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FACT
CONSTITUTION
AND
BY-LAWS

**CONSTITUTION OF FACT
(FIGHTING AIDS CONTINUOUSLY TOGETHER)
PREAMBLE**

Concerned with the health and well being of the public in relation to the deadly disease known as AIDS;

And to advance the fight against AIDS through the organization and planning of fund raising events to generate money to be donated towards the cause of helping those with AIDS, funding causes such as education and research, and other noteworthy causes;

And to sponsor and promote understanding in the community about AIDS and its relationship to a segment or segments of the community;

FACT, INC. has been organized and to such ends the Constitution, of which this preamble is a part, is herewith set forth.

ARTICLE I - NAME

Section 1 - The name of this Organization shall be "Fighting AIDS Continuously Together, Inc." with an official abbreviation of "FACT", hereinafter called "FACT" or the "Organization".

Section 2 - FACT shall be incorporated as a non-profit Organization under the laws of the Commonwealth of Pennsylvania.

Section 3 - FACT is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future federal tax code).

ARTICLE II - DEDICATION AND OBJECTIVES

Section 1 - FACT recognizes the service to the community, to the state and to the greater well being of the people of the country is the premise upon which the individual opportunity must be built, does hereby dedicate itself to the goal of helping the fight to stamp out AIDS.

Section 2 - The objectives of FACT shall be as stated in the preamble and shall include but not be limited to the promotion of educational programs, fund raising, and philanthropic endeavors that meet with the purpose and goals of the Organization.

ARTICLE III - MEMBERSHIP

Section 1 - Membership in FACT shall be designated as a Regular Member or Patron Member. Other membership categories may be considered from time to time and will be reflected in the By-Laws of the Organization.

Section 2 - A member shall be defined as any person paying the current yearly dues fee and holding a valid membership card issued by the Organization.

ARTICLE IV - DIRECTORS

Section 1 - The business of the Organization shall be conducted by a Board of Directors which shall consist of not less than ten (10) voting members. The transaction of said business and the election of said Directors and their terms of office shall be set forth in the By-Laws.

ARTICLE V - OFFICERS

Section 1 - The right to hold office shall be limited to any regular member in good standing.

Section 2 - By reason of their office, the officers of the Organization shall be included as part of the Board of Directors as set forth in the By-Laws.

ARTICLE VI - VOTING RIGHTS

Section 1 - All regular members in good standing shall have voting privileges in the Organization.

ARTICLE VII - DUES

Section 1 - The amount of the annual dues required to be paid to be a member in good standing shall be set forth in the By-Laws.

ARTICLE VIII - MEETINGS

Section 1 - The members of the Organization shall meet at such time and place and the meetings shall be conducted in the manner as shall be set forth in the By-Laws. At least one (1) meeting of members shall be held each calendar year.

ARTICLE IX - AMENDMENTS

Section 1 - Amendments to the Certificate of Incorporation shall be made in accordance with the By-Laws to be adopted and in conformity with the Statutes of the Commonwealth of Pennsylvania and in such cases made and provided.

ARTICLE X – BY-LAWS

Section 1 - The Organization shall prepare and adopt a set of By-Laws which shall govern all procedures under this Constitution including the Board of Directors, the Officers, the Members and the Committees.

Section 2 - Privileges and obligations set forth in the Statute governing this corporation, not set forth in this Constitution and Certificate of Incorporation, may be set forth in the By-Laws.

FACT BY-LAWS

By authority invested in and by the Certificate of Incorporation dated _____ the members of FACT hereby adopt this set of By-Laws to augment and govern all procedures of the said Certificate of Incorporation and for the management of the property and the regulation of the affairs of said Organization.

BY-LAW I - FISCAL AND ADMINISTRATIVE YEAR

Section 1 - The fiscal and administrative year of the Organization shall be from January 1 through December 31.

BY-LAW II - DUES

Section 1 - The dues for membership in the Organization shall be determined annually by the Board of Directors. The amount of the annual dues shall not exceed:

- A. Regular Member\$25.00
- B. Patron MemberNo Limit

Section 2 - Annual Dues shall become due and payable on January 1st of each year. The Treasurer of the Organization shall cause statements to be issued and shall receive all dues payments.

Section 3 - The dues rate specified in Section 1 shall be applied to applicants from January 1st through October 31st. Anyone applying for membership after October 31st of any year, said membership shall constitute fourteen (14) months and be a member in good standing for the full following year.

BY-LAW III - STATUS OF MEMBER

Section 1 - A member is in good standing whose dues are currently paid. If the dues of any member remain unpaid after April 1st of the year, said member shall be considered delinquent. If the dues of any member remain unpaid after June 30th, said member shall be dropped from the roles of the Organization.

Section 2 - Only members in good standing shall be eligible to vote or hold office in the Organization.

Section 3 - Only members in good standing shall be kept on the roles of the Organization membership mailing list.

BY-LAW IV - MEETINGS

Section 1 - The Annual meeting of the Organization shall be at a time and place as shall be determined by the Board of Directors.

