



Florida Association for the  
Education of Young Children

**FLAEYC**

**GOVERNING BOARD**

**POLICIES**

*Published – December 2025*

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# Governance Policies

*APPROVED - June 2024*

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- III. Expectations of Board Members
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## **I. Governance Framework**

### **A. Mission**

The mission of the Florida Association for the Education of Young Children (FLAEYC) is to benefit children and families by providing leadership, advocacy and professional development for early childhood professionals.

### **B. Vision Statement**

Every child and family have access to quality services and every early childhood professional is highly respected, skilled, fully supported, and equitably compensated for the valuable role they play in the lives of children and families.

### **C. Values**

1. FLAEYC respects and accepts all people who contribute to quality early care and education.
2. We are diverse, collaborate with other organizations, advocate for children on the local, state, and national level, and educate our communities on quality practices so that children will lead joyful, successful, and enriched childhoods.
3. We promote leadership among our members and advocate for quality work environments for all in the profession.

### **D. Commitment to High-Power Inclusive Organization (HPIO)**

1. We celebrate diversity and are committed to creating an inclusive experience for all early childhood educators.
2. We are committed to building a Board that represents a diversity in age, gender, race and ethnicity as well as diversity in faith, professional roles, perspectives, experience and skills.
3. The more inclusive we are, the better our work will be.

### **E. Obligations of Governance**

As an official of the association, a Board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization for which a court will judge conduct. The three duties are Obedience, Loyalty and Care.

#### **1. The Duty of Obedience**

The governing board must comply with local, state and federal law and conform to the organization's tax-exempt standing, articles of incorporation, bylaws and policies. This duty forbids acts outside the scope of corporate powers.

#### **2. The Duty of Loyalty**

To meet the duty of loyalty a board member must act in good faith and must not allow personal

interests to prevail over the interests of the organization.

### 3. The Duty of Care

This duty requires volunteers to be diligent and prudent in managing the organization's affairs, including direction setting, cultural modification and management oversight. Volunteers are charged with governing and must handle the organizational duties with such care as an ordinary prudent person would use under similar circumstances or in the management of his or her own company.

## II. Governance Structure

FLAEYC has adopted the following governance structure to enhance our ability to achieve our goals, operate efficiently, flexibly and effectively on behalf of our members.

### A. Board of Directors Purpose

To set the organization's direction; ensure necessary resources and provide oversight to fulfill the mission of the organization.

### B. Composition

#### 1. Elected Board Member Positions include:

- a. President
- b. President-Elect or Past-President
- c. Secretary
- d. Chapter Advisory Council Chair
- e. Members at Large
- f. SECA Representative
- g. Student Representative

#### 2. Appointed Board Members

- a. Treasurer - This position is appointed by the President for a two year term with the majority vote of the Board Members. There is no term limit.
- b. Appointed Board Members- 1 to 4 positions - The President may appoint 1-4 Board Members, with two (2)-year term limits. These members may serve no more than two (2) year consecutive terms. The positions must be approved with a majority vote of the Board Members.

#### 3. Voting Members

- a. President

- b. President-Elect or Past-President
- c. Secretary
- d. Chapter Advisory Council Chair
- e. Members at Large
- f. Appointed Members
- g. SECA Representative
- h. Student Representative

### **C. Term Limits**

1. President – 6 years
  - a. 2 Year - President-Elect
  - b. 2 Years - President
  - c. 2 Year - Past-President
  
2. At-Large Board Members and Student Board Member
  - a. Term- serve a three (3) year term and may not serve more than two (2) consecutive terms in the same position.
  - b. Sequence - the At-Large Board members terms should be staggered in a manner to ensure longevity of leadership. Thus, when possible, half should be elected in an odd-year and half should be elected in an even year.
  
3. Appointed Members
  - a. Treasurer - 2 Year Term, May be reappointed on an annual basis, as approved by the full Board.
  - b. Appointed Board Members - 2 Year Term- May be reappointed, as approved by the full Board.
  - c. The criteria for selection are based on FLAEYC needs for diversity in age, gender, race and ethnicity as well as diversity in faith, professional roles, perspectives, experience and skills.
  
4. Overall (or combined) Years of Service
  
5. No one Board Member (Officer, At-Large Member or Appointed Member) may serve more than six (6) consecutive years, inclusive of serving in different Board positions.
  
6. After a time period of one (1) year of not serving on the Board, the Board member may run for another Board position, if the non-consecutive and consecutive years of service in total do not add up to more than nine (9) years. *\*See the item below.*
  
7. No one Board Member (Officer, At-Large Member or Appointed Member) may serve more than a total of nine (9) years though terms that are consecutive and non-consecutive.

## **D. Committees and Networks**

Committees and Task Forces will be formed to achieve the strategic goals/priorities of FLAEYC. Within budgetary guidelines, the committees and task forces will determine when, where, and how often to meet.

## **E. Qualifications for All Board Members**

Board members are expected to:

1. Bring broad-based knowledge of issues affecting high-quality early learning and the early childhood profession;
2. Carefully prepare for meetings by reviewing and synthesizing the provided background materials;
3. Fully participate in group discussions by respectfully offering and listening to diverse points of view; and
4. Make thoughtful decisions that are in the best interests of the entire Association.
5. Additionally, individually and collectively, Board members are expected to reflect:
  - a. High-quality leadership with the commitment and ability to make meaningful contributions that will help the Association further its mission and vision;
  - b. Understanding and commitment to FLAEYC's vision, mission, core values and beliefs, strategic priorities, and FLAEYC Board Code of Ethics and Conduct; *\*See Part III Expectation of Board Members*
  - c. Broad knowledge and awareness of issues facing the early childhood field and ability to conceptualize the appropriate role for the Association as guided by its vision, mission, core values and beliefs, strategic direction, and policies;
  - d. Demonstrated commitment to the Association's desire to be a high-performing, inclusive organization that is enriched by and continually grows from its commitment to diversity, as embodied by its core beliefs;
  - e. Strong interpersonal skills with ability to objectively consider diverse perspectives to guide major policy decisions of FLAEYC;
  - f. Expertise in special areas needed by the Association, including knowledge of FLAEYC's structure, and/or knowledge and experience in nonprofit governance and organizational development;
  - g. Commitment of time and other resources to provide vision and leadership as an effectively contributing Governing Board member; and
  - h. Ability to be an ambassador and public spokesperson on behalf of FLAEYC and its principles; and
  - i. Demonstrated knowledge, skills, and experience, including fiduciary and fiscal responsibility, necessary to fulfill the specific responsibilities of their potential Board role.

## **F. Qualifications for Student Board Member**

Student Board Members must be registered, and an enrolled student engaged in an Early Childhood or related program of study leading to an associate, baccalaureate, or graduate degree at an accredited college or university during the quarter (or semester) in which



elected.

The Student Board Member must maintain their current registration and enrolled student status throughout their Board Membership term unless they graduate. If the Student Board member graduates before their Board Member term is complete, they may complete the current year of Membership term but at the end of that year, their Board Membership will end.

