



POLICIES AND PROCEDURES MANUAL

Association of Turkish Americans in Charlotte

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POLICIES AND PROCEDURES MANUAL

Association of Turkish Americans In Charlotte

This Policies & Procedures Manual (PPM) supports the Bylaws in the effective and efficient management of the programs for the Association of Turkish American In Charlotte, Inc. (ATA-CLT; the “Organization”). This PPM is created to assist the Board, Executive Committee, and all committees in performing day-to-day management of the Organization. Bylaws supersede the requirements in the PPM.

1. Organization

ATA-CLT is governed by its elected, volunteer Board of Directors, Officers, and Executive Committee.

1.1 Directors

Directors have a legal, moral, and fiduciary responsibility to ensure that the Organization does the best work possible in pursuit of its goals. They believe in the purpose and the mission of the Organization, and act responsibly and prudently as its steward.

A director who is absent from a meeting of the Board, or any committee thereof of which he/she is a member, shall be presumed to have concurred in the actions taken unless he/she shall file his/her dissent with the secretary of the corporation within 30 days of the Board meeting.

Their duties and responsibilities as a board member are:

- Represent the Organization and interpret the Organization’s work and values to the community. Act as an ambassador in support of the Organization’s goals to attract new volunteers, directors, and donors to the Organization.
- Engage in long-term planning for the Organization and help shape its vision and work.
- Attend all Board meetings. Two unexcused absences in a year constitute an automatic resignation. If a director has a legitimate problem, the president can excuse that director from a meeting.
- Make a personal financial contribution to the Organization at a level that is meaningful to the member.
- Act in the best interest of the Organization, and excuse themselves from discussions and votes when they have a conflict of interest.
- Stay informed about what is going on in the Organization. Ask questions and request information. Participate in and take responsibility for making decisions on issues, policies, finances and other Board matters.
- Participate in the Organization by serving on at least one committee.

In turn, the Organization is responsible to its directors in several ways:

- Send, without request, monthly financial reports and an update of Organizational activity that allow the directors to meet the legal requirements of being a Board member.
- Provide with an initial orientation to help the directors perform their duties and keep them informed about relevant issues.

Directors shall sign a Board Member Agreement (Appendix A) at the onset of their service, which shall be retained by the Secretary.

1.2 Officers

Officers have a legal, moral, and fiduciary responsibility to ensure that the Organization does the best work possible in pursuit of its goals. They believe in the purpose and the mission of the Organization, and act responsibly and prudently as its steward.

Their duties and responsibilities as an officer are described in the remainder of this section. The Board may also appoint additional Vice Presidents and such other officers, who may be non-director regular members, as it deems expedient for the proper conduct of the business of the Corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. Non-director officers shall attend Board meetings by invitation, but shall not have voting rights.

1.2.1 President

Ensures the effective action of the Board in governing and supporting the Organization and oversees Board affairs.

- *Community*: Speaks to the media and the community on behalf of the Organization. Represents the Organization in the community.
- *Meetings*: Develops agendas for meetings in concert with the Executive Committee. Presides at Board meetings.
- *Committees*: Recommends to the Board what committees are to be established. Seeks volunteers for committees and coordinates individual Board member assignments. Makes sure each committee has a chairperson and stays in touch with chairpersons to be sure that their work is carried out. Determines whether Executive Committee meetings are necessary and convenes the committee accordingly. Serves as a de jure member of all committees except the Audit Committee and the Nominations & Elections Committee.
- *Board Affairs*: Ensures that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.

1.2.2 Ranking Vice President

Acts as the President in his or her absence; assists the President on the above or other specified duties.

- *Special Responsibilities*: Leads a special area of responsibility, such as membership, media, high-profile events.
- *Committees*: Serves as a de jure member of all committees except the Audit Committee and the Nominations & Elections Committee.

1.2.3 Treasurer

Manages the Board's review of, and action related to, the Board's financial responsibilities.

- *Reports*: Ensures that appropriate financial reports are made available to the Board. Regularly reports to Board on key financial events, trends, concerns, and assessment of fiscal health.
- *Finances*: Develops and implements financial procedures and systems.
- *Cash Management and Investments*: Ensures, through the Finance Committee, sound management and maximization of cash and investments. Makes disbursements only upon approval by any member of the Executive Committee other than himself/herself or anyone with authority to sign checks and remit payments electronically.

1.2.4 Secretary

Serves as the custodian of records and performs all duties incident to the office of Secretary and such other duties as may be required by law, or by Bylaws, or which may be assigned to him or her by the Board of Directors.

- *Custodian of Records*: Certifies and keeps the original, or a copy, of these Bylaws as amended or otherwise altered to date, and a book of minutes of all meetings of the Board of Directors, and meetings of committees of Directors, and sees that all notices are given in accordance with the provisions of the Bylaws or as required by law.
- *Meetings*: Records the minutes of the meetings of the Board of Directors. The minutes shall include:
 - a. the time and place of the meeting, and
 - b. how the meeting was called, and
 - c. how notice of the meeting was given, and
 - d. the names of those present, and
 - e. the proceeding of the meeting, including all actions taken with the number of directors voting for or against the action, and
 - f. any dissent to the action taken by the Board or any dissent expressed in writing by letter to the Board.

1.2.5 Assistant Treasurer

Assists the Treasurer in fulfilling his/her duties and such other duties as may be assigned to him or her by the Treasurer. Has authority to sign checks and remit payments electronically. The Assistant Treasurer will not have the power to edit or alter accounting books and membership records.

1.2.6 Assistant Secretary

Assists the Secretary in fulfilling his/her duties and such other duties as may be assigned to him or her by the Secretary.

1.3 Committees

1.3.1 Executive Committee

The Executive Committee has the authority and responsibility to the Board of Directors in the day-to-day operation of the corporation in accordance with the Bylaws, and the policies and guidelines set by the Board of Directors.

In addition, the Executive Committee shall:

- Recommend an increase or decrease in the number of Directors to the General Assembly for its approval before voting begins. Communicate the same recommendation to the Nominations and Elections Committee.
- Review the budget proposal submitted by the Finance Committee and send it to the Board for approval before January 30th of each year.
- Appoint members to all committees except the Audit Committee and the Nominations and Elections Committee.
- Perform reviews of the Bylaws and proposes amendments to ensure that they remain supportive of the Organization's goals.
- Review and propose revisions to other supporting policies to ensure that their provisions are conducive to the Organization's success.
- Create and adopt all necessary procedures to implement the policies and guidelines set by the Board of Directors as long as such procedures do not conflict with the procedures established by the Board
- Report its activities to the Board at each meeting.
- Maintain a Book of Minutes digitally or in print

The Executive Committee does not have the power to:

- Amend the Policies and Procedures Manual and other policies, procedures, and resolutions promulgated by the Board
- Elect or remove Board members
- Change or approve the Organizational budget
- Make major structural decisions for the Organization

1.3.2 Audit Committee

The Audit Committee consists of three regular members of the Organization who are knowledgeable in accounting standards and governance. The committee and its Chairperson shall be appointed by the Board. Members of the Executive Committee or their immediate family cannot be appointed to the Audit Committee. Two members of the Audit Committee shall be selected among regular members who are not officers, directors or committee members of the Organization.

The purpose of the Audit Committee is to provide a structured, systematic oversight of the Organization's governance, risk management, and internal control practices. The committee shall assist the Board by providing advice and guidance on the adequacy of the Organization's financial statements and public accountability reporting.

Audit Committee charter, responsibilities, and procedures are established in Appendix D.

1.3.3 Membership Committee

The Membership Committee serves the Organization by maintaining accurate and timely records of membership and by developing and implementing effective membership recruitment and retention activities. The Executive Committee shall appoint the committee Chairperson and members as needed.

