**Association of Donor Relations Professionals**
**Policy Manual**
(Adopted: December 3, 2007)
(Revised: March 25, 2009)

1. This policy manual, in combination with the bylaws and strategic plan, constitute the governing documents of the Association.
   1.1. The policy manual, which is a living document, is the Board's social contract with the Association's membership. It is where the Board documents the decisions it has made regarding how it manages the affairs of and satisfies its fiduciary duty to the Association.
      1.1.1. The Board reviews the policy manual at least annually, making changes as necessary.
      1.1.2. It is the right of the membership to raise issues for the Board's consideration, and to request that the outcomes of such deliberations be documented in the policy manual. Members should address such requests to the President of the Association.
      1.1.3. In situations where the policy manual or the strategic plan contradicts the bylaws, the bylaws take precedence.
   1.2. The Board reviews the bylaws annually and brings amendments to the membership for approval, as necessary. The bylaws were last revised on June 28, 2008.
   1.3. The Board updates the strategic plan at least once every three years. The current strategic plan was completed in 2006 and covers the period 2007-2009.
   1.4. Current versions of all three documents are available to the membership on the Association's website.
2. The Association does not have a physical address and has no professional staff.
   2.1. The official mailing address of the Association is established by the Treasurer, posted on the Association's website and included on all printed materials.
   2.2. The official online address of the Association is www.adrp.net.
   2.3. The official name of the Association's monthly newsletter is *The Hub*.
3. The Board operates as a whole and through standing and ad hoc committees.
   3.1. The Executive Committee is a standing committee with authorities and responsibilities prescribed in the bylaws.
      3.1.1. The President serves as the Chair of the Committee.
      3.1.2. The Board delegates to the Committee its authority at the first meeting of each fiscal year.

- 3.1.3. The Committee reports on its activities, and any decisions it makes, to the Board at each Board meeting.

3.2. The Governance Committee is a standing committee with authorities and responsibilities determined by the Board.

- 3.2.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.
- 3.2.2. The Committee is responsible for the review and maintenance of the Association's governing documents, for soliciting member input for strategic plan updates, for facilitating votes of the membership, and for advising the President in her/his role as enforcer of the Association's governing documents. It is also responsible for the development and maintenance of an ethics statement for the donor relations/stewardship profession.
- 3.2.3. The Committee creates and delivers an annual orientation for new members of the Board. Among other topics, the orientation explains the nature of each individual's fiduciary responsibility to the Association and its members.

3.3. The Finance Committee is a standing committee with authorities and responsibilities determined by the Board.

- 3.3.1. The President appoints the Chair of the Committee and notifies the Board of the appointment. Neither the President nor the Treasurer may serve as Chair of the Committee.
- 3.3.2. The Treasurer always serves as a member of the Committee.
- 3.3.3. The Committee is responsible for developing the Association's annual budget, for recommending membership policies—including but not limited to categories, fee structure, transferability and refunds—to the Board, and for recommending spending policies to the Board. It is also responsible for advising the Board on decisions regarding the financial model—including, but not limited to, the fee structure and refund policy—for the international conference, and the financial support policy for regional workshops.
- 3.3.4. The Committee has jurisdiction for the review of all contracts and facilitates the approval or rejection process.

3.3.4.1. Draft contracts are provided to the Committee by the originating committee which will most often be the Executive, Technology or Conference Committee.

3.3.4.2. The Committee reviews and either approves, requests modifications to, or rejects the contract.

3.3.4.3. The Committee forwards the final contract to the Board for its information and to the Executive Committee for action.

3.3.4.3.1. Unless the Committee determines the situation to be urgent, the Board is provided a comment period.

3.3.4.4. Contracts are executed by the President.

3.4. The Marketing and Public Relations Committee is a standing committee with authorities and responsibilities determined by the Board.