## **G. Duties and Qualifications of Officers**

### **1. Board President**

In addition to carrying out the responsibility's incumbent on a member of the Governing Board and its Executive Committee, responsibilities, functions, and the associated specific qualifications of the President include:

- a. Demonstrated ability and time to provide the vision and leadership required to guide the Board in positioning the Association for the future;
- b. Breadth of knowledge and experience to lead the Governing Board in making responsible, mission- driven decisions regarding the Association's policies and allocation of resources to meet its goals and priorities;
- c. Ability to serve as sounding board and advisor to the Executive Director – and confer with the Executive Committee – regarding the implementation of policies and decisions authorized by the Board and in the planning of meeting agendas;
- d. Ability to preside at all Governing Board and Executive Committee meetings and the annual Business Meeting; strong interpersonal skills and understanding of FLAEYC's commitment to an open, participatory Board culture that welcomes diversity of perspectives and fosters knowledge-based, strategic thinking in building consensus and taking action;
- e. Ability to interpret FLAEYC policies and activities and communicate these to members and nonmembers. This responsibility includes the ability to serve as an ambassador for the Association and effectively represent FLAEYC through the media, in relation to other groups, and through the Association's communication vehicles.
- f. Ability to provide leadership by appointing Committees of the Board and advisory groups (in consultation with appropriate officers and staff and with approval of the Board) and serving as an ex officio member of all Committees and Taskforces.

### **2. Board President Elect or Past President**

In addition to carrying out the responsibility's incumbent on a member of the Governing Board and its Executive Committee, responsibilities and functions of this officer position includes:

- a. Ability to assume the functions and responsibilities of the office of President in the absence or incapacity of the President through a broad understanding of FLAEYC's purpose, goals, priorities and activities;

### 3. Board Secretary

In addition to carrying out the responsibility's incumbent on a member of the Governing Board and its Executive Committee, responsibilities and functions of the Secretary include:

- a. Work with staff to record proceedings of Governing Board and Executive Committee meetings and FLAEYC Annual Business Meeting, and to track action/discussion items from meeting discussions and minutes for future meeting agendas, and
- b. Confirm, with the President, prepared minutes and present the minutes of the immediate past meeting for approval by the Governing Board.

### 4. Board Treasurer

In addition to carrying out the responsibility's incumbent on a member of the Governing Board and its Executive Committee, responsibilities and functions of the Secretary include:

- a. Serving as financial officer of the organization and as chair of the finance committee.
- b. The treasurer ensures that current records are maintained, reflecting the financial condition of FLAEYC. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets).

### 5. Chapter Advisory Council Chair

In addition to carrying out the responsibility's incumbent on a member of the Governing Board and its Executive Committee, responsibilities and functions of the Chapter Advisory Council Chair include:

- a. Representing the Chapter Advisory Council perspectives to the Board;
- b. Chairing the Chapter Advisory Council, including setting the meeting agenda and working in conjunction with members to set goals and objectives.

## **H. Appointment Process**

### 1. Board President Authority to Make Appointments

As specified by the Approved Bylaws, the President is authorized to make appointments to the Board as approved by the majority of the Board.

On an annual basis, the President, in consultation with the Board and the Executive Director, will determine the need for additional appointments based on FLAEYC's needs for diversity in age, gender, race and ethnicity as well as diversity in faith, professional roles, perspectives, experience and skills.

### 2. Appointment Process

- a. The President will take recommendations for potential appointees and then conduct an interview with the candidate to determine interest in serving on the Board as well as other information relevant to the appointment.
- b. Recommended candidates will provide demographic information, professional resume and statement regarding potential contributions of skill, ability, etc.... to the Board as well as complete a Background Screening and Criminal Record Check.
- c. The complete Appointee Packet, including one (1) professional reference, is presented for approval to the Board by the Board President.
- d. Upon approval by the Board, the Appointee's Board position begins, including the provision of Board Orientation session.

## **I. Nominations Process**

### **1. Definition:**

For the purposes of this process, members whose names have been suggested for consideration for nomination for election are referred to as "prospective potential candidates"; those submitting applications are "potential candidates;" and those accepted for the slate are "candidates.")

### **2. Selection of the Slate:**

- a. FLAEYC is committed to a diverse Board. Members of the slate are chosen to reflect broad knowledge and awareness of issues facing the Association. Nominees are not be chosen to represent a particular group, region, or interest but for their ability to consider objectively the variety of perspectives, challenges, and choices inherent in the decisions affecting the Association's future.
- b. The slate of candidates for election to the FLAEYC Governing Board will be selected to reflect individuals with a broad knowledge and awareness of issues facing the Association and who bring the knowledge, expertise and commitment needed to further FLAEYC's vision, mission, core values and beliefs and strategic direction.

### **3. Nomination Committee:**

- a. The Nominating Committee will be selected from the FLAEYC Membership on an annual basis and will be approved by the Board of Directors. Committee members may serve no more than two consecutive years. It shall be the duty of the committee to recommend to the Board of Directors for approval a slate of candidates for the open offices.
- b. The President will appoint the Nomination Committee Chair which then must be approved by the Board. This Chair may serve in the position for two consecutive years. Either the President-Elect or Past-President will be the Board Liaison to the Committee.
- c. It shall be the duty of the committee to recommend a slate of candidates for the open offices to the Board of Directors. The Board of Directors should ensure that the slate meets the principles of a high performing inclusive organization.

#### 4. Background Information Required of Potential Candidates

To be considered in the nominations process, individuals are asked to submit:

- a. Current resume using a standard format;
  - b. A candidate statement that includes responses to questions as designed by members of the Nominating Committee;
  - c. Photograph;
  - d. Letters of Reference; and
  - e. Criminal Background Check and sexual Offender Registry Check (performed after the candidate group interview).
5. FLAEYC staff distributes the request for applicants to fill the designated board positions via email.
  6. Applications include job descriptions of positions needed and responsibilities of board members, including the following:
    - a. Participation in specific number of board meetings per year;
    - b. Approximate time spent on conference calls; and
    - c. Attendance at conference and leadership meetings.
  7. Completed applications are submitted to the FLAEYC staff via email by specified date. The FLAEYC staff review each application to ensure specified qualifications are met. Applications that are determined to be complete are then submitted to the Committee Chair.
  8. The Committee Chair develops Candidate Interview Teams and assigns the applicants for each team. The Executive Director assists in the scheduling of interviews.
  9. Interview questions are developed and agreed upon by the committee members. As the interviews are held, each committee member records their notes regarding the interviews and responses.
  10. After the interviews are completed, the committee members will discuss the candidates' responses and prepare the committee's recommendation of candidates for the Slate of Officers for submission to the Nomination Committee. The recommended list should include a minimum of two candidates and a maximum of four for each position to be elected.
  11. The Nominating Committee Chair will schedule a committee conference call for the purpose of forming the proposed Slate of Officers. This document is then distributed to the FLAEYC Board, requesting review for approval. The Board has the responsibility to approve the submitted Slate of Officers or to send it back to the committee for revisions.

