

## Apra Policies and Procedures

### Article I. BOARD OF DIRECTORS & EXECUTIVE COMMITTEE

#### Section I.01 Board of Directors

- a. Apra will be governed by an elected Board of Directors as well as by the Executive Director of Apra who shall be an ex officio, non-voting member of the Board of Directors. No less than ten (10) and no more than fourteen (14) board members shall serve Apra.
- b. The membership elects Directors through a process of nomination and election. Directors serve one term of three years. Director terms are limited to one term of service. Directors may seek election as Officer provided they meet established eligibility criteria.
- c. A former Board member who served a partial or full term as a Director or Officer is not eligible to seek re-election to the Board until at least five years have elapsed between the conclusion of the previous term and the beginning of the new term.
- d. The Board term of officer runs September 1 through August 31 annually.
- e. Members may not simultaneously serve on both the Apra Board of Directors and an Apra chapter board of directors if they have voting rights on each board. A member could retain their position on a chapter board while being considered by the Nominations Committee as a potential Apra board candidate. Should the individual be slated and elected to the Apra Board, then they would be required to resign from their position on the local chapter board effective when the term begins (September 1).
- f. Board members must pay dues and maintain their membership in good standing.
- g. Board members shall receive complimentary registrations for Prospect Development, Apra's annual conference.
- h. There shall be two primary committees comprised solely of board members (executive/finance and governance).
- i. The President appoints chairs of standing committees for a term of one year.
- j. The Board of Directors shall direct the following activities:
  - i. Strategic Planning



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- ii. Annual Budget Development
- iii. Alliances and partnerships with other organizations
- iv. Visionary Award Discussions and decisions
- v. Leadership Development initiatives and activities

### **Section I.02 Executive Committee**

a. The Officers of the Board of Directors will consist of the President, President-elect, Immediate Past President, Treasurer and Secretary. Each is a member of the Executive Committee. The Executive Director shall serve as an ex-officio member of the Executive Committee without a vote.

b. A minimum of one year of board service is required before a Director is eligible to serve in an Officer position.

c. The Executive Committee may act in place and stead of the Board of Directors between board meetings on all matters, except those specially reserved to the Board by law or these bylaws, pursuant to a delegation of authority to the Executive Committee by the Board of Directors. Actions of the Executive Committee shall be submitted to the Board for ratification at the next board meeting. The Executive Committee also serves as the Finance Committee. Actions of the Executive Committee shall be reported to the Board at the next meeting.

d. Annual elections shall be conducted in which the membership elects the Secretary, Treasurer and President-Elect.

e. Officer terms are one-year in length except for the President-Elect and Immediate Past President who assume their positions automatically. The Secretary or Treasurer may be elected for a second consecutive year to the same Officer role.

f. The Executive Committee, or a subset of the Executive Committee, shall direct the following activities:

- i. Monthly Financial Review
- ii. Investment decisions
- iii. Executive Director Oversight (President) and relationship with association management company



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- iv. Spending decisions not budgeted
- v. Ethics Decisions
- vi. Media Responses
- vii. Visionary Award (happens at board level)

### **Section I.03 Nominations Committee**

- a) The Nominations Committee shall be chaired by a member of the Board of Directors as appointed by the President. When the Immediate Past President post is occupied, it will be customary for this individual to chair the Nominations Committee. When the President-Elect post is occupied the individual holding that position will also serve on the committee.
- b) The size of the Nominations Committee is determined by the bylaws. The Executive Director shall serve on the Committee in an ex-officio capacity. No more than half of the committee may be current board members.
- c) The Nominations Committee Chair will recruit members of the Nominations Committee all of whom must be approved by the Board of Directors prior to commencing service on the committee.
- d) Members of the Nominations Committee will serve a one-year term.
- e) Members of the Nominations Committee are not eligible to run for an elected office in the year during which they serve on the committee.
- f) The Nominations Committee will confirm the number of board vacancies in the year and will seek to propose a slate of candidates for board elections equal to the number of board vacancies, or in keeping with the bylaws.
- g) The Nominations Committee Chair will work with the Executive Director to develop a timeline for the nominations process each year that will commence each December and result in an election confirming the newly elected board members and officers prior to Prospect Development.
- h) The Nominations Committee will discuss and be open to input from the Board of Directors concerning the desired qualifications, skill sets and requirements for board members and officers, taking into consideration the skills and qualifications of retiring board members and newly emerging needs and priorities.

