

## Affiliations Application: Board Resolution Template

Attach a Board resolution which expressly states the Board of Director's support for membership in the NeighborWorks Network. For the board resolution to be considered, it must be executed by the board chair and executive director/chief executive officers and requires the following statements of understanding and commitment by the board and staff included below:

"In submitting this application to request charter membership to the NeighborWorks Network, [ORGANIZATION NAME]'s board of directors and staff understands the following requirements:

- Not later than the required NeighborWorks onsite review (if invited), the Board shall reflect and maintain if affiliated, a partnership among resident leaders, the private business community and public officials, in which at least one-third of the Board members are low-income residents or low-income resident representatives of the organization's service area as defined by NeighborWorks, where
  - Resident board members can be:
    - residents of a low-income community within the NeighborWorks organization's service area;
    - low-income residents within the NeighborWorks organization's service area; or
    - individuals who are elected or appointed to represent residents of low-income communities within the NeighborWorks organization's service area.
- To subscribe to a mission which is compatible with that of NeighborWorks America and to develop, manage and maintain programs and services within a defined service area that are at all times in keeping with this mission.
- To maintain exemption from federal income tax under section 501(c)(3) of the Internal Revenue code and to conduct all activities so as not to jeopardize that status; to remain an independent, nonprofit corporation not controlled by any other organization and to remain in good standing under applicable laws and regulations of the state where originally chartered.
- To establish and maintain a financial management system that complies with generally accepted accounting principles, enable the organization to prepare financial statements in accordance with Generally Accepted Accounting Principles and takes into account adequate internal control systems.
- To adopt, through the board of directors, a conflict of interest policy, including without limitation its directors, officers and staff that, at a minimum meets the parameters set forth by NeighborWorks and to remain in compliance with this policy.
- To submit an unmodified consolidated annual audit by a certified public accountant conducted pursuant to NeighborWorks America requirements as outlined in the Guidance for the Conduct of Audits.
- To submit reports to NeighborWorks America in the form, detail and timeframes required by NeighborWorks America and to comply with reasonable changes in reporting requirements over time.
- To participate and cooperate fully in regularly scheduled on- and off-site program reviews (including any subsidiaries or related organizations referred to as sub-recipients) conducted by NeighborWorks America or its designee and to develop and implement a Corrective Action Plan satisfactory to NeighborWorks America to remedy any significant deficiencies identified in the review, as may be needed.

- To contribute to raising the visibility of the work and impact of the NeighborWorks network by clearly and consistently conveying membership in the NeighborWorks network through use of the “NeighborWorks Chartered Member” logo, and through descriptive language and text. At a minimum, the NeighborWorks Chartered Member logo will be placed on the following items: stationery of the NeighborWorks organization; all business cards; Web site home page; newsletter, whether printed or electronic; signage at the organization’s headquarters office; annual report; and informational brochures.
- On these items above, only the NeighborWorks organization’s own logo may be larger than the NeighborWorks Chartered Member logo. If the applicant organization is chartered, NeighborWorks America will grant the NeighborWorks organization a revocable license to use the NeighborWorks service mark in accordance with the guidelines and graphic standards prescribed by NeighborWorks America.
- To comply with the terms of NeighborWorks America agreements governing the relationship between NeighborWorks America, including related corporations in the NeighborWorks system, and members of the NeighborWorks network.”