



# Cover Page for Nomination Packet

Thank you for your interest in becoming a candidate for the ASAC Board of Directors. This cover note explains what is required of a candidate. Please be sure you understand the nature and scope of work required to serve on the Board of Directors. You must be willing and able to accept all the responsibilities of serving as a Board member if you are elected.

**Please read the following carefully.**

## **Candidate Qualifications**

The Bylaws of ASAC require that candidates must be members in good standing. You are in good standing if:

- (1) Candidate has a current lifetime or annual membership.
- (2) Candidate must not have engaged in misconduct at ASAC that caused disciplinary action.
- (3) Candidate must have read and understand provisions applicable to the Board and its members contained in the ASAC Bylaws and Standing Rules.
- (4) If elected, candidate must be able to perform the duties and responsibilities required of a board member as follows:
  - Support the annual financial goals of the ASAC by making a personal financial contribution annually
  - Ask others to give and support fund-raising activities of the ASAC.
  - Share networks and resources that could benefit the ASAC.
  - Be an advocate for the ASAC.
  - Actively participate in Board and committee meetings and other activities at the Center.
  - Participate in the annual signature fundraising event as a table sponsor, ticket holder, volunteer or procurer of sponsorships and auction items.
  - Chair or serve on at least one committee.

The Standing Rules, Art. III, sec 2(e) states: *Members nominated and elected shall have the capability to receive and send email messages and their attachments and be able to participate in meetings via electronic means (e.g., Zoom) to facilitate communications among Board members and between the Board and Executive Director. It is also highly desirable that nominees be familiar with basic business practices including the ability to read and understand budgets, financial statements, and planning documents.*

## **The Nomination Form**

Please legibly provide all the information required. Your answers to questions numbered 1 - 8 will be published in the Senior Borealis and will be posted on the front lobby bulletin board during the election period. You may elaborate on your qualifications by attaching a resume/biography.

Please attach a clear photo of yourself (color or black and white) that is passport size (approximately 2" x 2") or send via email to [info@anchorageSeniorcenter.org](mailto:info@anchorageSeniorcenter.org). This will be published both in the Borealis and on the bio posters on the front bulletin board. (If you do not have a recent photo, you may ask at the front desk for a staff person to take a photo for you to use.)

*When submitting the completed packet, please complete and sign only the nomination form. The other documents are to be completed once elected to the board and are included in the packet for your information only.*

## **Election Timeline**

The nomination period opens on the first Monday of July, and closes on the first Friday of August, at 5 PM. Nominations must be filed either in the box at the front desk at ASAC during regular business hours or mailed to the BOD Secretary, Anchorage Senior Activity Center, 1300 East 19<sup>th</sup> Ave., Anchorage AK, 99501. **Mailed nominations must be postmarked no later than 11:59 PM, August 7, 2026.**

**First Monday in July**

Nomination Packets Available  
Nominations Open

<b>First Friday in August, 5 PM</b>	Nominations Close
<b>Second Monday in August</b>	Candidate Profiles Posted in Main Lobby. Ballots are <u>Available</u> at Cashier's Office and Mailed to current members if an election is necessary.
<b>Third Wednesday in August</b>	<b>Ice Cream Social Meet N Greet Candidates</b> (this date may be changed by board action).
<b>Third Friday in September Deadline</b>	<u>Last Day to Submit Ballot</u> voting for Board Election. All Ballots must be postmarked by 11:59 PM on the third Friday of September.
<b>First Monday in October</b>	The Ballot Box is opened by Board Secretary or designee, and the Assistant Finance Director to verify the validity of ballots.
<b>First Tuesday in October</b>	Ballot Counting
<b>First Wednesday in October</b>	New Board Members Announced
<b>October Board Meeting</b>	Board of Directors Meeting New Directors Seated

### **Enclosed Documents**

The first four documents must be signed when your appointment commences (swearing in at Board of Directors' Meeting) and annually thereafter. Please do not submit these documents with your nomination form.

1. Conflict of Interest (needs signature)
2. Code of Ethics (needs signature)
3. Oath of Office (needs signature)
4. Confidentiality Agreement (needs signature)
5. Bylaws and Standing Rules

Thank you for your interest in the election of the ASAC Board of Directors.



**BOARD OF DIRECTORS NOMINATION FORM**  
(Use the back of this page if additional space is needed.)

I, (print name) \_\_\_\_\_, do hereby apply for nomination to the Board of Directors of Anchor-Age, Inc. d.b.a. Anchorage Senior Activity Center (ASAC). My home Address is: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

My email address is \_\_\_\_\_

**Biographical information (It will be published in the Senior Borealis and on posters at ASAC)**

1. I have lived in Alaska for \_\_\_\_\_ years.
2. I currently reside in (City) \_\_\_\_\_
3. I have been an ASAC member for \_\_\_\_\_ years.
4. My prior ASAC involvement includes: \_\_\_\_\_  
\_\_\_\_\_
5. My favorite activities at ASAC are: \_\_\_\_\_
6. I believe ASAC's role in the community should be: \_\_\_\_\_  
\_\_\_\_\_
7. My prior career was (you may attach a resume or bio) \_\_\_\_\_
8. Please provide two (2) personal references.

**As a candidate for election to the Board of Directors, I certify that:**

- I am a member in good standing as defined by the Bylaws Article II, Section 1.
- I am a resident of Alaska and of Anchorage or its immediate area and intend to remain so for the election term.
- I have read and understand the provisions that apply to the Board and its members contained in the Bylaws and the Standing Rules.
- If elected, I will be able to devote the time and effort necessary to perform the duties and responsibilities required of a Board member and shall make a good-faith effort to do so.
- I can receive and send emails, email attachments, and am able to participate in meetings via electronic means (i.e., Zoom).

**Please note** when you sign this form and submit it for consideration you agree to the conditions stated above.

Signature \_\_\_\_\_ Date of submission \_\_\_\_\_

Reviewed and approved for completeness by BOD Secretary or designee:  
\_\_\_\_\_ Date \_\_\_\_\_



## BOARD OF DIRECTORS INITIAL AND ANNUAL CONFLICT OF INTEREST STATEMENT

The following Conflict of Interest Statement shall be signed and dated by each Board member, Endowment Trust Fund Trustee and Key Employee at time of installation, reaffirmed annually and retained in the Board's files throughout the preparer's term of office plus one year.

**1. Name:** \_\_\_\_\_

**2. Position:** \_\_\_\_\_

Are you (circle yes or no): a voting Director? Yes No an Officer? Yes No

A Key Employee as defined in the ASAC Conflict of Interest Policy? Yes No

An Endowment Fund Trustee? Yes No

**3. I affirm the following:**

I have read and understand the ASAC Conflict of Interest policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

**Disclosures:**

Do you have a financial interest in ASAC (past, current or potential) as defined in the ASAC Conflict of Interest policy? Yes No If yes, please describe it:

\_\_\_\_\_

Do you have a family member, as defined in the ASAC Conflict of Interest Policy, who is a compensated employee of the ASAC or any ASAC affiliate? Yes No If yes, explain:

\_\_\_\_\_

(Answer only if a director or trustee) Are you an Independent Director or Trustee, as defined in the ASAC Conflict of Interest policy? Yes No

If you are not, why?

\_\_\_\_\_

\_\_\_\_\_

Initial Signature \_\_\_\_\_ Date: \_\_\_\_\_



## CONFLICT OF INTEREST ANNUAL REAFFIRMATION

**Reaffirm only if there is no change. If any change, complete a new form.**

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

### **Annual Review**

**Reviewed by Executive Committee:**

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

*(This is page 2 of a 2-page form)*



## BOARD OF DIRECTORS CODE OF ETHICS

The following Code of Ethics shall be signed and dated by each Board member at time of installation and retained in the Board's files throughout the preparer's term of office plus one year.

### **1. Code of Ethics:**

As a member of the Board of Directors of Anchor-Age Center d.b.a. Anchorage Senior Activity Center, I will:

Represent the interests of all people served by this organization.

Not use the organization or my service on this Board for my personal advantage or for the personal advantage of my friends or supporters.

Keep confidential information confidential.

Approach all board issues with an open mind, prepared to make the best decision for the whole organization.

Do nothing to violate the trust of those who elected me to the Board or those who serve.

Focus my efforts on the mission of the organization and not on my personal goals.

Never exercise authority as a Board member except when acting in a meeting with the full Board or as delegated by the Board.

Refrain from using profanity in the presence of or directed at an employee of or member of the ASAC.

Treat all members, guests and employees of the ASAC with courtesy and respect and refrain from invidious discriminatory actions or words.

### **1. Confidential Information Defined:**

The term "confidential information" in the Code of Ethics shall be deemed to mean any information obtained by virtue of being a director that is designated as such by the Board, the Executive Committee of the Board or the President or person acting in the President's stead. It shall also include information of a personal nature that, if disclosed prematurely, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(This form consists of 1 page)*



## OATH OF OFFICE

The following Oath of Office shall be taken by each director at time of installation, signed by the preparer, dated, attested to by a Board member, and retained in the Board's files throughout the preparer's term of office plus one year.

I, (Printed Name) \_\_\_\_\_, do solemnly swear that I will support and defend the Articles of Incorporation, the Bylaws and Standing Rules of the Anchor-Age Center d.b.a. the Anchorage Senior Activity Center and that I will honestly, faithfully and impartially discharge my duties as a member of the Board of Directors to the best of my ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Member of the Board of Directors



# CONFIDENTIALITY AGREEMENT

1. **Purpose.** This Confidentiality Agreement ("Agreement") is entered into between Anchor-Age Center, a non-profit Alaska corporation, d.b.a. the Anchorage Senior Activity Center ("ASAC"), and \_\_\_\_\_ ("Member"), a member of the ASAC who may become privy to information of a confidential nature for the purpose of preventing Member's unauthorized disclosure of such Confidential Information.
2. **Applicability.** The following Confidentiality Agreement shall be signed by the following:
  - a. The Board of Directors' Recording Secretary
  - b. Any ASAC Volunteer or member of an ASAC committee who may become privy to ASAC information of a confidential nature.

It shall be witnessed by an ASAC officer, dated and retained in the Board's files throughout the preparer's term of participation plus one year.

**3. Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information obtained by Member as a participant in the activity requiring execution of this Agreement that is designated as such by the ASAC Board of Directors or an ASAC Officer. It shall also include information of a personal nature that, if disclosed prematurely without authority, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.

**4. Exclusions from Confidential Information.** Member's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of Member; or (b) learned by Member through legitimate means other than participating in the activity requiring this Agreement; or (c) is disclosed by Member with approval of the ASAC Board or an ASAC Officer.

**5. Obligations of Member.** Member hereby agrees to hold and maintain Confidential Information in strictest confidence until and unless it becomes publically known through no fault of Member or its release is approved by the ASAC Board or an ASAC Officer. This obligation shall survive the termination of Member's participation in the activity requiring this Agreement.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

ASAC Officer Witness: (Signature) \_\_\_\_\_ (Title) \_\_\_\_\_



***BYLAWS***

*Anchor-AGE Center*

*doing business as*

*Anchorage Senior Activity Center*

*Approved April 24, 2024*

**BYLAWS**  
***Anchor-AGE Center***  
***Approved March 9, 2022***

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**BYLAWS**  
Anchor-AGE Center  
doing business as  
Anchorage Senior Activity Center

Approved April 24, 2024

**ARTICLE I – NAME AND PURPOSE**

**Section 1. Name and Designations**

- a) The name of this organization is the Anchor-age Center, Inc., an Alaska Non-profit corporation doing business as the Anchorage Senior Activity Center, hereinafter referred to as the "ASAC."
- b) The governing body of the ASAC is the Board of Directors, hereinafter referred to as "the Board."
- c) The Board of Trustees of the Anchor-Age Senior Center Endowment is hereinafter referred to as "the Trustees."

