

Women's Giving Circle Policies

I. Description

Giving Circle: A group of people sharing an interest, activity, or achievement. A collection of individuals bonded by their support of a cause, they pool their funds and then decide who will receive their combined contribution as determined by the policies set forth

Target Group: Women members of SAE International and women who support STEM education

II. Name

The official name of the group is "SAE Foundation Women's Giving Circle"

III. Mission/Purpose

The Giving Circle provides funds and assistance to the SAE Foundation and the programs it supports and focuses on providing additional or enhanced opportunities for females in school to experience STEM education and/or provide additional opportunities for female STEM professionals

IV. Goals

The goals of the Giving Circle are to:

- (a) Increase the overall commitment (financial and volunteer) from women
- (b) Educate donors and prospects about the SAE Foundation and its mission
- (c) Inform women about the power of philanthropy

V. Membership/Organizational Structure

Membership in the Giving Circle is open to all women (SAE members and non-members) who wish to further the mission and goals of the Giving Circle through financial support and/or participation in the A World In Motion, Collegiate Design Series or Awards/Scholarships programs

Giving to the Women's Giving Circle is open to anyone, male, female, corporate or other entities that embrace this cause

VI. Executive Committee

Women's Giving Circle Policies

The executive membership committee will initially consist of five (5) founding members who have volunteered their time for this initiative. The committee consists of the following:

- (a) Rodica Baranescu - Chair
- (b) Alba Colon
- (c) Jennifer Goforth
- (d) Sandra Krug
- (e) Carol Story

Responsibilities

- (a) Provide the vision for the Giving Circle
- (b) Call and direct meetings of the Giving Circle
- (c) Review and amend policies and present changes to the membership
- (d) Communicate about the benefits of the Giving Circle with members and the public
- (e) Conduct all other business of the Giving Circle
- (f) Recruit female leaders for the Women's Giving Circle Executive committee
- (g) Review pooled Income distribution strategy and make appropriate recommendations

Terms of service

- (a) Giving Circle Executive Committee members will hold three-year terms
- (b) One to two (1-2) new Executive Committee Members will be selected on an annual basis to serve a three-year term
 - 1) New Executive Committee members will be introduced in April of each calendar year
- (c) Former members of the Executive Committee may be re-elected; however, Executive Committee members will be limited to two successive terms

Nominating Committee

- (a) A minimum of two Executive Committee members will sit on the Nominating Committee
- (b) The goal of the Nominating Committee will be to identify candidates to sit on the Executive Committee
- (c) Once the list of candidates is established, the Nominating Committee will contact each candidate to gain an understanding of their interest and availability
- (d) Voting for new Executive Committee members will be done via email or the SAE Forum
- (e) Once the voting process is complete, official invitations to join the Executive Committee will be distributed

Women's Giving Circle Policies

- (f) Executive Committee members who are interested in running for a second term are not eligible to sit on the Nominating Committee

VII. Member At-Large

All women who donate to the Women's Giving Circle will be considered a member at-large. At-Large Members expectations:

- (a) Annual Contribution
- (b) Become an ambassador for the Giving Circle
- (c) Encourage other individuals to support and participate in the mission and goals of the Giving Circle

VIII. Benefits of Membership

- (a) Leverage pooled monetary resources
- (b) Participate in a dynamic, philanthropic group
- (c) Experience the intrinsic value of membership
- (d) Leave a legacy through the Giving Circle
- (e) Be self-fulfilled; do something good

IX. Organization and Meetings

- (a) The Giving Circle will meet 3 times a year; 2 via conference call and 1 in-person meeting.
 - a. Annual face-to-face meeting in conjunction with World Congress
 - b. Conference call in January of each year
 - c. Conference call in August of each year

X. Revenue Distribution

Revenue distribution will be defined as follows:

- (a) A contributor to the SAE Foundation Women's Giving Circle may select a specific designation for their donation as long as the contribution is focused on one of the following areas:
 - a. A World in Motion
 - b. Collegiate Design Series
 - c. Awards & Scholarships
 - d. Other – Approved Programs/Opportunities
- (b) Non-specific contributions will be pooled and considered unrestricted funds
- (c) A Revenue Distribution Sub-Committee (a minimum of 2 Executive Committee Members) will work with SAE Foundation staff and review opportunities to distribute pooled funds. The Executive Committee will then vote and approve distribution of pooled funds in April of each year
- (d) Donations not restricted to a specific program will be held in a cost center for distribution at the end of each year.

Women's Giving Circle Policies

- (e) Seven-percent (7%) of all funds will be earmarked for unrestricted funds to offset administrated cost associated with the Women's Giving Circle
- (f) All funds, in their entirety, will be allocated to a SAE Foundation Program (AWIM, CDS, Awards/Scholarship, Future Fund, Other).

Giving Levels

- (a) A minimum donation of \$50.00 (U.S. Dollars) has been established
- (b) The minimum donation level can be changed by a majority vote of Executive Committee Members each calendar year at the annual April meeting

XI. Communication/Tools

- (a) SAE Forum/Email will be used for communication with the entire Women's Circle Membership
- (b) SAE Foundation pledge card/business reply envelopes will be utilized
- (c) Fact Sheet and/or simple Giving Circle brochure may be produced