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- i) The Nominations Committee will seek nominations for the Board of Directors and officers, preparing all documentation, reviewing and discussing all applications received and interviewing all viable candidates based on the nominations criteria as well as additional considerations as directed by the Board of Directors.
- j) Headquarters staff will facilitate the Nominations Committee conference calls and collect and disseminate all candidate materials to the Committee.
- k) After thorough review and discussion, the ballot/slate shall be prepared for a vote by the membership. The Nominations Committee will submit the ballot/slate to the Board of Directors for approval prior to its presentation to the membership for a vote.
- l) The Nominations Committee members shall consider the discussions related to applicants to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership. Committee members must sign a Confidentiality Agreement to this effect.
- m) Nominations Committee members are expected to attend all scheduled conference calls. All committee members must participate on the conference call when the ballot/slate is decided or else the call will be postponed.
- n) In addition to the annual board and officer elections, the Nominations Committee may recommend to the President throughout the year individuals for consideration for other volunteer leadership roles within the association.

### **Section I.04 Board of Directors Nominations and Election Process**

- a) Annual elections shall be conducted in which the membership elects Directors to the Board of Directors.
- b) All candidates for election must meet the minimum requirements for Board eligibility set forth in the Bylaws. Each year, the Board of Directors will discuss and review any additional qualifications and requirements for board service and will communicate this information to the membership during the annual Call for Nominations.
- c) Self-nominations are permitted.
- d) There are no limitations placed on the number of candidates a member may nominate.
- e) The Call for Nominations will be disseminated to the entire membership via email and will be communicated in regular newsletters and publications. The Call for Nominations and all necessary materials and forms will also be available on the website

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and will be made available upon request by contacting Apra Headquarters by phone or mail.

f) To place a member's name into nomination, a Nomination Form must be completed and returned to Apra by the published deadline date. Late nominations and incomplete forms will not be considered.

g) Any candidate interested in being considered for board service must complete an application and submit to Apra all required materials by the published deadline date. Late applications and incomplete forms will not be considered.

h) The Nominations Committee shall consider the qualifications of all eligible candidates proposed by the membership and shall create a slate of candidates that best represents the necessary skill sets, qualifications and requirements for board service. The current Board of Directors will approve that slate before the committee or candidates are informed of the proposed slate. The Board of Directors will be elected from and by the membership via a slate of candidates according to the range of board members allowed.

i) At least 45 days prior to the Annual Business Meeting, the Nominations Committee shall present to the membership a report consisting of nominations of one candidate for each position to be filled. The report shall include biographical information for each candidate.

j) The membership will have the option to petition the slate by identifying additional individual(s) who were not nominated by the Nominations Committee. These additional individuals are "write in" candidates. To be eligible for consideration for board service, write in candidates must secure sponsorship by at least 10% of the current membership and must meet the minimum requirements for board eligibility as set forth in the Bylaws.

k) Petitions must be addressed to the Secretary by the prescribed deadline. Members who wish to sponsor a write in candidate must complete a form acknowledging their support and must provide an original signature by which to authenticate the sponsorship. Forms must be returned to Headquarters and must be mailed or emailed to be considered. Forms that are not postmarked or received by the deadline will not be valid.

l) After the deadline has passed, the Secretary will verify whether write in candidates have satisfied petition and eligibility criteria. If the petition and eligibility criteria have been satisfied, a contested election will be held. A written ballot shall be submitted to the membership listing all candidates for each position for which more than one candidate has been nominated. The ballot shall state those nominated by the Nominations Committee and those nominated by petition. The ballot shall include

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biographical information for each nominee. Each member shall have one vote for each position to be elected.

- m) If the membership does not petition the slate, the membership will vote on the proposed slate of candidates as presented by the Nominations Committee. This slate will constitute the election of board members to fill upcoming board vacancies.
- n) The election for the Board of Directors shall be held at least 30 days from the Annual Business Meeting. Each member shall have one vote for each position to be elected.
- o) The Nominations Committee Chair will notify the President of the election results.
- p) In the event of a tie in any election, the Board shall elect one of the candidates involved to fill the office or director position in question.

### **Section I.05 Expenses**

- a) Board members shall receive complimentary registrations for Prospect Development. Board members must pay dues.
- b) All board members will be reimbursed for reasonable and appropriate expenses incurred as a result of attending a board meeting. Receipts are required for travel and meal costs. The following guidelines have been established:
  - i. Coach air travel is required
  - ii. Mileage is reimbursed at the current IRS rate for ground travel, Mileage will only be reimbursed if ground travel is more economical than air travel.
  - iii. All parking, shuttle and taxi charges are reimbursed for transportation to and from meeting. Taxis to and from the hotel for dining or entertainment purposes are not reimbursable unless the meeting site is in a remote location and no other dining options are available.
  - iv. Car rentals are not reimbursed unless needed for Apra business. (v) Reasonable housing expenses during the board meeting will be reimbursed.
  - v. Food and beverage expenses will be reimbursed for meals not scheduled during the board meeting or conference. Alcoholic

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beverages are not reimbursable. The maximum allowable expense for meals will be as follows:

- Breakfast: \$20
- Lunch: \$25
- Dinner: \$50

c) Staff and speakers who are being reimbursed for meeting participation shall follow these policies unless stated otherwise in a written agreement.

d) Board members will not be reimbursed for any of the following:

- i. Laundry Service
- ii. Spouse and/or family lodging, meals and travel expenses
- iii. Personal phone calls
- iv. Personal expenses
- v. Entertainment expenses, unless approved in advance by the Executive Director

e) Board members must submit an expense report within 60 days of travel to be eligible for reimbursement. Receipts are required for all expenses.

