

Xi State Vision Foundation

Procedure Manual

Revised Spring 2023

XI STATE VISION FOUNDATION POLICIES AND PROCEDURES

As adopted September 10, 2011

(Revised April 1, 2023)

1. Introduction

1.1 Purpose

The Foundation shall provide funds for members of Tennessee State Organization, The Delta Kappa Gamma Society International, to conduct educational research and to develop special projects related to the improvement of education, principally in Tennessee, and for the publication of the results of research and projects.

2. Governance and History

2.1 Governance

The Foundation shall be administered by a Board of Directors composed of seven (7) directors, four (4) elected by the Tennessee State Organization Executive Board and three (3) Tennessee State Organization Officers (the president, the treasurer, and the immediate past president).

The Board of Directors shall control and manage all affairs and assets of the Foundation, make contracts and purchases, direct all expenditures, and shall administer the affairs of the Foundation in such a manner as will carry out the purposes of the Foundation.

2.2 History

In 2000, Xi (Tennessee) State President Doris Ann Hendrix appointed Marilyn Ivey, Alpha Tau Chapter, to investigate the possibility of a foundation for Tennessee State Organization. In 2002, the Xi (Tennessee) State Executive Board approved the Rules and Bylaws pertaining to the Foundation, paving the way for the completion of the state and federal regulations for the tax-exempt 501 (c) (3) non-profit status. Special recognition should be given to Linda McCrary and attorneys Ann Yarbrow McCain and Ginger Buchanan for their work on the legal requirements of establishing the Foundation.

2.3 The Liz Whorley Bradley Professional Growth Award was established in 1986.

2.4 The Doris Ann Hendrix Grant was established in 2011.

2.5 The Marilyn Ivey Grant was established in 2015.

2.6 The Leigh Workman Grant was established in 2018.

2.7 The Kathy McCullough Smith Grant was established in 2019.

2.8 The Mary Jane Thompson Grant was established in 2021.

2.9 The Doris Ann Hendrix Professional Growth Award was established in 2022.

2.10 The F. Kaye Williams Grant was established in 2022.

2.11 The Vickie Sewell Grant was established in 2022.

2.12 The Nancy F. Davis Grant was established in 2023.

2.13 The Dr. Elaine Vaughan Grant was established in 2023.

3. Strategic Plan

3.1 Adopted August 27, 2017

3.2 Available on the Tennessee State Organization Website.

4. Policies and Procedures

4.1 Finance

1. Board members will receive no compensation, including mileage, for attending Board meetings, or other meetings involving members of the Board. If a Board member lives at least 150 miles from the Board meeting location, a request for payment may be submitted for reimbursement for one hotel room for one night (Per Board Meeting Minutes, 2018).
2. The Board will make final decisions regarding dispensation of funds.
3. All Board members shall actively solicit funds for the Board.
4. The treasurer shall be paid an honorarium in accordance with the Foundation budget.
5. A current balance sheet shall be included in the annual report to Tennessee State Organization. This shall be the duty of the Board Treasurer.
6. The Board Treasurer shall be responsible for filing all forms required by the State of Tennessee or the IRS in a timely manner.

4.2 Members of the Board

1. In the event a member of the Board fills two positions on the Board, the Board may fill one position until the next election to facilitate the work of the Board.
2. If members of the Board are replaced during a term, there will be discussion among all Board members before anyone is asked to serve.
3. The qualifications for Vision Foundation Board members shall include a preference for Visionaries.
4. Two members will be elected for a four-year term at the end of each biennium.

4.3 Awards

1. The Board Chair shall appoint a member of the Board to chair the selection of the Liz Whorley Bradley Professional Growth Award, the Doris Ann Hendrix Professional Growth Award, and the Vision Foundation Grants.
2. Information regarding application forms, guidelines, and rubrics for Vision Foundation Awards and Grants shall be submitted to the Tennessee State Organization President and Webmaster by September 1 by the Selection Chair.
3. The Selection Chair will submit an article and links for the Awards and Grants application forms, guidelines, and rubrics to the Tennessee State Organization President and Tennessee State Organization Webmaster by September 15.
4. Applications will be accepted electronically beginning October 1 and no later than December 31, 11:59 P.M. to the Selection Chair.
5. The Board will receive all applications without qualifying information from the Selection Chair by January 15.

