



Project Unity for Life

Project Unity for Life
1689 Park Dr.
Traverse City, MI 49686

www.projectunity4life.org

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TABLE OF CONTENTS

MISSION STATEMENT	PAGE 1
PUFL BOARD OF DIRECTORS	PAGE 2
CODE OF ETHICS	PAGE 3-4
SUBSTANCE POLICY	PAGE 5
CONFLICT OF INTEREST	PAGE 6
ABSENTEEISM POLICY	PAGE 7
FUND DEVELOPMENT	PAGE 7
GIFTS POLICY	PAGE 8
ELECTRONICS POLICY	PAGE 9
DISCLOSURE OF NEWS & INFO.	PAGE 10
COMMUNICATION CRISIS MANAGEMENT	PAGE 11
SEXUAL AND UNLAWFUL HARASSMENT	PAGE 12-13
BOARD MEMBER DESC.	PAGE 14
BOARD MEMBER COMMITMENT	PAGE 15

PUFL BOARD COMMITTEES PAGES 16-21

FUND DEVELOPMENT	PAGE 17
FINANCE	PAGE 18
MARKETING & PUBLIC RELATIONS	PAGE 19
VOLUNTEER DEVELOPMENT	PAGE 20
ORGANIZATIONAL COMPLIANCE	PAGE 21

PUFL BOARD JOB DESCRIPTIONS PAGES 22-25

BOARD PRESIDENT	PAGE 22
BOARD VICE PRESIDENT	PAGE 23
BOARD SECRETARY & TREASURER	PAGE 24
COMMITTEE CHAIR	PAGE 25

ORGANIZATIONAL

PUFL BYLAWS	SEE TAB
FINANCIAL REPORT	SEE TAB
MEETING MINUTES	SEE TAB
BOARD POLICIES	SEE TAB



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MISSION STATEMENT

Project Unity for Life mission is providing persons who have experienced a substance use disorder (SUD) and /or incarceration the opportunity to be a substance free, responsible, community member.

Key Scripture

“this I command you, love one another!”

John 15:17

Project Unity for Life

Is a faith based community providing assistance to restore a positive life direction through relationship building, small groups, and mentoring programs.



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2024

STAFF and BOARD OF DIRECTORS

Gerald Morris- President

Vacant – Vice President

Joe Schmidt-Treasurer

Rob Campeau-Director

Scott Smith-Director

Lyn Conlon-Director



CODE OF ETHICS

Every Board member, employee and volunteer represents Project Unity for Life (PUFL) to the public and will demonstrate behavior consistent with the Christian values of the organization. Personal and professional contacts, telephone conversations, and the written communications sent from the organization all require thoughtfulness and professionalism. Organizational behavior will also be inclusive and respectful of individuals of all backgrounds, and beliefs. The continued success of the organization is dependent upon the community's trust and confidence in its practices, assurance of its assertive compliance with all applicable laws and regulations and careful attention to financial controls and accountability. To that end, Board members, employees and volunteers are required to conduct themselves with integrity, modeling honest, ethical and legal behavior. Any illegal, dishonest or unethical conduct will result in termination from the Board.

Ethical Standards

The Principle. Judge not, that ye may not be judged

The principle of beneficence. Promote good; do the right thing; enhance welfare.

The principle of non-maleficence. Do no harm. Do not exploit one's position of power or influence for personal gain or gratification. Do not condone or engage in any dual or multiple relationships in which there is a risk of exploitation of or potential harm to another.

The principle of autonomy. Focus on the centrality of the individual receiving services. Promote and support consumer rights to choice and self-determination.

The principle of fairness and justice. Distribute resources equitably. Perpetuate individual and civil rights, including rights to privacy, dignity, and confidentiality. Confront discrimination and stigma.

The principle of integrity. Provide accurate and clear information regarding the extent and nature of the services available to consumers. Keep promises and agreements. Maintain personal and professional integrity.

The principle of informed consent. Provide information about options, risks, and potential consequences of choices regarding programs and services.

The principle of privacy and confidentiality. Respect individual's rights to control information about them.



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The principle of mandatory reporting. Any mandatory reporting statutes, as required by law, will be reported unless awareness of a violation occurs while serving a peer review capacity or if such reporting would violate the participant's confidentiality rights, except as bound by other statutes.

The principle of honesty in billing services. Individuals and organizations are charged only for services actually provided, which are summarized on an itemized list including dates of services.

The principle of truthful marketing. Marketing materials accurately and truthfully reflect only the services available.

The principle of appropriate admission. Individuals are informed as soon as possible about any limitations placed on the duration of service.

The principle of conflict of interest. Individual and organizational relationships with other entities must not compromise the agency mission to the individuals served or the community.



SMOKING POLICY

In keeping with PUFL's intent to provide a safe and healthy work environment, smoking is prohibited on the premises.

This policy applies equally to all employees, volunteers, participants, and visitors.

DRUG FREE WORKPLACE POLICY

It is PUFL's desire to provide a drug-free, healthy, and safe environment. To promote this goal, employees, Board members, and volunteers are required to report to work in appropriate mental and physical condition to perform their duties in a satisfactory manner.

While on PUFL's premises and while conducting business-related activities off PUFL's premises, no employee, Board member, or volunteer may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an individual's ability to perform the essential functions effectively and in a safe manner that does not endanger other individuals.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of from the Board. Such violations may also have legal consequences.

