

## **CONTRIBUTIONS AND TRANSFERS**

(Bylaws, Article 3, Section 3.3; Article 14; Article 15)

The Corporation is empowered, subject to the provisions of its Bylaws, to accept donations, contributions, gifts, bequests, and devises of monies and properties ("contributions") under Section 501(c)(3) of the Internal Revenue Code.

It shall be the Corporation's policy that the names of all Donors are confidential and no Donor's name shall be disclosed without first obtaining the approval of the Donor.

Notwithstanding this policy, Donor names may be furnished to others in compliance with court process or in connection with any audit of the Corporation by a regulatory agency.

The Corporation may accept any contribution, bequest or device not inconsistent with its general tax-exempt purposes, its Articles of Incorporation and Bylaws. The Corporation shall retain complete control over all donated funds and shall exercise unlimited discretion as to their investment and ultimate use so as to insure that such funds will be used to the best advantage in carrying out its tax exempt purposes.

The National Insulator Association does not give tax or legal advice and can not be responsible for the tax consequences of any gifts. IRS rules are complex and often confusing. Thus, the NIA recommends that donors consult with their attorney, accountant, or tax advisor on all matters related to their particular tax situation.

### **The National Insulator Association Gift Acceptance Policy.**

The NIA Gift Acceptance Policy (GAP) provides anyone having various philanthropic interests, including collectors of insulators and related items, their families, descendents, or anyone so designated, the opportunity to give through memorials, gifts and donations. It is not intended to compete with other non-profits or friend groups with which the NIA works; but, rather, to provide those that specifically are interested in the NIA the opportunity to give.

#### **A. General Guidelines and Policies**

1. The NIA shall encourage donations.
2. Donations must comply with an NIA adopted plan or standard and be compatible with the mission of the NIA, a charitable 501(c)(3) nonprofit organization.
3. Donations to the NIA and its programs must be consistent with established goals and objectives for the individual program, and/or the NIA as a whole.
4. Donations made in memory of, or in recognition of a person, event or other phenomenon must be consistent with any adopted policies on "Naming of Donated Items," when available and/or appropriate.

5. In cases where the donation is not consistent with the NIA's mission and adopted policies, the Board of Directors will attempt to identify alternatives for the donor's consideration and approval.
6. The Association does not accept gifts by credit card.
7. The NIA will not accept donations by phone or over the Internet.
8. The NIA will not make a commitment to spend donations in the year in which they are received or track the way individual donations are expended, unless the gift is restricted.
9. The NIA will send a letter expressing its gratitude to each donor whose contribution is accepted. This letter will also serve as an acknowledgement of the gift for tax purposes. Individual cash contributions of less than ten (10) dollars will not receive an acknowledgement unless requested by the donor.
10. The NIA shall revise this policy as necessary.
11. The NIA reserves the right to deny any donation. Any contribution that does not meet the guidelines of the NIA Donation Program will be returned to the donor.
12. All decisions by the NIA regarding gifts and donations shall be final and binding.
13. The NIA reserves the right to decline donations even if they meet these guidelines and policies, to change these guidelines and policies at any time, and to make exceptions to these guidelines in special circumstances.
14. Contributions do not entitle donors, the heirs, beneficiaries, or estates of donors to participate in Association decision-making or give donors, the heirs, beneficiaries, or estates of donors' special access to the Association's leaders or staff.

## B. Cash Contributions

1. The NIA will accept only personal checks, cash, money orders and online payments available at [www.nia.org](http://www.nia.org).
2. The NIA, for the purpose of enhancing programs and educational opportunities, will accept cash donations. All cash donations shall be directed to the NIA. Only U. S. currency is accepted.
3. The donor has two options when making a cash donation:
  - a. Allow the NIA to specify best use of the funds, or
  - b. Specify the use of funds with approval from the NIA, consistent with the conditions of these policy guidelines.
4. Unrestricted cash gifts will be accepted and acknowledged through the normal accounting procedures of the NIA.
5. Unrestricted cash donations may be used for any expense associated with the NIA.
6. Donations restricted by the donor are accepted if given for the purpose of pursuing the mission of the Association.
7. Restricted gifts or donations that are restricted to purposes deemed by the NIA to be outside of its mission may be graciously declined.

8. Gifts given in memory of someone close to the insulator hobby or gifts given in honor of the service of individual collectors will be considered unrestricted gifts unless otherwise designated by the donor.

### C. Non-Cash Contributions

1. Potential donors of tangible personal property must first contact the NIA Philanthropy Advisor for a determination of the acceptability of their non-cash gift.
2. Receipt of non-cash gifts will be the responsibility of the Philanthropy Advisory Panel. The Advisory Panel reserves the right to refuse and/or return any gift determined to be unacceptable because of value, marketability or any other reason deemed problematic to the NIA.
3. All non-cash gifts (except for real estate) will be immediately liquidated by the NIA Board of Directors or their designee. Gifts of stock, various kinds of securities, insurance products, automobiles, animals, jewelry and other items of value must be unencumbered and given outright to the NIA. If the gift is deemed acceptable to the committee, the gift will immediately be sold in a manner deemed most appropriate by the NIA Board of Directors.
4. All gifts of real estate must be given with an appropriate title search, environmental evaluation, survey and appraisal. All costs of transferring will be borne by the donor. Gifts of real estate must also be unencumbered with liens, litigation or any other potential liability for the NIA. Before title is accepted by the NIA, the Board of Directors, upon the advice of the Philanthropy Advisor, reserves the right to not accept the gift.
5. All non-cash gifts will be acknowledged in a dated letter from the NIA President, Treasurer, and Philanthropy Advisor which will include a description of the gift. There will be no appraisal, acknowledgement of appraisal, or determination of value offered in the acknowledgement process. The donor has sole responsibility to the Internal Revenue Service for identifying the value of any non-cash gift.
6. Gifts of insulator collections, insulator history, and other hobby material related to the purpose of the NIA may be retained for the NIA historical archives and museum. Duplicates may be given to educators, researchers, and youth programs to help educate and interest future collectors. (Refer to the "Gifts, Grants' and Distributions Chapter"). Under no circumstances will any donation, cash or noncash, inure to the benefit of NIA board members, committee chairs or committee members, advisors, or staff.

D. Charity Auctions

When the NIA presents a charity auction, buyers and/or winners of items in that auction will be informed of the costs associated with presenting the auction. The NIA will not provide values for any items donated for auction. However, donors of these items may suggest fair market value for bidding purposes. Items won at the auction and the tax deductible amount over fair market value is solely the responsibility of the buyer/winner and not the NIA.

E. Substantiation and Disclosure Requirements

There are recordkeeping and substantiation rules imposed upon donors of charitable contributions and disclosure rules imposed upon charities that receive certain *quid pro quo* contributions.

Although it is a donor's responsibility to obtain a contemporaneous, written acknowledgment, the NIA can assist a donor by providing a timely, written statement.

The NIA must furnish a disclosure statement in connection with either the solicitation or the receipt of the *quid pro quo* contribution. The statement must be in writing and must be made in a manner that is likely to come to the attention of the donor. For example, a disclosure in small print within a larger document might not meet this requirement.

A written disclosure statement is not required where there is no donation involved in a particular transaction, such as in a typical museum gift shop or trade show sale.