### **Section I.06 Finance**

a. The Apra staff team, in conjunction with the Treasurer, the Executive Committee and Executive Director, shall prepare an annual budget for full board approval in the fall of every year. The budget shall be balanced and be prepared in a manner that projects income conservatively and expenses liberally.

b. The association's goal shall be to maintain reserve funds in the range of 60% of budgeted operating expenses; approximately 40% of these reserve funds shall be liquid.

c. When year-end revenues exceed expenditures, the surplus is added to the reserve funds.

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- d. The Treasurer and Executive Director shall select a certified public accounting firm to perform an annual audit and prepare the association tax return. Best practice is to retain the audit firm for a period of approximately 5 years, at which time it may be beneficial to seek RFP's to change the audit firm.
- e. The board of directors shall receive financial statements, which include the statement of financial position, and the statement of activities on a monthly basis.
- f. No Apra bank or investment accounts are to exist or be opened without the notification of the Treasurer and President. The Treasurer shall notify the Board of Directors of any changes in Apra's bank accounts.
- g. The Treasurer, President, and Executive Director shall have the ability to sign checks and authorize payments on behalf of the organization.
- h. All payments made by Apra that exceed \$10,000 require approval by the Executive Director and the Treasurer. The approval of the Treasurer shall be received in writing. Expense documentation must be sent in advance for review. The written approval will become part of the financial files.
- i. The discretionary budget is designed for use by the President, in consultation with the Executive Committee and Executive Director, to further Apra's mission and priorities for the budget year. Use of the discretionary budget, the amount of which is approved during the annual budget process, is designed to allow for timely action without a board vote. Activity related to the discretionary budget would be discussed at future board meetings and become part of the official minutes.
- j. Membership dues to increase 2-3% increment every two years; to be approved in annual budget.

### **Section I.07 Miscellaneous**

- a. The Apra staff is solely responsible for entering into contracts and agreements on behalf of the organization. Board members may be involved in the negotiation process if appropriate.
- b. No board member shall enter into any written contract or agreement with an outside organization or service provider without the consent of the President and the Executive Director.
- c. Each board member has oversight of specific responsibilities as determined by their position on the board and the strategic plan. Any projects and new initiatives that do not fall within the strategic plan must be reviewed and approved by the full board of



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directors. If a project, particularly a new initiative, clearly falls within the scope of the strategic plan and may or will exceed its budget, the full board will make the decision whether or not to approve the additional expense. If a project, particularly a new initiative, does not fall within the scope of the strategic plan and may or will exceed its budget, the Board of Directors will make the decision whether or not to approve the additional expense.

d. The Executive Director, acting on behalf of, and with approval from the Board of Directors, is the only person authorized to enter into a cooperative agreement with another organization.

### **Article II. EDUCATION & PROFESSIONAL DEVELOPMENT**

#### **Section II.01 Prospect Development**

a. Apra's Annual Conference is known as "Prospect Development (PD)", followed by the year (eg. Prospect Development 2018).

b. The location of the conference will be researched and recommended by Apra staff for approval by the Board of Directors.

d. There will be a Conference Planning Committee.

e. All contracts are negotiated and signed by Apra staff.

f. Hotel contracts require that all food and beverages must be purchased from the hotel. No outside food should be brought onto the property and publicly served.

g. When onsite, the Apra staff are the only people authorized to direct hotel staff in ordering and placement of items. This includes food and beverages, business center needs and furniture arrangement.

h. Conference cancellations will be refunded, less an administrative fee, if notice is given by the published deadline. Refund requests received after the published deadline will be handled on a case-by-case basis by staff.

i. If a member is unable to use their conference registration, they may transfer it to another member in their organization, provided Apra is informed in writing at least two weeks prior to the conference.

j. Apra will sell books published or other media by keynote presenters if appropriate. Other speakers' publications may be sold in accordance with existing exhibit hall policies.



