

**POLICY NAME: Unexpected Emergency Fund Requests**

**EFFECTIVE DATE: August 2024**

**OBJECTIVE:**

The purpose of this policy is to communicate to the Board of Directors how to handle an unexpected fund request.

In the event that an unbudgeted emergency funding request is received that can't wait until the next board meeting, the following steps will be taken by the president.

- Confirm that the request falls within our guidelines for donations.
- Confirm with the Treasurer that funds are available to satisfy the request.
- Email the Board of Directors outlining the details of the request, confirming that our guidelines have been met and funds are available.
- The board members will be asked to vote by return email within 24 hours. If a CSP is led by co-chairs, only one vote will be permitted.
- In order for the funding to be approved, a simple majority must vote yes. If a board member doesn't respond, that vote will be considered as an affirmative one.
- If the request is approved and funded, a notice will be sent to the general membership advising them of the donation and offering the opportunity for individual members to donate on their own to the cause/organization.

Amended: 8/2024

Approved: 2/2019