



Race of Wisdom Social Assistance Policy

Purpose: To provide governance related to the distribution of funds to “Members in Good Standing.”

Scope: Applies to All Members of the Race of Wisdom Organization

Effective Date: January 1, 2021

Approved By: Dr. Felix P. Gbee *Felix Gbee*
Chairperson, ROW

I. BACKGROUND

The Race of Wisdom (ROW) is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

One of the objectives of ROW is to “Support the College of West Africa, Members in Good Standing (i.e., members that are no more than 60 days delinquent in their membership and Social Assistance (SA) dues), and the community at large.” The forms of support may be financial, moral, or projects or initiatives to meet a given need. This policy provides guidelines through which the Executive team will implement the mandate of support to Members in Good Standing.

II. Responsibilities

Executive Team Chairperson. The Chairman or in his/her absence, the Vice Chairperson, is responsible for the execution and oversight of this policy. He/she must ensure that all members of the ROW organization are aware of this policy upon registration and is abiding by this policy.

Executive Team Director of Communication (DOC). The DOC or his/her designee is responsible to communicate this policy and any changes thereafter to all members of ROW.

Financial Secretary. The Financial Secretary or in his/her absence, the assistant Financial Secretary is responsible for the disbursement and recording of approved funds. He/she must ensure that records are properly recorded, and that the threshold set herein are not exceeded.

Membership Committee Chairperson. The committee chair shall communicate to the Executive Teams, as applicable about members hardships and milestones. Members may also communicate



to the Executive Team. The Membership Committee is also responsible to encourage members to pay their membership and SA dues.

III. POLICY

Race of Wisdom, through its Executive Team, will recognize and may offer financial and/or moral support to its members during hardship and major milestones for them, their spouse, and their biological children. Financial support must be limited to members in good standing.

- A. **Hardship.** For the purpose of this policy, hardship is defined as the death of a spouse, child, parent, or member; or the occurrence of a major medical diagnosis that require hospitalization for more than 7 calendar days and/or a major surgery or medical procedure. Ongoing medical care for a diagnosis shall not qualify as hardship.

The Executive Team, by a two third vote, has the discretion to define hardship for medical diagnosis that do not meet the criteria described herein if they determine there is a need.

- B. **Major Milestones.** At a minimum, the Executive Team shall recognize the following milestones:

1. The birth of a child by a ROW member;
2. The marriage of a ROW member; and
3. The high school or college graduation of a ROW member.

The Executive Team may recognize other milestones as they deem necessary. However, if financial contribution is necessary, it must be approved by a two third vote of the Executive Team.

- C. **Contribution Limits.** The Race of Wisdom Executive Team shall provide moral support in all instances of hardship and major milestones, as defined in this policy. When financial contributions are necessary, they must be limited to the amounts listed.

1. **Hardship.** All financial assistance for hardship, as defined herein, must be no more than **\$300.00** in a calendar year for any one member. While \$300 is the maximum assistance that any one member may receive in a calendar year, it is not a requirement or a right to a member. The Executive Team, in exercising financial prudence, may offer a smaller amount or no amount at all. The \$300 threshold includes direct payments to members, expenses incurred towards the purchase of cards, flowers, or other mementos, and any other expense that directly relates to the support of a member during the period of hardship.

In extenuating circumstances and by a majority vote of the entire body, this threshold may be increased.



2. *Milestones.* All financial contributions for milestones, as defined herein, must be no more than **\$100.00** in a calendar year for any one member. While \$100 is the maximum contribution that any one member may receive in a calendar year, it is not a requirement or a right to a member. The Executive Team, in exercising financial prudence, may offer a smaller amount or no amount at all. The \$100 threshold includes direct payments to members, expenses incurred towards the purchase of cards, flowers, or other mementos, and any other expense that directly relates to the recognition of a member for the milestone.

This threshold may not be increase unless through amendment of this policy.

A member may receive contributions for both hardship and milestone in a given calendar year.

D. *Verification Process.* Before funds are disbursed for either hardship or milestone-related events, the Executive Team must approve the amount by an electronic or voice vote. The financial secretary or his/her designee must than verify that the member is in good standing, that the organization can incur the expense without obtaining debt or negatively impacted, that the approved amount will not exceed the threshold herein, and that the method of disbursement is in applicable with all existing laws.

E. *Funding Source.* Each member, in addition to their annual dues, shall be tasked \$25 annually for SA activities. Members are encouraged to pay SA fees within 30 days from the beginning of a new year. Members shall be delinquent and not in good standing when SA fees are more than 60 days due.