The Membership Committee shall:

- Maintain the membership database identifying members in regular and provisional standing in coordination with the Treasurer.
- Send inquiries to membership to collect information on new arrivals to the Charlotte area.
- Coordinate with the Executive Committee to identify the relevant member attributes to be recorded in the membership database and submit a proposal to the Board for approval. Only the Board can authorize the collection of information from the members.
- Present and comment on regular membership applications for the consideration and approval of the Board.
- Approve or deny new applications for provisional membership
- Provide recommendations to the Executive Committee on strategies to monitor and expand member involvement in events and activities.
- Attend or send a representative at each event to coordinate membership renewals and new membership signups as well as providing a current list of membership.
- Coordinate with the Communications Committee to send out email campaigns to remind members to renew membership and to encourage their involvement.
- Solicit feedback from ATA-CLT members through questionnaires on events and activities.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Provide an update on the membership numbers at each Board meeting and generating ideas for recruitment to grow the membership.

1.3.4 Finance Committee

Finance Committee serves the Organization by maintaining accurate financial records, overseeing its financial strategy and performance, and raising funds to meet its budget goals. Finance Committee consists of the Treasurer (the Chairperson) and regular members of the Organization who are knowledgeable in fundraising and accounting standards. The Executive Committee shall appoint the committee members as needed.

The Finance Committee shall:

- Prepare and submit the Organization's annual budget to the Executive Committee by January 15th of each year for the fiscal year that starts on January 1st.
- Submit the necessary budget amendments to the Board for consideration.
- Maintain savings, checking and other accounts as well as borrowing by the Company as permitted by the Bylaws and authorized by Board resolutions.
- Create and maintain consistency for the structure of the elements and segments of the chart of accounts.
- Ensure the proper recording and classification of all revenues, expenses, assets, liabilities and fund balances.
- Present a monthly budget-to-actuals report at each Board meeting
- Coordinate with the Executive Committee to organize fundraising events, recommend an admission fee for activities, and secure corporate and individual sponsors to reach the Organization's revenue goals.
- Report on the status of significant fundraising plans at Board meetings

- Report on other appropriate financial information concerning the Organization

1.3.5 Communications Committee

The Communications Committee develops and maintains all means of communication including social media resources and collaborating with the Board to provide an effective, consistent message in print, online and social media resources. The Executive Committee shall appoint the committee Chairperson and members as needed.

The Communications Committee shall:

- Develop, review and recommend updates to internal and external communication and social media policy and guidelines.
- Solicit news from Board and committees to provide timely updates to members regarding Organization's activities.
- Review and moderate online submissions on social media according to criteria stated in the social media policy and guidelines.
- Disseminate press releases to the media, as necessary.
- Review all outgoing external communications.
- Maintain the Organization's website domain.
- Review the current trends and make the website more appealing to the community and attract more users to the website.
- Incorporate ATA-CLT group functions, such as member payments, membership applications, and member and event news in the website or other online tools to create a consolidated single point of interface for the users.
- Review the enhancement needs and propose the necessary updates to the Board. The Board is the approver of any design changes.
- Send emails and notices as required by the Board and event managers to the entire membership.
- Share event information and other relevant content on social media and other platforms.
- Coordinate with the Membership Committee to ensure that the communications are sent to the relevant audience and member responses can be monitored.
- Send announcements of national and religious holidays on various social media including Facebook, Instagram and others.
- Undertake other communication-related tasks upon request of the Board.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Report its activities to the Executive Committee no later than two weeks prior to regularly scheduled Board meetings.

1.3.6 Volunteer Committee

The Volunteer Committee (VC) secures volunteers for the internal and external events of the Organization. Committee Chairperson and members shall be appointed by the Executive Committee, as needed.

The Volunteer Committee shall:

- Operate within the boundaries of and follow the procedures in the Volunteer Policy and Procedures (section 3).
- Develop a form template to collect volunteer job descriptions and requirements from other committees that request volunteers
- Coordinate with the Membership Committee to ensure the accuracy and completeness of the volunteer information in the Organization's membership database.
- Coordinate with other committees to ensure the participation of a sufficient number of volunteers in Organization events.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Report its activities and the status of the volunteer corps to the Executive Committee no later than two weeks prior to regularly scheduled Board meetings.

1.3.7 Internal Events Committee

The Internal Events Committee is responsible for planning and coordinating all social, cultural, and educational activities within the budgetary guidelines established by the Board of Directors to engage the membership, such as picnics, hiking, camping, visits to zoos, mountain or beach activities, etc. Committee Chairperson and members shall be appointed by the Executive Committee, as needed.

The Internal Events Committee shall:

- Plan, coordinate, and organize events that target the Turkish community
- Appoint Event Managers who shall be responsible for coordinating event preparations and supervising the volunteers. Youth volunteers may act as event managers, provided that the youth is under the direct supervision of an adult member
- Manage the preparations for events (event venue rental, menu selection, shopping for the event, coordination of set-up and clean-up, etc.)
- Coordinate with the Volunteer Committee to ensure the participation of a sufficient number of volunteers in internal events
- Coordinate with the Communications Committee to create and distribute event listing pages on social media.
- Establish standardized event procedures and prepare volunteer job descriptions and requirements.
- Track event key performance areas and identify items to work on for future events.
- Coordinate with the Communications Committee to post the pictures and post-event evaluation survey on social media.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Operate within the budget set by the Board, inform the Finance Committee of potential budget overruns before they occur, seek additional funding from the Board before the money is spent.
- Report its activities to the Executive Committee no later than two weeks prior to regularly scheduled Board meetings.

1.3.8 Charlotte Community Outreach Committee

The Charlotte Community Outreach Committee creates and identifies organized and enjoyable community service activities for our members. The committee's work helps to create a more positive image of the ATA-CLT and the Turkish-Americans in the greater community. Committee Chairperson and members shall be appointed by the Executive Committee, as needed.

The Charlotte Community Outreach Committee shall:

- Plan, coordinate, and organize local community service projects for members of the Organization.
- Appoint Event Managers who shall be responsible for coordinating event preparations and supervising the volunteers.
- Establish a Youth Sub-Committee led by the youth, to plan, coordinate, and organize age-appropriate local community service projects.
- Coordinate with the Volunteer Committee to ensure the participation of a sufficient number of volunteers in external events.
- Coordinate with the Communications Committee to create and distribute event listing pages on social media.
- Establish standardized event procedures and volunteer job descriptions and requirements.
- Track event key performance areas and identify items to work on for future events.
- Coordinate with the Communications Committee to post the pictures and post-event evaluation survey on social media.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Operate within the budget set by the Board, inform the Finance Committee of potential budget overruns before they occur, seek additional funding from the Board before the money is spent.
- Report its activities to the Executive Committee no later than two weeks prior to regularly scheduled Board meetings.

1.3.9 Turkish Heritage Committee

Turkish Heritage Committee is responsible for collecting information on the history of Turkish immigration to Charlotte and neighboring areas. Committee Chairperson and members shall be appointed by the Executive Committee, as needed.

The Heritage Committee shall:

- Develop a work plan to contribute to our knowledge of Turkish immigration by:
 - (a) Connecting with the Turkish studies programs of academic institutions in our region, researching the extent of past and ongoing studies on Turkish immigration to North and South Carolina.
 - (b) Conducting recorded interviews with the oldest members of the Organization about their experiences as Turkish immigrants.
 - (c) Collecting digital copies of old photographs and other memorabilia of historical value.

- (d) Expanding the interviews over time to all interested members of our community.
- (e) Ensuring the work is representative of Turkey's cultural diversity.
- (f) Conducting other activities consistent with its purpose.
- Organize the collected information in a study.
- Coordinate with the Volunteer Committee to request volunteers when needed.
- Prepare a budget proposal and submit it to the Finance Committee by the last day of December, if necessary.
- Operate within the budget set by the Board, inform the Finance Committee of potential budget overruns before they occur, seek additional funding from the Board before the money is spent.
- Report its activities to the Executive Committee no later than two weeks prior to regularly scheduled Board meetings.

1.3.10 Nominations & Elections Committee

The Nominations & Elections Committee cultivates and secures candidates for the Board elections and conducts the annual election, in accordance with provisions of the Bylaws.

The Committee consists of three regular members of the Organization appointed by the Board. The committee shall include individuals who are familiar with the Bylaws and not running for a position on the Board during the election.

