



AFP Eastern Iowa Board Policy Manual

Table of Contents

Contents

Acknowledgement Statement _____	3
AFP Member Fair Behavior Policy _____	4
Board Member Attendance _____	5
AFP Board Attendance Record _____	6
Chapter Budget Policy _____	7
Chapter Email Policy _____	7
Mailing List Policy _____	8
Check Writing Policy _____	9
Committee Structure Policy _____	10
Conflict of Interest Policy and Nondisclosure Agreement _____	12
Financial Review/Audit Policy _____	13
Financial Statements and Closing the Fiscal Period _____	13
Maximum Lifetime Service Policy _____	14
Officer Terms _____	14
Reserve Policy _____	15
Investment Policy _____	16
Introduction _____	16
Investment Committee _____	16
Scholarship Policy _____	16
Speakers Policy _____	17
Sponsorship Policy _____	18
Voting Policy _____	19
Whistleblower Protection Policy _____	20

Acknowledgement Statement

This is to acknowledge that I have received and thoroughly read the AFP Eastern Iowa Chapters' Administrative Policy and Procedure Manual. I have asked for and received to my satisfaction an explanation of anything I did not understand.

I further understand that this manual is a guide and that from time to time, changes both oral and written, may be made by the Executive Board to update or clarify these guidelines. In addition, I understand that the AFP Eastern Iowa Chapter maintains the exclusive right to alter, amend, modify, eliminate, add to, interpret and apply the guidelines outlined in this manual, as well as the Organization's business, operation and employment practices as management believes necessary or expedient in furthering the interests of the Organization.

I understand that the AFP Eastern Iowa Chapter maintains sole responsibility for interpreting all policies, procedures, rules, and benefits.

Any statements to the contrary, unless in writing and signed by the Board President are disavowed by the Organization and should not be considered valid by any member.

This manual was developed in 2010 and will be reviewed and updated as needed by the AFP Eastern Iowa board on an annual basis.

Further, I understand that this Administrative Policy and Procedure Manual dated May 2011 supersedes any and all administrative policies previously issued.

Date

AFP Eastern Iowa Chapter
Member Signature

Print Name

AFP Member Fair Behavior Policy

AFP and its chapters are committed to providing an environment that is free of discrimination and/or harassment. AFP and its chapters prohibit harassment on their premises and in connection with activities (locally or traveling on association/chapter business) -- whether committed by staff, volunteers, officers, or by third parties. Discrimination or harassment will not be tolerated and constitutes behavior unbecoming of a member.

No AFP member or officer may threaten or insinuate, either explicitly or implicitly, that an individual's submission to, or rejection of, sexual advances will in any way influence any decisions regarding that individual's employment; wages; advancement; membership, board, or officer status; assigned duties or any other condition of employment or career/membership development. An individual's submission to, or rejection of, sexual advances shall not be used as the basis for employment or membership decisions concerning the individual.

Other harassing conduct on association or chapter premises and at association or chapter functions, or in connection with chapter activities that creates an offensive and hostile environment, whether it is in the form of physical or verbal harassment, and committed by any member or staff, is also prohibited. This includes, but is not limited to, repeated offensive language or conduct, unwelcome sexual flirtations, advances, propositions, stalking, continued or repeated verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and the display of sexually suggestive or other offensive objects or pictures.

Unlawful discriminatory treatment which is found to be based upon an individual's race, ethnicity, age, religion, sexual orientation or other legally protected characteristic is also strictly prohibited. Discrimination and/or harassment can occur with a single incident or through a pattern of behavior. Discrimination and/or harassment can result from a broad range of actions, which may include but are not limited to: physical or mental abuse, racial insults, derogatory ethnic jokes, unwelcome verbal or physical conduct regarding race, color, religion, national origin, sex, sexual orientation, age or disability.

Any association or chapter employee, volunteer, or member who believes that they have been subjected to harassment may -- but are not first required to -- tell the offender that his or her behavior is unwelcome and ask that it stop. In cases where the individual may feel uncomfortable confronting the alleged offender, the individual should report the matter to the Chapter President or to the President & CEO of AFP. Any association or chapter employee, volunteer, or member who has experienced an incident of sexual or other unlawful harassment or discrimination must promptly report the matter to the Chapter President or the President & CEO of AFP. Such internal complaints are investigated promptly. If the objectionable behavior involves an individual outside of the chapter -- from AFP (a member, board member, volunteer, officer, or staff member) -- then the matter should be reported solely to the President & CEO of AFP. If the objectionable behavior involves the President & CEO of AFP, then the matter should be reported to the Chair of the Board of AFP.

