

# Policy Manual

Friends of Newtown Seniors

# FONS

Approved March 3, 2020

Latest Amendment Date: February 2, 2021

## Policy Development, Approval and Modification Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

Date Approved: March 3, 2020

Latest Amendment Date:

Approved by: FONS Board

Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for policy development, approval, and modification

**Policy Develop-** any member of the board as defined in the Bylaws of Friends of Newtown Seniors (FONS) may develop and submit a policy to the board.

**Policy Approval-** Policies shall be approved by a simple majority of the board at any meeting consistent with by Bylaws of FONS.

**Policy Modification-** Policies may be amended or modified by a vote of a simple majority consistent with Bylaws of FONS.

## Operations and Management Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

Date Approved: March 3, 2020

Latest Amendment Date:

Approved by: FONS Board

Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for general operations and management of activities

### Operations and Management

Officers and board shall and will oversee general operations through regular reporting and review at any meeting as described in the Bylaws of FONS.

The officers and board may appoint committee and task groups to lead and monitor activities related to the operations and management of FONS consistent with the Mission and Bylaws of FONS.

## Funds Raising, Donations and Gifts Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

Date Approved: March 3, 2020

Latest Amendment Date:

Approved by: FONS Board

Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for fundraising, acceptance of donations and gifts

### Fundraising, donations and Gifts

Consistent with FONS status as a 501 C 3 nonprofit organization and in accordance with all laws of local, state and federal entities, FONS will and shall raise funds to support general operating expenses and activities as described in the stated mission of FONS.

All activities must be consistent with Bylaws of FONS

The officers shall accept and monitor all donations and gifts. The treasurer will report as described in the Bylaws on all fundraising activities, donations and gift.

## Volunteer Recruitment and Management Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

Date Approved: March 3, 2020

Latest Amendment Date:

Approved by: FONS Board

Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for recruitment, and management of volunteers

### Recruitment and Management of volunteers

Consistent with FONS status as a 501 C 3 nonprofit organization and in accordance with all laws of local, state and federal entities, FONS will and shall recruit and manage volunteers to administer and execute activities as described in the stated mission of FONS.

All activities must be consistent with Bylaws of FONS

The officers shall monitor all volunteer activities. Committee chairs and task groups will report to the board on the status of all volunteer activities as requested by the board and consistent with the Bylaws and mission of FONS.

## Funds Management Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

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Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for Fund Management

### Funds Management

Treasurer as defined in the FONS Bylaws shall maintain records.

FONS Board shall appoint specific officers who shall and will sign checks and approve debits and Deposits to any and all accounts maintained by FONS, consistent with Bylaws of FONS. A single signature approval system shall be used for all transactions.

## Non-Discrimination Policy Friends of Newtown Seniors (FONS)

### Document Data

Document Type: Policy

Administering Entity: Officers of FONS

Date Approved: February 2, 2021

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Approved by: FONS Board

Indicative Time for Review: As needed

Responsibility for review: Officers

### Purpose

Establish guidelines for and establish commitment of Friends of Newtown Seniors that it does not discriminate on the basis of race, age, color, sex, gender identification, national origin, physical or mental disability, or religion.

### Non-discrimination

FONS is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of contract assignment; volunteer work; any social or business activities; or any personal or business interactions on account of race, age, color, sex, sexual preference, gender identity, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law. Any member, board member, volunteer or client who believes that s/he or any other affiliate of FONS has been discriminated against is strongly encouraged to report this concern promptly to the Board of Directors.

Consistent with FONS status as a 501 C 3 nonprofit organization and in accordance with all laws of local, state and federal entities, FONS will and shall administer and execute activities as described in the stated mission of FONS.

All activities must be consistent with Bylaws of FONS

The officers shall monitor all FONS activities. Committee chairs and task groups will report to the board any concerns related to possible or perceived discrimination as requested by the board and consistent with the Bylaws and mission of FONS.

Approved March 20, 2021

