

**Sufi Order International – Seattle
POLICIES**

Adopted at a regular meeting of the Board of Trustees August 1, 2012

TRANSPARENCY

Financial information, minutes, and other records of SOI-Seattle are available upon request by members of the SOI-Seattle community

MEMBERSHIP POLICIES

SOI-Seattle maintains a mailing list/database with contact information and information on interests, donations, etc.

FINANCIAL POLICIES

Support of the Sufi Order International/North America

It is the policy of Sufi Order International – Seattle (SOI – Seattle) to support our parent organization, the SOI/North America using the guidelines outlined by the Secretariat.

Funds

SOI-Seattle maintains two funds.

1. Operating Fund

SOI-Seattle actively seeks donations to support Center operations. Regular monthly/annual pledges are deposited in the Operating Fund.

2. Reserve Fund

One time or occasional donations will be deposited in a Reserve Fund to collect and maintain sufficient funds to ensure ongoing operation of a physical space, including the potential for a future capital purchase. In addition to any individual donations to the fund, SOI – Seattle will contribute at the close of each fiscal year 10% of the net revenues for that year. Net revenues are defined as the 10% of profits withheld for each event or class organized through SOI – Seattle minus the total expenses of SOI – Seattle for that year.

3. Diversion of funds

a. The SOI Board may authorize use of the Reserve Fund for purposes other than the Center's physical space only in the event of an emergency.

b. Funds may be diverted for another purpose only after approval by a [vote](#) of the Board with no more than one dissenting vote in two successive meetings that are at least 30 days apart.

4. Dissolution of SOI-Seattle

In the event that SOI-Seattle ceases to be a viable organization (i.e. no financial transactions occur for a 12 month period), funds remaining in the Operating and Reserve Funds will be transferred to the parent organization, Sufi Order International/North America.

Donations

SOI-Seattle is covered under SOI-North America's 501(c)(3) charitable organization status. All donations to SOI-Seattle are tax deductible, unless there is a benefit to the donor (e.g. donations to cover facility rental or refreshments, etc).

Donations to SOI-Seattle may be made by check, cash or online by credit card (via PayPal)

1. Donations may be made to support the Center for deposit to the Operating Fund or Reserve Fund.
2. Leaders of classes and activities in their own homes where no registration is required (e.g. esoteric classes, Healing Order, Universal Worship, Ziraat, Kinship) may request donations from participants. That money may be used for expenses (rent, refreshments, firewood, etc). Anything left over can be added to the Center's account for operating expenses, donated to the Hope Project, or put to another purpose agreed on by the class participants. Such donations are not accounted for by SOI-Seattle.
3. Organizers of activities and community gatherings where no registration is required (e.g. Urs, Unity Zikr, solstice/equinox or other seasonal celebrations) may request donations specifically to cover facility rental, refreshments or other event expenses, and/or to donate to a charitable organization such as the Hope Project. Such donations may or may not be accounted for by SOI-Seattle.
4. Organizers of public classes where no registration is required (e.g. visiting teacher offering a class or activity such as Dances as part of a seminar/retreat where registration is required) may request donations to cover facility rental, refreshments, and presenter fee. Such donations are accounted for by SOI-Seattle.
5. Organizers of seminars and retreats (e.g. events where there is a tuition fee) may request donations for scholarships, another charitable organization, supplies or refreshments. Such donations are accounted for separately from registration fees. Donations to another charitable organization are 100% payable to the charitable organization (not included in net income).

Event Revenue

1. Seminars and Retreats. SOI-Seattle sponsors retreats and seminars with visiting teachers such as Shahabuddin Less, Aziza Scott, Taj Inayat, and Gayan Macher, and local teachers such as Wajid, Sura and Hafizullah.

2. The Center receives 10% of the net proceeds from these events in exchange for providing the following support:

- helping to recruit volunteers
- using the website, quarterly newsletter, email marketing service and Google calendar to publicize the event
- maintaining a PayPal account for registrations
- providing a bank account and bookkeeping services for financial accountability

3. Exceptions. Exceptions to the above financial arrangement may be allowed by agreement of the Board; for example, if an event organizer arranges to contribute 10% of net proceeds to the Center.

4. Event leadership. Anyone wishing to take the lead in organizing such an event can do so under the aegis of the Center. A Board member or other designated person maintains an event calendar

Event coordinators are responsible for scheduling events so as not to conflict with other SOI-sponsored or other Sufi community events, major holidays, etc.

SOI EVENT SPONSORSHIP

a. SOI-Seattle sponsors classes, activities, seminars, retreats and community gatherings which are organized and led by SOI-Seattle teachers or other leaders [*defined as someone who leads*]. Sponsored events receive the full range of SOI-Seattle volunteer, publicity and financial accounting support.

b. SOI-Seattle co-sponsors activities with other Sufi orders and kindred organizations which are organized and/or led by SOI-Seattle leaders/initiates. Examples include Unity Zikr, Universal Worship, Urs of Chishti saints, Interfaith and Kinship activities. Co-sponsored activities receive SOI publicity support; financial accounting may or may not be handled through SOI-Seattle. (For example, for Unity Zikr the financial accounting is handled by each organization in rotation.)

c. SOI-Seattle may post non-sponsored activities of interest via the Kinship calendar, blog or social media.

SCHOLARSHIPS

1. National policy is that no one turned away for lack of funds
2. At events sponsored by SOI-Seattle, the presenter/event organizer determines how many scholarships are given and how much people are asked to pay. Presenters/organizers are free to limit the number of scholarships, and/or grant them on a first come first served basis.

ADMINISTRATION

1. SOI-Seattle is a volunteer organization. However, Center funds may be used to pay members or non-members who have needed technical/administrative skills (e.g. bookkeeping, database, web design).

COMMITTEES

Policy creating a committee will be added when and if one or more standing committees are established, e.g. a Kinship Committee.

Date	Action
4/15/11	Compiled
7/6/12	Reorganized and updated
8/1/12	Revision adopted