charitable remainder trusts, charitable lead trusts, and charitable gift annuities.

Administration by Central Kansas Community Foundation – The foundation will provide staff support, technical help, and management expertise in assisting the Sample Community Foundation in its development. The Central Kansas Community Foundation serves in an advisory role and may work with volunteers and individual donors to help achieve charitable objectives.

Central Kansas Community Foundation charges a fee of 1% of the annual fund balance of endowment and restricted funds, which is collected in quarterly increments and, in addition, any exceptional costs such as those connected with the production of literature will be charged to the local fund. Fee schedules are subject to change.

The fiscal year of the Fund shall end on December 31, coinciding with the fiscal year of the Foundation.

Initial Board of Directors

Directors and officers elected at the initial organizational meeting are:

Adopted at Sample, KS, the ____ day of June, 2010

Chair

Secretary/Treasurer