



# ACCA BOARD OF DIRECTORS HANDBOOK

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# INTRODUCTION AND MISSION

## Introduction and Mission Statement for ACCA, Inc. Board Handbook

**To ACCA Board Members:** This manual is designed to be helpful as an orientation to ACCA, Inc. and its many ministries. Your role on the Board is vitally important because you decide on policy and financial matters for ACCA, many of you serve as liaisons to our member churches, and all of you are essential to fundraising for ACCA ministries.

Through attendance at monthly meetings and print or electronic communications, you will be kept informed about our program activities, volunteer needs, budget development, fundraising, and other ways you might contribute to strengthening ACCA. This will enable you to communicate effectively within your congregation and with the larger community about ACCA and the needs of our neighbors.

If you have questions or concerns about anything in this Handbook, do not hesitate to contact the President, Vice-President or another member of the Board of Directors.

**ACCA's Mission: Doing what Jesus would do by serving our neighbors in need.** "Whatsoever you do to the least of my people, that you do unto me. (Matthew 25:40)

# ABOUT ACCA

- About ACCA
- Maps of ACCA boundaries
- Board of Directors
- Organization Chart

## About ACCA

The Annandale Christian Community for Action, or ACCA, is a church-related voluntary organization whose purpose is to unite Christians to promote and sponsor Christian charitable social services. ACCA, Inc. includes two entities, the ACCA Human Service Ministries and the ACCA Child Development Center (CDC). ACCA, Inc. is a 501(c)3 non-profit corporation. ACCA provides a range of services for the needy in the [Annandale](#), [Lincolnia](#), [Bailey's Crossroads](#) and [Culmore](#) areas of Fairfax County through collaboration of its 27 member churches with Fairfax County and other human service agencies. The boundaries served by ACCA can be seen on the map below.



ACCA's core ministries are developmental childcare, provided by the CDC; and family emergency assistance, emergency food and hygiene products, pick-up and delivery of furniture for needy families, and transportation to medical appointments (in cooperation with the Shepherd's Center of Annandale Springfield) provided by the Human Service Ministries. ACCA also supports Rebuilding Together (housing rehab), CROP Walk, Meals On Wheels, and scholarships for students with disabilities. ACCA maintains partnerships with Shelter House, Bailey's Community Shelter, and the Center for Pastoral Counseling, and facilitates an annual *Making a Difference* Award at Annandale High School for volunteer service.

With the exception of the staff of the CDC, volunteers deliver all ACCA services. Their work is organized by ACCA's committee chairs and coordinators who are responsible for program operation, volunteer training, financial management, recordkeeping and accountability. The Development Committee supports fundraising and advocacy efforts in support of ACCA's mission. ACCA, Inc. is governed by a Board consisting of officers, the CDC board chair, committee chairs, and Official Representatives (ORs) from each of the 27 member churches.

The ORs serve as ACCA liaisons to pastors, a communications network, and recruiters of volunteers. ACCA, Inc., is funded by contributions from its member churches, individuals, and businesses and organizations; grants from Fairfax County, United Way and other sources; and in-kind contributions, including facilities and maintenance of the food pantry, provided by Fairfax County.

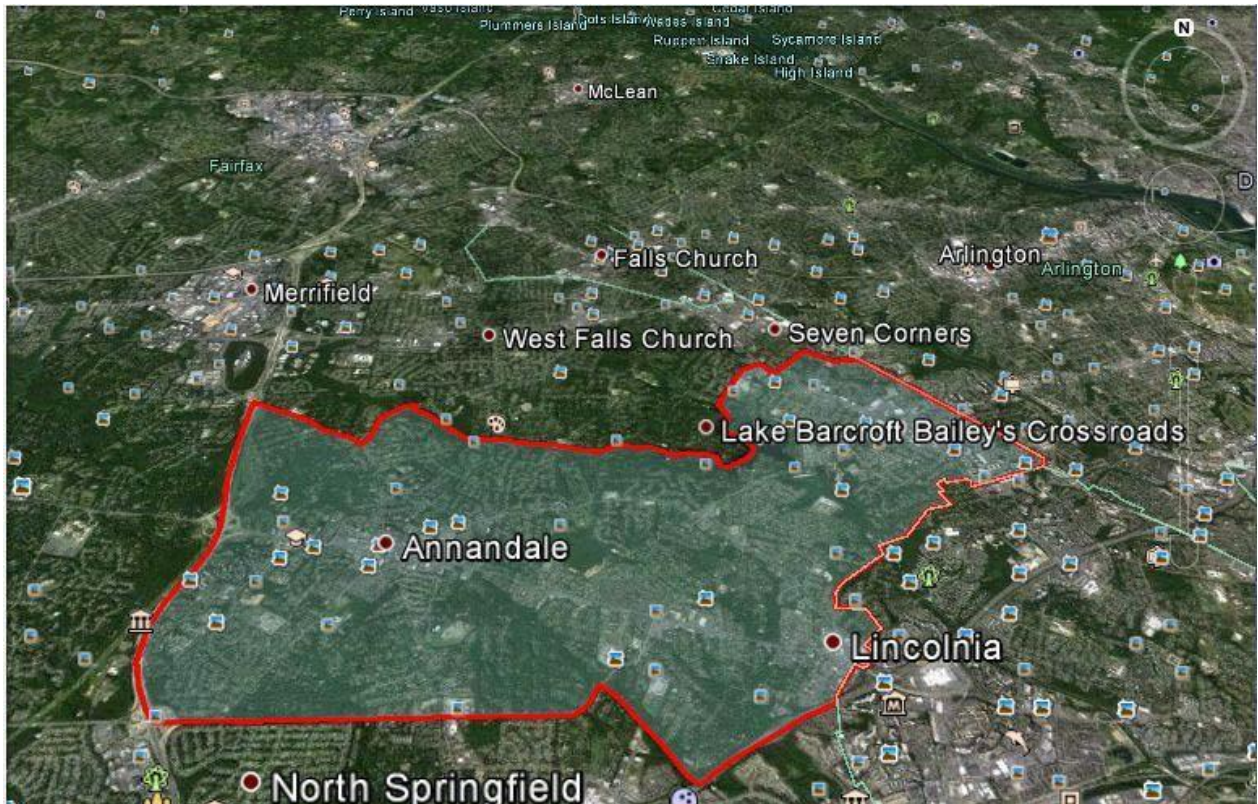
The CDC has a separate operating budget and board of directors whose authority and responsibilities are laid out in [Appendix A](#) to the bylaws of ACCA, Inc. The CDC maintains close ties to ACCA through the CDC board chair, the appointment of CDC board members by ACCA, membership on the Finance Committee, and coordination with the Development Committee. The CDC receives its funding through tuition, childcare subsidies, fundraising, as well as a transfer of funds from ACCA, Inc. In addition, the CDC receives in-kind support from Fairfax County for facilities, maintenance, and special education.

Information about ACCA and its activities is available on its website, <https://www.accacares.org>. Print brochures describing ACCA services are available in English and Spanish. Information is available through the monthly e-newsletter, a periodic print newsletter as well as the annual report. All of these are available online on the ACCA publications page at <https://accacares.org/about-accapublications/>.



