

Women's Law and Public Policy Fellowship Program

Georgetown University Law Center
600 New Jersey Avenue, N.W., Suite 334
Washington, D.C. 20001
(202) 662-9650
Fax (202) 662-9539

Board of Directors
Eleanor Holmes Norton
Marcia D. Greenberger
Judith L. Lichtman
Susan Deller Ross
Wendy Webster Williams

September 2, 1994

Michael Whalen
White House Office of Management & Administration
OEOB Room 145
Washington, D.C. 20500

Director
Susan Deller Ross

Director
Judy Lyons Wolf

Program Assistant
Jennifer A. Wagner

Dear Mr. Whalen:

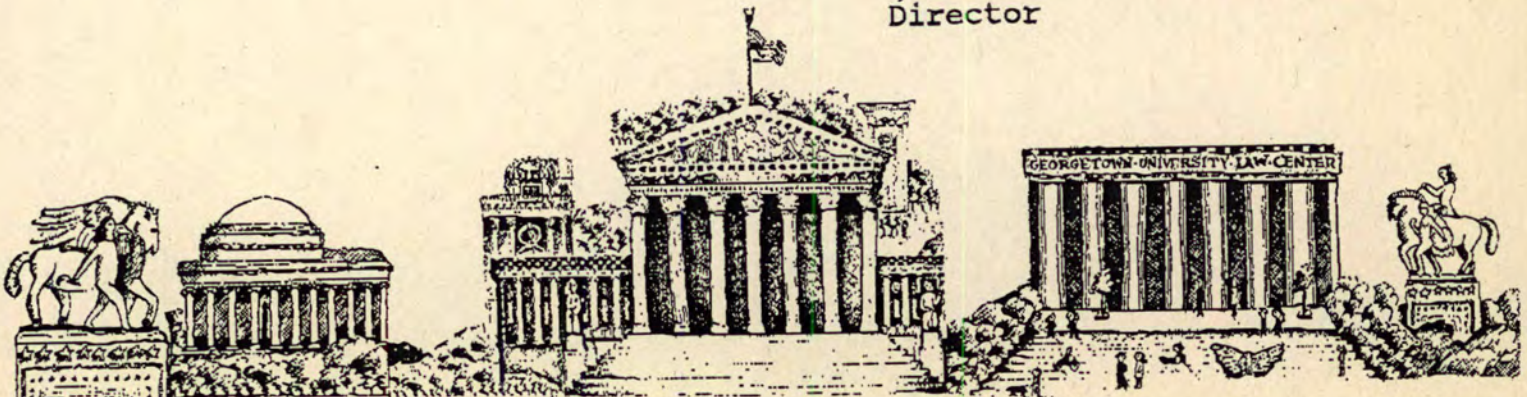
The Office of the First Lady and the Domestic Policy Council has been selected to participate as a fellowship placement in the Women's Law and Public Policy Fellowship Program for 1994-1995. Your Fellow will be Karen Guss. Like all Fellows, she was chosen in a highly competitive process from among hundreds of applicants, based on the excellence of her record and deep commitment to women's issues. Karen will report to work on Monday, September 12, 1994 and will work for twelve months, until early September, 1995.

Placement organizations are asked to contribute to the Women's Law and Public Policy Fellowship Program a sum equal to the cost of the Fellow's health insurance, approximately \$1900. However, in the case of the White House, the Board of Directors of the Women's Law and Public Policy Fellowship Program has decided to waive this requirement. Accordingly, there are no costs to the White House for her placement. The White House will be receiving the volunteer services of a very talented attorney for twelve months.

We look forward to this placement and to a successful relationship for all involved.

Sincerely,

Judy Lyons Wolf
Judy Lyons Wolf
Director



THE WHITE HOUSE

WASHINGTON

September 5, 1994

MEMORANDUM FOR NICOLE RABNER
OFFICE OF THE FIRST LADY

FROM: MIKE MALONE 
OFFICE OF MANAGEMENT AND ADMINISTRATION

RE: Women's Law and Public Policy Fellow

You will be pleased to learn that the Women's Law and Public Policy Fellowship Program has made final arrangements for placement of a Lawyer-Fellow at the White House. The attached letter finalizing the placement was faxed to me (or to Kathi Whalen) on Friday, September 2, 1994.

