



# **POLICY** NO. 3.0

## **Mendocino College Foundation, Inc. Establishing Affiliate Organizations Policy**

Affiliate organizations of the Mendocino College Foundation, Inc. are entities that share in the mission and vision of Mendocino College and the Foundation and are established to meet specific program needs within the College. Affiliate organizations are considered non-profit organizations under the Foundation's 501(c)(3) status. The Foundation Board will actively support the activities of the affiliate organizations and encourage participation at all affiliate events.

### **Initial Steps:**

The proposed affiliate shall

1. Develop draft Bylaws and a statement of purpose for approval by the Foundation Board
  - a. Designate the name of the affiliate organization
  - b. Describe how the organization will meet the needs of the College
  - c. Describe how the organization will meet the Mission/Vision/Values/Goals of the College and Foundation
  - d. Identify the key participants who will be involved in the new affiliate organization
2. Identify a College faculty or staff member to serve as liaison to the affiliate organization
3. Obtain approval of organization by Dean or Vice President and College President (involve College faculty and staff who are stakeholders)
4. Affiliates shall comply with all District Policies, Administration Regulations and Foundation Bylaws
5. Determine committee membership (Must have commitment from at least one Foundation Director to serve as a member of the affiliate organization)
6. Develop and finalize the affiliate organization's bylaws
7. Prepare a request for initial start up funding (historically \$1,000)
8. Review and finalize the initial steps documents and submit to the Foundation Executive Director by the first of April for review and submission to the Foundation Board

### **Next Steps:**

1. Foundation Executive Director submits the affiliate organization's bylaws and request for start-up funding to the Executive Committee for consideration and recommended approval to the Foundation Board. Following Executive Committee approval, the Finance Committee will review and approve the funding request for initial funding. Annually in May, the Foundation will determine what if any allocation will be provided for subsequent years.
2. The bylaws and funding request will be submitted to the Foundation Board of Directors for final approval with the annual Foundation budget at its June meeting.

### **Upon Approval as a Foundation Affiliate Organization:**

1. The affiliate will discuss and elect officers based on the organization's bylaws.
2. Officers of the affiliate organization will work with the Foundation Executive Director and the College's Director of Fiscal Services to establish a Foundation sub-account for the affiliate organization.
3. Set the organization's projects and events for the year with projected revenues and expenditures.

4. Determine the annual meeting schedule and submit to the Foundation Office.
5. Submit the affiliate's annual budget, meeting schedule, list of officers with contact information and any other pertinent documentation to the Foundation Office.

**Bank Accounts:**

Depending on circumstances for the affiliate organization, the Foundation may create a separate bank account to be used for depositing fundraising revenue. The bank account will have a minimum of two authorized signatures for all such accounts. The two signatures will be a member of the College staff (Director of Fiscal Services, VP of Administrative Services, Mendocino College President) and a Foundation representative (Foundation President or Foundation Executive Director).

**Budget Process:**

The annual expenditure budget for affiliate organizations will be limited to the net revenue earned by the affiliate plus any carryover dollars. In May of each year, affiliate organizations will project their budget for the upcoming year and submit to the Foundation Office. All affiliate budgets will be included in the final budget approval by the Foundation Board of Directors at their June board meeting. The College and the Foundation operate on a fiscal year which is July 1 through June 30.

The Foundation's Finance Committee must approve any budget changes that may occur during the year. All purchase orders generated by the affiliate organizations will be sent to the Foundation Office for final processing.

**Affiliate Requirements:**

All affiliate organizations shall submit quarterly written reports to the Foundation Office which outline the affiliates' activities, membership, and any changes to the organizations. These updates may be included in newsletters and other Foundation correspondence.

As a formal organization under the umbrella of the Foundation, affiliate meetings shall be subject to the provisions of the Brown Act and are considered open public meetings.

**Representation of the Affiliate:**

The Foundation's Executive Director will represent the affiliate organizations at Finance and Executive Committee and/or the Board of Directors meetings, as necessary. The Foundation Director who serves as a member of the affiliate organization may also represent the affiliate at any Foundation board or committee meeting.

**Governance:**

The Foundation Board of Directors is the final decision making body for all affiliate organizations.

The Foundation's Executive Committee has full decision making authority on behalf of the Foundation Board of Directors and consists of the Foundation President, committee chairs and officers of the organization.

The Foundation's Finance Committee provides oversight of the Foundation's investments, provides budgetary approval and review, and approves all matters related to finance.

Other Foundation committees include Special Events/Marketing, Scholarship, and Land Committees. These committees may be able to provide assistance to the affiliate organizations depending on the event or project, timeline, and availability of committee members.