



COLORADO JUDICIAL INSTITUTE POLICY

Policy Title:	Director and Emeritus Director Financial Contributions
Responsible Officer:	Executive Director
Effective Date:	July 2025
Policy:	CJI shall adopt guidelines detailing the financial support expected its directors and emeritus directors.
Scope:	This policy applies to all directors of the Colorado Judicial Institute.

I. POLICY

The Colorado Judicial Institute expects that its directors and emeritus directors will make annual contributions in support of the organization, subject to the possibility of approved exceptions as noted in Part IV below.

II. CONTRIBUTION GUIDELINES

Directors

Generally, each CJI director is expected to make an annual contribution to CJI of at least \$600. Of that amount, at least \$300 should be a personal contribution and the remainder may be a personal contribution or a contribution from the director's employer or some other third party. Many CJI directors contribute more than \$600 each year, and CJI encourages its directors to seek matching funds from their employers or other third parties.

Director contributions are a reliable source of funding for CJI and, in many cases, financial support from foundations is available only if CJI can report on grant applications that it receives financial support from 100% of its directors.

By paying this annual contribution, a director automatically becomes a member of CJI and has no obligation to separately pay CJI membership dues. However, this annual contribution is distinct from any amounts that may be paid by the director or the director's employer to support or attend CJI events.

Emeritus Directors

Generally, emeritus directors are expected to make an annual contribution to CJI of at least \$300. By paying this annual contribution, an emeritus director automatically becomes a member of CJI and has no obligation to separately pay CJI membership dues. However, this annual contribution is distinct from any

amounts that may be paid by the emeritus director or the emeritus director's employer to support or attend CJI events.

III. PAYMENT

An invoice for the annual director and emeritus director contributions will be sent by CJI on July 1 (the first day of CJI's fiscal year). Payment of the invoice is due within 30 days and is 100 percent tax deductible.

IV. EXCEPTIONS

The CJI Executive Committee may make exceptions to this policy, e.g., reducing the expected financial contribution amount to ensure that an individual's financial circumstances are not a barrier to their participation.