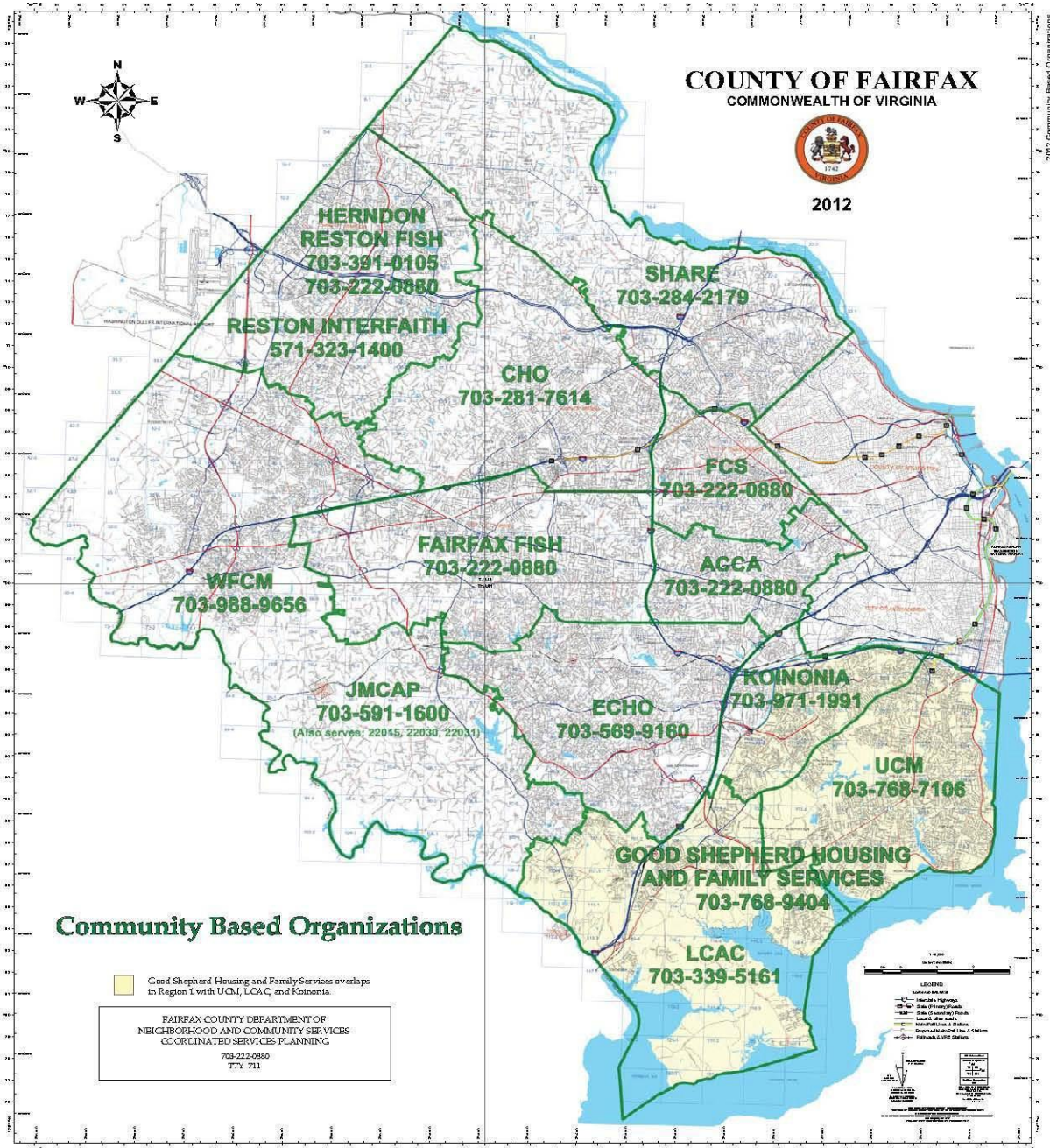
## Maps of ACCA Boundaries

The "About ACCA" section above contains the simple map of ACCA. The [detailed interactive map](#) as shown in a screen shot below has far more detail. This interactive map can be manipulated under Google maps and related applications to allow a user to find whether street addresses fall into boundaries, picture of locations and many other utilities.



Clicking the map above will take you to Google maps.

Fairfax County determines the official service area for ACCA and similar organizations, as shown on map on the next page. This map is also [available online](#). Additional demographic information about the county's residents is available through the [Fairfax County Data Visualization Gallery](#).



## ACCA, Inc. Board of Directors

For a list of the current board members, visit <https://accacares.org/about-acca/board-of-directors/>

### Officers

President  
 Vice President  
 Corresponding Secretary  
 Recording Secretary  
 Treasurer

Chair of the Board of the [ACCA Child Development Center](#)

### **Chairs of the Standing Committees**

[Family Emergency](#)  
[Assistance Food Pantry](#)  
[Furniture](#)  
[Transportation](#)  
[CROP Walk](#)  
[Emily & Fred Ruffing Scholarships](#)  
[Meals on Wheels](#)  
[Rebuilding Together](#)  
 Communications  
 Development  
 Finance

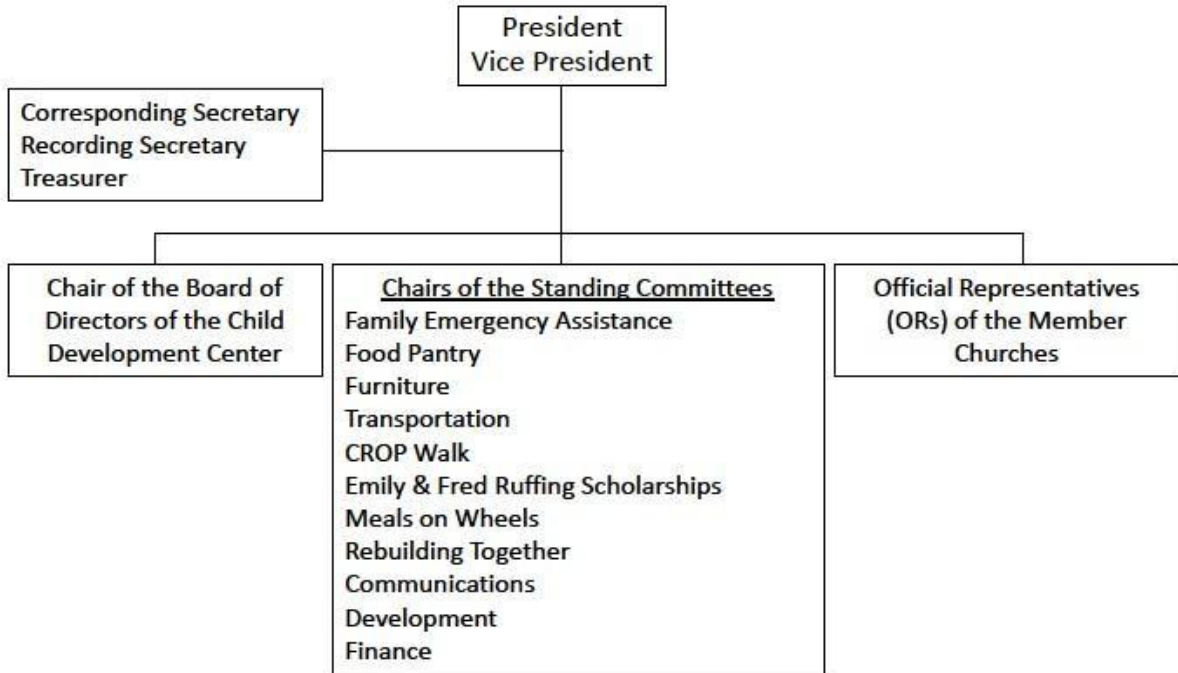
### Official Representatives (ORs) of the Member Churches

Annandale United Methodist (including Immanuel United Methodist campus)	Mt. Pleasant Baptist
Braddock Baptist	Peace Lutheran
Calvary Church of the Nazarene	Providence Presbyterian
Church of Jesus Christ of Latter-Day Saints, Annandale Ward	Queen of Apostles Catholic
Church of Jesus Christ of Latter-Day Saints, Little River Ward	Ravensworth Baptist
Cornerstone Evangelical Free	Sleepy Hollow United Methodist
Culmore United Methodist	St. Alban's Episcopal
First Presbyterian	St. Anthony's Catholic
Friendship United Methodist	St. Barnabas' Episcopal
Holy Spirit Catholic	St. Michael's Catholic
Hope Lutheran	St. Paul's Episcopal
John Calvin Presbyterian	United Baptist

Lincolnia United Methodist	Warner Baptist
Little River United Church of Christ	

## ACCA Organizational Chart

# ACCA Org Chart



# HISTORY OF ACCA, INC

## ACCA – MORE THAN 50 YEARS OF COMMUNITY ACTION FOR OUR NEEDY NEIGHBORS



The year was 1967. Fred Ruffing of Alexandria was faced with a dilemma. Fred and his wife Emily worked with a government-subsidized day care center in Mount Pleasant Baptist Church. However, low-income families who left welfare and obtained jobs were no longer eligible for subsidized daycare for their children. Without such daycare, they would be forced to stop working and go back on welfare.

Faced with this “Catch-22” situation, the Ruffings decided to do something about it. They organized a meeting with representatives of eight local churches to set up a daycare center for children of the working poor. They marshaled support from Fairfax County and from local donors. They succeeded in meeting that need, and

the organization they founded – the **Annandale Christian Community for Action** – began branching out to meet other needs, all under the banner of “doing what Jesus would do.” Over time, the organization that started with eight churches grew until it reached its current membership of 27. The initial concentration on daycare grew to address a host of other needs: emergency food, delivery of basic furniture, emergency financial assistance, transportation to medical appointments, Meals on Wheels, and housing rehabilitation.

The daycare center is now the ACCA Child Development Center, which provides developmental childcare and early education for almost 200 infants, toddlers, and preschoolers. For about 10 years, the CDC was housed in the facilities of ACCA churches. In 1977, after the closing of Annandale Elementary School, the County leased part of the building to ACCA, and built an Infant/Toddler Center and a Pantry on the site.

The ACCA Pantry collects food donations from churches, schools, community groups and local businesses and delivers food and other necessities on an emergency basis to area households. ACCA’s Emergency Assistance program handles financial emergencies such as payment for rent, utilities, prescription drugs, and minor car repairs for low-income families who have few resources to fall back on in a crisis. These ministries provide a safety net while the families recover stability. Furniture ministry volunteers collect and distribute gently used furniture to needy recipients, while volunteers from the Transportation ministry, working in cooperation with the Shepherds Center of Annandale/Springfield since 2016, provide rides to medical appointments.

