



# Peterborough and Area Fundraisers' Network (PAFN)

## **Code of Ethics, Professional Practices and By-laws**

## PETERBOROUGH AND AREA FUNDRAISERS' NETWORK

### Code of Ethics and Professional Practices

*Members of the Peterborough Area Fundraisers' Network shall accept and abide by the following Code of Ethics and Professional Practices:*

1. Members shall be responsible for conducting activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith.
2. Members shall encourage institutions they serve: to conduct their affairs in accordance with accepted principles of sound business management, fiduciary responsibility and accounting procedures: to use donations only for the donors intended purposes: and to comply with all applicable local, provincial, and federal laws.
3. Members shall manage all accounts entrusted to them solely for the benefit of the organizations or institutions being served.
4. Members shall recommend to the institutions they serve only those fundraising goals which they believe can be achieved, on the basis of their professional experience and an investigation and rational analysis of facts.
5. Members shall be volunteers or work for a salary, retainer or fee, not a commission. If employed by a fundraising organization that organization shall operate in its client/consultant relationship on the basis of a predetermined fee and not a percentage of the funds raised.
6. Members shall make full disclosure to employers, clients, or, if requested potential donors of all relationships which might pose, or appear to pose, possible conflicts of interest.
7. Members shall hold confidential and leave intact all lists, records and documents acquired in the service of current or former employers or clients.
8. Members who act as service providers shall not actively solicit business through the PAFN membership. However, a member, of their own volition, may choose to retain the services of a service provider from the Network.

Approved June 1997

Revised: June 2002; September 2003; September 2004; January 2008; September 2012; September 2013; September 2015; September 2017; September 2020; **September 2022**

# **PETERBOROUGH AND AREA FUNDRAISERS' NETWORK BY-LAWS**

## **ARTICLE 1. NAME**

The name of the organization shall be the Peterborough and Area Fundraisers' Network hereinafter referred to as the PAFN.

## **ARTICLE 2. MISSION STATEMENT**

Peterborough and Area Fundraisers' Network (PAFN) exists to strengthen professionalism within our local charitable sector to include members, interested individuals and organizations.

## **ARTICLE 3. MEMBERSHIP**

Membership shall be open to anyone, volunteer or paid professional, who is engaged in fundraising in Peterborough or the surrounding areas. Members must adhere to the Code of Ethics and Professional Practices of the PAFN.

### **3.1 Membership Categories**

1. Individual Membership: Any individual who pays the required membership fee and is active in the field of fundraising. Membership is not transferable.
2. Organizational Membership: Membership fee is paid by the agency for an unlimited number of representatives. Agency representatives shall be active in fundraising whether as a professional or volunteer.

### **3.2 Membership Fees**

Membership fees shall be set and reviewed annually at the AGM. Membership runs from Sept 1 to Aug 31. There will be a single session fee which will be paid by non-members. This fee will be waived for the first visit of a non-member. Membership fees are less than the sum of the single session fees. Increases or decreases in fees shall become effective only when confirmed by a majority vote at the Annual General Meeting.

### **3.3 Membership List**

The membership list is for the exclusive use of members and will not be used for commercial and/or business purposes. The list will be published and updated twice per year.

## **ARTICLE 4. EXECUTIVE**

### **4.1. Composition**

There shall be an Executive elected by members in good standing (present at the AGM) who shall manage the affairs of the PAFN. The Executive will consist of Chair, Past Chair, Vice Chair, Secretary, Communications, Treasurer, Membership Director, Communications Director, Social Media Director, Equity, Diversity and Inclusion Director, Professional Development Director, and up to four (4) Members at Large.

## **4.2. Duties and Responsibilities of the Executive Position**

The duties of the Executive shall reflect all activities undertaken for their respective positions as specified in their job description. Members at Large shall assist other Directors to carry out the business of the organization.

Any changes to a job description of an Executive position must follow the same procedures as Article 10 Amendments. A retiring Executive shall deliver all papers, documents, and PAFN property of their office to their successor within one month following the election/appointment.

## **4.3. Duties and Powers of the Executive**

The Executive of the PAFN shall carry on the business of the organization in accordance with the By-laws. The Executive shall:

1. Be responsible for the general administration and shall conduct all business of PAFN including:
  - a) Appoint all special committees, representatives or delegates as required, and chair subcommittees.
  - b) Consider all recommendations from the membership.
  - c) Select a secure location for the deposit of funds and authorize the disbursement of monies expended on behalf of PAFN.
  - d) Review PAFN By-laws annually and revise as necessary.
  - e) Develop annual goals and objectives for PAFN and monitor progress towards these goals during their term of office.
2. Business of the Executive and changes to processes will be presented to the membership at the Annual General Meeting.

## **4.4. Term of Office**

The term of office for Executive positions is two years. Members may serve for a maximum of three consecutive terms on the Executive. The Past Chair may serve an additional term.

Extensions beyond the terms outlined above must be approved by a majority of the executive.

## **4.5. Vacancies and Resignations**

1. Any member of the Executive must provide a written letter of resignation to the Chair of PAFN.
2. A vacancy in any office shall be filled by a qualified member, selected, approved and appointed by the Executive to assume such a position, and to fulfill those responsibilities until the next Annual General Meeting.
3. In the event that the Chair must resign, the Vice-Chair will assume the duties of the Chair for the remainder of the term and the position of Vice-Chair will be declared vacant.
4. A Director may be removed from office before the expiration of their term by a 2/3 majority vote of the Executive for just cause or for breach of the PAFN Code of Ethics.
5. Attendance: Executive members shall attend at minimum, 60% of both Executive and Professional Development meetings.

