

General Policies and Procedures (a.k.a. Charter)

Sunflower Seeds Ukraine, May 31 2025

This charter document supports the bylaws by providing flexible organizational policies and procedures that may change and the work evolves.

Section 0: Mission

0.1 Save the lives and strengthen the resolve of Ukrainian Defenders by providing medical aid, protective equipment and field gear to small groups of defenders, and humanitarian assistance to affected civilians.

Section 1: Organizational Principles and Structure

1.1 Board of Directors (as outlined in the official Bylaws)

- The organization is governed by its Board of Directors and Officers. Currently the BOD is composed of the President (Executive Director), Secretary (Vice president) and Treasurer.
 - In the future we plan to have a separate President and Executive Director, and a separate Secretary and Vice president
- All appointments to the Board are for one 1 year, with no restriction on the number of terms.
 - No one may serve as the Executive Director for more than 3 terms. Said person may still serve as a Board member.

1.2 Organizational Structure

- Sunflower Seeds Ukraine operates as a vertically integrated international corporation, with two organizations registered in two countries under the same name, and team members in both Ukraine and the United States.
- In the USA, the primary functional areas of the organization include:
 - Fundraising
 - Distribution
 - Communication
 - Administration
- Operational structure may change based on the workload and is defined in the organizational chart (currently 6 areas, including 4 above plus events and coordination - see [separate document](#)).

1.3 Committees

- The executive committee includes the chair, treasurer, and the secretary, currently equivalent to the board.
- The Board of Directors is advised by the Steering Committee, comprised of the area POCs and other key team members
- The Steering Committee includes board Members and Points of Contact (POCs) from each core functional area or a project, and other longstanding (>12 months), committed (regular participation), decision-making (e.g. big area lead) team members. This committee composition is flexible and can be changed during any committee meeting.
- Subcommittees may be formed to focus on specific organizational or project areas, as determined by the functional areas, organizational chart, or project needs. Examples include operations committee (USA), delivery committee (USA/UA)

1.4 Organizational Roles

Each role includes and builds upon and includes the following one:

- Leadership Team: Oversee at least one organizational area.
- Team Members: Regular contributors responsible for one or more key tasks.
- Volunteers: Contribute occasionally or for specific projects/events.
- Supporters: Amplify the organization's message and visibility.
- Donors: Provide financial or in-kind support for the organization's work.
- Followers: Receive updates and remain informed.

Section 2: Communication Protocols

2.1 Core Principles

- Communication is expected to be regular, open, and inclusive across all levels of the organization.

2.2 Meeting Cadence

- USA operations Committee Coordination: Weekly to biweekly meetings.
- UA/USA Delivery Meetings: Biweekly to monthly, as needed.
- Steering committee meetings: monthly or quarterly
- All-Hands Meetings: Quarterly or semi-annual for the broader team and volunteers.
- Formal Board Meetings: Semi-annual or at minimum annual.

2.3 Communication Tools

- Organization-wide: Email and Slack are the primary platforms for all communications.
- Team-Level Communication: May be conducted using any method agreed upon by team members (e.g., Zoom, WhatsApp, text messages, phone).

Section 3: Financial Oversight and Compensation

3.1 Budgeting Process

- The annual organizational budget is proposed by the Executive Director, incorporating inputs from the Operations Committee (USA) and Delivery Committee (USA/UA)
- The budget is reviewed and adjusted with input from the Steering committee and approved by the board of directors
- Adjustments may be made during the year based on evolving needs and external conditions.

3.2 Remuneration Policy

- The organization is an all-volunteer operation within the United States, with exception of case-by-case payments for professional services that cannot be provided by volunteers.
- Regular paid staff may be engaged in Ukraine for other duties, as part of the organization's mission to support the region.

Section 4: Organizational Projects and Partnerships

4.1 Launching New Projects

- Any team member or supporter can propose new projects to the steering committee, which makes recommendation to the board on whether to accept the project, and under which category (fiscal sponsorship, collaboration, integrated, other)
- Projects must (a) directly support the organization's mission and structure, and (b) maintain a strong benefit-to-cost ratio (goal: 80/20).
- Integrated project should have a plan how it fits in the 4 primary functions (Fundraising, Distribution, Communication, Administration - see above) and other aspects (events, coordination, see org chart)
- Projects that do not align with the core mission and structure may still be accepted under a fiscal sponsorship agreement (see below).

4.2 Fiscal Sponsorship

- Projects under fiscal sponsorship must be aligned with the nonprofit's core mission of supporting Ukraine.
- All fiscally sponsored projects must adhere to the terms outlined in the Fiscal Sponsorship Template (available separately).
- The financial interaction with the project can be through internal accounting, external grant agreements and reports (templates available separately), or other means.

- If a project does not involve financial activity, it may instead be governed by a Collaboration Agreement or MOU (see below).

4.3 Collaborations with Other Organizations

- Partnerships are encouraged when they clearly benefit the mission and include well-defined roles and responsibilities.
- Collaborations must begin with a signed Collaboration agreement or Memorandum of Understanding (MOU), using the MOU template provided by the organization (available separately)