The arrangement is for the organization to pay the entire cost of the Lawyer-Fellow (including the \$1900 for health insurance). As I understand it, the person will then be considered a volunteer for our personnel purposes.

Hopefully the letter addresses any questions you may have about the arrival of the Lawyer-Fellow. I have attached a packet of relevant security and personnel forms that she should fill out as soon as possible. I was told that Diane Limo will know about any necessary paperwork.

It was indicated to me that this person probably should take a drug test before beginning work. I'm not sure that she needs to do so. I'll check into this further and get back to you. If Diane knows the definite answer, please let me know.

Also, the Lawyer-Fellow should meet with Kathi Whalen (x. 67900) of the Counsel's Office immediately upon arrival and prior to performing any policy related work for a required ethics briefing.

Thanks for all your help. Please let me know if I can be of further assistance.

Enclosure

cc: Kathi Whalen

TO: Maggie Williams
FROM: Melanne Verveer
DATE: 1/94
RE: Women's Law and Public Policy Fellowship Program

We have been asked to apply for a fellow from the Women's Law and Public Policy Fellowship Program. The fellow would be available between September 1, 1994 and August 1995. The fellow's salary is paid by the Fellowship Program, but we need to pay the costs of health insurance for the year. According to the Director of the Program, the cost is approximately \$1,800 for the year. Other government agencies have paid fellows as consultants for a short period of time to cover the cost of the insurance. Are you interested in pursuing this?

Maggie - we
could really use this
Fellow if you could
figure out the health
care piece. Could we
discuss? It's quite sensitive.

whatever
the answer
give
to
Melanne

Evelyn -
Did you
ask Patsy
about
this?



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THE WHITE HOUSE
WASHINGTON

February 4, 1994

MEMORANDUM FOR DAVID WATKINS

FROM:

MATTHEW L. MOORE 
ANDREA RUTLEDGE 

SUBJECT:

Questions and Answers about the Intergovernmental Personnel Act

What does IPA stand for and what is "an IPA"?

IPA stands for Intergovernmental Personnel Act [*hereinafter* the Act]. An "IPA" refers to an individual working for a federal government agency whose employment has been arranged in accordance with the provisions of the Act and related regulations.

The Act provides for the movement of personnel between the federal government and a state government, a local government, an Indian tribal government, an institution of higher education, and any other approved organization. Other organizations eligible for approval are those non-profit organizations that have as one of their "principal functions the offering of professional advisory, research, educational, or development services, or related services, to governments or universities concerned with public management." 5 U.S.C. § 3371(4)(c).

Examples of approved organizations include the Brookings Institution, the Institute of Public Administration, the National Association of Schools of Public Affairs and Administration, and the MITRE Corporation.

What are the restrictions for utilizing IPAs?

The purpose of the Act is to encourage the utilization and maximization of expertise by allowing individuals to move between the federal government and state government, private organizations of a public policy character, and universities.

The first statutory requirement for such movement is that the personnel assignment be "for work of mutual concern" as well as mutually beneficial to both the sending entity and the receiving entity. (The benefit to the sending entity will usually be in terms of heightened experience and practical application the employee will receive; the benefit to the receiving entity will usually be ability to use the employee's particular expertise.)

The second requirement for an IPA is the execution of an agreement to document personnel assignments made under the Act. Historically, IPA agreements certified, among other things, that the assignment was not being made solely for the benefit of the employee and that the participating employee would return to the position occupied "at the time the

agreement was entered into or a position of like seniority, status or pay." Page 4 of OPM form 5069.

The Act limits the time an employee can be assigned to another entity to two years; it does provide, however, for extensions in limited circumstances.

Are there any guidelines for recruiting IPAs?

Any organization in the White House or Executive Office of the President may recruit an individual from a government or outside organization (approved or with the possibility of being approved based on the criteria stated above), but in doing so the recruiting organization should have identified certain **expertise-related** needs they are seeking to fulfill. [That means, one can seek to fill a particular need for professional expertise, but cannot seek secretaries or staff assistants.]

What are the mechanics for arranging an IPA?