A Chapter President is required to notify and consult with the President & CEO of AFP in connection with reports of harassment or discrimination at the chapter. Any individual with questions about the internal process or concerns about possible harassment or discriminatory treatment is urged to seek appropriate consultation with the AFP President & CEO. No individual will suffer retaliation, reprisal or intimidation as a result of reporting an incident or behavior in good faith. Individuals who fail to follow this procedure may not only lose the opportunity to address their concerns, but may also forfeit certain legal rights, if applicable. The association maintains confidentiality in these investigations to the extent feasible and consistent with an effective investigation and resolution, and enforcement of this policy.

Persons determined to have committed acts of harassment against an AFP member, employee, or volunteer may be subject to discipline up to and including removal from chapter and AFP office, termination of employment with the Chapter, and/or revocation of AFP membership. Depending on the nature of the matter, individuals alleged to be involved in harassing or discriminating behavior may be removed from association and chapter involvement pending the resolution of the investigation.

Board Member Attendance

Purpose:

This policy and procedure establishes guidelines for attendance.

Procedure:

- A. The AFP Eastern Iowa Chapter expects all Board Member to report to meetings regularly and on time.
- B. Three unexcused or unexplained absences at board meetings may require removal from the board. An explanation of being “unable to attend” is not considered sufficient or explained. Absences should be explained to the President, President-Elect or Secretary.

AFP Board Attendance Record

To be tracked by Board Secretary
(Adapt as Needed for Chapter Meetings)

Date: ___ / ___ / ___ Time: ___ : ___ am / pm Location: _____
(circle)

Subject(s): _____

Handout(s) Description (If Applicable): _____

Presenter Name(s) (If Applicable): _____

	Print Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Chapter Budget Policy

The fiscal year of the chapter is January 1 through December 31. The chapter will prepare and follow an operating budget as required by the Association of Fundraising Professionals Chapter Accord requirements. The chapter will budget on a cash basis.

At each monthly meeting, the Treasurer shall compile information including but not limited to year-to-date budget results, current income and expenditures. Projected/anticipated income and expenses for the remainder of the fiscal year will be provided upon request of any board member. This information shall be presented to the board with a vote of acceptance of the report at each meeting.

Each committee chair and board member who has primary responsibility for a function, program, committee or event that incurs expenses or generates income shall submit a proposed budget to the Executive Committee.

The Treasurer shall be involved in preparing a draft budget for consideration by the board at the monthly meeting in the month immediately preceding the end of the chapter's fiscal year. The Treasurer shall adjust the budget based upon comments and recommendations. A final proposed budget shall be presented for approval at the first full board meeting in the new fiscal year. A majority vote of the full board must be received to approve the budget.

The Treasurer will forward a copy of the approved budget to the Chapter President to forward to the Association of Fundraising Professionals headquarters prior to January 15 to ensure the chapter remains in accord.

AFP Eastern Iowa will not opt to work on an accrual basis unless there is a future paid position familiar with accrual based accounting methods.

Chapter Email Policy

Purpose

This policy is designed to address and manage the number of advertising and marketing emails (referred to as "eblasts") that are distributed by the Eastern Iowa Chapter as well as manage incoming requests to distribute emails via Eastern Iowa Chapter's email distribution list.

All emails sent to all members and friends of the chapter shall be monitored by the communication committee to ensure appropriate contact numbers.

The chapter's goal is to streamline chapter communications and not overwhelm members with emails to the point that they are no longer reading any AFP communications. It is understood that in special circumstances, with the approval of the communication/public affairs/outreach committee chair, additional communications beyond the parameters of this policy can be distributed when necessary and appropriate.

Definitions

An "eblast" is any advertising or marketing email sent to more than 50% of members and related to chapter products or services, or related to products or services marketed to AFP members through a partnership or other relationship.

AFP Eastern Iowa will maintain email lists that include:

1. Chapter members
2. Chapter friends who have indicated interested in staying up to date on chapter activities

One of the services provided by email by AFP Eastern Iowa is job postings. The current rate for job postings is \$50 per position for two months for AFP members and \$125 per position for two months for non-AFP members. This posting service includes one dedicated eblast to the AFP Eastern Iowa members and friends, as well as posting on the AFP Eastern Iowa website. AFP Eastern Iowa will honor self-reporting of AFP membership status in setting this service rate when requests for job postings come from outside of the chapter service area.

