



Delta Gamma

Foundation

Foundation Policies and Statements of Clarification



Policy Name

Policy

Advanced Funds

Advanced funds shall be used only for authorized travel, equipment and supplies. These funds may not be used for services or personal expenses. (Foundation 10-09)

Alcohol/Event Sponsors

Delta Gamma Fraternity or Foundation collegiate functions may not be sponsored by distributors of alcoholic beverages. (Joint 11-20)

Alcohol/Pre-Post Event

Pre-and post-event activities (sponsored or co-sponsored by Delta Gamma) where alcoholic beverages are available may take place no less than 24 hours prior to a fundraising event or 24 hours after the event. No proceeds from a Delta Gamma fundraising event may be used to fund or otherwise provide a reward, celebration, or other event at any time prior to or following a Delta Gamma sponsored or co-sponsored fundraising event. (Foundation 03-20)

Rationale:

The revision to the pre-event timeframe aligns the Foundation risk management requirements with those of the Fraternity.

Rewards, celebrations, and similar types of events related to those organizations and individuals participating in and/or winning Delta Gamma Signature Fundraising events have become increasingly popular. Proceeds of Delta Gamma Signature Fundraising events, rather than budgeted chapter funds, have been used to finance costs associated with the rewards, celebrations, and similar types of events. In addition, such events have been held at venues which allow alcohol but for which collegiate chapters have not adhered to required programming and risk management requirements. The Foundation Board of Trustees seeks to prevent the occurrence of non-signature fundraising events which are inconsistent with the programming, financial, and risk management requirements for Delta Gamma events.

Alumna Service Hours Clarification

Volunteer/Board Member vs. Employee/Staff:

If an alumna member is working as a volunteer for and/or serving on the Board of an organization with a mission similar to the Delta Gamma Foundation, they can get individual Do Good Service for Sight Hours for the time spent. If an alumna member is employed by an organization with a mission similar to the Delta Gamma Foundation, they cannot get individual Do Good Service for Sight Hours for the time spent as an employee. (Foundation 04-20)

Alumnae Office/Dual Position

Alumnae may serve concurrently in only one international, regional and/or local Fraternity and/or Foundation position. (Joint 06-03)

Policy Name

Policy

Blindfolding

Alumnae groups, collegiate chapters or new chapters are prohibited from covering their eyes in any manner to simulate blindness or the ability to distort one's vision in an educational, recreational or any other setting without a trained professional facilitator associated with a (inter)national/local sight-related organization, a Fraternity/University sponsored leadership event, or at an outside leadership training facility. Professional facilitation is defined as a facilitator participating in a training by the event organizer that teaches them how to safely execute the activity. Participants shall always be given the choice to participate in any activities that ask them to cover their eyes. (Joint 05-17)

Board of Trustees-Elections During Annual Meeting

In the event the sitting Foundation Chairman is up for re-election to the Foundation Board of Trustees, the next ranking officer, not up for re-election, shall serve as Chairman Pro Tem, for that portion of the Foundation Board of Trustees Annual Meeting; the Foundation officers/trustees are ranked by virtue of the order in which they are listed in the Constitution, then by tenure. (Foundation 06-15)

Board of Trustees-Installation During Annual Meeting

The Foundation Chairman administers the Oath of Office of Trustees during a Foundation Annual Meeting. In the event the sitting Foundation Chairman is being re-installed as a Trustee, the next ranking officer/trustee shall administer the Oath of Office. (Foundation 06-15)

Board of Trustees-Officer Elections

In the event all Foundation Board of Trustee officer positions are open and all six elected Trustees are candidates, the Fraternity President will conduct the officer elections. (Foundation 10-15)

Cabinet Officer/Term of Office

The term of office shall be two years with a limit of two terms in the same position. In the case of a vacancy, the partial term of the new appointee shall be considered one of the two terms. (Joint 10-09)

Convention/Officer Training Seminar Attendance

Foundation Board of Trustees, Foundation Directors and Foundation Coordinators are required to attend Officers Training Seminar and Convention unless specifically excused. (Foundation 10-09)