The Nominations and Elections Committee shall:

- Plan and organize the meetings of the Members' Assembly.
- Hold elections for officers and directors of the Board who shall take office on December 1st of the same year.
- Solicit the names of suggested candidates from the membership and present a slate of nominees that is representative of the composition of the membership.
- Obtain the written (email or text) acceptance of each nominee prior to submission of its report to the Board.
- Request a statement of interest from all nominees in a standard format so that the information can be compiled for the election ballot with minimum modification; a photo may also be requested.
- Conduct the annual election, using electronic balloting, making every effort to ensure fairness and confidentiality, which includes performing or overseeing the following activities:
 - ✓ Prepare the electronic ballots, including information for each candidate.
 - ✓ Select an election platform that ensures the confidentiality of the votes cast (e.g. Google Forms is not acceptable).
 - ✓ Send out a notification to the membership about the election, including statements of interest or biographical information for each candidate, details/instructions about voting and the election opening and closing dates.
 - ✓ Summarize electronic ballots, with candidates receiving the largest number of votes for each position being declared elected.
 - ✓ Coordinate with the Secretary in announcing the results of the election to the membership.

- Prepare a budget proposal and submit it to the Finance Committee by the last day of December of each year.
- Report on the status of election preparations at the Board meetings.

2. Conflict of Interest and Confidentiality Policy

2.1 Conflict of Interest

A potential conflict of interest arises when a director or officer, or that person's relative or business (a) stands to gain a financial benefit from an action the Organization takes or a transaction into which the Organization enters; or (b) has another interest that impairs, or could be seen to impair, the independence or objectivity of the director, officer or committee member in discharging their duties to the Organization.

Officers and directors are obligated always to act in the best interest of the Organization. This obligation requires that any officer or director, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, officers and directors are prohibited from using their job title or the Organization's name or property, for private profit or benefit.

Disclosure: Any possible conflict of interest shall be disclosed by the person or persons concerned.

Board Action: When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Acknowledgment: Every officer and director shall sign a copy of the conflict of interest policy, which shall be retained by the Secretary. The disclosure form is in Appendix B.

2.2 Confidentiality

Personal information (PI) is any information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual or household. ATA-CLT members' names, addresses, e-mails, phone numbers, interests and hobbies, volunteer hours, donations to the Organization, driver's license, state identification card, or passport number, account log-in, financial account, debit card, or credit card numbers in combination with any required security or access code, password, or credentials allowing access to an account, religious, political or philosophical beliefs, the contents of a consumer's mail, email, and text messages—unless the Organization is the intended recipient of the communication—are PI.

It is the policy of ATA-CLT that the Board and committee members may not disclose, divulge, or make accessible members' PI to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Board has authorized disclosure. Board and committee members shall use such information solely for the purpose of performing services as the Board or committee of ATA-CLT.

This policy is not intended to prevent disclosure where disclosure is required by federal and state law.

Directors, and committee members who have access to members' personal information shall sign a confidentiality form (Appendix C) at the onset of their service, which shall be retained by the Secretary.

3. Volunteer Policy and Procedures

3.1 The Volunteer Program

3.1.1 Overall Policy on Utilization of Volunteers

The achievement of the goals of this Organization is best served by the active participation of members of our community. To this end, the Organization accepts and encourages the involvement of volunteers at all levels of the Organization and within all appropriate programs and activities. All members of our Organization are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

3.1.2 Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to the VC, event managers and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Organization reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the VC Chairperson, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the VC

3.1.3 Role of the VC

The productive utilization of volunteers requires a planned and organized effort. The function of the VC is to provide a central coordinating point for effective volunteer management within the Organization. The committee shall also bear responsibility for maintaining liaison with other volunteer-utilizing programs in the Organization and assisting in Organization-wide efforts to recognize and promote volunteering, planning for effective volunteer utilization, for assisting members and youth in identifying productive and creative volunteer roles, for recruiting suitable volunteers, and for tracking and evaluating the contribution of volunteers to the Organization.

3.1.4 Definition of ‘Volunteer’

A ‘volunteer’ is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the Organization.

A ‘volunteer’ must be officially accepted and enrolled by the Organization prior to performance of the task. Volunteers shall not be considered as ‘employees’ of the Organization.

3.1.5 Qualifications

Volunteers must be at least 15 years of age to work without parental supervision, and must enjoy working with all types of people. They must show a genuine concern for the Organization. A willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

3.1.6 Service at the Discretion of the Organization

The Organization accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Organization. Volunteers agree that the Organization may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the Organization.

The volunteer may at any time, for whatever reason, decide to sever the volunteer’s relationship with the Organization. Notice of such a decision should be communicated as soon as possible to the volunteer’s supervisor.

3.1.7 Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to this Organization. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the Organization.

3.2 Volunteer Management Procedures

3.2.1 Maintenance of Records

A system of records will be maintained on each volunteer with the Organization, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and event managers shall be responsible for submitting all appropriate records and information to the VC in a timely and accurate fashion. Volunteer personnel records shall be accorded the same confidentiality as member records.

3.2.2 Conflict of Interest

No person who has a conflict of interest with any activity or program of the Organization, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the Organization.

3.2.3 Representation of the Organization

Prior to any action or statement which might significantly affect or obligate the Organization, volunteers should seek prior consultation and approval from the Executive Committee. These

actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the Organization as specifically indicated within their job descriptions and only to the extent of such written specifications.

3.2.4 Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single member, volunteer, other person or involves overall Organization business.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Organization or other corrective action.

3.2.5 Absenteeism

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform their event manager as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's work assignment or term of service.

3.3 Volunteer Recruitment and Selection

3.3.1 Position Descriptions

Volunteer Committee requires a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment, an assignment description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts.

All position descriptions shall include a description of the purpose and duties of the position, an event manager and worksite, a timeframe for the performance of the job, and a listing of job qualifications.

3.3.2 Committee Requests for Volunteers

Requests for volunteers shall be submitted in writing by other interested committees, complete with a position description and a requested timeframe. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting jobs and by advance notice. The VC reserves the right to refuse to recruit or place any volunteers until other committees are prepared to make effective use of volunteer resources.

3.3.3 Recruitment

Volunteers shall be recruited by the Organization on a proactive basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the Organization. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function.

The VC shall regularly report its active volunteer roster to the Membership Committee.

3.3.4 Recruitment of Minors

Volunteers who have not reached their age of majority must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

3.3.5 Placement

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

3.3.6 Appointment

No volunteer shall begin performance of any position until they have received a copy of their job description and an explanation of their volunteer responsibilities.

3.3.7 On-the-Job Training

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer.

3.4 Volunteer Supervision and Evaluation

3.4.1 Requirement of an Event Manager

Each volunteer who is accepted to a position with the Organization must have a clearly identified event manager(s) (or designee) who is responsible for direct management of that volunteer. Event managers are appointed by other committees of the Organization that have a need for volunteer services. This event manager shall be responsible for guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

3.4.2 Lines of Communication

Volunteers are entitled to all necessary information pertinent to the performance of their work assignments. Accordingly, volunteers should be included in and have access to all appropriate memos, materials, and meetings relevant to the work assignments. To facilitate the receipt of this information on a timely basis, volunteers should be included on all distribution schedules for receipt on information distributed in their absence. Primary responsibility for ensuring that the volunteer receives such information will rest with the event manager (or designee).

Lines of communication should operate in both directions, and should exist both formally and informally.

Volunteers should be consulted regarding all decisions which would substantially affect the performance of their duties.

3.4.3 Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the Organization or who fail to satisfactorily perform their volunteer assignment are subject to dismissal by the VC.

3.4.4 Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of Organization equipment or materials, abuse or mistreatment of guests or co-workers, failure to abide by Organization policies and procedures, failure to meet physical or mental standards of performance, and failure to satisfactorily perform assigned duties.

3.4.5 Notice of Departure or Re-Assignment of a Volunteer

In the event that a volunteer departs the Organization, it shall be the responsibility of the VC to inform the Membership Committee that the volunteer is no longer assigned to work with them. In cases of dismissal for cause, this notification should be given in writing and should clearly indicate the reasons for dismissal.