AFP Eastern Iowa will comply with all email marketing laws by immediately and permanently removing emails receiving chapter information upon the recipient's request. The current AFP Eastern Iowa email service, Constant Contact automates this process. If AFP Eastern Iowa ceases to use Constant Contact in the future, all applicable marketing laws will still be complied with.

Requests to access our membership will be handled as follows:

- The communication chair will share the request with the President and President Elect for the review, approval and feedback.
- To gain approval, information must be consistent with AFP's mission, falling into at least one of the following core activities: education, training, mentoring, research, credentialing, or advocacy.
- AFP Eastern Iowa and Mid America Conference announcements are the highest priority communication items and will always be placed in the body of emails.
- Other informational updates will generally be placed in the sidebar of other chapter email announcements with links to additional information for those interested.
- All e-mail communications to members will be sent from the AFP Eastern Iowa Chapter communication chair. Members' email addresses will remain confidential and will not be sold or shared for any other purpose than the Mid-America Conference, which AFP Eastern Iowa is associated with.

Email Distribution Recommended Practices

- The regular member e-newsletter will be distributed quarterly or as advised by the Board to all members.
- The chapter will not send more than three all-member blasts every month. As above, this does not include regular email communications such as the chapter newsletter, etc.
- The chapter will not send email blasts on the same day as the regularly scheduled newsletter.
- The chapter will try to not have more than one blast per day, though this is allowed if the targeted groups are completely different.

Mailing List Policy

The Eastern Iowa Chapter of the Association of Fundraising Professionals hereby establishes policy with regards to the sharing of its member contact information.

- The chapter will never authorize release of the email addresses, phone/fax numbers of members to outside organizations for any purpose. For purposes of this policy, the Mid America Conference of which the chapter is a member, is not considered an outside organization.
- The chapter will abide by the legal requirement to respect all "do not mail" and "do not email" restrictions as coded in the AFP IHQ database and shall not include these members on any mail/email lists.
- The chapter mailing list and contact information shall be periodically downloaded, updated and maintained by a designated member of the executive committee.

- The chapter will share other AFP chapter event information, as well as other fundraising related event information, with its members as its own communication space and time allows. The chapter will not send dedicated communications for non-AFP events so as to not overwhelm members and friends with too much information.

Check Writing Policy

All expenses incurred on behalf of the AFP Eastern Iowa Chapter (AFPEIC) must be approved PRIOR to purchases. This process allows the AFPEIC to prepare for its cash flow needs and make adjustments as necessary for unbudgeted expenses.

Purpose of Chapter checking account. The Chapter's checking account is used in the management of the Chapter's ongoing financial operations. The account may be held at any federally insured financial institution selected by the Board of Directors. The President, President-Elect, Secretary and Treasurer are the only board members with the authority to open and close monetary accounts as needed to facilitate the chapter's needs. Two officers for opening and closing accounts is strongly recommended.

Location of Chapter checkbook. The checkbook will be physically located with the Treasurer. It must be locked and secured when not in use.

Identity of signators. Signators on the account are the President, President-Elect, Secretary and/or Treasurer/Assistant Treasurer. Signature cards will be amended at the beginning of each calendar year, preferably during the month of January.

Number of signatures required. Two signatures are required on all checks over \$500.00 – Whenever possible, the Chapter Treasurer/President will provide one of the two signatures required.

Processing of checks. Checks may be processed when accompanied by a check request form or expense approval form and one of the following documents: a) a vendor invoice or purchase order, b) a written receipt (to reimburse a Chapter member who has handled an expense on behalf of the Chapter), or c) a completed order form (for ordering of name badges, supplies, etc. on behalf of the Chapter). Payment will be made in 30 days or less with proper documentation.

Check requests for expenses associated with the Conference on Philanthropy or National Philanthropy Day[®] must first be signed by the Chair of the event before being processed.

Approval of budgeted and unbudgeted expenses. A hierarchy of approval must be created within the chapter.

- All unbudgeted expenses of \$250 to \$499.99 must be approved by the Executive Committee, with unbudgeted expenses of \$500 or more approved by the entire Board of Directors.

The Treasurer is prohibited from reimbursing any expenses or paying any invoices for which there is not appropriate documentation.