Crisis Grant Recipient

A Crisis Grant (formerly Anchor Grant) may be granted only two times to the same applicant. (Foundation 10-09)

Dawson Loan

Dawson Loans must be either signed or co-signed by a member of Delta Gamma in good financial standing. The Dawson Loan Fund shall be used for educational loans to worthy students as stipulated within the bequest. Dawson Loans shall be granted for post-secondary education only and shall be available to Delta Gammas, their sisters and children. Dawson Loans shall be granted on the same interest provisions as Student Loans. (Foundation 10-09)

Policy Name

Policy

Endowed Funds/Funding Terms

Endowed Funds may be funded over a period not to exceed five years for individuals and alumnae groups and three years for collegiate chapters. An initial donation of 20% of the minimum funding level must be made to establish the fund. If the endowment is not funded within the three- or five-year requirement, the funds will be distributed at the discretion of the Foundation Board of Trustees to a purpose as close as possible to the donor's original intent. (Foundation 03-18)

Endowment Funds/Restrictions

Donors may restrict the use of an endowed fund by designating that the income be used to support an existing Foundation programs(s) consistent with the gift thresholds established in the Gift Acceptance Policy. The establishment of a restricted endowed fund for purposes other than an existing Foundation program(s) will require the prior approval of the Foundation Board of Trustees. Donors may not restrict the use of the fund to a specific individual or purpose inconsistent with the Foundation's philanthropic purpose. (Foundation 03-18)

Endowment Funds/Unused Income

Should the need for an endowed fund cease to exist or so diminish as to provide unused income, the Foundation Board of Trustees shall direct the income of the endowment to a purpose as close as possible to the donor's original intent and consistent with the needs of the Foundation. (Foundation 03-18)

Endowed Merit-Based Scholarship and Fellowship Funds/Restrictions

Donors may restrict the use of an endowed merit-based scholarship or fellowship fund by specifying that the income be awarded to a member from a specific chapter or region consistent with the gift thresholds established in the Gift Acceptance Policy. Chapter restricted scholarships or fellowships are available to initiates and affiliates of the specific chapter. Region restricted scholarships are available to initiates or affiliates of chapters in the specified region. Donors may not restrict the use of the fund to a specific individual. (Foundation 03-18)

Expense Refund

Any Foundation officer who does not complete their term of office or assignment of work may be asked to refund the expenses paid. (Foundation 10-09)

Expense Reporting

All Directors and Coordinators must file expense reports by the applicable due dates. Any unbudgeted expenses must be approved by the supervising Foundation Board of Trustee officer. (Foundation 10-09)

Fellowship Fund

Annual donations that are restricted to fellowships but not dedicated to an established fellowship endowment are placed in the general Fellowship Fund. (Foundation 10-09)

Policy Name

Policy

Foundation Directors/Coordinators Convention Attendance

Foundation Directors/Coordinators may attend only two consecutive Conventions in the same office at Foundation expense. (Foundation 03-08)

Foundation Directors/Coordinators Term of Office

The term of office shall be two years with a limit of two consecutive terms in the same position. In the case of a vacancy, the term of the new appointees shall be for the unexpired term. If the unexpired term is more than a year, it shall be considered a full term, making the new appointee eligible for only one additional term. (Foundation 03-08)

Foundation Materials Approval

All special materials sent to Executive Offices for printing and/or distribution must be approved by the contributor's supervising Trustee. (Foundation 03-08)

Fundraising/Outside Organizations

The Delta Gamma Foundation will neither originate nor manage fundraising for other not-for-profit organizations. (Foundation 10-09)

Foundation Governance Committee

No member of the Governance Committee may serve concurrently on the Fraternity Nominating Committee. (Foundation 06-15)

Fundraising/Promotions

The Delta Gamma Foundation shall not participate in the promotion of the sale of goods or services where any portions of the proceeds go to the Delta Gamma Foundation. This includes promoting contests on the Foundation's social media accounts or by mail/email.