#### **J. Election Processes**

1. Once the slate of candidates has been approved by the Board of Directors, the slate is published along with candidate statements through several means, including posting on the FLAEYC Website, Email Blast to all members, and through Social Media.
2. This notification should occur in no less than thirty (30) days in advance of the election.
3. Candidates are encouraged to campaign locally, electronically, and at the FLAEYC state conference.
4. Elections are held electronically for a period of thirty (30) days., with paper ballots available upon request. Electronic ballots are tallied by the advertised deadline and then presented to the Past President for validation.
5. Once the results have been determined, the Executive Director will announce the election results to the full FLAEYC Membership via email message as well as a posting on the FLAEYC Website.

### **III. Expectations of Board Members**

#### **A. Governing Board Code of Ethics and Conduct**

Trust is the foundation of effective board work. As an organization, FLAEYC seeks to develop a culture of trust, which is essential for our work to have lasting value. Trustworthiness means that we do what we say we will do, that we are honest, and that we strive for accuracy in the information we share.

Trustworthiness is based on character, the positive qualities that we possess, and on competence, what we can do. To be effective, Board members must have both character and competence.

With trust at the foundation of our work, we have established this code of ethics to guide our work as members of the FLAEYC Governing Board.

#### ***Code of Ethics and Conduct***

As a FLAEYC Governing Board member, I will:

- Fully and enthusiastically support the FLAEYC vision, mission, core values and beliefs, strategic priorities and all other Board-adopted policies.
- Actively participate in, and contribute to, an open, professional board culture by respecting and seeking to understand diverse points of view.
- Work to assure that FLAEYC continues to grow as a high-performing, inclusive organization of groups and individuals and using this framework in my Board deliberations by:
- Considering the evidence that diverse points of view are embedded in the process and results of any initiative;

- Consider the impact of any decision on multiple dimensions of diversity, including but not limited to race/ethnicity, culture/language, class, gender, sexual orientation, differing abilities/special needs professional role, program type, education level, age, and geography;
- Consider the impact on current and potential members, staff, and leadership;
- Promote the work of FLAEYC to the field and to the public at large, and take ownership of the work we do together;
- Embrace and respect ideas, insights, and concerns that evolve out of the values of diverse cultures and belief systems; and
- Represent and serve the needs of FLAEYC as an organization and the entire FLAEYC community, not a particular geographic region, organization, or constituency.

In my work on the Governing Board I will:

- Be a responsible and committed steward of FLAEYC's programs and resources; and
- Understand that the FLAEYC Governing Board is a policy board and that the Board's role is to establish the policies that govern the Association not to manage the organization.

Specifically, as a Governing Board member I will:

- Adhere to all Board policies, including but not limited to policies on confidentiality, conflict of interest and inurement prohibition, and anti-corruption;
- Respect and support all decisions of the Board;
- Work with the other Board members and members of the staff in the spirit of harmony and cooperation;
- Participate actively in Board meetings, Board activities and on committees, and follow through on my Board commitments, tasks, and responsibilities;
- Make the necessary commitment of time and diligence to fulfill my governance responsibilities;
- Encourage and participate in open, inclusive, and respectful dialogue regarding all Board issues, concerns, and discussions;
- Recognize that since the Board consists of individuals with differing perspectives, debate is necessary and encouraged;
- Be well informed about developments and issues that may come before the Board;
- Work to learn more about my responsibilities and to improve my effectiveness;
- Keep confidential any proceedings of the Board that are not yet ready for public dissemination, except where disclosure is required by law;
- Have the courage to offer a minority opinion when necessary and be willing always to listen to, respect, and consider opinions offered by others;
- Speak directly to individuals involved about issues of concern regarding those individuals;
- Handle concerns or complaints in a professional manner – directing operational concerns to Executive Director; and directing concerns about Board policy to the President;
- Call to the attention of the Board any issues that may have an adverse impact on FLAEYC or those we serve;
- Act impartially and not seek preferential treatment from or for any organization or individual inside or outside FLAEYC;
- During Board discussions, disclose any potential conflict of interest related to the issue

under discussion and exclude myself from Board decisions where I am involved in a conflict of interest; and

- Not use my Board position for personal advantage or the advantage of friends or relatives.

Finally, I understand that I must bring any violations of this Code of Ethics and Conduct, my own or those of another Board member, to the attention of the Board President and that in doing so I am helping to assure the strength and integrity of FLAAYC and safeguard the field of early childhood education.

Prior to assuming office and annually thereafter, each Board member, and each member of a Board committee, advisory group and accrediting body will review and affirm their commitment to adhering to the FLAAYC Board Code of Ethics and Conduct. The Board Member affirmation of Board Ethics and Conduct is provided at the end of this document.

## **B. Board Member Attendance Policy**

1. The purpose of the Attendance Policy is to ensure active participation, accountability, and effective decision-making within the board thereby aligning with FLAAYC's mission and vision to fulfill its objectives effectively.
2. Board members are expected to attend all board meetings and are required to become an active member of at least one committee.
3. It is recognized that board members and committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances.
4. Where a board member or committee member fails to attend at least 75% of board meetings and 75% of their designated committee in a fiscal year, the chair of the Governance Committee will be notified.
5. The Governance Committee Chair shall call and discuss the attendance with the individual. If the chair fails to establish communication with a fellow board member on three separate occasions, the member in question is subject to removal from the board.
6. A member's record of attendance may be considered with respect to renewal of a board term or future application for reelection.

## **C. Complaints Regarding Board Conduct**

7. It is the responsibility of all FLAAYC Governing Board members, committee members, advisory and accrediting body members, volunteers and staff to report suspected violations of fraud, theft, illegal, or other unethical activity.
8. All staff, Governing Board members, committee members, advisory and accrediting body members and volunteers shall be provided guidelines for reporting unethical, illegal or fraudulent behavior conducted by members of the Governing Board and other FLAAYC

Governance participants, FLAEYC staff, vendors, professional service providers, or affiliated organizations.

9. Complaints Regarding Board Conduct Procedure

- a. These Procedures will apply to all complaints, allegations, inquiries or submissions (“Complaints”) involving a potential violation of the FLAEYC Board Code of Ethics received by FLAEYC about a Board member, committee, advisory group and accreditation body member or candidate for election or appointment to any such group, whether initiated by another Board member, an officer, employee, member, or agent of FLAEYC, or other third party.
- b. All persons engaged in investigations or decisions on behalf of FLAEYC with respect to any complaint reviewed under these Procedures or the Whistleblower and Anti-Fraud Policy Procedures are indemnified and will be held harmless and defended by FLAEYC against any liability arising from such activities to the extent permitted by law, provided such individuals act in good faith and with reasonable care, without gross negligence or willful misconduct, and do not breach any fiduciary or other duty owed to FLAEYC.
- c. Any individual who (directly or through his or her family or business) has any personal or private business involvement in or connection to the alleged misconduct or has an ongoing, close personal or close professional relationship outside of FLAEYC with the Complainant or the Board member or candidate whose conduct is at issue, or any other conflict of interest, will not be permitted to participate in the matter to be reviewed. Any actual, potential or apparent conflict of interest will be immediately disclosed by the affected individual in accordance with the Conflict of Interest and Inurement Prohibition Policy.