Employees, Board members, or volunteers with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Board President.

All PUFL employees, Bboard members or volunteers must notify PUFL of a criminal conviction for drug-related activity. The report must be made within five days of the conviction. Employees, Board members, or volunteers with questions on this policy or issues related to drug or alcohol use should raise their concerns with the Board President without fear of reprisal.



CONFLICT OF INTEREST POLICY & AGREEMENT

The standard of behavior at the organization involves all staff, volunteers, and Bboard members scrupulously avoiding conflicts of interest between the interests of Project Unity for Life (PUFL) on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. An actual or potential conflict of interest occurs when a Board member, employee, or volunteer is in a position to influence a decision that may result in a personal gain for that Board member, employee, volunteer, or for a relative of a Board member, employee, or volunteer. A “relative” is any person who is related by blood or marriage or whose relationship with the Board member, employee, or volunteer is similar to that of persons who are related by blood or marriage. No “presumption of guilt” is created by the mere existence of a relationship with such potential. If Board members, employees, or volunteers have any influence on transactions involving purchases, contracts or leases, it is, however, required that they disclose such to the Board President promptly so that safeguards can be established to protect all parties.

I understand that the purposes of this policy are to protect the integrity of PUFL’s decision-making process, to enable our supporting clients and the community-at-large to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and Bboard members. Upon or before my election to the Board, hiring or appointment, I will make a full, written disclosure of interests, relationships, and listing of holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: _____ Date: _____



ABSENTEEISM POLICY

Absence from 25% or more of meetings per year may be considered a resignation. (Refer to Board Member Commitment, Item #2.) The Board of Directors shall be vested with the authority to remove any Officer or Director from office, for cause, upon one week's notice of the purpose of the meeting, and providing a majority of the Directors present, a vote of two-thirds of those present and voting in favor of removal of such Officer or Director.

FUND DEVELOPMENT POLICY

The Board of Directors of PUFL exercises control over any fund raising and development activities engaged in by the staff, consultants, contractors, or volunteers. These guidelines are intended to clarify the role and responsibilities of persons working to raise funds on behalf of PUFL.

Guidelines

1. Any contractual agreements with outside parties to assist in fundraising and solicitations must be in writing and approved by the Board of Directors
2. All activities pertaining to Fund development are subject to oversight and supervision of the Committee Board Member, who shall ensure a report on those activities, is made to the Board on a quarterly basis.
3. The Board of Directors, and all other representatives shall actively participate in the planning for PUFL's Fund development efforts; and when desirable, in pursuing Fund development activities including visiting with foundations, identifying persons and resources who might be helpful to PUFL, and assisting in special fundraising activities.
4. All fund raising activities will be in compliance with the requirements of the laws, regulations, and consistent with Christian standards.
5. Any materials distributed for solicitations for PUFL are subject to review, and must be reviewed and approved by the Board of Directors
6. Fund raising events are to be reviewed and approved by the Board of Directors.
7. An annual report of the committee will be developed and disseminated to the Board, staff, donors and funding sources.



GIFTS POLICY

Project Unity for Life does not encourage its donors or vendors to offer or give gifts to its employees, volunteers, or Bboard members. Employees, volunteers, and Bboard members are prohibited from accepting gifts from donors or vendors of the organization except as permitted under the following conditions:

1. Tokens of appreciation: employees, volunteers, and Bboard members may accept tokens of appreciation from donors or vendors of the organization provided that the value of any token or collective value of multiple tokens received does not exceed \$50.00 per year per donor or vendor. Although no notice of approval is required prior to acceptance, it is appreciated if employees, volunteers or Board Members, inform the Board President of such occurrence.
2. Gifts exceeding \$50.00 or multiple gifts exceeding \$50.00 in one year must be disclosed to the Board President. The "litmus test" for such circumstances is to be clear that the offering or giving of the gift does not create a conflict of interest or appearance of same, is not a quid pro quo and will not cause a negative impact on staff morale. The Board President will seek the Board's consultation when there is a large issue at stake (such as the use of a donor's property, professional services or items such as artwork).
3. Meals: Meals related to the normal course of business shall not be considered gifts. Meals combined with social events which include donors and/or potential donors and have the purpose of donor solicitation shall not be considered gifts. Gift certificates or similar pre-paid reservations given solely for the enjoyment of the employee, volunteer, or board member shall be considered as gifts and shall only be accepted pursuant to the limitations of this policy as described above.



COMPUTER, ELECTRONIC AND COMMUNICATIONS POLICY

Project Unity for Life (PUFL) maintains computer, electronic mail (e-mail), telephone, voice mail and facsimile ("fax") equipment and systems, on line internet access and other analog, digital and electronic communication and information equipment. These systems and services are referred in total as the organization's "communications system". Information contained in any and all of the above is the property of PUFL. Employees, volunteers, and Bboard members may not add, run, copy, download or install any computer software without the prior approval of the President of the Board. Employees, volunteers, and Bboard members should have no expectation of privacy as to the use of any e-mail or voice mail, or documents or files of information created, sent, received or stored in this communications system, either from PUFL or through remote access. Electronic communication is to be used for PUFL business only and must not be offensive to anyone nor contain material that could be construed as harassment or disparagement of others with regard to any characteristic protected by federal, state, and/or local laws and ordinances. Any evidence of such could be found in violation of PUFL's anti-discrimination policy. Employees, volunteers, and Bboard members who use any of PUFL's systems for their own use do so at their own risk and expense. They should not be used for commercial ventures, political causes, outside activities or other non PUFL activities (e.g., shopping, games, etc.). PUFL reserves the right to disclose employee, volunteer, and Bboard electronic communication or internet improprieties to law enforcement without notification to, or permission from, employees sending or receiving communication. This policy also encompasses any upgrades to current or future communication system acquisitions.