The basic steps for arranging an IPA are as follows:

- (1) Contact an appropriate organization regarding a need for expertise, and discuss with them how fulfilling that expertise for the White House or EOP would benefit their organization.
- (2) If that organization is not already approved by OPM, they would need to complete the proper applications to OPM to become approved.
- (3) Contact White House Office of Management and Administration for approval of the assignment.
- (4) Contact the White House Counsel's Office for the conflict of interest review. The IPA detailee will be an "employee" subject to the ethics laws.
- (5) Complete an IPA agreement, which requires among other things, a reason for the mobility assignment (stating the mutual benefit), a description of the position to be filled in the agency (including major duties and responsibilities), and an agreement as to who will pay the personnel costs of the assignment (either the home entity, the receiving agency through a lump sum, or a split of costs).

What possible institutions could provide IPAs to the White House? Which seem most likely candidates?

The Brookings Institution, for one, is an approved non-profit organization; it does extensive public policy research and has considerable expertise in public policy areas of concern to this Administration, probably extending from welfare reform to labor-management relations. As

an approved organization with expertise in important, relevant areas, they could be approached regarding a sharing of their expertise.

The Democratic Leadership Council (DLC) is not currently approved, but in light of its public policy orientation and research aspect would likely qualify for approval by OPM. They offer expertise similar to that of the Brookings Institution and may be willing to further their expertise through White House assignment of one or more professional staff members.

State and local governments can assign employees under the Act. The State of Texas might have an interest in loaning someone to the National Performance Review effort, or a city or state might benefit from having someone spend a rotation in the Intergovernmental Affairs Office dealing with Federal-State relations.

How does an organization go about becoming approved to provide IPAs in general?

In order for a non-profit organization to be certified by the Office of Personnel Management as "eligible to participate in a mobility program", they must submit a written request accompanied by copies of the following documents: (a) the articles of incorporation; (b) by laws; (c) evidence of non-profit status; and (d) "any other information describing the organization's activities as they relate to the public management concerns of governments...."

The request is sent to: Personnel Mobility Programs, Workforce Effectiveness and Development Group, Office of Personnel Management, 1900 E Street, NW, Washington, DC 20415.

How long does the approval process take? Can the approval process be accelerated?

According to the certification specialist at the Office of Personnel Management, certification can be completed in approximately 15 working days.

What are some specific examples of areas where the White House and outside organizations could benefit through the use of IPAs?

Political Affairs

Joint Center for Political Studies
League of Women Voters of the U.S.
Brookings Institution
Any university

Intergovernmental Affairs

National Council of State Legislatures
National Governors Association
Council of State Governments
Any state or local government

Presidential Personnel

International Personnel Management Association
Senior Executives Association

Public Liaison

American Association of Retired Persons
National Council on the Aging
National Business League
Any OPM-approved constituent organization

Ms. Judith Lombard
U.S. Office of Personnel Management
Personnel Mobility Program, Suite 1319
901 Stuart Street
Arlington, Virginia 22203

Dear Ms. Lombard:

I am writing to request a determination of the eligibility of the National Women's Law Center to participate in the mobility program under the Intergovernmental Personnel Act.

Attached are copies of the following items for the Center: (1) articles of incorporation, (2) by-laws, (3) evidence of status as a non-profit organization, and (4) other information describing the organization's activities as they relate to the public management concerns of governments.

Please let me know as soon as possible whether our organization is eligible to participate.

Thank you for your assistance with this matter.

Sincerely,

Women's Law & Public Policy Fellowship Program

6/21

To: office of First Lady
att: Nicole Kabner

Per your request.

Jude Snow Wolf

To Nicole

Date 7/14 Time 3:20

WHILE YOU WERE OUT

M. Judith Lombard
of _____

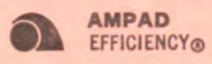
Phone 703-235-1343
Area Code Number Extension

TELEPHONED	<input type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CALLED TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
WANTS TO SEE YOU	<input type="checkbox"/>	URGENT	<input type="checkbox"/>

RETURNED YOUR CALL

Message re: Intergovernmental Personal Act.

