

GUIDING PRINCIPLES

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 policies should be consistent with its mission, compatible with its organizational capacity, and respectful of the interests of donors and prospective donors.

VIII. PUBLIC AFFAIRS & 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.

NONPROFIT MEMBER DUES

| SIZE OF ORGANIZATION'S BUDGET | ANNUAL DUES AMOUNT | SIZE OF ORGANIZATION'S BUDGET | ANNUAL DUES AMOUNT |
|-------------------------------|--------------------|-------------------------------|--------------------|
| \$1 - \$9,999 | \$100 | \$5,000,000 - \$5,999,999 | \$1,300 |
| \$10,000 - 24,999 | \$125 | \$6,000,000 - \$6,999,999 | \$1,500 |
| \$25,000 - 49,999 | \$150 | \$7,000,000 - \$7,999,999 | \$1,600 |
| \$50,000 - \$99,999 | \$200 | \$8,000,000 - \$8,999,999 | \$1,750 |
| \$100,000 - \$199,999 | \$350 | \$9,000,000 - \$9,999,999 | \$1,850 |
| \$200,000 - \$399,999 | \$450 | \$10,000,000 - \$10,999,999 | \$1,950 |
| \$400,000 - \$699,999 | \$625 | \$11,000,000 - \$11,999,999 | \$2,050 |
| \$700,000 - \$999,999 | \$750 | \$12,000,000 - \$12,999,999 | \$2,250 |
| \$1,000,000 - \$1,999,999 | \$850 | \$13,000,000 - \$13,999,999 | \$2,350 |
| \$2,000,000 - \$2,999,999 | \$950 | \$14,000,000 - \$14,999,999 | \$2,450 |
| \$3,000,000 - \$3,999,999 | \$1,050 | \$15,000,000 - \$15,999,999 | \$2,500 |
| \$4,000,000 - \$4,999,999 | \$1,200 | \$16,000,000 or higher | \$3,000 |

EXPERT RESOURCES

PROVIDING THE ANSWERS YOU NEED!

Maryland Nonprofits staff experts are available by phone, fax or email to provide members with technical assistance on any area of nonprofit management, including:

- Board governance
- Management
- Fundraising
- Finance

Staff attorneys are available to assist with human resources, legal compliance and more.

Plus, take advantage of:

- The largest nonprofit resource library in the Mid-Atlantic region
- Networking opportunities and peer discussion groups
- Monthly newsletter, *Sector Connector*

TRAINING PROGRAMS AND WORKSHOPS

OFFERING ALL THE PROFESSIONAL DEVELOPMENT YOUR STAFF AND BOARD NEEDS.

- More than 200 trainings are offered annually at locations across the state, providing state-of-the-art expertise in a broad range of subjects, at various levels of complexity
- Annual conference with exhibit hall
- Special programs with nationally known speakers

Check out our website for upcoming programs:
www.marylandnonprofits.org/html/training/index.asp

**190 W. OSTEND STREET
SUITE 201
BALTIMORE, MD 21230
410.727.6367 • 800.273.6367
FAX 410.727.1914**

**8720 GEORGIA AVENUE
SUITE 303
SILVER SPRING, MD 20910
301.565.0505 • 877.565.0707
FAX 301.565.0606**

**WWW.MARYLANDNONPROFITS.ORG
E-MAIL: MDNP@MARYLANDNONPROFITS.ORG**



Maryland Nonprofits



Don't Reinvent
the Wheel
to Nonprofit
Success

Become a Member Today

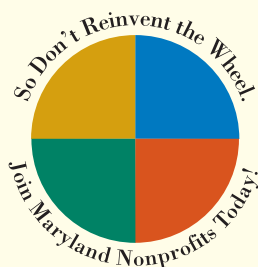
MARYLAND
ASSOCIATION OF
NONPROFIT
ORGANIZATIONS

How Can You ...
Save time and money?
Get answers?
Reach more people?
Increase public confidence?
Be heard?

Join Maryland Nonprofits,

and you are joining one of the largest and most successful state associations of nonprofits in the country, serving existing and emerging nonprofits of all sizes and sub-sectors throughout the state. In addition, Maryland Nonprofits welcomes funders, consultants, government agencies, individuals and businesses interested in the needs and challenges of the nonprofit community.

