

**Association of Fundraising Professionals
Greater Cleveland Chapter**

POLICY TITLE:	Chapter Board Operations
CLASSIFICATION:	Board/Executive
POLICY NUMBER:	2010-0603
MOTION:	Paul Pawlaczyk
SECONDED:	Robin Bauer
DATE SUBMITTED (INITIAL):	June 10, 2010
DATE APPROVED	June 10, 2010
APPROVED BY:	Board
SUNSET DATE:	June 2012
SEND TO COMMITTEE FOR REVIEW:	May 2012

The following policies were adopted by the Association of Fundraising Professionals, Greater Cleveland Chapter on June 10, 2010 to complement the Standard Bylaws for Chapters of the Association of Fundraising Professionals:

- 1. Authority to Transact:** The Board of Directors shall have the authority to enter into contracts or agreements with individuals, unincorporated associations or corporations, to retain and dismiss staff, to designate a depository or depositories for its funds and securities, to buy or sell securities, real, or other property, to require the bond of officers, employees, or agents, to authorize expenditures of its funds or resources, to borrow funds, to accept gifts, bequests, contributions, and dues from individuals, corporations, estates, or others, and to transact such other lawful business as is permitted to corporations incorporated pursuant to the General Laws of the State of Ohio. The President of Chapter Board is authorized to execute documents related to the foregoing transactions; if unavailable, the President-elect; or if unavailable, the Secretary/Treasurer.
- 2. Emergency Meetings:** The President may call emergency meetings; Board members must be notified 24 hours in advance of the meeting by telephone or e-mail.
- 3. Board Vacancy:** Between annual meetings, vacancies on the Board of Directors may be filled by a recommendation from standing nominating committee plus a majority vote of the Board.
- 4. Re-election to Board:** After a period of at least one year following the completion of eight consecutive terms, a former Director may be eligible for re-election to the Board.
- 5. Vice Presidents:** The President shall assign each of the duly elected Vice Presidents and President-elect a portfolio of responsibilities. Each Vice President will enlist a Committee Chair and provide a job description for each specific responsibility within their portfolio. Each Chair will be responsible for enlisting the necessary membership to carry out their duties consistent with the job description. Also, each Chair is requested to keep an informal log of actions, problems, or projects to assist the Chapter or in keeping with subjects identified as an emphasis of the Association.