

Roy A. Hunt Foundation

Policies and Procedures – Second & Third Generation Grant Group

Leaves of Absence

Background

Leaves of absence for Directors are addressed in the By-Laws in Article 5.2.b discussing Successor Appointments: “If at any time such a Director desires to take a leave of absence for medical or other reasons for a period of least one (1) year, such Director may make such an appointment on a temporary basis.”

However, the By-Laws do not address the implementation of leaves of absence, e.g., how grants to Old Grantees would be handled.

Purpose

The purpose of this policy is to provide direction on the practical aspects of implementing a leave of absence, e.g., how a leave of absence is defined, what the expectations are of a temporary successor, the kinds of Foundation activities in which temporary successors would participate, how grants are handled when there is no temporary successor.

Policy

Definition

A leave of absence is an announced intention to forego participation in any Foundation activities, chiefly semi annual meetings. Leaves may be planned or unplanned.

Temporary Successors

A Director who will be absent for a year or more may appoint a temporary successor, as specified in the By-Laws. The temporary successor must be a Trustee. Other Directors, non-lineal family members, or lineal family members who are under the age of 21, are not eligible for such an appointment.

Duties of Temporary Successor

The temporary successor is to assume all duties normally required of the absent Director, i.e., voting on matters as required during semi annual meetings. The temporary successor may handle correspondence with the absent Director’s Old Grantees and make grant recommendations. However, the temporary successor (understood to be a Next Generation Trustee), does not participate in Second and Third Generation Grant Group meetings.

Grantmaking During Leaves When There is No Temporary Successor

Whether a leave is planned or unplanned, no new applicants may be sponsored by absent members of the Second and Third Generation Grant Group, consistent with the policy “New Proposals Sponsored by Absent Trustees,” approved July 2003.

When leaves are *planned* by members of the Second and Third Generation Grant Group, it is assumed that the absent Director will make every effort to pre-plan recommended

grants to Old Grantees, i.e., complete Old Grantee Planning Worksheets and confirm with Old Grantees that their requests will be submitted to the Foundation office. With such preparation by the absent Director, recommended increases to Old Grantees may be approved.

Old Grantees sponsored by a member of the Second and Third Generation Grant Group who is on an *unplanned* leave may be funded at the same level as the previous year, and for the same purpose, except in the following instances:

- The most recent grant was the final pledge payment for a capital campaign. In such a case, no grant would be made *unless the final campaign grant payment was in addition to or included general operating support*. The general operating support portion would continue at the same level.
- The most recent grant was for a particular program that has or will conclude.
- The Director elects to take a leave for longer than a year. [In that case, a successor should be appointed to handle the absent Trustee's Old Grantees.]
- No request for a renewal grant is received from the Old Grantee.
- The Old Grantee was skipped (i.e., no grant was made) the year before the Director's leave began.
- The proposal does not receive a consensus vote.

Exceptions

Exceptions to this policy may be approved by an 80 percent consensus vote of the Second and Third Generation Grant Group. The Board of Directors should be advised of any such approved exceptions when the grant is presented for Board approval.

Procedures

It is the responsibility of the Director who takes a planned leave of absence to complete his or her Old Grantee Planning Worksheet and instruct his or her Old Grantees to communicate with the Foundation office regarding requests for continued funding.

Confidentiality

This policy is confidential and for internal use by Trustees only. It may not be distributed by Trustees or Foundation staff in any part or form to potential applicants. Distribution to consultants or other foundations must be approved by the Foundation office.

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