With offices in Baltimore and Silver Spring, Maryland Nonprofits works hard to answer all of your questions while offering a full range of programs and services designed to help you and your organization fulfill its mission today and provide the tools you need to prosper in the future.



Visit our website for more information.
www.marylandnonprofits.org

The Maryland Association of Nonprofit Organization's (Maryland Nonprofits) mission is to strengthen and support nonprofits' ability to serve the public, while promoting the highest standards of ethics and accountability in nonprofit governance and management. Maryland Nonprofits strives to increase recognition of, trust in and support for the nonprofit sector and to expand the influence of the nonprofit sector on issues that impact the people and communities it serves.

MEMBER BENEFITS

SAVING YOU TIME AND MONEY.

Maryland Nonprofits negotiates with a number of vendors to get you lower rates or enhanced features on insurance and business services leaving your organization with more time and money to spend on mission instead of administration.

Insurances and business resources:

- Directors and Officers Liability Insurance
- Worker's Compensation Program
- Employee Benefits
- Fidelity Bond Insurance
- Office Equipment Buying Program
- Payroll and Tax Services

Online Resources *free* for members to help you reach more people

- Career Center: Post job openings
- Community Calendar and Billboard: Post your events and news
- Up-to-date reports and resource materials

An array of shared resources at both the Baltimore and Silver Spring offices, including:

- Grant Research Tools
- Free Meeting Space
- High Speed Copy Equipment

CUSTOMIZED TRAINING AND CONSULTING PROGRAMS

MEETING YOUR BOARD, STAFF OR GRANTEES NEEDS.

You choose the time, place and/or topic area:

- House Calls: Low-cost programs on board and fundraising essentials
- Customized Training or Consulting Services to suit your organization's specific needs
- Executive Transition Services, including interim executives and executive search support

STANDARDS FOR EXCELLENCE

HELPING YOU STAND OUT FROM THE CROWD.

Standards for Excellence, a nationally recognized program originated by Maryland Nonprofits, designed to promote excellence and integrity in nonprofit organizations. Based on a code of conduct, *Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector*.

- **Get certified** - Earn the right to display the Standards for Excellence seal
- **Educational Resource Packets** and training programs make it easy for even the smallest nonprofits to make big improvements



PUBLIC POLICY AND ADVOCACY

PROVIDING A STRONG VOICE FOR THE NONPROFIT SECTOR.

The Maryland Budget and Tax Policy Institute – A project of Maryland Nonprofits, provides independent, non-partisan research and analysis of budget and tax policy issues that impact nonprofits and the people and communities they serve, at www.marylandpolicy.org

Voices for Maryland – An outreach and grassroots mobilization effort to encourage Marylanders to reach out to elected leaders, and insist on adequate funding of community program services

Advocacy Leaders Program – The first statewide program that strengthens the knowledge and skills of nonprofit public policy advocates while fostering an actively networked community of nonprofit advocacy leaders

Policy Action Center – Online policy alerts and tools to help you stay aware of issues, send messages to your legislators, and build your advocacy skills

NONPROFIT MEMBERSHIP APPLICATION

(Individuals, for profit corporations, and organizations that have not received a nonprofit status determination letter from the IRS should contact Maryland Nonprofits via phone or on-line at www.marylandnonprofits.org to receive the Associate Membership registration form)

NAME OF NONPROFIT

ADDRESS

CITY, STATE, & ZIP

ORGANIZATION EMAIL

TELEPHONE

FAX

FEDERAL EMPLOYER IDENTIFICATION NUMBER

CHIEF PROFESSIONAL OFFICER:

TITLE

EMAIL

CONTACT PERSON IF DIFFERENT:

TITLE

EMAIL

ANNUAL MEMBERSHIP DUES

(from schedule on reverse side) \$ _____

ONE-HALF DUE NOW \$ _____

(you will be billed for the balance in six months)

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 ASSOCIATION OF NONPROFIT ORGANIZATIONS
190 W. OSTEND STREET SUITE 201, BALTIMORE, MD 21230