Section 2 - Special Meetings of the Organization may be called by the President at any time. The President shall call special meetings when directed by the Board of Directors or when requested in writing by at least twenty-five (25) voting members of the Organization.

Section 3 - The meetings of the Board of Directors and the Executive committee shall be held in accordance with By-Law VII.

BY-LAW V-VOTING

Section 1 - The right to vote shall be restricted to members in good standing.

Section 2 - A quorum shall consist of a simple majority of those present not to be less than fifteen (15) in order to conduct business of the Organization.

BY-LAW VI - OFFICERS

Section 1 - The Officers of the Organization shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section 2 - The President shall preside at all meetings of the Organization, appoint all committees, and perform such other duties as the Board of Directors may from time to time direct. In the absence of the President, it shall be the responsibility of the Vice President to perform the duties of the Office of the President.

Section 3 - The Secretary shall keep accurate records of all meetings and all other duties as may be directed from time to time.

Section 4 - The Treasurer of the Organization shall keep accurate records of all the financial accounts of the Organization, shall receive all moneys and shall make all disbursements, as approved and directed by the Board of Directors within the approved budget, for debts incurred by the Organization. The Treasurer shall make available to any Board member, upon request, the Organization's books for review. He/she shall also report the financial activity of the Organization to the Board at least on a quarterly basis. This reporting shall include but not be limited to all income and disbursements, current balances in all Organization accounts, and recommendations for activity for the rest of the year in relation to budgetary items.

Section 5 - Should a vacancy occur in the Office of President, his or her unexpired term shall be filled by the Vice President. In case both the President and the Vice President are unable to serve their term of office, their office and any other vacancy created in any office at any time shall be filled at the next regularly scheduled meeting of the Board of Directors by a majority vote of those present. Such elections shall be for the unexpired term of office to be filled.

BY-LAW VII - BOARD OF DIRECTORS

Section 1 - The general business of the Organization shall be conducted by a Board of Directors. The Board of Directors of this Organization shall consist of the Officers, the immediate Past President, and not less than nine (9) Directors at large from the membership. Committee Chairman shall be ex officio Board members and shall be required to attend Board meetings. They will have the right to participate in discussion but shall not have the right to vote.

The Board of Directors shall hold meetings at such time and place as the President or a quorum of the Board may designate.

Section 2 - A majority of the total number of members of the Board of Directors shall constitute a quorum. Subject to restrictions that may be placed by the general membership of the Organization as a whole in meeting assembled, the Board of Directors shall act upon and dispose of all business which comes before the Organization. A majority affirmative vote of the Directors present shall be required to transact business, provided a quorum is present

Section 3 - No financial obligations except incidental expenses shall be incurred, and no continuing financial obligations entered into without the consent of the general membership of the Organization or by two-thirds (2/3) of the Directors present at any regularly constituted meeting of the Board or Directors. No expenditures shall exceed the approved budget amount for any current year without referring a request to exceed such amount to the Finance committee and without the approval of the Board of Directors.

Section 4 - Expulsion from the Board will be after the occurrence of three (3) unexcused absences of Board of Directors meetings. The President shall be informed of the reason for non-availability to attend and the Secretary shall keep a record of all unexcused absences. In the case of Committee chairman, there will be no disciplinary measures taken for absence from Board meetings if a written report is provided of the committee's activities. Expulsion shall be by a two thirds (2/3) vote of the Board of Directors when the aforementioned criteria are realized.

Section 5 - In order to expedite the business of the Organization to meet emergent situations, there shall be an Executive Committee of the Board of Directors.

The Executive Committee shall be comprised of the President, the Vice President, the Secretary, the Treasurer, the First Past President and one (1) other member of the Board of Directors to be chosen by the Board. The Chairman of the Executive Committee, who shall be President of the Society, shall serve as presiding officer of the Executive Committee and shall call meetings throughout the year as deemed necessary in the best interest of the Organization. The Executive Committee shall be empowered to carry to a conclusion all Organization matters where the general policy has been established. Where the general policy has not been established, the Executive Committee shall study and recommend to the Board of Directors. A majority of members of the Executive Committee shall constitute a quorum, but the affirmative vote of the majority of the total shall be necessary to transact business. The Executive Committee shall give a complete report of its activities at each meeting of the Board of Directors.

BY-LAW VIII - NOMINATIONS

Section 1 - Nominations for officers and directors shall be made by a committee of members of the Organization, here and after referred to as the Nominations Committee, created annually as follows: The Nominations Committee shall consist of one (1) member of the Board of Directors whose current term of office is continuing through the current election cycle, one (1) member from the previous nominating committee, and one (1) member from the general membership. All Nomination Committee positions shall be appointed by the President in accordance with the above guidelines when possible. In the event that the current guidelines cannot be met through no fault of the President, he/she may fill any vacancy with a member from the general membership.

Section 2 - The report of the Nominations Committee shall be in the hands of the Secretary as of September 15 of each year.

Section 3 - Additional nominations may be made through the petition of twenty five (25) members all of whom must be in good standing and addressed to the Secretary no later than October 15.