3.4.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.4.2. The Committee is responsible for developing tools and programs for use in marketing the Association, and has content and design oversight for its website. It maintains guidelines regarding sanctioned uses of the Association's logo and the standards for using the logo in various forms of communication. The Committee also collaborates with the Conference Committee to market the annual conference.

3.5. The Recruitment and Membership Committee is a standing committee with authorities and responsibilities determined by the Board.

3.5.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.5.2. The Committee is responsible for developing tools and programs for use in acquiring and retaining members of the Association.

3.6. The Technology Committee is a standing committee with authorities and responsibilities determined by the Board.

3.6.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.6.2. The Technology Coordinator and Webmaster always serve as members of the Committee.

3.6.3. The Committee is responsible for identifying and implementing technology solutions used by the Association.

3.7. The Nominating Committee is an ad hoc committee convened annually with authorities and responsibilities prescribed in the bylaws.

3.7.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.7.2. The Committee may include members in addition to those prescribed in the bylaws.

3.7.2.1. No individual standing for election to the Board may serve on the Committee.

3.7.3. The Committee is responsible for developing and communicating the process by which nominations of Board members are solicited and considered, and for all communications with nominees and nominators, and with the Board.

3.7.3.1. The Committee evaluates the nominees, in part, based on the geographic and organizational diversity of the board as well as the criteria prescribed in the bylaws.

3.7.3.2. The Committee keeps the names of all nominees confidential except for those nominees forwarded to the Board for approval.

3.7.3.3. If the Board rejects the slate of nominees, the Committee reconsiders all nominees in order to submit a revised slate.

3.7.4. The Chair of the Committee handles the processes for the nomination and election of all officer positions. In the event that the Chair seeks an officer position, the President appoints an elected Board member, not seeking an officer position, to handle the process.

3.8. The Professional Development Committee is a standing committee with authorities and responsibilities determined by the Board.

3.8.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.8.2. The Committee is responsible for outreach to the membership to encourage the planning and execution of regional workshops, for approving regional workshop dates and programs, for assisting with the marketing of regional workshops, and for facilitating the communication between regional workshop planners and the Treasurer.

3.9. The Conference Committee is an ad hoc committee convened annually for the purpose of planning and executing the annual conference.

3.9.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.9.2. The Chair assembles the core members of the Committee, including sub-committee chairs. Sub-committees may include, but are not limited to, logistics, exhibitors and content.

3.9.2.1. Sub-committee chairs are approved by the Board on the recommendation of the Chair.

3.9.3. The Committee must include at least one elected member of the Board.

3.9.4. The Committee is responsible for all aspects of event planning, including venue selection, logistics, registration, exhibitor contracting and management, content and schedule development, and volunteer identification and management. The Committee also collaborates with the Marketing and Public Relations Committee to market the annual conference.

3.10. The Scholarship Committee is an ad hoc committee convened annually for the purpose of selecting recipients of scholarships.

3.10.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.10.2. The Committee is responsible for developing the process by which scholarship applications are sought and considered, the awarding criteria and for all communications with applicants.

3.10.3. The Committee is responsible for recommending to the Board, through the budgeting process managed by the Finance Committee, the number and amount of scholarships awarded each year.

3.10.4. The conference scholarship program announced in 2007 is a memorial tribute to Sheryl Blair, a former member of the Association's Board.

3.11. The Awards Committee is an ad hoc committee convened annually for the purpose of selecting recipients of awards.

3.11.1. The President appoints the Chair of the Committee and notifies the Board of the appointment.

3.11.2. The Committee is responsible for administering the awards that are given by the Association at the discretion of the Board. It is responsible for the awarding criteria and for ensuring appropriate communication with and recognition of awardees.

3.11.2.1. The Founder's Award recognizes significant contributions to the donor relations/stewardship profession through leadership, innovation, mentorship, volunteerism, service and dedication.

3.11.2.2. The Volunteer Service Award honors an individual who has gone above and beyond in contributing his or her time and energy to advance the mission of the Association.

