

Flower City Down Syndrome Network, Inc.
POLICY STATEMENT
Amended January 2008

Officers

- Officers must be parents of children with Down syndrome.

Board of Directors

- Board members cannot profit directly or indirectly from serving on the Board.
- The Board of Directors should consist of 4 to 5 Officers and an approximate split of professionals and parents.
- All parents of children with Down syndrome will be considered parents on the BOD, except when the parent brings a unique professional perspective.
- Not more than 3 people will be nominated from the same profession.
- Board members must remain in good standing with the Corporation.
- Officers must attend 80% of the meetings, unless excused due to illness or emergency.
- General members must attend a majority of meetings. Members should call the President with early notice if not able to attend any meeting. The President or other Officer may grant excused absences for emergencies or illness.
- A majority of Board members must be present to conduct a meeting or the meeting will be adjourned and rescheduled.
- Nominations for new Board members will be handled as follows:
 1. The Board will nominate prospective members by the October meeting.
 2. New Board members will start their 2-year term at the December meeting in order to participate in the budget discussion.

Budget

- The BOD will review and approve the annual operating budget for the FCDSN at least once per year.
- The Board, or a sub-committee of the Board, will compile the budget.
- The budget will be based on the past fiscal performance of the FCDSN and the Board's expectation of FCDSN revenue and expenses for the fiscal year.
- The budget must be presented to and approved by the BOD prior to the beginning of the fiscal year.
- On a periodic basis, the actual financial results should be presented to the BOD. This presentation should include a comparison with the budget and an explanation of any variances.

Charitable Contributions

- All requests for charitable contributions must be made by application to the BOD. The applications must contain the following information:
 - Amount requested
 - Intended use of funds
 - Percentage of people with Down syndrome that will benefit from the contribution
 - Whether funds have been requested in the past on behalf of this individual or organization.
 - Description and location of recipient individual/organization.
- The maximum contribution for a memorial is \$25.00
- The maximum contribution for a charity not related to Down syndrome is \$25.00.