

# Maryland Nonprofits

## ASSOCIATE MEMBERSHIP APPLICATION

By becoming a Maryland Nonprofits member, we are committing to these Guiding Principles and fundamental values of the *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector*.

### I. MISSION AND PROGRAM

Nonprofits are founded for the public good and operate to accomplish a stated purpose through specific program activities. A nonprofit should have a well-defined mission, and its programs should effectively and efficiently work toward achieving that mission. Nonprofits have an obligation to ensure program effectiveness and to devote the resources of the organization to achieving its stated purpose.

### II. GOVERNING BODY

Nonprofits are governed by an elected, volunteer board of directors which should consist of individuals who are committed to the mission of the organization. An effective nonprofit board should determine the mission of the organization, establish management policies and procedures, assure that adequate human resources (volunteer or paid staff) and financial resources (earned income, government contracts and grants, and charitable contributions) are available, and actively monitor the organization's financial and programmatic performance.

### III. CONFLICT OF INTEREST

Nonprofit board and staff members should act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. A nonprofit should have policies in place, and should routinely and systematically implement those policies, to prevent actual, potential, or perceived conflicts of interest.

### IV. HUMAN RESOURCES

A nonprofit's relationship to its employees and volunteers is fundamental to its ability to achieve its mission. Volunteers occupy a special place in nonprofit organizations, serving in governance, administrative and programmatic capacities. An organization's human resource policies should address both paid employees and volunteers, and should be fair, establish clear expectations, and provide for meaningful and effective performance evaluation.

### V. FINANCIAL AND LEGAL

Nonprofits must practice sound financial management and comply with a diverse array of legal and regulatory requirements. A nonprofit's financial system should assure that accurate financial records are kept and that the organization's financial resources are used in furtherance of the organization's charitable purposes. Organizations should conduct periodic reviews to address regulatory and liability concerns.

### VI. OPENNESS

Nonprofits are private corporations which operate for public purposes with public support. As such, they should provide the public with information about their mission, program activities, and finances. A nonprofit should also be accessible and responsive to members of the public who express interest in the affairs of the organization.

### VII. FUNDRAISING

Charitable fundraising provides an important source of financial support for the work of most nonprofit organizations. An organization's fundraising program should be maintained on a foundation of truthfulness and responsible stewardship. Its fundraising practices should be consistent with its mission, compatible with its organizational capacity, and respectful of the interests of donors and prospective donors.

### VIII. PUBLIC AFFAIRS AND PUBLIC POLICY

Nonprofits provide an important vehicle through which individuals organize and work together to improve their communities. Nonprofits should represent the interests of the people they serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers and constituents to participate in the public affairs of the community.

(Organizations that have received a nonprofit status determination letter from the IRS should complete the Nonprofit Membership Application)

Name of Associate: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Chief Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Individual E-mail: \_\_\_\_\_

**Annual Membership Dues** \$ \_\_\_\_\_ (from chart below)

**One-Half Due Now** \$ \_\_\_\_\_ (you will be billed for the balance in six months)

TYPE OF ASSOCIATE	ANNUAL DUES	TYPE OF ASSOCIATE	ANNUAL DUES
Future Nonprofit*	\$100	Small Business	\$500
Individual	\$150	Major Corporation	\$1,500
Government Agency	\$350		

Do you wish to be listed in our Consultant Databank?  Yes  No

\*To be completed by future nonprofits (includes organizing committees, boards, and other groups that have not yet received a nonprofit determination letter from the IRS) only:

Incorporated?  Yes  No If yes, year incorporated: \_\_\_\_\_

Board of Directors of more than three unrelated individuals?  Yes  No

Form 1023 filed?  Yes  No If yes, month and year filed: \_\_\_\_\_

You can help strengthen the sector in Maryland by becoming a Steward Member. Simply add an additional voluntary contribution to your regular dues payment. Please check one of the boxes below adding anywhere from 50% of your annual dues to an amount equal to 200% of what you would normally pay. (For example: If your dues are currently \$150, at 50% you would add an additional \$75 and at 200% you would pay an additional \$300, or \$450 total).

Yes, please sign me up to become a Steward Member. I am willing to make a contribution of (Select One)

50%  100%  150%  200% of my annual dues.

Membership is not active until payment has been received. You may submit payment by check or charge.

Check enclosed (payable to Maryland Nonprofits)

Charge \$ \_\_\_\_\_ to my:  Visa  MasterCard

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

**Return to:** Maryland Nonprofits • 190 W. Ostend Street, Suite 201 • Baltimore, MD 21230

For information on all Maryland Nonprofits Member Benefits, see our website at [www.marylandnonprofits.org](http://www.marylandnonprofits.org)

