

CHAPTER RESERVE POLICY

Western New York Chapter

Revised: July 9, 2019

Adopted: _____

The chapter will maintain a minimum target reserve balance of 75% of the annual chapter budgeted revenue, including grants, which will be based on book value, not market value. The purpose of this reserve is to serve as an emergency fund

Reserve funds shall not exceed \$58,000 or 75% of the annual budget.

The chapter will make annual contributions to the reserve of 4% of excess budget net revenues.

Reserves will be maintained with the objective of preserving assets to cover operating expenses and realizing earnings in a way that allows for immediate liquidity to meet AFP WNY programmatic and operating needs.

The Treasurer shall serve as the liaison between the board of directors and the selected bank(s) or 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 every two years.

CHECK WRITING POLICY

Western New York Chapter

Revised: September 6, 2019

Adopted: _____

All expenses incurred on behalf of the Western New York Chapter must be approved PRIOR to purchases. This process allows the Western New York Chapter 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 FDIC-insured financial institution selected by the Board of Directors. *The President or Treasurer* are the only board members with the authority to open and close monetary accounts as needed to facilitate the chapter's needs.

Location of Chapter checkbook. The checkbook will be physically located at the AFP WNY Chapter Office, located at the United Way of Buffalo & Erie County, 742 Delaware Ave. Buffalo, NY 14209. It must be locked and secured when not in use.

Identity of signators. Signators on the account are the Chapter President and Chapter Treasurer. Signature cards will be amended at the beginning of each calendar year, or as needed.

Number of signatures required. A single signature for checks under \$500 and for any pre-authorized (through the budget) expenses. If unbudgeted, two signatures are required (see process below).

Processing of checks. Checks may be processed when accompanied by a check request form or expense approval form (**note:** a sample check request form is included at the end of this document) 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 Annual Conference or National Philanthropy Day must first be signed by the Annual Conference or National Philanthropy Day chair or co-chair before being processed.

Electronic Payments. There may be occasions where the Chapter may incur an expense or make a payment electronically, such as through a debit, ACH, or electronic check transaction. Examples might include payment of rent, insurance, and/or other regular expenses.

In these cases, all approvals and other requirements in this policy will also apply to these transactions. As no paper checks will be signed, the necessary approvals will be provided in writing by the appropriate parties in the form of an E-mail message, fax, signature on a check request form, or other similar device

Approval of budgeted and unbudgeted expenses. A hierarchy of approval must be created within the chapter. The Chapter Treasurer may approve any unbudgeted expenses of less than \$250. 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.

BEFORE incurring an unbudgeted expense, the appropriate documentation must be completed with the required signatures (number of signatures varies by level of expense). If this form is not received prior to spending, the WNY Chapter reserves the right to refer the vendor to payment from the individual who incurred the expense.

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



AFP WNY Check Request Form

Amount: \$ _____ Date: _____ Date Check Needed: _____

Payable to: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of the check: _____

Requested by: _____ Phone: _____ E-mail _____

Approved by: _____ AFP Officer Title: _____

AFP Treasurer's Authorization: _____

No payment can be made without this completed Check Request approved by the appropriate Board Officer and Treasurer.

Submit all invoices with check request. Allow three to seven days for processing.

(For NPD or Conference – the committee treasurer must sign this check request before submitting to AFP Office/AFP Treasurer)

National Philanthropy Day Check Request ---- OR ---- Annual Conference Check Request
(Additional authorization information –Check request must be signed before submitting to AFP for payment.)

Chair/Co-Chair Name: _____ Signature: _____

Please Choose: ___ NPD ___ CONF

Phone: _____ E-mail _____

Please allocate expense to account line _____ Date Submitted: _____

-----Accounting Use -----

Charge to account: _____ Budget item: () Yes () No

Check No: _____ Date _____ Mailed/Sent Date: _____

Send form and documentation to:

AFP WNY Chapter PO Box 535, Buffalo, NY 14209

Phone: 716-887-2655 Fax: 716-887-2770 Email: afpwny@afpwnychapter.org

CODE OF CONDUCT POLICY

Western New York Chapter

Revised: September 6, 2019

Adopted: _____

AFP WNY is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion. Sexual language and imagery are not appropriate for any membership venue or forum. We do not tolerate harassment of fellow members, colleagues, donors, volunteers, or community members in any form.