3.4.6 Resignation

Volunteers may resign from their volunteer service with the Organization at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

3.4.7 Communication with the VC

Event managers (or their designees) who are supervising volunteers are responsible for maintaining regular communication with the VC on the status of volunteers. The VC should be informed immediately of any substantial change in the work or status of a volunteer and should be consulted in advance before any corrective action is taken.

3.4.8 Evaluation of Organization's Volunteer Utilization

The VC shall conduct an annual evaluation of the utilization of volunteers by the Organization. This evaluation shall include information gathered from volunteers, event managers, and members.

3.4.9 Youth Volunteers

3.4.9.1 Dress Code

As representatives of the Organization, youth volunteers are responsible for presenting a good image to the community. Youth volunteers shall dress appropriately for the conditions and performance of their duties.

3.4.9.2 Timesheets

Youth volunteers are responsible for the accurate completion and timely submission of timesheets to the event managers (or designees).

3.4.9.3 Youth Volunteers as Event Managers and Youth Volunteer Supervisors

A youth volunteer may act as an event manager or a supervisor of other youth volunteers, provided that the supervising volunteer is under the direct supervision of an adult member.

3.4.9.4 Standards of Performance

Standards of performance shall be established for each youth volunteer position. These standards should list the work to be done in that position, indicators of whether the work was accomplished, and appropriate timelines for accomplishment of the work. Creation of these standards will be a joint function of the VC and the event manager. A copy of the standards should be provided to the youth volunteer along with a copy of their job description at the beginning of their assignment.

3.4.9.5 Evaluations

Youth volunteers shall receive evaluations after assignments to review their work. The evaluation session is utilized to review the performance of the volunteer, to suggest any changes in work style, to seek suggestions from the volunteer on means of enhancing the volunteer's relationship with the Organization, to convey appreciation to the volunteer, and to ascertain the continued interest of the volunteer in serving in that position.

Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have regarding the position or project with which the volunteer is connected.

3.4.9.6 Written Basis for Evaluation

The position description and standards of performance for a youth volunteer position should form the basis of an evaluation. A written record should be kept of each evaluation session.

3.4.9.7 Recommendations

Upon the request of a parent or legal guardian, the Executive Committee shall provide a recommendation letter to youth volunteers for their job or college applications. The recommendation letter shall rank the volunteer among his/her peers in terms of participation rate and evaluation results. This information shall be made available to parents and guardians upon request. A youth volunteer must have an evaluation track record to receive the recommendation.

3.4.9.8 VC Responsibility for Evaluation

It shall be the responsibility of the VC to obtain feedback from the event manager (or designee) to schedule and perform periodic evaluation, and to maintain records of the evaluation.

3.5 Volunteer Support and Recognition

3.5.1 Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable budgeted expenses incurred while undertaking business for the Organization.

3.5.2 Access to Organization Property and Materials

As appropriate, volunteers shall have access to Organization property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Property and materials shall be utilized only when directly required for Organization purposes.

3.5.3 Insurance

Liability and accident insurance is not provided for volunteers engaged in Organization business. Volunteers are encouraged to consult with their own insurance agents regarding the extension of their personal insurance to include community volunteer work.

3.5.4 Recognition

A free or subsidized annual volunteer recognition event will be conducted to highlight and reward the contribution of volunteers to the Organization. Volunteers will be consulted and involved in order to develop an appropriate format for the event.

3.5.5 Informal Recognition

All Board members are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from simple "Thank You's" to a concerted effort to include volunteers as full participants in program decision making and implementation.

4. Membership Application, Advancement, and Information Collection Procedures

4.1 Provisional Membership Applications

4.1.1 Qualifications

Provisional membership applicants must be at least 18 years of age and residents of Mecklenburg County, NC or surrounding counties that are within 2-hour driving distance.

4.1.2 Application Form

Provisional membership applications should include the following information at a minimum:

1. Full name of the applicant
2. Mailing address
3. Email address
4. Cell phone number
5. Month and year of birth
6. Year of arrival in Charlotte and the USA
7. If there are other family members living in the same household who are also applying for provisional membership, Relative or Child status, or registering as volunteers, the application shall include their:
 - a. Full name
 - b. Email address (required only if the family member is also applying for provisional membership or registering as a volunteer)
 - c. Cell phone number (required only if the family member is also applying for provisional membership or registering as a volunteer)

- d. Month and year of birth (required only if the family member is also applying for provisional membership or registering as a volunteer)
- e. Year of arrival in Charlotte and the USA (required only if the family member is also applying for provisional membership)

The design of the application form will be approved by the Executive Committee.

4.1.3 Application Procedure

The application form may be submitted online or in hardcopy during ATA-CLT events. The form must disclose that

1. New members should expect to remain as non-voting provisional members for at least one year.
2. Provisional members do not pay membership dues but receive our newsletters and the announcements of all ATA-CLT events
3. Provisional members may gain access to ATA-CLT events at regular member prices by paying an assessment set by the Board of Directors.

There will be a donation section in the application form to accept the optional donation.

4.1.4 Membership Review and Approval Process

- (a) A completed provisional membership application will be forwarded to the members of the Membership Committee without delay.
- (b) Committee members must notify the Chairperson of their objections to the approval of the application within 14 calendar days of its receipt. If no objection is received, the application will be approved automatically without further action. If an objection is received, the committee will take a vote to approve or reject the application at its first regularly scheduled meeting.
- (c) If an application is rejected, the decision will be communicated to the applicant without delay. The reasons for the rejection will be communicated to the Executive Committee.
- (d) The Membership Committee chairperson (or a designee) is responsible for recording the new member into the membership database.
- (e) The date the application is received is the effective date of the provisional membership.

4.1.5 Provisional Membership Assessments

If provisional members so choose, they may gain access to all ATA-Charlotte events at regular member prices by donating \$50 for individuals or \$100 for families. Family-level dues cover two adults who reside in the same household.

4.2 Regular Membership

4.2.1 Qualifications

In order to qualify for regular membership, an individual is expected to remain a provisional member for at least one year. However, the Membership Committee may ask the Board of Directors to waive this requirement for individuals who are likely contribute significantly to the mission of ATA-CLT.

4.2.2 Membership Advancement Process

- (a) The Membership Committee will routinely review the list of provisional members and identify individuals who may qualify for regular membership. The Committee will recommend these individuals to the Board of Directors as candidates for advancement to regular membership.
- (b) The Committee recommendation will indicate, in broad strokes, how each candidate (or household) contributed to ATA-CLT during their provisional membership.
- (c) The Board will review the candidates at its regularly scheduled meeting and approve the advancements with a 2/3 majority of the directors then in office.
- (d) Membership Committee Chairperson (or a designee) will contact the approved candidates, obtain their consent for advancement in writing (email or other messenger services are acceptable), and collect the membership dues. If the member already paid an assessment as a provisional member, no further membership payment is necessary.
- (e) Once the member's consent and membership dues (if applicable) are received, the Chairperson (or a designee) will update the membership records.
- (f) The date of the Board vote will be the effective date of the regular membership.

4.2.3 Regular Membership Dues

Membership dues for regular members are set at \$50 for individuals and \$100 for families. Family-level dues cover two adults who reside in the same household.

4.3 Member and Volunteer Survey

4.3.1 Survey

All provisional and regular members will be surveyed on their employment, interests, skills, volunteer preferences. The survey questionnaire is in Appendix E. Affiliates are encouraged to complete the survey if they would like to serve as volunteers.

4.3.2 Frequency

Provisional members will receive the survey within 30 days of the approval of their membership application. Regular members will receive a survey every year when they renew their memberships to confirm the accuracy of their contact information and the preferences they indicated in previous surveys.

4.4 Affiliates

There shall be three types of affiliates:

- i. *Child* is the child of a regular or provisional member who is younger than 18 years of age. *Child* shall benefit from all discounted age-appropriate activities of the Corporation.
- ii. *Relative* is any adult family member of a regular or provisional member who paid family-level membership dues or assessments. *Relative* must reside in the same household as the member. *Relative* shall benefit from all discounted activities of the Corporation but shall not have the right to vote or to run for office.

- iii. *Student* is an adult who is a registered student at an accredited college or university in the region. *Students* do not have membership rights but may attend ATA-Charlotte events at subsidized prices at the discretion of the committee organizing the event.