3.11.3. The Committee is responsible for the awarding criteria for other forms of recognition presented by the Association. (We need to connect with the Awards Committee to advance this work, but may not be able to do so until later in 2008.)

3.11.3.1. Presidential Citations…

3.11.3.2. Certificates of Appreciation…

3.11.3.3. Honorary Lifetime Memberships…

3.12. Standing committees must be chaired by elected members of the Board. Ad hoc committees may be chaired by Association members not serving on the Board.

3.12.1. With the exception of the President’s role as Chair of the Executive Committee, Officers cannot serve as Chair of any standing or ad hoc committee of the Board.

3.13. The President may appoint a Vice-Chair to assist the Chair in managing the work of any standing or ad hoc committee. Vice-Chairs may be Association members not serving on the Board.

3.14. With the exception of the Executive, Governance, and Finance Committees the membership of each standing and ad hoc committee may include Association members not serving on the Board.

3.15. With the exception of the Executive Committee, no standing or ad hoc committee is authorized to act on behalf of the Board unless such authorization is expressly granted.

4. In addition to committees, the Board recruits and supports other key volunteers of the Association, as follows:
    4.1. The Technology Coordinator is responsible for forms management and certain aspects of database management within the MemberClicks system. This volunteer works closely with MemberClicks on any technology issues related to these areas and is the primary person responsible for form creation and modification. Committees wishing to use the technological services of the website should include the Technology Coordinator in relevant discussions about requirements. In addition, the Technology Coordinator works closely with the Webmaster to ensure website integrity.
    4.2. The Webmaster is responsible for website management and certain aspects of database management within the MemberClicks system. This volunteer works closely with MemberClicks on any website issues related to these areas and is the primary person responsible for web content and design elements. Committees wishing to post content on the website should include the Webmaster in relevant discussions about requirements. In addition, the Webmaster works closely with the Technology Coordinator to ensure website integrity.
    4.3. The Membership and Registration Coordinator works closely with the Membership and Recruitment Committee and the Conference Committee to manage the day-to-day processing of membership renewals and conference registrations.
    4.4. *The Hub* Editor works closely with the Marketing and Public Relations Committee, and the Webmaster to publish the Association's monthly newsletter.
    4.5. The Job Board Editor reviews and maintains open position announcements submitted.
5. The bylaws require that the Board meet at least once a year. This requirement is satisfied by the meeting held at the annual conference, whose agenda is in part dedicated to final preparations for the annual meeting of the Association.
    5.1. In addition, the Board holds a second in-person meeting which serves as a retreat and annual planning session for the Board.

5.2. In addition, the Board generally holds monthly meetings by conference call on the fourth Wednesday of each month. This schedule is subject to modification at the discretion of the President.

5.3. Board members are required to attend all Board meetings. They must notify the President in advance of any meetings they are unable to attend for justifiable personal or business reasons.

5.3.1. Absence without notification from two consecutive Board meetings, or from three Board meetings within a fiscal year, will be deemed to constitute a tendering of resignation from the Board.

6. The Board develops opportunities to gather feedback from the membership, both for the purpose of advancing the profession and for the purpose of optimizing the value of Association membership.

6.1. The Association conducts a periodic assessment of the roles/responsibilities and organizational placement of the profession within nonprofit organizations. Such a survey was conducted in 2007.

7. The Board adopted an ethics statement for the donor relations/stewardship profession on December 3, 2007.

7.1. This statement is considered complementary to the *Donor Bill of Rights* developed by AAFRC, AHP, AFP and CASE, which the Association also endorses.

7.2. The ethics statement is publicly available on the Association's website.

8. The Board ensures that the Association is in compliance with all applicable federal and state laws.

8.1. As a federally tax-exempt nonprofit—the Association is a 501c6 business league—with annual income in excess of $25,000, the Association is required to file an IRS Form 990.

