

Introduction

The following Policy & Procedures consists of general rules of operation by which The Ann Arbor Jaycees Foundation (hereafter referred to as the "Foundation") intends to ensure the prudent operation of the Foundation consistent with Jaycee traditions, philosophies and charitable purposes. As Policy, it is not inviolate, but should be deviated from only when thoughtful consideration and discussion by the Board of Trustees determines that the otherwise sound underlying rationale of the Policy is inapplicable due to circumstances.

The President, with the advice and consent of the Board, shall be the interpreter of the By-laws and the Policies & Procedures. In the event, there is insufficient time to call a special meeting; the President shall be the interpreter of the Policy & Procedures.

SECTION I: FOUNDATION PLAN**1.1 Documentation**

The Board of Trustees shall approve and cause to be printed its Foundation Plan and Budget.

1.2 Planning**1.2.1 Planning Coordination**

The Membership Liaison, or designated appointed by the President, shall attend the Ann Arbor Jaycees chapter planning sessions, in particular the sessions involving the Community Development and Individual Development Teams. The Membership Liaison shall coordinate all fundraising needs with the Chapter.

1.2.2 Planning Committee

The planning committee shall consist of the Board of Trustees, Jaycees Community Development Vice President and Individual Development Vice President. The President shall chair the Planning Committee. The President shall present final recommendations to the Board of Trustees.

1.2.3 Foundation Plan

The Planning Committee shall hold an annual planning session during the 1st quarter of the month of the fiscal year for the purpose of developing the Foundation Plan for the fiscal year. The Membership Liaison shall present to the Planning Committee the Jaycee Chapter Plan's goals for the following:

- Foundation Fundraising financial goals
- Chapter's Planned Foundation Designated Projects and schedule
- Chapter Requests for Foundation Grants

Additionally the Planning Committee shall budget external income projections and expenses for the fiscal year.

1.3 Approval

The President shall present the final recommendations for the Foundation Plan at the next Board of Trustees meeting following the approval of the Ann Arbor Jaycees chapter plan. The Board of Trustees shall modify, if necessary, and approve the Foundation Plan by majority vote.

1.4 Implementation

The Board of Trustees shall follow the guidelines set forth by the approved Foundation Plan. Any changes to the Foundation Plan where there is an impact on the budget must be approved by a majority vote of the Board of Trustees.

1.5 Annual Report

The Chairman of the Board, or a designate appointed by the President, shall be responsible for preparing, presenting to the Board of Trustees for approval and causing to be published to the membership and donating community organizations the Foundation's Annual Report. The report shall describe the previous fiscal year's finances and activities. A copy of the Annual Report will be made available to each member and contributor no later than the end of 3rd quarter.

The Annual Report shall include letters from the Chairman of the Board and President describing the activities of the Foundation, a financial statement by fund, and donor acknowledgements.

SECTION II: MEMBERSHIP

2.1 Dues

2.1.1 General Member Rate

A general member is considered a person of good character who has paid dues in accordance with the following categories:

- Jaycee Individual Members and Jaycee Associate Members
- Non-Jaycee "Sustaining" Members
- Member in good stand of a Jaycee chapter within the County of Washtenaw, State of Michigan

Rate for membership are set forth at by the first second Board of Trustees meeting of the year.

2.1.2 Appointed Trustee Member Rate

An Appointed Trustee Member is an appointed Voting Trustee whose dues are waived by virtue of their expertise and service rendered.

2.1.3 Life Member Rate

A Life Member is considered to be one of the following:

- An Honorary Member of the Jaycees
- A Life Member of the Jaycees
- Any person of good character that as deemed appropriate by the Board of Trustees

A Life Member's dues are waived by virtue of exceptional past service to the organization.

2.1.4 Notification of Dues

The Assistant Treasurer shall be responsible for the notification and collection of dues. Dues for all Jaycee individuals shall be collected from the Ann Arbor Jaycees Chapter by the fifteenth of April based on the Chapter's base membership as of the first of January. The Assistant Treasurer shall invoice the Treasurer of the Jaycees by the fifteenth of March.