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- k. In 2017, the Apra Board of Directors approved a Volunteer Compensation Matrix, which outlines standard benefits for reduced or waived registration for committee or speaker volunteers. This is further discussed in Policies and Procedures, Article III.
- l. To ensure consideration as a potential speaker at the conference, vendors/consultants must complete a Call for Presentation form and submit it by the deadline listed on the form. It should be understood that the submission of a Call for Presentation form does not guarantee a speaking engagement.
- m. The conference planning committee determines the curriculum based on a number of factors. Completed call for presentation forms are used as a source for ideas and may or may not be used as submitted.
- n. Workshops are separate, fee-based educational offerings the day before the conference begins. Vendors/Consultants participating in a conference session are also eligible to present a workshop.
- o. Vendors/Consultants may be asked not to repeat sessions from previous years.
- p. All vendors/consultants are encouraged to participate in the Exhibitor Presentations. These presentations occur each year during conference and are offered to organizations for a fee. It is intended that, during exhibitor presentations, vendors/consultants will present their products and services to conference attendees. Exhibitor presentations are filled on a first come, first served basis.
- q. To ensure diversity of content and perspective, at the time of recruitment, the conference organizers will endeavor to have individual speakers – including Apra Board members present no more than one session (excluding workshops, open forums, panel discussions and roundtable discussions).
- r. To ensure diversity in content and perspective, at the time of recruitment, the conference organizers will endeavor to have no more than one session (excluding workshops, open forums, panel discussions and roundtable discussions) per conference be presented by representatives from the same for-profit organization.
- s. To ensure diversity of content and perspective, the conference organizers will endeavor to have no more than two sessions (excluding workshops, open forums, panel discussions and roundtable discussions) per conference be presented by employees of the same non-profit organization.
- t. Apra staff and Education and Professional Development Committee shall encourage speakers to refrain from presenting their workshop or session for six months preceding the conference. The Education and Professional Development Committee



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reserves the right to waive this policy in special circumstances or to cancel or replace a program or speaker when such circumstances arise.

u. Presenters from a for-profit organization may not reference any product or service offered by their organization during a program. These presenters may include a company logo on the speaker contact slide at the end of the presentation

v. Presentations should be educational in nature and should not be used as a platform to sell or promote any specific company or product.

w. Volunteers are not reimbursed for personal expenses at the conference. See Article III for more information regarding volunteer benefits.

### **Section II.02 In-Person Events, Virtual Seminars & Conferences**

a. Apra staff and Education & Professional Development Committee shall encourage speakers to refrain from presenting their workshop or session for six months preceding the symposium. The Education and Professional Development Committee reserves the right to waive this policy in special circumstances or to cancel or replace a program or speaker when such circumstances arise.

b. Presenters are required to use the established Apra presentation template.

c. The Apra Education and Professional Development Committee may offer symposium speakers modest compensation as appropriate and available per the approved Apra annual budget. The amount and terms are to be approved by the Education and Professional Development Committee and coordinated by Apra staff.

d. Speakers' registration fee shall be waived for virtual seminars and non-PD conferences.

e. For onsite non-PD conferences, speakers will be reimbursed for travel expenses including hotel, transportation and meal costs. Speakers shall follow the established Apra reimbursement policy.

f. Presenters from a for-profit organization:

i. May not reference any product or service offered by their organization during a program. These presenters may include a company logo on the speaker contact slide at the end of the presentation.

ii. Presentations should be educational in nature and should not be used as a platform to sell or promote any specific company or product.



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iii. Representatives from a for-profit organization sponsoring a symposium are not eligible to serve as presenters for the sponsored symposium.

iv. May present not more than one (1) symposium in any calendar year. The Education and Professional Development Committee reserves the right to waive this policy in special circumstances.

g. Apra will sell previously recorded virtual seminars and/or offer replays of them when such permission is granted by the speaker.

### Article III. VOLUNTEER BENEFITS

#### Section III.01 Volunteer Benefits and Speaker Compensation

a) The following benefits are presented in recognition and appreciation for the work of their volunteer roles. These benefits are renewed each year, after review by Apra Staff and Board approval.

i. Full Prospect Development (PD) Registration Cost

- Board of Directors
- Conference Planning Committee Members and Chair
- Education and Professional Development Chair
- Conference Volunteer Co-Chairs
- Apra Award Winners from relevant year
- PD Keynote speaker
- Apra Talks Presenters
- Apra Talks Co-Chairs
- Apra Fundamentals Chair and Faculty

Cost

ii. \$200 Discount on Prospect Development Registration

- PD Breakout Speakers
- PD Workshop Speakers
- Awards Committee Members and Chair
- Chapter Presidents

iii. \$200 Discount on Data Science Symposium (DSS) Registration Cost



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- DSS Speakers
  - iv. Full Data Science Symposium Registration Cost
- DSS Committee Members and Chair
  - v. Full Apra Fundamentals Registration Cost
- Apra Fundamentals Committee Members, Faculty and Chair
  - vi. No Discount for Prospect Development Registration- These volunteers instead are invited to attend the Apra President's Reception at PD and will receive early attendance to the opening reception at PD if available that year.
    - Body of Knowledge Committee Members and Chair
    - Editorial Advisory Committee Members and Chair
    - Online Curriculum Committee Members and Chair
    - Non-PD related committee members and chairs
    - Chapter Leaders (Not Presidents)