**Section 2. Purpose and Mission**

- a) The purpose of the ASAC, as stated in its Articles of Incorporation, shall be to improve the living conditions of all elderly people and to serve as a community focal point for all senior citizens of the Anchorage municipality in an effort to bring their lifestyle to the maximum expectation; to manage and operate a Senior Center or centers, including recreational, cultural, physical fitness, social, craft, literary and educational programs.
- b) The mission of the ASAC shall be to enhance the quality of life of Alaskans by promoting fitness, health and wellness, and social interaction.

**Section 3. Fiscal Year**

The fiscal year shall be from January 1 through December 31.

**ARTICLE II – MEMBERS**

**Section 1. Membership**

There are two (2) classes of membership:

- a) **Voting members**, who shall be fifty (50) years of age or older, are eligible to vote, serve as a director or officer of the ASAC, and to serve on any of its committees.
- b) **Associate or Honorary members**, who may be any age over the age of majority with the right to attend meetings and to speak but not to make motions, vote, or hold office. Honorary members are exempt from dues and Associate members may serve on committees.

**Section 2. Termination**

Membership may be terminated at any time by:

- a) Submission of a written notice to the Secretary of the ASAC; or,
- b) By act of the Executive Committee pursuant to the grievance procedure.

## **ARTICLE III – DUES**

### **Section 1. Establishment**

Dues shall be established by the Board.

### **Section 2. Payment**

Dues shall be payable each year before the end of the anniversary month of becoming a member.

### **Section 3. Lifetime and Reduced Fee**

Lifetime and Reduced Fee dues may be established and shall be payable as determined by the Board.

### **Section 4. Refund**

Dues shall not be refundable.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

### **Section 1. Annual Meeting**

Annual meetings shall be held at such time as the Board shall prescribe in its Standing Rules.

### **Section 2. Notice of Annual Meeting**

Notice of the annual meeting shall be posted at the ASAC at least sixty (60) days prior to the meeting and published in the Senior Borealis newsletter the month of the meeting, one month prior and two months prior.

### **Section 3. Special Meetings**

Special meetings of the membership may be called by the Executive Committee, or upon written petition of ten percent (10%) of the Voting members in good standing. The purpose of the meeting shall be stated in the call. At least thirty (30) days' notice shall be given. In case of emergency, a seven (7) days' notice is required.

### **Section 4. Meeting Quorum**

- a) At any duly called membership meeting, a quorum for the transaction of business shall be constituted when the number of votes the members are entitled to cast by their presence or by their proxy is equal to ten percent (10%) of the total membership in good standing [AS 10.20.076]. Proxies may not exceed one-fourth of the membership present.
- b) For quorum purposes, only Voting members in good standing shall be counted when determining the number of members entitled to vote and the number present in person or by proxy.
- c) If a quorum shall not be present at a meeting in which voting or other question or request for action is to be placed before the members, those entitled to vote shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present.
- d) Lack of a quorum shall not be cause for cancellation of a meeting in which voting or other question or request for action is not placed before the members. Any properly called membership meeting lacking a quorum may, at the calling authority's discretion, be conducted informally as an opportunity for exchange of information between members and management; without motions, votes, or solicitations for members' agreement or approval of any action. Such properly called annual meetings shall serve to satisfy the requirement that an annual meeting is held.

## **Section 5. Meeting Voting**

- a) A Voting member in good standing shall be entitled to one vote on each question. A majority of such votes at a properly called meeting at which a quorum is present is necessary for the approval of any question or action of the membership.
- b) Proxies shall be permitted and counted for purposes of determining a majority vote provided they are cast by and on behalf of Voting members in good standing.
- c) Absentee ballots shall not be permitted for any voting other than the election of directors, as provided in following Article V.

## **Section 6. Good Standing Defined**

A member in good standing is one whose current dues and any other financial obligations to the ASAC are paid or otherwise satisfied and who complies with the provisions of the Articles of Incorporation and the Bylaws.

# **ARTICLE V – NOMINATIONS AND ELECTIONS**

The Board shall be elected solely by the following procedures:

## **Section 1. Nominations**

- a) The Board shall establish a committee to solicit and make a good-faith effort to nominate from Voting ASAC members in good standing, an adequate number of persons to fill Board positions expected to be vacant.
- b) The Board shall consist of ten (10) regularly elected directors and three (3) chair-appointed and Board approved directors.
- c) Additional nominations for directors will be accepted from any voting member in good standing.
- d) The President shall nominate three (3) individuals for appointment to the Board for a two-year term each. Each appointment must be confirmed by a majority of the seated Board. Each Appointee's full two-year term shall begin and run concurrent with the election of Board Members. In this category, a board member may be appointed at any time, with the first of the two-year term commencing concurrent with the election cycle. An appointed Board Member may be re-appointed for one additional two- (2)- year term at the request of the President and with the approval of the Board of Directors.
- e) Names of nominees and such supplemental information as the Board may direct shall be posted in the ASAC and published in the Senior Borealis.
- f) Qualifications of nominees:
  - 1) A nominee must be a member of the ASAC and remain in good standing throughout the nomination period.
  - 2) No name shall be placed in nomination without consent of the nominee, who shall be a resident of the State of Alaska.
  - 3) Nominees must agree to meet expectations as documented in the Nominations and Elections Policies and Procedures to be qualified.

## **Section 2. Elections**

- a) An election of directors shall be conducted at such time as the Board shall prescribe in its Standing Rules. However, in the event that the number of nominees is less than or equal to the vacancies to be filled and the length of any term is not determined by the number of votes received, the Board may elect to waive conducting an election and so advise the membership. In such an event, the Board shall provide a date to be considered the date of completion of an election.

- b) If an election includes the filling of one or more partial terms, the longest term shall be filled by the nominee receiving the most votes. Full terms shall be filled before partial terms if there are fewer nominees than open seats,
- c) The election shall be an action separate from the annual membership meeting and nominations and voting shall be conducted over a period of time and in accordance with a schedule established by the Board.
- d) The Board shall establish policies and procedures, other than those stated herein, to reasonably ensure that all Voting members are given the opportunity to cast a ballot and that fair and efficient nomination and elections are conducted.
- e) Directors shall be elected by a majority of votes cast for the position and a quorum is not required.
- f) If there is a difference of five (5) or fewer votes, the losing nominee may call for a recount. Election contests must be filed with the Secretary within ten (10) days following counting of ballots.
- g) All materials pertaining to each election shall be retained for a minimum of sixty (60) days after the election.
- h) In the case of a tie, the winner shall be determined by a majority vote of a quorum of the Board.

## **ARTICLE VI – BOARD**

### **Section 1. Composition**

The board shall be composed of thirteen (13) members, four of whom shall be the President, the Vice President, the Secretary and the Treasurer. Ten (10) of the members of the Board shall be elected by the general membership, and three (3) shall be appointed by the President subject to the approval of the Board of Directors.

### **Section 2. Term of Office**

- a) Directors shall be elected to serve a term of three years or the remainder of the term of any director they replace and shall hold office for the term to which elected and until a successor is elected and qualified [AS 10.20.096].
- b) No director may serve more than three consecutive full three-year terms and, if applicable, a partial term if filling a vacant seat.
- c) Directors shall begin their term in office on the date of the first Board meeting following the counting of ballots, after executing an Oath of Office and signing a Code of Ethics and Conflict of Interest Statement and such additional instruments as the Board may prescribe, the contents of which shall be determined and published by the Board in its Standing Rules.

### **Section 3. Vacancy in Office**

- a) A vacancy on the Board shall be filled by a majority vote of the remaining Board. The new Board member shall serve until the next election or until the term in which he/she is serving expires.
- b) Vacancies on the Board shall be filled at the discretion of the president and subsequent approval of the board. Appointees placed in a vacant seat may serve until the term of that seat expires. [AS 10.20.101].

### **Section 4. Resignation and Removal of Directors**

- a) A director may resign by submitting a written notice to the Board. Board approval is not necessary to make it effective.
- b) A director may be removed from the Board by Board action if the director has three or more unexcused absences, is in violation of the Oath of Office, is in violation of the approved Code of Ethics or Conflict of Interest provisions, is not a member of the Center, does not meet the

expectations for board members as published, or is removed by the Executive Committee pursuant to the grievance procedure.

- c) A director may be removed from the Board prior to the expiration of his/her term upon a seconded motion discussed as to justification and approved by two-thirds of the board (the director concerned not having a vote and fractions rounded to the next higher whole number).

## **Section 5. Board Powers and Duties**

The Board shall:

- a) Have immediate charge and control over the books, records, and papers of the ASAC.
- b) Be responsible for the policies and operation of the ASAC and have the authority to adopt and/or make final decisions on all policies.
- c) Adopt Standing Rules as needed to carry out the business of the ASAC and review them annually.
- d) Ensure that the financial records of the ASAC are audited annually by a certified public accountant approved by the Board. The accountant's annual report shall be accepted by the Board and presented to the membership at the annual meeting.
- e) Establish committees as deemed necessary and appropriate to fulfill the ASAC mission.
- f) Hire the executive director; determine duties and responsibilities for the executive director; and annually review the performance of the executive director who serves at the pleasure of the Board.
- g) Establish an Advisory Council to make recommendations to the Board. The Advisory Council shall be governed by policies and procedures set forth in Standing Rules established by the Board and such other directives and guidance as the Board may deem necessary.
- h) Appoint or replace the Endowment Trustees and supervise their activities in accordance with the Endowment Trust Agreement and procedures set forth in Standing Rules established by the Board and such other directives and guidance as the Board may deem necessary.

## **ARTICLE VII – MEETINGS OF BOARD**

### **Section 1. Regular and Special Meetings**

- a) All meetings of the Board shall be held at the ASAC, 1300 East 19th Avenue, Anchorage, Alaska, unless otherwise determined by the Board (see b), below). Meetings shall be open to all members of the ASAC unless a special notice is given otherwise or the need for an Executive Session for deliberation of confidential matters is called for by a majority vote of the Board.
- b) Board meetings may be conducted via electronic means on screen or over the telephone, either with the full board off site or with a mix of virtual and in-person participation.
- c) The Board shall meet at least every two months and as called by the Executive Committee. The President may authorize an electronic vote by email or by proxy if necessary. In the case of an electronic vote, a quorum shall be constituted when at least 60% of the members of the Board cast a vote by email. Any action taken electronically will be formally recorded in the minutes of the next Board meeting.

### **Section 2. Quorum**

A quorum for the transaction of business at any meeting shall be a majority of the Board.

### **Section 3. Minutes**

All meetings of the Board shall have significant matters and actions, other than those in Executive Session, recorded in the minutes of the meeting that are reviewed for accuracy and approved in the following meeting. Minutes shall be made available to members expeditiously after approval.

## **Section 4. Retreats and Workshops**

Any or all directors may participate in retreats, workshops or other informal gatherings for the purpose of discussing items of interest, provided that no significant official Board actions be taken during these occasions and that any official actions that may result from them be disclosed fully in a regular or special meeting of the Board or Executive Committee.

# **ARTICLE VIII – OFFICERS**

## **Section 1. Elections and Qualifications**

- a) Officers of the ASAC shall be a President, a Vice President, a Secretary and a Treasurer.
- b) Officers shall be elected from the Board membership by a majority vote of a quorum of the Board.
- c) Officers shall be elected annually at such time as the Board shall prescribe in its Standing Rules.

## **Section 2. Term of Office**

- a) Officers shall be elected for a term of one year. Their term of office shall begin at such time as the Board shall prescribe in its Standing Rules.
- b) In the event of a vacancy, the Board will elect a replacement to fill the office, either for the remainder of the term or on an interim basis until a replacement is elected.
- c) An officer may serve no more than three consecutive full terms in the same office, excluding portions of terms.
- d) Officers may hold two or more offices when necessary, except the President and the Secretary.