In the event of a need to reimburse the Treasurer, the check shall be issued by the Assistant Treasurer or Chapter President.

Segregation of Duties. The Chapter Treasurer shall be the primary processor of all AFP financials. The Assistant Treasurer or other chapter officer may backup the Treasurer when needed. The Assistant Treasurer should balance the monthly bank statements each month.

Committee Structure Policy

The Eastern Iowa Chapter of the Association of Fundraising Professionals (AFP) hereby establishes policy with regards to committee structure, appointment of committee chairs, and committee meetings.

Standing Committees

In addition to the Executive and the Nominating Committees required by the Chapter Bylaws, the chapter shall have available the following standing committees and charges:

- Membership
 - Prepare and execute a membership recruitment plan
 - Prepare and execute a membership retention plan
 - Develop a program to welcome new members and encourage their participation in chapter activities
 - Promote social opportunities for members to supplement programming activities
- Education/Program Development
 - Develop programs that respond to the educational needs of chapter members and others in the community
 - Prepare and execute a plan for regular chapter programs
 - Encourage involvement of members in chapter programming
 - Educate chapter members on certification and identify members who qualify for the certification process;
 - Maintain an updated list of Chapter CFRE's and ACFREs and recognize them at meetings
 - Recognize new ACFREs and CFRE's
- Communications/Newsletter
 - Coordinate preparation of all printed materials to ensure consistency in use of logo, chapter name, presentation of chapter mission and goals, etc.
 - Prepare regular updates and other communications for chapter members and prospects
 - Develop a list of local and regional media representatives, and build relationships with members of the media
 - Place articles in chapter publications that will assist chapter members by keeping them informed on AFP International programs, policies and services
 - Consider development of a chapter newsletter
- Foundation Development Chair/Every Member Campaign
 - Educate chapter members about the activities of the AFP Foundation for Philanthropy
 - Conduct the chapter's Every Member Campaign
 - Provide recognition to chapter donors
- National Philanthropy Day®
 - Develop and execute a plan to promote and market the NPD event within the community
 - Facilitate annual AFP Philanthropy honoree nomination solicitation, honoree selection and formal program as part of National Philanthropy Day® celebration

Committees may be made inactive at any time as needed by a majority vote of the board of directors.

Additional Committees

The Chapter Board of Directors may establish and appoint other committees as needed, and in accordance with policies and procedures adopted by the Board.

Committee Chair

The Chapter President shall appoint all committee chairs for the ensuing year within a reasonable time after the annual meeting of the board of directors. Committee Chairs may be members of the Chapter's Board of Directors, but Board membership is not a requirement, and committee members may be anyone from within the chapter. If the Board of Directors charters a new committee by resolution at a meeting other than the annual meeting of the board of directors, the board president shall appoint its chair at the time the committee is chartered or within a reasonable time after that board meeting.

Committee Meetings

Meetings of the committees of the Chapter may be called by the respective chairs thereof or by any two (2) members of the committee. All committees should ensure minutes are recorded. At all meetings of any committee, a majority of the members of the committee shall constitute a quorum for the transaction of business, and the act of a majority of the members of the committee present at any meeting thereof at which there is a quorum, shall be the act of the committee, except as may be otherwise specifically provided for by the Bylaws.

Conflict of Interest Policy and Nondisclosure Agreement

All members of the Board of Directors, and staff designated by the Chair of the AFP Eastern Iowa Chapter, shall be subject to this conflict of interest and nondisclosure policy. Any action by such individuals in violation of these requirements shall not be permitted unless the Board of Directors of the AFP Eastern Iowa Chapter expressly approves a waiver of specific provisions for specified circumstances.

A. Conflict of Interest

- i. Members of the Board of Directors and staff must always, during the course of services for the Association of Fundraising Professionals (AFP), and the AFP Eastern Iowa Chapter (the Chapter), reflect the highest standards of ethical behavior, integrity and public responsibility.
- ii. The Chapter recognizes the inherent right of members of the Board of Directors and staff to engage in outside interests and private enterprise, and the Chapter does not wish to impede these activities. However, to the extent that such outside interests may affect a transaction in which AFP and/or the Chapter is or may be involved, there is potential for an actual or perceived conflict of interest. Since AFP and the Chapter have a legal obligation to avoid private inurement, self-dealing and misuse of member funds and assets, it is the policy of AFP and the Chapter to avoid all such actual or potential conflicts of interest.
- iii. A transaction between AFP or the Chapter, and members of the Board of Directors and staff, or related entity, is acceptable provided that all material facts have been disclosed and, except in the case of a charitable gift, the terms, conditions and consideration involved are commercially fair and reasonable. Any proposed activity or transaction which presents or may be a conflict of interest, shall be presented to the Chair of the Chapter or his/her designee and approved, in advance, by the board.
- iv. All members of the Board of Directors and staff will be asked to sign this document upon the beginning of their service with the Chapter.

