

ACTIVE 20-30 FOUNDATION, INC

POLICIES & PROCEDURES 2021-2022

THE OBJECTIVES OF THIS ORGANIZATION SHALL BE:

1. The specific purpose of this corporation shall be to enhance the work of Active 20-30 by providing young adults an opportunity for personal growth, friendships and leadership development while improving the quality of life for the underserved children in our communities
2. In addition, the specific purpose of this corporation shall include, but not be limited to providing membership growth grants, club innovation grants for fundraisers, expansion, new member development and support, community grants, charitable donations, member relief, legacy academic scholarships, and fiscal sponsorships for chartering Active 20-30 clubs, 4S and corporate sponsorship, and solicitation of donations.
 - **Membership Growth Grants**
 - Membership growth grants for local Active 20-30 club membership growth, including PR
 - **Club Innovation Grants**
 - Business incubation for fundraising events for clubs
 - **Expansion**
 - Growth and Expansion - hands on, PR, marketing, travel, and promotion for clubs in new areas
 - **New Member Development and Support**
 - Member-helping-member academy, scholarships for first time convention goers, professional development
 - **Community Grants**
 - Grants to be given to community nonprofits in the United States.
 - **Charitable Donations**
 - Donations from the foundation to charity projects including global donations with partner associations in Activo 20-30 International. Must meet 501c3 charitable guidelines.
 - In-Kind donations- The foundation can purchase and donate items directly such as supplies, etc.
 - **Member Relief Fund**
 - Member relief funds to help members and their families during disasters
 - **Legacy Academic Scholarship**
 - college scholarships for students who are connected to Active 20-30
 - **Fiscal Sponsorship for chartering Active 20-30 clubs**
 - 12-15% admin fee to use the fiscal sponsorship, would need a grantor/grantee agreement (MOU) approved by the board. No national donations.
 - **4S and Corporate Sponsorship Programs**
 - **Solicitation of Donations**
3. Each year, the board members will choose and update the Foundation Projects section and focus on those tasks for the year.

CONFLICT OF INTEREST

1. Each board member of the Foundation at any time and from time to time may engage in and own interests in other business ventures of any and every type and description, independently or with others (including ones in competition with the Foundation) with no obligation to offer to the Foundation or any other Member or officer the right to participate therein. The Foundation may transact business with any Member, officer or affiliate thereof provided that the terms of those transactions are no less favorable than those the Foundation could obtain from unrelated third parties. In the event of a potential conflict of interest, board member shall disclose conflict at the next board meeting and potential conflict will be added to the meeting minutes. Given the circumstances the board may choose to take action or make additional notes regarding the conflict.

FINANCE AND INVESTMENT

1. Budget – The board shall maintain a 3 year budget
2. Cash Flow - The Foundation shall maintain \$30,000 in cash reserves (three years of budget expenses).
3. The Foundation will be billed and pay annually, their portion of administration expenses incurred by Active 20-30 USA & Canada.
4. Annual Donations - The Foundation shall make at least one charitable donation per fiscal year.
5. Will hold one fundraising activity to bring funds into the foundation.
6. Audit/review of investment policies should be done every 3 years. Last Audit done 2021/2022 term.

INVESTMENT POLICY

1. This policy establishes objectives, policies, guidelines and securities limitations to all assets held by Active 20-30 National Foundation. In doing so the policy:
 - Clarifies the delegation of duties and responsibilities concerning management of the foundation assets.
 - Identifies investment criteria by communicating the objectives of the Board and investment managers.
 - Confirms policies and procedures relative to the expenditures of the institutional funds.
2. Delegation of Responsibilities
The board of directors has a direct oversight role regarding the investment decisions of the institutional funds. The board has delegated supervisory responsibility of the various bodies and individuals responsible as set forth below:
3. Responsibilities of the Board
The board shall ensure its fiduciary responsibilities concerning the proper management of the institutional funds are fulfilled through appropriate investment structure, external management and portfolio construction is consistent with the guidelines.
4. The Board shall:
 - Develop an investment policy that satisfies the goals of the Board.

- Select an investment manager who will provide quarterly updates.
- Update and approve changes in investment policy and communicate those to the investment manager.
- Review updates provided timely (within 60 days of receipt of quarterly updates).
- Recommend short term and long term policies regarding the investment and use of the institutional funds.
- Periodically (minimum of semi-annual) meet with the investment manager.
- Convene regularly to review this policy and adherence to the goals and objectives set forth by the Board.
- Communicate any updates to the policy regarding investment restrictions or liquidity needs within 30 days of making a change to the policy.

Responsibilities of Management

- Management will be responsible for the day to day management of the institutional funds subject to the policies established by the board.
- Regularly meet with any outside service providers.
- Ensure any material conflicts are disclosed to the Board.
- Provide at least quarterly portfolio updates.
- Meet with the Board at least annually (no more than semi-annually)

Investment Considerations

- Use judgment that any reasonable prudent person would regarding management of the funds.

