

CITY OF ALAMEDA DEMOCRATIC CLUB

DONATIONS POLICY

JANUARY 2010

This policy presents a framework for making decisions on donations to be made in the name of deceased members and includes guidelines for additional actions/records required to complete the transaction. It is adopted in order to demonstrate fairness to all members.

1.) MONETARY DONATION

A monetary donation may be made in the name of a deceased member who has actively demonstrated a contribution in the past or in the present, to the cause, work and ideals of the City of Alameda Democratic Club. Such a donation is to be made at the direction of the E-Board and voted on by the Board.

The amount of the donation shall be up to but not greater than \$50.00

A donation shall be made to the charity/organization as designated by the deceased member's family. Each donation shall be sent by the Club with a letter generated by the Secretary and signed by the President. The letter accompanying the donation, should request that an acknowledgment of the donation be made to the family. Additionally, a card shall be sent from the Club to the family of the deceased.

2.) NOTIFICATION TO MEMBERSHIP

The Card Coordinator (see #4 below) is to notify the editor of the newsletter in writing of the death of a member. The notification may include information about the date of the member's death, the name of the organization designated to receive donations and any pertinent facts about the member. This notice is to appear in the next published newsletter.

3.) ACKNOWLEDGEMENT OF THE DEATH OF OTHER MEMBERS

A card will be sent to family members of other Club members at the time of their death. A card will also be sent to a Club member who has lost a close family member.

4.) CARD COORDINATOR POSITION

A member shall be designated by the E-Board as the Card Coordinator each year to send cards to the membership as appropriate. This position need not be added to the by-laws of the Club, but will be designated as a sub-position under the Membership Chairperson.

The duties of the Card Coordinator are as follows: 1.) will inform the E-Board when she/he learns of the death of a member; 2.) will keep a record of cards sent; 3.) will be responsible for forwarding the information to the editor of the newsletter for publication (see #2.above); 4.) will notify the Membership Chair of the information regarding the deceased member, so that membership records can be corrected; 5.) will notify the Phone Tree Chair, so that the member's name can be deleted from the calling list.

The Card Coordinator will also send cards to members who are ill or who have had surgery, to those who have received a notable recognition/honor and to those who have a new baby.

If a request is made by the Card Coordinator, she/he could be reimbursed for the cost of cards and postage.

At the beginning of each year a short notice will be printed in the newsletter with the name of the Card Coordinator and the need for members to let the Card Coordinator know about members who are ill or who have died. This notice will be generated by the Card Coordinator.

5.) LOCATION OF THE POLICY

The Donations Policy shall be listed on the website of the City of Alameda Democratic Club.

6.) LOCATION OF HISTORY OF DONATIONS

A history of the donations made shall be listed on Google Docs. The Manager of the History Doc will add information on each donation as it is made (date, name of member, name of organization receiving donation, amount of donation).

DONATIONS POLICY COMMITTEE; Jane Brown, Sylvia Blumberg, Lucille Cannata.

ADOPTED BY THE E-BOARD JANUARY 18, 2010.