

Endowment Fund Guidelines

Adopted by the Board of Directors March 13, 1987

Ratified by the Local Convention May 27, 1987

Amended by the Local Convention May 24, 1994

Adopted May 1995

Amended by the Local Convention May 13, 2014

The League of Women Voters of Portland Endowment Fund has been established, with separate accounting, and is managed by the Endowment Fund Committee subject to these guidelines.

BYLAWS CHARGE

The League's Bylaws state, in **ARTICLE IX, Financial Administration, Section 5. *Endowment Fund Committee***:

The Endowment Fund Committee shall consist of a chair, a treasurer, and at least two members appointed by the Board. The Chair, the Treasurer and the appointed members will each serve two-year terms. The general membership shall elect the Chair in odd-numbered years, and the Treasurer in even-numbered years. The board-appointed members shall serve for two-year staggered terms. The League Treasurer shall serve ex officio. All committee members shall assume duties at the beginning of the fiscal year.

The Endowment Fund Committee is charged with overseeing the management of the Endowment Fund and the Sara Frewing Memorial Fund, implementing the policies of the Board and the membership. The Committee will report on the Fund's status to the Board of Directors on a quarterly basis, and to the Executive Committee if an emergency occurs that requires immediate action. The Committee Chair shall make an annual report to the membership at the Local Convention.

The Endowment Fund may receive non-tax-deductible donations in the form of 1) donor-designated contributions and bequests, 2) undesignated bequests, and 3) other contributions designated by the Board. The investment objective of the Endowment Fund is to retain and, when possible, increase the purchasing power of the Fund, while at the same time producing a reasonable return for distribution. Therefore, the Fund will be invested by the Endowment Fund Committee with long-term growth and total return as the highest priorities. Endowment Fund moneys will not be co-mingled with the League's general operating funds.

The Board of Directors shall set a general guidelines policy for the Endowment Fund. Changes in the Endowment Fund Guidelines shall be ratified at the Local Convention. Any vacancies occurring in the Endowment Fund Committee shall be filled by appointment by the Board of Directors for the unexpired term.

DISTRIBUTION

The Endowment Fund Committee will make an Annual Distribution from the Endowment fund to support the operating budget of the League. The Annual distribution, calculated by the Committee before January 31 of each calendar year for distribution during the following fiscal year, will be the product of the Distribution Rate and the Average Endowment Balance.

The Distribution Rate for a given fiscal year will be set by the Endowment Committee in accordance with prudent and current best management practices and Oregon Revised Statutes 128.318 and 128.322 or the current Oregon statutes regulating endowment funds. The Average Endowment Balance is the average of

the total endowment balance for the 13 previous quarters ending with the most recent December 31. As determined by the League Treasurer with board consent, the Annual Distribution may be made in installments during the fiscal year.

Under exceptional circumstances the League may borrow from the Endowment Fund, after 1) all other funding options have been exhausted, 2) the Board of Directors approves the borrowing, 3) a plan to repay the borrowing is accepted by the Board, and 4) the action is reported to the membership within 30 days.

(Note: Guidelines for the Sara Frewing Memorial Fund are documented separately.)