BY-LAW IX - TERM OF OFFICE

Section 1 - The term of office of the President, the Vice President, the Secretary, and the Treasurer shall be for one (1) year. The term of office of all Directors shall be for two (2) years.

Section 2 - All officers and directors shall take office on January 1 next following their election and shall hold office until the following January 1 until their successors have been duly elected and installed.

BY-LAW X - ELECTIONS

Section 1 - The elected officers of the Organization shall be elected by written ballot and a majority of votes cast by the members in good standing at a general meeting.

Section 2 - The written ballots shall be so printed as to indicate the office, as well as the candidate or candidates for each identifying those nominated by the Nominations Committee and those nominated by petition. They shall provide space for write-in candidates.

Section 3 - A special Tellers Committee of three members in good standing shall be appointed by the President to count ballots. Said members shall be appointed from those Directors who are not due for re-election.

Section 4 - Should a vacancy occur on the Board of Directors, the unexpired term of the departing member of the Board shall be filled as quickly as possible. The Nominating Committee will solicit candidates from the general membership and present recommendations to the Board. Election to fill the vacancy shall require a majority vote of those members of the Board of Directors present at a regularly constituted meeting of the Board.

BY-LAW XI - COMMITTEES

Section 1 - The committees of the Organization shall be: (a) Executive Committee, (b) Nominations Committee, (c) Legal Committee, (d) Correspondence Committee, (e) Membership Committee, (f) Finance Committee, (g) Education Committee, (h) Fund Raising Committee.

Section 2 - The Executive Committee and its duties shall be as described in Bylaw VIII, Section 5.

Section 3 - The Nomination Committee and its duties shall be as described in Bylaw VIII.

Section 4 - Special Committees as necessary shall be appointed by the President with the advice and consent of the Board of Directors.

BYLAW XII - AMENDMENTS

Section 1 - Amendments to the Constitution and Bylaws may be proposed by: (a) a majority vote of the Board of Directors, (b) a petition signed by not less than fifteen percent (15%) of the members in good standing.

Section 2 - The Board of Directors shall by resolution submit all proposed amendments and call a meeting of the general membership to act on such proposals or submit amendments to a written vote to the entire membership. Amendments may be presented at any meeting of the Board of Directors.

Section 3 - An amendment to the Constitution and Bylaws shall become effective only upon receiving affirmative votes of at least two thirds (2/3) of the votes cast by the membership voting.

BYLAW XIII - RESTRICTIONS

Section 1 - No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the Corporation/Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of the Corporation/Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation/ Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 2 - Notwithstanding any other provision of these articles, the Corporation/ Organization shall not carry on any other activities not permitted to be carried on (a) by a Corporation/ Organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by a Corporation/Organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

BYLAW XIV - DISSOLUTION

Section 1 - Upon the dissolution of this Corporation/Organization assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Transfer of assets will be done only after a vote of the Board of Directors at a duly called meeting. A majority vote of the members present is needed to dissolve and transfer assets.

BYLAW XV - CHAPTERS

Section 1 - To encourage fund raising efforts to fight HIV/AIDS in communities outside of the greater Lehigh Valley, FACT's membership shall have the right to establish Chapter Organizations (hereinafter called the "Chapter"). The creation, governance, and dissolution of a Chapter shall occur as described in this Bylaw XV.

Section 2 - Requests to form a Chapter can be submitted at any time to FACT's Board of Directors, who will study the proposal fully. When satisfied as to its form and content, the Board of Directors by majority vote shall recommend the creation of a Chapter.

Section 3 - The formation of a Chapter shall require the approval of the membership of FACT. Such approval shall be granted by majority vote of members present at a duly constituted meeting of the membership.

Section 4 - A Chapter will at all times abide by and operate within the Constitution and Bylaws of FACT and all amendments thereto.

Section 5 - Upon its formation, a Chapter shall, in accordance with Bylaw XV, Section 4, adopt its own Bylaws, which shall govern the activities of the Chapter. The Bylaws of the Chapter shall also clearly describe the relationship between FACT and the Chapter including but not limited to matters of finances, communication, representation, membership, grants, and dissolution. The Bylaws of the Chapter and any subsequent amendments shall be submitted for approval by FACT's Board of Directors.

Section 6 - All members, directors, and officers of a Chapter shall be members in good standing of FACT.

Section 7 - All Chapters shall designate at least one (1) representative and one (1) alternate to sit on FACT'S Board of Directors, to be required to attend all FACT Board Meetings, and to report back to the Chapter. The Chapter's representatives shall have only one (1) vote on FACT's Board.

Section 8 - FACT's Board of Directors shall designate at least one (1) representative and one (1) alternate to sit on the Chapter's Board of Directors, to be required to attend all Chapter Board Meetings, and to report back to FACT's Board. The representatives of FACT's Board shall have only one (1) vote on the Chapter's Board.

Section 9 - The dissolution of a Chapter shall occur as defined in the Bylaws of the Chapter or as ordered by a two thirds (2/3) majority vote of FACT members present at a meeting expressly called for such purpose. In any event, upon the dissolution of a Chapter, all assets and debts of a Chapter shall revert back to FACT.