Operator MG



23-023 CARBONLESS

Internal Revenue Service
District Director

Department of the Treasury

31 HOPKINS PLAZA
BALTIMORE, MD 21201

Date: DEC 15 1988

WOMEN S LAW AND PUBLIC POLICY
FELLOWSHIP PROGRAM
25 E STREET NW 4TH FLOOR
WASHINGTON, DC 20001

Employer Identification Number:
52-1297260
Contact Person:
M DAILEY
Contact Telephone Number:
(301) 962-9424

Our Letter Dated:
June 10, 1983
Caveat Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under Code section 501(c)(3) is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of such status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

District Director

CC: [unclear]

Date: 10 JUN 1983

Employer Identification Number:

Accounting Period Ending:
JUNE 30TH
Foundation Status Classification:
509(a)(1) & 170(b)(1)(A)(vi)
Advance Ruling Period Ends:
JUNE 30, 1988
Person to Contact:
TAXPAYER SERVICE DIV
Contact Telephone Number:
488-3100

THE WOMENS LAW AND PUBLIC POLICY
FELLOWSHIP PROGRAM
800 NEW JERSEY AVE NW
GEORGETOWN UNIVERSITY LAW CENTER
WASHINGTON, DC 20001

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) & 170(b)(1)(A)(vi), *

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section * organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section * status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

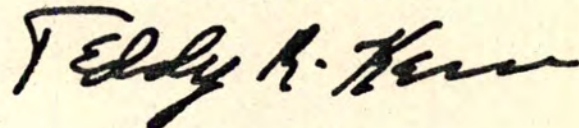
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

cc: GAIL M. HARMON - PCH
1725 I ST. NW
WASHINGTON, D.C. 20006

ARTICLES OF INCORPORATION

OF

The Women's Law and Public Policy Fellowship Program

TO: The Recorder of Deeds, D.C.
Washington, D.C.

We, the undersigned natural persons of the age of twenty-one years or more, acting as incorporators of a corporation, adopt the following Articles of Incorporation for such corporation pursuant to the District of Columbia Non-Profit Corporation Act:

First: The name of the corporation is The Women's Law and Public Policy Fellowship Program.

Second: The period of duration is perpetual and the corporation shall have no members.


Third: The corporation will be organized and shall be operated for the exclusively charitable and educational purposes of creating a fellowship program for recent law school graduates to work in government agencies, Congressional offices or non-profit organizations on programs concerned with legal and public policy issues affecting women. The corporation may also arrange for an issue-oriented educational program to supplement the fellows' work experiences. The corporation shall have the power to do all things necessary and proper to carry out its corporate purposes.

Fourth: No part of the net earnings of this corporation shall inure to the benefit of or be distributable to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this corporation shall be limited to reasonable amounts. No part of the activities of this corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation to an extent that would disqualify it for tax exemption under 501(c)(3), and this corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. All references to sections in these articles refer to sections of the Internal Revenue Code of 1954 as from time to time amended or to similar sections of subsequent Internal Revenue laws. Notwithstanding any other provision...

JAN 21 1983

FILED

BY



of these Articles or of any By-Laws adopted thereunder, this corporation shall not take any action not permitted by the laws which then apply to this condition.

Fifth: The internal affairs of the corporations shall be regulated by its Board of Directors as described in the By-Laws. Upon dissolution of the corporation, its assets shall be disposed of exclusively for the purpose of the corporation or distributed to such organizations organized and operated exclusively for charitable or educational purposes as shall, at the time, qualify as an exempt organization under Section 501(c)(3).

Sixth: The address including street and number of its initial registered office is 1725 I Street, N.W. Washington, D.C. and the name of the registered agent is Gail M. Harmon

Seventh: The number of directors constituting the initial Board of Directors are four, and the names and addresses, including street number, of the persons who are to serve as the initial directors until the first annual meeting, or until the successors be elected and qualified are:

NAME	ADDRESS
Judith Lichtman	Women's Legal Defense Fund 2000 P Street N.W. Washington, D.C. 20036
Marcia Greenberger	National Women's Law Center 1751 N Street N.W. Washington, D.C. 20036
Eleanor Holmes Norton	Georgetown University Law Center 600 New Jersey Avenue N.W. Washington, D.C.
Wendy W. Williams	Georgetown University Law Center 600 New Jersey Avenue, N.W. Washington, D.C.

The members of the Board of Directors shall be those individuals elected, from time to time, in accordance with the By-Laws.

Eighth: The names of the incorporators, including street and number in the address are:

NAME	ADDRESS
Cynthia Artis	1725 I Street N.W. Suite #506 Washington, D.C. 20006
Carolyn Knight	1725 I Street N.W. Suite #506 Washington, D.C. 20006

Dean Toustey

1725 I Street N.W.
Suite #506
Washington, D.C. 20006

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 14th day of January, 1983.