2.2 Membership

A person is considered a member after payment in full of dues, in accordance with the applicable category. Members of the community at large who make contributions in excess of the determined amount, per the Board of Trustees, shall be considered members for the fiscal year plus the following year.

2.3 Termination of Membership

Membership may be terminated for any of the following reasons:

2.3.1 Appointed Trustee Member Completion of Term

An appointed Trustee Member shall be given all membership rights for a period of one year after the end of their term on the Board. If said person has not rejoined, within eleven months from the end of their term they shall be sent a letter at that time by the Assistant Treasurer notifying them of their impending membership termination. If the member has not submitted their dues by the end of that month, they shall be dropped from the membership ranks.

2.3.2 Termination of Membership of the Ann Arbor Jaycees**SECTION III: MEETINGS****3.1 Board of Trustee Meetings**

Board of Trustee meeting times and dates shall be determined by the Board of Trustees at the beginning of each fiscal year. Board of Trustees meetings shall be run by the President of the Board of Trustees, following Robert's Rules of Order.

3.2 Meeting by Electronic Mail

The Board of Trustees may initiate a "special" session via Electronic Mail between the regularly scheduled Foundation meetings. The purpose of this provision is to standardize the procedure to efficiently and effectively facilitate the business of the Foundation, when the situation requires and should follow Robert's Rules of Order regarding Procedures for Small Boards.

3.2.1 Minimum Document or Procedural Approval

1. Submit the draft document or proposal to the Foundation via the e-mail distribution list, allowing at least (3) days for Trustees to respond.
2. Corrections or suggestions should be sent to the e-mail distribution list for further discussion. If any, original submitter is responsible for updating the document or procedure with any of the corrections or suggestions.
3. The final document or procedure may be submitted again via the e-mail distribution list at any time after three days have expired with a motion, or to entertain a motion, to approve the final document.
4. The motion will not require a second and the President shall allow a reasonable period of time sufficient for Trustee to discuss and/or amend.
5. Upon expiration of said time period, the President will call for an e-mail vote while specifically (re :) stating what is being voted on.

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6. Trustees will then reply to the distribution list with Yea, Nay or Abstaining votes without additional comments.

7. Voting will assume a full Board quorum. Voting margins are governed by their respective provision(s) in the Foundation By-laws and Policy & Procedures.

8. The Secretary shall document this process with printed copies of the actual motion, discussion and vote tally.

SECTION IV: FOUNDATION FINANCES

4.1 Accounts

All funds received by the Foundation shall be immediately deposited in an appropriate account to be withdrawn only at the direction of the Board of Trustees. Checks shall be signed by the President, Treasurer or Chairperson of the Board.

4.2 Fidelity Bonds

The Board of Trustees shall at least annually review the status and level of fidelity bonds covering Foundation and Chapter officers.

4.3 Investments

All Foundation funds shall be maintained in common accounts or investments as directed from time to time by the Board of Trustees unless separate accounts and/or investments are specifically authorized by the Board of Trustees. The Board of Trustees shall appoint an investment review committee, to be chaired by the Treasurer, who shall annually review all Foundation investments.

4.4 Specific Purpose Funds

All donations to the Foundation which are accepted by the Board of Trustees for specific purposes or special funds shall be separately maintained on all Foundation financial records and reports regardless of whether such are in separate accounts or investments. The Board of Trustees may charge fees for maintaining these specific purpose funds equal to the income generated by them.

4.5 Treasurer Duties

4.5.1 Reporting Finances

The Treasurer will give a financial summary at each Board Meeting that will serve the purpose of updating the Foundation Board of Trustees on the financial performance of the Foundation; specifically identifying the performance of investments (i.e. growth in Funds Functioning as Endowment (FFAE) accounts and actual vs. planned performance).

The Treasurer will prepare written quarterly financial reports for disbursement to the Board of Trustees and to be filed in the Foundation records.