### **Section III.02 Annual Prospect Development Speaker Compensation Assistance Request Process**

- a. A limited amount of funds exist each year to support a presenter's travel, hotel, or registration costs, beyond any waived registration costs or discounts.
- b. Speaker compensation may be requested by emailing the Apra Education Team at [speakers@Aprahome.org](mailto:speakers@Aprahome.org).
- c. Selection criteria (Policies & Procedures Article III.02.f) will be listed on the call for presentations web page with registration discount information. Speakers must specify their needs regarding registration, travel or hotel assistance at time of request.
- d. All requests will be entered in a queue by the date/time received and a spreadsheet after the deadline will be sent, outlining all requests, to the Conference Chair and Board Liaison.
  - i. During the recruiting process the Conference Planning Committee may alert speakers to the compensation approval process.
  - ii. Speaker acceptance letters are typically sent by mid-January and the deadline for speakers to submit compensation

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requests is typically the end of January. People should refer to the PD annual marketing plan for specific dates and deadlines.

e. Compensation requests will be reviewed and selected by the Conference Chair, Board Liaison, and a representative from the Apra Education Staff Team.

i. This group will receive the following information from each requestor by Apra HQ: Name, organization, session type, track, city/state, Apra speaking experience in the past with evaluation scores, requested assistance.

ii. Selection criteria include:

- Timeliness of request – first come, first served
- Difficulty to recruit speakers for a particular track
- Past evaluation scores
- Location of speaker
- For profit vs. non-profit
- Size of organization

## Article IV. MARKETING

### Section IV.01 Media & Public Relations Responses

a. Members of the Board of Directors may be approached by reporters/media for stories on prospect development, in print, online, or social media. The only persons authorized to speak to the media on Apra's behalf are the President and one designated member of the Membership & Marketing Team. Unless explicit permission exists, Directors should refer reporters/media to the standing Apra President for comment.

b. Apra Member Guidelines:

i. Apra Members should feel free personally to respond to requests from media/social media, or respond to stories/comments, but should consult with their institution's media guidelines/ law counsel for best practices as an employee. Their opinions are their own, which may or may not coincide with Apra's official position.

c. Apra Board of Directors Guidelines:

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i. Apra Directors should not at any time respond to any story or comment, in any print, digital or social media format, on behalf of Apra without expressed permission from the Executive Director or the President of the Board of Directors.

ii. Apra Directors may respond to requests from media/social media, or to stories/comments, but should consult with their institution's media guidelines/ law counsel for best practices as an employee. Directors' opinions are their own, which may or may not coincide with Apra's official position.

iii. In accordance with Apra's code of conduct for Directors, Directors should not discuss decisions or policies made at the board level with individuals but should direct them to the Executive Director.

iv. Apra's crisis management plan, outlined in article IV.02, exists for emergencies; responses will be coordinated by Apra leadership.

### **Section IV.02 Apra Immediate Response Plan**

Whether it is a crisis communication or highly positive announcement, there can be on occasion the need for an immediate and official response from Apra. The following plan is meant to provide a step-by-step process for leadership to reference and follow in order to facilitate swift assessment and action.

a. Identify need for Apra response and escalate to Apra President and/or Executive Director, who will then activate the Rapid Response Team.

i. Response is warranted if the following criteria is met:

- Apra itself is the subject
- Potential for positive or adverse impact on the fundraising research profession and/or high-level of controversy
- Expressed need strongly felt by membership

b. Apra Rapid Response Team (consisting of the President, President-Elect, Apra Executive Director and Apra marketing staff representative) develops an official response within one business day.

c. Apra "official" posts placed on appropriate channels as determined by the rapid response team.

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- d. Follow up communications to the industry and/or industry partner organizations as determined by the rapid response team.
- e. Debrief with Rapid Response Team to review what happened, outcomes and lessons learned.

### **Section IV.03 Communication Channels**

- a. PRSPCT-L
- b. Various social media channels and other real-time communication vehicles
- c. Web site ([www.aprahome.org](http://www.aprahome.org))
- d. Email message blast to Apra membership
- e. *Connections* follow-up

### **Section IV.04 Corporate Relations**

- a. Neither Apra nor the Apra Board of Directors endorses any companies or products.
- b. A trade show will be held annually in conjunction with the Prospect Development Conference.
- c. Apra's Executive Director and staff have the ability to negotiate exhibitor, sponsorship and advertising pricing with corporate entities.
- d. Apra's President, President-Elect and/or Immediate Past President will actively steward relationships with industry partners.