8.1.1. The most recent IRS Form 990 is available to the membership on the Association's website.

8.2. New Hampshire's HB 1408, passed in 2004, requires nonprofits with annual revenue of at least $500,000 to submit an audited financial report along with its IRS Form 990.

9. The Board endeavors to manage the finances of the Association in a fiscally responsible manner.

9.1. The Board approves the annual budget by December 31st of each fiscal year.

9.2. The recurring monthly expenses of the Association include, but are not limited to, fees associated with the Association's online presence and e-commerce activities (MemberClicks and authorize.net) and for conference call services.

9.3. It is the right of the membership to review the Association's financial reports. Members should address such requests to the Treasurer of the Association, who will respond to such requests within 30 days.

9.4. The Treasurer is authorized to establish deposit accounts (for example, checking, money market and certificate of deposit accounts) on behalf of the Association with the concurrence of the Finance and Executive Committees. When making such recommendations, the Treasurer will include a recommendation regarding the amount of the initial capitalization.

9.5. The Treasurer is authorized to allocate the assets of the Association among existing deposit accounts so as to achieve attractive returns and provide sufficient liquidity.

9.6. The Treasurer is prohibited from disbursing Association funds to any charitable or nonprofit organization or cause.

9.6.1. Expenditures for achievements, condolences, or life events for individual Board members will be made at the discretion of the Board.

10. The Board endeavors to spend a prudent amount to support its service to the Association.

10.1. The Treasurer is authorized to pay the ongoing administrative expenses of the Association without Board approval.

10.2. The Treasurer is authorized to reimburse reasonable and documented airfare or driving expenses and hotel fees incurred by Board members in conjunction with attendance at and for the duration of the annual business meeting held each year. The Association covers the costs of meals for the duration of the annual business meeting.

10.2.1. The Internal Revenue Service (IRS) standard mileage rate for charitable organizations is the basis for the driving related reimbursements.

10.2.2. Full reimbursement for those sharing a room and partial (50%) reimbursement for those not sharing a room is the basis for the hotel expense.

10.3. The Treasurer is authorized to reimburse reasonable and documented airfare or driving expenses and hotel fees incurred by Board members in conjunction with attendance at, but only for the duration of, the Board meeting at the annual conference. Board members are responsible for expenses incurred by their attendance at the annual conference including registration, hotel, and any other associated fees.

10.3.1. A maximum number of two nights is the basis for the hotel expense.

10.3.2. Board members are encouraged to seek the financial support of the organizations that employ them for their leadership-level participation in the Association. In an effort to facilitate this support, the President sends a letter to each prospective Board member's organization. The letter recognizes the important service that the individual will provide to the donor relations/stewardship profession and the benefits that will accrue to the organization as a result. It is the stance of the Board, however, that its members should not suffer personal hardship if their organizations do not provide requisite financial support.

10.4. The Treasurer is authorized to pay for Board dinners held in conjunction with the in-person Board meetings. The dinner held at the annual conference may also include guests invited by the Board at the recommendation of the President and Chair of the Conference Committee.

10.5. The Treasurer is authorized to pay invoices related to previously executed contracts without Board approval.

10.5.1. The Treasurer reports to the Board payments that exceed budgeted expenditures under the contract.

10.6. The Treasurer is authorized to pay invoices related to line items appearing in the annual budget approved by the Board, in the amounts stated in the budget.

10.7. Committees planning to incur expenses not related to line items appearing in the annual budget approved by the Board, or planning to exceed the annual budget approved by the Board by 10%, must bring such exceptions to the Board for approval before proceeding.

11. The annual conference is not expected to make a profit, but it is expected to cover expenses.

11.1. The Association may engage an intermediary to secure bids from and negotiate contracts with conference venues.

11.2. The Association may engage a professional meeting planner to augment the work of the Conference Committee, particularly as it relates to logistics and venue management.

11.3. The conference fee structure is determined annually by the Board based on criteria including, but not limited to, the conference venue, and may provide discounts for members and incentives for early registration.