4.5.2 Disbursement of Foundation Funds

The Treasurer shall be the primary controller of the Foundation checkbook. All disbursements and expenses must be communicated through the Treasurer or designate, subject to the Foundation disbursement procedure.

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4.5.3 Income Tax Filing Requirements

The Treasurer shall prepare himself, or contract with a tax expert to prepare, the IRS Form 990 (or equivalent) prior to the due date of the form, which is 4-1/2 months after the end of the Foundation fiscal year. The Treasurer shall make any tax payments to the IRS, if required, subject to the Foundation disbursement procedure.

4.5.4 Sales Tax License Filing Requirements

The Treasurer shall file the required form for the Michigan Sales Tax License with the Michigan Department of Treasury prior to the renewal due date of the license.

4.5.5 Solicitation License Filing Requirements

The Treasurer shall file the required form for the Michigan Solicitation for Donations License to the Attorney General's office prior to the renewal due date of the license.

4.5.6 Foundation Insurance

The Treasurer shall renew the Foundation General Liability Insurance prior to the expiration date of the policy.

4.5.7 Foundation Fidelity Bond Insurance

The Treasurer shall renew the Foundation General Fidelity Bond Insurance prior to the expiration date of the policy.

4.6 Foundation Expenses**4.6.1 Operating Expenses**

Operation expenses are non-project expenditures. Examples of these are:

- Foundation telephone bills
- Meeting room expenses for General, special or board meetings
- Postage
- P.O. Box rental
- Web site server charges
- Insurance/Liability Insurance
- License to Solicit
- Bond

Payment is the responsibility of the Treasurer. Documentation includes a completed expense report/and or invoice. All expense reports must be approved by either the President or the Chairman of the Board. The submitter of an expense report shall not be the same person as the approver.

SECTION V: GRANTS**5.1 Grant Guidelines**

The Foundation needs to maintain a flexible attitude in its grant-making process in order to better effectuate its purpose set forth in its Articles of Incorporation. However, this flexibility must be maintained within the bounds of general principles to ensure a consistent approach to the grant-making process. The following guidelines shall be used in determining the appropriateness of any grant request:

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5.1.1 Grant Inclusions

Grants shall be awarded to qualified 501(c) (3) tax-exempt organizations or to not-for-profit organizations which will utilize the grant proceeds for general purposes consistent with the Foundation's mission.

Grants shall be awarded to organizations in Washtenaw County.

Grants shall fund projects which combine the grant proceeds with the requesting organization's manpower efforts to jointly achieve a qualified and charitable purpose, or capital requests which increase the organizations ability to better achieve its purpose.

5.1.2 Grant Exclusions

Grants shall not be made to endowments, contingency funds, reserves and religious or political purposes.

5.2 Grant Monitoring

Every approved grant request shall include a mechanism by which the Foundation will be reasonable informed of the appropriate use of the grant proceeds. To ensure the receipt of accurate reporting, the grant proceeds payment may be condition upon the satisfactory proof of the appropriate expenditure of funds to equal at least the grant proceeds paid.

As a recipient of funds, the Ann Arbor Jaycees Foundation will request the following provisions from the organization (s) accepting these funds:

- The Ann Arbor Jaycees Foundation name will be included in any internal and/or external advertising or public relations as a financial sponsor of the project.
- A Project Evaluation form must be filled out and returned within one (1) month after the project run date. If an Evaluation is not received, the organization will not be considered for future grants.
- If for any reason the projects (s) are cancelled, the amount of the funding by the Ann Arbor Jaycees Foundation will be returned to the Foundation within one (1) month of the date of notification of cancellation.

5.3 Grant Application Process

The Grant Committee shall consist of the following:

- The Grants Administrator or other Board of Trustee representative;
- Three Two or more current or past Trustees, appointed by the President of the Foundation, ratified by the Foundation Board;

The Grants committee shall solicit grant and grant application from the community. Utilizing the guidelines set forth by these policies, the Grant Committee shall recommend qualifying organizations' requests in order of preference to the Foundation. The Foundation Board of Trustees must approve the recommendation by 2/3 vote.