### **Section IV.05 Conference Policies for Vendors and Consultants**

- a. The Conference Planning Committee reviews all Call for Presentation submissions when creating the program for Prospect Development. To be considered as a potential speaker at Prospect Development, vendors/consultants must complete a Call for Presentation form and submit it in a timely fashion. Exceptions will not be made. It should be understood that the submission of a Call for Presentation form does not guarantee a speaking engagement.
- c. Vendors/Consultants may be asked not to repeat sessions from previous years.
- d. Vendors/Consultants may not reference any product or service offered by their organization during a session or workshop.



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e. Workshops are separate, fee-based educational offerings for attendees the day before Prospect Development begins. Vendors/Consultants participating in a conference session are also eligible to present a workshop.

f. Participating in a workshop does not guarantee a session speaking appointment and vice versa. All vendors/consultants are encouraged to participate in the Exhibitor Presentations. These presentations occur each year during Prospect Development and are offered to organizations for a fee. It is intended that, during Exhibitor Presentations, vendors/consultants will present their products and services to conference attendees. Exhibitor Presentations are filled on a first come- first served basis.

### **Article V. MEMBER VALUE**

#### **Section V.01 Member Types**

a. Professional

i. Individual membership allows one professional to receive access to full Apra benefits for up to one full calendar year. Individuals who pay for their own membership may choose to transfer their membership to another individual or retain the membership if they change jobs within the calendar year. If an institution pays for an individual's membership, the institution retains the right to transfer membership to another employee when the original designee leaves the institution.

b. Organizational

i. Organizational memberships of four or more from a single institution are eligible for a discount when registering together. The higher the number of members in the group, the more substantial the discount will be.

ii. Organizational memberships must be registered and paid for as a single group. One group administrator from the institution must be assigned. Each person receives full member benefits including discounted rates and in-person events and educational offerings.

iii. Organizational membership is limited to Professional members and may not include Associate members to receive the discount.

c. Associate

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- i. Associate Membership may be granted to any individual that applies for membership in Apra at the Associated Membership level and meets the membership requirements set forth in the Apra bylaws.

### **Section V.02 Membership Criteria**

- a. Professional, organizational and associate membership dues shall be determined annually by the Board of Directors.
- b. The membership renewal campaign involving outreach to current, lapsed and potential members begins in the fall of each year. The annual membership cycle begins January 1 through December 31.

### **Section V.03 Directory**

- a. An electronic directory is accessible to all members on the Apra website, accessible via member log-in. In order to maximize timely information, the directory is not printed.

### **Section V.04 Connections**

- a. Apra is proud of its quarterly digital publication, Connections. The Editorial Advisory Committee (EAC) is a group of volunteers responsible for sourcing, writing and determining content value for each edition. The managing editor role is filled by a staff person.

### **Section V.05 Awards**

- a. Apra's Awards program recognizes excellence in the industry in the form of annual awards, with the exception of the visionary award. The Awards Committee, comprised of a board liaison, and volunteer committee, follows the established procedures to announce, solicit nominations and review applications per the criteria for each. An Apra staff member serves as the committee liaison.
- b. Distinguished Service Award
  - i. The Distinguished Service Award will be awarded annually to one individual.
  - ii. A previous award winner may be invited to serve on the committee.

The Distinguished Service Award is funded by the Apra Foundation



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- iii. All Apra members, and only Apra members, are eligible to nominate or be nominated for the award. Self-nominations are permitted.
- iv. Members may nominate more than one nominee for the award.
- v. The committee shall use the established rating system to evaluate nominees.
- vi. The award recipient will be recognized at Prospect Development and be presented with the award.
- vii. The award recipient's conference registration fees and hotel costs will be reimbursed by Apra.
- viii. Apra members who are employed by the organization sponsoring the award are not eligible to serve on the committee or be nominated for the award.
- ix. A sponsor's name, but not logo, may appear on the award.

### c. Apra Scholarship

- i. The Apra Scholarship will be awarded annually to one individual.
- ii. A previous award winner may be invited to serve on the committee.
- iii. All Apra members, and only Apra members, are eligible to nominate a candidate for the award. Non- Apra members may win the award.
- iv. The committee shall use the established rating system to evaluate nominees.
- v. The award recipient will be recognized at Prospect Development and be presented with the award.
- vi. The award recipient's conference registration fees will be covered by Apra. The hotel and travel costs will be reimbursed by Apra, up to \$1,000. Non-members will be given a complimentary Apra

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membership from the date of the award through the following calendar year.

vii. Apra members who are employed by the organization sponsoring the award are not eligible to serve on the committee or be nominated for the award.

viii. A sponsor's name, but not logo, may appear on the award.