10. Procedure for Process a Complaint

- a. For each complaint involving an alleged violation of the Code that the Executive Committee determines is potentially actionable, such determination will be brought to the Board to determine whether the person, Board member or volunteer, should be removed pursuant to the bylaws.

**D. Anti-Corruption Policy**

1. As stated in the FLAEYC Code of Ethics and Conduct, obeying the law, both in letter and spirit, is one of the foundations on which FLAEYC’s ethical standards are built. Members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff/ contractors must comply with all applicable laws and regulations and encourage and support such behavior in others.
2. This policy supports the FLAEYC commitment to ethical and legal practices by ensuring compliance with these laws. This policy and its related procedures outline standards and processes to follow to prevent, detect, and respond to bribery and corruption in our



activities.

3. Corruption and bribery have serious ethical and legal implications. Compromising FLAEYC's values by engaging in them and failure to comply with this policy can subject the Association and any individuals involved to severe reputational harm, fines, and/or criminal penalties. It is therefore imperative that members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff/Contractors read, understand, and follow this policy.

#### **E. General Prohibition Against Any Form of Bribery**

1. FLAEYC strictly prohibits any form of corruption or bribery and will never engage in corruption or bribery for any reason. This means that, regardless of local custom, we will never give or promise anything of value to anyone to improperly or unethically influence a decision affecting our operations. In addition, regardless of local custom, we will never accept anything of value from anyone to improperly or unethically influence our own decisions.
2. Please note that "anyone" includes government officials and entities, state owned or controlled companies or entities, as well as private persons and entities. This means that giving a private businessperson something of value to improperly or unethically influence a decision affecting our operations – for example, a purchasing decision – is considered corruption and bribery, and is therefore prohibited. It also means that giving anything of value to the relatives, spouses, friends, or colleagues of government officials or private persons to improperly or unethically influence a decision affecting our operations is also prohibited.
3. "Anything of value" includes money, goods, services, contributions, contracts, or other benefits, no matter how small in value.
4. Corruption and bribery by third parties acting on the Association's behalf are as serious as corruption and bribery by the Association itself. FLAEYC must never use a third party to engage in any form of unethical behavior.
5. Members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff should report concerns pursuant to this policy to the Executive Director, or through FLAEYC's Whistleblower reporting process.

#### **F. Anti-Corruption Procedure**

1. Before offering or receiving any type of gift or hospitality in connection with Association activities, the Association requires that members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff ensure that they comply with this Policy, the Code of Ethics, and the Association's applicable Travel and Entertainment Policy.
2. Gifts and hospitality may not be motivated by any improper or unethical purposes or

accompanied by any improper or unethical expectation of receiving anything in return.

3. FLAEYC may, at times, provide certain types of gifts or other hospitality, including entertainment, meals, travel, or other promotional expenditures to promote its activities and solidify relationships. While often common and socially acceptable, these types of expenditures also can be misused for corruption or bribery.
4. FLAEYC does not consider the giving or acceptance of a token of appreciation, such as a ball cap, tee shirt, jacket, an occasional lunch, game of golf, or the like with non-government officials to be a kickback, gift or gratuity for the purpose of this policy, so long as such is not given to improperly or unethically influence a decision affecting FLAEYC and its operations.
5. Members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff must not accept gratuities, favors, gifts, occasional tickets for theater or sporting events or anything else with a monetary value over \$100 from contractors, potential contractors, parties to a sub-agreement or other third parties.
6. These general rules do not apply to gifts or hospitality provided by FLAEYC to members of the Governing Board, committees, advisory groups, accrediting bodies, volunteers and FLAEYC staff, provided however that any gifts or hospitality provided by FLAEYC to its these individuals must be permissible under all applicable laws, regulations, rules, and policies, and may not be used to improperly or unethically influence a decision affecting Association business.

## **G. General Purchasing Rules**

1. All gifts and hospitality provided to anyone must be:
  - a. Reasonable in value (not lavish or excessive) when measured by local standards of the recipient;
  - b. Permissible under all applicable laws, regulations, and rules;
  - c. Infrequent when combined with all those provided to any individual, group, or entity;
  - d. Provided in a manner that would not result in embarrassment to the Association if publicly disclosed;
  - e. Given openly and transparently with no appearance of impropriety;
  - f. Given without any improper expectation of reciprocity, explicit or implied obligation, favor, or action in return; and
  - g. Accurately recorded in the Association's books and records. Gifts and hospitality must not be provided in cash or cash equivalents, such as gift certificates, stocks, loans, or per diem payments; or provided in the form of luxury items or vacations.
2. Private Persons, Groups, or Entities
  - a. Gifts and hospitality provided to private persons, groups, or entities may be provided only if related to the conduct of Association operations and efforts to improve our image.

### 3. Government Officials or Entities

- a. Gifts or hospitality provided to government officials must be approved in advance by the Executive Director, Deputy Executive Director for Finance and Operations and Association Counsel. Any questions about the appropriateness or reasonableness of a gift or hospitality should be directed to the Association Counsel.
- b. Gifts and hospitality to government officials may be provided only if directly related either to the promotion, demonstration, or explanation of the Association's products or services, or to the execution or performance of a contract with a government or government agency, or if required under written local laws or regulations.
- c. Please note that providing gifts or hospitality to government officials may be subject to additional laws or regulations in the locale in which you or the recipient operate. For example, local law may place a limit on the value of gifts given to a government official. Please check with the Association Counsel for guidance.
- d. "Government officials" include any official or employee of any government or department, agency, or instrumentality of any government; officer or employee of any government-owned or government-controlled company; official or employee of any public international organization (for example, the United Nations, World Bank, or International Monetary Fund); official or employee of any political party; or anyone, whether a private person or otherwise, acting in an official capacity on behalf of any of the above.
- e. "Government entities" include any government; public international organization (for example, the United Nations, World Bank, or International Monetary Fund); department, agency, or instrumentality of any non-U. S. Government or of any public international organization; or company, entity, or other organization owned or controlled by, or acting in an official capacity on behalf of, any of the above.

### 4. Relatives, Spouses, Friends, and Colleagues

- a. Relatives, spouses, friends, and colleagues of government officials or private persons may not be provided with gifts, entertainment, meals, travel, and other types of promotional expenditures without an independent, legitimate reason for doing so.

### 5. Development and Strategic Alliances

- a. Charitable donations and Strategic Alliances can enhance the Association's activities, but also may pose corruption risks if made improperly.
- b. Donations and sponsorships must never be made to improperly or unethically influence a decision affecting our operations.

- c. They must be permissible under all applicable laws, regulations, and rules; given openly and transparently with no appearance of impropriety; and accurately recorded in the Association's books and records.
- d. Nothing in this section is intended to discourage or prevent any employee from making donations on his or her own personal behalf, if the donations are not linked, or reasonably perceived to be linked, to the Organization.
- e. Any questions about the appropriateness or reasonableness of a gift or Strategic Alliance should be directed to the Executive Director and Association Counsel.

