

QC CHAPTER 299 CHARITIES/DONATION STANDING RULE:

SYNOPSIS:

The Chapter's Board of Directors will set a fiscal year donation budget amount that is membership approved. A written request for a charitable donation will first be submitted and reviewed by the Charities/Donation Committee who will in turn forward same (with a recommendation) to the Board of Directors. The Board will review the request and vote to approve or disapprove. A recommended dollar amount will also be assigned during this process. The motion will then be presented to the Chapter membership for final action.

There are two (2) exceptions: "A" – exigent circumstances and "B" a standalone charitable event. Both are explained in the body of this standing rule.

INTRODUCTION:

Our Chapter is a very generous organization and we want to continue our legacy of helping veterans and giving back to the community. We also have significant expenditures with respect to our obligations in conducting Chapter business day-to-day. Therefore it is incumbent upon the Chapter's leadership to plan for and implement a financial strategy to ensure the fiscal survival of our Chapter through the coming years.

DETAILS & PROTOCOL:

The Chapter Board of Directors will set an annual Chapter donation budget that must be approved by a membership quorum. The donation budget will be based on past donation practices as well the current financial status and the financial outlook of the Chapter. Once the annual donation budget is exhausted, normal donations will be suspended or delayed until the beginning of the next fiscal year. Almost every organization and corporation who disperses charitable donations employs this "best practice".

Any individual or group seeking a charitable donation from VVA Chapter 299 is required to submit the request in writing. The request can come in any form, but it must be written, signed and dated. Electronically transmitted requests (e-mail) will also be honored.

Charity requestors are limited to one request per calendar year. There is no formal restriction on who may apply for funds, but the spirit of the program is to help the veteran community as well as the greater Quad Cities area.

The request will be given to any member of the Chapter's Charity/Donation Committee (**CDC**). The CDC Committee Chair will present the written request to the CDC (which is appointed by the seated Chapter president) for evaluation, discussion and recommendation to the Board of Directors (**BOD**) for consideration and action. If the requestor wishes to appear in person before the CDC, the BOD or the membership as whole, arrangements will be made to accommodate the request. Once the presentation is made, the requestor will be required to leave prior the discussion and the vote by the respective audience. An "in person" appearance does not preclude or circumvent the normal request protocol as outlined in this standing rule.

Further, any member who wishes to address the general membership on behalf of a charity or cause at the general membership meeting will still have that absolute right to do so. Any action taken must be generated by a written request to the CDC and processed through the established procedure contained herein.

The CDC, by committee vote, will recommend to the BOD to either dismiss or endorse the request. The CDC, if recommending a donation, will recommend a dollar amount not to exceed the current Chapter spending cap per requestor/charity/program per annum.

The amount of allocated funds per donation will be based on the requesting group's need, their mission and the Chapter's annual charitable donation budget set by the BOD.

Further, the amount of the donation can be changed (increased or decreased) by a Chapter membership vote, but may not exceed the current Chapter spending cap or exceed the Chapter's annual donation budget.

The CDC will act as a clearing house for all donations. If questions arise at the BOD (or the CDC) as to the requestor's validity, veracity or credentials, the CDC Committee Chair is empowered to research, investigate and then report back to the CDC and/or the BOD. The CDC Chair may employ others in determining the requestor's authenticity. This *due diligence* will validate the request and help ensure that the donation goes to where it is needed most. An individual or group that fails to be substantiated will not receive funds.

Based on the CDC's recommendation, the BOD will discuss the request and vote on whether or not to present the request to the Chapter membership for funding. If funded by the membership, the amount shall not exceed the Chapter's spending cap.

The CDC function is as follows:

- Meet, review and discuss all written referred requests.
- Evaluate each request, without prejudice, on a case-by-case basis.
- A CDC member will recuse himself/herself from the process if there is a conflict of interest or any type of vested history with the subject requestor/organization.
- Conduct a vote on properly submitted requests and if passed, a dollar amount will be recommended to the BOD.
- The CDC recommended dollar figure will be taken into consideration by the BOD, but the BOD is not bound by the CDC recommendation.

To conduct business, the CDC must have a minimum 50% of assigned committee members present.

Upon conclusion of the BOD vote on the presented donation requests, the recommended donations will be presented to the membership by the CDC at the regular general membership meeting. This will be done in the form of a motion. The Chapter's membership will have the final say on the allocation of funds, as well as the amount.

The Chapter's leadership must always remain cognizant that this is the membership's Chapter, the membership's money, and the membership's decisions.

EXCEPTION "A":

Exigent circumstances. Exigent circumstances exist if there is a time sensitive issue that cannot wait for the normal CDC process or the general membership meeting. This would be a rare occasion. When such a situation arises; the president is empowered to allocate assets (within the Chapter's spending cap provisions) with the approval of a simple majority of the BOD approval. If possible, this exception process will be conducted at a regular Board meeting, but by the very nature of it being a special case, the BOD can be contacted prior to or after a regularly scheduled BOD meeting. This communication can be done via the phone, e-mail, written or verbal. A record of the circumstances of the request, who was contacted and the response must be maintained and presented at the next Chapter meeting.

EXCEPTION "B":

Standalone charity and/or donation project(s). A special donation project(s) are designated by the BOD and affirmed by a membership vote. In these instances, fundraising events will be so directed and dedicated by the Chapter to fund specific charities or philanthropic organizations. An example of such an event would be a Chapter Golf Outing to support the Wounded Warrior Project. A monetary goal will be set and all monies generated after expenses would go towards the goal. If the goal is exceeded, the remaining proceeds would be used for additional Chapter charity donations as well as funding normal Chapter expenses. Exception "B" is subject to the same guidelines and parameters as a Chapter Event, to include, but not limited to an event-planning guide.

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Approved by a Chapter Membership quorum vote as a Standing Rule on 19 February, 2013