FACT BUCKS COUNTY BY-LAWS

By the power vested in FACT Bucks County (hereinafter called the "Chapter") by FACT (Fighting Aids Continuously Together) we hereby adopt the following By-laws to augment and govern all procedures, management of property, and regulation of the affairs of FACT Bucks County.

BY-LAW I - FACT BYLAWS

Section 1- The Chapter adopts and accepts the Constitution and Bylaws of FACT with the exception and changes included in the Chapter Bylaws that follow.

BY-LAW II - MEMBERSHIP

Section 1 - All members of the Chapter are thereby members of FACT with full membership rights in both FACT and the Chapter.

BY-LAW III – DUES (Eliminated 11/8/1994)

Section 1- General membership and patron levels of membership dues shall be divided between the Chapter and FACT in the following proportion: Eighty percent (80%) to the Chapter to fund administrative expenses and twenty percent (20%) to FACT.

BY-LAW IV - VOTING

Section 1 - The right to vote shall be restricted to members of FACT Bucks County in good standing.

BY-LAW V - AMENDMENTS

Section 1 - All amendments to the Bylaws of the Chapter must be approved by the Board of Directors of FACT.

BY-LAW VI - REPORTING TO FACT

Section 1- The minutes, books and reports of the Chapter shall be available to any member of the Executive Committee of FACT upon request.

Section 2 - The Treasurer shall send a monthly report to the FACT Board.

Section 3 - The Chapter shall be responsible for an annual audit of its financial records in compliance with accepted accounting procedures.

Section 4 - The Secretary of the Chapter shall send a copy of the minutes of all Board and general membership meetings to the FACT Board.

BY-LAW VI - REPORTING TO FACT (Proposed Revision 12/12/2010)

Section 1. The minutes, financial records, board lists and reports of the Chapter shall be available to any member of the Executive Committee of FACT upon request and may be produced through digital media, and sent through email or fax. Internet services will be utilized more frequently for such reporting and communication.

Section 2. The Treasurer will send a monthly report to FACT through email or Fax.

Section 3. The Chapter shall continue to be responsible for their share of the annual audit of its financial records in compliance with acceptable accounting procedures and will provide the material to the auditor in a timely manner.

Section 4. The Secretary of the Chapter shall send a copy of the minutes of all board and general membership meetings to the FACT Board each month. These reports may be sent through email or fax.

Section 5. In lieu of having a FACT representative present at the board meetings of FACT Bucks County and a representative of FACT Bucks County being present at FACT Board meetings, an annual meeting will be scheduled at a mutually acceptable and convenient location to access demographics, discuss fundraising efforts and ideas, as well as address any concerns of the Chapter.

BY-LAW VII - DISTRIBUTION OF FUNDS

Section 1 - The Chapter shall remit to FACT ninety percent (90%) of all contributions, donations, and the net revenue from fund raising events. Membership funds are not included (see Bylaw III).

BY-LAW VII - DISTRIBUTION OF FUNDS (Revised as follows 11/8/1994)

Section 1 Membership Dues: General membership and Patron level memberships shall be retained by the Chapter. The Chapter will appropriate 10% of all membership dues to Fact for 1995, 9% for 1996, 8% for 1997, 7% for 1998, and 6% for 1999 and thereafter.

Section 2 Contributions: The Chapter will appropriate 10% of all contributions to FACT for 1995, 9% for 1996, 8% for 1997, 7% for 1998, and 6% for 1999 and thereafter.

Section 3 Event Fundraising: The Chapter will appropriate 10% of the net proceeds of all fundraising events, benefits, and developmental projects held by the Chapter for 1995, 9% for 1996, 8% for 1997, 7% for 1998, and 6% for 1999 and thereafter.

Section 4 Yearly cap: The Chapter will only be liable for up to \$7,500 in any given year through the combined payment methods as outlined above.

BY-LAW VII - DISTRIBUTION OF FUNDS (Proposed Revision 12/12/2010)

Section 1, 2 and 4, as above, are to be eliminated from the By-laws of FACT Bucks County.

Section 3. The percentage of contributions appropriated to FACT shall be reduced to 2% beginning with the current year (2010) and each year thereafter. This change will be reviewed in three years (July 2012).

BY-LAW VIII – REQUESTS FOR FUNDS

Section 1 - FACT shall make available eighty percent (80%) of the funds it receives from the Chapter for contingency funds and grants to be requested from FACT in accordance with FACT's procedures, forms and guidelines.

BY-LAW IX - DISSOLUTION

Section 1 - The Chapter with an affirmative vote of two thirds (2/3) of its Board of Directors may withdraw from FACT. At that time all assets and debts of the Chapter shall revert to FACT.

BY-LAW XI - CONTRACTS

Section 1 - The Chapter shall not enter into any contract or binding agreement exceeding five thousand dollars (\$5,000) in value without approval of the Board of Directors of FACT.

BY-LAW XI – CONTRACTS (Proposed Revision 12/12/2010)

The following Section (Section 2) shall be added to the bylaws of FACT Bucks County:

Section 2. FACT and FACT Bucks County, shall periodically review insurance carriers to obtain the best coverage at the least possible cost. The Chapter shall continue to be responsible for it's share of the insurance expense and for any related riders needed or requested by the chapter.