## **Section 3. Duties of Officers**

- a) Elected officers of the Board shall serve as officers of the ASAC and be members of the Executive Committee. They shall conduct membership meetings. Officers of the ASAC and the Executive Director of the ASAC are authorized to sign checks. Two signatures are required on all checks.
- b) The **President** shall serve as the chief executive officer and official representative of the ASAC.
- c) The **Vice President** shall assist the President, perform the duties and exercise the powers of the President in the President's absence and shall chair the Operations Standing Committee.
- d) The **Secretary** shall ensure that all significant proceedings of the Board are recorded and shall administer the annual elections. Due to the diversity, complexity and nature of these duties, the Secretary shall be empowered to select a Recording Secretary from among the membership or to have one provided from among the permanent or temporary staff to aid in the performance of these duties, provided that such person:
  - 1) unless a staff member, is and remains a member in good standing,
  - 2) executes a Confidentiality Agreement, the contents of which shall be determined and published by the Board,
  - 3) shall not relieve the Secretary of responsibility for the duties of the office and is approved by the Board and serves at the pleasure of both the Secretary and the Board.
- e) The **Treasurer** shall have access to the financial records of the ASAC and of the Endowment Trust, shall chair the Finance and Budget Committee and shall report on the ASAC's financial status as required by the Board.

# ARTICLE IX – EXECUTIVE COMMITTEE OF THE BOARD

## Section 1. Composition

- a) The Executive Committee shall consist of:
- The President, Vice President, Secretary, and Treasurer of the ASAC; the immediate past President of the Board if still a director; and up to two (2) members of the Board as recommended by the President to act in an advisory capacity. If a vote of the Executive Committee is necessary, only the officers' votes are to be counted.
- b) An immediate past President who remains a member in good standing but is no longer a director shall be encouraged to participate in Executive Committee activities in an advisory capacity, without the right to make motions or vote, subject to the affirmation of continued adherence to the provisions of the Oath of Office, Code of Ethics and Conflict of Interest Statement.

## Section 2. Duties

Consistent with policy determinations made by the Board, the Executive Committee shall be responsible for the transaction of necessary business between meetings of the Board and such business as may be referred to it by the Board and shall make a complete report of its actions to the Board.

## Section 3. Meetings

The Executive Committee shall meet at the call of the chair or three members of the committee and shall have the power by majority vote to call a special meeting of the Board. The meetings shall be open to any members of the Board and, except during deliberation of confidential matters, to all members of the Center.

## Section 4. Quorum

Three (3) officers of the Executive Committee shall constitute a quorum for the transaction of business at all Executive Committee meetings.

# ARTICLE X – COMMITTEES

## Section 1. Standing Committees

- a) There shall be five (5) Standing Committees:
1. **Operations.** The purpose is to ensure Board development, establish and review policy, ensure harmony, encourage inclusion, promote involvement, and plan continuing effectiveness. The Vice President shall chair this committee.
  2. **Finance and Fundraising.** The purpose is to develop and maintain all financial records and budgets, escalate community awareness, public relations, and marketing to develop public and private funding. The Treasurer shall chair this committee.
  3. **Facilities and Equipment.** The purpose is to establish and/or review policy concerning the facilities and equipment used by the ASAC, including but not limited to such matters as future requirements, contract compliance, inventory, fire prevention, safety and security.
  4. **Endowment Trustees.** The purpose is to manage the Anchor-Age Center, Inc. Endowment Fund. Trustees shall serve in accordance with the provisions of the Anchor-Age Senior Center Endowment Fund Trust Agreement. The Chair and members shall be selected by the President and approved by the Board. All resignations, removals, and appointments of Trustees shall be recorded in Board minutes.

5. **Audit.** The purpose is to assure the integrity of the financial records, policies, and procedures of ASAC; the transparency of the financial records, policies, and procedures of ASAC, and that the financial records, policies, and procedures of ASAC conform with the best business and accounting practices.
6. **Community Relations.** The purpose of this committee is to stay informed of outside organizations, their issues and actions, and keep the ASCA Board of Directors informed.

Chairs of Standing Committees, other than those specified herein, shall be selected by the President and approved by the Board. At least one Board member shall either chair or be a member of each Standing Committee.

Except for Endowment Trustees, Standing Committee Chairs shall select and appoint members of their respective committees and shall endeavor to appoint at least two (2) and not more than six (6) members in addition to themselves. Only matters having the approval of a majority of a committee's membership may be submitted to the Board for consideration.

## **Section 2. Subcommittees**

The Board shall establish such other subcommittees as it deems appropriate. Each shall be subordinate to a Standing Committee and the Standing Committee Chairs will appoint the Chairs and select the members of the subcommittees under them.

## **Section 3. Other Committees**

Ad Hoc committees may be created as directed by the Board.

# **ARTICLE XI – ENDOWMENT TRUST**

## **Section 1. Trustees**

The Anchor-Age Senior Center Endowment Fund, referred to as the “Trust,” shall be managed by a Board of Trustees, subject to the Trust Agreement between the Trustees of the Fund and the Directors of the ASAC (hereinafter “Trust Agreement”), the Articles of Incorporation, Bylaws, Standing Rules and Policies of the ASAC.

## **Section 2. Purpose**

The purpose of the Trust shall be to provide funds for the present and future support, maintenance, and operation of the ASAC in accordance with the provisions of the Trust Agreement.

## **Section 3. Organization**

- a) The organizational structure, duties, responsibilities and administration of the Trust shall be in accord with the Trust Agreement, Articles, Bylaws, Standing Rules and Policies of the ASAC.
- b) Details of the administration of the Trust shall be included in the ASAC Standing Rules and the ASAC Policies.

# **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order newly revised shall govern the ASAC in all cases not provided for in these bylaws and any special rules of order the Board may adopt unless suspended by a two-thirds vote.

# **ARTICLE XIII – AMENDMENT**

## **Section 1. Procedure**

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment:

- a) Has been submitted in writing; and
- b) Has been approved by the executive committee, and;
- c) Has been read at the previous Board meeting.

The membership shall be notified when Bylaws are being reviewed for amendment and encouraged to submit input for consideration by posted notice at the Center, in the Senior Borealis Newsletter, and on the ASAC website.

## **Section 2. Effectivity**

Changes in the bylaws made and approved by the directors are immediately effective.

## **ARTICLE XIV – DISSOLUTION**

Upon dissolution of the corporation, Article VIII of the 1983 Articles of Amendment of the Articles of Incorporation shall govern procedure, save and except that the net proceeds from charitable gaming conducted under Chapter 05.15 of the Alaska Statutes must go to a charitable organization as defined as AS 05.15.690 or another qualified organization that is authorized to conduct an activity under AS 05.15.



Anchorage Senior  
Activity Center

## STANDING RULES

Anchor-AGE Center

doing business as

Anchorage Senior Activity Center

Approved May 22, 2024

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Anchor-AGE Center  
doing business as  
Anchorage Senior Activity Center

Approved May 22, 2024

**Article I. MISSION AND POLICY**

1. Mission:

- a) The Mission of the Anchor-AGE Center, an Alaska Non-Profit Corporation, doing business as the Anchorage Senior Activity Center (“ASAC”), as stated in its Bylaws, is to enhance the quality of life of Alaskans by promoting fitness, health and wellness, and social interaction.
- b) It shall be the ASAC’s policy that its actions, endeavors and activities shall make a positive contribution to its Mission and shall be in compliance with applicable laws, governmental regulations and agreements.

**Article II. MEMBERS**

**1. Admission:**

- a) Applicants shall complete and sign a membership application and tender dues as set by the Board. Current membership application forms shall be maintained by management.
- b) Applicants shall be queried concerning their willingness to perform volunteer activities. Names and contact information of those expressing interest shall be expeditiously provided to appropriate Staff.
- c) Each new member shall be given, and instructed in the use of, an electronically coded card that is to be scanned into touch screen monitors located near primary entrances. The requirement that members scan their cards upon entering and select on the screen all of the places and activities they may visit shall be stressed and enforced to the extent feasible.
- d) It shall be ASAC policy to keep charges for membership reasonable and to offer a reduced fee membership. A current fee schedule, types of membership and requirements to qualify for reduced fees shall be maintained as an attachment in Section XIX of these Rules. The Executive Director shall establish appropriate policies and procedures to manage and monitor reduced fee authorization.
- e) The Membership Committee, in coordination with the Executive Director and/or such Staff as she/he may designate, shall establish and review at least annually policies, procedures and responsibilities for the admission of new members, to include determination of standard dues and granting of reduced fee dues. Proposed admission policies and fee schedules shall be forwarded to and approved by the Board before being implemented.

2. Associate Members:

- a) Associate membership is offered to individuals over the age of majority and under age 50 because it is deemed to be beneficial for seniors to associate with younger people in addition to those in their own age groups. However, the number of younger members permitted must be limited at some point in order to preserve the ASAC's ability to accomplish its mission and preserve its identity as a facility for seniors. Associate members are without vote.
- b) It shall be the ASAC's policy that the number of Associate members shall not be allowed to exceed five percent (5%) of the number of Voting members.

## **2. Member Benefits:**

- a) The ASAC Mission requires it to focus on activities that promote health and wellness, fitness and social interaction for senior citizens. To help fund those kinds of programs and activities, ASAC was created as and has continued to be a membership-based facility.
- b) ASAC continues to rely upon membership dues and membership participation to create and to sustain the vitality and viability of ASAC. Therefore, the ASAC Board, Management and Staff will establish and maintain procedures to assure ASAC members that their membership in ASAC provides real and meaningful privileges and benefits.
- c) It is ASAC policy that some activities and services shall be open only to members and that activities and services requiring the payment of a fee in addition to membership dues shall be open only to those whose payment is current.
- d) Only ASAC members are permitted to participate in Library, Fitness and Aerobics Rooms, Art Room, Craft Room, Computer Room, Billiards Room activities. Classes presented by the ASAC are available only to members unless an outside presenter is renting the classroom space. Specific exceptions may be made for visiting guests of a member, one-time guests interested in becoming members or when the Executive Director deems it warranted and appropriate.
- e) All ASAC created and managed activities, events or services that are available to both members and non-members and that require payment for participation, shall be offered at a reduced charge for members. Exceptions may be made in specific cases when this is prohibited by grant or contract terms or the Executive Director determines that an exception is warranted and appropriate.

## **3. Membership Meetings:**

Beginning in 2016, meetings of the membership shall be held annually on the second Tuesday of April unless an alternate date is deemed necessary and approved by a quorum of the Board. Unusual circumstances may dictate the cancellation of the Annual Membership Meeting (ex. An epidemic or natural disaster.)

## **Article III. BOARD OF DIRECTORS' NOMINATIONS AND ELECTIONS**

### **1. General:**

- a) The Secretary has overall responsibility for the conduct of ASAC elections, provided that the incumbent is not running for re-election to the Board. If the incumbent is running, the President shall appoint an alternate Director to have overall responsibility, with the incumbent limited to providing advice and guidance if necessary.
- b) The Executive Director has overall responsibility for ensuring that staff members tasked with the provision of applicable notices and forms, display and dissemination of information and any other activities associated with the nomination and election process, do so in a timely and effective manner and that an adequate number of volunteers is available, adequately trained and properly supervised in their duties during the conduct of elections.

### **2. Nominations:**

- a) A Nominating Committee shall be appointed by the President and shall have the responsibility for soliciting and recommending qualified candidates for the Board to the Executive Committee in a timely manner.
- b) The Secretary shall coordinate with staff as necessary to ensure the timely provision of applicable notices and forms and proper and timely display and dissemination of nominee information.
- c) Any person who is a voting member in good standing (as defined in the Bylaws) may become a nominee by submitting an application. Members who meet the expectations and have the ability and desire to serve as Board members shall be encouraged to apply.
- d) Nominations shall be conducted in accordance with the "Board of Directors Election Manual" that is published and maintained by the Board.
- e) Members nominated and elected shall have the capability to receive and send email messages and participate in virtual (electronic/on-line) meetings to facilitate communications among Board members and between the Board and Executive Director. It is also highly desirable that nominees be familiar with basic business practices including the ability to read and understand budgets, financial statements, and planning documents.
- f) Nominees seeking election to further single or limited interests or objectives shall be discouraged in favor of those having more diversified aims that support the accomplishment of the ASAC's Mission.

