



BOARD OF DIRECTORS PROCEDURES FOR CONTRIBUTING TO OTHER ORGANIZATIONS

Established October, 2015

Donating to any organization by TOVA must be accomplished using the following procedures. The Director who is responsible for the vetting and approval process is the Member-at-Large. At all time, contributions to an organization should be encouraged to not be just monetary but also by suggesting and organizing activities where the membership can volunteer their time and talents.

Procedures are:

I. Suggestion by a TOVA member

- A. A TOVA member will initiate these procedures by recommending a particular organization or cause through the *Suggestions/Comments* page of the TOVA website, or in person or by email to a Board member.
- B. The TOVA member must include pertinent identifying information on the organization or cause, including what they do and contact information. That member will become the "Sponsor" for the organization.

II. Gathering Information

- A. The Member-at-Large will research the organization any way necessary, including on the internet and through direct contact with appropriate leaders of the organization.
- B. The TOVA website, on the *Links* page, includes internet sources for information on charitable and non-profit organizations, including:
 1. Better Business Bureau Wise Giving Alliance
 2. Charity Navigator
 3. Charity Watch
 4. GuideStar
 5. IRS Exempt Organizations Select Check Tool
- C. Any pertinent information will be disseminated to the rest of the Board, including a recommendation by the Member-at-Large.
- D. If, not enough information is found in order to sufficiently vet the organization, the Member-at-Large will recommend to the Board that the donation not be approved.
- E. The Member-at-Large will inform the Sponsor of the organization of the Board's decision.

III. Presentation to the Membership

- A. The Member-at-Large will request that a presentation to the general membership be made by either a representative of the organization or the sponsor, and will coordinate all particulars of that presentation with the Board.

IV. Vote by the Membership

- A. Once all pertinent information is presented to the membership, a vote on whether or not to support the organization by a contribution will be taken, either after the organization's representative has left the meeting or at the next meeting.

V. Budget Committee Recommendations

- A. If participation is approved, the Budget Committee will make a recommendation to the Board concerning the amount TOVA should commit to the organization.

VI. Board Decision

- A. The Board will discuss the Budget Committee's recommendations and vote to accept or accept with amendments.