Due to the nature of PUFL'S clientele, all information contained pertaining to such clientele, within our communications systems, including all hard copy, is strictly confidential and accessible only to selected staff and/or Board Members.



DISCLOSURE OF NEWS OR INFORMATION POLICY

The Board President of Project Unity for Life (PUFL) serves as the principal contact with the news media and the spokesperson for the organization. Employees, Board members, and volunteers will not participate in public interviews or release information related to the organization without consulting with the Board President. In the absence of the Board President or as part of a planned strategy, the Board Vice President may serve as the principal contact and spokesperson with the media.

Operational, donor and budget planning information as well as Board, staff and volunteer information related to any PUFL activities shall not be disclosed or released to any person or public media unless it has been previously published or otherwise made public. Questions concerning protocols for specific situations should be directed to the Board President.



COMMUNICATIONS CRISIS MANAGEMENT PROCEDURE

The principal spokesperson for Project Unity for Life (PUFL) is its Board Chairperson. All media interviews and inquiries are to be coordinated through the Board President. The Board President may direct specific staff members to serve as the media contacts for specific projects or media releases.

A communication crisis is defined as a problem that can endanger PUFL's reputation and/or financial position and can occur as the result of a legal, management, advocacy, political, or public relations issue. It can take one of two forms: sudden or smoldering. During a communications crisis, both internal and external messages must be strategically written and consistently delivered.

During a communications crisis, it is always best to be available and accessible to the public in order to address concerns and answer questions. It is also important to control the distribution of messages and documents from the organization.

The following procedure will be used in developing a crisis communication plan.

- 1) The Board President will consult with the staff, Board of Directors, and other Board Advisors to identify the key messages to be delivered to both internal and external audiences. The Board President may elect to consult an attorney for guidance in developing a crisis communications plan.
- 2) A briefing sheet will be prepared for the Board of Directors and staff providing instructions as to how to handle questions regarding the crisis. Communication messages will focus on evidence not emotion to counter attacks.
- 3) The Board President may elect to proactively distribute information to the public in the form of a media release and/or letter to clients and constituents. The staff, Board of Directors, and any pertinent volunteers or community partners will be briefed prior to any external information releases and will have access to this information prior to public release.
- 4) An organizational spokesperson will be designated. All media inquiries will be referred to the organizational spokesperson. Board members and staff are not to speak with the media unless specifically instructed.



SEXUAL AND OTHER UNLAWFUL HARASSMENT

Project Unity for Life (PUFL) is committed to providing an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or



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implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Board.

President or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Board President or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment, or removal from the Board.

Board Member Role Description

- General duties: Provides oversight and strategic leadership for Project Unity for Life (PUFL) including setting strategic direction and strategic priorities for the organization; seeks to secure the resources needed to implement the strategic plan; ensures the effective use of financial resources. The Board member complies with Board policies and duties.
- Community: Serves as an ambassador for the organization by advocating for the PUFL mission and its value to the community; attends PUFL special events; educates community members about PUFL's role and how to access services.
- Meetings: Attends 75% of monthly Board meetings annually either in person or via conference calls (when available); reviews materials prior to meetings and completes meeting assignments. Project Unity for Life is committed to utilizing the most current means possible to enable Board members to actively participate in Board meetings. This may include electronic transmitting (email), conference calls, webcam, etc. It is the responsibility of the Board member to have access to current electronic and email capability when necessary to receive information such as Board meeting agendas, changes in schedule, conference calls, etc., including participation in meetings via electronic transmission.
- Committees: With the exclusion of the officers, board members are asked to serve on at least one board committee per term.
- Volunteers: Interacts with Volunteers on a regular basis.
- Term of office: Serves for a three-year term for no more than three consecutive terms or at the discretion of the Board.



Board Member Commitment

As a Project Unity for Life (PUFL) Board Member I understand that I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization and I will act responsibly and prudently as its steward. My behavior as a Board member will be consistent with the values and mission of the organization.

As part of my responsibilities as a Board member:

1. I will interpret the organization's work and values to the community, represent the organization and act as an ambassador.
2. I will attend at least 75% of Board meetings, including committees I am assigned.
3. I will RSVP my attendance for Board meetings or Board committee meetings at least one day in advance to either the PUFL Board President (for Board meetings) or the committee chair (for committees to which I am assigned.)
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about the activities and current issues at PUFL. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other Board matters.
6. I will work in good faith with staff and other Board members as partners towards achievement of our goals.
7. I will serve on a Board committee as deemed necessary by the Board as a whole.



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In turn, PUFL will be responsible to me in several ways:

1. I will be sent an agenda three days prior to the Board meeting.
2. An orientation will be provided for me during open hours of operation so that I can witness and participate, as appropriate, in service delivery. I will also be able to discuss with the staff and the Board President, the internal programs, goals, activities, and status; additionally, I can request such opportunities. I understand that I will need to sign a client confidentiality form and the client observed need to sign a permission of client release form.
3. The organization will help me perform my duties by keeping me informed about issues addressing the legal system, financial/ economic challenges, and other and issues pertaining to my responsibility as a Board Member. Also, I will be offered opportunities for professional development as a Board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the Board President to discuss the organization's responsibilities with me.