### **3. Elections:**

Annual elections shall be conducted in accordance with the "Board of Directors Election Policy".

#### **4. Waiver of Elections:**

- a) A quorum of the Board may choose to not conduct an election if, at the expiration of any nomination period established in accordance with the Board of Directors Election Policy, the number of nominees is equal to or less than the vacancies to be filled and the length of any term is not to be determined by the number of votes received.
- b) If an election is not to be held, a completed notice in the format shown in Section XIX as attachment “Board of Directors Notice That Election Not Required” shall be posted in the ASAC, on the ASAC web page and in the first possible issue of the Senior Borealis.
- c) The terms for Directors seated without an election shall begin and end at the same times as if an election had been held.
- d) Should an adequate number of Directors to fill Board vacancies not be nominated and elected at the annual election, the Executive Committee shall continue to solicit and make a good-faith effort to propose for Board consideration an adequate number of qualified persons to fill the positions. The term of a Director so elected by the Board shall terminate at the conclusion of that seat’s end-of-term date.

#### **Article IV. BOARD OF DIRECTORS’ POWERS AND DUTIES**

1. Shall review and approve all budgets recommended by the Finance/Budget Committee.
2. Shall ensure that a certified public accountant will be selected to audit the financial records of the ASAC no later than December 15.
3. Shall review and accept the annual independent audit report.
4. Shall, in coordination with the Finance/Fundraising Committee, determine the amount available from the Endowment Fund and request the amount needed for the operation of the ASAC.
5. Shall endeavor to ensure continuing Board diversity and proficiency by:
  - a) Identifying desirable skill sets and potential Board recruitment opportunities
  - b) Clarifying Board members roles, responsibilities and expectations
  - c) Identifying potential Board development and training opportunities
6. Shall endeavor to ensure that all Board members read and become reasonably familiar with the provisions, terms, requirements and procedures of the following:
  - a) ASAC Articles of Incorporation
  - b) ASAC Bylaws
  - c) ASAC Standing Rules
  - d) ASAC Strategic Plan
  - e) Municipality Grant and Management Agreement

- f) Endowment Trust Agreement
  - g) Policies and Procedures applicable to Committees under their supervision
  - h) ASAC Organizational Chart
7. Shall nominate and elect Trustees of the Endowment Fund, as provided in Article XII herein.
  8. Shall require that Board members wear name tags identifying themselves as such when within the ASAC and be expected to frequently visit varying ASAC activities and events. Attendance at annual membership meetings and quarterly Open Forums shall be mandatory unless excused.
  9. The Executive Committee of the Board, in addition to the duties and responsibilities stated in the Bylaws, shall:
    - a) Serve as a Grievance Committee to evaluate, hear and determine appropriate actions for those member and staff grievances designated for Board consideration in following Article XI.
    - b) Upon receiving a list of qualified candidates for the Board of Directors from the Nominations Committee, the Board of Directors shall recommend to the membership, in a timely manner, said qualified nominees for vacancies on the Board, and coordinate with staff as necessary to ensure the timely provision of applicable notices and forms and proper and timely display and dissemination of nominee information.

## **Article V. MEETINGS OF BOARD OF DIRECTORS**

1. The regular meetings of the Board shall be held as set by each new Board at its first meeting after the annual meeting. No notice will be required unless the time or place is changed by the Board.
2. Notice of all special meetings of the Board shall be made by the Secretary as directed by the President, and only the business specified in the notice can be transacted at the meeting unless a change or addition is approved unanimously.
3. Subject to advance approval of the President and availability of facilities, attendance at a meeting may be by conference telephone call, and, if convenient, by visual electronic/virtual means.

## **Article VI. SELECTION AND DUTIES OF OFFICERS**

### **1. Selection and Removal**

- a) The Board shall endeavor to ensure that members nominated and elected as Officers are able and willing to devote their time and energies to the performance of the duties and responsibilities called for.
- b) Those nominated and elected as Officers shall have the capability to receive and send email messages and participate in meetings electronically to facilitate communications among themselves and with the Board and Executive Director.

- c) Officers serve at the pleasure of the Board and may be removed from their positions prior to expiration of their terms upon a seconded motion discussed as to justification and approved by eight (8) members of the thirteen-member Board or two-thirds of a Board having fewer than thirteen members. (the Officer concerned not having a vote and fractions rounded to the next higher whole number).
- d) Officers shall serve for a term of one year and shall be elected annually by majority vote of a quorum of the Board at its regular meeting in the month of July and be seated at the October Board meeting.

## **2. Duties**

- a) Officers shall display both their position as an officer and as a Board member on the name tags to be worn while in the ASAC.
- b) The President shall:
  - i. Be responsible for the appointment of a Director or Directors to act as Board liaison on Ad hoc Committees.
  - ii. Be an ex-officio member of all committees with the right to attend meetings and to speak, but not to make motions or vote.
  - iii. Ensure contracts requiring the signature of the President are first approved by the Board.
  - iv. Conduct Board meetings; authorize members' absences and approve Board and membership meeting agendas.
  - v. Appoint an alternate Director or officer to oversee an annual election if the Secretary is running for reelection.
- c) The Vice-President shall:
  - i. Chair the Operations Standing Committee and conduct Board meetings in the absence of the President.
  - ii. Perform duties pertaining to the office of Vice-President as defined in the Bylaws, Standing Rules and Policies, or assigned by the Board or the Executive Committee.
  - iii. Be an ex officio member of all sub-committees under the Operations Standing Committee in which not a member, with the right to attend meetings and to speak, but not to make motions or vote.
- d) The Secretary shall:
  - i. Perform duties pertaining to the office of Secretary as defined in the Bylaws, Standing Rules and Policies, or assigned by the Board or the Executive Committee.
  - ii. Ensure the issuance of proper notices of all Membership meetings, Board meetings and elections.
  - iii. Have overall responsibility for ensuring that Membership meetings and elections are conducted in a timely manner and in accordance with applicable policies, rules and procedures.
  - iv. Be responsible for ensuring that all significant matters and actions in Board and Membership meetings are recorded in Minutes that are reviewed for

- accuracy, approved in the following Board meeting and made available to members and staff expeditiously after approval.
- v. Be responsible for maintaining, within the ASAC, a separate file space containing applicable Board records and documents.
- e) The Treasurer shall:
- i. Serve as Chair of the Finance/Fundraising Committee.
  - ii. Serve as Chair of the Audit Committee.
  - iii. Make regular written and oral financial reports as directed by the Board or the Executive Committee.
  - iv. Be an ex officio member of all sub-committees under the Finance and Budget Committee in which not a member and of the Endowment Trustees, with the right to attend meetings and to speak, but not to make motions or vote.
  - v. Perform duties pertaining to the office of Treasurer as defined in the Bylaws, Standing Rules and Policies, or assigned by the Board or the Executive Committee.

## **Article VII. FINANCE**

### **1. Audit:**

The auditor is to be appointed no later than December 15 of each year, and the audit is to be completed before July 15 of the following year.

### **2. Budget:**

Upon completion, the audit is to be presented to the Finance Committee promptly for the formulation of the next year's budget. The budget shall be completed and presented to the Board for first consideration at its November meeting and shall be presented for adoption at its December meeting.

## **Article VIII. CORPORATE RECORDS**

The books, records and papers of the ASAC may be inspected by any member of the ASAC for any specifically stated proper purpose at any reasonable time.

## **Article IX. COMMITTEES**

### **1. Committee Appointments and Procedures:**

- a) The Standing Committee Chairs will appoint Chairs of the subcommittees listed below under their Standing Committees. Subcommittee Chairs will serve until they resign or are replaced, with or without cause, by the Standing Committee Chair. Appointment of the members of these subcommittees is also the responsibility of the Standing Committee Chair; however, a Standing Committee Chair shall have the right to delegate this authority to a Subcommittee Chair.
- b) Each Chair may appoint a co-chair. The co-chair shall not share joint responsibility with the Chair for leadership but, rather, shall serve in the same manner as does a vice-president in relation to a president.

- c) Subcommittee members will be appointed for a term commencing upon appointment and ending upon a member's resignation or upon being removed, with or without cause, by their respective subcommittee or Standing Committee Chair.
- d) Committee and subcommittee meetings shall be open to all members of the ASAC unless the Chair declares a closed meeting due to a reasonable determination that premature disclosure of matters under consideration would be detrimental to the ASAC's interests.
- e) Committee and subcommittee Chairs shall notify appropriate staff in a timely manner of their committee's membership, scheduled meetings and of all changes to these.
- f) Subcommittee matters requiring Board action shall be submitted and approved by the Standing Committee Chair prior to presentation to the Board.
- g) When forwarding a proposed policy or action for Board consideration, committees and subcommittees contemplating policies or actions that may affect the activities or responsibilities of other committees or subcommittees shall coordinate with them prior to completion and shall include this fact and any assent or disagreement such committees or subcommittees may have.

## 2. Operations Committee:

- a) **Bylaws & Standing Rules:** The purpose of this subcommittee shall be to review the ASAC's Bylaws and Standing Rules at least once annually, to give required notice that a Bylaw review is in progress and to draft and recommend to the Board such changes in the Bylaws and Standing Rules as the subcommittee may deem appropriate. It shall also be responsible for developing and recommending to the Board policies and procedures for the governing of the ASAC.
- b) **Membership:** The purpose of this subcommittee shall be to establish policies and to coordinate as necessary with the Executive Director and his or her designated staff to establish procedures and responsibilities soliciting and admitting new members, including but not limited to such matters as membership categories, dues, determination and granting of reduced fees, membership forms and means of member identification. A review will be conducted at least annually.
- c) **Communications and Marketing:** The purpose of this subcommittee shall be to make the ASAC membership, the Anchorage senior community and Anchorage's citizens-at-large aware and knowledgeable about the programs, services and activities of the ASAC. This shall include: coordinating with the Executive Director and his or her designated staff and volunteers to determine the activities and programs needing promotion; formulating plans for said promotion; and then facilitating the promotion using appropriate written or electronic media.
  - i. (1) **Senior Borealis:** the purpose of this subcommittee is to exercise oversight of the newsletter by defining objectives and insuring, through coordination with the Executive Director, that there are adequate staff and volunteer resources to produce and distribute it, including but not limited to producing and soliciting written copy, establishing layout, printing and mailing.

### **3. Finance and Fundraising:**

In addition to the purpose stated in the Bylaws, the purpose of this Standing Committee is to:

- a) Review and provide recommendations to the Board of Directors regarding the annual Operations and Capital Budgets of the ASAC
- b) Review and make recommendations to the Board on the actual Financial Operating results for the ASAC
- c) Review and make recommendations to the Board on the annual independent Financial Audit
- d) Present or cause to be presented ASAC financial information to the general membership
- e) Review and provide recommendations to the Board on any matter which affects the Financial performance of the ASAC.
- f) This Committee shall also oversee overall fundraising efforts that will provide the revenue required to meet ASAC's budget. Responsibilities include:
  - i. Working with the Executive Director and his or her designated staff to establish a fundraising plan that incorporates a series of appropriate vehicles such as special events, direct mail, product sales and outreach efforts.
  - ii. It shall also monitor fundraising efforts to ensure that they are ethical and cost-effective
  - iii. Ensure that donors are acknowledged appropriately
  - iv. Encourage Board members to be involved in fundraising efforts such as asking for donations, sponsorships and other support, coordinating such efforts with the Executive Director.

### **4. Facilities and Equipment:**

In addition to the purpose stated in the Bylaws, the purpose of the Facilities and Equipment Standing Committee in conjunction with the Executive Director and his or her designated staff and, in some areas, the Municipality of Anchorage, shall be to optimize operation and maintenance of the ASAC facility, to include development and maintenance of an inventory control plan.

