

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**SFP-1003**

**SUBJECT:** Minutes Policy

**REFERENCE:** Southern West Virginia Community College Foundation By Laws

**ORIGINATION:** October 13, 2010

**EFFECTIVE:** December 6, 2010

**REVIEWED:** April 7, 2022

**SECTION 1. PURPOSE**

- 1.1. The Bylaws of the Southern West Virginia Community College Foundation, Inc. were created to provide guidelines related to the Foundation's corporate structure including, composition of the Board, meeting requirements, Board committees, etc. The purpose of this policy is to provide guidelines related to documenting the official actions of the Board or Board Committees as outlined in the Bylaws of the Southern West Virginia Community College Foundation, Inc. (Article VI, Section 8). This policy applies to all division staff or Board members who draft, review, and approve minutes related to the Southern West Virginia Community College Foundation, Inc.

**SECTION 2. DEFINITIONS**

- 2.1. Executive Board of Directors (Board) - Group of individuals authorized under state law to make governance decisions on behalf of the Southern West Virginia Community College Foundation, Inc.
- 2.2. Board Committee - A Committee which is officially established in the Bylaws of the organization.
- 2.3. President - President of the Southern West Virginia Community College Foundation, Inc.
- 2.4. Meeting - All regular, special, and Investment Committee meetings of the board or committee.
- 2.5. College – Southern West Virginia Community and Technical College

**SECTION 3. POLICY STATEMENT**

- 3.1. All Southern West Virginia Community College Foundation, Inc. Board meetings, Executive Board meetings, Investment Committee meetings, and other Board Committee meetings shall be contemporaneously documented in the form of meeting minutes.

## **SECTION 4. BACKGROUND OR EXCLUSIONS**

- 4.1. None.

## **SECTION 5. GENERAL PROVISIONS**

- 5.1. None.

## **SECTION 6. RESPONSIBILITIES AND PROCEDURES**

- 6.1 The meeting minutes shall include the name of the organization, the date and time of the meeting, who called the meeting to order, the names of those who attended the meeting (including guests), who was absent, and if there is a quorum present. In addition, it shall be documented when a board member arrived or left a meeting, if either occurs after the meeting was called to order, or before the meeting ended.
- 6.2 The minutes should include a description of any discussion that occurred during the meeting including sufficient information which describes how board members reasonably came to decisions, and all motions made during the meeting.
- 6.3 The Secretary of the Board is responsible for preparing minutes of the Board and Executive Committee meetings. The Chair of each Board Committee is responsible for the minutes of each of their respective committee meetings. The President or designee is responsible for assigning either a staff person or another designee of the Board to assist in the documentation of all minutes.
- 6.4 The minutes shall be drafted and reviewed by no later than the next meeting.
- 6.5 Minutes should be distributed to board members in the agenda materials prior to the board or committee and approved at the next subsequent meeting.
- 6.6 All original signed Board, Executive, and Investment Committee minutes shall be kept in a fire proof locked cabinet in the Foundation office.

## **SECTION 7. CANCELLATION**

- 7.1. None.

## **SECTION 8. 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 9. SIGNATURES**

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**President**

**Date**

**Attachments and Linked Pages:**

**Distribution:** [www.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** April 2022 - Reviewed with no revisions.