

Nepali American Center

Policies

DRAFT

Table of Contents

PURPOSE	3
SCOPE & LIMITATIONS	3
POLICIES	4
1. Donations	4
1.1. Receiving Donations	4
1.1.1. Cash Donations	4
1.1.2. Non-cash Donations	4
1.1.2.1. Cashable Donations	4
1.1.2.2. Labor Donation	4
1.1.2.3. Non-cashable Donations	5
1.2. Making Donations	5
1.3. REJECTING Donations	5
2. Dealing with Other Organizations	7
2.1. On Dissolution of an Organization with Shared Mission	7

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PURPOSE

The purpose of this document is to clearly define the policies of the Nepali American Center (NAC) on issues and matters that require operational resolution. The NAC executives and officers must adhere to these policies while representing and executing on behalf the organization on issues presented before NAC.

SCOPE & LIMITATIONS

The policies and procedures defined in this document must not conflict with the NAC Bylaws and the pertinent state and federal laws and regulations. If a policy or procedure defined in this document appears to be in conflict with either the NAC Bylaws or the pertinent state or federal laws and regulations, such policy or procedure is deemed inapplicable and must not be followed.

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POLICIES

1. DONATIONS

1.1. RECEIVING DONATIONS

NAC welcomes donations of money, time and real properties from individuals and organizations. These donations help NAC conduct and improve its programs.

- Unless explicitly stated otherwise, all donations must be closed within a year of their initiation. Any exceptions must be approved by the Board of Directors prior to the extension. Any receipts or recognitions issued must take place within this date. NAC shall notify all donors of the privileges and recognitions, for which they are eligible, before this deadline. NAC shall not entertain requests by past donors for privileges and recognitions after the deadline.

1.1.1. CASH DONATIONS

- NAC may receive cash donations from individuals and organizations.
- NAC shall issue a receipt of the donation to the donor, unless the donor wishes to remain anonymous.
- Unless the donor chooses to opt out, NAC shall bestow upon the donor the privileges and designations allowed per the NAC Bylaws for the donation amount.

1.1.2. NON-CASH DONATIONS

1.1.2.1. CASHABLE DONATIONS

- NAC may receive cashable donations, such as, bequests, annuities, stocks and bonds from individuals and organizations.
- For donations that contain the risk of losing value (such as, stocks or bonds), NAC shall convert the donation into cash at the earliest time logistically possible.
- For donations that do not contain the risk of losing value (such as annuities), NAC may convert the donation into a lump-sum amount or keep them in the current form, as decided by the Board of Directors.
- NAC shall issue a receipt of the donation to the donor, unless the donor wishes to remain anonymous. The issued receipt shall be itemized with a fair market value for each item in the donation.
- NAC shall bestow upon the donor the privileges and recognitions allowed per the NAC Bylaws for the cash-equivalent donation amount.

1.1.2.2. LABOR DONATION

- NAC may accept donation of time and expertise from individuals and organizations.
- The donor shall seek approval for work from the Board of Directors prior to performing the work.
- NAC may impose a cap on the maximum amount of time a donor may claim for any unit of work to be performed.

- NAC shall issue a voucher of work performed to the donor, unless the donor wishes to remain anonymous. The issued voucher shall be itemized with a fair market cash value for the work performed by the donor.
- The fair market value hourly rate for the work shall be approved by the Board of Directors prior to the work to be performed. These rates may be reviewed once a year.
- The labor donation voucher issued shall have an expiry date of five years from the date of issue, and not bound by the 1-year closure policy for other types of donations.
- The donor of a labor donation may redeem any unexpired vouchers in exchange for a receipt of cash-equivalent donation in the amount totaling the value of all vouchers being redeemed.
- Upon the redemption of the vouchers, NAC shall bestow upon the donor the privileges and recognitions allowed per the NAC Bylaws for the cash-equivalent donation amount.

1.1.2.3. NON-CASHABLE DONATIONS

- NAC may receive non-cashable donations, such as, intellectual property, mailing lists.
- NAC shall seek confirmation from the donor that all pertinent third parties have been notified of the donation and of the applicable NAC policies. For example, a donor of the mailing list must notify each user in the mailing list of the donation, the NAC privacy policy, and offer a convenient option for the user to opt out. This activity shall take place at least 30 days prior to the donation.
- NAC shall issue a receipt of the donation to the donor, unless the donor wishes to remain anonymous.

1.2. MAKING DONATIONS

NAC may make donations of money or material to individuals and organizations.

- The donation shall be complimentary to the NAC's stated mission, vision and goals.
- The donation must be pre-approved by the Board of Directors.
- NAC shall make publicly available the details of the donation, including the recipient(s), quantity and amount.

1.3. REJECTING DONATIONS

- NAC may reject, through a decision by the Board of Directors, a donation from an individual or organization in circumstances including, but not limited to:
 - NAC determines that the donation is non-executable, non-transferrable, and does not fall in any of the donation categories defined.
 - NAC determines that accepting the donation could negatively impact the mission, programs and reputation of the organization.
 - NAC determines that the donation may contain the potential for explicit or implicit undue manipulation by the donor of NAC programs and policies.

- NAC shall issue a written note to the donor stating NAC's inability to accept the donation. The note shall contain a reference to the specific NAC policy by which the donation is rejected. The note shall not contain judgmental statements about the donor.

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2. DEALING WITH OTHER ORGANIZATIONS

2.1. ON DISSOLUTION OF AN ORGANIZATION WITH SHARED MISSION

NAC may issue a statement when an organization with shared mission, goals or constituency is dissolved.

This statement:

- Shall compliment the dissolved organization's efforts toward the shared cause.
- Shall identify positive impacts made by the dissolved organization's programs and activities.
- Shall not be judgmental on issues that are deemed controversial by the Board of Directors.

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