Signed:

Date:

Member, Board of Directors, Project Unity for Life

President, Board of Directors, Project Unity for Life

The Board President should sign two copies of this agreement for each Board member. Each new Board member should sign both, return one copy to the Board President, and keep the other for reference.

PROJECT UNITY FOR LIFE BOARD COMMITTEES

FUND DEVELOPMENT COMMITTEE

Purpose: The Fund Development Committee is responsible for developing and overseeing the organization's overall fundraising. To accomplish this, its responsibilities are:

- To establish a fundraising program and plan, strategies and calendar including annual appeals, events sponsored by community groups, parties and "friend-raising" events, planned giving, protocols and more.
- To develop certain types of development efforts, such as chairing an event or hosting fundraising parties, etc.
- To be responsible for involvement of all Board members in fundraising, such as having Board members make telephone calls to ask for support.
- To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.
- To promote PUFL image, visibility and case for support within the community.

Structure: Three to seven members including both Board and non-Board members; reports routinely to the Board and submits committee minutes.

Schedule: Meets at a minimum on a quarterly basis.

FINANCE COMMITTEE

Purpose: The Finance Committee generates the required monthly financial reports for the Board, develops the draft budget with staff, anticipates future financial needs, and addresses financial issues that relate to providing adequate resources for Project Unity for Life (PUFL)'s operations. The Committee is also responsible for conducting an external financial audit when necessary (including the selection and rotation of the lead auditor), presenting the final audit to the board for approval and ensuring appropriate financial controls are in place.

Primary Responsibilities:

- Review annual budget with staff prior to final submission to Board.
- Determine necessary Board financial reports and format.
- Prepare financial reports as needed.
- Monitor financial reports and identify potential financial issues.
- Monitors checking account and cash flow/ balance.
- Conduct financial forecasts and project future needs.
- Identify process and timing for conducting audit including selection of auditor
- Facilitate audit process; ensure access to required information and records that is provided to the auditors
- Review initial audit reports
- Provide final report and explanations to Board

Structure: The finance committee includes both Board and non-Board members with the Board Treasurer serving as the committee chair. The work of the finance committee is subject to approval by the full Board. Reports routinely to the Board and submits committee minutes.

Schedule: Meets at a minimum on a quarterly basis

MARKETING & PUBLIC RELATIONS COMMITTEE

Purpose: The Marketing & Public Relations Committee is responsible for developing and overseeing the organization's overall communications, marketing, public relations, and visibility strategies. To accomplish this, its responsibilities are:

- To establish a marketing plan that is consistent with the overall strategic plan of the organization.
- To establish identity standards and guidelines that ensures the establishment of a consistent brand and image for PUFL.
- To outline specific marketing and visibility activities that promote the cause for supporting the organization to the public and reinforce fundraising programs.
- To create a media relations protocol, media release template, and media contact list.
- To coordinate with and support the work of the Fund Development Committee.

Structure: Three to seven members including both Board and non-Board members; reports routinely to the Board and submits committee minutes.

Schedule: Meets at a minimum on a quarterly basis.

VOLUNTEER DEVELOPMENT COMMITTEE

Purpose: The Volunteer Development Committee is responsible for developing and overseeing the organization's volunteer recruitment and management system. To accomplish this, its responsibilities are:

- To identify PUFL volunteer needs
- To develop volunteer role descriptions in response to organizational needs
- To create and implement a volunteer recruitment strategy including volunteer postings, applications, interview, and selection process
- To develop a volunteer manual
- To establish a volunteer orientation and training program
- To identify a mechanism for managing volunteers including recruitment of a volunteer coordinator
- To evaluate the effectiveness of the PUFL volunteer program

Structure: Three to seven members including both Board and non Board members; reports routinely to the Board and submits committee minutes.

Schedule: Meets at a minimum on a quarterly basis.

ORGANIZATIONAL COMPLIANCE COMMITTEE

Purpose: The Organizational Compliance Committee is responsible for creating a compliance program for PUFL and overseeing its ongoing implementation. To accomplish this, its responsibilities are:

- To identify compliance issues and organizational vulnerabilities
- To routinely assess organizational compliance with legal and regulatory requirements
- To establish policies and procedures that ensure compliance with legal and regulatory requirements
- To educate the Board, staff, and volunteers of compliance issues and requirements
- To establish a confidential and safe procedure for Board, staff, and volunteers to notify the Compliance Committee of compliance issues or concerns.
- To follow-up on complaints related to compliance issues.

Structure: Three to seven members including both Board and non Board members; reports routinely to the Board and submits committee minutes.

Schedule: Meets at a minimum on a quarterly basis.

Project Unity for Life Board Job Descriptions

Board President

Serves as the Chief Volunteer of the organization and provides leadership to the Board of Directors.

1. Is a member of the Board;
2. Serves as the Chief Volunteer of the organization;
3. Provides leadership to the Board of Directors, who sets policy;
4. Chairs meetings of the Board;
5. Encourages Board's role in strategic planning;
6. Appoints the chairpersons of committees, in consultation with other Board members;
7. Serves *ex officio* as a member of committees and attends their meetings when invited;
8. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
9. Monitors financial planning and financial reports;
10. Plays a leading role in fundraising activities;
11. Informally evaluates the effectiveness of the Board members;
12. Annually evaluates the performance of the organization in achieving its mission; and
13. Performs other responsibilities assigned by the Board.