B. Nondisclosure

- i. I agree that any information disclosed to me by members or staff of AFP, the Chapter, or by third parties, in connection with my membership on the Chapter Board or employment by the Chapter, will be considered privileged and confidential, including all such information relating to individual AFP members, any actions to establish, amend or implement AFP and Chapter operations, policies, plans, goals, objectives, and discussion by AFP members, AFP and Chapter staff, and third parties regarding these subjects.
- ii. Confidential information shall not include information previously known to me, the general public, or previously recognized as standard practice in the field.
- iii. I agree that I will hold all such privileged and confidential information in confidence during my lifetime, and will not use or disclose such information except as may be authorized by AFP and/or the Chapter, and will make my best effort to prevent its unauthorized disclosure. I acknowledge that unauthorized disclosure could cause irreparable harm and significant injury to AFP, the Chapter, and AFP members. I agree that upon request, I will return to AFP or the Chapter, as appropriate, all written or descriptive matter supplied by AFP and the Chapter, including committee agendas, minutes, and supporting documents.

I have read this Conflict of Interest and Nondisclosure Agreement and agree to its terms.

NAME

DATE

Financial Review/Audit Policy

The chapter will conduct an annual financial review or audit, to be completed within 120 days of the fiscal year's end. At any time where a change in the chapter administration of the finances occurs, a review/audit will be conducted.

A report on the results of the review/audit will be sent to AFP International by the date required per the Affiliation Agreement**. The President-Elect reports the results of the financial review/audit to the membership in an expedient manner following completion of the review.

- The purpose of conducting timely financial reviews/audits is to protect the assets of the Chapter, thereby limiting the liability of the Board members. The greater the assets, the greater the need for professional review.
- Each chapter has signed an affiliation agreement with AFP. Item 5 in the Agreement: *Annual Report and Chapter Audits*. Chapter agrees to file an annual report and audit (or financial review) with AFP, consistent with AFP policies and procedures, on or before the date specified by AFP, which report shall include any changes in the articles and bylaws, together with such other information as AFP shall in its sole discretion require. **Note:** At this time, chapters are not required to do an audit, but an annual audit is an effective financial practice. AFP will notify chapters well in advance of any policies that require a chapter audit.
- Financial reviews check for consistency in the general ledger, that bank deposits have been reconciled, and that the appropriate parties have received payments. Donors with gifts of greater than \$5000 (used for the 990) must also be maintained with correct contact information.
- The President-Elect as the Officer responsible for ensuring the review/audit, if the Chapter Treasurer is the sole manager of the finances.
- For US Chapters: Federal 990 and State Tax Filing Forms are due by May 15.

Financial Statements and Closing the Fiscal Period

Purpose:

Financial statements and related ratios are prepared each month to accurately reflect the fiscal status of the AFP Eastern Iowa Chapter.

Procedure:

The Treasurer prepares financial statements and written summary each month. The information is then distributed to the Board. Statements are generally due by the Board meetings either in person or conference call.

The Assistant Treasurer should balance the monthly bank statements.

The Treasurer will keep electronic or printed records of all statements and summaries. Electronic records backed up at a secondary location are generally recommended.

If possible via website or email outreach, the AFP Eastern Iowa board shall make its annual 990 form available to all members.

Maximum Lifetime Service Policy

The Eastern Iowa Chapter of the Association of Fundraising Professionals (AFP) hereby establishes policy with regards to the lifetime service of chapter board members. Maximum lifetime service is hereby amended to be in accordance with the “starting over” implemented by AFP International in 2008.

In accordance with the bylaws, the term of office for members of the board shall be one year.

Subject to the provisions of these bylaws regarding vacancies, no member shall serve more than a lifetime service of eight full terms (eight full *years*) in any combination of director roles, even if time elapses between terms of director service, except the president, president-elect and immediate past president.

Option 1: The term of office for all positions on the board shall commence on January 1. The total time served on the board will begin on the first day of service.

