ADMISSION AND REVIEW POLICY
FOR PARTNER AGENCIES OF
UNITED WAY OF CHARLES COUNTY, MARYLAND (UWCC)

It is the function of the Admission Committee to review and recommend for action those agencies seeking admission to United Way of Charles County.

Admission of an agency is at the discretion of the UWCC Board of Directors.

SECTION I. ADMISSION

A. PARTNER AGENCY

1. DEFINITION
   A partner agency is one that qualifies for participating partner agency status as defined below.

2. BASIC ADMISSION CRITERIA
   The following are criteria against which all applicants will be measured in order to qualify as a partner agency of UWCC. The applicant must:

   a. Be exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

   b. Be registered with the Secretary of State regardless of the amount of revenue collected by the organization.

   c. Provide or perform a service associated with human needs in Charles County, Maryland. A human services agency is defined as an organization that contributes to the solution of recognized social problems by acting to improve the well being of individuals, children, families or groups through the provision of direct services.

   d. Not be organized primarily for religious, cultural, educational, political, fund raising, or organized sports purposes as defined by the following:

      (1) Religious - Supporting the propagation of the faith of any particular religion or sect as opposed to non-denominational services to the public.

      (2) Cultural - Performing or visual arts, except those that provide development activities for participants.
(3) **Educational** - Educational institutions, including degree or certificate granting, whether directly or through scholarships.

(4) **Political** - Substantial lobbying and/or partisan politics.

(5) **Fund raising** - Exists primarily to raise funds for health and human services.

(6) **Organized sports** - Organized sports activities other than those dedicated to the special needs population.

e. Practice non-discrimination and champion diversity in the employment of staff, recruitment of Board Members and provision of services. Diversity is valuing individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge and age.

f. Have been providing human services in Charles County for a minimum of three years prior to October 15 of the year to which the applicant is applying for United Way partnership.

g. Demonstrate sound fiscal responsibility as evidenced by use of appropriate accounting and record keeping procedures.

(1) Organizations with revenue of over $100,000 must submit an audit completed by an independent certified public accountant in accordance with generally accepted auditing standards. The audit must cover the fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying. Also a copy of the filed IRS Form 990 must be submitted and it must cover the same fiscal period as the audit or show the reconciled amounts in an accompanying signed statement by the certified public accountant who completed the audit.

(2) Organizations with revenue of $25,000 to $99,999 must submit a copy of the filed IRS Form 990 covering the organization's most recent fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying.

(3) Organizations with revenue of less than $25,000 who do not file IRS Form 990 must submit the appropriate proforma pages of IRS Form 990 which detail Statement of
Revenues, Statement of Functional Expenses, and Signature Block. (The IRS Form 990 must include a signature in the block marked “Signature of officer”; the preparer’s signature alone is not sufficient). The form must cover the organization's most recent fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying. *(IRS Form 990 EZ is not acceptable).*

h. Have a responsible and active volunteer governing Board which meets at least twice a year and approves all policy decisions. The applicant's Board should have rotation procedures for its members and officers.

i. Have bylaws that clearly define the applicant's purpose and objectives, and the duties, authority and responsibilities of its governing board.

j. Through its operations, shall demonstrate compliance with affirmative action policies and procedures and if available, supply written copies of those procedures.

k. Agree to comply with UWCC supplemental fund raising policies. Policy included as Attachment A.

l. Be able to document program needs; explain the characteristics of its target population; account for number of clients served; document fee structures and unit costs, provide accessible and available services, and explain the method of service delivery.

m. Agree to the admission criteria by signing the Partner Agency Application Form and abide by UWCC policies and reporting requirements.

n. Agree to include in materials such as letterhead, annual reports and brochures, indications that it is a United Way Partner Agency and to display the United Way logo and name at those physical facilities housing programs receiving United Way support.

o. Agree to attend quarterly advisory council meetings.

3. **BENEFITS OF PARTNERSHIP**

As a partner agency, an approved organization receives the benefit of advertising by way of the national United Way campaign fund.
raising program and is listed on the United Way of Charles County brochure.

