

January 10, 2022

To: Members of the ARCS Foundation National Board and All National Volunteers

From: Julie Branford, Governance Committee Chair

Re: Summary of Proposed Amendments to Standing Rules

The Governance Committee proposes the following amendments to appendices of the Standing Rules for National Board approval:

Appendix B – Charters of the Standing Committees

- Communications and Marketing Committee Charter
 - Add item 11 – The Committee shall oversee the preparation and distribution of National’s annual report
- University Relations Committee Charter
 - Add item 9 – The Committee shall review the annual submission by each Chapter of its ARCS Scholar information in the ARCS Scholar Data Base.
- All Standing Committee Charters will now include the following wording in the Structure and Committee Membership segment:
 - Qualifications and independence segment: delete the “in good standing” criterion since the term is not defined in governance documents. The proposed wording states “Each member of the Committee must be an active member in one or more of the Foundation’s Chapters.”

Appendix D – Finance Policy

- Method of Accounting is changed from modified cash basis to accrual method according to GAAP.
- Investment Values will be determined by fair market values, based on direct market-based prices in accordance with GAAP and unrealized gains and losses are included in the change in the net assets.
- Gift Acceptance section eliminates wording about gifts intended for National operations or the National Endowment Fund, with all donations being delivered to National’s mailing address.
- National Endowment Fund sections re Gift Policy are eliminated due to redundancy.

Appendix E-1 – Duties and Responsibilities of Officers

- VP for Finance will ensure the Finance Committee reviews the financial and insurance reports submitted to ARCS National by Chapters as required by the Chapter Affiliation Agreement and Compliance Resources Guide.
- All Officers job descriptions now include “Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.”

Appendix E-2 – Duties and Responsibilities of the Standing Committee Chairs

- Chair, Audit Committee duties are amended to state: “Confirms the submission of the financial information by the Chapters... and provides the information of non-completion to the appropriate National Board officer or committee.”
- All Standing Committee Chairs:
 - Remove the word “Regularly” before “Reviews website pages to ensure that relevant committee information is current and notifies the IS Advisory Committee of any necessary updates and,
 - Add “Preferred Skills and Abilities: Has technological fluency in Microsoft Office software (Word, Excel, PowerPoint) and Adobe Acrobat.”