

PHOTOGRAPHIC SOCIETY OF AMERICA

Gift Acceptance Policy

The Photographic Society of America (PSA) encourages its members and others to provide additional and continued financial support of the organization and its programs. The Gift Acceptance Policy is intended to define for both donors and the officers, directors and staff of PSA what gifts may be accepted in the various funds established by PSA.

The PSA funds and the gifts accepted for deposit into the funds are used to further PSA's Mission to promote the arts and science of photography as a means of communication, image appreciation and cultural exchange. PSA accomplishes this through education, inspiration, information and opportunity for all interested persons.

PSA accepts gifts that are:

- Compatible with the Mission and programs as stated above.
- In compliance with the Internal Revenue Code (IRC) and other federal statutes, regulations, rulings, or court decisions that set forth the conditions for tax favored charitable contributions; and
- Compatible with the PSA's 501 (c) 3 tax-exempt status.

PSA reserves the right to decline any gifts, which are inconsistent with PSA's Mission, provide the donor with personal benefit beyond the usual tax consideration, generate unrelated business income or expose the organization to liabilities, litigation or unmanageable maintenance costs.

PSA encourages each donor to consult his or her own professional advisor prior to making a contribution to the organization. The professional advisor can be the donor's attorney, CPA, trust officer or other financial advisor employed by the donor. PSA may request the donor's advisor to sign a statement indicating they have counseled the donor for complex donations.

No PSA staff representatives, officer, directors or volunteers will give legal, accounting or tax advice to the donor. PSA will seek professional advice, including legal counsel, in all matters regarding charitable gift transactions, which represent a binding obligation on PSA.

Authority of Approval: Gifts of cash may be accepted on behalf of PSA by the PSA Office Manager and/or PSA Treasurer. Gifts of other assets may be accepted by the PSA Treasurer or PSA Endowment Fund Lead Trustee, following appropriate consultation, including with the PSA Executive Committee and it's outside counsel, accountants, or charitable donations advisors as it may see fit.

Restricted Gifts: Donors may choose to restrict the use of their gifts to any purpose that is consistent with special programs established by PSA, as long as the restriction is general in nature and not contingent upon specified future actions by PSA. PSA reserves the right to refuse any gift that is not consistent with its charitable purpose or Mission or where a restriction associated with a donation is deemed unacceptable by PSA.

Currently PSA has identified the PSA Print Collection Preservation Program and the Greenhood Scholarship and Grant Program, along with PSA General Operations and the PSA Endowment Funds as eligible areas for donations. PSA reserves the right to name additional programs or to eliminate current programs as eligible recipients for donations at its discretion.

Fees: No finder's fee or commission of any type will be paid by PSA to any party in connection with the completion of a gift to the organization. The donor will pay all fees incurred for the completion of a gift to the organization unless payment by PSA is authorized by the PSA Treasurer or Endowment Fund Lead Trustee, who shall consult others as necessary.

Appraisals: All appraisals of real and personal property contributed to the organization shall be done in accordance with IRS Publication 561, "Determining the Value of Donated Property." Expenses incurred to obtain an appraisal shall be the responsibility of the donor. Currently the donation of real estate is restricted to a single Endowment Fund (see below).

Gift Acknowledgement & Donor Recognition: PSA will acknowledge the receipt of all gifts in writing and in a manner that satisfies the IRS's substantiation requirements set forth in IRC Section 170(f) for the deduction of charitable gifts by individual donors.

The following will be accepted by the PSA Funds and Special Programs:

- PSA General Operations
- PSA Print Collection Preservation Program
- Greenhood Scholarship and Grant Program
- PSA 3D Fund
- PSA Endowment Funds I and II

Cash

Any gift in the form of cash or check will be readily accepted.

All checks will be made payable to PSA. In no event will a check be accepted that is made payable to a PSA employee, agent or volunteer for the credit of the organization.

PSA Endowment Funds I and II gifts are restricted to \$1,000 or more.

Publicly Traded Securities:

Publicly traded securities will be accepted by book entry transfer to a designated PSA brokerage account or when the instrument or stock power is duly endorsed to facilitate the transfer of securities to PSA. It will be the general policy that any securities received will be sold as soon as practical after receipt. The value of the donation will be based on the closing value of the security on a recognized American major stock exchange (either NYSE, AMEX or NASDQ) on the day of receipt if in book entry form, or on the day the security is liquidated if contributed in physical form.

PSA Endowment Funds I and II gifts are restricted to ones valued at \$1,000 or more.

Testamentary Bequests:

PSA will investigate testamentary bequests following the same procedure as set forth concerning outright gifts in determining whether to accept or reject the gift. PSA reserves the right to decline a bequest and will notify the personal representative of the donor's estate of the declination.

