



Combat Veterans Motorcycle Association®

Pennsylvania Chapter 22-4

222 Ashcroft Ave. Cresson, PA 16630

CHARITABLE DONATION POLICY to CVMA® CHAPTER 22-4 BYLAWS

1. PURPOSE: The charitable donation policy's primary purpose is to protect the Chapter's finances, using a risk management approach, to maximize the distribution of the Chapter's charitable and operational expenditures.

2. OBJECTIVES

a. To provide an expeditious and fair process of providing financial assistance to the following, in order of precedence:

- i. Chapter, State, Regional, or National members or their families
- ii. non-member local veterans in need or their families
- iii. Reputable Veterans organizations
- iv. Local First Responders
- v. Other organizations and individuals as the Chapter deems appropriate

b. To establish a fund accounting process to provide clarity of:

- i. General Funds (available for distribution)
- ii. Operational Funds (available for legal and accounting services, stamps, cards, etc.)
- iii. Restricted Funds (funds already committed or due for distribution.)

3. CHARITABLE DONATIONS COMMITTEE COMPOSITION: As established by the CVMA® Chapter 22-4 Bylaws

4. PROCEDURES AND GENERAL RULES

- a. The Chapter will conduct a majority vote on this policy, and any changes. When brought to motion for vote; this policy will be the sole item on the motion for vote.
- b. If any part of this is not in accordance with local, state or federal law the CEB may adjust it for correction of the non-compliance without Chapter vote.
- c. No individual distribution from the Chapter's General Fund will exceed 50% of the Chapter's General Fund.
- d. The Chapter will not donate through a GoFundMe or any other organization that charges a fee, as such, donate directly.
- e. When distributions are determined appropriate for "financial aid" the Chapter should make direct payment to the recipients past due account holders.
- f. When distributions are determined appropriate for a "gift" the Chapter may make direct payments to an individual, or a designated organization.
- g. Any Chapter member IGS may nominate an individual, or organization in need, and present to the membership related to their need.
- h. When making a motion to donate, spend, reserve or in any other way commit Chapter funds, regardless of benefactor, the motioning member must be in good standing.

5. CHAPTER RECEIPTS

- a. The Chapter Treasurer as the primary custodian of Chapter funds; will deposit all proceeds from direct fund-raising efforts (ticket sales, rides or events, solicited donations, etc.) in the Chapter's bank account, and record the transactions into the Chapter's financial ledger.
 - i. If there is no special designation or restriction for the funds, the treasurer will record the available funds.
 - ii. For funds designated for a special purpose or previously allocated to a specific organization, the Treasurer will record the funds in the Restricted Fund.
 1. Each allocation will have a footnote within the Restricted Fund.
 2. The footnote will specify dollar amount, restriction details, and date of the allocation.
 3. This will ensure appropriate funds are being allocated in the appropriate place voted on by the membership.
- b. When attending or volunteering at an event, Chapter Members may only accept funds (50/50 proceeds, tips, or other donations) for the benefit of the Chapter, not as individual income.
 - i. The Chapter members present may hold a majority vote to donate the funds back to the contributing organization.
 - ii. If donating funds back to the organization, the members may announce the intention to donate back, but may not distribute the funds. The Chapter members will turn the funds into the Chapter Treasurer for annotation into the Chapter's financial ledger.
 - iii. The CEB will coordinate the distribution of the donated funds to the organization.

6. EMERGENCY CHAPTER EXPENDITURES

- a. Emergency funds in the amount of \$5,000.00 per calendar year are available to the CEB for emergency use. If funds are available the treasurer will move \$5,000.00 from the General Fund to the Restricted Fund on 01 January each year. If funds are not available, they will be transferred when they become available, if approved by membership.
- b. All transactions will follow footnote requirements in accordance with section 5.a.ii.
- c. Unused emergency funds will return to the General Fund on 31 December each year. The CEB will then begin the following calendar year IAW section 6.a.
- d. If the CEB uses the full amount during the calendar year the Chapter may vote to determine the amount of additional funds it will allocate for CEB emergency use.
- e. A member from the general membership IGS will be a voting member in all decisions to distribute emergency use funds, to represent the interest of the Chapter's membership.
- f. The CEB is authorized to provide emergency funds directly to Chapter, State, Regional, or National members without a Chapter vote, with the below limitations.
 - i. Emergency funds up to the amount of \$1,000.00
 1. for damage to CVMA® member's primary residence, or primary vehicle. Where said residence bears a repair cost more than donation amount.
 2. to prevent eviction, foreclosure of a CVMA® member from their primary residence, or reposition of their primary vehicle.