The Meals on Wheels volunteers deliver meals every weekday to elderly residents who cannot fend for themselves. As partners with Rebuilding Together, ACCA volunteers spend a Saturday in April repairing houses – more than 120 homes have been repaired or rehabilitated since 1990. The annual CROP Walk raises funds for Church World Service, a portion of which is returned to ACCA.

Except for the staff of CDC, all services are provided by volunteers.

ACCA works closely with the Fairfax County Department of Neighborhood and Community Services and local churches to ensure that those receiving help are truly needy. ACCA's ability to respond quickly to food and financial needs makes it more flexible than government assistance and able to prevent small emergencies from escalating. Assistance is provided regardless of ethnicity or religion. According to former Deputy County Executive for Neighborhood and Community Services Patricia Harrison, "ACCA has long been an important partner in our efforts to ensure healthy child and youth development, prevent homelessness, build families, and mitigate the impacts of poverty. ACCA exemplifies the role of community and faith-based organizations."

Few of the founding members are left to guide the organization but new volunteers have stepped forward and the organization continues on. In 1976, founder Fred Ruffing was tragically killed in an accident; Emily worked in the Child Development Center until 2010 and passed away in 2017. In tribute to the Ruffings, ACCA provides several four-year scholarships for college students with disabilities.

The ACCA model of a faith-based organization collaborating with County government has been duplicated in other areas of Fairfax County. It is a sterling example of the power of volunteers from various Christian churches working together to put Christ's words into action. As Emily Ruffing has said, "The most beautiful thing about ACCA is seeing people of various faiths working together in harmony for a common objective."

(June 2013, updated March 2018)

# ACCA, INC. BYLAWS AND APPENDIX A

## BYLAWS OF ACCA, INC. Sep. 2, 2014 (ANNANDALE CHRISTIAN COMMUNITY FOR ACTION)

### ARTICLE I

#### *Name*

The name of the corporation is ACCA, Inc. (also known as Annandale Christian Community for Action) (hereinafter "ACCA, Inc." or the "Corporation"). ACCA, Inc., is incorporated under the laws of the Commonwealth of Virginia.

### ARTICLE II

#### *Purposes of the Corporation*

ACCA, Inc. has been organized to operate exclusively for charitable and educational purposes, including, but not limited to, the purposes and powers permitted in Section 13.1-825 of the Virginia Nonstock Corporation Act. The purpose of ACCA, Inc. is to unite Christians to promote and sponsor Christian charitable social services in the Annandale, Virginia, community and surrounding areas. Specifically, ACCA, Inc. is a church-related voluntary organization providing day care and early education, food, rental assistance, furniture, and other services to low-income families in the area, regardless of religion, race or ethnic background. The principal purpose of ACCA, Inc. is to serve those in need.

### ARTICLE III

#### *Offices and Registered Agent*

**Offices.** The Corporation shall maintain continuously in the Commonwealth of Virginia a registered office at such place as may be designated by the Board of Directors or the President. The principal office of the Corporation and such other offices as it may establish may be located at such place(s), either within or without the Commonwealth of Virginia, as may be designated by the Board of Directors.

**Agent.** The Corporation shall maintain continuously within the Commonwealth of Virginia a registered agent, which agent shall be designated by the Board of Directors or the President.



**Changes.** Any change in the registered office or registered agent of the Corporation shall be accomplished in compliance with the Virginia Nonstock Corporation Act and as provided in these Bylaws.

#### **ARTICLE IV** ***Membership in ACCA, Inc.***

**A. Eligibility.** Any Christian church within the community providing support or other duties of membership as provided below to the Corporation shall be eligible to be a member of the Corporation. An eligible church may become a member upon assuming the duties of a Member Church as provided in Article IV, Section B.

**B. Duties of Membership.** Churches that are members of the Corporation (hereinafter “Member Churches”) demonstrate a continuing commitment to the Corporation’s mission through contributions of money, volunteer services, and/or in-kind goods and services to the Corporation.

**C. Official Representatives.** Each Member Church shall designate one or more Official Representative(s) (hereinafter “O.R.”) to represent such Member Church in the Corporation, and to serve on the Board of Directors on behalf of such Member Church.

**D. Rights of Member Churches.** Member Churches shall be allowed to examine any records of the Corporation.

#### **ARTICLE V** ***Board of Directors***

**A. General Powers and Duties.** The affairs and property of the Corporation shall be managed, controlled and directed by a Board of Directors. The Board of Directors shall have, and may exercise, any and all powers provided to Boards of Directors in the Articles of Incorporation, these Bylaws or the Virginia Nonstock Corporation Act which are necessary or convenient to carry out the purposes of the Corporation.

#### **B. Composition of the Board of Directors.**

1. The Board of Directors shall be composed of the Officers of ACCA, Inc., the O.R.s, the Chair of the Child Development Center Board, and the Chairs of each Standing Committee of the Corporation; provided, however that no individual will have more than one vote at Board of Directors meetings and only one O.R. from each Member Church shall vote.

2. The term of a Director shall be as follows:

a. Officers of the Corporation shall serve as a Director during their individual terms as officers;

b. An O.R. shall serve as a Director until withdrawn or replaced by the Member Church he or she represents;

c. The Chair of the Child Development Center Board (the "Center Board") shall serve as a Director until he or she is no longer serving as the Chair of the Center Board;

d. The Chair of each Standing Committee of the Corporation shall serve as a Director until he or she is no longer serving as the Chair of such Standing Committee; and

e. The term of a Director shall also expire by his or her death, resignation or removal in accordance with these Bylaws.

3. Any vacancy in the Board of Directors, including a vacancy caused by the expiration of a Director's term or by an increase in the number of Directors comprising the Board of Directors, shall be filled as follows:

a. A vacancy in an Officer position shall be filled by the Board of Directors. The President shall appoint a successor Officer and the Board shall approve such successor Officer;

b. A vacancy in an O.R. position shall be filled by the Member Church such O.R. position represents;

c. A vacancy in the Chair of the Center Board position shall be filled by the Center Board; and

d. A vacancy in a Chair of a Standing Committee position shall be filled by the President.

4. A Director may resign at any time by giving notice thereof in writing to the Recording Secretary of the Corporation.

5. A Director may be removed, with or without cause, by a three- quarters vote of the other Directors in office.

6. The President of the Corporation shall serve as Chair of the Board of Directors. The Vice-President of the Corporation shall serve as Vice-Chair of the Board of Directors. The Chair of the Board of Directors shall preside at all meetings of the Board of Directors at which he or she is present, and shall perform such other duties as may be required of him or her by the Board of Directors. The Vice-Chair of the Board of Directors shall preside, in the absence of the Chair of the Board of Directors, at meetings of the Board of Directors and shall perform such other duties as may be required of him or her by the Board of Directors.

### **C. Meetings of the Board of Directors.**

1. Regular meetings of the Board of Directors shall ordinarily be held once a month, except that the Board of Directors, upon motion of the Chair, may vote to cancel a meeting. In the event of an emergency, the Chair may cancel a meeting with notice to the Board of Directors. Meetings during August shall be held only at the discretion of the Chair of the Board of Directors. Special meetings may be called by the Chair of the Board of Directors (a) in his or her discretion or (b) at the request of ten (10) of the Directors in office.

2. The Corporation's annual meeting shall be held in December of each year.

3. The time and place of all meetings of the Board of Directors shall be designated by the Chair of the Board of Directors. The meetings may be held within or without the Commonwealth of Virginia.

4. No notice shall be necessary for regular meetings of the Board of Directors. A special meeting of the Board of Directors may be held upon notice of at least five days. Notice of a special meeting of the Board of Directors shall specify the date, time and place of the meeting, but, except as provided elsewhere in these Bylaws, need not specify the purpose for the meeting or the business to be conducted. Notice of the special meeting may be provided to Directors (1) orally (at a Board of Directors' meeting, by telephone, or otherwise ), (2) by an annually published list of meeting dates for a calendar year, (3) by electronic mail delivered to a Director at his or her email address of record, or (4) by U.S. mail if no electronic mail is available.

5. The presence of (a) eight (8) Directors, including the Chair (or in his or her absence, the Vice Chair) and one other Officer of ACCA, Inc.; or (b) twenty-five percent (25%) of the number of Directors; whichever shall be less, shall constitute a quorum and shall be required to conduct business at any meeting of the Board of Directors.

6. Except as otherwise provided by law, the Articles of Incorporation or these Bylaws, all matters before the Board of Directors shall be decided by a majority vote of the Directors present at a meeting at which a quorum exists.

7. Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if a majority of the Directors in office consent to such action. The text of the resolution or matter to be acted upon shall be sent by the Chair of the Board of Directors to all the Directors in office with at least five days notice and all the Directors voting shall indicate their consent or disagreement to such action in writing, by email or otherwise. Such consent in writing shall have the same force and effect as a vote of the Board of Directors at a meeting and may be described as such in any document executed by the Corporation. If one or more of the Directors disagrees with the action in writing, the action must be acted upon at a regular or special meeting of the Board of Directors.

8. Any or all Directors may participate in a meeting of the Board of Directors, or a committee of the Board of Directors, by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.