5.4 Grants to Washtenaw County Jaycee chapters

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Grant requests from Jaycee organizations within Washtenaw County may be considered outside the normal grant request process as a result of the relationship and familiarity between the two organizations.

Grants requests shall be made by submitting an Ann Arbor Jaycees Foundation Online Grant Application for approved projects. Said grants must be approved by an affirmation vote of two thirds of the members of the Foundation Board of Trustees, then in office.

The Ann Arbor Jaycees shall verify the appropriate use of the grant proceeds by submitting to the Foundation Board a final report. Grant funds not used for the specific project must be returned to the Foundation. Installments of approved grants require a formal letter from the Chapter.

Partial grants from a designated project fund will not exceed the amount of revenue received by the Foundation unless voted on by the Board of Trustees to allocate General Operating funds to cover the remainder of the grant amount.

SECTION VI: DONATIONS AND FUNDRAISING

6.1 General Funds

Donations to the Foundation for its general funds may be accepted by the President or Treasurer without prior approval of the Board of Trustees except for donations from categories of donor designated by the Board of Trustees from time to time as requiring special authorization prior to acceptance. At each Board of Trustees meeting, the Treasurer shall report on the status of all donations received and/or pledged, and the purpose of such donation. All such donations shall be deemed accepted by the Foundation unless the Board of Trustees then determines to reject or place conditions on such donations. A record of all such donations shall become a permanent part of the minutes.

6.2 Specific Purpose

Donations to the Foundation for a specific purpose shall be accepted only upon a prior authorizing majority vote of the Board of Trustees. Any Board of Trustees resolution authorizing the acceptance of donations for specific purposes shall consider whether a time limit on such acceptance is appropriate and include a formal contract entered into with the donors and/or others regarding the use of those funds.

6.3 Classes of Donors

Donors to the Foundation shall be classified, with each class to be entitled to such rights and privileges as establish from time to time by the Board of Trustees, as follows:

- Friend – For any donation in an amount of \$ 100.00 to \$ 249.99
- Contributor – For any donation in an amount of \$ 250.00 to \$ 499.99
- Supporter – For any donation in an amount of \$ 500.00 to \$ 999.99
- Sponsor – For any donation in an amount of \$ 1000.00 to \$ 2499.99
- Patron – For any donation in an amount of \$ 2500.00 or more

Dues paid to the Ann Arbor Jaycees do not count towards these classes.

6.4 Acknowledgment of Donations

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All donations of \$25 and above received by the Foundation shall be acknowledged by an appropriate letter from the President.

For Chapter projects that are run through the Foundation, the Assistant Treasurer will produce and mail or email thank you letters and tax receipts indicating the donation dollar amount or goods value amount. The Chapter should provide the Assistant Treasurer the following things:

- 1 Text for the Thank You letter. They may include specifics about the success of the event, etc.
- 2 Donor Name
- 3 Contact person (if donation is from a company)
- 4 Address
- 5 For donating of goods or services include a description of goods
- 6 For Donors of Money – who receive no benefit include the amount of the donation
- 7 For Donors of Money – where the donor receives a benefit include:
 - a Amount of benefit to the donor
 - b Amount of donation

An Example of a case where there is benefit to the donor is JCFAN a bowling tournament. The cost to participate was \$15 of which \$5 was to cover bowling expenses. The amount of benefit to the donor would be \$5 and the amount of the actual donation is \$ 10. Note that if a person writes a check for multiple people, they receive credit for the entire donation.

6.5 Fundraising

An individual or entity shall be authorized to actively solicit any pledge, donation or contribution of any kind on behalf of the Foundation upon meeting the following conditions:

- A Washtenaw County Jaycee project approved by the Chapter Board of Directors and reviewed by the Foundation President or designated Foundation trustee to insure compliance of Foundation guidelines. The project shall be approved by the Board of Trustees prior to any grant funds being issued for the project.
- A non-Washtenaw County Jaycee project approved by the submitting organization and approved by the Board of Trustees.