Option 2: The term of office for all positions on the board shall commence on January 1. In accordance with the new bylaws, current board members will be grandfathered into the eight year service maximum, and total time served will begin with the year of standardized bylaw adoption. For all new board members, the total time served on the board will begin on the first day of service.

No member shall serve more than four consecutive terms (four consecutive full years) in the same board designated position. Exceptions shall be considered for the Treasurer position. If such an exception is under consideration, swapping roles between Treasurer and Assistant Treasurer for a time shall be considered.

In order to maintain and ensure institutional knowledge and consistency within the chapter board, it is recommended no more than 25% of the board shall complete consecutive terms in a given year. In addition, the Nominating Committee will strive to provide a slate of candidates to fill the open slots on a rotating basis.

Example: If a board is 16 members, the board terms should ideally be structured so that four board members roll off every year and are replaced by four new members, providing new members the opportunity to learn from the senior members before their terms of service are done.

Officer Terms

Specifying Bylaws Section 2. Manner of Election. The officers shall be elected at an annual meeting of the membership, and shall serve one year terms, with a recommended two terms in each office, but may qualify for two additional one year terms after a minimum one year break in service, for a total lifetime service of four years in each office.

The Eastern Iowa Chapter of the Association of Fundraising Professionals (AFP) hereby establishes policy with regards to the term of service of Chapter Officers.

Definitions

Board positions considered “Officers” are defined as:

- President
- President Elect
- Immediate Past President
- Secretary
- Treasurer
- Vice President-Communications
- Vice President-Membership
- Vice President-Programming

Officer term policy language for two year terms

Chapter officers shall serve a one year term, with the option of renewing for a second term, only if approved by the Nominating Committee, Board of Directors and chapter membership. Approval for a second term is based on an evaluation of officers’ performance by the Nominating Committee utilizing a formalized board evaluation tool, previously approved by the Chapter Board of Directors.

The Chapter Nominating Committee shall identify the slate of officers through an annual nominating process open to all membership. The slate selected by the Nominating Committee is presented by the Nominating Chair to membership for approval.

The slate of officers is presented with the understanding that, following successful completion of the one year term, the President Elect will succeed the President and the President assumes role of Past President. There is no succession process regarding the Secretary or Treasurer.

The presidential succession is implemented only when an officer successfully attains performance measures identified by the Chapter Board of Directors and evaluated by the Nominating Committee. Criteria may include completing tasks and roles assigned for past chapter officer and director roles and approval of succession by chapter membership on a yearly vote. Chapters may add additional criteria relating to special regional circumstances and values of leadership.

Reserve Policy

The chapter will maintain a **minimum** target reserve balance in its checking account of 50% of the annual chapter budgeted revenue, including grants, which will be based on book value, not market value.

Reserve funds shall not exceed \$10,000. Balances in excess of this amount should be transferred to the operating fund to enhance chapter programming and membership value.

The chapter shall seriously making annual contributions to the reserve of 5% of membership revenue.

Reserves will be invested according to the chapter’s approved investment policy.

The Treasurer shall serve as the liaison between the board of directors and the investment firm(s).

Chapter reserves may only be used upon a two-third vote of the board of directors.

This reserve policy will be evaluated annually.

Investment Policy

Introduction

The policy prescribes the specific regulations under which the Investment Committee shall govern investment decisions of Chapter funds. Any recommendations to this policy should be directed to the Treasurer.

Investment Committee

- A. This committee shall consist of the Executive Committee of the Chapter
- B. The committee shall govern the assets of the Chapter that are available for investment.
- C. Investments held by the Chapter shall all be insured by governmental agencies (e.g. SPIC, FDIC, FSLIC, etc.)
- D. The Chapter's cash balances held in a checking account and used for daily operation of the Chapter shall be maintained such that the balance covers any related bank fees. Said bank fees are sometimes referred to as analysis charges. All short term cash holdings held by the Chapter in excess of the analysis charges shall be moved to a higher yielding, short term, liquid Money Market account.
- E. Under the direction of the Board of Directors, the committee may transfer cash holdings in the Money Market account into longer-term investments including, but not limited to, Certificates of Deposit.

Scholarship Policy

Purpose

The purpose of this policy is to establish the benefits and regulations pertaining to all scholarship programs offered by this chapter. The chapter offers scholarships to provide opportunities for participants to increase their professionalism, knowledge and skills by attending courses, conferences and workshops relevant to fundraisers offered locally, nationally and internationally.

