

**Blessings in a Backpack Louisville Advisory Board**

**Operating Principles and Practices**

**ARTICLE 1 - Name and Objectives**

**Section 1. Louisville Advisory Board**

This shall be a voluntary, non-profit affiliate of Blessings in a Backpack and shall be known as the “Blessings in a Backpack Louisville Advisory Board”, herein referred to as “The Advisory Board”.

**Section 2. Mission:**

The Advisory Board is dedicated to fundraising and promotion to support the Blessings in a Backpack’ mission of mobilizing communities, individuals and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry.

**Section 3. Vision**

Every school-aged child in America has the nourishment needed to learn and grow. As a leader in the movement to end childhood hunger, Blessings strives to ensure children don't go hungry on the weekends by empowering individuals and communities to take action.

**Section 4. Limitation of Methods:**

The Advisory Board shall be non-partisan, non-sectarian and non-discriminatory.

**ARTICLE 2 - Membership, Dues, and Fundraising Expectations**

**Section 1. Membership:**

Prospective Advisory Board members must submit a completed Advisory Board application to the Board Chair and Managing Director. Upon receipt of said application, each candidate will be interviewed by at least three members of the Executive Committee including the Managing Director. The Executive Committee, with majority approval, will send new member recommendations to the entire Board for final approval. All approved new members will be active effective on July 1 of each year. If an Advisory Board member resigns mid-year, the vacancy may be filled at the discretion of the Recruiting Committee. In order to maintain voting rights and membership on the Advisory Board members must attend 75% of the quarterly Advisory Board meetings.

The Advisory Board shall never exceed 30 members in good standing.

**Section 2. Dues:**

Each Advisory Board member shall be required to pay board dues of $250 by July 31st each year. In addition, 100% of the Advisory Board Members commit to strive collectively to meet the yearly agreed upon fundraising goal. Should the opportunity arise for a donation match to be made at another time within the fiscal year, Advisory Board Members have the option to delay payment of dues, based on approval from the Executive Committee. Failure to pay dues will be grounds for removal from the Advisory Board.

**Section 3. Termination of Relationship:**

The Board Chair will conduct annual reviews to allow for voluntary resignations and dismissals. Delinquent members may be dismissed for cause, with cause to be determined on an individual basis by the Executive Committee.

**Section 4. Fundraising Expectations:**

* 100% of the Advisory Board members participate in financially supporting the Louisville BIB programs on an annual basis via membership dues plus an additional contribution to the annual goal. Annual goal contributions, can be made through any number of different forms, including but not limited to cash donations, ticket sales on behalf of the individual member and/orknown Advisory, sponsorship and in-kind donations that offset a planned expense. Those Advisory Board members who fail to pay annual membership dues and participate in meeting the annual fundraising goal during the calendar year will be placed on probation for the following term. Minus extraordinary circumstance, two concurrent years of failure to reach the fundraising requirement(s) may result in dismissal from the Board.

**ARTICLE 3 – Officers and Executive Committee:**

**Section 1. Officers:**

* The Advisory Board will govern under the direction of the Executive Committee, to be comprised of a Chair, Vice Chair, Secretary, and Finance VP. Executive Committee terms will last two years, with the option to serve one additional term in succession. Executive Committee appointments will be determined by election each spring. Advisory Board members will serve a three-year term, expiring June 30, 2020, with the option to extend for one additional three-year term, beginning July 1 of 2020.

**Section 2. Duties of Officers**

* *Executive Committee* - Chair, Vice Chair, Finance Chair, and Secretary

Local Advisory Board Chair – serves a two-year term, not eligible for re-appointment of Chair position, but eligible for re-appointment as a local board member, and to run for any other committee of directors position.

* + Oversees board and executive committee meetings
  + Works in partnership with the Managing Director and/or National office to make sure initiatives are carried out
  + Calls special meetings if necessary
  + Appoints all committee chairs, and with the Managing Director, recommends who will serve on committees based on members’ interest and skill set
  + Assists Managing Director in preparing agenda for board meetings
  + Performs an annual evaluation of the Managing Director, for Blessings’ Chief Program Officer
  + Works with the Membership committee to recruit new board members
  + Acts as an alternate spokesperson for the organization, correspondence with approved National office approved talking points/permission
  + Periodically consults with advisory board members on their roles and helps them assess their performance
  + Liaison from Local Advisory Board to Managing Director and/or National Blessings Office

Local Board Vice President

* + Attend all board meetings
  + Serve on the executive committee
  + Carry out special assignments as requested by the board co-chairs
  + Understand the responsibilities of the board co-chair and be able to perform these duties in the chairs’ absence
  + Participate as a vital part of the local board leadership

Local Board Finance VP

* + Attend all board meetings
  + Serve on the executive committee
  + Maintain knowledge of the organization and personal commitment to its goals and objectives
  + Understand financial accounting for nonprofit organizations
  + Serve as the Director of the fundraising commit
  + Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
  + Work with the Managing Director and the National Chief Financial Officer to ensure that appropriate financial reports are made available to both the National Office and the local board on a timely basis
  + Present the local annual budget to the board for approval
  + Review the annual internal audit and answer board members' questions about the audit

Local Board Secretary

* + Attend all board meetings
  + Serve on the executive committee
  + Ensure the safety and accuracy of all board records
  + Review board minutes
  + Assume responsibilities of the chair in the absence of the advisory board co-chairs, and vice chair
  + Provide notice of meetings of the board and/or of a committee when such notice is required

**Article 4 - Committees:**

**Section 1.**

*Committee Chairpersons will lead the following committees: Fundrasing, Events, PR/Media, and Recuritment*

* *Fundraising Chair* – Lead the Advisory Board’s fundraising strategy, including but not limited to; implementation of key fundraising events, ensuring a diversified funding base, establish sponsorship packages, and communicate benefits to other committees that would need to fulfill sponsor packages.
* *Events* *Chair* – Plan special events, including a Local ‘signature’ event
* *PR/Media* *Chair* – Collect 10 email addresses from every Board Member to connect with on social media, create and be responsible for content on social media pages/webpage, PR contacts, handle all Board related correspondence
* *Recruitment Chair* – Recruit new members, relay member commitments, arrange new member info sessions and new member welcome/networking event, onboarding.