BY-LAW XII - BUDGET

Section 1 - The Chapter will submit its fiscal year budget to FACT'S Financial Committee by November 15 of each preceding year. The Finance Committee will review the budget and submit it to the Board for approval at the December FACT Board meeting. Should approval not be granted by the Board of FACT for any reason by the end of the fiscal year, a grace period of ninety (90) days shall be implemented by the Chapter.

BY-LAW XIII (Proposed New By-Law 1993)

Section 1 - This By-Law shall supersede FACT By-Law V11, Section 4.

Section 2. Members of the Board of Directors of FACT Bucks County shall be allowed three (3) absences from the regularly scheduled monthly meetings during any calendar year. After three absences, the Board shall have the power to expel that Board Member by a two third (2/3) vote of Board Members present at any regularly scheduled meeting. The Secretary shall be responsible for keeping the attendance records of Board Members. Committee Chairpersons, who are not Board Members, shall not be subject to this By-Law. However, in their absence, they are required to submit a written report or designate a delegate to report in their place on the activities of their committee at every regularly scheduled Board of Directors Meeting.

Proposed revisions and new By-Law for FACT Bucks County as shown above:

Adopted by FACT Bucks County Board and Membership on: _____

Adopted by FACT Board and membership on: _____

FIRST FACT BUCKS COUNTY BY-
LAWS ADOPTED ON JUNE 9, 1992

FIRST APPROVED BY FACT BOARD
ON JUNE 15, 1992

FACT BUCKS COUNTY COMMITTEES

Committees are appointed by the president and approved by the Board of Directors. Committee chairpersons shall approve members of their respective committees. Committee chairpersons are required to attend all Board of Directors meetings and report on the activities of their respective committees. They shall be free to participate in discussion, but have no voting rights. If a chairperson is not able to attend a Board meeting, a written report by that person shall be acceptable.

NOMINATING COMMITTEE

(3 MEMBERS)

The Nominating Committee is formed annually by appointment of the president. It consists of one member of the Board of Directors whose term will continue through the election cycle, one member of the previous Nominating Committee, and one member from the general membership.

The Nominating Committee's duties shall consist of compiling a list of qualified candidates for the election of officers and Board of Directors. This committee shall also be responsible for the printing of the election ballots.

LEGAL COMMITTEE

(NO SET NUMBER OF MEMBERS)

The Legal Committee shall advise the Board of Directors of legal matters and stay in contact with the Legal Committee of the parent organization to stay current with matters that could affect the satellite chapter.

CORRESPONDENCE COMMITTEE

(NO SET NUMBER OF MEMBERS)

The Correspondence Committee shall be responsible for maintaining the chapter's post office box, bulk mailing permit and telephone line, receiving mail and messages and delivering them to the appropriate members. From time to time they shall be asked to draft correspondence for the officers and Board of Directors. They shall also be responsible for delivering bulk mailings to the post office.

MEMBERSHIP COMMITTEE

(NO SET NUMBER OF MEMBERS)

The Membership Committee shall be responsible for maintaining a current membership list including address, telephone number and dues status. It shall also make available and distribute membership cards and make available membership mailing labels at the Board's request.

FINANCE COMMITTEE
(NO SET NUMBER OF MEMBERS)

The finance committee shall prepare an annual budget for the chapter and submit it to the Board for approval. Any expenditure that shall exceed the budgeted amount shall have to be approved by the Finance Committee and submitted to the Board for final approval. The Finance Committee shall also aid committees running special fund raising events in the procedures and collection of monies.

PROMOTION COMMITTEE
(NO SET NUMBER OF MEMBERS)

The Promotion Committee shall be responsible for promoting public recognition of FACT through brochures, press releases, contact with elected public officials, civic and volunteer organizations, information tables, etc.

INFORMATION COMMITTEE
(NO SET NUMBER OF MEMBERS)

The Information Committee shall contact groups capable of educating sectors of the public and inform them of our ability to help through grants and co-sponsoring workshops. It shall also keep the Board current on information-concerning AIDS/HIV developments.

SPECIAL EVENTS COMMITTEE
(NO SET NUMBER OF MEMBERS)

The Special Events Committee shall recommend a list and calendar of fund raising events for the coming year and submit it to the Board and Finance Committee for approval. Also it will be responsible for guiding fund raising events committees in organizing their event through procedures established by this committee.

ON-GOING REVENUE COMMITTEE
(NO SET NUMBER OF MEMBERS)

The On-going Revenue Committee shall recommend to the Board for approval and execute programs by which the chapter will receive revenue on a continuing basis.

PRODUCTION COMMITTEE
(NO SET NUMBER OF MEMBERS)

The Production Committee is responsible for continuity of design and image in all printed matter. It shall also develop sources for printing materials and aid other committees and the Board in producing their printed material. It shall also develop and maintain contacts in area newspapers, magazines, etc. It shall send out press releases from various other committees. If this chapter develops a newsletter, it shall be the responsibility of this committee to produce it.