Cynthia A. Titus (Seal)

Carolyn Knight (Seal)

Dean R. Toustey (Seal)

NOTARY: *Anna Marie Sticca*

Subscribed and sworn before me this 14th day of January, 1983.

My Commission Expires July 31, 1987

BY - LAWS

of

The Women's Law and Public Policy Fellowship Program

Article I. Board of Directors

1. Powers and Duties

The Board of Directors is the governing body and ultimate authority of the Corporation including having all the powers and duties required to be exercised by the Board of Directors by any federal, state or district law governing the Corporation. The Board of Directors shall be responsible for selecting the fellows, and selecting the organizations in which they shall be placed.

2. Number, Selection and Tenure

The initial Board shall consist of five (5) members. The Board may be expanded to consist of up to seven (7) directors. Directors shall serve for three years, and shall elect their successors.

3. Pluralism and Diversity

The Board will seek to promote pluralism and diversity among its membership.

4. Resignation

Resignations are effective upon receipt by the Secretary of the Corporation of a written notification.

5. Meetings, Notice and Voting

Meetings shall be no less than twice a year at such times and places as the Board shall determine. Meetings may be called by the Chair or by a majority of the directors. Three days written or telephone notice shall be provided for meetings. A quorum shall consist of a majority of the Board. All decisions shall be made by majority vote of those present at a meeting at which a quorum is present, or without a meeting if every member of the Board gives written or oral consent to voting by mail ballot and if the action itself is approved unanimously.

6. Committees

The Board may appoint an Executive Committee which in the period between meetings of the Board of Directors shall have and exercise all the powers and duties of the Board. The Executive Committee shall consist of no more than three (3)

members, all of whom shall be Directors. The Board may appoint such other Committees from time to time as it deems advisable.

7. Conflicts of Interest

A conflict of interest may exist when the direct, personal financial interests of any director or officer competes with the financial interests of the Corporation. If any such conflict of interest arises with regard to a matter requiring action by the Board of Directors, the interested person shall call it to the attention of the Board of Directors and such person shall not vote on the matter.

Moreover, the person having such a conflict shall retire from the room in which the Board is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Board with any and all relevant information.

The minutes of the meeting of the Board shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote on the matter. When there is a doubt as to whether such a conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person concerning whose situation the doubt has arisen.

Article II. Advisory Board

1. Duties

The Advisory Board members shall be available individually or collectively to consult with the Board and to use their expertise to advise the Board of Directors from time to time on any matter at the Board's request.

2. Number and Selection

The Advisory Board shall consist of those persons selected by the Board of Directors from among outstanding individuals concerned with the mission of the Fellowship Program. The Advisory Board members shall serve as long as the Board of Directors requests, and may resign by written notification to the Board.

Article III. Officers

1. Powers and Duties

Each officer shall have the authority and responsibility normally attaching to the office except as limited by resolution of the Board of Directors.

2. Number, Selection and Tenure

The Corporation shall have a Chair, a Vice Chair, and a Secretary-Treasurer and such other officers as the Board of Directors shall determine. The same person may not hold the offices of Chair and Secretary-Treasurer. Officers shall be elected from time to time by the Board of Directors. An officer shall serve until his/her resignation or until a successor has been selected or until the office is abolished.

3. Resignation

Resignations are effective upon receipt by the Secretary of the Board of a written notification.

Article IV. Administration

1. Activities

All activities, undertakings, contracts and obligations shall be entered into, and all documents of any nature shall be signed, executed, verified, acknowledged and delivered by such officers, agents or employees of the Corporation and in such manner as from time to time may be determined and authorized by resolution of the Board of Directors.

2. Executive Director

An attorney shall serve as Executive Director and shall direct the daily operation and administration of the Corporation, including implementing the recruiting program, developing and coordinating placements, and monitoring the Fellows' program activities. The Executive Director shall be selected by the Board of Directors. The Executive Director shall be responsible for reporting to the Corporation on the use of funds given as part of the Fellowship Program, and on the progress made by the Fellows toward achieving the purposes for which the grant was made. Each year, upon the Fellows' completion of the Fellowship Program, the Executive Director shall make a final report describing the Fellows' accomplishments with respect to the fellowship grants and accounting for the funds received under such.

3. Selection of Fellows

Final selection and placement of Fellows shall be solely within the discretion of the Board. The fellowships must be awarded on an objective and nondiscriminatory basis. The Board will seek to promote pluralism and diversity among program recipients in selection and placement.