**Section 2. Committee Qualifications:**

All Committee members must attend 75% of their Committee meetings in order to remain in good standing. Nominees for the Executive Committee must be current Advisory Board members in good standing, willing and able if elected to fulfill the responsibilities of the Executive Committee. At the time of nomination, all candidates must have served on the Advisory Board for a minimum of one year (after the inaugural year of the Advisory Board).

**Section 3. Election of Committee Officers:**

The Advisory Board shall conduct April elections every two year, or as needed in the event of a resignation or dismissal, where each Advisory Board member will have one vote to cast, for each Executive Committee position to be elected. Blessings in a Backpack Advisory Board Operating Guidelines will be considered valid and counted. The results of the election as certified by the Advisory Board Secretary shall be announced within one week of the relevant meeting and published in the Advisory Board meeting minutes within 30 days of said election.

**Section 4. Committee Terms:**

Committee members shall serve one (2) year term, with an option to run for a second term for the same position. Executive Committee terms shall not exceed two two-year terms in succession. With the exception of the Chair, who shall serve a two-year term not eligible for re-appointment of Chair position, but eligible for re-appointment as an advisory board member, and to run for any other executive committee position. Newly elected Committee members shall assume the authority and responsibilities of office upon announcement of the election results.

**Section 5. Vacancies:**

Committee mid-term vacancies shall be filled from the field of remaining unelected candidates from the most immediate prior Advisory Board Committee election. The remaining candidates who received the greatest number of votes shall fill vacancies as they occur. If there are no available unelected candidates from the most immediate prior Committee election to fill a vacancy, the Chair and Managing Director, shall fill the vacancy by appointment from currently eligible Advisory Board members. The appointee(s) shall serve until the next election at which time the vacancy shall be filled by election.

**ARTICLE 5 - Meetings**

**Section 1. Regular meetings.** All Advisory board members should attend quarterly meetings. Additionally, members will attend monthly committee meetings. Meeting schedule is as follows:

**January** – Quarterly Advisory Board Meeting

February – Committee Meetings

March – Committee Meetings

**April** – Annual Advisory Board Meeting

May – Committee Meetings

June – Committee Meetings

**July** – Quarterly Advisory Board Meeting

August – Committee Meetings

September – Committee Meetings

**October** – Quarterly Advisory Board Meeting

November – Committee Meetings

December – Committee Meetings

The annual meeting, held in April, is for the electing of officers and other business that shall arise.

**Section 2. Special meetings.** The Chair can call a special meeting or five members submitting a written request to the secretary can call a special meeting. Previous notice of the meeting shall be sent to the members at least three days prior to the meeting. The notice can be given by email, postal mail, or telephone.

**Section 3. Quorum:** A quorum constitutes a simple majority of Advisory Board members for the purpose of theAdvisory Board decisions that require a vote as set out under these operating guidelines. In the case of a tie vote, the sitting Chair shall cast the deciding vote. A quorum will rule all Advisory Board elections and approvals.

**ARTICLE 6 - Dissolution**

The Advisory Board may be dissolved by a vote of two-thirds of Advisory Board members present at any regular Advisory Board meeting.

(1) Notice of disbandment must be given in writing to Blessings in a Backpack within 10 days;

(2) All Advisory Board assets and business records used for the purpose of pursuing Blessings in a Backpack’ mission in existence at the time of disbandment shall be distributed within 30 days to the Blessings in a Backpack National office.

**ARTICLE 7 - Amendments**

Any two or more Advisory Board members in good standing may propose an amendment or alteration to the Advisory Board Operating Guidelines at any Advisory Board meeting. Voting and final action on said proposed amendment may be conducted at any Advisory Board meeting, at the discretion of the Executive Committee. Any amendment or alteration shall require the approval of the majority of qualified votes of the voting members present at the Advisory Board meeting, provided a quorum is present as defined in Section 1 of Article 3.

**ARTICLE 8 - Enactment**

These Advisory Board Operating Guidelines were approved on September 21, 2017.

**ARTICLE 9 - Special Notices re: Tax Exemption**

a) No part of the Blessings in a Backpacks Advisory Board assets or net earnings may inure to the benefit of private individuals. This does not preclude the payment of any reasonable fees for goods or services provided to the organization.

b) In the event of dissolution of the Advisory Board, the group’s assets will be distributed back to the National Blessings in a Backpack Headquarters.

c) The Advisory Board shall not, as a substantial part of its activities, attempt to influence, carry on propaganda or otherwise attempt to influence legislation except to the extent permitted by section 501(h) of the Internal Revenue Code.

d) It is intended that the Advisory Board be entitled to exemption from Federal income tax under section 501(c)3 of the Internal Revenue Code and shall not be a private foundation as described in section 501(a) of the Code.

e) The organization subscribes to the general purpose of Blessings in a Backpack.

**ARTICLE 10 - Fiscal Year**

The Advisory Board fiscal year runs concurrent with the National Blessings in a Backpack fiscal year, July 1 – June 30.