### **5. Audit:**

The Audit Standing Committee shall be chaired by the Treasurer and work with the Executive Director and her/his staff to:

- a) Determine the annual audit needs of ASAC, including engagement of a qualified audit firm.
- g) Review annual audit, including IRS 990 forms; report audit to Board and recommend Board action.
- h) Annually review, evaluate and, as reasonably necessary, investigate, ASAC's internal financial and accounting policies and procedures to assure their integrity, transparency, and that best business and accounting practices are being followed.

- i) Annually report its review, evaluation and investigation findings and recommendations to the Board.
- j) Annually evaluate and report to the Board its assessment of the current and long-term financial risks facing ASAC.
- k) Have at least one member who is actively engaged in or retired from the financial industry.
- l) Have at least one member that is not a Board member.

**6. Advocacy:**

- a) Remain informed of community issues that impact ASAC and/or its members.
- b) Attend public meetings, such as community council meetings, that include relevant issue discussions.

**7. Endowment Trustees:**

Subcommittees are determined by the Trustees.

**Article X. GRIEVANCES**

**1. General:**

- a) For purposes of this policy, a grievance shall be limited to a written and signed complaint by one or more individuals against the actions of one or more other individuals.
- b) Dissatisfaction with an ASAC policy or situation shall be classed as a complaint and not a grievance. All complaints shall be handled in accordance with procedures established by Management with the Board becoming involved only at the Executive Director's request.
- c) Grievances submitted to the Board shall be handled by the Executive Committee and shall be limited to the following:
  - i. An appeal of a grievance by an ASAC member or staff member against another staff or ASAC member that the grievant believes has not been satisfactorily resolved after compliance with Management grievance procedures.
  - ii. An ASAC member's grievance against the Executive Director.
  - iii. A staff member's grievance against the Executive Director that alleges that the Executive Director has engaged in improper (discrimination, etc.) or illegal (fraud or theft, etc.) conduct against them or this organization or has failed to investigate allegations that others have done so.
  - iv. A grievance submitted by the Executive Director for consideration or executive review.
- d) All grievances other than those above shall be handled in accordance with procedures established by Management and those received by the Board that do not fall within these categories shall be forwarded to the Executive Director for consideration.

## **2. Procedures:**

- a) It is preferable and encouraged that all grievances be submitted using the “Board Grievance Form” contained in Article XIX of these rules but those received in letter form shall be considered. Grievances shall be placed in a locked grievance box in the ASAC that is controlled and frequently checked by a member of the Executive Committee.
- b) Upon receiving a grievance, the President shall call a timely meeting of the Executive Committee to consider it and determine steps to be taken, which may include the following, all conducted on a confidential basis:
  - i. Interview with grievant for clarification
  - ii. Interview with person or persons grieved against
  - iii. A hearing within a reasonable time at which are present the grievant, person grieved against, and all witnesses or other persons which either may call
- c) The Executive Director shall have the right, but not the obligation unless called to appear, to attend proceedings and offer testimony in all grievances made against a staff member other than him or herself.
- d) Upon completion of the investigation and making a determination, a written finding shall be prepared to include solutions or corrective or punitive actions to be taken. These may include the following, as applicable:
  - i. A finding of grievance is unsustainable
  - ii. Changes to prevent the recurrence
  - iii. Counseling
  - iv. Private censure
  - v. Public censure
  - vi. Period of probation
  - vii. Suspension or termination of membership
  - viii. Termination or recommended termination of employment
- e) Final disposition and notification thereof to the grievant and any person grieved against shall be completed within a reasonable time. Notification to the grievant and the person(s) grieved against shall be issued simultaneously.
- f) Upon completion, grievance files shall be placed in the Board’s secure file maintained by the Secretary and retained for at least two (2) years.

## **3. Appeal:**

No later than fifteen (15) days after notification of final disposition, the grievant and/or any person grieved against may give or mail simultaneous written notice to both the President and to the other party in the proceedings requesting a hearing to appeal the Executive Committee’s decision before the entire Board. The Executive Committee may elect to call a special executive session of the Board for this purpose or to call for such a session before or after a scheduled meeting within sixty (60) days following receipt of the appeal and shall notify the parties concerned.

**4. Reinstatement:**

Any member whose membership has been terminated by virtue of a grievance finding may apply for reinstatement in writing addressed to the President, including a statement that the grieved activity will not be repeated. The Board shall hear the application for reinstatement and either deny it or grant reinstatement, with or without conditions.

**5. Whistleblower Protection:**

No supervisor or other person in a position of authority within ASAC shall take (or threaten to take) retaliatory personnel or other action against any employee or other grievant because of the filing of a grievance or the disclosure of information that person reasonably believes evidences a violation of a law, policy, rule or regulation; significant mismanagement; significant waste of funds; an abuse of authority; or a substantial and specific impediment to ASAC's ability to accomplish its Mission. Doing so shall, in itself, be cause for filing of a grievance against such supervisor or other person in a position of authority. Filing of false or unwarranted grievances may be cause for filing of a grievance against the grievant doing so.

**Article XI. ADVISORY COUNCIL**

**1. Purpose:**

The purpose of the Anchorage Senior Activity Center Advisory Council is to work with the ASAC Board of Directors and Center administration to effectuate the ASAC's purpose of enhancing seniors' lives. The expertise and experience of the Advisory Council members will be called upon to provide information and advice about individual and community needs as well as services and activities the ASAC can provide in furtherance of its purpose.

**2. Constituency:**

- a) Number: No more than fifteen (15)
- b) Terms: Indefinite.
- c) Replacements: Nominated by the Advisory Council and/or any member in good standing; then confirmed by the ASAC Board of Directors.
- d) Officers: Convener and other officers as needed.
- e) Meetings: As issues arise or as requested by two (2) Advisors.

**3. Involvement:**

- a) Attendance and participation in the quarterly Open Forums of the ASAC.
- b) Advisory Council members are invited to participate in all ASAC activities and are encouraged to talk with members and staff.
- c) They may attend any and all Board of Directors or committee meetings except those designated confidential, with voice but without a vote.
- d) All questions shall be submitted to the Advisory Council by the Executive Director who will attend all Advisory Council meetings.

- e) Suggestions by the Advisory Council shall be brought to the Board of Directors by the Executive Director.
- f) The Chair of the Advisory Council or her/his designee will chair the Quarterly Open Forum meetings.

## **Article XII. ANCHOR-AGE CENTER ENDOWMENT FUND**

### **1. Composition of Trustees:**

- a) Membership of the Committee for the Anchor-AGE Center Endowment Fund, referred to as the “Trust”, shall comprise between nine and fifteen members serving three-year terms, to be elected by the ASAC Board of Directors.
- b) Trustees shall elect their own officers.
- c) The President and Treasurer of the Board of Directors shall be ex-officio members of the Trust, without a vote.

### **2. Nominations and Election:**

- a) Prior to the December meeting of the ASAC Board, the ASAC shall issue a call for candidates to be considered for re-nomination or as replacements for Trustees whose terms expire at the end of the current calendar year.
- b) The Trustees shall submit a list of candidates for election as Trustees, but this shall not exclude other persons from being nominated for consideration by the Board to become a Trustee.
- c) At its December meeting the ASAC Board shall elect Trustees from the list of nominated candidates.
- d) Trustees who resign from the Trust prior to the expiration of their terms may be replaced by the ASAC Board for completion of the unexpired terms.

### **3. Structure of the Trust:**

Trustees shall determine the organizational structure and details of the operation of the Trust, including committees and their chairs as appropriate to the purpose and functions of the Trust.

## **Article XIII. MEETINGS**

- 1. Broad-based informational meetings of members and non-members may be held subject to scheduling and format approval by the Board of Directors.
- 2. Open Forum meetings:
  - a) Chaired by the Advisory Council and attended by the membership, management and staff.
  - b) Shall be held quarterly.
  - c) Attendance at these forums by the Executive Director and President shall be required or, if absence is unavoidable, by their personal representatives.
  - d) Attendance by all Officers and other Directors and key staff personnel is strongly encouraged and expected.

## **Article XIV. POLICIES AND PROCEDURES**

### **1. Board Policies and Procedures:**

- a) Board policies and procedures shall be contained in either the Bylaws or these Standing Rules.
- b) Policies and/or procedures that are not in compliance with the Bylaws shall not be placed into effect unless and until the Bylaws are appropriately revised.
- c) Board policies and/or procedures established between updates of the Standing Rules shall be maintained in a file for this purpose in the Board's file space maintained by the Secretary.
- d) All Board policies and/or procedures shall be maintained in both hard copy and securely backed-up electronic files to ensure continuing availability to changing administrations.
- e) The Executive Director shall expeditiously be provided all newly established Board policies and/or procedures for appropriate implementation and dissemination.

### **2. Management Policies and Procedures:**

It shall be a duty of the Executive Director to:

- a) Ensure appropriate and timely distribution and implementation of Board policies and procedures.
- b) Create and implement appropriate and necessary written non-Board policies and procedures that satisfy the requirements of:
  - i. All governmental laws and regulations applicable to the ASAC.
  - ii. All applicable Board policies and/or procedures.
  - iii. All applicable ASAC contracts and agreements.
  - iv. An effective management of the ASAC including, but not limited to:
    - a) Personnel
    - b) Safety
    - c) Security
    - d) Emergencies
    - e) Facility
    - f) Maintenance
    - g) Administration
    - h) Operations

### **3. Precedence:**

- a) In the event of differing or conflicting rules, policies or procedures, the following order of precedence shall be observed;
- b) Applicable laws and governmental regulations.
- c) Articles of Incorporation
- d) Bylaws
- e) Standing Rules

- f) Contracts and Agreements
  - i. An agreement or contract that conflicts with the Bylaws should not be entered into unless and until the Bylaws are revised to comply.
  - ii. Should a contract or agreement be entered into that knowingly conflicts with the Standing Rules, it shall be incumbent upon the Board to expeditiously revise the Rules.
- g) Management Policies and Procedures

## **Article XV. USE OF FACILITIES**

1. The ASAC building and grounds are public property but they have been constructed for a specific use and ASAC has contracted with the Municipality of Anchorage to manage them for this use. A portion of the funds necessary for ASAC to effectively accomplish its Mission of providing services to and for senior citizens of Anchorage has been provided by the Municipality and services and facilities provided to the public are to be available only to the extent consistent with the purpose for which these funds are made available. The limited funds provided by the Municipality require that the majority of the funds necessary for the ASAC to accomplish its Mission must come from other sources. This makes it necessary for the ASAC to require the payment of membership dues and, in some areas, the payment of additional fees in return for use of the facilities and the other services provided.
2. Many activities and services are open to the public at large and their participation is encouraged. Others are intended for members only and a few are designed for only a specific category of members. Examples of the latter would be senior veterans or members over 90 years of age. Specific groups of the general public are also accommodated on a space-available basis by providing meeting areas and/or catering services. Other groups are served in compliance with terms of specific grants or the provision of personnel to serve a particular public need.
3. One or more activities or services require payment of a fee in order to participate. Others have a recommended optional donation, generally quite small, to help defray costs.
4. Compliance with agreements and effective management requires that user and attendance information be gathered for ASAC activities and services. Doing so is significantly facilitated for members because they have electronically coded cards that are scanned into touch screen displays that enable the member to designate places and activities to be visited.
5. It shall be ASAC policy that activities and services designated and intended for members only shall be open only to current members in good standing, invited guests, infrequent visiting guests of a current member, and one-time or infrequent non-members interested in becoming members. Activities and services requiring the payment of a fee in addition to membership dues shall be open only to those whose payment is current. It shall be permissible to require that visitors register as a condition of entering the building and to query visitors and users concerning their membership status and currency. Written procedures for the enforcement of this policy shall be drafted by the Executive Director, be approved by the Board and reviewed at least annually.

6. On days that the ASAC is designated as a polling place for Federal, State or Municipality voting, visitors and members shall not be required to register and touch screen machines shall be covered and not used during the hours that polls are open to avoid the appearance of potential gathering of voter data.