5. Financial Policies and Procedures

5.1 Purpose

The policy and procedural guidelines contained in this handbook are designed to:

- protect the assets of ATA-CLT;
- ensure the maintenance of accurate records of ATA-CLT's financial activities;
- provide a framework of operating standards and behavioral expectations; and,
- ensure compliance with federal, state, and local legal and reporting requirements

Exceptions to written policies may only be made with the prior approval of the Board of Directors. Changes or amendments to these policies may be approved by the Board of Directors at any time. A complete review of the policies shall be conducted every two years by the Finance Committee or other Board designee.

All members with financial responsibilities are expected to be familiar with and operate within the parameters of these policies and guidelines.

5.2 General accounting policies

The accounting system follows general accepted accounting policies (GAAP).

Financial statements are prepared using the accrual basis of accounting.

The fiscal year is January 1 through December 31.

5.3 Administration

The Treasurer has primary responsibility for designing and maintaining the accounting system. Bookkeeping support may be provided by other regular members as designated and approved by the Board.

The accounting records are updated regularly and subject to the oversight of the Executive Committee, Board of Directors, and Audit Committee.

A filing system accessible to the Executive, Finance, and Audit Committees is maintained for all financial records. This filing system may be electronic or paper, or both.

Financial service providers are:

- Accounting software: QuickBooks Online
- Banking: Bank of America

5.4 Record Keeping

Transactions are recorded in the accounting system of the organization as close as possible to the time when they occur.

Transactions are classified and recorded accurately based on objective criteria and consistent treatment of similar transactions.

Documentation of accounting transactions is clear and legible.

The media on which documentation is recorded remains readable until the time when the record is destroyed.

Special care is taken to identify and to record accurately non-cash financial transactions, whether they result in income, expense, assets, or liabilities.

Activities are not recorded on a net basis. When an activity includes transactions that increase and decrease a financial account, the increase and decrease transactions are recorded separately.

5.5 Budgets

The annual budget for the fiscal year is prepared by the Executive Committee working closely with all the other committees.

The Board of Directors approves the budget annually, prior to the beginning of the fiscal year if possible.

The budget is compared to the monthly financial statements in order to monitor the actual results.

The budget is reviewed mid-year and adjusted as necessary to reflect changing conditions.

5.6 Financial Statements

Monthly financial statements are completed and presented to the Board of Directors within 30 days of the close of the period.

A financial overview and Profit & Loss Statement through the end of the previous month are provided to the Board of Directors at each Board meeting.

5.7 Audit

An annual internal audit is conducted by the Audit Committee before the annual meeting of the General Assembly. The audit covers the period between September 1st of the previous fiscal year and August 31st of the current fiscal year.

Presentation to the Board of the audit is done by the audit committee chairperson.

Copies of the annual audit are provided to members in accordance with the Bylaws.

5.8 Banking

5.8.1 General

Separate bank accounts are maintained for operating expenses, restricted funds, and reserves.

The operating account maintains sufficient funds to meet all anticipated expenditures. Generally, a balance between \$10,000 and \$15,000 is sufficient.

The reserve account is established as a separate account and used to replenish the operating account when necessary and to receive excess funds from the operating account when available.

The Treasurer and the President are authorized to open the necessary bank accounts and transfer funds as needed.

5.8.2 Deposits

In general, deposits are made at least weekly. All funds are deposited in an assigned financial institution. The deposit receipt is attached to the Deposit Record.

5.8.3 Check Signing

The Treasurer and Board-authorized officers and agents of the Organization can sign the checks and remit payments electronically.

Blank checks are never signed in advance.

5.9 Disbursements

Disbursements are made with the authorization of the Treasurer or anyone with authority to sign checks and remit payments electronically.

Invoices are paid in a timely manner, preferably weekly, and before late penalty charges apply.

No checks may be written to "cash" or "bearer."

5.10 Reimbursements

When requesting personal reimbursement for budgeted ATA- CLT expenses, an expense report is prepared by the individual seeking reimbursement and approved by the Treasurer, or in his or her absence, by any member of the Executive Committee. Relevant invoices and receipts are attached.

Reimbursements issued to the Treasurer must be approved by another member of the Executive Committee.

Mileage expenses are reimbursed at the federal rate in affect at the time of the expense.

5.11 Accounts Receivable

Invoices for pledges receivable are sent out, either my email or mail, as soon as practical in accordance with the terms of the grant agreement or pledge. A copy of each invoice is kept in the appropriate grant or pledge A/R file with a notation of the date it was sent. When payment is deposited, the invoice is then notated with the date paid and marked "POSTED" (or equivalent).

Invoices for other accounts receivable are kept in a general A/R file. When payment is deposited, these invoices are marked "POSTED" (or equivalent) and transferred to an A/R received file.

5.12 Account Reconciliations

Bank reconciliations are done monthly. Bank statements are reconciled by someone other than the check signer or writer.

Other balance sheet accounts are reconciled at least quarterly.

5.13 Purchases

Purchases of budgeted goods and services valued less than \$500 can be approved by the Treasurer, or in his or her absence, by any member of the Executive Committee. The Executive Committee is notified of such purchases immediately.

Purchases of budgeted goods and services valued between \$500 and \$2,000 can be approved by any member of the Executive Committee other than the Treasurer.

Purchases of budgeted goods and services valued greater than \$2,000 are approved by the Executive Committee.

Generally, ATA-CLT seeks three quotations for purchases greater than \$5,000 where at least three suppliers are available for that service or product.

5.14 Conflict of Interest

Purchases of goods or services are not made from any director of the organization. Members of the Board of Directors declare any conflict of interest with regard to financial terms.

Purchase of personal items for directors is not made.

5.15 Capital Expenditures

Tangible assets exceeding \$1000 and expected to last longer than a year are classified as capital assets and included in an inventory record. The capital assets inventory record contains descriptions, serial numbers, dates of purchase or receipt, valuations, dates of valuation and item locations.

A depreciation schedule is prepared annually by a qualified member.

5.16 Donations

Donated capital assets are recorded at fair market value if it can be reasonably estimated. The nature and amount of the donated capital assets is disclosed.

The value of donated materials and services is recorded at a reasonable estimate. The value does not exceed the value at which the organization could have purchased those materials and services.

5.17 Fundraising

The Board is informed in advance of the purposes for which outside funding is solicited.

Care is taken to ensure that money received for specific purposes is used for those purposes and that reporting is provided as required by the provider.

To ensure that ATA-CLT's sales of goods and services for fundraising purposes are exempt from NC sales tax, the following conditions must be met.

- a. The sales are conducted only upon an annual basis for the purpose of raising funds for the organization's activities.
- b. The proceeds of the sale are actually used for the organization's activities.
- c. The products sold are delivered to the purchaser within 60 days after the first solicitation of any sale made during the organization's annual sales period.

The Executive Committee will investigate and report to the Board the conditions that must be met to be exempt from sales tax collection on admission charges to entertainment activities.

5.18 Investments

The investment objectives of ATA-CLT, in order of importance, are the safety of principal, liquidity, and a competitive rate of return. Investment restrictions may, at the discretion of the Board of Directors, include such issues as quality, diversification requirements, or social issues.

The Finance Committee has primary responsibility for advising the Board on investment policy and for establishing any specific guidelines as to the mix and quality of the investment account(s).

5.19 Procedures

5.19.1 Deposits

All checks and cash received are recorded on a log, listing the date received, payer, purpose, and amount received. All checks are marked "for Deposit only" immediately upon receipt. *None of these funds is used to pay for expenses of any kind.*

After the deposit is made, the Deposit Record with attached logs and deposit receipt is entered into the accounting books. Notes are added for any discrepancies. All deposit papers are reviewed, confirmed, and recorded.

Copies of all checks or vouchers for grants and contracts are placed in their source files.

5.19.2 Disbursements

All payments are made electronically or by pre-numbered checks and are accompanied by substantiating documentation. Documentation may be an invoice (bill) or expense report.

All invoices are marked with the date received. The proper account(s), funding source, and program are identified and coded for each invoice.

The expense report or marked invoice is approved in accordance with section 5.13.