Rationale:

This policy allows the Foundation staff to have a policy to lean on when contacted by vendors regarding promotions or partnerships. No promotions will be the default position, but the Board of Trustees can choose to waive the policy if there is a promotion that makes sense for the Foundation. If the Foundation chooses to waive the policy at any time, the privacy of membership information should be considered when choosing how to advertise or implement the promotion. (Foundation 07-17)

Gift Acceptance Policy

Please refer to:

<https://www.deltagamma.org/library/procedureProcess/foundation-gift-acceptance-policy>

Policy Name

Policy

Income Distribution Policy

The total amount available for distribution from permanently endowed funds, their corresponding temporarily restricted income funds and board designated funds in the next fiscal year is defined as up to five percent of the fund's average market value over the preceding 20 quarters ended December 31. The fund must be fully funded for one full fiscal year at the date of distribution. If the fund has been fully funded for more than one full fiscal year but less than 20 quarters at the date of distribution calculation, the calculation is based on the number of quarters the fund has existed. Based on the calculation, the Foundation Finance Committee selects the income distribution rate which is then recommended to the Foundation Board of Trustees for approval. (Foundation 03-18)

Loans/Second Loans

A loan recipient may apply for a second loan after their first loan has been paid in full. (Foundation 10-09)

Member-at-Large Trustee Responsibilities

The Foundation Board of Trustees expanded the internal designation of responsibilities in the areas of alumnae, collegiate and development to the three members on the Foundation Board of Trustees not serving in elected officer positions. (Foundation 10-14)

Naming Rights/Modification (Gift Acceptance Policy)

Once a physical entity, program or endowment has been named the name shall not be changed unless there are unusual or compelling reasons for changing the name. This is at the sole discretion of the Delta Gamma Foundation Board of Trustees. (Foundation 03-18)

Oath of Office

Elected and Ex Officio Trustees:

All elected and ex officio trustees shall take the following oath to be administered either by the Chairman of the Board of Trustees or the next ranking Trustee: "I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been elected."

Appointed Foundation Volunteers:

Each member appointed to a Foundation position shall take the following oath to be administered by the Chairman of the Board of Trustees or designee: "I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been appointed." (Foundation 05-21)

Rationale: Regarding Foundation Trustees, the Foundation Election Guidance and Procedures provides that the BOT Chairman or next ranking Trustee will administer the Oath of Office at an appropriate time following the election, however, the text of the oath is not set out in that

Policy Name

Policy

document. There is no provision for ex officio trustees to take an Oath of Office, although traditionally they have taken an oath after their installation as Council trustees.

Regarding appointed Foundation volunteers, the Foundation Leadership Volunteer Service Agreement includes the following provision: “Each officer shall take the following Oath of Office as provided in the Constitution: I do solemnly promise to discharge to the best of my ability, with fidelity and promptness, and in conformity with the Constitution of the Delta Gamma Foundation, the duties of the office to which I have been elected.” While the intent is clear, the language used raises three issues: the Foundation Constitution does not contain an Oath of Office, so reference to the Constitution is in error; the term “officer” is not defined and arguably applies only to the officers of the Foundation (Chairmen, Secretary and Treasurer); and not all volunteers are elected, the majority are appointed.

Therefore, including the Oath of Office in the Foundation Policies and Statements of Clarification establishes a consistent practice and appropriate language for everyone.

Officer Transition

Upon leaving office, either before or at the completion of their term, an officer must forward any files, make a final report including an accounting of the discharge of responsibilities, file a final expense report and transition their successor including any pertinent statistical data or general information that would be helpful to the new officer. (Foundation 10-09)

Outside Organization/Business Circularizing

The Foundation shall not release any list of Delta Gamma Fraternity members, collegiate chapters and/or alumnae groups to any outside organization or business. (Foundation 10-09)

Physical Entity/Elimination: (Gift Acceptance Policy)

If a physical entity ceases to be needed, the original naming ceases. If the Foundation plans to construct a new area/facility with a similar purpose, the Foundation will, if the original donor(s) or their designated representative(s) can be contacted, offer the original donor(s) the opportunity to name the new physical entity at the new set gift threshold. (Foundation 03-18)

Planned Gifts

The Delta Gamma Foundation will accept planned charitable gifts for the benefit of the Foundation as provided by the Internal Revenue Code. (Foundation 10-09)