FACT BUCKS COUNTY CONTRIBUTION POLICY

POLICY STATEMENT:

Government funding for AIDS-related programs is, at best, sparse. To help ease this burden in the Lehigh Valley, a small group of concerned individuals consolidated their efforts and formed FACT, Fighting AIDS Continuously Together, in March of 1986 and its Chapter, FACT Bucks County in 1992.

FACT Bucks County is an organization of concerned people raising money to assist individuals and families affected by HIV/AIDS in the Bucks, Hunterdon and Mercer Counties. Funds are also used to educate the public about HIV/AIDS. FACT identifies, supports and monitors programs that provide direct and educational services. FACT's mission is to provide financial assistance to those individuals affected by HIV/AIDS for a more dignified quality of life and to provide financial assistance to those organizations targeting HIV/AIDS prevention and education.

FACT is dedicated to taking an active role in conducting fund raising events. Revenues generated through these events provide grants to local organizations, programs and groups providing AIDS related projects including direct services for Persons-With-AIDS, prevention/education programs and emergency/hardship funds.

FUND DISBURSEMENT:

to provide grants for organizations, programs, and groups offering direct services to those individuals diagnosed HIV+, having ARC, and AIDS patients and to underwrite organizations, programs, and groups offering AIDS educational programs to the community.

to establish a contingency (emergency) fund addressing hardship requests from AIDS patients. FACT's contingency review panel may distribute funds without board approval for grants of \$500 or less. All requests of this type must be endorsed by a recognized AIDS group or program.

APPLYING FOR SUPPORT:

FACT's contribution program is overseen by the Board of Directors and the Executive Committee which sets the policies for the program. Proposals are reviewed by the Finance and Executive Committees and are accepted throughout the year. However, they should be received by November 15th to be considered for the current fiscal year. Any proposals received after November 15th may not be considered until the following fiscal year. Distribution of grants will occur in January or February or as scheduled at the discretion of the Board.

The preferred method to submit a proposal is to include the following information:

- A detailed description of how funds will be used
- The most recent audited financial statement

- An itemized budget for the project
- A copy of the By-Laws and any other pertinent organizational documents
- Information on the staff administering the program
- A list of officers and directors
- A detailed description of all programs and services
- A financial plan showing how the project will be paid for (the plan should include other possible sources of support and funds which have been pledged or received to date)
- Information on the criteria or method for evaluating the effectiveness of the program
- Any additional information required upon examination of your proposal

Proposals should be sent to FACT, P.O. Box 72, New Hope, PA 18938.

AREAS GENERALLY NOT FUNDED:

- Research
- Individual requests without a group or program, endorsement
- programs fostering prejudice or ignorance about AIDS

RECIPIENT ACCOUNTABILITY:

It is the responsibility of the grant recipient to ensure that the grant is used for the purposes indicated in the grant request. In certain cases the recipient may be asked to sign a statement to this effect or make periodic written reports. If for any reason the grant is used for other than the stated purpose, FACT should be notified and reserves the right to withdraw funding.

EMERGENCY/CONTINGENCY FUND PROGRAM

Support from FACT's Emergency Fund Program should be considered the point of last resort after all other resources have been exhausted. Funds are awarded in the context of objective and professional case management to assure that all community resources are fully accessed and that appropriate budgeting is in place to meet needs once the episode of hardship is resolved. As such, FACT will not accept applications directly from individuals rather they must be submitted by recognized health and human service providers. In all cases, the beneficiaries of funds must be anonymous using the below described client identification number. Payments are made directly to vendors or to the vendor through the provider agency and not to clients as this would represent additional income and could jeopardize other forms of assistance.

All requests for emergency funds merit special attention and will be handled expeditiously. FACT expects that its support and the intervention of professional guidance will adequately address ongoing needs. Should a future request for assistance arise, more rigorous requirements must be met, including verification of income. These requirements may be waived if support for funeral expenses is requested. (See FACT's Acknowledgement and Household Income and Budget Summary forms). Service Providers' clients should be made aware of this stipulation when the initial request is submitted. This will eliminate confusion and may help to speed FACT's ability to respond if a subsequent request becomes necessary.

Misuse of the Emergency Fund may threaten FACT's ability to meet the increasing need for financial support in the HIV affected community. **All requests are required to include an Application Code Number. An Application Code Number is created as follows: it is XX/YY/ZZZZ; where XX = applicant's month of birth (i.e. January = 01); YY = applicant's year of birth (i.e. 1951 = 51); and ZZZZ = last four numbers of applicants' Social Security number.** Following this client coding system by all provider agencies will eliminate the possibility of individuals abusing the system by accessing funds through more than one agency. If fraud is suspected, FACT will require the applicant's service provider to investigate the request further before granting support.

All requests must include the specific expenses being paid with supporting bills, invoices or other documents maintained with the client's "Acknowledgment Form" in the provider's client file. Household Income and Budget Summary, or other documentation must also be maintained within the client's file. All client identifiers are to be removed with only client code numbers assigned for confidentiality purposes.

