

## **SWE HA BOARD OF TRUSTEES – BASIS OF OPERATIONS**

### **Mission**

The mission of the Board of Trustees of the Society of Women Engineer's Houston Area Section (SWE HA BOT) is to manage and invest the 1998 Convention Overage (and any additional funds agreed to with the SWE HA Executive Council). The income will be available for use in Section scholarships, career guidance, professional development, student involvement and related activities of the Section consistent with SWE HA's strategic priorities.

### **Investment Philosophy**

The funds provided by the SWE HA Section shall be conservatively invested, both with the goal of income for SWE HA programs and with consideration of growth of capital to increase future income potential. Expenses shall be kept to a minimum. The SWE HA BOT will maintain a long-term investment horizon.

### **Income Decision Making**

The SWE HA BOT shall generate income from the investments and annually notify (March) the SWE HA Executive Council (EC) of actual income from the prior calendar year which is available for use in the next fiscal year. This shall be referred to as the Planning Report.

The BOT requires SWE HA EC to submit a written proposal for appropriate use of the funds. The proposal should be sent by the SWE HA President to the SWE HA BOT Chair and accompanied by documentation indicating that the SW-HA EC has voted and approved it. The SWE HA BOT will review each proposal and determine if it is aligned with the "Use of Generated Income" paragraph below and proceed accordingly.

Money (up to the total investment income since inception) can be approved. Funds will be transferred to the SWE HA Treasurer to support approved projects. If there is no proposal for use of any/or all of the income, then it will remain invested to increase income for the future. If the SWE HA EC desires to use part of the capital, the SWE HA BOT recommends a vote of the Section should be sought for expenditures of more than 10% of the capital in any one year. Once the cumulative request for the year reaches 10% of the capital, this shall trigger a vote of the Section.

The SWE HA BOT is available to the SWE HA EC for financial guidance. The SWE HA BOT recommends an annual meeting with the SWE HA EC early in the fiscal year to educate incoming EC members on the BOT activities and to update all EC members on the status of the funds. It is also possible for the SWE HA BOT to be requested to invest monies from the Section operating accounts that are not needed for specified periods of time.

## Use of Generated Income

All proposed activities must fall under SWE HA's strategic priorities which should be submitted to the BOT and updated whenever revised. Funds should be used for approved, legitimate local career guidance, continuing development, diversity, scholarship and related programs as deemed appropriate.

## Outline of SWE HA BOT Procedures

1. The four Trustees shall elect their officers (Chair and Secretary-Treasurer) at the start of the fiscal year.
2. The Trustees will implement the Mission and Investment Philosophy defined above.
3. The Trustees will provide the Section with an annual report of the funds available for use (Planning Report) each March. This same report can be used at the annual business meeting which is required by the SWE HA bylaws and usually takes place each April.
4. SWE HA BOT Meetings are open to any Section member and SWE HA BOT Secretary will inform the SWE HA EC when these are scheduled so that the section can be informed.
5. The SWE HA Treasurer is an ex-officio (non-voting) member of the SWE HA BOT.
6. The SWE HA BOT Chair will report to the SWE HA President and this should be the main point of contact between the BOT and the EC.
7. The SWE HA BOT will present a financial report to the section after completing a review of the books at the close of the fiscal year.
8. Annually, the SWE HA BOT will have its records reviewed by an independent person(s).
9. The SWE HA BOT will meet at least two times per year.
10. Any addition to funds managed by the SWE HA BOT for SWE HA shall be by mutual agreement of the SWE HA BOT and the SWE HA EC.
11. The SWE HA BOT has no direct responsibility for the use of the income generated for the Section.
12. Criteria for nomination as a Trustee: SWE HA active voting member, with good investment knowledge/experience.
13. If there is an emergency need to access the capital, the SWE HA BOT recommends a vote of the Section should be sought for expenditures of more than 10% of the capital in any one year.
14. Each trustee will monitor the investments as assigned by the SWE HA BOT.
15. Investment accounts will be in the name of SWE HA.
16. Any significant change in these procedures requires review/approval by the SWE HA EC.

**\*Note:** It is the responsibility of the SWE HA Treasurer to file any required IRS forms.

For a July 1- June 30 fiscal year the usual reporting date is November following the close of the fiscal year.