

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**SFP-1007**

**SUBJECT:** Articles of Incorporation Review Process Policy

**REFERENCE:** None

**ORIGINATION:** November 8, 2010

**EFFECTIVE:** December 6, 2010

**REVIEWED:**

**SECTION 1. PURPOSE**

- 1.1. The Southern West Virginia Community College Foundation, Incorporated Board of Directors has oversight for the compliance of directed guidelines and procedures.

**DEFINITIONS**

- 2.1. College – Southern West Virginia Community and Technical College
- 2.2. Foundation – Southern West Virginia Community College Foundation, Inc.
- 2.3. Articles of Incorporation – The governing document of the Foundation that mandates its legal authority to operate within the state of West Virginia.
- 2.4. Foundation President – President of the Southern West Virginia Community Foundation, Incorporated.

**SECTION 2. POLICY STATEMENT**

- 3.1. The Foundation Board of Directors reviews its Articles of Incorporation annually to ascertain that they are in compliance with West Virginia Statute, the mission of the Foundation and the College, and all other obligations required by law.
- 3.2. The Executive Board will appoint a committee to review and report on their findings on an annual basis.

**BACKGROUND OR EXCLUSIONS**

- 4.1. None.

**SECTION 3. GENERAL PROVISIONS**

- 5.1. None.

**SECTION 4. RESPONSIBILITIES AND PROCEDURES**

- 6.1. At least once annually, the Executive Board will hold a meeting to review the Articles of Incorporation of the Foundation.
- 6.2. Any subsequent amendments to the Articles of Incorporation will be submitted to the Board for approval prior to becoming effective.

**SECTION 5. CANCELLATION**

- 7.1. None.

**SECTION 6. REVIEW STATEMENT**

- 8.1. This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 7. SIGNATURES**

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**President** **Date**

**Attachments and Linked Pages:**

**Distribution:** Members, Southern West Virginia Community College Foundation, Incorporated  
 President, Southern West Virginia Community and Technical College  
 Vice President for Development, Southern West Virginia Community and Technical College  
[www.southern.wvnet.edu](http://www.southern.wvnet.edu)

**Revision Notes:** New Policy