## ARTICLE VI

### *Committees and the Child Development Center*

**A. Standing Committees.** ACCA, Inc. may maintain such Standing Committees as determined by the Board of Directors from time to time.

**B. Other Committees.** The President may appoint special ad hoc committees to consider subjects not properly referable to a Standing Committee.

**C. Child Development Center.** The Center Board shall ensure that, at all times, the Child Development Center operates in a manner consistent with policies established by the Board of Directors and the provisions of Appendix A hereto.

**D. Appointment of Committee Chairs.** The President, at the January Board meeting, shall appoint a Chair for each committee, including Standing Committees, to serve for a term of one (1) year beginning in January. Incumbent Chairs may be re-appointed.

**E. Powers and Duties of Committee Chairs and the Chair of the Center Board.** At each regular Board meeting, Committee Chairs or their designees shall be prepared to report the activities of their respective committees. Any report made by a Committee Chair, the Chair of the Center Board, or the designee of such Committee Chair or Chair of the Center Board, to the Board of Directors shall be recorded in the minutes of the Board meeting. Committee Chairs shall be expected to deliver copies of the records and procedures for their respective committees to their Successor Committee Chairs within two (2) weeks of such Successor Committee Chairs taking office. Committee Chairs shall organize their committees as they deem appropriate.

**F. Attendance by the President.** The President shall be entitled to participate in meetings of the Standing Committees, the Center Board, and all other committees, but shall not be entitled to vote as a member of the committees; provided, however, that the President shall be entitled to vote in his or her capacity as a member of the Finance Committee.

## ARTICLE VII

### *Officers*

**A. Officers.** The Officers of the Corporation shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and such other officers as may from time to time be deemed advisable by the Board of Directors.

**B. Election of Officers.** Officers shall be chosen by the Board of Directors as follows: The President shall nominate and the Board of Directors shall appoint, at the October Board meeting, a Nominating Committee consisting of three (3) persons. The Nominating Committee shall nominate, at the November Board meeting, at least one Nominee for each office to be filled for the ensuing calendar year. No member of the Nominating Committee shall be eligible for nomination by such Committee in the year such member serves on the Nominating Committee. Nominees may also be nominated from the floor at the November Board meeting. Nominees may, but need not, be incumbent Directors. Officers shall be elected by vote at the annual meeting in December. Any two or more offices may be held by the same individual.

**C. Term of Office.** All of the Officers of the Corporation elected pursuant to this Article shall hold their offices for a term of one (1) year beginning in January. Incumbent Officers may be re-elected.

**D. Successor Officers and Transfer of Files.** An incumbent Officer of the Corporation shall hold office until his or her Successor Officer takes office. Any Officer of the Corporation may be removed, with or without cause, at any time by a majority of the Directors in office. Any vacancy occurring in any office of the Corporation may be filled by the Board of Directors. Any outgoing Officer shall be expected to transfer all ACCA, Inc. records in his or her possession to his or her Successor Officer within two weeks of the Successor Officer taking office.

**E. Powers, Duties, and Compensation of Officers.**

1. Officers shall exercise such powers, perform such other duties and receive such compensation as shall be determined from time to time by the Board of Directors.

2. The President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and such other Officers as may be authorized by the Board of Directors may enter into and execute on behalf of the Corporation contracts, leases, debt obligations and all other forms of agreements or instruments, whether under seal or otherwise, permitted by law, the Articles of Incorporation and these Bylaws, except where such documents are required by law to be otherwise signed and executed, or where the signing and execution thereof shall be exclusively delegated to some other Officer or agent of the Corporation.

3. The duties and powers of the Officers of the Corporation shall be as provided in these Bylaws or as provided pursuant to these Bylaws, or (except to the extent they are inconsistent with these Bylaws or with any provision made pursuant hereto) shall be those customarily exercised by corporate officers holding such offices.

4. The President. The President shall be the chief operating officer of the Corporation and, subject to the control of the Board of Directors, shall perform all duties customary to that office and shall supervise and control all of the affairs of the Corporation in accordance with any policies and directives approved by the Board of Directors. The President shall have the power to change the registered agent and registered office of the Corporation. The President shall ensure that records are maintained for all ministries in accordance with written procedures established by the Board of Directors from time to time.

5. shall assist the President

The Vice-President. The Vice-President and shall perform all duties of the President in the absence or inability of the President to act.

6. Secretary shall be

The Recording Secretary. The Recording responsible for keeping an accurate record of the proceedings of all meetings of the Board of Directors, and such other actions of the Corporation as the Board of Directors shall direct. He or she shall give or cause to be given all notices in accordance with these Bylaws or as required by law and, in general, perform all duties customary to the office of secretary. The Recording Secretary shall have custody of the corporate seal of the Corporation.

7. Corresponding Secretary

The Corresponding Secretary. The shall assist the Recording Secretary in responding to correspondence received.

8. The Treasurer.

a. The Treasurer shall perform all duties customary to that office, shall have the custody of and be responsible for all corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in the books of the Corporation. He or she shall deposit or cause to be deposited all monies or other valuable effects in the name of the Corporation in such depositories as shall be selected by the Board of Directors.

b. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors or its delegate, taking proper vouchers for such disbursements, and shall render an account of all his or her transactions as Treasurer and of the financial condition of the Corporation to the President and the Board of Directors at its regular meetings or when the Board of Directors so requires.

## **ARTICLE VIII** ***Honorary Board***

The Board of Directors may establish and the President may appoint an Honorary Board of ACCA, Inc. The Board of Directors may consult with any Honorary

Board members, either as a group or individually, on any matter before the Board of Directors. The President may call meetings of the Honorary Board, if any, in his or her

discretion. The Honorary Board, if any, may be comprised of selected prior Directors of the Corporation, as well as other worthy members of the community. Any Honorary Board members shall be encouraged to attend meetings of the Board of Directors. Honorary Board members shall not have the power to vote on any actions to be taken by or other matters before the Board of Directors.

## **ARTICLE IX** **Finances**

**A. Sources of Funding.** Funds for the activities of the Corporation shall be derived from contributions from Member Churches, individuals supporting the purposes of the Corporation, and civic, fraternal and business organizations. The Corporation may receive government funds and other direct donations and grants to support its ministries, services and purposes.

**B. Treasury Reports.** At each regular meeting, the Treasurer shall report the state of the treasury, including income and expenses since the last regular meeting. At the June meeting, the Treasurer shall present to the Board of Directors, on behalf of the Finance Committee, a proposed budget for the Corporation's ensuing Fiscal Year, to be approved at the July meeting. At the September meeting, the Treasurer shall present an annual report in writing to the Board concerning the prior Fiscal Year results.

**C. Committee and Child Development Center Finances.** The Chair of each Standing Committee and the Chair of the Center Board shall request funds from the Treasurer as authorized by the Board of Directors. The Treasurer shall keep accurate records of all disbursements. The Child Development Center shall maintain a separate financial management system and shall provide quarterly financial reports to the Treasurer, and such further reports as may be required by the Board of Directors from time to time, in a format mutually acceptable to the ACCA, Inc. Finance Committee and the Center Board Chair.

**D. Board Approval.** No funds of the Corporation shall be obligated or expended without approval by the Board of Directors based either on a budget submitted by the Treasurer in July of each year or by specific approval of the Board of Directors.

**E. Check Signing.** All signatures on Corporation checks shall be in accordance with procedures adopted by the Board of Directors.

**F. Audit.** The financial records of the Corporation shall be audited annually by an external, independent auditor.

## **ARTICLE X** ***Indemnification***

**A. Indemnification of Directors and Officers.** The Corporation does hereby indemnify to the maximum extent legally permissible each Director and Officer and former Director and Officer of the Corporation, and each individual who served at its



request as a director, officer or trustee of another corporation, partnership, joint venture, trust, other enterprise or employee benefit plan, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with or arising out of any threatened, pending or completed claim, action, suit, proceeding, issue or matter of whatever nature, whether civil, criminal, legislative, administrative or investigative, in which he or she may be involved as a party or otherwise by reason of his or her being or having been such Director, Officer, director, officer or trustee.

**B. Include Settlements.** This indemnification includes amounts paid or incurred in connection with reasonable settlements if made with a view to the curtailment of the costs of litigation.

**C. Include Acts of Negligence.** This indemnification includes amounts paid or incurred in connection with acts of negligence, whether liability on the part of such Director, Officer, director, officer or trustee exists as to the Corporation, its Directors, Officers, agents or employees or as to third parties, including creditors.

**D. Include Certain Criminal Actions.** This indemnification also extends to any criminal action, suit, investigation or proceeding, provided that the same shall be dismissed against such Director, Officer, director, officer or trustee or that he or she shall have been found not guilty. Such indemnification likewise extends to a criminal action, suit, investigation or proceeding that is terminated by a plea of nolo contendere, or its equivalent, to a charge of misdemeanor, provided that the conduct complained of on the part of the Director, Officer, director, officer or trustee was done in good faith and with the belief that it was in the best interest of the Corporation and on the reasonable assumption of its legality.

