

## **POLICY OF RIDHWAN FOUNDATION**

### **Policy Plan 2017-2020**

#### **1 General**

The Ridhwan Foundation with registration number EIN 84-0949115 "the Foundation" is a Foundation created under the laws of Colorado. The Foundation was established by Articles of Incorporation on October 12, 1983, in order to create a platform to support educational, religious and charitable purposes. The legal shell of a foundation has been chosen for purposes of maintaining optimal legal certainty, good and transparent operational management and to safe-guard an independent and non-profit character, whereby the support of projects within the aim of the Foundation is secured. A copy of the Articles of Incorporation is included in attachment 1.

#### **2 Objectives of the Foundation**

The Ridhwan Foundation's mission is the development of individual students, regardless of race, creed or color, so they may attain spiritual maturity and completeness. The larger aim is to contribute to the *development of humanity and the service of ultimate spiritual truth through the teaching of the Diamond Approach.*

The abovementioned objectives serve the general interest.

The Foundation is a non-profit organization and does not have the objective to make profits with its charitable activities.

#### **3 Board**

The Board Members are the following persons:

- Bob Ball, President
- Hameed Ali, Board Member
- Kristin Bobola, Board Member
- Laurie Chestnut, Treasurer
- Patricia Hayward, Board Member
- Karen Johnson, Board Member
- Stephanie Kenen, Board Member
- Walter Link, Board Member
- Keith McAllister, Board Member
- Marko Rinck, Board Member
- Thomas Schneider, Board Member
- Victoria Young, Board Member
- Maury Zilber, Secretary

Together they are referred to as the "Board" and individually as "Board Members"

The Board shall at all times have at least three (3) members, in line with its bylaws. A decision can only be taken by a majority of the Board.

The Board Members, and thus the Foundation, operate independently from the donors and / or beneficiaries of the Foundation.

The Board Members are not entitled to a remuneration from the Foundation in respect of fulfilling their duty as a Board Member, except for a refund of a Board Member's out-of-pocket expenses necessarily

incurred in fulfilling their obligations as a Board Member. Our expense reimbursement policy requires that these expenses be reasonable and non-excessive.

#### **4 Fundraising**

The funds of the Foundation have been formed by dues, tuition, gifts and donations, subsidies, bequests and legacies.

At the time of its formation, the equity of the Foundation was created by donations from members of the community who wished to support its work.

At this time, the Ridhwan Foundation does not actively recruit additional donors. However, if new donors want to make gifts to the Foundation, this will of course be accepted by the Board. In accordance with United States law, a separate Affiliated Auxiliary organization has been created by students to manage fundraising activities to support the work of the Foundation.

The expenses of the Foundation will be in accordance with the purpose of the Foundation.

#### **5 Investment policy**

As of the establishment of the Foundation and in line with its long-term objective, the Board has committed itself to keep any funds received in a conservative way. Therefore, any funds that are received and not immediately spent on the aforementioned objectives, are kept in an interest-bearing bank account at Wells Fargo. If funds are invested, the investments should bear no to low risks. The Board does not expect to keep substantial funds as equity above operational and emergency reserves and funds held in reserve for restricted purposes.

#### **6 Appropriation of funds**

The Foundation has the intention to ultimately spend all gifts received. Any surplus of revenue over expenses in a single year will be used to ensure continuity of activities in years on which revenues do not support the expenses of operation. Restricted funds will be released to support the activities for which those funds were donated.

Endowment fund: It is the intention of the Foundation – upon the request of the main donor – to maintain the capital in the Endowment Fund and to support activities from the return on its capital. In this way, the charitable activities of the Foundation can be continued for many years.

This financial and investment policy enables the Foundation to create a secure and stable financial position of the Foundation in the coming years. By maintaining adequate reserves, the Foundation is able to continue operations in years in which it receives less funds from its donor(s). Furthermore, this policy would enable the Foundation to make investments in projects which support the future of its activities, such as funding the development of a new website or the expansion of teaching activities to new areas.

The Foundation will not hold more funds than necessary for the continuity of the activities of the Foundation.

#### **7 Activities**

*At the moment, the Foundation coordinates 68 worldwide, on-going teaching groups, with half of the students living in the USA and Canada, and the other half in a variety of countries including Australia, Denmark, England, France, Ireland, Italy, Germany, Netherlands, New Zealand, Scandinavia, South Africa, Sweden, Switzerland and Wales. We are also currently offering a variety of introductory programs and book groups, as well as Diamond Approach Online (DAO) introductory programs and seminars through the internet.*

## 8 Administrative and financial affairs

All income and expenditures are administrated meticulously by the Controller and the Treasurer of the Foundation. The books and records provide a detailed record of the Foundation's activities, including the reimbursement of expenses to the Board Members, expenses relating to the raising of funds, and the management of the affairs of the Foundation and the equity of the Foundation.

All financial activity is approved by Finance Committee of the Board for the respective year. Financial statements are reviewed quarterly by the Finance Committee, and quarterly and annual results are subject to the approval of the Board in its semi-annual general meetings. The Foundation's annual financial statements will be published on the website of the Foundation within six months after the end of the relevant financial year.

The Secretary of the Board maintains minutes of every meeting of the Board. In addition, all related documents are administered meticulously by the Secretary.

## 9 Fiscal affairs

The Foundation will file a request with the Dutch Revenue Service to be qualified as a public welfare institution ("Algemeen Nut Beogende Instelling").

The Foundation does not carry on an enterprise. It is therefore not necessary to file corporate income tax returns on a yearly basis.

## 10 Accountability

The president of the Board shall annually draw up a report describing all carried out projects and related information. This report will be published on the website of the foundation annually.

## 11 Envisaged policy from 2017 up until 2020

The foundation contemplates to support the following projects in the above depicted time span:

- New website development and implementation in 2017; ongoing development of additional *website modules to address new requirements*. The new website will include pages available in multiple languages.
- Diamond Approach Online (DAO) program development and expansion to support accessibility of the work to the broadest possible range of interested students.
- Support of editing and publishing expenses of A.H. Almaas's books.
- Support for the ongoing training and development of teachers.
- Continuing expansion of the school to new areas as requested by students. Current areas of expansion in 2017/18 are Asia and South Africa.

The above list is non-limitative and may be adjusted throughout the mentioned period.

Drawn up in Berkeley, CA on this 13th day of December, 2017 and approved by the Board of the Foundation

Mr./Mrs.

*Bob Ball*  
BOB BALL

Mr./Mrs.

*Karen Johnson*  
Karen Johnson

Mr./Mrs.

*Hameed Ali*  
Hameed Ali