### d. Professional of the Year Award

i. The Professional of the Year Award will be awarded annually to one individual.

ii. A previous award winner may be invited to serve on the committee.

iii. All Apra members, and only Apra members, are eligible to be nominated for the award.

iv. The committee shall use the established rating system to evaluate nominees.

v. The award recipient will be recognized at Prospect Development and be presented with the award.

vi. The award recipient's conference registration fees and hotel and travel costs will be reimbursed by Apra.

vii. Apra members who are employed by the organization sponsoring the award are not eligible to serve on the committee or be nominated for the award.

viii. A sponsor's name, but not logo, may appear on the award.

### e. Apra Margaret Fuhry Award

i. The Margaret Fuhry will be awarded annually to one individual.

ii. A previous award winner may be invited to serve on the committee.

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- iii. All Apra members, and only Apra members, are eligible to be nominated for the award.
- iv. The committee shall use the established rating system to evaluate nominees.
- v. The award recipient will be recognized at Prospect Development and be presented with the award.
- vi. The award recipient's conference registration fees, hotel and travel costs will be reimbursed by the Apra Foundation
- vii. Apra members who are employed by the organization sponsoring the award are not eligible to serve on the committee or be nominated for the award.
- viii. A sponsor's name, but not logo, may appear on the award.

The Margaret Fuhry Award is funded by the Apra Foundation

### **f. Apra Visionary Award**

- i. The Apra Visionary Award may be awarded in honor of one's exceptional contribution to the industry.
  - ii. Members of the Apra BOD only are allowed to nominate colleagues who demonstrate a significant role in the Prospect Development industry for recognition.
  - iii. The Board will consider all nominations and determine if a winner will be recognized in any year.
  - iv. Visionary awards are generally not given annually.
  - v. Apra members who are employed by the organization sponsoring the award are not eligible to serve on the committee or be nominated for the award.
- a. A sponsor's name, but not logo, may appear on the award.

The award recipient will be recognized at Prospect Development and be presented with the award.

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The award recipient's conference registration fees, hotel and travel costs will be reimbursed by Apra.

### **Section V.06 Committees and Task Forces**

- a. Committee and Task Force recommendations require approval of the Board of Directors.
- b. The incoming President appoints committee chairs each year in advance of their term starting on September 1.
- c. Board approval is required for all Committee Chairs; board approval is required for the full Nominations Committee only.
- d. Standing committees address areas which require ongoing attention, such as the Governance Committee and Finance Committee. An Apra board member shall be appointed as a board liaison to all committees, to provide strategic guidance.
- e. Task forces are established to address specific needs and interests which may be resolved over a short period of time. An Apra board member shall be appointed as a liaison to each task force.
- f. All committees and task forces are required to submit the summary meeting notes (minutes) and volunteer names to the Apra office. It is the appropriate committee chair's responsibility to ensure this occurs.

### **Section V.07 Chapter Guiding Principles**

- a. Name, Size, Composition and officers
  - i. The Apra Board of Directors reserves the right to approve chapter formation and chapter names. The chapter must clearly identify itself as a chapter of Apra, either as part of its chapter name or by stating it is "A chapter of Apra."
  - ii. A chapter will have a minimum of ten (10) members with no limit on the maximum number of members. The Apra Board of Directors reserves the right to approve chapter status for groups of fewer than ten (10) members.
  - iii. There are two types of Apra chapter membership:

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- iv. Full members are members in good standing of Apra International who are entitled to all standard benefits of such membership.
- v. Adjunct members are Chapter members who do not belong to Apra and do not receive benefits of Apra, only the benefits of Apra chapter membership. Chapter-only members are not automatically Apra members.
- vi. Each chapter must elect a minimum of three Officers. Officers must be full members of Apra International.
- vii. Chapter meetings will support the mission and goals of Apra.

### **Article VI. WEBSITE MANAGEMENT**

#### **Section VI.01 Terms of Service**

Apra (Apra) provides its service, subject to the following Terms of Service ("TOS"), which may be updated by the Apra or its representatives from time to time. The most current version of the TOS can be reviewed at any time through the use of our website ([www.Aprahome.org](http://www.Aprahome.org)). The TOS govern both the Apra Member organizations, Affiliate Organizations and the Vendors/Clients it has granted access to the Apra website.

<http://www.aprahome.org/page/terms-of-service>

#### **Section VI.02 Privacy Policy**

In May of 2018, Apra updated its Privacy Policy based on legislation passed in the United Kingdom (UK) called the General Data Protection Regulations (GDPR). That policy is accessible on Apra's website for all users, and linked here:

<http://www.aprahome.org/page/privacy-policy>

#### **Section VI.03 Content**

All Website content shall be regularly reviewed by Apra Staff to ensure accuracy, currency and functionality. Regular updates do not require Apra Board approval.

Content shall be consistent with non-web-based Apra publications, practices and policies.

#### **Section VI.04 Website Advertising / Promotion**

- a. Banner advertisements shall serve as a primary source of Apra revenue.