If invoices are due in less than 30 days, the invoices are reviewed to ensure that the goods were received or services rendered. Then, the balance due is disbursed by the Treasurer or an authorized signer. The bills and payments are entered into the related source and expense accounts along with the invoices and the check vouchers or other disbursement records.

If invoices are due in more than 30 days, approved invoices are entered as bills into Accounts Payable. Entered bills are paid by the Treasurer or an authorized check signer at an appropriate time. The bill is reviewed to ensure that the goods were received or services rendered. Once payment is made, A/P and related expense account are updated along with the bill identifier and the check voucher or disbursement record.

5.19.3 Check signing

A relevant invoice or back-up document accompanies each check or electronic disbursement request. A record of the disbursement is maintained.

Sequentially numbered organizational checks are used to maintain a proper control over the checks. Voided checks are kept and clearly marked VOID.

5.19.4 Account Reconciliations

Bank accounts are reconciled monthly against the account statement. Other balance sheet accounts are reconciled quarterly using the ATA-CLT Reconciliation Statement. The location of supporting documentation is referenced.

6. ATA-CLT Election Policy and Procedures

6.1 Introduction

This policy describes the procedures to develop and approve a slate of candidates for the Board of Directors and the actions to be taken if the slate is rejected by the membership. These procedures are intended to be transparent and engaging to the membership, and responsive to the needs of ATA-CLT.

6.2 Identification of Open Positions

By May 31st of each year, the President will report to the Nominations and Elections Committee (NEC) regarding the positions that will be open in the next election. The report will include:

1. Eligibility of incumbents to run for a new term
2. Professional positions and competencies of the current Board.
3. Professional demographics of the membership
4. Strengths/skills of current Board members
5. Executive Committee's recommendation, if any, for the number of director seats to be filled by the General Assembly at its next meeting.

6.3 Development of Election Schedule

The chair of NEC will develop an election schedule for approval by the Board at its June meeting. The election schedule will include, at a minimum, the nomination period, the date the slate will be introduced to the membership, and the voting period for the slate. The schedule should allow enough time to accommodate the potential rejection of the slate of candidates. The schedule will be posted on the ATA-CLT website and made available to all regular members.

6.4 Identification of Candidates

The NEC will conduct a broad and open process to identify potential candidates. The committee will first review the current skills and competencies of the Board and will identify any insufficient areas and/or needs. These needs will be included in a call for nominations from the regular membership.

Multiple strategies will be used to engage the membership in identifying potential candidates. In addition to soliciting the general membership for nominations, the NEC will seek recommendations from the current and outgoing Board members, and members of other Board committees.

While the nomination process is occurring, regular members will have access to position descriptions for the open position(s) and the skills and competencies criteria (an example is in

Appendix F) that will be used to evaluate candidates. Also during this time, the NEC will review the service of incumbents who are eligible to serve a new term to determine their fitness to continue to serve.

As nominees are identified, the Chair of the NEC will contact nominees to determine their willingness to appear on the slate. All interested candidates must complete a nomination packet to be considered for the final slate. The nomination packet will contain the candidate's biography and his/her response to the following questions:

1. What is your vision for the organization? Where do you see the organization in 10 years?
2. Are you willing to commit your time, resources and finances to the cause?
3. What skills and abilities do you possess that you feel will benefit our organization?

6.5 Selection of Slate

The NEC will evaluate qualified nominees based on specific criteria established in advance, expertise appropriate to the strategic emphases of the organization, and the consideration of cultivating new leadership for ATA-CLT. The Committee is required to present one candidate for each position recommended by the Executive Committee. All deliberations on the nominees by the Committee will remain confidential.

6.6 Presentation of the Slate

The NEC will notify the Board of Directors prior to presenting the slate to the regular membership. The chair of the Committee will present the criteria and reasoning for the selection of the slate and how the slate will give the Board the best opportunity to accomplish the strategic goals of the Organization. The presentation of candidates will include each of the candidate's biography, and, if needed, a maximum 200-word statement of introduction.

The slate will be introduced to the regular membership no more than fifty (50) nor less than fifteen (15) days before the date of the General Assembly meeting. The date of introduction will be the record date of the meeting.

Once the slate has been introduced to the regular membership, the Secretary will compile the official voting roll of eligible members. Any new or lapsed members after the slate has been introduced will be deemed ineligible to vote.

6.7 Alternative Slates

Once the official NEC slate has been introduced, regular members may form an alternative slate with the same number of candidates as in the official slate. One candidate may be nominated in multiple slates.

The alternative slate will be filed with the NEC within one hundred twenty (120) hours (five days) of the introduction of the official NEC slate. Each candidate on the alternative slate will submit their biography, and their responses to the three questions in the nomination packet, which may be included as their 200-word statement of introduction.

The NEC will verify the regular membership status of the alternative candidates as of the record date, and the completeness of the submission. If the candidates are eligible and the submission is complete, the alternative slate will be added to the ballot. If there is an ineligible candidate, the

NEC will have absolute authority for deciding the eligibility of the remaining candidates in the alternative slate.

6.8 Vote in the General Assembly

The NEC will create an electronic ballot which will be distributed to all regular members represented in the General Assembly meeting in person or by proxy.

Voting will begin at the conclusion of the floor debate at the General Assembly meeting. The Chair will recess the meeting for the duration of voting, including the challenge and appeal process. The final election results will be included in the meeting minutes by the Secretary and the meeting will be adjourned.

Eligible members will be alerted via email that the electronic ballot is accessible and voting is open. The e-ballot will be “live” and accessible for no less than three (3) days. Members represented by proxy at the General Assembly will cast their own votes.

The Committee will send at least one reminder via email to members to vote over the course of three days. The candidates and ballot will also be available behind a link on the ATA-CLT home page, with a note that ballots have been sent to members via email, but voting can only take place using the unique link sent via email.

As the candidates have been selected based on specific competencies, members will vote to either approve or reject the slate(s) as a whole.

Voting concludes at midnight no less than three (3) days after it opens. Results of the election will be tallied by the NEC and reported to the Board of Directors.

In the event a slate is approved by the membership, the slate will be announced to the general membership in social media and by electronic mail.

6.9 Rejection of Slate

The membership will be given the choice to reject the slate(s) of candidates. The slate(s) will be rejected if a majority of voting members vote to reject the slate(s). In the event the membership fails to approve a slate, a new nomination and election process will commence as described in the next section.

6.10 Election Procedure after a Rejected Slate

In the event of rejected slate(s), the membership will be notified and a new nomination process will commence no later than two days after the initial voting period concludes and will last for seven (7) days.

As per the original process, the NEC will actively engage the membership to identify reasons why the slate was rejected and to identify additional candidates to conduct a competitive election (rather than presenting a slate).

All candidates on the rejected slate(s) will automatically be included in the follow-up competitive election. Additional qualified candidates, as determined by the bylaws, will be added to the ballot based on input from the regular membership, Board, and members of Board committees. At least one candidate per position must be included, and the new, competitive

ballot will be presented to the regular membership. The presentation will include each of the candidate's biography, and, if needed, a maximum 200-word statement of introduction.

The NEC will create an electronic ballot which will be distributed to all regular members represented in the General Assembly meeting in person or by proxy. Members will be alerted via email that the e-ballot is accessible and voting is open. The electronic ballot will be "live" and accessible for no less than three (3) days. Members represented by proxy at the General Assembly will cast their own votes.

For officer positions, the winner will be the one with a plurality of votes. For non-officer directors, the winners will be the candidate(s) with the highest vote totals until all open positions are filled.

Voting concludes at midnight no less than three (3) days after it opens. Results of the election will be tallied by the NEC and the results reported to Board of Directors. All candidates will be notified of the election results via email. Results of the election will be announced to the general membership in social media and by electronic mail after the voting concludes.

6.11 Challenge and Appeal

A regular member or candidate dissatisfied with the election result may, within two (2) days after the ballots are opened and tabulated, file with the NEC a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal.

The NEC will have absolute authority for deciding the challenge and appeal. Notice of the decision of the NEC will be provided to the party filing the challenge and appeal within two (2) days of receipt of the challenge and appeal.