The group from which the Fellows are selected must be chosen on the basis of criteria reasonably related to the

purposes of the Women's Law and Public Policy Fellowship Program. These criteria shall include (but are not limited to) the following: prior academic record and coursework in law school; recommendations; candidates commitment to women's rights and public interest concerns; and conclusions which the Board might draw from the candidates' written statements and/or from a personal interview as to the individual's qualifications.

The Corporation shall retain records pertaining to all fellowships, which shall include all information the Corporation secured to evaluate the qualification of potential Fellows, identification of Fellows, specification of the amount and purpose of each fellowship grant, and any follow-up information which the Corporation obtains in complying with its record-keeping requirements.

Article V. Indemnification

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer, or employee in connection with any threatened, pending, or complete action, suit or proceeding to which s/he may become involved by reason of his/her being or having been a member of the Board, officer, or employee at the time such expenses are incurred, except in such cases as s/he is adjudged guilty of willful misfeasance in the performance of his/her duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such member of the Board, officer, or employee may be entitled.

Article VI. Amendment of By-laws

These By-laws may be amended by a majority vote of the Board of Directors, provided seven (7) days prior written notice is given of the proposed amendment or provided all members of the Board waive such notice.

Adopted: May 15, 1991

Spring - '95 first installment - check.

Women's Law and Public Policy Fellowship Program

Georgetown University Law Center
600 New Jersey Avenue, N.W., Suite 334
Washington, D.C. 20001
(202) 662-9650
Fax (202) 662-9444

Barbara
Crab.

662-9539

9070 Ave on
H.C.

March 1, 1994

Melanne Vermeer
Office of Hillary Clinton
White House
1600 Pennsylvania Avenue
Washington, D.C. 20500

Board of Directors
Eleanor Holmes Norton
Marcia D. Greenberger
Judith L. Lichtman
Susan Deller Ross
Wendy Webster Williams

Director
Susan Deller Ross

Director
Judy Lyons Wolf

Program Assistant
Denise A. Simmonds

Dear Ms. Vermeer:

The Women's Law and Public Policy Fellowship Program is inviting applications from private and public organizations, governmental agencies and Congressional offices to obtain the services of a paid lawyer-fellow for the period from September 1, 1994, through August 1995. The 1994-95 Women's Law Fellows have been selected for the fellowship by the Program in a highly competitive process. All are law school graduates who have a strong interest in women's rights and an excellent academic record; most have served on school law reviews and/or clerked for federal court judges. A more complete description of the Fellowship Program, including a statement of its purpose and nature, is enclosed. Please note that the Fellowship Program, rather than your organization, pays the fellow's stipend of \$25,000.

The Women's Law Fellow may be assigned to work only on legal and public policy issues affecting the status of women. Your organization need not be concerned solely with women's rights issues, but the fellow must work exclusively on such issues. The fellow must also be directly supervised by an attorney working in your office for the entire fellowship year.

The following information should be included in an application for a Women's Law Fellow:

- 1) a detailed description of the work the Women's Law Fellow would undertake, including each separate project you envision;



- 2) a description of your organization's purpose, general method of operation, and work, including your tax status and classification under the Internal Revenue Code;
- 3) if your organization engages in any legal work, a description of the general nature of the different kinds of legal work the office engages in (e.g., litigation, amicus briefs, lobbying on legislation, writing newsletters on legal developments);
- 4) if the fellow will be representing clients, a description of the organization's professional liability and malpractice insurance and a statement indicating the fellow's eligibility for its coverage;
- 5) a list of all personnel in the office the fellow would be working in, including their title and profession, whether they work full-time or part-time, and what their role would be vis-a-vis the fellow;
- 6) a description of the office workspace and the computer the fellow would have, including whether it is a separate office and computer, or whether it would have to be shared with others; if so, how many other people will share the space and computer;
- 7) a description of the vacation policy for attorneys in your office;
- 8) a description of your office environment and atmosphere, including its desirability for women attorneys and for women in general;
- 9) your most recent annual report; and
- 10) a statement as to whether the necessary funding is now in place for all positions described for number 5 above, and for any work the fellow would undertake. If not, please provide details on how and when you anticipate funding, and when you will know whether you have secured the necessary funding.