Board Vice President

This position is typically successor to the Board President position. In addition to the responsibilities outlined in the Committee Member job description, this position:

1. Is a member of the Board;
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description);
3. Reports to the Board's Chair;
4. Works closely with the Chair and other staff;
5. Participates closely with the Chair to develop and implement officer transition plans;
and
6. Performs other responsibilities as assigned by the Board.

Board Secretary

1. Is a voting member of the Board;
2. Maintains records of the Board and committees and ensures effective management of organization's records;
3. Records and manages minutes of Board meetings;
4. Ensures minutes are distributed to members after each meeting (within 7 days); and
5. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

Board Treasurer

1. Is a voting member of the Board;
2. Manages finances of the organization;
3. Administrates fiscal matters of the organization;
4. Provides annual budget to the Board for members' approval; and
5. Ensures development and Board review of financial policies and procedures.

Committee Chair

1. Is a member of the current Board or appointed by the Board;
2. Sets tone for the committee work;
3. Ensures that members have the information needed to do their jobs;
4. Oversees the logistics of committee's operations;
5. Reports to the Board President;
6. Reports to the full Board on committee's decisions/recommendations;
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes; and
8. Initiates and leads the committee's annual evaluation and report.



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BY-LAWS

MISSION STATEMENT

Project Unity for Life mission is providing persons who have experienced a substance use disorder (SUD) and /or incarceration the opportunity to be a substance free, responsible, community member.

Key Scripture

Statement of Purpose

“Our purpose is to deliver Christ’s promise of hope, freedom and truth through small group mentoring.”

BY-LAW I

- OFFICES -

The principal office of the Corporation in the State of Michigan shall be located in the City of Traverse City, County of Grand Traverse or such other location in the State of Michigan as may be selected by the Board of Directors.

The Corporation shall have and continuously maintain in the State of Michigan a registered office, and a registered agent whose office is identical with such registered office, as required by the laws of the State of Michigan. The registered office may be, but need not be, identical with the principal office in the State of Michigan, and the address of the registered office may be changed from time to time by the Board of Directors.

BY-LAW II

- BOARD OF DIRECTORS -

Section 1

General Powers: The Board of Directors shall direct the activities, business and affairs of the Corporation, and shall manage its property.

Section 2

Number, Qualifications, Elections, and Tenure: The Board of Directors, and its advisors, of the Corporation shall consist of a minimum of 7 members but not more than 15.

Election to the Board shall be by majority vote of Directors present at the meeting at which the vote is taken, provided a quorum is present. Directors shall be elected to serve a term of three years. Directors are eligible for re-election but may not serve more than three consecutive terms. Under unusual circumstances or in the event a Board Director is elected an officer, exception to the three term limitation may be made up to a maximum of one additional term upon recommendation by the Nominating Committee and concurrence by a majority of the Board. New Directors shall be elected at a Board of Directors meeting and take office at the next Board of Directors meeting. Vacancies for unexpired terms shall be filled for the balance of the three-year term by nomination, and a majority vote of the Board members present at a regular meeting.

Section 3

Regular Meeting of Directors: Meetings shall be held regularly each month. A meeting may be rescheduled within a reasonable time either before or after the regular meeting date if so voted by the Board of Directors or as deemed necessary by the Board of Directors. The President may use discretion in determining if a Board meeting should be cancelled and/or rescheduled and will properly give notice of cancellation and/or rescheduling within a reasonable time frame.

All meetings of the Board of Directors shall be open to the public. By permission of the President, a director may request closed sessions for private matters. Non-Board members may participate in a meeting provided they have been added to the agenda.

Section 4

Special Meetings: Special meetings of the Board of Directors may be called by or at the request of any two Directors.

Section 5

Notice: Notice of any special meetings of the Board of Directors shall be given by written notice delivered personally or sent by mail or e-mail to each Director at his address as shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by e-mail, such notice shall be deemed to be delivered when the e-mail is electronically sent and is not returned as undeliverable. Any Director may waive

notice to any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted, nor the purpose of a special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these By-laws.

Section 6

Quorum: A majority of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 7

Manner of Acting and Rules of Order: The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-laws. Roberts Rules of Order shall be accepted as the authority governing the conduct of procedure unless otherwise provided for in the Articles or By-laws.

Section 8

Compensation: Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; however nothing herein shall preclude any Director from serving the Corporation in any other capacity and receiving compensation therefore.

Section 9

Action Without Meeting: Action required, or permitted to be taken pursuant to authorization voted at a previous meeting of the Board or a committee thereof, may be taken without a meeting if, before or after the action, all members of the Board or of the committee consent thereto in writing. The written consents shall be filed with the minutes of the proceedings of the Board or committee. The consent has the same effect as a vote of the Board or committee for all purposes.

Section 10

Removal of Directors: The membership of any Director may be terminated after three consecutive unexplained absences from Board meetings at the discretion of the Board of Directors.

BY-LAW III

- OFFICERS -

Section 1

Officers: The officers of the Corporation shall be a President, a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this By-law. The Board of Directors may elect or appoint such other officers, including one or more Vice Presidents, Assistant Secretaries or Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person.