6.12 Onboarding of New Board Members

The Executive Committee will be responsible for onboarding all new members of the Board of Directors, prior to them assuming office. Onboarding will include discussions on the organization's mission, services, policies, and programs, as well as the duty of care, duty of loyalty and fiduciary duty of each Board member.

7. Contract Authority

7.1 Authorization

In accordance with Section 8.01 of the Bylaws, the Board hereby authorizes each of the President, Secretary, and Treasurer to approve and, in the name of and on behalf of ATA-Charlotte, enter into and execute contracts and instruments as follows:

Contract	Authorized Signatory
Grant agreements:	President, Secretary, and Treasurer
Purchase agreements, leases, contracting agreements, and other operating contracts representing a (<u>budgeted</u>) commitment by ATA-Charlotte of less than \$3,000	President, Secretary, and Treasurer
Insurance policies in which ATA-Charlotte and/or its agents are beneficiaries:	President, Secretary, and Treasurer

7.2 Transaction Limits

All contracts representing a commitment by ATA-Charlotte of more than \$3,000 shall be submitted to the Executive Committee for review and approval at least 24 hours prior to signing.

This authorization does not override the approval requirements for disbursements in Section 5.13 of ATA-Charlotte Policies and Procedures Manual.

7.3 Restrictions on Contracts With Board Members

Any contract between ATA-Charlotte and any Board member shall be subject to Board approval before it takes effect. A Board member who is a party to a contract cannot be an authorized signatory of the Organization in that contract.

7.4 Certification

The Secretary and the other officers of ATA-Charlotte are authorized to certify to third parties as to the authority of the officers and agents named above to execute such contracts and instruments on behalf of ATA-Charlotte.

7.5 Limits to Contract Authority

ATA-Charlotte will not purchase goods and services from individuals and organizations actively involved in or currently supporting terrorist activities in Turkiye or the USA.

8. Donor Recognition Policy

8.1 Purpose

The purpose of the Donor Recognition Policy (DRP) is to thank and honor our donors, to build lasting relationships with donors inviting further contributions and providing reciprocal positive exposure for their philanthropy, to encourage and excite others by publicly recognizing gifts and to raise people's awareness of giving and raise their own standards.

8.2 Gift Acknowledgement

ATA-Charlotte Executive Committee will work to acknowledge every gift within the following guidelines. At any time, a donor may request additional public recognition or decline public recognition. Income Tax receipts if applicable will be issued within 10 business days. Donations made online will receive email acknowledgement.

- Gifts of \$100 - \$499
 - Thank you letter for gifts over \$20 will be issued within 10 business days. All thank you letters will be signed by the President.

- Gifts of \$500 - \$999
 - Thank you letter will be issued within 10 business days and will include a handwritten note from the President or the Board member who has the direct relationship with the donor. All thank you letters will be signed by the President.
 - Phone call of thanks from an ATA-Charlotte Board Member will be made within one month of the donation.
 - For donations that are not eligible for tax receipts or for donations made online where email tax receipts are issued, handwritten thank you cards from the President or the Board member who has the direct relationship with the donor will be sent within ten business days.
- Gifts of \$1,000 to \$5,000

In addition to the recognition included in the previous category:

 - Donors will be featured in ATA-Charlotte Newsletter and website within 3 months of the donation.
 - Donors will be issued a Certificate of Acknowledgement for their contribution to ATA-Charlotte.
- Gifts over \$5,000

In addition to the recognition included in the previous category:

 - Donors will be presented with a plaque to acknowledge their contribution to ATA-Charlotte.
 - If the donor chooses to, ATA-Charlotte will submit a press release including a photographed cheque presentation to local media.

8.3 Responsibilities

All donor recognition administration will be the responsibility of the ATA-Charlotte Executive Committee. ATA-Charlotte pays for donor recognition.

8.4 Anonymity

Donors wishing to remain anonymous will be respected; however, donors will be asked to indicate their wish to remain anonymous at the time of donation.

8.5 Withdrawal or Refusal of Recognition

The Board of Directors reserves the right to withdraw recognition should such withdrawal be deemed in the best interests of ATA-Charlotte.

In addition, the Executive Committee (or their designate) must approve recognition wording, and may refuse the recognition opportunity should ATA-Charlotte and the donor be unable to agree on appropriate wording.

APPENDIX A – BOARD MEMBER AGREEMENT

I understand that as a member of the Board of Directors of ATA-CLT, I have a legal, moral, and fiduciary responsibility to ensure that the Organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the Organization, and I will act responsibly and prudently as its steward.

My duties and responsibilities as a Board member include:

- I will represent the Organization, and interpret the Organization’s work and values to the community. I will act as an ambassador in support of ATA-CLT’s goals to attract new volunteers, directors, and donors to the Organization.
- I will engage in long-term planning for ATA-CLT and I will help shape the vision and work of the Organization.
- I will attend all Board meetings and key events. I understand that two unexcused absences in a year constitute an automatic resignation. I will inform the President beforehand if I will not be able to attend a meeting or event.
- I will make a personal financial contribution to the Organization at a level that is meaningful to me.
- I will act in the best interest of the Organization, and excuse myself from discussions and votes when I have a conflict of interest.
- I will stay informed about what is going on in the Organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, finances and other Board matters.
- I will participate in the Organization by serving on at least one committee.

In turn, the Organization will be responsible to me in several ways:

- I will be sent, without request, monthly financial reports and an update of Organizational activity that allow me to meet the legal requirements of being a Board member.
- I will be provided with an initial orientation to help me perform my duties and keep me informed about relevant issues.

Print Name: _____

Signature: _____

Date: _____

**APPENDIX B – CONFLICT OF INTEREST CERTIFICATION AND DISCLOSURE
FORM**

Certification

By signing this form below, I certify that:

1. I have received a copy of the Organization’s conflict-of-interest policy;
2. I have read and understand the policy;
3. I agree to comply with the policy; and
4. I understand that the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its exempt purposes and not engage in activities and transactions that provide impermissible benefits to individuals or entities.

Conflict-of-Interest Disclosure

Please certify below that you either have no actual or possible conflict of interest to report, or describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to an actual or possible conflict of interest between the Organization and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report.

_____ I have the following actual or possible conflict(s) of interest to report.

A. Please specify below any actual transactions you are aware of between the Organization and any entity or person with which you have a business, investment, or family relationship. (Please attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose.)

B. For the purposes of determining possible future conflicts of interest, please also specify other nonprofit and for-profit boards on which you and/or your spouse sit, any for profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own.

1. _____
2. _____
3. _____

(Please attach a supplemental statement if you have additional actual or possible conflicts of interest to disclose.)

**POLICIES AND PROCEDURES MANUAL
ATA-Charlotte**

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

APPENDIX C – CONFIDENTIALITY AGREEMENT

By signing this form below, I certify that:

1. I have received a copy of the Organization’s confidentiality policy;
2. I have read and understand the policy;
3. I agree to comply with the policy; and
4. I understand that I may not disclose, divulge, or make accessible members’ Personal Information to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Board has authorized disclosure. I shall use such information solely for the purpose of performing services as a director/officer/committee member for ATA-CLT.

When discussing or transmitting personal information, I will follow these guidelines:

- Do not reveal any personal information unless the Board approves it;
- Be sure that personal information is properly marked and secured before transmittal;
- Ensure that the recipient has a legitimate need to know the personal information;
- Avoid displaying personal information where it can be easily observed;
- Immediately inform the Board of the loss of any personal information;
- Limit reproduction and distribution of such information; and
- Properly dispose of all personal information.

I agree to uphold this policy as an officer/director/committee member of ATA-CLT.

Print Name: _____

Signature: _____ Date: _____

APPENDIX D – AUDIT COMMITTEE CHARTER AND PROCEDURES

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of ATA-CLT (the “Organization”). It assists ATA-CLT in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the Organization's governance, risk management, internal control.

Authority:

The internal audit activity, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of Organization records, physical properties, and personnel pertinent to carrying out any engagement. All members are requested to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity shall also have free and unrestricted access to the Board.