Award Procedures

1. To be considered for an award, applicants must submit a completed application prior or on the published deadline
2. The Scholarship Committee will review all applications and make award decisions. Both winners and alternates may be selected. Every effort will be made to ensure there are no direct connections (i.e. same employer or board of directors) between applicants and review committee members.
3. Awards may be for the full amount requested or a portion thereof.
4. The Scholarship Committee Chair is responsible for notification of any award, with said notification to include the scholarship amount.
5. Payment of an award is conditioned on the recipient fulfilling the obligation for which the award is made. If an initial recipient cannot use the scholarship, it may be awarded to an alternate.
6. Payment of scholarship funds will be dependent on the type of scholarship being received. Each scholarship description must clearly state when and how the funds will be distributed to the winner.

The following scholarship opportunities are at the discretion of the Board on a yearly basis.

Chapter Meeting Scholarship: Any amount of scholarships to cover chapter meeting fees. As chapter meeting fees increase, the scholarship will increase to pay for the meeting. Deadline: 20 days before desired meeting

Chamberlain Scholarship: One scholarship of a registration fee to the AFP International Conference. The AFP Foundation for Philanthropy will directly pay the funds to AFP IHQ for registration. Recipients will be required to pay \$10. Deadline: Chapter reporting form and registration form due to IHQ by October 31 each year.

Membership Scholarship: (any number) scholarship(s) covering one year of AFP International membership fees. All membership scholarships should have some level of participation by the scholarship recipient. For example, this might be the recipient pays his or her own local chapter dues.

Recommendations for scholarship recipient criteria:

- Applicants must be employed by a 501(c)(3) nonprofit organization/registered charity with at least **50%** of the job devoted to development work.
- Preference may be given to chapter members.
- Only one individual from the same organization may be selected for any one award.
- Applicants must not have received any other AFP scholarships in the past twelve (12) months
- Applicants for the AFP International Conference scholarship must never have attended an international conference as a registered participant. Preference will be given to newcomers to the field of fundraising – especially those with less than 3 years of experience.
- Scholarship recipients for the AFP International Conference and for chapter event must submit an evaluation report about their experience following attendance at the class or conference.
- Membership scholarship recipients will be asked to commit to an additional year of membership upon receipt of their scholarship funds.

Speakers Policy

This policy will provide specific guidelines to for-profit and nonprofit vendors who wish to present educational programs to the membership of the Eastern Iowa Chapter of AFP. Vendors are defined as corporate entities who sell a product and/or service.

- Speakers who are vendors must refrain from overt marketing of their services or products from the lectern.
- Speakers may distribute their promotional materials before, during or after the luncheon or conference.
- Speakers are encouraged to have a display table in the room, with their promotional materials, and/or their published books
- The vendor is required to make advance arrangements, at the time of booking, with the Chapter in the event there is a need to coordinate shipping, receiving, storing or selling a vendor's materials/books.
- Financial support from a vendor of a conference or luncheon does not constitute permission to promote their services or products from the lectern.

- Any speaker may be required to sign a Speaker Acceptance Form (note: a sample acceptance form is included in this policy). The form specifically addresses four expectations:
 - The content of the presentation is accurate,
 - The presentation is an original work and will not infringe on any personal or property rights of any other person or organization,
 - The presentation will be educational in nature and will not include a sales pitch for any specific product or service,
 - The presentation does not contain any material that is slanderous, offensive, or disparages the products or services of any person or organization.

Breach of Policy

Speakers who violate the guidelines of this policy may not be invited to participate as a speaker in future AFP chapter activities. Speakers are encouraged to familiarize themselves with this policy and the AFP Code of Ethics (so as not to advocate a contradiction to any point therein).

Sponsorship Policy

The Eastern Iowa Chapter of the Association of Fundraising Professionals (AFP) hereby establishes policy with regards to advertising and sponsorship revenue.

Sponsorships may be solicited by the chapter as revenue for National Philanthropy Day[®] chapter luncheon meetings, conferences, web/audioconferences and any other events hosted by the chapter.

Before entering into any sponsorship agreement(s), the chapter will ensure that the agreement will comply with the principles set forth in the AFP Brand Protection Policy regarding sponsorships and collaborative relationships.