For categories covered by the Emergency Fund Program and the maximum amount per request, please see the "Emergency Fund Guidelines for Service Providers"

APPLICATION FOR EMERGENCY FUNDS

- Service Provider:
 - review the preceding Emergency Fund Program information;
 - review the Emergency Fund Guidelines for Service Providers;
 - review, sign and date the Acknowledgment for Emergency Funds form with your client and place in client's file along with supporting documents;
 - complete the Contingency Request Application Form (pages 1 and 2);
 - E-mail the completed Contingency Request Application Form to kjb1925@aol.com
- Requests are reviewed for completeness.
- No client identifiers should be provided on the application, only the coded client number to assure anonymity. Client numbers are maintained on an annual recap list.
- Four requests per year are the limit per client, with the exception of "Transportation Expenses" as specified. Special emergency requests over the limit may be considered if circumstances warrant.
- Review by the FACT Emergency Fund Program Committee.
- If approved, a check (made either to the vendor or to the service provider agency as specified on the application) is issued to the provider agency within one week of receipt of the application.
- If rejected, the provider agency will be notified via E-Mail or phone within one week of receipt of the application.

FACT BUCKS COUNTY
P.O. BOX 72
NEW HOPE, PENNSYLVANIA 18938
215-862-3325
www.factbuckscounty.org

EMERGENCY FUND GUIDELINES FOR SERVICE PROVIDERS*

LEGAL EXPENSES: Maximum of \$150.00. Details regarding processing fees and discounted rates should be specified.

UTILITIES: \$300.00: Information about energy assistance programs should be presented. Payment schedules to address obligations exceeding \$300.00 should be established. Regarding phone bills, only basic service and long distance will be funded and payment should not exceed \$100.00.

HOUSING EXPENSES: Maximum of \$850.00 for rental and mortgage assistance. Special consideration may be given to households of four or more.

HOUSEHOLD OR SPECIALIZED EQUIPMENT: No set limit. However, agencies should examine the feasibility of loaning equipment which when returned could be used to meet future needs.

PERSONAL CARE EXPENSES: Maximum of \$150.00. This category covers non-prescription medications, nutritional supplements, home care needs and similar expenses.

TRANSPORTATION EXPENSES: Reasonable requests will be considered: a) car repairs or car purchase - \$500 maximum – one time only; b) car insurance - \$400.00 - twice a year (counting as one request) on a six-month policy or \$800.00 once a year; c) car payments - \$300.00 – three requests per year.

FUNERAL EXPENSES: Maximum of \$1,000.00. Assistance from other resources should be accessed and shown on the application.

MEDICAL/PRESCRIPTION/COUNSELING EXPENSES: Maximum of \$500.00 for emergency. Exhaustive research into other sources of community support should be clearly documented in requesting payment in this category.

***SERVICE PROVIDERS MAY MAKE FOUR REQUESTS ON BEHALF OF CLIENTS IN ANY CALENDAR YEAR FOR FUNDS IN ACCORDANCE WITH THE ABOVE.**

SERVICE PROVIDER SIGNATURE: _____

CLIENT SIGNATURE: _____

CLIENT NUMBER: _____ DATE REVIEWED WITH CLIENT: _____

ACKNOWLEDGEMENT

Fighting AIDS Continuously Together, FACT, is a nonprofit fundraising organization committed to supporting direct and educational services for those infected with or affected by the HIV virus.

FACT's emergency, pediatric, and funeral fund resources are limited, and it is necessary for FACT to monitor the distribution of its grants. The needs of the HIV affected community are increasing and FACT does not provide continuous support to an individual, family or household.

FACT's contingency request grants are intended to provide individuals, families, or households with emergency financial relief while the sponsoring service agency or provider assists the client in developing a working budget. A working budget empowers the individual, family or household to live within their means while effectively utilizing all available resources to assure their financial stability.

FACT understands that crisis or unexpected costs may be cause for additional grant requests. In the event that an individual, family or household requests additional FACT grants, the sponsoring service agency or provider is required by FACT to obtain releases or disclosures of individual, family, or household income information, from whatever source necessary, including but not limited to the Pennsylvania Department of Public Welfare, the U. S. Social Security Administration, the appropriate public housing authority, or other documents which verify current income or other resources.

FACT will receive a Household Income and Budget Summary verified by the service agency or provider. Confidentiality and privacy will not be affected by the Household Income and Budget Summary disclosure to FACT.

FACT requests that service agencies and providers review and discuss this information with anyone seeking a grant from FACT. The service agency contact or provider and client must each sign, date, and identify client by number on this form. The only copy of this form will be retained in the service provider's client file.

Acknowledgement Form Approved by the Board of FACT on March 22, 1993.