11.3.1. Core conference fees for the 2008 conference are: $375 for members ($325 early-bird) and $525 for non-members ($475 early-bird). These are unchanged from 2007.

11.3.1.1. The Association does not offer one-day registrations for the core conference.

11.3.1.2. The Conference Committee determines the capacity for the core conference.

11.3.2. Pre-conference institute fees for the 2008 conference are: $150 for members and $200 for non-members. These are unchanged from 2007.

11.3.2.1. Institute participants must register for the core conference.

11.3.2.2. The Conference Committee determines the capacity for each of the pre-conference institutes.

11.4. Conference fees are fully refundable if the request is received no later than three weeks prior to the start of the conference. After that time, refunds will be made at the discretion of the Board in situations where the registration cannot be transferred to another person.

11.5. The Association may waive the core conference registration fee for the core members of the Conference Committee. The specific individuals from the Conference Committee whose registration fees are waived are approved by the Board each year on the recommendation of the Chair of the Conference Committee. These individuals may include, but are not limited to, the chair(s), logistics sub-committee chair, exhibitor sub-committee chair, content sub-committee chair, institute coordinator(s), and the registration coordinator.

11.6. When the Association's contract with the conference venue includes complimentary or upgraded room reservations, core members of the Conference Committee and other key volunteers will be given preference in assigning these reservations. These assignments are made at the discretion of the President in consultation with the Chair of the Conference Committee.

11.7. The Association does not pay stipends to conference attendees who are presenting sessions or institutes. It does, however, offer to such persons a core conference registration discount equal to 50% of the dollar value of the member early-bird registration fee. This offer is communicated to presenters by the Conference Committee in the form of a voucher or code to be used in the online registration process. Presenters are encouraged to forego the discount in favor of supporting the Association with their voluntary service.

11.7.1. Presenter discounts are not transferrable.

11.7.2. The Association does not offer presenter discounts on pre-conference institute fees.

11.7.3. A presenter's conference registration fee may be waived by the President, on the recommendation of the Chair of the Conference Committee, in extraordinary situations where the presenter would otherwise not be able to participate. Such situations include, but are not limited to, those where a previously confirmed presenter's circumstances have changed after conference registration is well underway.

11.8. The Association may pay fees and/or travel expenses to session or institute presenters or keynote speakers who are not members of the Association or conference registrants. Such decisions shall be made by the Board on the recommendation of the Conference Committee. (Note that we need to connect with the Finance and Conference Committees. The latter desires more specificity in this policy regarding parameters around travel arrangements.)

11.9. All conference attendees, including core members of the Conference Committee whose core conference registration fees are waived, must register for the conference to facilitate planning.

11.9.1. Pre-conference institute presenters do not register for the institute, but are accounted for in meal planning.

11.9.2. Keynote speakers do not register for the core conference, but are accounted for in meal planning.

11.9.3. Conference exhibitors and sponsors who are selected as presenters do not register for the core conference or pre-conference institutes, and are not accounted for in meal planning.

12. The regional workshops/institutes are not expected to make profits, but they are expected to cover expenses. In general, regional workshops are defined as running a day in duration at most, while institutes run more than one day.

12.1. Regional workshop/institute planners must agree with the Treasurer in advance as to how revenue will be collected and how expenses will be paid.

12.2. The Association subsidizes each regional workshop/institute by up to $500. Requests for higher levels of support will be considered by the Board on a case-by-case basis and with the recommendation of the Professional Development Committee.

12.3. Regional workshops/institutes are a benefit of membership and it is expected that members will not be charged for attendance outside of the costs of the venue, parking, AV/technical support, catering, and other miscellaneous expenses. Non-members can and generally should be charged a premium to defray the subsidy provided by the Association.

12.3.1. The Association waives the attendance charge, if any, for regional workshop/institute planners who are members of the Association. The waiver will be given to one person for a workshop and up to two people for an institute.