A written sponsorship agreement shall be completed for all sponsorships and signed by the sponsoring organization and the AFP Board of Directors or its designee. The agreement will include: sponsorship amount; named sponsorship giving level; contact information; applicable deadlines; list of benefits; and any applicable restrictions.

The following benefits may be offered to a sponsoring organization:

- Recognition in event program and/or chapter advertising (See notes below for tax implications of advertising)
- Time-limited website acknowledgment, with time limit based on specific sponsorship opportunity (note: someone from the chapter must be identified to remove the sponsor's name at the end of the appropriate time period.)
- Tickets to the sponsored event
- Recognition on signage at the event
- Recognition from podium at the event
- Recognition in the chapter newsletter and other chapter communications to members and the community
- One-time-use of the chapter's membership list, either through a set of mailing labels (names and addresses only) or through an e-mail message disseminated by the chapter, in accordance with the chapter's membership list usage policy.

Sponsorship benefits will be tiered according to sponsorship giving levels for a particular event.

Voting Policy

The Eastern Iowa Chapter of the Association of Fundraising Professionals (AFP) hereby establishes policy with regards to all methods of voting (in person, mail, electronic) on Chapter matters.

It is the intent of this policy to allow the chapter and its members a reasonable amount of flexibility and ease in voting, while ensuring adherence to chapter bylaws, and state (or Provincial) laws regarding voting by the members and board of directors of nonprofit corporations.

Member voting on all matters, EXCLUDING election of directors

Voting by eligible members on all matters, excluding the election of directors and officers, may be conducted in person, by mail, or electronic media provided to the extent permitted by the State of Iowa.

Votes of the Board of Directors

Voting by the Board of Directors at meetings of the board may be conducted in person or by electronic media to the extent permitted by the State of Iowa.

The Chapter President shall decide in advance of a vote what method, or combination of methods, shall be utilized in the compilation of votes on a particular issue.

Board votes taken outside a board meeting

Votes of the Board of Directors may be taken without a meeting of the board upon unanimous written consent of the board, and as allowed by state or provincial law.

In the State of Iowa, consent may be delivered by hand or mail, and/or (choose one according to state or provincial code):

- signed electronically (ex. electronic signatures)
- submitted electronically (ex. fax or email)
- signed and submitted electronically

All chapter officers are authorized to request a call for a vote between meetings. In the case of a vote by the board held outside a meeting, official notice of the vote must be made to all members of the board at least five (5) business days prior to the vote.

Election of Directors and Officers

Voting to elect directors and officers shall take place in person by written ballot or by electronic means. Only eligible Eastern Iowa Chapter members may participate in the vote.

Special elections

Special elections may be taken from time to time as needed, and as determined by the Chapter Board of Directors.

Voting by eligible members may be conducted in person, by mail, or electronic media provided however, that a single medium shall be employed for each vote, to the extent permitted by the State of Iowa.

Electronic voting

Electronic voting is defined as any electronic method, permitted by the State of Iowa, utilized to call, count and confirm an Eastern Iowa Chapter vote. Acceptable methods are: telephone, mobile phone, e-mail, website form, fax, voice mail, etc.

In the case of an electronic vote by the membership, official notice of the opportunity to vote must be made to all members at least 15 days prior to the vote. (**Note:** the bylaws dictate that special meetings require 30 days notice to members).

A reasonable timeframe for receiving electronic votes from the membership shall be given after official notice is given on the issue to be voted upon, after which a count of all the votes received shall be compiled.

(**Note:** the chapter may wish to indicate a time in which all votes must be cast – example: within 15 days of the notice)

Electronic votes received shall be honored as if the vote from that person was given in writing, and therefore, the electronic vote carries the same weight.

The Chapter President shall decide in advance of a vote if one or more electronic voting methods shall be utilized in the compilation of votes on a particular issue.

Whistleblower Protection Policy

The AFP Eastern Iowa Chapter (AFPEIC) prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, the AFPEIC has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any member who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Chapter President to allow the organization to investigate and, if applicable, correct the situation or condition.

If the Chapter President is involved or is believed to be involved in the matter being reported, members may, in the alternative, make a report to the AFPEIC's Chapter President Elect. The AFPEIC Board will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

"Financial wrongdoing" may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any member reports in good faith what the member believes to be a violation of the law and/or financial wrongdoing to the AFPEIC, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the AFPEIC policy that there will be no retaliation taken against the member.

Members are reminded of the importance of keeping financial matters confidential. Members with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Chapter President.