

# **BICSI Cares Committee**

## **Policies and Procedures**

**Revised February 26, 2015**

### **Purpose:**

The BICSI Cares Committee shall oversee all aspects of BICSI'S charitable endeavors within BICSI Cares Inc. The aspects include the choice of a children's charity, promotion of the charity, and collection of funds for the charity, at BICSI conferences. The funds will be used to enhance the quality of life for less fortunate children and to provide educational scholarship opportunities for members or their immediate family interested in pursuing careers in the Information and Communications Technology Industry.

### **Policies and Procedures:**

#### **Charity Selection Guidelines:**

The selection of a charity shall follow specific guidelines. These guidelines are, but not limited to:

- Charity is classified as 501(c)(3) or similar type organization internationally
- Charity provides support for children's services
- Charity is non-religious based and does not recognize any specific faith
- Charity should have a small annual budget where the donation would have a definitive impact on their operation
- Charity should have a representative receive the donation at the BICSI conference
- Charity selection process should start no later than 3 months prior to a BICSI conference for consideration by the BICSI Cares Executive Board of Directors
- Final approval must be given by the BICSI Cares Executive Board of Directors
- Contact with charity to be made by either committee chair, vice-chair or BICSI Staff Liaison or a designated representative

#### **Scholarship Selection Guidelines:**

The selection of a scholarship candidate shall follow specific guidelines. These guidelines are, but not limited to:

- The scholarship is limited to \$5,000.00 USD per approved candidate
- The number of scholarships available for offer each fiscal year shall be determined by the Board of Directors approval of the annual BICSI budget
- The candidate must be either a BICSI member in good standing for a minimum of two (2) years or a member of that individual's immediate family as determined by the BICSI office.
- The candidate's major must be in information and communications technology systems, or a related field.

- The candidate must be a full-time or part time student.
- The candidates must submit in writing a registration form and an essay that should describe the candidate's specific area(s) of interest in information and communications technology systems or related fields, and how the candidate plans to use his or her education to further that interest and the industry as a whole. The selection committee will do a blind review of the applications for selection
- The due date for the scholarship application is July 31 of each year
- The selection committee will consist of the President, President-Elect, BICSI Cares Committee Chair and/or Vice-Chair and Executive Director
- Notification of any scholarship winner(s) will be made in writing by the BICSI office after selection is made
- If a selection committee's family member submits a scholarship application, that committee member should recuses themselves

**Composition of the BICSI Cares Committee (Chair & Vice-Chair must be BICSI members in good standing):**

- A. Committee Chair
- B. Committee Vice-Chair
- C. Committee Voting Members
- D. Board of Directors Liaison (non-voting)
- E. Staff Liaison (non-voting)
- F. Volunteer Member (non-voting)

**Committee Chair**

- Assigned by the BICSI President
- Calls meetings of the committee
- Prepare agenda for meetings
- Runs committee meeting
- Recommends the charity to the BICSI Cares Executive Board of Directors for approval
- Serves on BICSI Cares Scholarship Selection Committee
- Prepares annual budget request

**Committee Vice-Chair**

- Assigned by the committee chair
- Acts on behalf of committee chair if absent

**Committee Voting Members**

- Members must be either a BICSI member or an adult 18 or older directly related to a BICSI member.
- Members must agree to a criminal background check when they become a member
- Members must attend a minimum of one conference meeting or conference call meeting per year
- Members attending a conference should contribute a minimum of 4 hours of time fundraising at the conference

#### Board Liaison (non-voting)

- Assigned by the BICSI President
- Acts as liaison between the committee and Board of Directors

#### Staff Liaison (non-voting)

- Assigned by the BICSI Executive Director
- Assists chair

#### Volunteer Members (non-voting)

- Committee helpers when committee needs assistance to collect funds.
- Volunteers are not eligible to vote on committee motions.
- Volunteers must be persons known and recommended by BICSI Cares committee members.
- There are no requirements to attend committee meetings
- Volunteers support BICSI Cares activities

Committee member must attend at least one committee meeting at a conference per year to remain as an active committee member.

#### **The BICSI Cares Committee Meetings:**

- Committee meetings will be scheduled for each conference as noted on the conference web site. Additional meetings may be called via conference call as needed and scheduled by the BICSI Cares Committee Chair.
- Agenda and minutes should be sent to all BICSI Cares Committee members no later than one week prior to a conference for review
- The meeting will be open to all BICSI members
- Quorum is established if at least 50% plus one member present at the conference are in attendance at the meeting.
- From time to time, at the discretion of the Chair, a meeting's agenda or content will be deemed to be inappropriate for public participation and a meeting (or portion thereof) may be closed to the public and allow for attendance by BICSI Cares voting members only.

#### **Booth Duty Policies at Conferences:**

There should be a minimum of two committee members or volunteers working a booth location at all times. At least one of these two people shall be a committee member or BICSI staff.

#### **Collection of Donations:**

- Charitable donations will be collected only at official North America Conferences.
- No proactive BICSI Cares activity shall be conducted at any BICSI events other than official North America Conferences.
- Funds shall be collected only by members of the BICSI Cares Committee or a volunteer working with a member of the BICSI Cares Committee.
- Daily counts of the funds collected shall be conducted by a member of the Committee and a staff member designated by the BICSI Cares Staff Liaison or another Committee member.

- Once the funds have been counted, they are turned over to a BICSI staff member for safekeeping and processing.
- Charitable donations may be made via the on-line donation form found on BICSI.org or sent directly to BICSI's Chief Financial Officer at BICSI headquarters.

**BICSI Cares Confidentiality:**

Donations to BICSI Cares are a personal matter and as such are confidential. No BICSI Cares committee member, volunteer, board member or BICSI staff shall reveal amounts donated to BICSI Cares by individuals with anyone outside of the committee and the Accounting Department. This would include names of individuals making such contributions and amounts made by these individuals except as required on tax returns. Corporate donations may be recognized by company name only but the donated amount(s) shall not be disclosed except as required on tax returns.