B. ADMISSION PROCESS:

1. At the request of an applicant, the organization will be sent a formal application and will be asked to provide the following materials. It is understood that all documents must be included with the application or the application will not be considered.

   a. Copy of their Articles of Incorporation.

   b. List of officers and board members, including their addresses, telephone numbers, and terms of office.

   c. Copy of organization's Bylaws or Code of Regulations.

   d. Copy of letter of certification from the Internal Revenue Service, indicating the date and category of tax exempt status.

   e. Copy of Certificate of Registration with the Secretary of State, regardless of the amount of revenue collected by the organization.

   f. Organizations with revenue of over $100,000 must submit an audit, completed by an independent certified public accountant in accordance with generally accepted auditing standards. The audit must cover the fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying. Also a copy of the filed IRS Form 990 must be submitted and it must cover the same fiscal period as the audit or show the reconciled amounts in an accompanying signed statement by the certified public accountant who completed the audit.

Organizations with revenue of $25,000 to $99,999 must submit a copy of the filed IRS Form 990 covering the organizations most recent fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying.

Organizations with revenue of less than $25,000 who do not file IRS Form 990 must submit the appropriate proforma pages of IRS Form 990 which detail Statement of Revenues, Statement of Functional Expenses, and Signature Block. (The IRS Form 990 must include a signature in the block marked “Signature of
officer”; the preparer’s signature alone is not sufficient). The form must cover the organization’s most recent fiscal year ending not more than 18 months prior to the October of the campaign year to which the organization is applying. (IRS Form 990 EZ is not acceptable).

g. Statement showing the number of hours per week the facilities are open to the public.

h. Statement of goals and objectives for the next two years.

i. Documentation verifying needs or problems addressed by program service(s) and relative priorities for the service(s).

2. If the application is complete and all necessary documents are provided, the Admission Committee will hold a conference with at least one staff person and one volunteer from the applicant organization, review written materials and will make a recommendation which will go to the UWCC Board for final action.

3. Agencies applying for admission must do so by October 15 and will be notified of the Board’s decision by December 1.

SECTION II. ANNUAL REVIEW AND RENEWAL OF PARTNERSHIP

All partner agencies of the United Way of Charles County shall be reviewed annually by the Admission Committee to insure that they are still in compliance with the following criteria:

A. Continue to be certified as an IRS 501(c)(3) organization.

B. Be registered with the Secretary of State as a charitable organization, regardless of the amount of revenue collected by the organization.

C. Continue to provide or perform a service associated with human needs in Charles County.

D. Continue to deliver its services and operate its organization in accordance with the principles and goals of the United Way of Charles County.

E. Continue to use any funds allocated and distributed to the agency by the United Way of Charles County in accordance with the guidelines of the United Way and be able to document such use.

F. Agree to comply with UWCC supplemental fund raising policies. Policy included as Attachment A.
G. Submit a list of the officers and the Board of the agency annually and keep the United Way informed of any changes in the positions as they occur.

H. Submit the Agency Report and Request for Funding and all necessary documents annually as required by the United Way of Charles County.

I. Agree that at least one staff person and one member of the Agency’s Board of Directors will meet with representatives of the United Way Admission Committee at least once every three years or as needed to review programs, projects, and future needs of the agency.

J. Understand that agency attendance at quarterly meetings of the Advisory Council is expected and encouraged.

SECTION III. ADMISSION AND RENEWAL PROCEDURE

A. If the recommendation of the Admission Committee is denial of admission and/or renewal to partnership, the organization will receive written notice of the recommendation and the date of the Board meeting when the final action will take place. The notice shall include the basis of the recommendation.

B. The Admission Committee will present its recommendation in writing to the Board of Directors at least five (5) business days prior to the date of the meeting when the Board's final action is scheduled.

C. Any organization may request reconsideration of the Admission Committee’s recommendation by submitting a written request for reconsideration at least (5) days before the board meeting is to take place. If the applicant desires to meet with the Board of Directors, the letter must so state. The Board has the option to grant the organization’s request for a hearing. The letter should be addressed to the Chairperson of the Board, with a copy to the Executive Director.

1. The request for reconsideration shall include:

   (a) A brief factual statement addressing the Admission Committee's basis of denial, and

   (b) Any written materials or supporting documents which may be relevant to the organization's request for reconsideration.