All solicitation material to be presented to the potential sponsors shall be reviewed by the Foundation President or designated Foundation trustee to ensure compliance to Foundation guidelines.

6.6 Unsolicited Donor Directed Funds Policy

Generally, a request from the Chapter to accept Unsolicited Directed Funds will be presented to the Foundation for Board action at a regularly scheduled Board of Trustees Meeting. When time does not allow for this approved, the following procedures will be followed:

- 1 The Jaycees Chapter will make a request in writing (via courier, US mail or electronically) to the foundation President identifying a pending unsolicited donation amount, donor name, and address, and the name of the specific Jaycee project with a charitable purpose which is proposed to receive a Foundation grant in the amount equivalent to the donation.
- 2 The Foundation President will notify the Treasurer, Grants Administrator and Alumni Liaison of the pending donation and grant distribution.

- 3 The Chapter will provide information equivalent to questions #1, #2 of the project CPG for Foundation review to determine project fit with the “mission” of the Foundation.
- 4 No commitment or distribution of funds will be made to the Chapter until funds and documentation are received by the Foundation.
- 5 After the donation is received and the Board of Trustees confirms the project meets the charitable purpose, the foundation will make a grant to the chapter in the amount of the donation received.
- 6 The Foundation reserves the right to not accept any donation received.
- 7 It is understood that the Chapter proceeds at their own risk with expenditures relating to the donation amount pending confirmation of the project’s charitable purpose and final receipt of the donation.

SECTION VII: COMMUNICATIONS

7.1 Internal

The secretary may maintain a Board of Trustees roster to be distributed to the Board of Trustees, as necessary. Items included will be: Name, home/business phone, cell number, fax number and email if applicable, whether they may be called at work and latest hour they may be reached at home.

7.2 External

7.2.1 Official Representatives

In general, the President and/or Secretary are the official Representatives of the Foundation to the general public, unless delegated to another member of the Board of Trustees.

7.2.2 Press Releases

The Secretary or designate is responsible for all Foundation press releases.

7.2.3 Media responses

The President is responsible for all media responses.

7.2.4 Project Promotion

The project chairperson is responsible for the media promotion of their project. The project chairperson, for projects run through the Washtenaw County Jaycees organization, utilizes the Chapter’s Press Secretary’s or designated persons guidance in preparing statements, and the Secretary approves all promotional material to ensure the consistency and efficiency of the projects promotion. The project chairperson may also conduct radio or television interviews to promote their project.

SECTION EIGHT: ELECTIONS

8.1 General Process

The Foundation’s Election is an annual event, encompassing the activities of recruiting qualified participants to staff the nominating committee: soliciting nominations from the membership; sorting out the ineligible nominations, contacting the eligible nominees; discussing the benefits and responsibilities of serving on the Board of Trustees with the nominees, soliciting their intentions to run for office; instructing them in how to proceed vis-à-vis the elections procedure in the By-laws and this document; presenting the slate of candidates; tabulating the results of the vote and announcing the

results to the membership in writing in the newsletter following the elections. The Chairperson of the Board is the chairman of the nominating committee.

8.2 Nominations

At the General Membership Meetings three (3) and two (2) month prior to elections, members are asked to submit nominations. These nominations are called straw ballots. A member may submit as many of them as desired. Self nominations are accepted. The nominations committee then determines the term for which nominees are eligible based on the criteria listed in the By-laws. Nominees are next contacted by the committee to gauge their interest and to answer questions regarding the duties, expectations and benefits of serving on the Board.

8.3 Candidacy

Once a nominee has declared their interest in running for the Board of Trustees and upon approval by the Board of Trustees, they become a candidate. They are contact in writing by the Chairperson of the Board. The Chairperson of the Board's letter communication shall detail any further key dates in the elections process (i.e. due dates for biographical sketches and ballots), the biographical sketch requirement, and the limits of campaigning. Biographical statements are limited to 150 words, not including the resume items, and may include a statement of intent or candidates' personal statement.