## 6. Facilitating Payments

- a. Facilitating Payments are small payments made to secure or expedite the performance of a routine action by a government official or agency (e.g., issuing licenses or permits, installation of a telephone line, processing goods through customs, etc.) to which FLAEYC has legal or other entitlement.
- b. Although some anti-corruption laws provide a narrow exception for Facilitating Payments, FLAEYC prohibits Facilitating Payments without prior written approval from the Executive Director, and Association Counsel.

## 7. Books and Records

- a. To comply with global anti-corruption and anti-bribery laws, FLAEYC must maintain books, records, and accounts in reasonable detail that accurately and fairly reflect its transactions.
- b. The scope of maintaining accurate and detailed books, records, and accounts is broad and includes financial records, accounting records, memoranda, tapes, recordings, discs, digital storage devices, papers, and other documents.
- c. The Executive Directors is responsible for ensuring:
  - 1) Transactions are recorded accurately, transparently, and in a timely manner; using enough detail to describe transactions;
  - 2) Documenting and properly supporting transactions; and
  - 3) Retaining all supporting documentation for transactions in accordance with Association policy and all applicable local laws, regulations, and requirements.
- d. It is FLAEYC's policy to maintain a system of internal accounting controls that:
  - 1) Provides assurances that transactions are executed with proper authorizations;
  - 2) Properly records transactions to permit financial statements conforming with generally accepted accounting principles;
  - 3) Aligns access to assets with proper authorizations; and

- 4) Compares accountability for assets with existing assets at reasonable and regular intervals, and accounts for differences properly.
- e. The Association Counsel will provide a report to the Executive Committee regarding matters that arise pursuant to the FLAEYC Anti-Corruption Policy or Procedure.

## **H. Whistleblower and Anti-Fraud Policy**

### **1. Overview**

The FLAEYC Code of Ethics and Conduct requires the Governing Board, officers, contractors and employees of FLAEYC to observe the highest standards of business and personal ethics in the conduct of their duties and responsibilities.

The purpose of this policy is to promote consistent, legal, and ethical behavior and to provide all members of the Governing Board, committees, advisory and accreditation bodies and volunteers with procedures for reporting unethical, illegal, or fraudulent behavior conducted by the FLAEYC members of the Governing Board and other FLAEYC Governance participants, FLAEYC employees, vendors, consultants, affiliated organizations or others that have a relationship with FLAEYC.

### **2. Unethical, illegal, or fraudulent situations may pertain to the following.**

- Fraudulent or negligent accounting
- Misappropriation or misuse of resources/funds
- Conflicts of interest
- Breaches of confidentiality
- Harassment or discrimination
- Safety or security hazards
- Theft

### **3. All representatives of FLAEYC must practice integrity in fulfilling their responsibilities and comply not only with all applicable laws and regulations, but also with all approved FLAEYC policies and procedures.**

### **4. Submitting a Complaint Other than through the Whistleblower and Anti-Fraud Policy**

### **5. Complaints concerning the conduct of Board members or Board candidates may be made and transmitted in:**

a. Any manner by any person ("Complainant") to the FLAEYC Governing Board President or the FLAEYC Executive Director and the Association Counsel. Complaints concerning the President should be made to the FLAEYC Governing Board Past President, President Elect or Executive Director and the Association Counsel.

b. All complaints received by any person other than the President or Executive Director

and Association Counsel should be immediately directed or forwarded to one of them, or the Board Past President/ President Elect in the event of a complaint concerning the President (in such cases, Past President/ President Elect will carry out the duties of the President in these procedures). The Association Counsel will present Complaints to the Executive Committee for review.

- c. Complaints about an individual involved in the nominations process who has not been approved by a candidate will not be processed under these procedures but forwarded to the Nominating Committee for their consideration in their background and screening procedures. All complaints must be in writing, and must contain the Complainant's signature and contact information, including current email address and telephone number.

### **I. Whistleblower and Anti-Fraud Procedure**

Members of the Governing Board, committees, advisory groups and accreditation bodies who suspect improprieties and/or misconduct are encouraged to share their questions, concerns, suggestions, or complaints with the Executive Director and Board President or Association Counsel.

### **J. Accounting and Financial Matters**

The Executive Director and Association Counsel will address all reported concerns or complaints regarding corporate accounting practices, internal controls, or financial matters. The Association Counsel will notify the Executive Committee of any such complaint and work with the appropriate parties until the matter is investigated and resolved.

### **K. Legal and Policy Violations**

The President and Executive Director, in conjunction with the Association Counsel, will address all reported concerns or complaints regarding illegal and inappropriate conduct pertaining to policy violations.

### **L. Anonymous Reporting**

FLAEYC representatives who are more comfortable reporting their concerns to a neutral third party may do so by calling or emailing a third-party reporting organization resource that allows complainants to report their concerns anonymously by phone or via the Internet.

### **M. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously through the third-party reporting organization. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate and thorough investigation of the complaint.

## **N. Final Reporting**

1. In all cases, the complainant will be notified of the results of the investigation. The Executive Committee will be advised of all reports on financial, accounting, legal or policy matters. The Executive Committee will be advised of all reports on personnel matters.
2. It is the responsibility of all members of the FLAAYC Governing Board, committees, advisory and accreditation bodies and volunteers, to comply with this policy and to report suspected violations of fraud, theft, illegal activity, or other unethical activity.
3. No FLAAYC representative who in good faith reports a violation of this policy will suffer any form of retaliation or adverse consequence.
4. FLAAYC employees or representatives who retaliate against someone who has reported a violation in good faith are subject to discipline up to and including termination of employment or suspension or removal in the case of members of the Board, committees, advisory and accreditation bodies.
5. This policy is intended to encourage and enable representatives and others to raise serious concerns within FLAAYC prior to seeking resolution outside of FLAAYC.

## **O. Acting in Good Faith**

1. Anyone filing a complaint concerning a violation or suspected violation of fraudulent, improper, or illegal activity must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the FLAAYC's policies and procedures.
2. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **P. Confidentiality Policy**

1. In connection with service on the Governing Board, its committees, advisory groups and accrediting bodies, or volunteer service, individuals may be exposed to or have access to certain FLAAYC confidential and proprietary information (collectively "Confidential Information").
2. Confidential Information may include, but is not limited to, information on matters involving FLAAYC strategic initiatives and activities, real estate holdings, affiliate relations, accreditation matters, finances, legal issues and the policies of and managerial and administrative operations of FLAAYC.
3. Board, committee, advisory group or accrediting body members and any other FLAAYC volunteers, will annually explicitly agree to the following:

- a. To respect and maintain the confidentiality and integrity of Confidential Information.
- b. To not disclose Confidential Information, or cause it to be disclosed, in any manner to any person or entity other than specifically authorized and designated FLAEYC persons, under any circumstances (including after their term of service ends), without the express and authorized permission of the FLAEYC President or Executive Director.
- c. To keep all Confidential Information in a secure place and take all reasonable steps to protect it against inadvertent disclosure, loss, or theft.
- d. Upon completion or termination of their term of service to (a) promptly return all Confidential Information in their possession or under their control, and/or (b) stipulate in writing that all Confidential Information has been properly destroyed and discarded, as FLAEYC directs.