3. To prevent utility shut-off, or to reinstate utilities previously shut-off.
- g. The CEB is hereby authorized, to provide emergency funds to help local veterans without a Chapter vote, with the below limitations.
- i. Emergency funds up to the amount of \$500.00
 1. for damage to local veteran's primary residence, or primary vehicle. Where said residence bears a repair cost more than donation amount.
 2. to prevent eviction, foreclosure, of a local veteran from their primary residence, or reposition of their primary vehicle.
 3. To prevent utility shut-off, or to reinstate utilities previously shut-off.
 4. For local veterans in need payments will go directly to the lender, landlord, or utility company.
- h. The CEB is hereby authorized, to provide small gifts to Chapter members without a Chapter vote, with the below limitations
- i. Expectant baby: gift up to \$100.00
 - ii. Member hospitalization: gift, flowers, balloons, feel good food, etc. up to \$100.00
 - iii. Funeral flowers for death of an immediate family member up to \$100.00
 - iv. Funeral gifts or donations in lieu of flowers up to \$100.00
- i. The CEB may call an emergency Chapter meeting to increase the contribution amount, make a payment directly to the veteran, or any scenario not defined above IAW with CVMA® Chapter 22-4 Bylaws.

7. NON-EMERGENCY CHAPTER EXPENDITURES

a. Operational expenditures

- i. Operational funds in the amount of \$1,000.00 per calendar year are available to the CEB for payment of professional services.
- ii. Operational fund professional service expenditures, to a single professional service provider, more than \$500.00 per year will require a Chapter vote.
- iii. The Chapter will retain council for the Incorporation of the Chapter, along with 501(c)(19) registration.
- iv. The Chapter may retain a Certified Public Accountant for annual tax filing.
- v. Operational funds in the amount of \$100.00 per calendar year are available to the CEB for payment of miscellaneous administrative expenses (stamps, paper, cards, toner / ink, etc.).

b. Financial assistance expenditures:

- i. Aid with expenses related to natural disaster, utility bill(s), mortgage payment, car payment, car repair, medical bills or treatments.
- ii. Gift cards, or monetary gifts for the holiday season, or to help a veteran experiencing a temporary hardship.
- iii. Publicly announced beneficiaries of Chapter sponsored or organized events.

c. Financial assistance nominations

- i. The member(s) requesting will conduct reasonable background research to determine appropriate donation.

- ii. Will provide chapter members information on nominations and recommended donations prior to the Chapter vote.
 - iii. The Chapter holds a majority vote to accept or change recommendations.
- d. Any non-emergency nomination brought before the chapter during a meeting without prior disclosure will warrant a vote or will be tabled until after the CEB has reviewed the nomination and a vote will be scheduled during the next regularly scheduled meeting.

8. REPORTING & VOTING PROCEDURES

- a. During each regularly scheduled Chapter meeting the treasurer will provide a report to the Chapter which includes, but not limited to:
 - i. Financial assistance nominations received since the last meeting
- b. During each regularly scheduled Chapter meeting the Treasurer will provide a report to the Chapter which includes, but not limited to:
 - i. Expenditures since the last meeting
 - ii. Chapter donations received since the last meeting

9. DEFINITIONS

- a. **Available funds:** current balance of the General Fund (cash in hand plus current bank account), less any outstanding liabilities, less any directed contributions or designated reserves, plus pledged donations, plus outstanding funds from fundraising efforts.
- b. **Directed Contribution:** Donations received where the contributor has donated to support a specific event or distribution type.

- c. **General Fund:** The amount of money or assets available for the membership to pay out to a recipient per the CEB allowance or through motion at a Chapter meeting.

- d. **Restricted Fund(s):** The amount of money or assets held in reserve or in trust for payment to a designated beneficiary, purpose or organization.

THIS POLICY HAS BEEN REVIEWED AND ACCEPTED BY THE MEMBERSHIP OF
CVMA® CHAPTER 22-4

TAYLOR “SWIZ” SWIRES
CVMA® CHAPTER 22-4
COMMANDER

CVMA® CHAPTER 22-4 MEMBER