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- b. Banner advertisements may be sold independently or as a portion of an Apra sponsorship package.
- c. It shall be the goal to both maximize exposure for advertisers and maintain the integrity and appearance of the Apra Website.
- d. Changes or modifications to Website advertising policies shall be done in consultation with the Apra Board.
- e. Periodic efforts shall be made to announce Web site news and content to general membership and other targeted audiences.
- f. At no time shall Apra participate in, nor give the impression of participating in, the act of spamming for promotional purposes.

### **Section VI.05 Access Agreement for Apra Discussion Forums**

- a. Introduction - The [PRSPCT-L](#) discussion forum was moved over to the Apra website in 2018. This forum is for use by members and non-members to participate in discussions relevant to the prospect development industry.

## **Article VII. Investment Policy Statement**

### **Section VII.01 Purpose**

- a. It is the policy of the Apra Board of Directors to place operating and reserve funds (those funds used in operating accounts) in investment vehicles that will provide for the successful management of operational and reserve funds. This policy, to be reviewed periodically, will provide overall guidelines for the goals and objectives for investing the reserve funds. Basic investment standards shall be those of a prudent investor.
- b. The Apra Board of Directors is committed to balancing the fiduciary responsibilities in this investment policy with the opportunities that are available to ensure the growth and development of our organization and our profession.
- c. The Apra Board of Directors is authorized to retain one or more Investment Counselors to assume the investment management of funds and assets owned by Apra. In discharging this authority, the Board may receive reports from, pay compensation to enter into agreements with, and delegate investment authority to such Counselors. When delegating investment authority to the Investment Counselor, the Board will establish and follow appropriate procedures for conveying the organization's expectations and the requirement of full compliance with this policy.
- d. Asset diversification for Apra Reserve funds





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	Lower Limit	Strategic Allocation	Upper Limit
Equity securities Style	35%	52%	60%
US Large Cap	20%	19%	40%
Mid Cap Equities	0%	5%	15%
Small Cap	0%	5%	15%
International Equity	5%	11%	20%
Emerging Market Eq.	0%	4%	10%
Other Eqs	0%	8%	15%
(REITS, MLP's, Global)			
Fixed Income	35%	48%	65%
Style			
Short Term to include	5%	20%	20%



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Bank Loans			
Other Fixed Income	10%	20%	0%
To include Opportunistic			
Cash or Money Mrk	5%	8%	20%
Alternatives	0%		10%

### Article VIII. WHISTLEBLOWER PROTECTION PLAN

Apra prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, Apra has decided to voluntarily adopt a whistleblower protection policy. Pursuant to this policy, any employee who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the violation to the Executive Director to allow Apra to investigate and, if applicable, correct the situation or condition.

If the Executive Director is involved or is believed to be involved in the matter being reported, employees may, in the alternative, make a report to Apra's legal counsel. Apra will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

"Financial wrongdoing" may include, but is not limited to:

- a. questionable accounting practices;
- b. fraud or deliberate error in financial statements or recordkeeping;
- c. deficiencies of internal accounting controls;

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d. misrepresentations to company officers or the accounting department (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to Apra, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is Apra's policy that there will be no retaliation taken against the employee.

Employees are reminded of the importance of keeping financial matters confidential. Employees with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Director.

### Article IX. RECORD RETENTION SCHEDULE

Type of Record	Retention Period
<b>Accounting</b>	
Accounts receivable reports	7 years
Accounts payable reports	7 years
Auditors' reports/work papers	Permanent
Award winners	Permanent



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Bank deposit slips	7 years
Bank statements, reconciliations	7 years
Board of Directors meetings minutes	Permanent
Budgets	7 years
Cancelled checks	7 years
Cash disbursements journal	Permanent
Cash receipts journal	Permanent
Depreciation records	Permanent
Employee expense reports	7 years
Volunteer expense reports	7 years
Independent contractor expense reports	7 years



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Employee payroll records (W-2, W-4, annual earnings records, etc.)	7 years
Financial statements (annual)	7 years
Financial statements (interim/internal)	7 years
General journal or ledger	Permanent
Inventory lists	Permanent
Invoices	7 years
Membership Lists	7 years
Payroll journal	7 years
Petty cash vouchers	7 years

### Article X. CONFLICT OF INTEREST POLICY

#### Section X.01 Purpose

a. The purpose of the conflict of interest policy is to protect the interests of tax-exempt Apra when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Apra or might result in a

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possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable Apra.

### **Section X.02 Definitions**

a. Interested Person

i. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest

i. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which Apra has a transaction or arrangement,
- A compensation arrangement with any entity or individual with which Apra has a transaction or arrangement,
- A proposed ownership or investment interest in or compensation arrangement with any entity or individual with which Apra is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

ii. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Section X.03 Procedures**

a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

b. The remaining board or committee members shall decide if a conflict of interest exists.

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c. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

*Revised and approved August 2023*