The only financial requirement for each placement organization is that it reimburse the Fellowship Program for the cost of the fellow's participation in the Program's health insurance plan. Over the past several years, health insurance has cost approximately \$1,800 for the year.

Other requirements for the placement include providing legal supervision for the fellow's work, releasing the fellow for fellowship programs and seminars, and agreeing not to use fellows for clerical and support staff tasks. Your application should include an express statement that you meet all requirements for receiving a Women's Law Fellow stated in this letter.

In addition your proposal should include an indication of your willingness to have an African Woman's Fellow on your staff for six months, June-November 1995. We have a new program for selected attorneys from Ghana, Tanzania, and Uganda who come to Washington for sixteen months. The first ten months are spent obtaining a Master of Laws degree at Georgetown and the final six months are spent doing advocacy work on women's issues with an organization. One factor in selecting a work placement for the African women will be the presence of a Women's Law Fellow already at work at an organization who can facilitate the orientation process. Since you are applying for a Women's Law Fellow, we are interested in also knowing of your interest in having an African Fellow. These Fellows will already have health insurance so you will not have any additional financial requirement.

All applications for a Women's Law Fellow should be submitted on or before Friday, April 15, 1994. Early applications are encouraged. Decisions will be made in June 1994. A total of seven placement organizations will be selected for the 1994-1995 year.

Thank you very much for your cooperation. If your organization is unable to use a Women's Law Fellow, we urge you to pass this information on to any organization that may be interested in the Program.

Sincerely,

Susan Deller Ross
Susan Deller Ross
Director

Judy Lyons Wolf
Judy Lyons Wolf
Director

Enclosures

THE WHITE HOUSE

WASHINGTON

May 31, 1994

MEMORANDUM FOR EVELYN LIEBERMAN
OFFICE OF THE FIRST LADY

FROM: PATSY L. THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

SUBJECT: Eligibility for Intergovernmental Personnel Act Mobility Program

The attached memorandum briefly outlines the Intergovernmental Personnel Act (IPA) and how to go about arranging for an individual from an eligible non-profit organization to work in an agency of the federal government under the act.

One of the first steps in this process is for the Office of Personnel Management (OPM) to make a determination of eligibility, as outlined in the IPA. To accomplish this step, the organization needs to submit a letter to OPM requesting such a determination; copies of the following items should accompany the letter: (1) articles of incorporation, (2) by-laws, (3) evidence of status as a non-profit organization, and (4) "any other information describing the organization's activities as they relate to the public management concerns of governments . . ."

The letter and accompanying materials should be directed to:

Judith Lombard
U.S. Office of Personnel Management
Personnel Mobility Program, Suite 1319
901 Stuart Street
Arlington, Virginia 22203.

Also attached is a draft of the letter that should be sent to OPM; please contact me if you have any questions.

THE WHITE HOUSE

WASHINGTON

June 29, 1994

903/235-1343

Ms. Judith Lombard
U.S. Office of Personnel Management
Personnel Mobility Program, Suite 1319
901 Stuart Street
Arlington, VA 22203

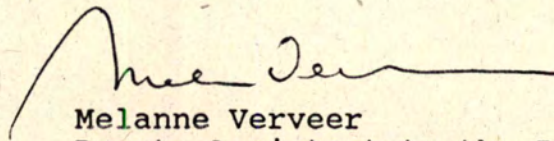
Dear Ms. Lombard:

I am writing to request a determination of eligibility of the Women's Law & Public Policy Fellowship Program to participate in the mobility program under the Intergovernmental Personnel Act.

Attached are copies of the following items for the Program:
1) articles of incorporation, 2) by laws, and 3) evidence of status as a non-profit organization.

Please let me know as soon as possible whether this organization is eligible to participate by calling me or my assistant, Nicole Rabner, at 202/456-6266. Thank you for your assistance with this matter.

Sincerely,



Melanne Verveer
Deputy Assistant to the President
Deputy Chief of Staff
to the First Lady

organiz.

employees
going to gov

not
returning

Fellowship -

public management purposes

July 14, 1994

MEMORANDUM FOR PATSY THOMASSON
SPECIAL ASSISTANT TO THE PRESIDENT FOR
MANAGEMENT AND ADMINISTRATION

FROM: MELANNE VERVEER, NICOLE RABNER
OFFICE OF THE FIRST LADY

RE: Women's Law & Public Policy Fellowship Program

Per your recommendation, we sent the attached letter (as well as the required material) to Judith Lomard at OPM requesting a determination of eligibility for the Women's Law & Public Policy Fellowship Program to participate in the mobility program under the Intergovernmental Personnel Act. Ms. Lombard has since contacted us to explain that the fellowship program is not eligible.

