

NEW MEXICO EARLY CHILDHOOD FUNDERS GROUP

OPERATING GUIDELINES

Adopted June 19, 2017

**ARTICLE I
DEFINITIONS**

Section 1.01. The New Mexico Early Childhood Funders Group (NMECFG) is hereafter referred to as the “Group.” The Group’s mission statement is:

The NMECFG is dedicated to exchanging and linking ideas, knowledge, research and resources by focusing statewide attention on a seamless continuum of quality early childhood services that strengthen New Mexico’s young children, families and communities within the context of their cultures, values and beliefs. This will be done in part by engaging government, businesses, organizations and philanthropic partners from within and outside of New Mexico to bring additional knowledge and resources to our efforts.

Section 1.02 “Member” shall mean a non-governmental foundation or other funding entity that participates in the activities of the Group and agrees to the Core Values and principles outlined in these Operating Guidelines. A Member may be a foundation, an individual, a corporation or some other funding entity.

Section 1.03 “Funding Agent” shall mean the entity selected by the Group to hold funds and disperse them on instruction from the Group as a whole; or from a subset of members of the Group who are collaborating on a specific project; or the Group’s duly designated agent. The initial Funding Agent for the Group is Santa Fe Community Foundation.

Section 1.04 “Steering Committee” shall mean the persons designated by the Members to provide leadership and guidance of the Group in making recommendations to the Members.

**ARTICLE II
NAME AND FORM OF GROUP**

Section 2.01 The New Mexico Early Childhood Funders Group is not intended to create a separate legal entity.

**ARTICLE III
PURPOSE**

The Purpose of the Group is to support:

- Efforts that engage and strengthen families with young children
- Communities working toward goals that enable children and families to thrive

- Organizations and programs that demonstrate best practices in serving young children and families with measurable and sustainable outcomes, including strengthening the early childhood workforce
- Policy, governance and statewide funding opportunities that fortify New Mexico's children, families and communities
- Further promotion and growth of philanthropic investment for early childhood in New Mexico.

ARTICLE IV MEMBERSHIP

Section 4.01 A Member may be allowed to join the Group by a majority vote of the current Group members. Other than consultation, a member shall not be a direct service provider.

Section 4.02 Charter Members include: the Brindle Foundation, the McCune Charitable Foundation, the W.K. Kellogg Foundation, the J. F Maddox Foundation, the Santa Fe Community Foundation, the Thornburg Foundation, the Los Alamos National Laboratory Foundation, the Phillips Foundation, and the Alliance for Early Success.

ARTICLE V ADMINISTRATION

LEADERSHIP

Section 5.01 The Group may designate positions of leadership within itself, including Chair, Co-Chair, Secretary and/ or Treasurer.

STEERING COMMITTEE

Section 5.02 The Group shall have a Steering Committee composed of representatives from a minimum of four of its members. Membership on the Steering Committee will be based on interest and a commitment to serve and requires confirmation from a majority of the full Group membership. The Group membership will review and confirm membership of the Steering Committee annually. The initial Steering Committee includes representatives from the Brindle Foundation, the Santa Fe Community Foundation, the Los Alamos National Laboratory Foundation, the J. F Maddox Foundation, and the Thornburg Foundation.

Section 5.03 The Steering Committee may designate positions of leadership within itself including Chair, Co-Chair, Secretary and/or Treasurer.

Section 5.04 The Steering Committee provides leadership of the Group and submits recommendations to the members of the Group.

SUBGROUPS

Section 5.05 Subgroups interested in collaborating on specific activities or issues may be formed at any time.

GROUP ACTIONS

Section 5.06 Regardless of how many representatives of member entities are involved in the work of the Group, each member entity has only one vote when decisions are made requiring a vote of members.

Section 5.07 Any decision that results in a statement or policy position of the Group will either have the unanimous consent of representatives of Members allowed to vote for such action or must include a statement to the effect of, "we the undersigned members of the New Mexico Early Childhood Funders Group, ..." Decisions may be made by the Group via meetings, electronic communications or other acceptable means. Actions of the Group, such as determining certain activities or policy priorities will be made by consensus or a majority vote of members.

Section 5.08 Decisions to disperse funds provided by Group members must be approved by representatives of Members that provided those funds unless otherwise agreed to by contributing Members at the time funds are provided to the Funding Agent.

OTHER ADMINISTRATION

Section 5.09 The Group may hire a Group coordinator provided that funds exist to compensate the coordinator. The coordinator may also serve as a representative of a member entity but may not vote as a representative of that entity on matters concerning the coordinator's compensation, hiring or other circumstance involving the coordinator.

GROUP DUES

Section 5.10 The Group may vote to institute an annual dues structure for voting members or may solicit additional contributions from members for the undertaking of the Group's activities. A vote to institute mandatory dues requires a three-quarters vote of approval of the entire membership.

MEETINGS

Section 5.11 Meetings of the Group may be called or scheduled by the Steering Committee or through prior meetings of the Group. Meetings may be held in person, via electronic communications or a combination of both. Meetings are not considered public and members should seek approval of other members when inviting guests. To carry out the

purposes of the Group, it will often be advantageous to invite guests from early childhood programs, government agencies, special interest groups and others.

Section 5.12 Meetings of the Group will not require a quorum; however, decisions proposed at meetings will be conveyed to the entire membership for seeking agreement or consensus except where specifically noted otherwise in these Guidelines.

Section 5.13 Meetings of the NMECFG are considered “safe spaces” for the discussion of issues impacting early childhood in New Mexico or the actions and activities of the Group and may not be used by Members to solicit funds for Members. The Funding Agent may submit requests for funding for the administration of the Group.

Section 5.14 Notes or minutes from meetings of the Group shall be distributed to all Members as soon as possible after the meeting and before the following meeting of the Group.

ARTICLE VI CORE VALUES

Members agree to adhere to these core values:

- Focus on collaboration maintaining direct and honest dialogue
- Respect equity with regard to race/ethnicity, culture and language in the distribution of resources
- Promote promising practices, evidence-based or rigorous research-informed and accountable efforts
- Honor locally designed approaches
- Value the changing needs of the field by engaging in on-going shared learning
- Respond to the evolving culture of New Mexico families by advocating for a greater investment in effective programs for children and families

ARTICLE VII AMENDMENTS TO THE OPERATING GUIDELINES

These Operating Guidelines may be altered, amended or repealed and new Operating Guidelines may be adopted (i) by a three-quarters vote of the full membership present at any regular meeting or at any special meeting, provided that at least 5 business days written notice of an intention to alter, amend or repeal these Operating Guidelines or to adopt new Operating Guidelines at such meeting has been received by the entire membership, or (ii) at any time upon the unanimous consent of the membership.

Addendum A: Notes on Actions Taken

Note 1: As of August 2017, voting members include: the Brindle Foundation, the McCune Charitable Foundation, the W.K. Kellogg Foundation, the J. F Maddox Foundation, the Santa Fe Community Foundation, the Thornburg Foundation, the Los Alamos National Laboratory Foundation, and the Keeler Foundation.

Note 2: As of August 2017, the group selected the following officers:
Chair- Michael Weinberg, Thornburg Foundation
Vice-Chair- Kim Straus, Brindle Foundation
Treasurer- Joohee Rand, Santa Fe Community Foundation

Note 3: As of August 2017, the group selected Katie Dry as its coordinator.

Note 4: Rules for authorization for distribution of funds.
Less than \$500 - Relatively low level – Chair and Co-Chair can approve

\$500-\$1500 – Mid Level – Steering Committee Authorizes

Over \$1500 – Full group weighs in