

**SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.**  
**SFP-1004**

**SUBJECT:** External Communications Policy

**REFERENCE:** None

**ORIGINATION:** October 13, 2010

**EFFECTIVE:** December 6, 2010

**REVIEWED:**

**SECTION 1. PURPOSE**

- 1.1. The successful relationship between the Southern West Virginia Community College Foundation, Incorporated and Southern West Virginia Community and Technical College is dependent on cooperation, trust, and accountability. The Foundation, as a direct support organization of the college, and a qualified 501(c)(3) charitable organization understands the importance of making its financial records available to the public, despite its legal right to maintain the confidentiality of such records.

**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. The governing body is, generally speaking, the Board of Directors (Board) of a corporation.
- 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. Includes all regular, special meetings, 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. The Foundation provides for timeliness and consistency in responses made and information provided to the public and members of the media regarding Foundation business.

**SECTION 4. BACKGROUND OR EXCLUSIONS**

- 4.1. None.

## **SECTION 5. GENERAL PROVISIONS**

- 5.1. None.

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

- 6.1. All persons affiliated with the Foundation including, but not limited to, members of the Executive Board, Foundation members and those affiliated, will refrain from commenting to the media regarding the Foundation, its members, activities or plans unless authorized by the President, or the President's designee, of the Southern West Virginia Community College Foundation.
- 6.2. All affiliated with the Foundation, including members of the Board of Directors, staff and any committees, should remember that they may be perceived by the public as representing the foundation.
- 6.3. The Foundation is a tax-exempt charitable organization as described in Internal Revenue Service Code Section 501(c)(3). Foundation Board members or any persons directly or indirectly acting on behalf of the Foundation will not participate in or intervene in any political campaign on behalf of any candidate for public office. No substantial part of the activities of the Foundation will consist of carrying on propaganda, or otherwise attempting to influence legislation, except to the extent permitted by applicable law and regulations for not-for-profit, tax-exempt organizations. The Foundation President and a designee will direct all activities which may be deemed to fall within this section.
- 6.4. The Foundation will make financial information, including information about financial expenditures from Foundation funds, the investment and management of assets, and completed business transactions, available to the public upon receipt of a reasonable and specific request in writing. Documents which will be available to the public will include, but not be limited to, the Foundation's accounting and other financial records, written, completed contracts, as well as the Foundation's annual audit report. Documents provided will be furnished in a reasonably responsive format and at a reasonable cost to the requesting party.
  - 6.4.1. The Foundation's ability to assure donors and prospective donors that their personal and financial information will be held in confidence is essential to the Foundation's success. Therefore, the Foundation will not release personal or personal financial information regarding donors, prospective donors, alumni, volunteers or employees. The Foundation must be able to assure private entities or individuals with whom it has actual or proposed business dealings that their business plans, financial information, and other proprietary or sensitive information will not be disclosed. Accordingly, the Foundation will maintain the confidentiality of this information. Finally, in order to protect the ability of the Foundation to effectively manage its liability risks, and to preserve its assets for its charitable and educational purposes, the Foundation will maintain the confidentiality of documents related to actual or potential litigation involving the Foundation.

## **SECTION 7. REVIEW STATEMENT**

- 7.1. 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 8. 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.southernwv.edu](http://www.southernwv.edu)

**Revision Notes:** New Policy