Harassment includes, but is not limited to:

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion;
- Sexual images in public spaces;
- Deliberate intimidation, stalking, or following;
- Harassing photography or recording;
- Sustained disruption of meetings, educational programming, or other events;
- Inappropriate physical contact;
- Unwelcome sexual attention;
- Advocating for, or encouraging any of the above behavior.

Members of AFP WNY violating this code of conduct may be sanctioned or expelled from AFP WNY membership without a refund at the at the discretion of the AFP WNY Board of Directors.

CHAPTER MAILING LIST POLICY

Western New York Chapter

Revised: September 6, 2019

Adopted: _____

The Western New York Chapter of the Association of Fundraising Professionals hereby establishes policy with regards to the sharing of its member contact information.

General Guidelines

- The chapter will never authorize release of the email addresses, phone/fax numbers of members to outside organizations for any purpose.
- 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 Manager in coordination with the VP External Relations shall coordinate all requests for mailing lists to ensure that there are no duplications or omissions. The VP External Relations shall be authorized to approve “content” of material to be mailed to the chapter mailing list and to forward questionable content to the Board of Directors for final approval. The chapter reserves the right to refuse any request for the chapter’s mailing list.

List Swap with Other AFP Chapters

- The chapter will “swap” lists with other AFP chapters who wish to promote their educational events as long as the event is not in conflict with a similar program that the chapter will offer within 60 days.
- The chapter will utilize the “swap lists” avenue to promote its programs to other chapters who have agreed to the reciprocal sharing of chapter mailing lists.
- There is no cost for AFP chapters with reciprocal agreements to share/swap lists

List Use by Other Entities

- The chapter will facilitate distribution to AFP WNY members on behalf of other approved groups (other AFP chapters, other local nonprofits, etc) who are on a list approved in advance by the Board of Directors. This list can be found in Appendix A of Chapter Policies.
- The Chapter Manager will share the request for use with the President and VP External Relations for review, approval, and feedback.
- Content must be consistent with AFP mission, supporting one of the following core activities: education, training, mentoring, research, credentialing, or advocacy.
- Once content has been provided and the approval process has taken place, the message will be sent by AFP chapter personnel on behalf of the group initiating the request. Requests from groups not on the approved list will be referred to the Board of Directors.
- All messages will include the following disclaimer: ***Association of Fundraising Professionals, Western New York Chapter is sharing this message for your information. AFP WNY does not endorse the product or organization that has supplied this transmission to our members.***

- In lieu of a rental fee, the organization originating the message will provide a discount code to AFP WNY chapter members.

Rental of Member Names by The Association

- The Association may, from time to time, rent the names of all AFP members in its database. In all instances, those renting the AFP mailing list do so on a “one use only” basis and must submit all materials for approval *prior* to receiving the list. All lists are for direct mail purposes only. List rentals contain mailing information only. Phone/fax and email addresses are not available. AFP WNY may wish to rent lists from The Association and will be charged a discounted rate of \$25 set up fee and .05 per name.
- The Chapter shall not rent the names of AFP WNY members.

APPENDIX A
MAILING LIST POLICY – APPROVED GROUPS

The chapter will facilitate distribution to AFP WNY members on behalf of other approved groups (other AFP chapters, other local nonprofits, etc) who are on a list approved in advance by the Board of Directors.