12.4. Regional workshop/institute planners must submit an accounting of revenue and expenses to the Treasurer within three weeks of the conclusion of the workshop.

13. Membership in the Association covers a twelve-month period from the date of purchase.

13.1. The membership fee structure is determined annually by the Board based on criteria including, but not limited to, the size of the membership and the cost of providing programs and services to the membership, and may provide discounts for multiple memberships paid by the same organization.

13.1.1. The annual membership fee for 2008 and 2009 is $150/person. This is unchanged from 2007.

13.1.2. In 2007 the Board researched the membership fee structures of similar organizations and determined that it would not offer multiple-membership discounts at this stage of the Association's growth due to the complexity of managing such a structure.

13.1.3. In 2008 the Board considered adding student, retired professional and trial membership categories and determined that it would not do so at this stage of the organization's growth due to the complexity of managing such a structure and the dilutive effect that such a structure could have on the perceived value of "regular" memberships.

13.2. A membership is owned by the person or organization making the payment. In cases where individuals have been reimbursed for payment, the membership is owned by the organization.

13.3. A membership owned by an organization is transferable when the individual in whose name it is held changes roles within or leaves the organization. Transfers of organizational memberships are recorded by the Secretary.

13.4. Refunds are not available for organizational memberships since they are transferable. Requests for refunds of memberships owned by individuals will be granted on a pro rata basis if a) there is at least six months left before the date of expiration and b) the person is no longer working in the philanthropic community. The pro rata computation will be based on the number of full months left until expiration.

14. The Association seeks the partnership of firms who offer products and services of interest to the Membership, and whose interest in the Association is primarily oriented toward business and customer, rather than professional, development.

14.1. Vendor partnerships can be purchased by firms for $500/year.

14.1.1. They are owned and held in the name of the firm, and are not transferrable or refundable. The Association will maintain a primary contact name for each vendor partnership.

14.1.1.1. Individuals employed by vendor/partner firms whose primary interest in the Association is for professional development may join as regular members.

14.1.1.2. The Membership and Registration Coordinator is responsible for bringing to the Treasurer's attention situations where s/he believes that firms are inappropriately purchasing regular memberships.

14.1.2. Vendor partners are not eligible to vote on matters brought to the Association's Membership, nor are the employees of Vendor Partner firms eligible to serve on the Association's Board unless they themselves are Members.

14.1.3. Vendor partners are entitled to access content on the Association's website that is behind the login, including the online member directory. They are, however, bound by the terms & conditions of use of the online directory which preclude commercial uses.

14.1.4. Vendor partners are entitled to the member rate for conference and workshop attendance.

14.1.5. Vendor partners have right of first refusal as exhibitors and sponsors for conferences and workshops.

14.1.6. Vendor partners are welcome to submit RFPs for conference session presentations, but their participation as presenters will be at the discretion of the Conference Content Sub-Committee.

14.1.7. Vendor partners are entitled to request electronic lists from the member directory twice per year.

14.1.7.1. Such request should be directed to the Membership and Registration Coordinator, who will fulfill the request within 30 days.

14.1.7.2. The lists will be limited to name, title, organization, and email or physical address, but not both, depending on the request.

14.1.7.3. Any members who have opted-out of having such information shared with vendor partners will be excluded from these lists. This option is available on the membership acquisition and renewal forms.

14.1.7.4. The lists will be used only once. Failure to comply with the one-time use nature of such a list may result in termination of membership.