- Rebalance semi-annually, invested in the following range:

80-85% in equity investments.

10-15% of equity positions to be invested in ESG investments, which are to exclude investments in alcohol, tobacco products, firearms, gross polluters, oil & gas industry.

Equities are to be high quality equity securities traded on the New York, NASDAQ or American Stock Exchanges.

Equity investments may include investment into real estate.

5% allowance for alternatives such as currency, cryptocurrency or commodities.

15-20% short term or fixed income to satisfy up to 3 years of liquidity needs.

Manager is prohibited from the following:

More than 5% securities purchased on margin.

Pledging or hypothecating securities including loans that are fully collateralized.

More than 5% purchasing of derivative securities for speculation or leverage.

Investment Policy approved by Foundation Board on 10/14/2021

MEETINGS

1. The Board should hold bi-monthly meetings in order to work towards the specific purposes listed above.
2. The first meeting of each term should include a review of the Foundation Policies and Procedures and an update of the Foundation Projects section, general meeting and election.
3. The second meeting should include an update of the 3 year budget.
4. Approved Foundation board meeting minutes will be posted to the Foundation page of the active 20-30 website.

FOUNDATION STORE

1. The store is run by trustees and is used as a fundraising mechanism for the Foundation. Currently the store is being operated through Bonfire. It is up to the Foundation to post new items and promote the store.

PUBLICATIONS

1. Once a year at the end of the term, the Foundation will provide an annual report that will also be available on the foundation page of the website.

FOUNDATION PROJECTS

1. Charitable Donation (at least one)
2. Active 20-30 USA & Canada - Membership growth
3. Active 20-30 business incubation program
4. Growth & Expansion
5. Members helping members academy
6. Community grants
7. Member relief fund
8. National Projects- SIDS run etc.
9. Fiscal sponsorship of chartering/new clubs- 15% admin fee will need a grantor/grantee agreement (MOU) for fiscal sponsorship.
10. Any documents, manuals, etc., created by committees must send copies of those documents to the National Office for the Resource Library.
11. Nonprofit partnerships

GOOD MORAL CHARACTER

1. To be considered and approved, and to continue to remain an active member of Active 20-30 United States and Canada in good standing, a member shall meet the minimum membership requirements, and shall be a member of good moral character who has not been convicted of crimes involving moral turpitude, as found in U.S. Department of State Foreign Affairs Manual section "9 FAM 40.21(a), N2 (et seq)
2. If a member has been convicted of any of those crimes, the member shall be immediately removed as a member of Active 20-30 United States and Canada, and cannot possess or hold membership privileges, which include active, past active, life or honorary membership status. The member can address his or her removal status to the Active 20-30 national board of directors, who will review and determine whether the member can remain in the Active 20-30 United States and Canada organization. The Active 20-30 National Board of Directors will establish a hearing and review process for addressing the removal of members not considered to be of good moral character.

DEI/HARASSMENT POLICY (ADOPTED FROM THE ACTIVE 20-30 US & CANADA)

1. Active 20-30 Foundation, Inc. promotes inclusivity and a harassment free environment for its membership and guests.

The Foundation Board would like all of our members to be aware of this policy and to understand that if serious issues arise, we are here for you. Should a situation arise, please contact a member of the Active 20-30 US & CANADA National Board to explain the situation. That board member will work with you, the National President, and our Executive Director to find a resolution. To report an incident, please submit the [Harassment Policy Complaint Form](#).

HARASSMENT POLICY – April 19, 2021

Active 20-30 Foundation, Inc. (hereinafter "Active 20-30") does not tolerate harassment of board or club members. Offensive conduct based on any classification protected by federal, state, and local laws and ordinances is a violation of this policy. Any board or club member who feels he/she/they have been subject to harassment from a board or club member should consult with Active 20-30's National President, a member of the National Board, or the local club President. If a board or club member knows or has reason to know that any Active 20-30 member, or other persons in connection with any Active 20-30 activity or event, that is related in any way to Active 20-30, such involvement is required to be documented with the National Office in accordance with Active 20-30 policies and procedures.

The National Board may adopt written rules and procedures and is authorized to take action it deems appropriate to administer and enforce this policy.

No Retaliation. Active 20-30 prohibits retaliation for reporting perceived violations of this policy or cooperating in any way in the investigation. If you believe someone has violated this no-retaliation policy, you should bring the matter to the immediate attention of the National Active 20-30 President, a member of the National Board of Directors, or the local club President. The filing of a willfully false or misleading complaint pursuant to this policy may result

in disciplinary action as set forth in Active 20- 30 Bylaws and policy.

Education and Training. Active 20-30 is dedicated to ensuring the safety of our members. In order to ensure a safer environment, all Active 20-30 Board members on the local and National club level, as well as other members serving on committees or leadership positions should aspire to complete sexual harassment prevention training annually.