8.4 Balloting

Balloting next occurs according to the process outlined in the By-laws. Additional balloting may occur at the Chapter's Annual Election Meeting in November. Ballots are verified and votes are tallied by the nominating committee. Candidates are then informed of the results which are then submitted in the newsletter. Results are defined as a listing of the outcome of the election. Vote count is available to all members upon request. Tallying may be conducted by as few as one member of the committee, providing, at least one other member verifies the results.

8.5 Campaigning

Candidates or their representatives shall not campaign publicly, utilize any form of Foundation or Chapter communications, or expend any personal funds to campaign for office. Communications includes but is not limited to the newsletter, official e-mail distribution, Foundation or Chapter meetings, or official mailings. Candidates are however permitted to campaign privately. They and their representatives may discuss their intentions freely at projects, and use any form of personal communications available to them. Violation of this policy may result in the candidate's removal from the slate by the nomination committee.

SECTION IX: DEVIATIONS/AMENDMENTS

9.1 Deviations

As Policy, it is not inviolate, but should be deviated from only when thoughtful consideration and discussion by the Board of Trustees determines that the otherwise sound underlying rational of the Policy is inapplicable due to special circumstances.

9.2 Amendments

Any provision or provisions of this Policy may be amended only upon an affirmative vote of two thirds of the members of the Board of Trustees then in office provided notice of the meeting at which such proposed amendment (together with the text of such amendment) shall be considered has been sent to each member of the Board of Trustees at least three (3) days prior to such meeting.

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APPENDIX A: GLOSSARY

Foundation Plan (Plan of Action) – The Plan of Action is the document assembled by the Board of Trustees outlining the source and direction of the Foundation for the fiscal year.

Fiscal Year – The Foundation fiscal year begins January 1st and ends December 31st, coinciding with the Jaycee fiscal year.

Grants – A grant is an appropriation of funds for specific purpose or project as identified in the grant request application.

REVISIONS

Revision Number	Date Approved	Committee/Comment
1	10/14/1996	1996-97 Ann Arbor Jaycee Foundation Board of Trustees
2	11/11/1996	Changes to Treasurer duties
3	2/9/1997	Approved by BOT. Changes: Intro, 1.2.3, 1.5, 4.5.1, 4.5.4, 4.5.5, 5.1.1, 5.4, 6.3, 6.4, and 6.5. New 6.6, 8
4	10/30/2000	Changes to 1.2.1, 1.2.2, 2.1.4, 8.1, 8.2, 8.4 & Appendix A
5	12/17/2001	Changes to Introduction, 1.1, 1.2.1, 1.2.3, 1.3, 1.5, 2.1.1, 2.1.2, 2.1.4, 2.2, 2.3.1, 2.3.2, 2.3.3, 3.1, 3.2, 3.2.1, 4.6.1, 6.3, 6.5, 7.1, 8.4, 9.1, 9.2 & Appendix A
6	10/19/2003	Changes to Header, Introduction, 1.2.1, 1.2.3, 1.4, 1.5, 2.1.3, 2.1.4, 2.2, 3.2, 4.6.1, 7.2.1, 7.2.2, 7.2.4, 8.2
7	01/10/2006	Changes to Header and Footer, 1.2.2, 1.2.3, 1.3, 2.1, 6.1, 6.3, 6.4, 6.6, 7.2.4, 8.1, 8.2, 8.3
8	12/12/2006	Changes to Header and Footer, 5.1.1, 5.2, 5.3
9	08/11/2010	Changes to Footer, 1.2.1, 1.2.2, 1.2.3, 1.5, 2.1.1, 2.1.4, 4.2, 4.5.3, 5.3, 5.4, 6.4, 6.5, 6.6, 7.1, 7.2.4, 8.3
10	03/04/2013	Grammatical and formatting changes made. Changes to 4.1, 5.4
11	05/20/2013	Changes to Header and Footer, 5.1.1