Section 2

Election and Term of Office: The officers of the Corporation shall be elected annually by the Board of Directors and shall assume office October 1. New offices may be created and filled, and vacancies may be filled, at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

Section 3

Removal of Officers: Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors if proven that such action would be in the best interests of the Corporation.

Section 4

Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5

President: The President shall serve as the Chief Volunteer of the organization; Provides leadership to the Board of Directors, who sets policy. The President may sign, with the secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed.

In addition the President shall perform the responsibilities and oversee operations as outlined in the Board Job Descriptions contained within the Board Manual.

Section 6

Vice President: Is a member of the Board and will perform Chair responsibilities when President is not available; will support the Chair and the organization in strategic mission and goals and will perform duties as assigned by the Board.

Section 7

Treasurer: The Treasurer shall be responsible for all funds and securities of the Corporation except as the Board of Directors may direct or arrange for other custody, deposits, or safekeeping. The Treasurer shall receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these By-laws; and in general perform the above duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors. The Treasurer shall cause the books and records of account to be reviewed and audited each year by an independent public accountant.

Section 8

Secretary: The Secretary shall keep or cause to be kept the minutes of the meetings of the Board of Directors; be custodian of the corporate records and of the seal of the Corporation, if any, and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these By-laws or as directed by the Board of Directors; keep a register of the post-office address of each Director which shall be furnished to the Secretary and such

other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 9

Assistant Treasurers and Assistant Secretaries: If the Board of Directors deems it necessary, it may elect one or more Assistant Secretaries or Assistant Treasurers and, in general, the assistants shall perform such duties as shall be assigned them by the Secretary or the Treasurer or by the President or the Board of Directors.

BY-LAW IV

- CONTRACTS, CHECKS, DEPOSITS, FUNDS AND BONDS -

Section 1

Contracts: The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these By-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2

Checks, Drafts, etc.: All checks, drafts or orders for the-payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the Board President and an officer of the Board.

Section 3

Deposits: All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.



BY-LAW V

- BOOKS AND RECORDS -

The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the members entitled to vote.

BY-LAW VI

- FISCAL YEAR -

The fiscal year of the Corporation shall begin on the first day of October and end on the last day of September in each year, or such other fiscal year as shall be selected by the Board of Directors.

BY-LAW VII

- WAIVER OF NOTICE -

Whenever any notice is required to be given under the law of the State of Michigan or under the provisions of the Articles of incorporation or by the By-laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

BY-LAW VIII

- AMENDMENTS TO BY-LAWS -

These By-laws may be altered, amended or repealed and new By-laws may be adopted by a majority vote of the Directors present at any regular meeting or at any special meeting.

BY-LAW IX

- BOARD OF ADVISORS -

There may be a Board of Advisors. Any person may be made an Advisor for a three (3) year term by action of the Board of Directors. Such Advisors shall be chosen for their expertise and assistance or because of past service to the Corporation. Advisors may attend meetings of the Board of Directors but have no voting privileges and shall not be subject to attendance requirements.

BY-LAW X

CONFLICT OF INTEREST

This conflict of interest policy is designed to help directors, officers and employees of Project Unity for Life identify situations that present potential conflicts of interest and to provide Project Unity for Life with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction.

1. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create Conflicts of Interest:
 - A. Outside Interests.
 - (i) A Contract or Transaction between Project Unity for Life and a Responsible Person or Family Member.
 - (ii) A Contract or Transaction between Project Unity for Life and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

B. Outside Activities.

(i) A Responsible Person competing with Project Unity for Life in the rendering of services or in any other Contract or transaction with a third party.

(ii) A Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with Project Unity for Life in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:

(i) does or is seeking to do business with, or is a competitor of Project Unity for Life; or

(ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Project Unity for Life;

(iii) is a charitable organization operating in Michigan; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Project Unity for Life.

2. Definitions.

A. "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

B. A "Responsible Person" is any person serving as an officer, employee or member of the Board of Directors of Project Unity for Life.



Project Unity for Life

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C. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.

D. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.

E. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Project Unity for Life. The making of a gift to Project Unity for Life is not a Contract or Transaction.

3. Procedures.

A. Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.

B. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest.

C. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

D. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a conflict of interest may not vote on the Contract or



Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Project Unity for Life has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

E. Responsible Persons who are not members of the Board of Directors of Project Unity for Life, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Project Unity for Life's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Project Unity for Life. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Project Unity for Life for the personal profit or advantage of the Responsible Person or a Family Member.

BY-LAW XI

- **DISSOLUTION OF ASSETS** -

In the event that Project Unity for Life should, for whatever reason, permanently cease operations, any remaining assets accrued shall be donated to a non-profit program, church or agency whose mission is similar to that of Project Unity for Life.

Policy Statement 2018-1

The policies and procedures set forth in this document will apply to all recovery clients receiving assisted housing and ongoing drug treatment support. All recovery clients of PUFL must submit no less than one (or more) random drug screens per month with negative results to maintain their placement at PUFL. Failure to comply with random screens or positive test results will lead to further action up to and including termination of residential agreement to reside in the PUFL recovery home(s).