#### **Q. Process for Confidentiality Procedure**

1. Potential candidates for Board service will submit a signed form attesting to their willingness to comply with this policy prior to their interview with the Nominating Committee.
2. Once elected, Board, committee, commission and advisory group members will submit a signed form annually (by no later than December 31).

#### **IV. Conflict of Interest and Inurement Prohibition**

- A. The purpose of the Conflict of Interest and Inurement Prohibition is to ensure that members of the Governing Board and its volunteer committees, commissions, advisory bodies (including those relating to accreditation), FLAEYC corporate officers and certain Key Employees (as defined by the IRS) act in FLAEYC's best interest and comply with applicable legal requirements.
- B. This policy is also intended to protect the interests of FLAEYC when it is contemplating entering into a transaction or arrangement that might benefit the private interest of certain Related Parties of FLAEYC (private inurement) or that might result in a possible "excess benefit transaction" as in keeping with the FLAEYC Board Code of Ethics, members of the Governing Board and FLAEYC volunteers serving in the FLAEYC Governance capacity will exercise the utmost good faith in all transactions relating to their duties at FLAEYC.
- C. In their work with and on behalf of FLAEYC, they will be held to a strict rule of honest and fair dealing. They will not use their positions, or knowledge gained, in such a way that a material conflict, real or apparent, would arise between the interest of FLAEYC and that of the individual.
- D. This policy is intended to supplement, but not replace, the FLAEYC Board Code of Ethics and Conduct and other related Governing Board policies and procedures, as well as applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable



organizations. This is designed to be compliant with the standards for conflict of interest policies as referenced in IRS Forms 1023 and 990 and consistent with the requirements of the Illinois Nonprofit Corporation Act (the “Act”).

## **V. Equal Opportunity Policy**

FLAEYC provides equal opportunity to all volunteers and qualified employees as well as applicants for employment or volunteer service without regard to race, color, religion, sex, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliations, physical or mental disability, source of income, place of residence or business, or any other basis prohibited by federal, state, or local law.

## **VI. Anti-Harassment and Anti-Bullying Policy**

Each Board Member, Contractor/ Employee and/or volunteer is responsible for ensuring that FLAEYC provides experiences that are free from harassment, and volunteers may be disciplined, up to and including termination, for any violation of this policy. This is a zero-tolerance policy.

Harassment is defined as unwelcome verbal, written or physical conduct relating to another person’s race, color, religion, sex, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliations, physical or mental disability, source of income, place of residence or business, or any other basis prohibited by federal, state, or local law.

Harassment includes, but is not limited to the following examples.

- Epithets, slurs, or negative stereotyping
- Threats
- Intimidating or hostile acts
- Denigrating jokes
- Displays of written or graphic material that denigrates or shows hostility or aversion toward an individual or group
- Bullying

With respect specifically to sexual harassment, all employees must avoid any action or conduct which is, or could be viewed as, illegal conduct. Sexual harassment involves unwelcome:

- Sexual advances,
- Requests for sexual favors,
- Other verbal, written, or physical conduct of a sexual nature, or
- Gender-based harassment when:
- Submission to such conduct is made a term or condition of an individual’s employment, either explicitly or implicitly;

- Submission to, or rejection of, such conduct by an individual is used as the basis for any employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Because the standards as to what is prohibited conduct are not precise, FLAEYC intends to eliminate all conduct that even arguably could be claimed to be illegal. As a result, conduct that is unprofessional and improper that must be eliminated includes, but is not limited to, the following:

- Any subtle or other pressure for sexual favors, including any suggestion that an applicant's or employee's giving in to, or rejecting, sexual advances will influence the individual's employment or terms of employment.
- Unwelcome sexual advances, including flirtations or propositions
- Verbal, visual, or physical conduct of a sexual nature
- Verbal abuse of a sexual nature
- Racial or sexual jokes
- Jokes that demean any ethnic or other protected group
- Repeated remarks of a sexual nature
- Displaying sexually suggestive pictures, drawings, cartoons, or objects
- Degrading comments about an individual's appearance, including his or her body
- Any uninvited, unwelcome, and/or unnecessary touching, including patting, or repeated brushing against, another person's body
- Sexually explicit or offensive jokes
- Use of profanity
- Viewing or downloading offensive or pornographic materials from the Internet, including emails or distributing or displaying sexual materials, including jokes received by email

No Board member, supervisor or manager is authorized, or has the power, to grant, deny, or withhold any promotion or other benefit or otherwise to affect any FLAEYC employee's or volunteer's status in any way, on the basis of that individual's granting or refusing to give sexual favors.

## **VII. Anti-Bullying Policy**

FLAEYC will not tolerate bullying. Bullying is defined as aggression, intimidation, or abuse against a coworker, including subordinates, whether direct or indirect, and may be verbal, physical, or electronic (cyber-bullying).

Board members found in violation of this policy will be subject to the procedures for responding to concerns of Board member conduct.

Some examples of bullying include:

- Verbal Bullying: Repeated slandering, ridiculing, or maligning another person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; abusive or offensive remarks
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property
- Gesture Bullying: Nonverbal threatening gestures, glances that convey threatening or intimidating messages
- Sabotage Bullying: Behaviors intended to sabotage and prevent others from getting work done
- Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities for improper purposes.

# Finance Policies

*APPROVED - April 2020*

- I. Finance Committee
- II. Budget Process and Implementation
- III. Financial Controls
- IV. Banking Accounts
- V. Investments
- VI. Financial Audits
- VII. Loans
- VIII. IRS Forms 990
- IX. Contracting
- X. Risk Management
- XI. Travel and Reimbursement

## **I. Finance Committee**

- A. The FLAAYC President shall appoint, with approval by the Board of Directors, a Finance Committee, including the Treasurer serving as Chair, and at least two (2) members but no more than four (4) Board Members plus the Executive Director. The members may be renewed on an annual basis. The duties of this committee are detailed within this policy.

## **II. Budget Process and Implementation**

- A. The FLAAYC Board shall approve an operating budget for each fiscal year that projects income and expenses and will provide for programs and support services as outlined in the action plan for the year.
- B. The Board authorizes the Executive Director to manage the organization, in coordination with the Board Treasurer, in accordance with the approved annual operating budget, including the authority to sign checks and contracts for services approved through the budget approval process (up to \$5,000 limit). For over \$5,000 a second authorizing signature is required and the second signature must be a member of the Executive Committee.
- C. Within the Board approved budget, the expense line items may be adjusted if the adjustment amount is no more than 15% of the total budget without prior approval from the Treasurer. However, this change must be presented to the Treasurer and Finance Committee as update information. Additionally, if there is a need for budget expense adjustments greater than 15% of the total budget, this must be reviewed and approved by the Finance Committee and then presented by the Treasurer to the Board for approval.