## **Article XVI. MANAGEMENT RELATIONSHIP**

1. It is the duty and responsibility of the Board to govern and lead the ASAC organization on behalf of its members. It shall do this by establishing Strategic Plans and policies that embody ASAC's reason for being.
2. It is the duty and responsibility of the Executive Director to manage ASAC's facilities, personnel and resources. The Board and/or its Officers shall not infringe upon the Executive Director's areas of responsibility other than to provide goals, limitations, and specific policies to be adhered to.
3. Notwithstanding the above, and in consideration of chronic staffing limitations, it shall be permissible for the Board, its Officers and its committees, or the members thereof, to provide the Executive Director assistance or advice in areas of the Executive Director's responsibility, at her/his request. Any such aid may be terminated at will by the Executive Director and shall not be construed as interference or micro-management by the Board or its officers or committees.

## **Article XVII. CONFLICT OF INTEREST**

### **1. Purpose**

- a) The purpose of this Board conflict of interest policy is to protect ASAC's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of any of the following persons affiliated with ASAC:
  - i. An Officer of ASAC
  - ii. A Director of ASAC
  - iii. An Endowment Trust Fund Trustee
  - iv. Any key employee of ASAC
- b) The purpose is also to prevent possible excess benefit transactions and to allow ASAC to assess Director independence in order to answer questions posed by the Internal Revenue Service.
- c) This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
- d) This policy is also intended to identify "independent" Directors and Trustees.

### **2. Definitions**

- a) Interested Person -- Any Director, Officer, Trustee or key employee who has a direct or indirect financial interest, as defined below, is an interested person.
- b) Financial Interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or a family member:

- i. An ownership or investment interest in any entity with which ASAC has a transaction or arrangement,
  - ii. A compensation arrangement with ASAC or with any entity or individual with which ASAC has a transaction or arrangement, or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ASAC is negotiating a transaction or arrangement.
- c) Independent Director or Trustee -- A Director or Trustee shall be considered “independent” for the purposes of this policy if he or she satisfies all of the following circumstances at all times while serving:
  - i. Neither the person, nor any family member of the person, is compensated as an officer, employee or independent contractor of ASAC or of a related organization.
  - ii. Neither the person, nor any family member of the person, is involved in a transaction with ASAC or has a significant business relationship with ASAC which might affect independence in decision-making (whether directly or indirectly through affiliation with another organization).
  - iii. Is not employed as an executive of another corporation where an ASAC officer or employee serves on that corporation’s compensation committee.
- d) Key Employee -- The Executive Director of ASAC or any other ASAC employee empowered to enter into or influence entering into a transaction or arrangement with ASAC or an affiliate of ASAC that might benefit the private interests of such person.
- e) Family Member -- The family of an individual includes his or her spouse, ancestors, brothers, and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren.

### 3. Procedures

- a) Duty to Disclose -- In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee or, if a Trustee, to a quorum of the Endowment Fund Trustees.
- b) Recusal of Self -- Any Interested Person may recuse himself or herself at any time from involvement in any decision or discussion in which the person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- c) Violations of the Conflicts of Interest Policy
  - i. If the Board, Executive Committee or Endowment Fund Trustees have reasonable cause to believe an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.
  - ii. If, after hearing the response of an Interested Person, other than a Trustee, and after making further investigation as warranted by the circumstances,

the Board or Executive Committee determines such person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

- iii. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Endowment Fund Trustees determine that a Trustee has failed to disclose an actual or possible conflict of interest, it shall refer the matter and all pertinent information to the Board for final determination and any appropriate disciplinary and corrective action.

#### **4. Records of Proceedings –**

The Minutes of the Board and Endowment Fund Trustees shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's, Executive Committee's or Endowment Fund's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and a record of any votes taken in connection with the proceedings.

#### **5. Compensation**

- a) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- b) An Interested Person who receives compensation, directly or indirectly, from ASAC is precluded from voting on matters pertaining to that person's compensation.
- c) No person who receives compensation, directly or indirectly, from ASAC, either individually or collectively, is prohibited from providing compensation information to the Board, Executive Committee or any Board-appointed committee whose jurisdiction includes compensation matters.

#### **6. Annual Statements**

- a) Each Director, Officer, Trustee and key employee shall, upon assuming such position and at least annually thereafter, sign a copy of the Initial and Annual Conflict of Interest Statement shown as an attachment in Section XIX of these Rules.
- b) If at any time during the year, the information in the annual statement changes materially, the declared Independent Person shall disclose such changes and revise the annual disclosure form.
- c) The Executive Committee shall monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

## **Article XVIII. AMENDMENTS**

These Standing Rules may be adopted or amended at any regular meeting of the Board by a two-thirds (2/3) majority vote without notice or by a majority vote with 30 days' notice.

## **Article XIX. DOCUMENTS AND FORMS**

1. The following documents and forms are attached to these Standing Rules and shall be used within the ASAC for the purposes intended:

Attachment 1	Fee Schedule and Reduced Fee Eligibility
Attachment 2	Board of Directors' Notice That Election Not Required
Attachment 3	Board of Directors' Oath of Office
Attachment 4	Board of Directors' Code of Ethics
Attachment 5	Conflict of Interest Statement
Attachment 6	Confidentiality Agreement
Attachment 7	Grievance Form
Attachment 8	Naming Opportunities Policy and Procedure for Building and Ground Spaces
Attachment 9	Policy and Procedure for Accepting Gifts
Attachment 10	Naming Opportunities Policy and Procedure for Equipment and Other Physical Items
Attachment 11	Nominations and Elections Policy

2. All attached documents and forms shall be the most current revision and shall be appropriately dated and numbered to show both the page and the total number of pages.
3. An addition, deletion or revision of an attached document or form shall not, in itself, be considered an amendment of these Standing Rules

**Attachment 1:**

**Fee Schedule and Reduced Fee Eligibility**

1. MEMBERSHIP FEE SCHEDULE

General (Voting Member – age 50 and over) .....	\$75
Couples (One or both age 50 or over).....	\$135
Reduced Fee Membership (Voting Member – age 50 or over) .....	\$15
Associate Member (Non-voting – under age 50).....	\$75
Associate Couples (Both under age 50).....	\$135
Guest Membership (Non-voting – age 50 or over – for 30 days).....	\$25
Honorary Members .....	Free
Lifetime Members (Couple’s ages are averaged to determine fee) .....	See Chart Below

Age	Single	Couples
50 - 60	\$1,050	\$1,875
61 - 65	\$900	\$1,575
66 - 70	\$750	\$1,275
71 - 75	\$600	\$1,050
76 - 80	\$450	\$750
81 - 84	\$300	\$525
85+	\$150	\$262.50

2. REDUCED FEE ELIGIBILITY

The Executive Director shall determine which departments and/or individuals are authorized to approve and/or deny reduced fee applications.

Applicants must requalify each year. Applicants must provide one of the following to show that total adjusted gross income plus social security benefits do not exceed the then-current Federal Poverty Guidelines for Seniors:

- a. An acceptance letter for Alaska Senior Benefits
- b. **OR** a Quest (Food Stamps/Public Assistance) Acceptance Letter
- c. **OR** a Medicaid (not Medicare) Acceptance Letter. (Showing card is not acceptable to qualify for a reduced fee waiver.)
- d. **OR** a copy of the applicant’s most recent Federal Income Tax return.

3. FITNESS CENTER FEES

Fitness Fees are subject to change on an annual basis

Members aged 90 and over .....	Free
Members one day pass .....	\$10
Non-Members one day pass for trial..	\$13
<b>General Members:</b>	
Per Month.....	\$40
Six Months .....	\$240
Twelve Months .....	400

**Reduced Fee Members:**

Monthly.....	\$15
Six Months .....	\$90
Twelve Months .....	\$180

**Lockers - January to December**

**Rental Fees**

Restrooms/Locker Rooms .....	\$50
Other Area: Large Locker .....	\$35
Small Locker .....	\$30

(This form consists of 1 page)

## Attachment 2

### BOARD OF DIRECTORS NOTICE THAT ELECTION NOT REQUIRED

(Date) \_\_\_\_\_

To: All ASAC Members

You are advised that nominations for this year's annual election of Directors have been closed and that the number of nominations received is equal to or less than the number of seats open and that the no term length is dependent upon the number of votes received. The ASAC Bylaws specify that an election is not required in this event and your Board has elected to not do so.

The nomination forms for the following members have been received and, unless they sooner withdraw, they shall be considered to have been elected for full three-year terms as of the date of this year's annual meeting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information concerning the nominees will be posted in the ASAC and published in the Senior Borealis and you may meet them in person at this year's Ice Cream Social on \_\_\_\_\_. The new Directors' elections will become effective at the regularly scheduled Board meeting in October.

For the Board of Directors

\_\_\_\_\_

President

(This form consists of 1 page)

### Attachment 3



**Anchor-Age Center**

**Board of Directors**

**OATH OF OFFICE**

The following Oath of Office shall be taken by each director at time of installation, signed by the preparer, dated, attested to by a Board member, and retained in the Board's files throughout the preparer's term of office plus one year.

I, (Printed Name) \_\_\_\_\_, do solemnly swear that I will support and defend the Articles of Incorporation, the Bylaws and Standing Rules of the Anchor-Age Center d.b.a. the Anchorage Senior Activity Center and that I will honestly, faithfully and impartially discharge my duties as a member of the Board of Directors to the best of my ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Member of the Board of Directors

(This form consists of 1 page)

## Attachment 4



### BOARD OF DIRECTORS

### CODE OF ETHICS

The following Code of Ethics shall be signed and dated by each Board member at time of being seated on the Board and retained in the Board's files throughout the preparer's term of office plus one year.

#### 1. CODE OF ETHICS:

As a member of the Board of Directors of Anchor-AGE Center, d.b.a. Anchorage Senior Activity Center, I will:

1. Represent the interests of all people served by this organization.
2. Not use the organization or my service on this Board for my personal advantage or for the personal advantage of my friends or supporters.
3. Keep confidential information confidential.
4. Approach all Board issues with an open mind, prepared to make the best decision for the whole organization.
5. Do nothing to violate the trust of those who elected me to the Board or those who serve.
6. Focus my efforts on the Mission of the organization and not on my personal goals.
7. Never exercise authority as a Board member except when acting in a meeting with the full Board or as delegated by the Board.
8. Refrain from using profanity in the presence of or directed at an employee of or member of the ASAC.
9. Treat all members, guests and employees of the ASAC with courtesy and respect and refrain from invidious discriminatory actions or words.

#### 2. CONFIDENTIAL INFORMATION DEFINED:

The term "confidential information" in the Code of Ethics shall be deemed to mean any information obtained by virtue of being a Director that is designated as such by the Board, the Executive Committee of the Board or the President or person acting in the President's stead. It shall also include information of a personal nature that, if disclosed prematurely, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*(This form consists of 1 page)*

## Attachment 5

### BOARD OF DIRECTORS, ENDOWMENT TRUST FUND TRUSTEE and KEY EMPLOYEE

#### INITIAL AND ANNUAL

#### CONFLICT OF INTEREST STATEMENT

The following Conflict of Interest Statement shall be signed and dated by each Board member, Endowment Trust Fund Trustee and Key Employee at time of being seated or hiring, reaffirmed annually and retained in the Board's files throughout the preparer's term of office or employment plus one year.

1. Name: \_\_\_\_\_
2. Position: \_\_\_\_\_
  - Are you a voting Director?  Yes  No or
  - An Officer?  Yes  No
  - A Key Employee as defined in the ASAC Conflict of Interest Policy?  Yes  No
  - An Endowment Fund Trustee?  Yes  No
3. I affirm the following by initialing:  
\_\_\_\_ I have read and understand the ASAC Conflict of Interest policy.  
\_\_\_\_ I agree to comply with the policy.