Purpose of Testing:

Drug Testing is an important tool in drug treatment. Detection of ongoing drug usage or intermittent relapses is key to maintaining a safe recovery home free of illicit drugs and alcohol. Urine test results provide PUFL and client a timely opportunity to honestly confront relapses while providing a safe environment for other clients of PUFL. Drug Testing is used as an intervention tool to overcome denial of substance abuse relapses, hold one accountable for their behavior, and strive to live drug free. The inclusion of drug testing in PUFL is very important to document compliance to program standards.

The following procedures are recommended for the uniformity and consistency in the practice of drug testing at PUFL:

1. The person(s) whom conduct the testing will insure that a Drug Testing and Results Log is maintained for each client.
2. All tests will be validated by both the PUFL member conducting the test and the client.
3. Positive results will result in immediate testing at a licensed facility for medically verified results.
 - a. Should those results also be positive, the house members and the president of PUFL will determine if that client will be permitted a second chance or if they will have to leave PUFL recovery housing.

Effective and Safe Procedures for Obtaining Urine Samples:

1. The bathroom must be sanitized before testing to avoid environmental contamination.
2. Before using the room, scan it for contraband.
3. All collected samples must be confirmed by the assigned PUFL staff member.
4. All samples will be collected in a secured and FDA approved testing cup.
5. The staff member should have the client wash their hands prior to the test then hand the empty cup to the client immediately before the sample is provided.
6. The Client should then hand the urine sample directly to the staff member.
7. Staff members should always wear latex gloves while handling urine samples to reduce the risk of infection from contagious diseases.

8. It is recommended that staff receive personal instruction and training by a qualified individual. Training/Certification shall be documented in the employee personnel file. Training can be sought from this or other resources:

- a. DOT URINE SPECIMEN COLLECTOR TRAINING:

- <https://www.drugtestingcourses.com/course/dot-urine-specimen-collector-training-and-certification/#9>

Biohazard Procedures for Urine Testing.

1. All human body fluids should be considered hazardous and must be treated with extreme caution
2. Staff must wear latex gloves at all times when handling urine samples. Do not handle or touch anything outside of the testing room while wearing gloves to avoid contaminating any other surface.
3. Sample containers must always be kept on a hard surface to prevent spills (ie. countertops)
4. Do not place a urine sample directly onto a surface; instead place the test cup on a clean paper towel or plastic tray/mat, which will contain spills.
5. To dispose of urine samples, empty each sample container into the toilet taking care not to splash any liquid outside the toilet bowl and flush.
6. All used urine sample containers and used urine test materials must be placed in a separate receptacle. These materials cannot be disposed of in any other trash container, as they are hazardous.
7. Wash your hands, and have the client wash their hands before leaving the test room.
8. In the event of a urine spill:
 - a. Urine spills must be cleaned up immediately, and the surface must be disinfected using a disinfectant spray or cleaner.
 - b. All cleanup materials must be disposed of in the appropriate receptacle.

I, _____, agree to submit to random urinalysis drug screening in compliance with PUFL's policy and procedure. I have been given a copy of the testing procedure and am aware of all drugs screening protocol. Failure to comply with random screens or secured positive results will result in additional action up to and including PUFL residential occupancy termination.

Resident Signature

Date

PUFL Staff Member Signature

Date



Project Unity for Life

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Policy Statement 2017-1

Project Unity for Life (Unity House) tenants may require assistance with visitor payment pledge, due to job situations that they confront after rehabilitation and/or incarceration. Project Unity for Life (PUFL) may want to consider offering assistance in the form of a revised payment pledge — a visitor's commitment to make a series of debt payments.

The Financial officer with approval of the PUFL Board of Governors will be authorized to approve or deny proposed revised payment pledges. (See the attached revised payment pledge)

A visitor is out of compliance with the terms of their payment pledge (as outlined in the Application for Membership in Unity House), when they are behind by \$200. The Financial Officer should send the visitor a notice of late payment, when this occurs. The notice should remind the visitor that he/she is in default on the payment plan, and that PUFL will terminate tenancy if the default is not resolved promptly.

Regardless of the terms of the payment pledge policy, the Financial Officer should consistently follow the policy in compliance with Application for Membership in Unity House.

The Financial Officer should help the visitor comply with the terms of the payment pledge or other stipulated agreement.

I agree that if for any reason or for no reason, I am unable to pay my House Meeting payment pledge (\$200) in a timely manner (on time), I will notify the Financial Officer as soon as I am aware of the situation and make arrangements to get and stay current.

Failure to pay House Meeting payment and be in arrears more than \$200 may require the client to find different accommodations immediately.

The standard daily rental rate for my residency at Unity House is \$14 or \$200 at every house meeting of Unity House. The payment pledge is billed on the at each house meeting. Payments are due based on the schedules established by the Financial Officer.

REVISED PAYMENT PLEDGE

I, _____ (visitor's name), agree to the following payment schedule to ensure payment of my delinquent payments.

The total delinquent payment due is \$ _____.

The payment schedule is as follows:

Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>
Date due	<input type="text"/>	Amount Due	<input type="text"/>

I further understand that the above-listed payments are in addition to my regular House Meeting payment of \$200.

If any single payment stated above is late, all unpaid sums shall immediately become due and payable.

This document has been read to me and I fully understand my obligations.

Date Recommended:

Financial Officer Signature _____

Date Accepted: _____

Tenant signature _____

Date Approved: _____

PUFL Board of Governors

PUFL President Signature _____



Project Unity *for Life*

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Policy Statement 2016-1

It's easy for a nonprofit organization to maintain its tax exempt status—and can be just as easy to lose it. Each year, the IRS revokes the tax-exempt status of more than 100 501(c) (3) organizations. Organizations recognized as exempt from federal income tax under this section of the Internal Revenue Code include private foundations as well as churches, educational institutions, hospitals, and many other types of public charities.