Product Endorsement (Foundation version)

The Delta Gamma Foundation does not endorse any products for sale other than those endorsed by the Fraternity licensed vendor list. (Foundation 03-09)

Policy Name

Policy

Raising a Guide Dog

If a member is raising a guide dog, they may count a maximum of fifty (50) hours per year as individual Do Good Service for Sight Hours. (Foundation 04-20)

Rationale:

Our members who raise guide dogs are very special and take on this responsibility because they truly love the animals and are not doing it for the Do Good Service for Sight Hours. A maximum number has been set in order to be fair and consistent for all groups with members who are raising the guide dogs.

Removal of Office

The Board of Trustees may remove from office any Foundation officer failing to perform the duties of their office. (Foundation 11-97)

Retiring/Departing Foundation Trustee

A retiring or departing member of the Delta Gamma Foundation Board of Trustees (elected or ex officio) is ineligible to serve on the Delta Gamma Foundation Governance Committee for two years after their Foundation Board of Trustees service ends. (Foundation 05-19)

Retiring/Departing Fraternity Council Member

A retiring or departing member of the Delta Gamma Fraternity Council cannot be elected to serve as a Delta Gamma Foundation Board Trustee the same year their Council service ends but is eligible for election as a Trustee the following year. (Foundation 10-14)

Ruth Billow Memorial Grants

The Foundation shall maintain the Ruth Billow Memorial Fund to provide:

Grants-in-aid to Delta Gamma members who are legally blind (or have a low-vision acuity of 20/200 or less in the better eye with correction) and are in need of financial assistance.

Educational grants to Delta Gammas blind or sighted, who are pursuing or desire to pursue training in the area of working with persons who are visually impaired or in preventing blindness.

Grants-in-aid to Delta Gammas exhibiting a financial need necessitated by medical procedures prescribed to conserve or restore their sight.

Grants-in-aid for Delta Gamma members who are in need of financial assistance in order to care for blind (or low vision acuity of 20/200 for the better eye with correction) dependents.

Grants-in-aid to elderly Delta Gammas in immediate need of financial assistance. (Foundation 01-06)

Policy Name

Policy

Scholarship/Fellowship Award Criteria for Accelerated/Concurrent Master's Programs

Members enrolled in an accelerated/concurrent Bachelor's/Master's Degree program must apply for a scholarship while taking undergraduate classes. When the majority of the member's coursework is at the graduate level, they have the option of applying for a graduate fellowship. The scholarship or fellowship recipient must remain a participating member of their chapter, in good standing, through the senior year. (Foundation 10-21)

Scholarship/Fellowship Re-Application

A scholarship or fellowship applicant who has previously submitted an application must submit a new application each year in order to be considered. A scholarship recipient who does not return to school during the scholarship term, and thus forfeits the scholarship to the next applicant, is eligible to re-apply and to be considered for a scholarship the next academic year. (Foundation 10-09)

Scholarship Fund

Annual donations which are restricted to scholarships but are not dedicated to an established scholarship endowment are placed in the general Scholarship Fund. (Foundation 10-09)

Scholarship/Fellowship Revocation/Enrollment Failure

A scholarship or fellowship recipient who does not retain their full-time student status during the scholarship/fellowship term or until graduation will forfeit their scholarship/fellowship to another candidate as selected by the Director: Scholarships and Fellowships and approved by the Board of Trustees. (Foundation 04-20, 10-21)

Scholarship/Fellowship Revocation/Membership Status

Should the recipient fail to continue to meet the criteria of the award, (including resignation or expulsion of membership in Delta Gamma) they will forfeit their scholarship or fellowship to the next eligible applicant as selected by the Scholarships and Fellowships Committee. If the scholarship has been applied by a college/university to the former member's educational expenses, that former member will be responsible to repay the full award amount to the Delta Gamma Foundation within 30 days. (Foundation 10-16)