Organization:

The Board shall:

- Approve the internal audit charter.
- Appoint the committee Chairperson and members
- Approve the internal audit budget and resource plan.
- Receive communications from the committee on the internal audit activity’s performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the committee members. Removal of members requires 2/3rd affirmative approval of the Board then in office.
- Make appropriate inquiries of the committee Chairperson to determine whether there is inappropriate scope or resource limitations.

The committee Chairperson will communicate and interact directly with the Board, including in executive sessions and between Board meetings as appropriate.

Independence and Objectivity:

The internal audit activity shall remain free from interference by any element in the Organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective mental attitude.

Committee members shall have no direct operational responsibility or authority over any of the activities audited. Accordingly, they shall not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment.

Audit Committee members shall adhere to the Organization’s code of conduct and any values and ethics established by the Organization. It is the responsibility of the Audit Committee members to disclose any conflict of interest or appearance of a conflict of interest to the committee. If there is any question as to whether Audit Committee member(s) should recuse themselves from a vote, the committee shall vote to determine whether the member should recuse himself or herself.

Responsibility:

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the Organization's governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the Organization's stated goals and objectives. This includes:

- Evaluating risk exposure relating to achievement of the Organization's strategic objectives.
- Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the Organization.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the Organization's risk management processes.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the Organization.
- Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan.
- Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters requested by the Board.
- Coordinate with the Communications Committee to make its report and Executive Committee's response available to the members of the Organization at the Annual Meeting or upon request.
- Evaluating specific operations at the request of the Executive Committee or the Board, as appropriate.

Internal Audit Plan:

At least annually, the Audit Committee Chairperson shall submit to the Board an internal audit plan for review. The internal audit plan shall consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year.

Reporting and Monitoring:

A written report on audit results shall be prepared and issued by the Chairperson or designee following the conclusion of each internal audit engagement and shall be communicated to the Board and the members at the Annual Meeting.

The internal audit report shall include Executive Committee's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Executive

Committee's response shall include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity shall be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings shall remain in an open issues file until cleared.

The Chairperson shall periodically report to the Board on the internal audit activity's performance relative to its plan. Reporting shall also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Executive Committee and the Board.

APPENDIX E – MEMBERSHIP SURVEY

Meslek alaniniz (Your industry):

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting/Banking/Finance | <input type="checkbox"/> Business consulting | <input type="checkbox"/> Education |
| <input type="checkbox"/> Government | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Homemaker |
| <input type="checkbox"/> Hotel/Lodging | <input type="checkbox"/> Insurance | <input type="checkbox"/> Non-profit |
| <input type="checkbox"/> Real estate | <input type="checkbox"/> Restaurant/Food service | <input type="checkbox"/> Retail |
| <input type="checkbox"/> STEM Professional | <input type="checkbox"/> Transportation/Logistics | <input type="checkbox"/> Other (specify): |

Calistiginiz yer (Your employer):

Employer Name:

-
- Self-Employed
 Retired
 Student
 N/A

Dernegimizde gönüllü olarak calismak ister misiniz?

(Would you like to volunteer with us?)

Evet/Yes

Hayir/No

Gonullu calisabileceginiz alanlar (Volunteer opportunities):

- | | |
|--|--|
| <input type="checkbox"/> Event: Bartender | <input type="checkbox"/> Event: Cashier |
| <input type="checkbox"/> Event: Cooking | <input type="checkbox"/> Event: Desk duty - Administrative Tasks |
| <input type="checkbox"/> Event: Food prep | <input type="checkbox"/> Event: Food service |
| <input type="checkbox"/> Event: Grilling | <input type="checkbox"/> Event: Hosting |
| <input type="checkbox"/> Event: Setup/Cleanup crew | <input type="checkbox"/> Internet and technology |
| <input type="checkbox"/> Mentoring: College students | <input type="checkbox"/> Mentoring: Highschool students |
| <input type="checkbox"/> New arrival counseling and assistance | <input type="checkbox"/> Public relations |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Social and community service |
| <input type="checkbox"/> Teaching: Turkish | <input type="checkbox"/> Teaching: Science/Math |
| <input type="checkbox"/> Teaching: Other: _____ | <input type="checkbox"/> Transportation/Delivery service |

Becerileriniz (Skills):

- | | |
|---|--|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advanced English Fluency |
| <input type="checkbox"/> Entrepreneurial experience | <input type="checkbox"/> Financial management |
| <input type="checkbox"/> Fundraising experience - Major gifts | <input type="checkbox"/> Fundraising experience - Event planning |
| <input type="checkbox"/> Interpersonal intelligence (Social skills) | <input type="checkbox"/> Law |
| <input type="checkbox"/> Policy planning | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Public/Media relations | <input type="checkbox"/> Risk management |
| <input type="checkbox"/> Social event planning | <input type="checkbox"/> Technology/Website design |
| <input type="checkbox"/> Working with adolescents | <input type="checkbox"/> Working with children |
| <input type="checkbox"/> Other. Please specify:
_____ | |

İlgi alanlarınız, hobileriniz (Your interests and hobbies):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acting/Drama | <input type="checkbox"/> Amateur astronomy | <input type="checkbox"/> Amateur radio |
| <input type="checkbox"/> Animals and pets | <input type="checkbox"/> Archery | <input type="checkbox"/> Astrology |
| <input type="checkbox"/> Backgammon | <input type="checkbox"/> Baseball | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Billiards/Snooker/Pool | <input type="checkbox"/> Blogging | <input type="checkbox"/> Board Games |
| <input type="checkbox"/> Bodybuilding | <input type="checkbox"/> Calligraphy | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Car restoration | <input type="checkbox"/> Chess | <input type="checkbox"/> Coding/Programming |
| <input type="checkbox"/> Collecting | <input type="checkbox"/> Cooking | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Creative writing | <input type="checkbox"/> Crossword puzzles | <input type="checkbox"/> Cycling |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Drawing | <input type="checkbox"/> Exercising/Fitness |
| <input type="checkbox"/> Fantasy Football | <input type="checkbox"/> Fishing | <input type="checkbox"/> Folkloric dances |
| <input type="checkbox"/> Football/Soccer | <input type="checkbox"/> Gambling/Games of luck | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Genealogy | <input type="checkbox"/> Golf | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> History | <input type="checkbox"/> Home improvement | <input type="checkbox"/> Hunting |
| <input type="checkbox"/> Jigsaw puzzles | <input type="checkbox"/> Knitting | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Languages | <input type="checkbox"/> Lego building | <input type="checkbox"/> Marathon running |
| <input type="checkbox"/> Martial arts | <input type="checkbox"/> Meditation | <input type="checkbox"/> Model building |
| <input type="checkbox"/> Mountain biking | <input type="checkbox"/> Movies | <input type="checkbox"/> Musical instrument |
| <input type="checkbox"/> Online classes | <input type="checkbox"/> Origami | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Poetry | <input type="checkbox"/> Pottery |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Robotics | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Running/Jogging | <input type="checkbox"/> Sailing | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Singing | <input type="checkbox"/> Skiing |
| <input type="checkbox"/> Socializing | <input type="checkbox"/> Squash | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Tennis | <input type="checkbox"/> Theater |
| <input type="checkbox"/> Traveling | <input type="checkbox"/> Video games | <input type="checkbox"/> Video/Film production |
| <input type="checkbox"/> Volunteering | <input type="checkbox"/> Watching TV | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Yoga | | |

APPENDIX F – BOARD MEMBER SKILLS AND COMPETENCIES CRITERIA

Areas of Expertise/Leadership Qualities
Administration/Management
Financial oversight
Fundraising
Government (willingness to engage elected officials)
Investment management
Law
Leadership skills/motivator
Marketing, public relations
Strategic planning
Understanding of community needs
Information technology
Other

Resources
Access to financial resources (foundations, corporate support, etc)
Availability for active participation

Community Connections
Corporate
Media
Political
Philanthropy
Turkish businesses
Social services
Religious organizations
Multicultural connections
Other

Personal Style

Consensus builder
Good communicator
Listening skills
Strategist
Team member (willing to devote time and energy)
Visionary

Age
19 – 34
35 – 50
51 – 65
Over 65