But these organizations can maintain their tax-exempt status if they heed the rules in six areas:

- Private benefit/inurement
- Lobbying
- Political campaign activity
- Unrelated business income (UBI)
- Annual reporting obligation
- Operation in accord with stated exempt purpose(s)

(Note: The following subjects are described briefly. If you want more information about each area, visit the Tax-Exempt Status Virtual Workshop on the IRS educational micro-site, www.stayexempt.irs.gov.

1. PRIVATE BENEFIT/INUREMENT

Private benefit: 501(c) (3) organization's activities should be directed exclusively toward some exempt purpose. Its activities should not serve the private interests, or private benefit, of any individual or organization (other than the 501(c) (3) organization) more than insubstantially. The intent of a 501(c) (3) organization is to ensure it serves a public interest, not a private one."

Inurement: The concept of inurement states that no part of an organization's net earnings may inure to the benefit of a private shareholder or individual who, because of the person's relationship to the organization, has an opportunity to control or influence its activities.

As a 501(c) (3) organization we are prohibited from allowing income or assets to benefit insiders (people with a personal or private interest in the activities of the organization. Insiders are typically board members, officers, directors, and important employees. Prohibited inurement includes the payment of dividends, the payment of unreasonable compensation to insiders, and the transfer of property to insiders for less than fair market value, or for Project Unity for Life, to loan money to or

pay non 501(c) (3) expenses for any insider. If we engage in inurement or substantial private benefit, we risk losing our exemption. Additionally, insiders guilty of inurement may be subject to excise tax.

2. LOBBYING

When an organization contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or when the organization advocates the adoption or rejection of legislation, it is lobbying. As a 501(c) (3) organization we are allowed to do some lobbying. However, if lobbying activities are substantial we risk losing our tax exempt status. For this reason Project Unity for Life shall refrain from any and all lobbying.

3. POLITICAL ACTIVITY

All section 501(c)(3) organizations are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate running for public office. The prohibition applies to all campaigns (federal, state and local level). Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements. Contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of an organization in favor of, or in opposition to, any candidate for public office clearly violate the prohibition on political campaign intervention.

Section 501(c)(3) organizations may engage in some activities to promote voter registration, encourage voter participation, and provide voter education, but they can't engage in activities that favor or oppose any candidate for public office. Whether an activity is political campaign intervention depends on all the facts and circumstances. For their organizations to remain tax exempt under section 501(c) (3), leaders cannot make partisan comments in official organization publications or at official functions of the organization. Therefore, Project Unity for Life will refrain from supporting any elected official as expressed in this item.

4. UNRELATED BUSINESS INCOME (UBI)

Another activity that can potentially jeopardize an organization's 501(c) (3) tax-exempt status is having too much income generated from activities that are unrelated to the exempt function of the organization. This income comes from a regularly-carried-on trade or business that is not substantially related to the organization's exempt purpose. First, the activity must be a trade or business. Second, the trade or business must be regularly carried on. Third, the business activity is not substantially related to an organization's exempt purpose. In other words, the activity itself does not contribute importantly to accomplishing the exempt purpose, other than through the production of funds.

Some of the most common UBI generating activities include: the sale of advertising space in weekly bulletins, magazines, journals or on the organization's website; the sale of merchandise and publications when those items being sold do not have a substantial relationship to the exempt purpose

of the organization; provision of management or other similar services to other organizations; and, even some types of fundraising activities. Generally, organizations that generate unrelated business income should file Form 990-T, Exempt Organization Business Income Tax Return, and pay tax on the income.

Therefore, Project Unity for Life will refrain from doing Business that is not substantially related to our exempt function.

5. ANNUAL REPORTING OBLIGATION

While 501(c) (3) public charities are exempt from Federal income tax, most of these organizations have information reporting obligations under the Internal Revenue Code to ensure they continue to be recognized as tax-exempt. In addition, they may also be liable for unrelated business income tax as described above, employment tax, excise taxes, and certain state and local taxes.

Public charities generally file either Form 990, Return of Organization Exempt from Income Tax, Form 990-EZ, Short Form Return of Organization Exempt from Income Tax, or submit online Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ. The type of form or notice required is generally determined by the public charity's gross receipts and the value of its assets. For tax years ending on or after December 31, 2010, an organization may file Form 990-EZ if its gross receipts are normally less than \$200,000, and if its total assets are less than \$500,000 at the end of the year. If the organization's gross receipts are \$200,000 or greater, or if its assets at the end of the tax year are \$500,000 or more, the organization generally must file Form 990. If the organization's annual gross receipts are generally \$50,000 or less, the organization may in lieu of Form 990 or 990-EZ submit online new Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not required to File Form 990 or 990-EZ.

Each Year, the returns are due by the 15th day of the fifth month after the close of an organization's tax year. For Project Unity for Life that will be, February 15 of the year following the September 30 year end.

6. OPERATION IN ACCORD WITH STATED EXEMPT PURPOSE(S)

If we stop doing all or a significant amount of the exempt activities that we told the IRS we were going to do in our original application for exemption—we could lose our exemption. If we change our organization's direction we must inform the Internal Revenue Service.