



## **Associate Board Policy**

The Board of Trustees of Delaplaine Foundation, Inc. recognizes the importance of instilling a sense of community and philanthropic giving to help others. The Board of Trustees of Delaplaine Foundation encourages attendance and participation in Foundation meetings by family members as early as age [17](#), as an Associate Board member. Family members are able and encouraged to apply for full Board trusteeship at the of age [25](#).

### **Delaplaine Foundation**

- Views the Associate Board as a valued voice and natural extension of the family's connection to the Foundation.
- Believes in lifelong learning and envisions the Board of Trustees as an engaged learning environment.
- Believes in the universal benefit of people helping each other and the role that nonprofit organizations play in achieving this goal.

### **Purpose of the Associate Board**

The Associate Board is a vehicle to cultivate generational involvement and leadership in the family's philanthropy via the Foundation. As such, it is the intent and goal that the Associate Board will allow for:

- Learning about philanthropy and how it works.
- Developing skills in grant-making, teamwork with the Board, and communication.
- Participating in grantee site visits and other opportunities in community supported events through the Foundation.
- Developing a clear understanding of the important role that nonprofits play in the community.
- Learning about Delaplaine Foundation's philanthropic giving to qualified nonprofits within the community and elsewhere based upon approved grants by the full Board.

### **Associate Board Members are Expected to:**

- Attend semi-annual Board meetings in-person, or with advance approval when geographic distance makes in-person attendance difficult, participate in meetings via teleconference, Zoom, Skype, Webex, or other voice and/or video application.

- Arrive for meetings promptly, prepared to leave cell phones in a place away from the conference table so as to deter distraction from Foundation business.
- Visit at least one (minimum) or 2 or more (preferred) nonprofit organization(s) annually that are of interest and are aligned with the Foundation's mission. While in-person visits are most desirable, if the Associate Board member's location makes this impracticable, site visits may be conducted virtually.
- Research and recommend one (minimum) or more (preferred) nonprofit(s) for proposed grant funding, suggesting to the nonprofit(s) that they submit an on-line grant application if possible. The Associate Board member should be prepared to explain how the mission of the suggested grantee(s) align with Delaplaine Foundation's mission.

### **Grant Recommendations from the Associate Board:**

- Associate Board members may annually propose to the full Board grant awards totaling an amount pre-approved by the Board of Trustees, with a minimum individual grant amount of \$500. Grant funds may be dispersed for program support, project support, general operating support, or a pilot or special project for the nonprofit organization(s) proposed by the Associate Board member.
- Associate Board members are expected to justify their requests by reviewing the grant requests with the full Board at or before the annual meeting. The full Board would then vote on the proposed grant recommendations. The Board then may vote to approve the grants at the recommended levels, vote to change the funding levels, or vote to decline the recommendations, stating clearly their cause for changing funding levels or declining the proposed grants.

### **Who can serve on the Associate Board:**

#### **Birth Requirement:**

The Associate Board member must be a lineal descendant of the founder, George B. Delaplaine, Jr.

#### **Minimum Age Requirement:**

The minimum age to be able to join the Associate Board is 17.

Note: Associate Board members are strongly encouraged to apply for full Board membership upon reaching the age of 25.

## **Transition from Associate Board to Full Trustee**

### **Delaplaine Foundation Trustees**

Trustees are elected by a majority of those persons currently serving as Trustees of Delaplaine Foundation.

- **Trustees are responsible for:**
  - Knowing the Foundation's mission and purpose.
  - Establishing, reviewing and approving policies and programs that fulfill the values, vision, and strategic goals of Delaplaine Foundation and have a good working knowledge of each policy.
  - Providing financial and governance oversight for Delaplaine Foundation.
  - Holding in strict confidence all Foundation matters including finances, grant requests, Board decisions, etc. until such time that there has been a general public disclosure of any Foundation matters.
  - Respecting Donor's intent (see Donor Charitable Intent Statement) when applying philanthropic resources to grant application requests.
  