6. The Board will rate the applications via the current rubrics and submit their scores to the Selection Chair by January 31.
7. The Board will meet mid-February to discuss and make final decisions for Award and Grant winners.
8. Every Award and Grant does not need to be awarded every year.
9. The Selection Chair will submit a request for payment to the Tennessee State Organization Treasurer for each winner.
10. The Tennessee State Organization Treasurer will send a check, congratulatory letter, and evaluation report summary form to each winner by March 1.
11. The Selection Chair will keep a file of Award and Grant recipients summary.
12. The Selection Chair will submit the names of Awards and Grants winners and the title of their project or professional development to the Tennessee State Organization Webmaster, Tennessee State Organization Editor, and Tennessee State Organization First Vice President for inclusion on the website, the April issue of the *DKG Tennessee News*, and state convention program by March 1.
13. If a recipient does not file a evaluation report summary with the Selection Chair within two (2) months of the completion of the Award and/or Grant, she will be ineligible to receive future Awards or Grants. The Selection Chair will keep a list of recipients who do not file a summary evaluation report.
14. Award and Grant recipients will be asked by the Chair of the Board to speak at the Vision Foundation Coffee and/or at a Vision Foundation workshop the year the Award or Grant is given or the following year.

4.4 Meetings

1. Board members are expected to attend all meetings of the Board of Directors.
2. Board members meeting to conduct business may be provided refreshments, including a meal, in accordance with the budget.
3. Visionaries and Chapter Presidents of Visionary Chapters may submit a proposal with rationale in writing to the Chair of the Board for consideration by the full board.
4. Minutes of the Vision Foundation Board meetings will be available upon request.

4.5 Public Relations

1. When an individual or chapter becomes a Visionary, the Tennessee State Organization Treasurer will notify the Chair of the Board, the Vision Foundation Board, the Tennessee State Organization Webmaster to post on the website, and the Tennessee State Organization First Vice President for inclusion in the Tennessee State Organization Convention program.
2. The Vision Foundation pin and certificate will be given to the new Visionary or her designee during the Tennessee State Organization Convention. If an individual does not live in Tennessee or will not be at the Tennessee State Organization Convention, a pin and certificate will be mailed to her.

3. A new Platinum Visionary will have a Vision Foundation Grant established and named after her. It will be listed as a line item in the budget in the amount of \$1,000.00.
4. A new Diamond Visionary will have a Professional Development Award established and named after her. It will be listed as a line item in the budget in the amount of \$2,000.00.
5. The list of Visionaries and other pertinent information that appears on the Tennessee State Organization website shall be updated quarterly. This shall be the responsibility of the Board Secretary.
6. Invitations to the Vision Foundation Coffee are for invited guests only and may not be substituted (per Vision Foundation Board Meeting Minutes October 12, 2019).
7. The Vision Foundation Coffee shall be the responsibility of the Vice-Chair of the Board of Directors. She shall plan and implement the event annually, with assistance from other members of the Board, during the Tennessee State Organization Convention. She will oversee the decorations, name tags, and etcetera. She will house the table runner, guest book, name tags, and etcetera for the Vision Foundation Coffee.
8. The Vice Chair will design and mail the Vision Foundation Coffee invitations.
9. The Vice Chair and Chair of the Board shall make all requests regarding the Vision Foundation Coffee to the Tennessee State President. The Tennessee State President shall communicate with the Tennessee State Organization Convention Steering Committee Chair regarding the planning and implementation of the Vision Foundation Coffee.
10. The Board Chair shall challenge all Directors and Visionaries to reach out to non-Visionaries, both members of Tennessee State Organization and chapters, with information and encouragement to become Visionaries. Challenges can be done in the newsletter and/or at the Vision Foundation Coffee.

4.6 Miscellaneous

1. New officers of the Vision Foundation Board will be elected and materials transferred, including all Vision Foundation Board minutes, at the Tennessee State Organization Convention in odd numbered years (Per Board Meeting Minutes, August 20, 2022).
2. Information concerning the Vision Foundation to be included in the *Leadership Links* will be submitted by the Chair of the Board.
3. Vision Foundation information for the Tennessee State Organization convention program will be submitted by the Vice Chair of the Board with the Chair's approval.
4. The fall meeting of the Vision Foundation Board in odd numbered years will take place at the Tennessee State Leadership Conference for Committee Planning.