**E. No Gross Negligence.** No such reimbursement or indemnification shall relate to any expense incurred in connection with any matter as to which such Director, Officer, director, officer or trustee has been adjudged to be liable for gross negligence or misconduct in the performance of his or her duty to the Corporation, exclusive of issues or matters not related to the conduct on which the judgment was based, unless and only to the extent that the court in which the action or suit was brought shall determine that despite such adjudication of liability and in view of all the circumstances of the case, such Director, Officer, director, officer or trustee is fairly and reasonably entitled to indemnification for those expenses that the court shall deem proper.

**F. Not Exclusive.** The indemnification provided by this Bylaw shall not be deemed exclusive of any other rights which such Director, Officer, director, officer or trustee may have under any agreement, vote of the Board of Directors or otherwise.

**G. Tax Effects.** No indemnification shall be made under this Article if such indemnification would result in any liability for tax under chapter 42 of the Internal Revenue Code of 1986.

**H. Severability.** Every provision of this Article is intended to be severable, and if any term or provision is invalid for any reason whatsoever, such invalidity shall not affect the validity of the remainder of this Article.

## **ARTICLE XI**

### ***Definitions and Miscellaneous Provisions***

**A. Checks.** All checks, drafts or other orders for the payment of money shall be signed by such Officer or Officers or such other person or persons as the Board of Directors may from time to time designate.

**B. Fiscal Year.** The Fiscal Year of the Corporation shall be July 1 through June 30 of each year.

## **ARTICLE XII**

### ***Amendments***

**A. Amendment of Bylaws.** These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, at any meeting of the Board of Directors, by a 2/3 vote of the Directors in office, if at least ten days' written notice is given of the intention to take such action at such meeting.

**B. Amendment of Articles of Incorporation.** The Articles of Incorporation may be altered or amended, or new Articles of Incorporation may be adopted, at any meeting of the Board of Directors, by a majority vote of the Directors in office, if at least ten days' written notice is given of the intention to take such action at such meeting, and provided that such altered, amended or new Articles of Incorporation are filed with the Virginia Corporation Commission.

## APPENDIX A

### CHILD DEVELOPMENT CENTER

#### 1. **Composition.**

a. The Center Board shall consist of not less than nine (9) nor more than twelve (12) members, including the Director of the Child Development Center (the “CDC Director”). The CDC Director shall be the only employee of the Child Development Center who shall serve on the CDC Board of Directors.

b. A Director (other than the CDC Director) shall serve for a term of three (3) years or, where succeeding a vacating Director, for the remainder of that vacating Director’s term. An incumbent Director may be renominated and re-elected to one additional three-year term. Except as provided herein, a Director shall serve until the later of the end of his or her term or until the election of a successor, but not longer than three (3) months beyond the scheduled end of the Director’s term. In exceptional circumstances warranted by good cause, the CDC Board may request that the Board of Directors of ACCA, Inc., extend a Director’s expiring term for no more than one (1) additional year.

c. At the beginning of each calendar year the President of ACCA, Inc. shall form a Nominating Committee to recruit and nominate CDC Board Directors. The Committee shall have three members. The President of ACCA, Inc. shall select at least two members from the CDC Board and at least one member from the Board of Directors of ACCA, Inc. No member of the Nominating Committee shall be eligible for nomination by such Committee. The Nominating Committee shall forward its nomination(s) to the President of ACCA, Inc., prior to the June meeting of ACCA, Inc., and at such additional times as vacancies occur. Such candidates shall be subject to election by a majority vote of the ACCA, Inc. Board of Directors present at its monthly meeting.

d. The Nominating Committee will take into consideration specialized areas of expertise, such as finance, administration, education, and management, that should be represented on the Board of Directors and will endeavor to secure potential nominees for the Board of Directors who possess expertise in these areas.

**2. Operation.** During the first meeting held in each fiscal year, the Center Board shall select one of its members to serve as Chair. The Chair generally shall convene the Center Board monthly, and may, at any time, call a special meeting. A quorum of five voting members shall be required to conduct business at any meeting of the Center Board. When any issues are put to a vote of the Center Board, only Center Board members, including the CDC Director, shall be permitted to cast one vote.

**3. Authority.** With respect to the operation of the Child Development Center, the authority of the Center Board shall include:

- a. Selection and performance evaluation of the CDC Director and the determination of the CDC Director's compensation and other benefits.
- b. Approval of the selection of the CDC Director's immediate staff and approval of the compensation and benefits for those employees.
- c. Approval of the recommended rates of compensation and benefits for all other employees.
- d. Initiation of decisions and the approval of management recommendations regarding major changes in objectives, policies or organization.
- e. Determination of organizational structure to reflect individual tasks, rules and responsibilities.
- f. Approval of proposed revenues, expenses and non-real property related capital outlays based, in part, on an ongoing review of the results of current operations.
- g. Approval of the need to establish new funds and not use currently authorized funds.
- h. Approval of proposed transfers of resources among the established funds.
- i. Authority to apply for grants to support the work of the Child Development Center.

## **ANNUAL REPORT AND BROCHURES**

The Annual Report includes financial data and reports on each ACCA ministry. A brochure-sized version of the annual report is also available, as are print brochures in English and Spanish that describe ACCA's services. These are available on the ACCA website under [Publications](#).

# STRATEGIC PRIORITIES

FY 20 and 21

Adopted October 1, 2019

## Introduction and Primary Strategic Goal

The primary strategic goal of ACCA is to effectively serve those in need. ACCA has a long history of excellence in providing needed community services through a volunteer Board of Directors, volunteer Human Services Ministries, and a staffed Child Development Center. This plan is focused on those priorities that would enhance ACCA's ability to serve those in need and meet the demands of the changing environment in which ACCA operates.

1. **Expand Volunteer Base.** Initiatives include:
  - a. Expand recruitment of volunteers from member churches, community households, schools, and businesses.
  - b. Focus on recruiting volunteers with skill sets that match ACCA's needs, such as implementing new IT systems as needed, social media, and fund-raising.
  - c. Maintain an ongoing list of volunteers from all the programs.
  - d. Determine additional ways to recognize volunteers for their work, such as through awards, group events, tee shirts, etc.
  
2. **Improve Engagement with Member Churches and the Community.**  
Initiatives include:
  - a) Continue to improve interaction with pastors and churches. Conduct annual briefings on ACCA with church staff and leadership. Encourage churches without ORs to appoint an OR.
  - b) Obtain email addresses from donors and other contacts where feasible in order to send e-newsletter(s) and otherwise keep them engaged.
  - c) Promote ACCA by conducting briefings with civic associations, other faith communities, and other community organizations as part of a community outreach effort to recruit volunteers, donors and partners.
  - d) Encourage board members to meet with local businesses to promote ACCA and recruit donors and partners.
  
3. **Improve Engagement of ORs and other Board Members in Board Activities and Meetings.** Initiatives include:
  - a) Mentor/train ORs, encourage ORs to attend meetings and engage actively in board meetings. Encourage ORs to share best practices at Board meetings.
  - b) Explore ways to engage more ORs and other board members in board initiatives.
  - c) Explore ways to increase participation at board meetings, such as remote meeting capabilities, decreasing number of meetings, cut down on lengthy reports, etc.

4. **Enhance ACCA's Use of Information Technology.** Initiatives include:
- a) Develop an IT Tool to support the Furniture ministry.
  - b) Expand the leveraging of CDC and HSM's respective IT resources to aid in promoting and implementing both of these ACCA programs.
  - c) Expand the use of electronic tools to facilitate communications, development, document sharing, volunteer recruitment, and community outreach.
  - d) Seek ways to improve ACCA's outreach and engagement with the community through use of ACCA's electronic communications tools, such as its webpage, Facebook, and e-newsletter, to expand ACCA's outreach.
  - e) Seek ways that IT can be used to facilitate maintenance and collection of operational performance indicators.

# ROLES OF OFFICIAL REPRESENTATIVES (ORs) AND PASTORS

- Role of ORs
- Pastors are Key Leaders

## Role of Official Representatives (OR'S)

The role of the Official Representative (OR) is to serve as a liaison and vital link between ACCA and its member churches in serving the needy in our community including members of the church community represented.