Scholarship/Fellowship/ Loan Eligibility

Candidates for all scholarships of the Foundation must be enrolled in a university within the United States or Canada. Candidates for fellowships of the Foundation may be enrolled in any college/university regardless of geographic location. An initiated member who attends a school on a campus where there is no Delta Gamma chapter may apply for a scholarship, fellowship or loan. Scholarship recipients are expected to remain a member in good standing of their collegiate chapter for the full scholarship term or until graduation. (Foundation 03-21, 10-21)

Policy Name

Policy

Scholarship/Fifth Year Member

A scholarship applicant who may graduate before the end of the school year of the scholarship term may be considered for a scholarship. In order to receive a scholarship, a fifth-year senior must agree to remain a participating member of their collegiate chapter, in good standing, for the full scholarship term. (Foundation 10-16)

Scholarship Recipient/Chapter Participation

Scholarship recipients are expected to remain participating members of their collegiate chapter, in good standing, throughout the full scholarship term or until graduation. (Foundation 10-16, 10-21)

Scholarship Recipient/Full-time Student Status

Award criteria for scholarships shall include full-time student status, as defined by the institution the recipient is attending during the year that the scholarship is awarded. (Foundation 10-16)

Service for Sight Grants

The Foundation Director: Grants shall submit to the Board of Trustees with a recommendation for action to be taken, written requests for funding that meet the guidelines of the Board of Trustees. (Foundation 03-08)

Social Media–Fraternity Policy Documents

Please refer to:
<https://www.deltagamma.org/library/policy/social-media-policy>

Travel Expense Refund

Any Foundation officer who travels at Foundation expense and does not complete their term of office or assignment of work may be asked to refund their travel expenses. (Foundation 04-03)

Travel Reimbursement

When making official visits, Foundation officers will be reimbursed for private car travel at the Board of Trustee approved rate per mile (plus tolls) or for air travel (economy fare). (Foundation 11-03)

Travel and Event Fraternity Policy

Please refer to:
<https://www.deltagamma.org/library/policy/travel-and-event-policy>

Unrestricted Bequest Gifts (Gift Acceptance Policy)

Unrestricted bequest gifts received by the Foundation without specific designation or restrictions shall be added to the General Fund, unless such gifts are \$25,000 or more. The use of gifts of \$25,000 or more shall be determined by the Foundation Board of Trustees. The Foundation Board of Trustees may vote to place these gifts into a designated fund or expend them for a specific purpose. (Foundation 03-18)

Statements of Clarification

Co-Hosting Anchor Splash/ Games Events

The Foundation Board of Trustees carefully reviewed the issue of our collegiate chapters co-hosting Anchor Splash/anchor Games events. Due to the myriad of liability, advertising and financial issues, we do not recommend or endorse our collegiate chapters co-hosting our signature fundraising events. It is not in the best interest of the Delta Gamma Foundation or our collegiate chapters. (Foundation 02-13)

The Foundation Board of Trustees encourages fundraisers that are non-signature fundraising events to be hosted solely by Delta Gamma collegiate chapters in order to ensure events are well-managed and successful. In the event a collegiate chapter co-sponsors a non-signature fundraising event, the event may not be held in or on property managed or owned by another fraternal organization. All such co-sponsored non-signature fundraising events must adhere to the same rules and guidelines which apply to Delta Gamma Foundation Signature events to include: prohibition of service or consumption of alcohol by participants; submission and approval of an Events Guideline for Events without Alcohol by the respective Advisory Team Chairman; and, adherence to all House Corporation Bylaws and Standing Rules for all such co-sponsored non-signature fundraising events held at Delta Gamma housing. (Foundation 02-20)

Rationale: Non-signature fundraising events have become increasingly popular among collegiate chapters partnering with men's fraternal organizations. Such non-signature fundraising events have been conducted in or on property managed or owned by those organizations, raising risk management concerns. In addition, such events have resulted in collegiate chapters' difficulty in collecting, monitoring, accounting for, and disbursing fundraising events' proceeds. The Foundation Board of Trustees seeks to prevent the occurrence of non-signature fundraising events which are inconsistent with the financial and risk management requirements for Delta Gamma events.