## **III. Financial Controls**

- A. As part of its financial oversight of FLAAYC, the Board is responsible for ensuring that appropriate internal controls are in place and adhered to. These internal controls ensure that FLAAYC is using generally accepted accounting principles, complying with applicable laws and regulations, providing reliable financial information, and operating efficiently. More specifically, financial controls are designed to segregate financial duties, protect against losses, keep track of inventory, produce timely financial reports, and maintain accurate recordkeeping.

## **IV. Banking Accounts**

- A. FLAAYC shall maintain its accounts in financial institutions that are federally insured. All funds received by FLAAYC shall be deposited as soon as possible but no more than within 30 days of receipt.

- B. FLAEYC shall maintain the Chapter Accounts in financial institutions that are federally insured. Any funds received by FLAEYC on behalf of chapters shall be deposited in a reasonable timeframe, but no more than 30 days from receipt. FLAEYC will work with Chapters on the budgeting and maintenance of their respective accounts.
- C. The Board has the authority to approve the establishment of a charge account in FLAEYC's name, including the credit limit. The Executive Director has the responsibility to establish and enforce written procedures for the use of all open charge accounts and credit cards. The Treasurer will review all credit card procedures on an annual basis.

## **V. Investments**

- A. All funds of FLAEYC are held by the board as a fiduciary. Therefore, all restricted and unrestricted funds of the organization are held by the organization as a steward for the sake of carrying out FLAEYC's mission and objectives.
- B. Any investment policy must be approved by the Board. All investment policies will be reviewed and, if necessary, revised at least annually or when deemed necessary by Finance Committee. All revisions will be submitted to the Board for review and approval. It is the general policy of FLAEYC to invest funds to achieve growth in principal value over time enough to preserve or increase the purchasing power of the funds, thus protecting the funds against inflation.
- C. The Board will not invest FLAEYC funds with any firm or in any vehicle that may, as a result of the transaction, monetarily benefit a member of the FLAEYC Board or staff.

## **VI. Financial Audits**

- A. FLAEYC recognizes that as a nonprofit association, the organization benefits from an annual financial review as an outside assessment of the financial status and the internal financial controls, as a tool to improve financial and risk management, and as a measure of assurance to constituents and supporters who want to know that their trust and support is deserved.
- B. This policy shall apply to all matters relating to the financial and accounting affairs of FLAEYC, and to any services provided by the auditors.
- C. FLAEYC will adhere to the NAEYC Audit Requirements which states that Affiliates with annual operating budgets of \$100K and above are required, at minimum, to submit a financial review by an independent CPA on an annual basis.

The Finance Committee shall be responsible for selecting the CPA firm to conduct the annual financial review. If the same firm conducts this review for more than five

consecutive years, the finance committee shall review the firm's services and decide if the firm or the audit partner needs to rotate. The firm will not be hired to perform services for any Board Member personally. The firm shall be engaged to present annual audit findings to the Executive Director and Treasurer and Board. A report will be made, including any recommendations to the Board services for any Board Member personally. The firm shall be engaged to present annual audit findings to the Executive Director and Treasurer and Board. A report will be made, including any recommendations to the Board.

## **VII. Loans**

- A. No loans shall be contracted on behalf of FLAEYC unless specifically authorized by the Board of Directors.
- B. No loans shall be made by FLAEYC to any of its Board Members or to any other corporation, firm, association or other entity in which any of the person is a director or officer or holds a substantial financial interest.

## **VIII. IRS Forms 990**

- A. Required filings including the Form 990 will be filed yearly by the due dates. The circumstances for requesting an extension shall be reported to the Treasurer and then to the Board of Directors. The Executive Director and Treasurer will approve the required filings prior to filing.

## **IX. Contracting**

- A. FLAEYC will make a good-faith effort to identify and solicit minority and women vendors. It will strive to utilize, whenever possible, vendors that have a presence within the FLAEYC's service area.
- B. For contracted services with an annual contract amount of \$1,000 or higher, FLAEYC will obtain at least two (2) possible bids for consideration. The selection of successful contract will be based on items such as: 1) Best service model offered; 2) Reasonable cost for service and 3) Contractor's record of service. The proposed contract award will be recommended for Board approval by the Executive Director.

## **X. Risk Management**

- A. FLAEYC is committed to protecting its human, financial, tangible, and goodwill assets and resources through the practice of effective risk management. FLAEYC's Board and management are dedicated to safeguarding the safety and dignity of its paid and volunteer staff, its clients, and anyone who has contact with the organization. To this end, the Board will ensure that the organization has a risk management plan for the organization that is reviewed and updated on an annual basis.

## **XI. Travel and Reimbursement**

- A. FLAEYC recognizes that board members, officers, and employee(s) may be required to travel or incur other expenses from time to time to conduct association business and to further the mission of this nonprofit organization. The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses.
- B. When incurring travel expenses, FLAEYC expects Board Members, employees and contractors to:
  - 1. Exercise discretion and good business judgment with respect to those expenses.
  - 2. Utilize the most economical means of travel available.
  - 3. Be cost conscious and spend the association's money as carefully and judiciously as the individual would spend his or her own funds.
  - 4. Report expenses, supported by required documentation, as they were spent.
- C. Board Members, Employees and Contractors may receive mileage and per diem reimbursements if pre-approved. Mileage reimbursement is available should a personal vehicle be utilized during travel.
- D. All travel for employees, contractors and Board members shall be pre-approved by the Executive Director and for the Executive Director the President or Treasurer will pre-approve the travel request. The FLAEYC Travel Authorization Form shall be used for all travel authorization requests.
- E. Travel reimbursements for rental vehicles and airline flights shall be based on receipts. For mileage reimbursement, the amount will be based on the IRS Annual Mileage Rate. The FLAEYC Travel Reimbursement Form shall be used for all travel reimbursement requests.
- F. As part of the annual budget development, both mileage and per diem reimbursement rates will be evaluated by Executive Director and Finance Committee to ensure they are in line with customary and usual accepted reimbursement rates for travel.



# Fundraising & Donations Policies

*APPROVED - June 2019*

- I. Overview
- II. Donor Relations
- III. Donor Bill of Rights
- IV. Sponsorship

## **I. Fundraising and Donations Policies Overview**

### **A. Board Member Fundraising**

Board members have a crucial role to play in raising funds for this organization. FLAEYC Board members are volunteers dedicated to the mission of the organization and the people served by FLAEYC. Fundraising is a major part of a board member's responsibility, and financial support of the annual appeal and special events is expected. Board members are expected to make an annual financial contribution according to their personal means.

### **B. Expectations of Board Members**

1. Support FLAEYC by making a meaningful financial gift of at least \$120.00 each calendar year;
2. Solicit the financial, in-kind, and political support of others and strive to obtain at least \$100.00 in contributions made to FLAEYC each fiscal year in addition to his or her personal contribution; and
3. Attend as many FLAEYC program and fundraising events as possible.