The Three Main Functions of the OR

### **(1) Communicate ACCA's service mission and related programs to the church represented.**

*Provide specific information about programs and how service is accessed through established ACCA procedures and coordinators.*

### **(2) Promote and coordinate volunteer participation in ACCA service programs**

*Provide definitive information about time options, arrangements and the nature of the ministry, including the number of clients being served*

*Identify and establish church captains for the various ACCA programs who in turn coordinate the particular program volunteers and ministry for the church.*

### **(3) Serve as a voting member of the ACCA Board of Directors.**

*Help shape and direct ACCA policies and major decisions*

*Serve as the Church's spokesperson to ACCA – gathering and sharing Pastor and other church member remarks and views in this regard. And, in turn, share ACCA news with the member church including the distribution of the ACCA Newsletter*

*Participate in ACCA Board Committees and help solicit volunteers who may share a related interest or expertise in the Committee's work*

*Solicit financial and other support from member church and others.*

*Invite and engage church and community members in ACCA Board meetings*



**“As each has received a gift, employ it for one another, as good stewards of God’s varied grace...whoever renders service, as one who renders it by the strength which God supplies; in order that in everything God may be glorified through Jesus Christ.” ---1 Peter 4:10-11**

## **Pastors are Key Leaders In ACCA**

ACCA needs you, *our religious (spiritual) leaders*, to help our organization. Now in our 50th year, we need new volunteers, fresh and eager – and you are the link to help us locate these new volunteers---people who can help the most! Here are some suggestions:

**DESIGNATE AN ACCA SUNDAY** : Once a year, devote the sermon, readings, and a prayer to the theme of Christian service in our local community. ACCA performs true mission work in our own neighborhoods.

**REVIEW YOUR ACCA STRUCTURE** : Who is your church representative? Do you meet with him/her? Is it time to designate a new person? Call your Official Representative (OR) in for an informal chat. Does your church provide volunteer drivers, furniture moving teams, family emergency committee members? Do you have an ACCA food basket? Does your church make regular cash contributions to ACCA?

**PROVIDE PUBLICITY AND RECOGNITION** : You are our most important leader! Be certain that everyone knows that you support ACCA. Call for new volunteers. Publicize ACCA in your publications, on your bulletin boards, etc. Tell newcomers about ACCA as a way to serve the church.

**INVOLVE YOUR YOUTH GROUP** : ACCA is activity and young people like activity. They can earn community service credits! Encourage your youth to volunteer for the Furniture Committee, the Crop Walk, food drives and food delivery, Rebuilding Together, and many other projects.

**CALL UPON ACCA OFFICERS** : To provide help with speakers and audiovisual aids about ACCA for any meetings within your church.

**POST THIS INFORMATION**: On your bulletin board or reminder calendar so you will think of ACCA.

*HELP OUR CHURCH BASED ORGANIZATION TO DO ITS COMMUNITY WORK*

# MEETING DATES FOR CURRENT YEAR

## ACCA BOARD MEETING SCHEDULE

ACCA board meetings are the second Tuesday of the month, except for July, which is the third Tuesday. Online Board meetings begin at 7.

## KEY ACTIVITIES BY MONTH

<b>Month</b>	<b>Actions/Decisions/Events</b>	<b>Information/Announcements</b>
<b>January/February</b>	Appt. of Committee Chairs by President Appt. of CDC Nominating Committee Remind Board of ACCA Policies	OR, Treasurer, CDC & Committee Reports, Hypothermia Program, Warm Clothing Drive, Final Report on Challenge Campaign Stuff the Bus Food Drive
<b>March</b>		OR, Treasurer, CDC & Committee Reports
<b>April</b>	Give Testimony on County Budget Rebuilding Together (last Saturday)	OR, Treasurer, CDC & Committee Reports
<b>May</b>	Finance Committee presents Budget for next FY	OR, Treasurer, CDC & Committee Reports, Post Office Food Drive Post Office Food Drive
<b>June</b>	Board approves Budget	OR, Treasurer, CDC & Committee Reports
<b>July/August</b>	Ruffing Scholarships Making a Difference Award	OR, Treasurer, CDC & Committee Reports, Call for Ecumenical Service Coordinator volunteer
<b>September</b>	Update Annual Report Update Strategic Priorities	OR, Treasurer, CDC & Committee Reports, Day to Serve Day to Serve Food Drive
<b>October</b>	President appoints Nominating Committee. CROP Walk Challenge Grant Campaign begins Pastor/Partner Luncheon	OR, Treasurer, CDC & Committee Reports, Publication of Annual Report & Brochure Challenge Campaign, Call for Meeting sites for next year
<b>November</b>	Officer Nominations Thanksgiving Service Approve Strategic Plan	OR, Treasurer, CDC & Committee Reports, Hypothermia Program, Challenge Campaign, Scouting for Food Drive, Draft list of meeting sites for next year
<b>December</b>	Annual Meeting Election of Officers Meeting sites for next year	OR, Treasurer, CDC & Committee Reports Hypothermia Program Winter Clothing Drive Challenge Campaign

# POLICIES

- Non-Discrimination
- Conflict of Interest
- Whistleblowers
- Records Retention
- Communications
- Investment Policy
- Contracted Labor Services

## **Non-Discrimination Policy**

ACCA, Inc., (Annandale Christian Community for Action) recruits and utilizes volunteers and employees and provides services to persons in need regardless of race, color, gender, sexual identity, religion, age, physical or mental disability, veteran status, national or ethnic origin, or other criteria protected by federal or state law.

ACCA, Inc., is an equal opportunity employer. ACCA, Inc., will not discriminate against any person in employment, recruitment, advertisements for employment or volunteers, compensation, termination, promotions, or other conditions of employment or otherwise against any employee, job applicant, or volunteer on the basis of race, color, gender, sexual identity, religion, age, physical or mental disability, veteran status, national or ethnic origin, or other criteria protected by law.

Harassment or intimidation of a client, employee, volunteer or guest because of that person's race, color, gender, sexual identity, religion, age, physical or mental disability, veteran status, national or ethnic origin, or other criteria protected by federal or state law is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul or threatening language or behavior.

Issues of discrimination, harassment, or intimidation on any of these bases should immediately be reported to a supervisor or to a member of the board of ACCA, Inc., or the ACCA Child Development Center. The person who receives the report must immediately advise the President or Vice President of ACCA, Inc., as appropriate. The President or designee will investigate and bring resolution to the discrimination charge.

(This policy was adopted by the ACCA Board of Directors on November 5, 2013. It updates the policy adopted by the Board on March 4, 2008.)

## ACCA, Inc. Conflict of Interest Policy

It is in the best interest of ACCA, Inc. (Annandale Christian Community for Action) to be aware of and properly manage conflicts of interest. The policy is designed to help identify situations that present potential conflicts of interest and to provide ACCA, Inc., with a procedure to appropriately manage conflicts in accordance with legal requirements and the institutional goals of accountability and transparency. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit organizations.

No Board member of ACCA, Inc., or of the ACCA Child Development Center (CDC) shall derive any personal profit or gain, directly or indirectly, including gain to members of his or her family, by reason of his or her participation in ACCA, Inc. There shall be an exception only for activities that may facilitate professional advancement or contribute to the profession such as publications, conferences and workshops, and professional service, provided that such activities have been fully disclosed to the Board of ACCA, Inc., or the CDC, as appropriate. This policy shall also apply to any other individual whom the Board of ACCA, Inc. or the CDC designates because of his or her responsibilities in the organization.

Each individual shall disclose to the ACCA, Inc. or CDC Board, as appropriate, any financial interest which, to the best of the individual's knowledge and belief, he or she or any member of his or her family may have in any matter pending before the Board, and shall refrain from participation in any discussion or decision on such matter. If there is any question as to whether there is a conflict of interest and withdrawal from participation is required, the matter shall be resolved by vote of the ACCA, Inc. or CDC Board, as appropriate.

Each member of the ACCA, Inc. and CDC Boards, and any other individual to whom this policy applies, shall sign the statement below. Once each year each Board shall remind its members of this policy.

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I acknowledge that I have received the Conflict of Interest Policy for ACCA, Inc. Furthermore, I have read and understand the purpose of the policy is to protect the integrity of the mission and operation of ACCA, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

(approved May 1, 2012)

## **ACCA, Inc. Whistleblower Policy**

ACCA, Inc. (Annandale Christian Community for Action) is committed to high standards of ethical, moral and legal business conduct. In line with this commitment, any illegal activity, including but not limited to crimes against person or property, shall immediately be reported to local law enforcement personnel.

This policy is intended to encourage ACCA, Inc. and CDC Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal or unethical events (behaviors or practices), including violations of ACCA policies, without fear of retaliation.

1. In most cases, a whistleblower should promptly report the suspected or actual event to his or her supervisor. In the case of the ACCA Child Development Center, the event should be reported to the CDC Director or the CDC Board Chair, as appropriate.
2. If the whistleblower is reluctant to report to his or her supervisor, the whistleblower may report the event to another level of management, or to a Board officer or Committee chair or member.
3. Supervisors, managers and/or Board members who receive whistleblower reports must promptly report the activity to the President or Vice President of ACCA, Inc., as appropriate. The President or designee will investigate and bring resolution to the report that is in the best interest of the organization.
4. The whistleblower may request anonymity. To the extent possible during investigation and resolution, the request will be honored. Where the whistleblower requests anonymity, his or her identity will not be disclosed to the whistleblower's supervisor or to the person against whom the report is made unless required by legal action.
5. ACCA, Inc., expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any person who in good faith reports suspected illegal or unethical events, including violations of ACCA policies; or who cooperates in inquiries or investigations into such allegations.
6. A whistleblower who is determined to have made a report that is not in good faith is subject to discipline, including termination of the Board, volunteer or employee relationship, or other legal means to protect the reputation of ACCA, Inc., and members of its Boards and staff.
7. Any person who believes that he or she has been subjected to retaliation for reporting illegal or unethical events, including violations of ACCA policies, should immediately report such incident to his or her supervisor or to a member of the ACCA, Inc. or CDC Board. The person who receives the report must immediately advise the President or Vice President of ACCA, Inc., as appropriate. The President or designee will investigate and bring resolution to the retaliation charge.