D. The Board of Directors will consider the request for reconsideration at its scheduled meeting.

E. The organization will receive a letter communicating the Board's action no later than ten (10) business days after the final decision of the Board.
F. Action by the UWCC Board of Directors shall be considered final.

SECTION IV. FREQUENCY OF PROCESS

Applications for admission will be accepted annually from September 1 until October 15 to be considered for inclusion in the upcoming campaign.

Revised and approved by Board of Directors:

- September 17, 1992
- June 23, 1994
- April 18, 1996
- October 28, 1999
- June 18, 2009
- August 15, 2013
DISAFFILIATION POLICY AND PROCEDURES FOR PARTNER AGENCIES OF
THE UNITED WAY OF CHARLES COUNTY, INC. (UWCC)

SECTION I.  DEFINITION AND PURPOSE

A. Disaffiliation is the expulsion of an agency from partnership in the United Way. The basis for such termination of agency partnership may include but not be limited to the inappropriateness of its mission or organizational status. Causes may also relate to serious violation(s) of partnership standards as established by the Board of Directors, from time to time, documented evidence of the agency's lack of viability, absence of programs that are consistent with United Way's goals and priorities, or its inability to comply with the fundamental principles deemed essential to United Way affiliation.

B. Pursuant to Article IX, Section A, of the UWCC Bylaws, "a partner agency may resign from partnership by filing a written notice of resignation with the Chairperson of the Board of Directors." Article IX, Section B states: "A partner agency may be removed from partnership by a vote of two-thirds of the Board of Directors present at a regular or special meeting after a full hearing by the Board. The partner agency concerned must be notified, in writing, 30 days before such hearing."

SECTION II.  SCOPE

Upon its disaffiliation, an agency shall no longer be listed on the United Way's marketing and promotional materials as a participating partner, nor have the right to receive annual allocations through United Way's distribution process, except to receive monies designated by donor(s) through the United Way campaign. Recognizing the significance of such action, therefore, this policy provides that any partner agency pending disaffiliation shall have an opportunity to appeal for reconsideration of the disaffiliation recommendation, prior to final action of the UWCC Board. Upon disaffiliation, the Partner Agency will remove United Way of Charles County logo and partnership status from their newsletters, letterhead, brochure, etc.

SECTION III.  PROCEDURAL REQUIREMENTS

A. A disaffiliation recommendation may only be presented to the UWCC Board by the duly recognized committee of volunteers, known as the
Admission Committee. Their recommendation should be comprehensive and factual, and should include appropriate support documentation. The recommendation should be submitted in writing to the Board of Directors no less than 30 days prior to the effective date of termination.

B. The affected agency must receive written notification of the disaffiliation action pending, with a full explanation of the rationale or the basis for such recommendation, no less than 30 days prior to the effective date of termination.

C. An agency pending disaffiliation will be informed about the opportunity available for the agency to appeal for reconsideration. Written notification will provide the agency no less than 10 business days to submit such a request for appeal, in writing, to the Chairperson of the Board with any accompanying support documents or written materials. Deadline date for submission of the appeal request will be clearly stated in the written notification.

SECTION IV. APPEALS PROCESS

A. Upon receipt of the request for appeal, the United Way staff will contact the agency to arrange a meeting between the Board of Directors and the agency’s volunteer and staff leadership. The agency will present its case for reconsideration of the recommendation to terminate the agency's partnership, at that time.

B. The agency will receive a letter communicating the Board's action and effective date, no later than 10 business days after the final action of the Board.

C. Action by the UWCC Board of Directors shall be considered final.

SECTION V. CONCLUSION

As specified in the UWCC Bylaws and the Admission Procedures, UWCC is not required to distribute funds to any agency where it appears, in the reasonable judgement of the UWCC Board of Directors, that such funds will not be used, directly or indirectly, for charitable purposes.

This policy document is intended to ensure that any UWCC funded partner agency, for which action for disaffiliation or termination of funding has been recommended, will receive due process, prior to final UWCC Board action.
If, for any reason however, UWCC deviates from this policy or modifies the procedures as outlined, nothing herein shall be interpreted as the basis to prohibit or prevent UWCC from acting to expel an agency, after 60 days following the date of written notice to the agency of termination of partnership.

Revised and approved by Board of Directors:  
June 23, 1994  
April 18, 1996  
June 18, 2009