

## **PROPOSED PROTOCOL FOR DEALING WITH DONATIONS BY ICPRA**

1. The ICPRA executive be authorised to vet, recommend and facilitate donations to organisations or individuals by affiliates through the ICPRA
2. ICPRA open a bank account with the Secretary of the ICPRA being the sole signatory
  - a. Until a further protocol is developed for possible affiliation fees or the like to be dealt with, any moneys deposited into the ICPRA account for donations are not to be used for any other purpose
3. When a situation is identified of an organisation and individual or group of individuals that are in need of financial assistance all details relating to that situation should in the first instance be forwarded to the ICPRA Secretariat. Affiliates are encouraged not to make any donations direct until such time as they have notified the ICPRA Secretariat and this protocol is followed. If the support is of an urgent nature the issue is to be given priority by the ICPRA Secretariat.
4. The Secretariat should make preliminary inquires to verify the information and if then deemed appropriate by the Secretariat formally notify the ICPRA Chair who would then make a determination as to whether to call a meeting of the ICPRA Executive Committee to discuss any possible support
5. The Secretariat would make a full report to the Executive Committee and then by way of vote a determination be made as to whether the Executive Committee recommends to affiliates that they make a contribution to the cause. The Committee should also make a recommendation as to the size of the donation, which should be in \$US. It should be noted that the Executive Committee can only make recommendations & the final decision as to whether to contribute is a decision of each affiliate
6. Where the Executive Committee make a decision to recommend a donation be given by affiliates the Secretariat would draft correspondence to be signed by the ICPRA Chair which would be then forwarded to each affiliate. Such correspondence would contain an explanation as to why the donation is sought, the amount that is

recommended to be donated and the bank account details of the ICPRA

7. Where the Executive Committee make a decision not to recommend to affiliates to make a donation, affiliates who fell so inclined may still make donations direct to the cause