8. Any person who retaliates against a whistleblower will be subject to discipline, including termination of Board, volunteer or employee status.

(Approved May 1, 2012)



**ACCA Record Retention Schedule  
as amended March 1, 2022**

Type of Record	Retention Period	Instructions	Responsibility
<b>Corporate Records</b>			
Articles of Incorporation	Permanent	Place in acid free folder in permanent storage. Keep a working copy in the active files.	ACCA President
By Laws	Permanent	Place in acid free folder in permanent storage. Keep a working copy in the active files.	ACCA President
ACCA Policies	Permanent/ Temporary	Place in acid free folder in permanent storage. Keep a working copy in the active files. Keep signed conflict of interest forms in active files until one year after term of service ends then destroy.	ACCA President/Recording Secretary
Board Meeting Minutes (includes CDC Board minutes, ACCA Committee Reports, and other packet items)	Permanent	Place in acid free folder with attachments by month then in permanent storage by year.	Recording Secretary
Annual Report	Permanent	Place in acid free folder in permanent storage by year.	Communications Committee Chair
ACCA Board of Directors Handbook	Temporary	Hold in active file until updated. Destroy old copy.	Communications Committee Chair
Newsletters (print and e-newsletters)	Permanent	Hold 5 years or until no longer needed. Then file in acid free folder in permanent storage by year. (Includes E copy printed and filed by month.)	Communications Committee Chair

Legal Matters and related Correspondence (wage garnishments, liens, subpoenas, worker's comp cases, custody cases, discrimination claims, government investigations, letters from lawyers, internal attorney advice, etc.)	Permanent/Temporary	If ACCA/CDC is a party, hold records in active files for 1 year after matter resolved, then place in acid free folders in permanent storage. If not a party, hold 1 year then shred.	President & CDC Director
ACCA and CDC Strategic Plans	Permanent	Place in acid free folder in permanent storage. Keep a working copy in the active files.	President & CDC Director
President and Vice President Records (including testimony, speeches, correspondence, etc.)	Permanent/Temporary	Hold in active files 2 years or until no longer needed, whichever is longer. Then place important documents in acid free folders in permanent storage. Destroy other documents.	President & Vice President
ACCA Committees (except Scholarship committee)	3 Years	Hold 3 years or until no longer needed, whichever is longer, then destroy; shred client/financial info.	Committee Chairs
Type of Record	Retention Period	Instructions	Responsibility
Grant applications, Approvals, Notifications, Reports, Contracts	7 years	Hold 7 years or until no longer needed, whichever is longer, then destroy.	Development Committee Chair & CDC Director
ACCA Ruffing Scholarship Committee	Permanent/Temporary	Hold applications 1 year, then shred. Hold recipient records in active files 1 year after end of scholarship then shred. Place list of recipients, college attended, and scholarships awarded in acid free folder in permanent storage by year.	Scholarship Committee Chair
Correspondence	Permanent/Temporary	Hold in active files 2 years or until no longer needed, whichever is longer. Then place important correspondence in acid free	All

		files in permanent storage. Destroy other correspondence.	
Annual Directory (January/February Edition)	Permanent	Place in acid free folder in permanent storage. Keep working copy in active files until no longer needed, then destroy.	Communications Committee Chair
<b>Financial Records</b>			
Audits	Permanent	File in acid free folder in permanent storage by year. Keep working copy in active files.	Treasurer
Financial Statements	Permanent	File in acid free folder in permanent storage by month and year. Keep working copy in active files.	Treasurer & CDC Accounts Manager
Journal/ General Ledger	7 years	Hold in active files until no longer needed. Then store by year until destruction date. Properly destroy.	Treasurer & CDC Accounts Manager
Check Registers/books (includes cancelled checks, bank deposit slips, petty cash records)	7 years	Hold in active files until no longer needed. Then store until destruction date. Properly destroy.	Treasurer & CDC Accounts Manager
Receipts (including donations, grants and tuition) & expenditures	7 years	Hold in active files until no longer needed. Then store until destruction date. Properly destroy.	Treasurer & CDC Accounts Manager
Tax Records (including State and IRS tax exemption filings and approvals, and 990s)	Permanent	Place in acid free folder in permanent storage. Keep copy in active files for public disclosure.	Treasurer & CDC Accounts Manager
Type of Record	Retention Period	Instructions	Responsibility
Mortgages, Leases, Deeds, Contracts, Bills of sale, Vehicle titles	7 Years	Store deeds and vehicle titles until sold. Hold other documents until expired, then store for 7 years and properly destroy.	Treasurer/ Furniture Committee Chair/CDC Accounts Manager
Insurance Policies - Property, Health, Liability, Worker's Compensation	Permanent	File in acid free folder in permanent storage. Keep working copy in active files.	Treasurer/ CDC Accounts Manager

Insurance Claims, Accident Reports	7 Years	Hold in active files until no longer needed. Then store until destruction date and properly destroy.	Treasurer / CDC Accounts Manager
Inventory Records (products, materials, supplies)	3 years	Hold in active files until no longer needed. Then store until destruction date and properly destroy.	Treasurer/ CDC Accounts Manager
Fixed Assets Inventory (includes vehicles and equipment).	7 years	Hold in active files until no longer needed. Then store until destruction date and properly destroy	Treasurer/ CDC Accounts Manager
Donations in Kind	7 years	Hold in active files until no longer needed. Then store until destruction date and properly destroy.	Committee Chairs / CDC Director
Invoices	7 years	Hold in active files until no longer needed. Then store until destruction date and properly destroy.	Treasurer/ CDC Accounts Manager
Investment Records	7 years	Hold in active files until no longer needed. Then store until destruction date and properly destroy.	Treasurer/ CDC Accounts Manager
CDC			
CDC Board Policies & Resolutions	Permanent	Place in acid free folder in permanent storage. Keep a working copy in the active files.	CDC Director
CDC Board Minutes (includes monthly reports and all packet items)	Permanent	Place in acid free folder in permanent storage. Keep a working copy in the active files.	CDC Director
Type of Record	Retention Period	Instructions	Responsibility
Emergency Preparedness and Recovery Plan	3 years	Hold current plan in active files. Store outdated plans until destruction date.	CDC Director
Payroll Records (including payroll register, payroll tax withholding, earnings records, payroll tax returns, W-2 Statements)	7 years	Hold in active files until no longer needed. Then store until destruction date. Shred	CDC Accounts Manager
Time Cards/Sheets	3 years	Hold in active files until no longer needed. Then store	CDC Accounts

		until destruction date. Shred.	Manager
U.S. Dept. of Agriculture Agreement, Annual Memoranda of Agreement	Permanent/ 7 years	Place agreement in acid free folder in permanent storage. Keep a working copy in active files. Hold MOAs until destruction date, then properly destroy.	CDC Operations Manager/ CDC Accounts Manager
Fairfax County Public Schools Food Service Agreement, Annual renewal	Permanent/ 7 years	Place agreement in acid free folder in permanent storage. Keep a working copy in active files. Hold renewals until destruction date, then properly destroy.	CDC Operations Manager/ CDC Accounts Manager
Virginia State Dept. of Social Services Child Care Subsidy Program - Agreement, Annual Memoranda of Agreement	Permanent/ 7 years	Place agreement in acid free folder in permanent storage. Keep a working copy in active files. Hold MOAs until destruction date, then properly destroy.	CDC Operations Manager / CDC Accounts Manager
Fairfax County Child Care Subsidy Program - Agreement, Annual Memoranda of Agreement	Permanent /7 years	Place agreement in acid free folder in permanent storage. Keep a working copy in active files. Hold MOAs until destruction date, then properly destroy.	CDC Operations Manager/ CDC Accounts Manager
State of Virginia Department of Social Services - Inspection	2 years	Post for 2 years and destroy.	CDC Operations Manager
Fairfax County Fire Marshall - Inspection	1 year	Post for 1 year and destroy.	CDC Operations Manager
Fairfax County Dept. of Health - Inspection	1 year	Post for 1 year and destroy.	CDC Operations Manager
Type of Record	Retention Period	Instructions	Responsibility
<b>Personnel Records</b>			
Personnel Files (includes all materials regarding an employee)	Permanent/ 7 years	Hold in active files until 1 year after termination/retirement, then store 6 years. Separate the retirement/pension materials and store permanently in acid free folders alphabetically by employee name. Shred other	CDC Director

		materials.	
Job Descriptions	3 years	Hold in active files until no longer in use, then store 3 years and properly destroy.	CDC Director
Advertisements for openings, applications, resumes. (Not Hired)	1 year	Hold 1 year and shred.	CDC Director / CDC Operations Manager
<b>Education Records</b>			
Pupil Records (includes all records regarding a pupil)	5 years after withdrawal	Hold in active files until pupil leaves school, then store until destruction date and shred.	CDC Operations Manager
<b>Note:</b> Paper copies must be kept of all documents required to be kept permanently.			
<b>Note:</b> Other documents may be kept in electronic or paper form. If in electronic form they must be permanently deleted or destroyed in any case where this schedule states a document must be shredded.			