Delta Gamma Fundraising Activities

Delta Gamma has been supported by collegiate chapter and alumnae group fundraising for many years. It is greatly appreciated and allows us to touch the lives of over one million adults and children each year and to fundraise to meet the needs of our collegiate chapters and alumnae groups.

It is Delta Gamma's expectation and hope that all fundraising activities, whether for Foundation or chapter fundraising, include respect for members and participants, adherence to good risk management procedures, maintain positive health and wellness practices and are reflective of the best interest of all involved.

Ideas for fundraising activities/events can be found in the Foundation Focus. If you have any questions, please contact the Foundation Director: Special Events & Fundraising at Fundraising@deltagamma.org (Foundation 01-13)

Statements of Clarification

Foundation Credentials Committee

As set forth in the Foundation Constitution ARTICLE III, Section 2, prior to each Foundation Annual Meeting, the Chairman of the Foundation Board of Trustees, the Foundation Executive Director and the Foundation Constitution Chairman shall determine the official voting membership numbers for that Foundation Annual Meeting pursuant to the requirements of ARTICLE III, Section 2. They shall be assisted by the Foundation Director of Finance. (Foundation 05-19)

Rationale: In June 2013, ARTICLE III of the Foundation Constitution was amended to add Section 2 which provides for the weighted vote and specifically designates the BOT Chairman, the Foundation Executive Director and the Foundation Constitution Chairman as the individuals responsible for calculating the weighted vote. Because of the calculations required, the assistance of the Foundation Director of Finance is critical to ensure accuracy.

Fundraising Precautions

The following precautions shall be taken for all Delta Gamma fundraising events which involve athletic performance and/or require maximum mental alertness and physical condition of participants:

1. An Event Guideline must be completed for each event and approved by the advisory team chairman 4 weeks prior to the event date.
2. A Foundation Pre-Planning Event Form must be completed/ submitted via Anchorbase to the Regional Foundation Coordinator for event approval 4 weeks prior to the event date.
3. Collegiate chapters must have at least one security guard on duty at fundraising events.
4. Alcoholic beverages are forbidden.
5. The use of dunk tanks at a Foundation fundraising event is prohibited.
6. Any participant or spectator who consumes alcohol during the event or arrives at the event under the influence of alcohol will be disqualified and not allowed to participate in or observe the event.
7. A fully equipped first-aid station with qualified attendants shall be maintained throughout the event.
8. A certified lifeguard shall be in attendance throughout all poolside or water-related events.
9. There shall be no diving competition or exhibition.
10. All participants, including Delta Gamma members, whether participating in the actual event or working the event shall sign the official Fraternity medical waiver and release of liability form prior to the event. Minors who are unable to obtain the signatures of parents or legal guardians may not participate.
11. Prior to the event, the chapter will contact local law enforcement and rescue organizations to advise them of the time and location of the event.

(Foundation 08-09)

Statements of Clarification

Reading to the Blind and Visually Impaired

Delta Gammas have been reading to the blind and visually impaired for many years as part of our Service for Sight mission. Of course, it is our hope that we are able to continue serving the blind and visually impaired community in this manner.

Due to a recent incident involving some of our collegians, we do ask that all of our members be especially careful about the locations used for reading.

Location suggestions include: libraries, student centers, restaurants and other public places. It is not recommended that the reading take place in chapter houses, suites or lodges.

Reading at a person's home should only occur after a relationship has been well-established. In this case especially, members should always use the buddy system and never go alone.

If you have any questions, please contact the Foundation Director: Collegiate Service at CollService@deltagamma.org or the Foundation Director: Alumnae Service at AlumService@deltagamma.org. (Foundation 01-13)

Service Hours for Helping Family Members

The majority of our members spend or have spent time with family members who reside in an assisted living facility, a nursing home, at a home or another living situation. Some of the family members may be visually impaired or blind. We do this because helping family members is the right thing to do. In all phases of our lives, Delta Gammas are committed to our motto to do good! The Delta Gamma Foundation does not, however, feel it's appropriate for an individual to receive Do Good Service for Sight Hours for those who are spending time with a family member, nor should those hours be included in their chapter's/group's Do Good Service for Sight Hours. (Foundation 04-20)