## **II. Donor Relations**

### **A. Overview**

Treating donors with respect, gratitude, and consideration not only makes sense but is also the only way FLAEYC will keep donors coming back. FLAEYC is accountable to the public and to the donors who support it. Respecting donors' wishes, first and foremost, demonstrates responsible and ethical behavior.

### **B. Donor Intent**

Donors' wishes will be considered to the extent possible, if their intended use of funds is in keeping with the purpose of FLAEYC and with the policies and priorities of the organization as expressed in the corporate plan. The Board of Directors will not accept a gift for which it is incapable of honoring donor intent.

### **C. Acknowledgement**

All gifts, regardless of value, form, or stipulations, shall be acknowledged by the Board of Directors in the form of a written substantiation, including a gift receipt.

## **D. Recognition**

Formal recognition of donors includes methods that convey appreciation to the donor and provide opportunities for public acknowledgment.

## **E. Public Notice**

The Board of Directors will respect a donor's wish to remain anonymous.

## **F. Confidentiality**

FLAEYC shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards, and other data on donors, and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for FLAEYC.

# **III. Donor Bill of Rights**

## **A. Overview**

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organization and the causes they are asked to support, FLAEYC declares that donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes;
2. To be informed of the identity of those serving on the organization's governing board, and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
3. To have access to the organization's most recent financial statements and FLAEYC fund performance report;
4. To be assured their gifts will be used for the purposes for which they were given;
5. To receive appropriate acknowledgement and recognition;
6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law;
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
8. To have the opportunity for their names to be deleted from mailing lists that an organization; and
9. To feel free to ask questions when donating and to receive prompt, truthful, and forthright answers.

## **B. Reference**

The Donor Bill of Rights was created by the Giving Institute: Leading Consultants to Nonprofits [formerly known as the American Association of Fund-Raising Counsel (AAFRC)], Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous other nonprofit associations, and many charities incorporate it into their operating policies and procedures.

## **IV. Gift Acceptance**

### **A. Overview**

FLAEYC actively solicits gifts and grants to further the mission of the organization in Leadership, Advocacy and Professional Development. There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status.

### **B. Gift Acceptance**

1. Unrestricted, outright gifts of cash, check, credit card, and publicly traded securities do not require approval. Routine gifts are accepted and administered through the Executive Director, including the final authority to accept routine gifts.
2. Gifts will only be accepted where there is charitable intent on the part of the donor. FLAEYC is unable to accept gifts that are overly restrictive in purpose. The most desirable gifts are those with the least restrictions, as unrestricted funds allow the organization to address its most pressing needs. Unless the board grants a specific exception, the association will not accept any gifts that:
  - a. Contain a condition that requires any action on the part of the organization that is unacceptable to administration;
  - b. Contain a condition that the proceeds will be spent by the organization for the personal benefit of a named individual or individuals;
  - c. Require the organization and its administration to employ a specified person now or at a future date;
  - d. Inhibit the organization from seeking gifts from other donors;
  - e. Expose the organization to adverse publicity, litigation, or other liabilities;
  - f. Require undue expenditures, or involve the organization in unexpected

responsibilities because of their source, conditions, or purpose; and

- g. Involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws.
3. Noncash gifts will be accepted only when it is reasonably expected they can be converted into cash within a reasonable period or when FLAEYC can utilize the property in its operations. Generally, six-month to one year shall be considered reasonable for conversion to cash.
4. All noncash gifts to FLAEYC will be sold at the discretion of the Board of Directors, whose express policy will be to convert the property to cash at the earliest opportunity, keeping in mind the current market conditions and the potential use of the property in the accomplishment of the mission of the FLAEYC.
5. Property encumbered by a mortgage or other indebtedness cannot normally be accepted as a gift unless the donor agrees to assume all carrying costs until the property is liquidated. Exceptions to this guideline can be made when the value of the property exceeds the anticipated exposure, or will produce income, or will be used by FLAEYC in its programs.
6. Associated expenses of a gift made to FLAEYC are to be borne by the donor.
7. Donors of property gifts of over \$5,000, except for gifts of publicly traded stock, must obtain an appraisal by an independent third-party appraiser in accordance with current tax law requirements.
8. To avoid conflicts of interest, the unauthorized practice of law, the rendering of investment advice, or the dissemination of income or estate tax advice, all donors of noncash gifts must acknowledge that FLAEYC is not acting as a professional advisor, rendering opinions on the gift.
9. All information concerning gift planning from FLAEYC is to be for illustrative purposes only and is not to be relied upon in individual circumstances.
10. FLAEYC may require a letter of understanding from a donor of a property gift, along with proof of outside advice being rendered, before such a gift will be accepted.
11. All gifts of life insurance must comply with applicable state insurance regulations, including insurable interest clauses.
12. FLAEYC does not accept any gifts requiring annuity payments that will be guaranteed by the organization.

13. All gifts and gift consideration must meet all applicable local, state, and federal laws and regulations.

## **V. Sponsorship**

### **A. Overview**

FLAEYC actively solicits and encourages the business community, service clubs, and other organizations to become sponsors of the FLAEYC events, programs, and services. FLAEYC enters into sponsorship agreements with sponsors it deems appropriate. Sponsorship agreements may vary by sponsor.

### **B. Definitions**

A sponsorship is defined as a mutually beneficial exchange arranged in advance whereby:

- FLAEYC obtains support for a specified activity; and
- The Sponsor receives value in return for cash and/or products and services-in-kind to FLAEYC.

### **C. Policy Objectives**

1. FLAEYC Sponsorship Policy has been developed within the framework provided by the Board of Directors.
2. FLAEYC's Board has the right to refuse an offer of sponsorship that is deemed inappropriate or incompatible with the mission, goals or best interests of FLAEYC.

### **D. Conditions of Sponsorship**

1. FLAEYC undertakes to ensure that all partners understand that the sponsorship agreement will have no impact on the policies or practices, such as materials selection or purchases of FLAEYC.
2. Use of FLAEYC's name or logo is strictly controlled. Any use of FLAEYC's name or logo by community or business partners requires prior approval in writing.
3. A partnership agreement will define the terms of the sponsorship (e.g., project details, timing, limitations, invoicing, and formal recognition of the sponsorship) and any recognition to be provided to the sponsor.
4. The sponsorship agreement will have a set time period and all obligations on the part

of FLAEYC and the sponsor will end upon the termination of the agreement, unless otherwise specified in the agreement.

5. Certain partnership agreements may entitle a sponsor to exclusivity. In all other cases a sponsor may not limit FLAEYC's ability to enter into other sponsorships.

#### **E. Sponsor Recognition**

Sponsors will be provided with a level of recognition commensurate with their contribution matching the tiered sponsorship recognition system as established by FLAEYC. Recognition shall be in conjunction with, but not limited to, the programs or services that are supported by the sponsor.

#### **F. Charitable Tax Receipts**

Charitable receipts may not be issued for sponsorships where the sponsor receives a benefit such as advertising or promotion in return for the donation. However, FLAEYC will issue an appropriate numbered receipt to its business partners for tax purpose.