## **ARTICLE 5. COMMITTEES OF THE EXECUTIVE**

### **5.1. Standing Committees**

There shall be the following standing committees:

- a) Professional Development
- b) Equity, Diversity & Inclusion (EDI)

Ad hoc committees may be appointed at the discretion of the Executive to accomplish specific, time-limited tasks.

### **5.2. Selection of Committees**

1. Directors of standing committees choose committee members who are in good standing and shall be approved by the Executive.
2. The Nominating Committee shall be appointed by the Executive prior to the Annual General Meeting and shall consist of the Past Chair (chairperson), Membership Director, and up to two (2) additional members-at-large.
3. Chairpersons of committees shall report on the committee's activities at both General and Executive meetings.

## **ARTICLE 6. NOMINATIONS AND ELECTIONS**

### **6.1. Nominating Procedure**

1. The Nominating Committee will request nominations from members in good standing for all positions by a designated date.
2. The Nominating Committee will find a nominee to fill any vacancy not filled by nominations from the membership-at-large.
3. A member who is nominating must obtain the consent of the member he/she is nominating and submit this to the Chairperson of the Nominating Committee by the specified date.
4. The final slate of nominees will be presented to the membership at the AGM and will include only those nominees who are members in good standing.

### **6.2. Election Procedure**

1. If there is more than one nominee for an office, voting will be done by secret ballot with the names of the candidates for each office appearing in alphabetical order on the ballot.
2. Where there is only one nominee for the office, the candidate will be declared elected by acclamation.
3. Prior to voting, candidates will be allowed two (2) minutes to state their qualifications and intentions for office to the membership.
4. Members in good standing in attendance at the AGM will be eligible to vote. In the case of organizational members, one representative from the organization may cast a ballot as a representative for their organization.

5. A majority vote shall elect each executive position and the successful candidate(s) will be presented to the membership before the AGM is adjourned. In the event of a tie, another ballot will be cast by those members in good standing present at the AGM.
6. All votes (legal and spoiled) and the number of votes cast shall be recorded before the ballots are destroyed.

## **ARTICLE 7. MEETINGS**

### **1.1. Regular Meetings**

Meetings are scheduled monthly (excluding June, July, August and December). The Annual General Meeting will be the first meeting of the fiscal year. At that meeting, by a simple majority of the members in attendance, the members will approve the election of the Executive for the upcoming year, the financial report for the past year, the budget for the upcoming year, any changes to the By-laws, and any other business that may arise.

### **1.2. Special Meetings**

Special meetings of the PAFN may be held as determined by the Executive or upon request of a quorum of members. The notice of special meetings shall state the purpose for which it is called.

### **1.3. Notice of Meetings**

Notice of AGM and special meetings shall be given to the membership at least ten (10) days prior to the meeting date.

## **ARTICLE 8. QUORUM FOR MEETINGS**

The quorum for all meetings, except the Annual General Meeting, shall not be less than 1/3 of the membership.

## **ARTICLE 9. FINANCES**

All monies received by, or on behalf of, the PAFN shall be deposited or invested in such a manner as designated by the Executive.

Any two of the Treasurer, Chair, Past Chair and Vice Chair, are hereby authorized for, and in the name of the PAFN:

1. To draw, accept, sign and make all cheques and orders for payment of money.
2. All expenditures between \$50.00 and \$1,250.00 must be approved by a motion passed at the Executive meeting. Any expenditures over \$1,250.00 must be approved by a motion passed at a general meeting.
3. The Executive of the PAFN will maintain a bank reserve balance of no less than \$1,500 to ensure the continuous operations of the organization, with the exception of Article 11.

Any invoice or receipt for the amount being requested must be presented to the Treasurer before any cheque may be written for said amount.

The Treasurer must present at each monthly meeting of the Executive Committee, the current bank statement and a reconciliation of this bank statement. Along with the Treasurer, another member of the Executive Committee must sign both documents at that time.

A signing officer of the PAFN is not permitted to sign a cheque for which they are to be reimbursed.

#### **ARTICLE 10. AMENDMENTS**

1. Amendments to the By-laws may be proposed by any voting member of the PAFN in writing to the Executive at least thirty (30) days prior to the AGM meeting at which they will be voted upon.
2. All proposed amendments to the By-laws must be approved by the Executive prior to presentation to the membership.
3. All amendments to the By-laws must be presented to the voting members at least ten
4. (10) days prior to the AGM meeting at which it is to be voted upon.
5. Amendments to the By-laws must be approved by fifty (50) percent plus one of the voting members present at the Annual General Meeting at which the amendments are presented.

#### **ARTICLE 11. DISSOLUTION**

On dissolution of the PAFN, any remaining assets shall, after payment or the making of provision for payment of all the lawful debts and liabilities of the PAFN, be distributed to one or more registered non-profit organizations or agencies in Peterborough and area, to be selected by a vote of the membership. A final reconciliation of all PAFN funds shall be made available to all remaining PAFN members at the time of the dissolution of the PAFN.

Passed by the membership at the Annual General Meeting: June 12, 1997

Revised: June 2002/September 2003/September 2008/September 2010, September 2012, September 2013, September 2015, September 2017, September 2020, **September 2022**

#### **PAFN Minutes and Documents**

1. PAFN membership and Executive committee minutes, membership lists, and speaker presentations to be kept for three years and then confidentially destroyed.
2. PAFN financial documents, including monthly income statements and bank statements to be kept for a period of seven years and then confidentially destroyed.