15. Firms may be able to have their logos and website links appear on the Association's online resource page, once it is operational, for an annual fee of $500.
    - 15.1. The Board approves all such requests based on the product or service offered by the firm, the experiences of individual Officers, Directors and Members with the firm, and the reputation of the firm.
    - 15.2. Logos and website links will appear for one year.
16. The Conference Committee and regional workshop/institute planners solicit firms to be exhibitors and sponsors of the annual conference and of regional workshops/institutes, respectively.
    - 16.1. Exhibitor and sponsorship opportunities are developed and priced by the Conference Committee and regional workshop/institute planners based on the needs of the program, the prevailing rates in the local geography, and the nature of the firm's participation. Sponsorship opportunities may include, but are not limited to, session, reception or give-away sponsorships.
        - 16.1.1. Conference exhibitor and sponsorship fee structures are presented by the Conference Committee Chair to the Board for approval as part of the Conference budget.
        - 16.1.2. Regional workshop/institute exhibitor and sponsorship fee structures are presented by the planners to the Treasurer and the Chair of the Professional Development Committee for approval.
        - 16.1.3. Exhibitor and sponsorship fees are refundable up to 60 days prior to the program they support.
    - 16.2. Conference exhibitors and sponsors are not entitled to complementary conference attendance. They will receive printed conference materials, but are not entitled to attend sessions if they are not also registered as conference attendees, nor are they entitled to use the attendee roster for commercial purposes.
    - 16.3. Conference exhibitors and sponsors will receive an electronic list of the attendee roster.
        - 16.3.1. The list will be limited to name, title, organization, and email.

16.3.2. The list will exclude any members who have opted-out of having such information shared with exhibitor and sponsors. This option is available on the conference registration form.

16.3.2.1. ADRP members who have opted out of vendor partner contact as part of the membership process are not automatically excluded from information sharing specific to conference exhibitors and sponsors.

16.3.3. Such lists will be used no more than twice—once before the conference and once following the conference. Failure to comply with the two-time use nature of such a list may result in the firm not being allowed to participate as an exhibitor or sponsor in future conferences.

16.4. Conference exhibitors and sponsors are entitled to have their logos and website links appear on the Association's online conference page from August 1st of the conference year until the following August 1st, and to be appropriately recognized in printed conference materials as per the stipulations of their respective exhibit or sponsorship criteria.

16.4.1. Logos and website links will appear from August 1st of the conference year to July 31st of the following year.

16.5. Conference exhibitors and sponsors are welcome to submit RFPs for conference session presentations, but their participation as presenters will be at the discretion of the Conference Content Sub-Committee.

17. The Board takes responsibility for protecting the privacy of its members.

17.1. All of the Association's volunteers share in the responsibility for privacy protection.

17.2. Financial transactions completed online are conducted through secure mechanisms.

17.3. Members can elect to have their data concealed from view in the online directory.

17.4. The terms and conditions for use of the online membership directory, which are published on the Association's website, are:

"The ADRP Member Directory ("Directory") is compiled and published by the Association of Donor Relations Professionals ("ADRP") as a contact and networking source of demographic and professional information on individual members. ADRP members may opt out of appearing in the on-line directory. The Directory and/or any of its data, listings or other constituent elements may not be downloaded, republished, resold or duplicated, in whole or in part, by individual members for commercial purposes, or for purposes of compiling mailing lists or any other lists of non-profit professionals. The use of the Directory by individual members to establish independent data files or compendiums of statistical information is prohibited. ADRP does, under certain circumstances which are codified in the ADRP Policy Manual, provide Directory data to vendor partners, and program exhibitors and sponsors."

17.5. Members can elect to have their data removed from lists provided to vendor partners by indicating this preference on membership acquisition and renewal forms.

17.6. Conference attendees can elect to have their data removed from lists provided to conference exhibitors and sponsors by indicating this preference on conference registration forms. Member contact preferences indicated on acquisition and renewal forms are not applied automatically toward conference attendee preferences.

17.7. Any member or conference attendee who believes that a vendor partner or conference exhibitor or sponsor is using their data inappropriately should contact the President with specific information regarding the incident.

18. The Board creates policies to address new member programs or services as they are developed and implemented.

18.1. Potential near-term additions to policy may include a) the development of a best practices awards program, b) the development of a geographic "chapter" or "district" strategy, and c) the development of membership fee "scholarships."