List of Approved Groups:

Leave-a-Legacy WNY

Public Relations Society of America, Buffalo Niagara (PRSA)

Young Nonprofit Professionals Network, Greater Buffalo (YNPN Buffalo)

SCHOLARSHIP POLICY

Western New York Chapter

Revised: September 6, 2019

Adopted: _____

Purpose

The purpose of this policy is to establish the benefits and regulations pertaining to all scholarship opportunities offered by this chapter. The chapter offers scholarships to provide opportunities for participants to increase 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 to the published deadline.
2. The relevant scholarship committee members will review all applications and make award decisions. Both winners and alternates may be selected.
3. Awards may be for the full amount requested or a portion thereof.
4. The Board Member responsible for individual scholarship review 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.

Scholarships Available.

The following scholarships are available, available each fiscal year:

Young Professionals Membership: Twelve-month scholarships will be awarded to up to ten individuals 30 years of age or younger. Recipients must participate as a member of a Chapter committee and be actively matched in the mentoring program.

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. Only one scholarship can be awarded to any member in a lifetime.

Chapter Scholarship: Additional scholarships of registration fee to the AFP International Conference may be provided as determined by the Chamberlain Scholarship review committee. The chapter will pay the early bird discounted registration rate to AFP IHQ on behalf of the individual.

CFRE/ACFRE Exam Scholarship: Scholarships of up to \$200 each will be awarded to up to ten AFP WNY members who have successfully achieved their initial CFRE or initial ACFRE certification.

Diversity Scholarship: Scholarship of a one-year membership to AFP WNY and a one-year flex pass for the corresponding year. Only one scholarship can be awarded to any member in a lifetime.

Application Criteria

Application criteria varies based upon the scholarship.

Determination Criteria

- Applicants must be employed by a 501(c)(3) nonprofit organization/registered charity with at least 50% of job duties devoted to development work.
- Preference will be given to members active in AFP WNY activities including but not limited to: chapter-led professional development initiatives, committee participation, event participation, and leadership.
- Applicants must not have previously received the requested scholarship.
- Additional information may be required by each individual program application.
- Young Professionals members must be first-time members of AFP WNY and aged 30 years or younger at time of application.
- Applicants for the Chamberlain Scholarship and/or the AFP International Conference scholarship must have never 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.
- CFRE/ACFRE exam scholarship will be awarded to individuals who have successfully passed their CFRE/ACFRE exam. Proof of passing grade will be required. Scholarship available up to 12 months following passing of exam.
- Diversity Scholarship applicants must meet at least one IDEA criteria.
- Diversity Scholarship applicants must be a new AFP member.

VOTING POLICY

Western New York Chapter

Revised: September 6, 2019

Adopted: _____

The Western New York Chapter of the Association of Fundraising Professionals (AFP WNY) hereby establish 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 New York State 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 email provided to the extent permitted by the State of New York.

Votes by the Board of Directors

Voting by the Board of Directors at meetings of the board may be conducted in person or by email to the extent permitted by the State of New York.

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 the State of New York.

In the State of New York, consent may be delivered by hand or mail, and/or signed and submitted electronically.

All chapter officers are authorized to request a call for 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 and by written ballot or voice vote at the chapter's annual meeting as provided in the AFP WNY bylaws.

Only eligible AFP WNY 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 email provided however, that a single medium shall be employed for each vote, to the extent permitted by the State of New York.

Electronic Voting

Electronic voting is defined as any electronic method, permitted by the State of New York, utilized to call, count and confirm an AFP WNY vote. Acceptable methods include email and electronic poll.

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. All votes must be cast within 15 days of the notice, unless it is a special meeting which requires 30 days' 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.

Proxy

Proxy voting is defined as authorizing another qualified member authorized to act on behalf of another member when they are unable to be personally present to vote. The proxy voting member must be a qualified voting member of AFP in good standing.

Voting may be conducted by proxy, and such proxies may be submitted in writing by mail or electronically.