#### Disclosures:

1. Do you have a financial interest in ASAC (past, current or potential) as defined in the ASAC Conflict of Interest policy?  Yes  No If yes, please describe it:  
\_\_\_\_\_
2. Do you have a family member, as defined in the ASAC Conflict of Interest Policy, who is a compensated employee of the ASAC or any ASAC affiliate?  Yes  No  
If yes, explain: \_\_\_\_\_

(Answer only if a Director or Trustee) Are you an Independent Director or Trustee, as defined in the ASAC Conflict of Interest policy?  Yes  No

If you are not, why?

\_\_\_\_\_  
\_\_\_\_\_

Initial Signature \_\_\_\_\_ Date: \_\_\_\_\_

(This is page 1 of a 2-page form)

**CONFLICT OF INTEREST  
ANNUAL REAFFIRMATION**

Reaffirm only if there is no change. If any change, complete a new form.

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Reaffirmation \_\_\_\_\_ Date: \_\_\_\_\_

Annual Review Date \_\_\_\_\_

Reviewed by Executive Committee on:

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

(This is page 2 of a 2-page form)

## Attachment 6

### CONFIDENTIALITY AGREEMENT

1. **Purpose.** This Confidentiality Agreement (“Agreement”) is entered into between Anchor-AGE Center, a non-profit Alaska corporation. d.b.a. the Anchorage Senior Activity Center (“ASAC”), and \_\_\_\_\_ (“Member”), a member of the ASAC, or Volunteer (Volunteer) at the ASAC, who may become privy to information of a confidential nature for the purpose of preventing Member’s or Volunteer’s unauthorized disclosure of such Confidential Information.
2. **Applicability.** The following Confidentiality Agreement shall be signed by the following:
  - a. The Board of Directors’ Recording Secretary
  - b. Any ASAC Volunteer or member of an ASAC committee who may become privy to ASAC information of a confidential nature.

It shall be witnessed by an ASAC officer, dated and retained in the Board’s files throughout the preparer’s term of participation plus one year.

3. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information obtained by Member or Volunteer as a participant in the activity requiring execution of this Agreement that is designated as such by the ASAC Board of Directors or an ASAC Officer. It shall also include information of a personal nature that, if disclosed prematurely without authority, could be detrimental to an individual. Things such as unproven allegations of illegal or other improper behavior, potentially embarrassing actions or activities and pending adverse personnel actions are examples of such information.
4. **Exclusions from Confidential Information.** Member’s and/or Volunteer’s obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of Member or Volunteer; or (b) learned by Member or Volunteer through legitimate means other than participating in the activity requiring this Agreement; or (c) is disclosed by Member or Volunteer with approval of the ASAC Board or an ASAC Officer.
5. **Obligations of Member.** Member or Volunteer hereby agrees to hold and maintain Confidential Information in the strictest confidence until and unless it becomes publicly known through no fault of Member or Volunteer or its release is approved by the ASAC Board or an ASAC Officer. This obligation shall survive the termination of the Member’s or Volunteer’s participation in the activity requiring this Agreement.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

ASAC Officer Witness: (Signature) \_\_\_\_\_

(Title) \_\_\_\_\_  
(This form consists of 1 page)

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**Attachment 7**  
**ANCHORAGE SENIOR ACTIVITY CENTER**  
**GRIEVANCE FORM**

PLEASE READ AND UNDERSTAND THE BACK OF THIS FORM BEFORE COMPLETING.

The following occurred between me and one or more other individuals at the Anchorage Senior Activity Center and I ask for help in resolving this matter.

My name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

I am a:  member  visitor  staff member  other (explain below)

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Person (s) grieved against: \_\_\_\_\_

This person is a:  member  visitor  staff member  unknown  other (explain below).

\_\_\_\_\_  
Description of what happened (please include places, dates and times and use attached paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses or persons with knowledge of the above (name(s) and telephone number(s)):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number(s) or other contact information of person (s) grieved against (if known):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

(This is page 1 of a 2-page form printed front and back)

## GRIEVANCE FORM (Pg 2)

This form is to be used only for a written and signed complaint by one or more individuals against the actions of one or more other individuals. Dissatisfaction with an ASAC policy or situation shall be classed as a complaint and not a grievance. All complaints shall be submitted to the Executive Director for resolution.

The Executive Committee of the ASAC Board of Directors shall initially review all grievances submitted on this form to determine proper disposition. **Only the following shall fall within the Board's area of responsibility:**

1. An appeal of a grievance by an ASAC member or staff member against another staff or ASAC member that the grievant believes has not been satisfactorily resolved after compliance with Management grievance procedures.
2. An ASAC member's grievance against the Executive Director.
3. A staff member's grievance against the Executive Director that alleges that the Executive Director has engaged in improper (discrimination, etc.) or illegal (fraud or theft, etc.) conduct against them or this organization or has failed to investigate allegations that others have done so.

All grievances other than those above shall be handled in accordance with procedures established by Management and those received by the Board that do not fall within these categories shall be forwarded to the Executive Director for consideration and resolution.

If your grievance falls within the Board's area of responsibility, you can expect to be contacted by a member of the Executive Committee (which includes all ASAC officers) within a reasonable time. If this does not occur, please relay your request for a response to the ASAC receptionist and ask that an officer be notified of your concern.

You are encouraged to review Article XI of the ASAC Board's Standing Rules for an explanation of the Board's grievance procedures. These are available on the ASAC's website and at the receptionist's position. Grievance procedures for staff members are contained in management's personnel manual.

### **Whistleblower Protection** [From Article XI of ASAC Standing Rules]

No supervisor or other person in a position of authority within ASAC shall take (or threaten to take) retaliatory personnel or other action against any employee or other grievant because of the filing of a grievance or the disclosure of information that person reasonably believes evidences a violation of a law, policy, rule or regulation; significant mismanagement; significant waste of funds; an abuse of authority; or a substantial and specific impediment to ASAC's ability to accomplish its mission. Doing so shall, in itself, be cause for filing of a grievance against such supervisor or other person in a position of authority. Filing of false or unwarranted grievances may be cause for filing of a grievance against the grievant doing so.

(This is page 2 of a 2-page form printed front and back)

## Attachment 8

### NAMING OPPORTUNITIES FOR BUILDING AND GROUND SPACES

**Purpose:** This policy provides guidance to the administration, staff, volunteers, and donors of the Anchorage Senior Activity Center for naming opportunities and recognition of major gifts.

**Policy:** In recognition for making a significant gift to the Anchorage Senior Activity Center, donors may be offered the opportunity to name selected interior or exterior physical spaces of the Anchorage Senior Activity Center's facilities or to name whole buildings or significant portions of a building. Equipment, grounds areas, physical items, as well as non-physical items such as programs or events may also be offered as naming and/or underwriting opportunities pursuant to separate policies adopted by the Board of Directors of Anchor-AGE Center.

**Authority to Approve:** Recommendations for naming opportunities from any source must first be submitted to the Executive Director for approval and recommendation to the Board of Directors for final approval.

**Administration of Naming Opportunities:** The Executive Director is responsible for managing all aspects of the Naming Opportunities policy and procedure with the oversight and approval of the Board of Directors.

**Duration of Naming Opportunities:** Naming opportunities will last as long as the practical life of the named space or area. If the purpose of a named space changes due to renovation or reorganization or some other circumstance deemed necessary by the Anchorage Senior Activity Center, the Executive Director together with a Board member will inform the donor prior to the change. Depending upon current circumstances and donations, the prior donor may have the opportunity to keep the name attached to the new space, or to select an alternate space to be named, or to "retire" the naming opportunity. If the naming opportunity is "retired," the prior donor will be acknowledged on a plaque in a common and visible area that recognizes all donors whose naming opportunities have been "retired."

The Anchorage Senior Activity Center reserves the right to revoke a naming if for any reason it presents actual or perceived risk or harm to the reputation of the organization or if the intent of a gift or the terms of a sponsorship associated with the naming cannot be fulfilled.

(Page 1 of a 3-page policy)

## NAMING OPPORTUNITIES (Pg 2)

**Acceptable Gift Types:** Naming gifts may be made using cash, marketable securities, real estate, other personal property, in-kind goods or services, and planned gift arrangements as specified in the *Gift Acceptance Policy*. Appraisals or some other appropriate substantiation of gift value may be required for gifts other than cash or publicly traded securities before a naming opportunity can be selected. Naming opportunities are also offered to donors who make pledges, with the following conditions:

1. A signed commitment form that includes an acceptable pledge payment schedule has been received by the Executive Director, and
2. Pledge payments are current at the time that any expenses associated with creating the donor recognition/plaque are incurred.

### **Named Gift Minimums**

The minimum gift level required for any named gift opportunity shall be set by the Executive Director and Board based on historic giving patterns, historical use and naming of the space or area, whether the organization is conducting a capital campaign, and any municipal naming policies applicable to municipal-owned buildings.

### **New Construction**

Naming opportunities for new, stand-alone facilities will be offered for gifts of at least \$1 million. Naming opportunities for significant portions of a new facility, such as a wing or an entire floor, will be offered for gifts as determined by the Executive Director and Board of Directors after input from any building committee or capital campaign committee that many have been formed for the project being considered for naming opportunities. The actual gift level required for naming an entire new facility or a significant portion of a new facility will be recommended by the Executive Director and determined by the Board of directors with due consideration of the amount of philanthropic funds raised for the new facility and/or the number of donors interested in naming a new facility, and any applicable municipality naming policies.

Naming opportunities for all other spaces inside or outside a new facility will be offered for gift amounts set by the Executive Director and the Board of Directors. The actual gift levels required for various naming opportunities within a new facility will be by such criteria as the location, visibility, “desirability” and size of the space and/or the cost associated with building a particular space and/or the number of gifts needed at various levels during the accompanying fundraising efforts and/or other criteria as deemed appropriate.

(Page 2 of a 3-page policy)

### NAMING OPPORTUNITIES (Pg 3)

**Renovations:** Naming opportunities for renovations inside or outside an existing facility will be offered for a minimum set by the Executive Director and Board of Directors with input from any building or capital campaign committees that may have been formed for the project according to the same criteria as outlined for new construction above. If renovations are made to previously named areas, the Duration of Named Opportunities section of this policy shall apply.

**Endowments:** This policy does not apply to the Endowment Trust.

**Wording on Naming Opportunities:** Donors may select the wording to appear on plaques for their naming opportunities, based on guidelines provided by the Executive Director and approved by the Board of Directors. Wording must be appropriate for public spaces.

**Expenses of Naming Opportunities:** In general, any expenses associated with creating donor recognition systems or plaques are paid with internal budgeted Anchorage Senior Activity Center resources. By exception, and with the prior knowledge of the donor, a portion or all of the expenses may be paid from the donor's gift.

(Page 3 of a 3-page policy)

Policy adopted by the Board of Directors on the 11th day of March, 2015.

## Attachment 9

### POLICY AND PROCEDURE FOR ACCEPTING GIFTS

**Purpose:** This policy provides guidance to the administration, staff, volunteers, and donors of the Anchorage Senior Activity Center for the solicitation and acceptance of gifts of property, services or currency. Current and deferred gifts may be solicited from individuals, corporations, foundations and others for purposes that further and fulfill ASAC's Mission.

The provisions of this policy shall apply to all gifts received by ASAC. The Board of Directors reserves the right to revise, revoke or make exceptions to the policy at any time.

**Authority to Approve:** All gifts must be approved before acceptance. All gifts, other than items donated to the gift shop for resale, must first be submitted to the Executive Director for approval. (Items donated to the Gift Shop for resale are subject to a separate donation policy and procedure.) Approval of all other gifts is as set forth in the Specific Gifts Categories section of this policy.