The following will be accepted by PSA Endowment Fund III, established at the Oklahoma City Community Foundation (OCCF), in accordance with OCCF requirements:

OCCF:

Since 1969, OCCF has worked with donors to create permanent endowments to serve the charitable needs of the Oklahoma City community. OCCF has fostered the growth of the endowment funds through the stewardship of new gifts and sound investment and distribution practices. More information at www.occf.org or by writing OCCF at 1000 N. Broadway, Oklahoma City, OK 73102.

Publicly Traded Securities:

Publicly traded securities will be accepted by book entry transfer to an OCCF brokerage account.

Closely Held Securities:

Non-publicly-traded securities will only be accepted if it can be determined that such security is free and clear of any claims or encumbrances in a reasonable amount as determined by PSA and OCCF. PSA and OCCF retain the right to reject any contribution of closely held securities.

Real Property:

PSA through OCCF for the benefit of the PSA Endowment Fund III may accept gifts of real property, both improved and unimproved.

Requirements will be set by OCCF may include:

- That real property will be sold as soon as practical after proper transfer of title is made unless other arrangements are approved by OCCF prior to accepting the real property.

- Evidence of clear title held by the donor which may include a title insurance commitment.
- A qualified appraisal of the property.
- A Phase I Environmental Audit by a qualified engineer to determine if the property has any existing or potential environmental problems that will create future liabilities.
- A review of any existing lease obligations, if applicable.

PSA and OCCF reserves the right to decline gifts of real property with encumbrances.

Charitable Gift Annuities (CGA):

PSA has an agreement with OCCF whereby OCCF enters into charitable gift annuity contracts on behalf of PSA. A charitable gift annuity contract can be established with OCCF for the benefit of PSA's endowment fund with a minimum contribution of \$20,000. The initial contribution may come from one donor or two donors. The initial contribution may be funded with cash or property. Charitable gift annuity contracts funded with property are reviewed and accepted on a case-by-case basis.

The charitable gift annuity contract may be payable for no more than two lives. At the time the contract is established, the younger of the two annuitants must be at least age 55.

- OCCF uses the AGCA (American Council on Gift Annuities) rates for their charitable gift annuity contracts. The annuity payments on a contract will be made no more frequently than quarterly.

A charitable gift annuity contract with OCCF is a contract between OCCF and the annuitant. The annuitant should seek outside counsel for determining the income, gift and estate tax consequences of the annuity contract.

OCCF charges an annual administrative fee of 1 percent of the fair market value of the annuity contract. This fee is taken from the contract fund.

OCCF will separately account for each charitable gift annuity contract so that the value of the remainder interest can be accurately determined upon termination of the contract. If a specific fund or charitable purpose is the specific beneficiary of the charitable gift annuity contract, the amount distributable to that fund will be the fair market value of the contract on termination.

A charitable gift annuity is not regulated by the Oklahoma Insurance Department and is not protected by a guaranty association affiliated with the Oklahoma Insurance Department.

Prior approval from OCCF is required on all CGA solicitations. OCCF is not registered in all states, therefore prohibited from issuing contracts.

Charitable Trust:

PSA and OCCF accept gifts associated with charitable remainder trusts and charitable lead trusts. The donor should have independent legal representation related to the establishment of charitable trusts. Donors should contact PSA/OCCF regarding eligibility of assets.

Life Insurance:

PSA may accept gifts of life insurance as determined on a case-by-case basis and subject to the approval of the PSA Treasurer and OCCF. The donor may designate PSA as beneficiary of all or part of a death benefit from the policy or may name the PSA as both the owner and beneficiary of the policy.

Prior to accepting a gift of life insurance, PSA and OCCF may review the following information to make a determination as to whether to accept the life insurance:

- A complete copy of the insurance contract including all provisions, terms and amendments.
- A determination as to whether the contract is a “paid-up” policy or a “vanished” policy. A paid-up contract means that the policy owner is guaranteed that no additional premiums will be required. A vanished policy means that, at current rates, no further premiums will be due. If rates or dividends decrease, substantial additional payments may be required for vanished policies. PSA will not take responsibility for the payment of premiums or additional payments required for “vanished” or ‘vanishing premium” policies.

If PSA is named as the owner of the policy, PSA may not have policy loans.

Gifts of Photographs:

PSA accepts gifts of photographs under rules established and administered by the Print Collection Committee under the direction of the Image Collections Vice President. Additional information may be obtained by contacting the Image Collections Vice President c/o PSA Headquarters, or by email at imagecollectionsVP@psa-photo.org.

Gifts of Personal Property:

PSA does not accept gifts of jewelry, artwork, collectible or other items of personal property.

Reporting:

PSA maintains accounting records of all donations made to the organization. Donors’ names may be made public unless requested to be kept confidential.