

EXPLANATION FOR CHANGE

ACTION: To change the procedure manual to reflect changes to Section 4.0: FUNDING REQUESTS, POSITION STATEMENTS, AND RESOLUTIONS.

JUSTIFICATION: To clarify language for funding opportunities provided by the North Carolina American Fisheries Society. Changes will also provide clarity and direction to the Executive Committee and membership about future funding opportunities.

EXPLANATION: Changes will establish a deadline of November 1st of each year, provide a form to members to help streamline the funding process, and establish the amount of money available to be given in a calendar year.

- Change the deadline to November 1st of each year. This will give the Executive Committee ample time to consider each funding request.
- Establishing a funding process form will help streamline the process and allow the Executive Committee to properly evaluate each request.
- Establish a funding formula to limit the amount of money that can be given within a fiscal year. The amount of money available to be given would vary from year to year based on earnings within the general fund. This change will not affect Ichthus Fund awards.
 - Example: \$8,000 earned in the General Fund within a year
 - 50% of earnings would be \$4,000
 - The Chapter would be limited in giving \$4,000 that year.

NORTH CAROLINA
AMERICAN FISHERIES SOCIETY

REQUEST FOR FUNDING FORM

| |
|--------------------------------------|
| CHAPTER MEMBER NAME |
| NON-PROFIT OR 501 (C) 3 ORGANIZATION |
| ACTIVITY BEING FUNDED |
| AMOUNT REQUESTED \$ |
| PROJECT OVERVIEW & FUND USAGE |

APPROVAL

Applicant: _____ Date: _____
President: _____ Date: _____
Sec/Treas: _____ Date: _____

Funding Requests

Funding of Chapter initiatives or projects may formally be solicited in writing to the Executive Committee by November 1st at any time of the year, but at least 90 days prior to the annual Chapter business meeting. Any Chapter member in good standing or a Committee Chair may request funding provided it meets the following criteria:

- (1). The funding request will be used for fisheries or aquatic resource-oriented projects in North Carolina;
- (2). Funding requests will not be used for politically-oriented activities; and
- (3). The funded activity is conducted through either a non-profit organization or an organization that qualifies as a 501(c) 3 organization.

Written requests for funding, at a minimum, should (1) identify the requestor, (2) state the funding activity or request, (3) state the amount of funding requested, (4) provide a brief overview of the expected funding results, and (5) state how funds meet the specified criteria listed above. A funding request form will be made available on the society's website. A Chapter member can only make one funding request annually for an identified funded project.

Funding requests from outside the Chapter, such as those from other units of the Society or other conservation organizations, can be considered subject to the availability of funds and other Chapter funding obligations as long as the requests are consistent with Chapter objectives. These requests should meet the criteria and requirements set forth for requests for funding Chapter initiatives and projects.

The Executive Committee will review all funding requests and upon unanimous vote can directly fund the request up to \$1,000. If the funding request is greater than \$1,000, the Executive Committee will present the request for approval by Chapter membership at the annual Chapter business meeting. If a funding request requires approval by Chapter membership, the Executive Committee will make the proposal available for review by Chapter membership at least 30 days prior to the annual Chapter business meeting. A majority vote will be necessary to approve the requested funding. Funds available for requests will be limited to 50% of the monies earned in the general fund from the previous fiscal year (March 1 – February 28). All funding requests up to \$1,000 that are approved by the Executive Committee will be identified to the Chapter membership at the annual business meeting. All funding requests will require a follow-up report that will be submitted to the Executive Committee detailing disbursement of funds and actual results of the funded activity.