ASAC may consult legal counsel as deemed appropriate by the Board and especially for gifts in the following categories:

1. Closely held stock transfers that are subject to restrictions or buy-sell agreements,
2. Documents naming ASAC as trustee,
3. Gifts involving contracts such as bargain sales, partnership agreements, or other documents which may require ASAC to assume an obligation,
4. Transactions with a potential conflict of interest,
5. Gifts of real estate,
6. Pledge agreements,
7. Any gift with restrictions, and
8. Other circumstances where use of counsel is deemed appropriate by the Board

Prospective donors will be encouraged to seek the assistance of their own legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

**Specific Gift Categories:** ASAC shall not accept gifts that:

1. Violate the terms of the ASAC policies.
2. Jeopardize ASAC's status as an exempt organization under federal or state law.
3. May be too difficult or expensive to administer.
4. Do not further ASAC Mission or objectives.
5. Could damage the reputation of ASAC.

The Executive Director may accept unrestricted cash gifts not to exceed \$25,000 cash without prior approval of the Board of Directors provided that the identity of the donor has been vetted with respect to any reputational or policy issues and the gift complies with all other policy considerations.

(Page 1 of a 6-page policy)

## **POLICY AND PROCEDURE FOR ACCEPTING GIFTS (continued)**

All gifts, other than unrestricted cash gifts not exceeding \$25,000 cash, must be approved by the Board prior to acceptance. However, the Board may authorize certain *de minimis* gifts or categories of gifts that may be accepted without its final approval.

**Tangible Personal Property:** The Board shall decide whether to accept gifts of tangible personal property by considering the following factors:

1. Whether the property furthers the Mission of ASAC,
2. The marketability of the property:
  - a. Any restrictions on the use, display, or sale of the property, and
  - b. Carrying costs and possible liability for the property.

### **Marketable Securities:**

1. Unrestricted marketable securities may be transferred to an account maintained by ASAC at one or more brokerage firms or delivered physically with the transferor's signature or stock power. All marketable securities shall normally be sold as soon as practical following receipt unless otherwise directed by the Board of Directors.
2. If the marketable securities are restricted by applicable securities laws, the Board shall make the final determination as to the acceptance of the restricted securities.

### **Charitable Lead Trust:**

ASAC may accept designations as income beneficiaries of a charitable lead trust. ASAC may not accept an appointment as trustee of a Charitable Lead Trust.

**Closely-Held Securities:** Closely-held securities, including debt and equity positions in non-publicly traded companies, interests in LLPs and LLCs, or other ownership forms, may be accepted subject to the approval of the Board. The Board shall review and decide whether to accept closely-held securities based on the following factors:

1. Restrictions on the security that would prevent ASAC from ultimately converting the securities to cash,
2. The marketability of the securities, and
3. Any undesirable consequences for ASAC which might result from accepting the securities.

If potential problems arise on initial review of the securities, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely-held securities shall be made by the ASAC Board with the advice of legal counsel when deemed necessary. Non-marketable securities, if accepted, shall be disposed of as quickly as possible.

(Page 2 of a 6-page policy)

## **POLICY AND PROCEDURE FOR ACCEPTING GIFTS (continued)**

**Bequests:** Donors may make bequests to ASAC under their wills and trusts. A bequest will not be recorded as a gift until the gift is irrevocable. When the gift is irrevocable but is not due until a future date, the gift will be recorded in accordance with Generally Accepted Accounting Procedures.

**Charitable Remainder Trusts:** ASAC may accept designations as remainder beneficiary of a charitable remainder trust. ASAC shall not accept appointment as trustee of a charitable remainder trust.

**Retirement Plan Beneficiary Designations:** ASAC may accept designations as beneficiary of donor's retirement plans. Designations will not be recorded as gifts until the gift is irrevocable. When the gift is irrevocable, the gift will be recorded in accordance with Generally Accepted Accounting Procedures.

**Life Insurance:** ASAC may accept designations as beneficiary and owner of a life insurance policy. The life insurance policy will be recorded as a gift once ASAC is named as both beneficiary and irrevocable owner of a life insurance policy. The gift shall be valued in accordance with GAAP rules. If the donor contributes future premium payments, ASAC will include the entire amount of the additional premium payments as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, ASAC may:

1. Continue to pay the premiums,
2. Convert the policy to paid up insurance, or
3. Surrender the policy for its current cash value of their life insurance policy.

Designations will not be recorded as gifts until the gift is irrevocable. Where the gift is irrevocable, the gift shall be recorded in accordance with Generally Accepted Accounting Procedures.

**Real Estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest.

1. **Environmental Review.** Prior to acceptance of real estate, ASAC shall require an initial environmental review of the property to ensure that the property has no negative environmental issues. If the initial inspection reveals a potential problem, ASAC shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall be an expense of the donor.
2. **Title Binder.** A title binder shall be obtained by ASAC prior to the acceptance of the real property gift when appropriate. The cost of this title binder shall be an expense of the donor.

(Page 3 of a 6-page policy)

## **POLICY AND PROCEDURE FOR ACCEPTING GIFTS (continued)**

3. **Factors for acceptance.** The Board and legal counsel shall review and decide whether to accept real property based on the following factors:
  - a. Whether the property is useful for the purposes of ASAC,
  - b. The marketability of the property,
  - c. Any encumbrances, leases, restrictions, reservations, easements, or other limitations associated with the property,
  - d. Any carrying costs associated with the property, including insurance, property taxes, mortgages, notes or other costs,
  - e. Any concerns revealed by the environmental audit.
4. **Remainder Interests in Property.** ASAC will accept a remainder interest in a personal residence, farm, or vacation property subject to Board and legal review. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the life tenant(s), the ASAC may use the property or reduce it to cash. Expenses for maintenance, real estate taxes, and any property indebtedness shall be paid by the donor or primary beneficiary.
5. **Restricted Gifts.** A gift with restrictions will be accepted only if the restrictions are expressly approved by the Board and a gift agreement has been executed.
6. **Named Funds.** A donor, or group of donors, may contribute and name a fund and restrict the use of the income or principal of the fund. Named funds require a minimum contribution of \$50,000 and may not be accepted prior to final approval by the Board.

Payments for named funds must be completed within five years of the initial gift agreement date. If a named fund does not reach the funding level within the stated five-year period, the donor (or designated representative) will be consulted to determine the appropriate course of action which may include a pledge extension or the transfer of the donated funds as a restricted donation to ASAC.

### **Acceptance Provisions:**

1. **Gift Agreements.** ASAC shall enter into a written restricted gift agreement with the donor specifying the terms of the restricted gift, which may include provisions regarding donor recognition.
2. **Pledge Agreements.** Acceptance by ASAC of pledges by donors of future support (including by way of matching gift commitments) shall be contingent upon the execution and fulfillment of a written charitable pledge agreement specifying the terms of the pledge including any provisions regarding donor recognition. Challenge grants from private foundations will be exempted from this provision.
3. **Fees.** ASAC shall not accept a gift unless the donor is responsible for:
  - a. Fees of independent legal counsel retained by donor for completing the gift,
  - b. Appraisal fees,
  - c. Environmental audits and title binders (in the case of real property), and
  - d. All other third-party fees associated with the transfer of the gift to ASAC.

## **POLICY AND PROCEDURE FOR ACCEPTING GIFTS (continued)**

4. **Valuation of Gifts.** ASAC shall record gifts received at their valuation on the date of gift, except that, when a gift is irrevocable but not due until a future date, the gift may be recorded at the time the gift becomes irrevocable in accordance with GAAP.
5. **IRS Filings upon Sale of Gifts.** To the extent applicable, the Board shall file IRS Form 8282 upon the sale or disposition of any charitable deduction property sold within three (3) years of receipt by ASAC. “Charitable deduction property” means any donated property (other than money and publicly traded securities) if the value claimed by the donor exceeds \$5,000 per item or group of similar items (e.g., the property listed in Section B on Form 8283). ASAC shall file this form within 125 days of the date of sale or disposition of the asset.
6. **Written Acknowledgement.** ASAC Board shall provide written acknowledgment of all gifts made to ASAC and comply with the current IRS requirements in acknowledgment of the gifts.

**Changes to or Deviations from the Policy:** The ASAC Board has the sole power to change this Policy. In addition, exercise of any discretion or deviation from the written policy must be signed by the President of the Board.

**Donor Naming Opportunities:** Naming gift opportunities at Anchorage Senior Activity Center shall be in accordance with the Naming Opportunities Policy and Procedures.

**Association of Fundraising Professionals’ Bill of Rights** is incorporated as a part of this policy. Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, ASAC declares that all donors have these rights:

1. To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization’s most recent audited financial and/or the annual income and expense budget.
4. To be assured their gifts will be used for the purposes for which they are given.
5. To receive appropriate acknowledgment and recognition. The donor may remain an anonymous donor, if requested or desired.

(Page 5 of a 6-page policy)

**POLICY AND PROCEDURE FOR ACCEPTING GIFTS (continued)**

6. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Page 6 of a 6-page policy

Adopted by the Board of Directors of Anchor-AGE Center on the 11th day of March, 2015.

## Attachment 10

### NAMING OPPORTUNITIES FOR EQUIPMENT AND OTHER PHYSICAL ITEMS

**Purpose:** This policy provides guidance to the administration, staff, volunteers, and donors of the Anchorage Senior Activity Center for naming opportunities and recognition of monetary gifts for and of equipment and other non-structural physical items.

**Policy:** In recognition for making a gift to the Anchorage Senior Activity Center, donors may be offered the opportunity to name selected equipment, or other physical items used by Anchorage Senior Activities Center either inside the facility or on the grounds.

**Authority to Approve:** Recommendations for naming opportunities from any source must first be submitted to the Executive Director for approval and recommendation to the Board of Directors for final decision.

**Administration of Naming Opportunities:** The Executive Director is responsible for managing all aspects of the Naming Opportunities policy and procedure with the oversight and approval of the Board of Directors.

**Duration of Naming Opportunities:** Naming opportunities will last as long as the useful life of the named item. When the useful life of the named item is exhausted and/or another item is obtained to replace it, the named item shall be retired from service without notification to the named donor.

The Anchorage Senior Activity Center reserves the right to revoke a naming if for any reason it presents actual or perceived risk or harm to the reputation of the organization or if the intent of a gift or the terms of a sponsorship associated with the naming cannot be fulfilled.

**Acceptable Gift Types:** Naming gifts may be made using cash, marketable securities, real estate, other personal property, in-kind goods or services, and planned gift arrangements as specified in the *Gift Acceptance Policy*. Appraisals or some other appropriate substantiation of gift value may be required for gifts other than cash or publicly traded securities before a naming opportunity can be selected. Naming opportunities are also offered to donors who make pledges, with the following conditions:

1. A signed commitment form that includes an acceptable pledge payment schedule has been received by Anchorage Senior Activity Center, and
2. Pledge payments are current at the time that any expenses associated with creating the donor recognition/plaque are incurred.

(Page 1 of a 2-page policy)

### **Naming Opportunities for Equipment...** (continued)

**Named Gift Minimums:** The minimum gift level required for equipment and other physical items shall be set by the Executive Director and Board based on historic giving patterns, historical use and naming of the item, and current cost to Anchorage Senior Activities Center to obtain and/or maintain the item.

**Honorariums and Memorials:** Honorarium and memorial gifts exceeding \$500.00 given to the Anchorage Senior Activity Center shall be acknowledged by a name plaque identifying the person for whom the gift is made. The plaque will be placed on a “memorial wall” dedicated inside the facility or on the grounds of ASAC by the Board of Directors. The size, design, and location of the “memorial wall” may be changed at the discretion of the Executive Director with prior approval of the Board of Directors.

**Endowments:** This policy does not apply to the Endowment Trust.

**Wording on Naming Opportunities:** Donors may select the wording to appear on the equipment or item based on guidelines provided by the Executive Director and approved by the Board of Directors. Wording must be appropriate for public display.

**Expenses of Naming Opportunities:** In general, any expenses associated with creating donor recognition or plaques are paid with internal budgeted Anchorage Senior Activity Center resources. By exception, and with the prior knowledge of the donor, a portion or all of the expenses may be paid from the donor’s gift.

(Page 2 of a 2-page policy)

Adopted by the Board of Directors on the 11th day of March, 2015.