DO NOT COPY - DO NOT SEND TO FACT - RETAIN IN CLIENT FILE

FACT OFFICER AND COMMITTEE DUTIES AND RESPONSIBILITIES

PRESIDENT

- appoints chairs for general committees
- oversees functioning of committees
- presents budgets of Fund-Raising Committee and Finance Committee to Board
- appoints ad hoc strategic planning committees, as needed
- receives contingency fund requests and reports these to Board or Executive Committee
- reports executive committee meeting minutes to Board
- presides over board and general membership meetings
- writes and sends out meeting agendas to Board members
- assures that FACT functions according to constitution and By-laws
- can attend ex officio at all committee meetings
- appoints Nominations Committee members

VICE PRESIDENT

- assumes responsibilities outlined above, when the president is unable to carry them out
- chairs the Education Committee
- assists president in various meetings and events, as requested

SECRETARY

- records minutes of board and general meetings, and distributes them to respective groups
- records, reports, and distributes minutes of the Executive Committee when the president does not do so him/herself
- responsible for official Board correspondence
- keeps record of past meeting minutes, for general, Board, and special meetings
- keeps meeting attendance records
- sends meeting notices and other relevant notices to Board
- distributes copies of the Constitution and Bylaws to all Board members

TREASURER

- collects membership money from mailings, passes cards to the chair of membership committee
- keeps all financial records
- prepares and distributes monthly financial statements to Board members
- reports financial statements at meetings, monthly
- works with independent auditor for year-end tax audit/tax statements
- keeps information about legal issues relating to finances
- keeps the checkbook
- is a member of the executive committee

- follows the directions of the finance committee about fund investments (like CD purchases, etc.)
- holds corporate and other official documents, including articles of incorporation, bylaws, constitution, and official correspondence
- keeps the official FACT seal

BOARD MEMBERS

- attends regular and special Board meetings, or informs the secretary in advance of inability to attend
- become familiar with FACT's constitution and Bylaws
- consultant in fund allocation decisions (over \$200)

FUND-RAISING COMMITTEE

- appoints chairs of subcommittees handling individual events
- appoints members of event subcommittees in the following areas (working with subcommittee chair): publicity; finances/tickets; event organization
- presents subcommittee chair and members for Board approval
- provides a contact person for subcommittee chairs
- prepares and presents proposals for events, and their budgets, to the president
- chair or representative presents monthly report to the Board
- sets ticket deadlines for each event
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the Board

CORRESPONDENCE

- records and keeps up-to-date the list of names/addresses/phone numbers of officials, Board members, committee chairs--and distributes this list to the membership
- publishes the newsletter on a quarterly basis
- publishes any news "updates" as needed between newsletters
- sends "thank-you" messages to donors
- handles FACT's general correspondence
- comes up with publicity brochures and mailings about FACT, as needed
- does mailing of FACT's general correspondence, newsletters, news and publicity releases
- chair or representative presents monthly report to the board at their meeting
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the board
- develops a general publicity information packet, for use by those who would like to publicize events/distribute information

MEMBERSHIP

- records membership

- responsible for "membership development"
- organizes membership drives (at least annually)
- distributes list of members to the board and the correspondence committee
- records names/addresses/phone numbers of Board members and officials
- sets up a membership/publicity table for FACT at all FACT events (works with chair of events on this)
- at elections, verifies those attending as eligible members
- chair or representative makes a monthly report to the board
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the board

EDUCATION

- vice-president chairs this committee
- responsible for FACT archives and gathering general material on AIDS for reference purposes
- creates a resource list of other local projects related to FACT's work
- sets up speakers for FACT at various events (as called for)
- chair or a representative makes a monthly report to the board
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the board

EXECUTIVE

- responsible for organizational and procedural issues (rules, constitutional issues, definitions, etc.)
- releases contingency grants under \$200
- makes certain Board directive are being acted upon
- does follow-up work checking all committees
- chair or a representative makes a monthly report to the board
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the board

FINANCE

- reviews annual grants for funds
- suggests investments for funds
- brings grant recommendations to the Board
- prepares the budget for Board approval
- reviews current budget semi-annually
- reviews budgets of individual committees and subcommittees
- conducts a semi-annual review of FACT finances with the Treasurer
- "resource" committee for Treasurer
- develops procedures for requesting funds
- keeps list of local groups who may request funding, and mails grant procedures to these groups
- does follow-up monitoring and evaluating of grant disbursementS to organizations

- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the Board

NOMINATIONS (From Bylaw VIII)

Section 1: Nominations for officers and directors shall be made by a committee of members of the organization, here and after referred to as the Nominations Committee, created annually as follows: the Nominations Committee shall consist of one (1) member of the Board of Directors whose current term of office is continuing through the - current election cycle, one (1) member from the previous Nominations Committee, and one (1) member from the general membership. All Nominations Committee positions shall be appointed by the President in accordance with the above guidelines when possible. In the event that the current guidelines cannot be met through no fault of the President, he/she may fill any vacancy with a member from the general membership.

Section 2: The report of the Nominations Committee shall be in the hands of the Secretary as of September 15 of each year.

Also, records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers, and reports these to the Board

STRATEGIC PLANNING (ad hoc)

- develop long-range planning strategies for FACT, including possibility of establishing a permanent development committee (which would develop general fund-raising projects related to corporations and individuals)
- set up a series of ad hoc general, open meetings to discuss long-range planning
- responsible for publicizing these general meetings among FACT membership
- submit plans, ideas to Board as they are developed
- records up-to-date information on committee (and subcommittee) members' names/addresses/phone numbers and reports these to the Board