- **Trustees have the authority to:**
  - Amend the Articles of Incorporation and Bylaws.
  - Approve a merger, consolidation, reorganization or dissolution of the Foundation.
  - Elect Trustees of the Foundation.
  - Vote to choose the leadership of the Foundation.

### **Requirements:**

The following is a list of requirements for an Associate Board member to be elected to Trusteeship.

- **Age Requirement:**
  - The minimum age to be able to join Delaplaine Foundation Board of Trustees is 25.
  
- **Good Citizen Requirement:**
  - The Trustee applicant must currently fulfill the requirements of the current version of the Delaplaine Family "Good Citizen" document (*most recent version at the time of this edit is "20180217 Good Citizen Doc.pdf"*). The Good Citizen criteria applies to **all** trustees, including Associate Board members.

### **Necessary Prior Experience with Delaplaine Foundation Before Qualifying for the Board of Trustees:**

- Minimum of three years of service on Delaplaine Foundation Associate Board, having performed all the requirements of Delaplaine Foundation “Associate Board Policy” including grant reviews, site visits, a full review and working knowledge of all Delaplaine Foundation policies as stated in the Trustee Policy Manual, and satisfying the full requirements of the Delaplaine Family “Good Citizen” document.

### **How to Apply to Be a Full Member of the Board of Trustees**

An Associate Board Member desiring to be a Trustee of Delaplaine Foundation, must have fulfilled the previously listed requirements and must submit a brief paragraph of request (a few sentences) to the Board President (Marlene Young) and the Chairman (GBD Jr.) of Delaplaine Foundation. With approval of the President and Chairman, the current Board of Trustees would then be asked to vote on the individual applying for trusteeship.

### **It is Expected that the Trustee Applicant:**

- Has demonstrated an interest in Delaplaine Foundation.
- Has intellectual interest in, and understanding of local issues and best practices in fiduciary leadership of a foundation.
- Has a strong commitment to Delaplaine Foundation and its mission, and has a recognition that personal interests are secondary to what is best for the good of the Foundation.
- Has the ability to serve as Trustee with dedication and leadership, and will attend board meetings faithfully.
- Is willing to serve on Board committees with objectivity and impartiality.
- Is open to ideas, and is able to accept compromise and group decisions.
- Will commit to represent the Foundation with the utmost integrity and professionalism in both public and private life.

### **The Application Should Include the Following:**

- The applicant's personal statement of philosophy regarding philanthropy.
- The applicant's chosen life's work at this time.
- The applicant's interests outside of his/her professional career.
- The applicant's personal interests for wanting to join the full Board.

### **After an Applicant is Voted to a Full Trustee**

Delaplaine Foundation encourages the new Trustee to attend a conference on Family Philanthropy of the new Trustee's choice. (Delaplaine Foundation will cover related registration fees and other associated costs.)



## APPLICATION

### Transition from Associate Board to Board of Trustees

I, \_\_\_\_\_ am interested in applying for a seat on the Delaplaine Foundation, Inc. Board of Trustees. I understand the responsibilities of trusteeship and am committed to Delaplaine Foundation and its mission of enriching communities, families, and quality of life for all.

I attest to having the ability to serve as Trustee with dedication, willingness to serve as needed, to attend Board meetings regularly, that I meet and fulfill the requirements of being a "Good Citizen"; to commit to representing the Foundation with the utmost integrity and professionalism while respecting and protecting confidentialities associated with serving on the Board.

My reasons for wanting to serve as a Trustee:

My personal philosophy regarding philanthropy is:

Please share 2 or 3 things that you would like to see happen over the next 3 years at Delaplaine Foundation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Please return completed application to [myoung@delaplainefoundation.org](mailto:myoung@delaplainefoundation.org). Your application will be presented to the Executive Committee of the Board of Trustees)*