

The Rules of the City of New York

Title 55: *Department of Citywide Services*

Chapter 12: *Municipal Employees' Charitable Contributions*

Bookmark§ 12-03 Charitable Non-Profit Organizations.

To be eligible as a constituent organization of the coordinating agency or as a participating organization in the Combined Municipal Campaign, a charitable non-profit organization must meet and maintain the following requirements:

(a) It shall be

(1) a private, non-profit corporation, association, or organization,

(2) incorporated or authorized to do business in New York, or a member of a federation of charitable organizations which is authorized to do business in New York, and

(3) organized to render voluntary charitable services for human health and welfare or recreation.

(b) It shall be and remain registered with the Secretary of State; in compliance with the requirements and provisions of article 7-A of the Executive Law of New York; and a tax exempt organization under the terms of Section 501(c)(3) of the U.S. Internal Revenue Code.

(c) It shall operate without discrimination in regard to all persons served by the campaign and comply with all requirements of law and regulations respecting nondiscrimination and equal employment opportunity with respect to its officers, staff, employees and volunteers.

(d) As its principal purpose, function and activity, it shall carry out a bona fide program of charitable services in support and advancement of the health, welfare or recreation of a substantial number of persons in need of such services.

Bookmark§ 12-07 Application for Participation in the Combined Municipal Campaign.

(a) A charitable non-profit organization seeking participation in the Combined Municipal Campaign shall make written application therefor to the Commissioner, who shall forward such application to the coordinating agency.

(b) Such application shall be made on the form prescribed by the Commissioner and shall be accompanied by all required documentation.

(c) The coordinating agency shall review the applications and approve the applications of all organizations qualified pursuant to 55 RCNY § 12-03.

(d) The coordinating agency shall notify each applicant in writing whether or not it has been accepted as a participating organization in the Combined Municipal Campaign. If an applicant has not been accepted for participation, such notice shall state the reasons therefor, and shall state that the decision may be appealed to the Commissioner within fourteen days.

Bookmark§ 12-08 Review of Non-Acceptance for Participation.

(a) An organization which has been notified of non-acceptance for participation in the Combined Municipal Campaign may, within fourteen days of the date notice was sent to the applicant by the coordinating agency, appeal in writing to the Commissioner for review of the determination of the coordinating agency. Copies of all material previously submitted to the coordinating agency shall be furnished to the Commissioner by the organization seeking review.

(b) The Commissioner, consistent with these rules, shall determine whether sufficient grounds existed for non-acceptance of the applicant or whether the coordinating agency's decision shall be reversed, in which case the Commissioner shall direct the coordinating agency to accept the applicant for participation in the Combined Municipal Campaign.

(c) The Commissioner's written determination shall be transmitted to the applicant and the coordinating agency, and shall be final and conclusive. Upon a determination directing the acceptance of the applicant, the coordinating agency shall forthwith arrange for the participation of the applicant in the Combined Municipal Campaign.

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