

Washington - Alpha Sigma State Guidelines for Sale of Items *revised 2018*

The following guidelines are in compliance with the articles of the *Constitution* and *International Standing Rules* dealing with the sale of items and the use of Society symbols. The DKG Society is a not-for-profit organization classified under Section 501 (c) (6) of the U.S. Internal Revenue code. The Society is not exempt from payment of sales tax. Alpha Sigma State shall collect the sales tax in Washington State and report it as required. (Failure to comply with sales tax requirements will put the Society in jeopardy of losing its not-for-profit 501 (c) (6) status.)

However, there are exemptions for fundraising which state:

Fundraising Exemptions

Nonprofit organizations who conduct periodic fundraising activities, which do not constitute the operation of a regular place of business, **are exempt from** the Business and Occupation (B&O) tax and **the requirement to collect sales tax**.

Fundraising activities include directly soliciting money or other property, or selling goods or services to further the nonprofit organization's goals. It does not include a regular place of business with regular hours such as a bookstore, thrift shop, restaurant or similar business.

For the purpose of the fundraising exemption, the term "nonprofit organization" means the following:

1. An organization exempt from federal tax under Section 501 (c)(3), (4), or (10) of the federal internal revenue code.
2. A nonprofit organization that would qualify under number one above but not organized as a nonprofit corporation.
3. **A nonprofit organization meeting all of the following criteria:**
 - a. **Members, stockholders, officers, directors, or trustees of the organization do not receive any part of the organization's gross income, except payment for services.**
 - b. **Compensation received by any person for services that does not exceed a reasonable amount.**
 - c. **Activities of the organization do not include a substantial amount of political activity.**

The source is the Washington State Department of Revenue. We are a 501(c)(6), but do qualify under section 3.

Washington - Alpha Sigma State may choose to develop sale items to support activities congruent with the purposes and projects of the DKG Society International. These items provide visibility for the Society. These guidelines are for state sales at state-sponsored meetings (workshops, quadrant workshops, executive boards, and conventions).

Guidelines

1. Sale of items by vendors should be scheduled at times other than Society General Sessions and/or ceremonies.
2. Items should be of high quality, reflecting the professional image of the Society.

3. The society key should NOT be used on items designed for sale by members, chapters, state organizations, and any other vendors.
4. Items may be advertised in the state organization or chapter newsletters or brochures, consisted with the postal regulations.
5. Society Web sites will include no direct advertising except for international no-dues-revenue partnerships or fundraising by members that benefit state organizations and/or chapters. (International non-dues-revenue partnerships include the Society jeweler, insurance partners, and approved international affiliates. Fundraising by individual members does not include third-party business agreements.)
6. All Business Vendors are responsible for obtaining all required governmental (state, county, city) sales tax numbers in the location where the event is held. Business Vendors are responsible for paying all applicable sales taxes to the governmental unit.
7. Permission must be obtained for any materials protected by copyright.

The DKG Society International has adopted the following governing rules pertaining to the sale of items:

Constitution, Article X Section A

3. On-Site Sales
 - a. Favors and decorations or items officially approved by the state president may be sold at conventions and executive board meetings, following the *International Guidelines for Sale of Items*.
 - b. A fee in the amount determined by the Executive Committee shall be charged to any chapter or other vendors who receive permission from the board to sell items at conventions or executive board meetings. A list of all approved vendors shall be forwarded to the convention steering committee, so supervision of the table space and sale items may be provided by the steering committee.
 - c. Sales by chapters or groups shall not compete with the items sold in the official Alpha Sigma State Store. Proceeds from this store are to provide leadership development for state officers.

International Standing Rule

1.04 The key of the Society may be used on official Society materials such as stationery, yearbooks, Websites and programs.