As you know, we are hoping to accept a fellow in our office for the academic year 1993-1994, but are required, under the rules of the fellowship program, to pay for the fellow's health insurance while she is stationed here. The approximately \$1800 for the health insurance would not be billed until the spring of 1995; however, we need to know whether it is possible to get the funding before the fellow begins here, in September.

Please contact us at x66266 to let us know whether it will be possible to secure this money, so that we can let the fellowship program know of our plans. They are eager to find an alternative placement for the fellow, if it is not possible for us to accommodate the health insurance requirement. Thanks for your help.



United States
**Office of
Personnel Management**

Washington, D.C. 20415-0001

In Reply Refer To:

Your Reference:

JUL 18 1994

Ms. Melanne Verveer
Deputy Assistant to the President
Deputy Chief of Staff to the First Lady
The Old Executive Office Building
Washington, DC 20503

Dear Ms. Verveer:

This is in reply to your request for an eligibility determination for the Women's Law and Public Policy Fellowship Program to participate in the Intergovernmental Personnel Act (IPA) mobility assignment program.

The primary purpose of the IPA mobility program is to authorize the temporary assignment of employees between Federal agencies and State, local and Indian tribal governments, institutions of higher education on other eligible organizations. The IPA was amended in 1978 to provide for the participation of the following categories of organizations:

- (A) a national, regional, State-wide, areawide or metropolitan organization representing member State or local governments [e.g. National League of Cities];
- (B) an association of State or local public officials [e.g. U.S. Conference of Mayors];
- (C) a nonprofit organization which has as one of its principal functions the offering of professional advisory, research, educational, or development services, or related services, to governments or universities concerned with public management.

Category "(C)" was added to the IPA to provide for the participation of such organizations as the Academy for Contemporary Problems, the Joint Center for Political Studies, the National Institute of Public Management, and the National Academy of Public Administration. [These four organizations are cited in the amendment's legislative history.]

In order to meet IPA mobility program eligibility requirements, a nonprofit organization must, as one of its principal functions, offer public-management related services directly to governments or universities.

Under IPA mobility program eligibility criteria, public management includes:

1) Policy management

- the identification of needs, analysis of options, selection of programs and allocation of resources on a jurisdiction-wide basis.

2) Resource management

- the establishment of basic administrative support systems of programs such as budgeting, financial management, procurement and supply, and personnel administration.

3) Program management

- the implementation of policy or daily operation of agencies carrying out policy along functional lines (education, law enforcement, etc.).

The Articles of Incorporation of the Women's Law and Public Policy Fellowship Program state the program's purpose as follows:

The corporation will be organized and operated for the exclusively charitable and educational purposes of creating a fellowship program for recent law school graduates to work in government agencies, Congressional offices or non-profit organizations on programs concerned with legal and public policy issues affecting women.

To meet IPA eligibility requirements, the public-management related services must be offered directly to **governments or universities**, rather than to some other constituency.

Information submitted with your request does not support a conclusion that the Women's Law and Public Policy Fellowship Program has, as a principal purpose, the offering of **public-management related** services **directly** to governments or universities as outlined above.

It is our determination that the **Women's Law and Public Policy Fellowship Program** is **not** an eligible organization under IPA mobility program requirements.

In addition, for personnel from the organization to be eligible for mobility assignments, they must meet the definition of "employee."

Melanne Verveer

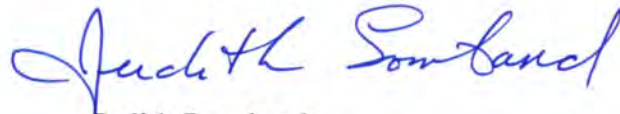
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"Employee" means ... an individual employed for at least 90 days in a career position with a State, local, or Indian tribal government, institution of higher education, or other eligible organization.

It is our determination that recipients of the Women's Law and Public Policy Fellowship Program one year grants do **not** meet this definition of employee.

If you have questions, or if there is additional information you wish to have us consider, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Judith Lombard". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Judith Lombard
Personnel Mobility Program