## **ACCA Communications Policy**

**Mission:** The Annandale Christian Community for Action, incorporated as ACCA, Inc., is an alliance of churches in the Annandale community and adjacent areas that provides child care, food, rental assistance, furniture, and other services to low- income families in the area. ACCA's mission is doing what Jesus would do by serving our neighbors in need. "Whatsoever you do to the least of my people, that you do unto me." (Matthew 25:40)

**Communications Goal:** ACCA communicates with its member churches, partners, volunteers, supporters and the local community. The goal of ACCA communications is to raise awareness about ACCA's mission and work, engage current and new supporters, and build community.

**Communications Guidelines:** Volunteers manage ACCA's email list serve, monthly online newsletter, print newsletter, annual report, brochures, social media and website. Volunteers responsible for ACCA communications adhere to the following guidelines and procedures:

- All communications on behalf of ACCA should be thoughtful, respectful and polite.
- ACCA disseminates information about ACCA-sponsored activities and information that relates to ACCA's mission and goals.
- ACCA may also distribute information from its member churches, partners, and other community-based organizations that furthers ACCA's mission and goals.
- Items from other organizations are disseminated for informational purposes only; there is no explicit or implied endorsement.
- ACCA reserves the right to refuse to disseminate items that do not further its goals; when in doubt, volunteers may consult the Communications Chair or the ACCA President.

**Participation in Political Campaigns:** ACCA, Inc. is non-partisan and does not participate in political campaigns. No member of the ACCA or CDC board of directors may use the "ACCA" name or their position in ACCA to publicly support or endorse a candidate for political office.

An ACCA or CDC board member may personally endorse a candidate of their choice, but their affiliation with ACCA, Inc. may not be mentioned in any statement of support or endorsement unless they expressly state that their comments are personal and do not represent the views of ACCA, Inc.

This policy will be distributed to all members of the ACCA and CDC board at least once per year and they will be reminded of the importance of compliance with this and other official policies of ACCA, Inc.

As amended December 1, 2015

## **ACCA Investment Policy**

The purpose of this statement is to outline a philosophy and attitude which will guide the investment of the assets toward the desired results. Specifically, it is designed to provide guidelines to the Finance Committee, and to its Investment Subcommittee, on how the Legacy Fund and other excess funds should be invested. It can be modified by the Board at any time.

The Investment Subcommittee is responsible for directing and monitoring the management of Fund<sup>1</sup> assets. It is responsible for implementation of the investment policy, procedures and guidelines, and selection of investment funds or professionals. Actions of the Subcommittee must be approved by the Finance Committee, and for major changes, endorsed by the Board of ACCA.

### **Goal of the Fund**

The Investment Subcommittee is expected to make reasonable efforts to control risk, recognizing it must act as good stewards of the funds entrusted to it. However, risk is present in all types of securities and investment styles, and some risk is necessary to produce long-term investment results consistent with the objective of earning a positive rate of return. The portfolio will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.

- **Income and Growth** – The main goal is to achieve a reasonable total return of current income and growth. Returns from “high risk” portfolios are not predictable and will likely be unnecessarily volatile. Alternatively, returns from “very conservative” portfolios will likely result in very low earnings. Therefore, the investment strategy shall tend toward a more “moderate” investment strategy, balancing the need for total income with the need to preserve principal.
- **Volatility.** The Finance Committee and the Board of ACCA understand that in order to achieve its objectives for Fund assets, the Fund may experience volatility of returns and fluctuations of market value.

### **General Investment Principles.**

1. The assets are to be invested with the care, skill, prudence, and diligence equal to that of a prudent investor.
2. Investments of the Fund are to be diversified to minimize the risk of large losses.

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<sup>1</sup> The term “Fund” here means the Legacy Fund plus whatever other funds might be managed by the Investment Subcommittee.



3. Cash is to be employed productively at all times, by investment in short term cash equivalents to provide safety, liquidity, and return.

## **Investment Guidelines**

**Short Term Investments.** Short term investments shall be comprised of excess operating funds that will be maintained as cash, short-term CDs, and money market funds. The emphasis for short term investments will be preservation of capital and liquidity of these funds.

**Long Term Investments.** Funds in the long term investments will be comprised of portfolio of assets from the list of Allowable Assets given below, which may be purchased directly or through mutual funds . These funds are expected to have low expense ratios and conservative management. The goal is to include a mix of capital appreciation, growth, income oriented funds and some international funds. This category might also include building a ladder of longer-term CDs maturing at different times during the year. Asset allocation will be determined by the Subcommittee and approved by the Finance Committee.

**Liquidity.** Since the rate of usage of the Legacy Fund is unknown, only assets that can be easily liquidated in 30 days shall be chosen, even in the case of long-term investments. This would mean only securities that are publically traded with significant volume, or CDs that can be cashed if needed before maturity.

**Social Aspects.** Investments made by the Fund will remain mindful of the social aspects of these investments, and avoid investments in corporations which operate contrary to the goal of ACCA's mission to serve those in need.

## **Allowable Assets**

1. Cash Equivalents
  - Treasury Bills
  - Money Market Funds
  - Certificates of Deposit
2. Fixed Income Securities
  - Government and Agency Securities
  - Corporate Notes and Bonds
  - Preferred Stock
3. Equity Securities
  - Common Stocks
  - Convertible Notes and Bonds
  - Convertible Preferred Stocks
  - American Depository Receipts (ADRs) of Non-U.S. Companies
4. Mutual Funds
  - Conventional mutual funds

- No load funds
- ETFs (Exchange Traded Funds)
- Index Funds.

### **Prohibited Assets**

Prohibited investments include, but are not limited to the following:

- Commodities and Futures Contracts
- Private Placements
- Limited Partnerships
- Venture Capital Investments
- Real Estate
- Hedge Funds

### **Prohibited Transactions**

Prohibited transactions include, but are not limited to the following:

- Short Selling
- Margin Transactions
- Transactions which would involve a conflict of interest with members of the ACCA Board, Finance Committee or Investment Subcommittee.

This policy statement was approved May 2, 2017.

## **Guideline on Contracted Labor Services**

ACCA depends heavily on volunteer labor to meet its mission goals (outside of the CDC). The idea of giving of oneself in service to others is an essential element of the ACCA tradition.

Volunteers, by definition, are not paid. However, in some instances ACCA may need to pay for the services of certain professionals, such as auditors, lawyers, or computer specialists, when volunteer, *pro bono*, or donated services are not available. In such cases, and before the work commences, an agreement on the work plan and the payment required should be reached, and it should be clear that this is not a volunteer arrangement. In addition, the source of funding for this work should be clearly established, either from normal budget resources or from outside grant funding.

Work should not begin until such funding is secured. As a general rule, volunteers should not be paid for past efforts that were performed on a voluntary basis, no matter how valuable they may be. **(Feb. 8, 2017)**

# INSURANCE COVERAGE FOR ACCA VOLUNTEERS

1. **Use of personal vehicle for ACCA programs: Pantry, Transportation.** Covered under the individual's own personal auto insurance because insurance follows the vehicle. ACCA's liability policy would provide secondary coverage if the volunteer's policy does not pay at all or does not pay enough. It normally will reimburse the deductible of the personal automobile policy.
2. **Exposure to unsafe conditions.** Covered under ACCA's liability policy at \$1M per occurrence, \$5,000 for medical expenses, and \$2,000 for wage reimbursement.
3. **Injury while volunteering in one of ACCA's programs such as lifting food containers, stocking shelves, or moving furniture.** Covered up to \$5,000 for medical expenses and \$2,000 for wage reimbursement.
4. **Money Captains' or Food Captains' recording and control of private client information for paper or electronic referrals and records.** Volunteers would be provided Fidelity coverage of \$10,000 per person per occurrence.
5. **Use and release of email addresses for electronic newsletter and directories of volunteers.** The ACCA Policy also has \$50,000 of computer related liability coverage.
6. **Accident in ACCA truck,** \$1 million liability insurance per occurrence, plus \$5,000 medical expenses and \$5,200 each person in income loss benefits.

Coverage is through Brotherhood Mutual Insurance Company handled by The National Church Group, Leesburg, VA

## ACCA DIRECTORY

A public version of the directory can be found on the web site at two locations:

The Board of Directors is at: <https://accacares.org/about-acca/board-of-directors/>

The ACCA member churches and their Official Representative (ORs) are at: <https://accacares.org/representatives/>

A more detailed version will be emailed to you, as well as regular updates as they are created. The detailed information is not on the web site because of privacy information.

*(Handbook last updated 4/22/22)*