CHAPTER COMMUNICATIONS POLICY

Western New York Chapter

Revised: November 5, 2019

Approved: _____

Purpose

The purpose of this policy is to define the AFP WNY Chapter's methods of communication; to whom those are delivered; and to ensure ethical and inclusive language and methods. For the purpose of this policy, communication is defined as the effective exchange of meaning or understanding in formal and informal communication.

Values

Open Communication - For the purpose of this policy, open communication is defined as complete, unambiguous and timely exchange of information. Communication about significant happenings must be thoughtfully planned and given sufficient priority. As a volunteer-led organization it is expected that all members are efficient and timely in their communication. Care should be taken to decide what requires formal communication and by whom, and what can be communicated informally. Significant information should display who has authorized its release and be released by all communication methods at the same time.

Ethical & Truthful - All communication must be truthful and ethical. The impact and consequences of communication determined in advance must be taken into account. Information provided to any one person should be also provided at the same time to all others involved or likely to be interested. The special communication needs of our diverse membership should be considered at all times, based on AFP WNY IDEA Principles. Mischievous communication (i.e. starting or spreading rumors known to be untrue) will not be tolerated. We are committed to communicating both good and bad news quickly, in advance if possible, even if the full impact of the decision or message may not be clear.

Feedback - Obtaining feedback and listening effectively are critically important for good communication. Effective communication will only come if communicators at all organizational levels seek out feedback and take appropriate action to ensure the intended meaning is passed on to the relevant audience. AFP WNY representatives should always be able to say what's on their minds without retribution. We are committed to acting on feedback, either with clarifying communication or relevant action.

Support by External Relations

The direction and management of this policy will be led by the Vice President of External Relations. The implementation of formal communication methods will be executed by the Chapter Manager with support from selected committee and board members as identified by the Vice President of External Relations. All AFP WNY Chapter representatives will make clear what information is available, provide that which is requested, offer regular communications, and actively seek feedback from the External Relations committee and others on the effectiveness of their communication.

Communication materials and support will be provided to AFP WNY representatives as appropriate.

Methods of Communication

Methods of communication include, but are not limited to:

1. Email - the electronic distribution of newsletters, notifications, and other information relevant to Chapter happenings. From time to time information from third parties may be distributed by email and will be done so in accordance with the Chapter Mailing List Policy. Best used for the mass distribution of information such as event notification or mass press release.
2. Social Media - the distribution of information, notification of events, and other information relevant to Chapter happenings through third party platforms such as Facebook, etc. Best used for highlighting member and industry activity, or to provide additional support to email communication.
3. Print Material - the distribution of information through print such as brochures, flyers, etc. Best used for providing detailed information about AFP, Chapter happenings, in support of Chapter events, etc.
4. In-Person - the exchange of information face-to-face, by phone, or video conference. Best used when information requires a discussion or an exchange of details that may require additional dialogue. The needs of the audience(s) should be taken into account when planning communication including how best to present (i.e. verbal, documentation, etc.) and method (i.e. in-person when able, telephone to accommodate for distance, etc.).
5. Visual - the exchange, conveyance or support of information by photography, graphics, video, or other visual media. Best used when supporting print, email, or social media; or as the primary mode of communication. All visual communications will reflect IDEA principles to the greatest ability possible and be reflective of the diversity this chapter strives for.

Integrating IDEA Principles

AFP WNY is committed to promoting an inclusive, equitable and accessible organization where every member, volunteer, staff and board members can realize their potential and have their contributions valued.

We recognize that Inclusion, Diversity, Equity & Access (IDEA) are central to our mission, and expect all organizational interactions to reflect IDEA Principles, including a demonstrated appreciation for different voices, active listening; open to disparate viewpoints and opinions, and facilitating dialogues among the diverse groups.

Abuse & Reporting

The abuse of any aspect of this policy, whether in person, by phone, online, or in any other space on behalf of the chapter will not be tolerated. Any instances of abuse should be reported to the Vice President of External Relations and/or the Chapter President, who will investigate the incident as appropriate. All complaints will be kept confidential to the greatest degree possible.