



Colts Tennis Booster

CONFLICT OF INTEREST POLICY

No member of Colts Tennis Booster Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with *Organization Name*. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Board Chair any personal interests, which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.

In addition, any member of Colts Tennis Booster Board of Directors or Staff shall refrain from obtaining any list of clients or donors for personal or private solicitation purposes at any time during the term of their affiliation.

Any new member of the Board of Directors shall be given this policy at the time of their election onto the Board of Directors and the policy will be reviewed annually by the board at a regularly scheduled meeting.

We understand that the purposes of this policy are to protect the integrity of *Organization Name* and the organization's decision-making process as well as to enable our constituencies to have confidence in the integrity, intentions and actions of the officers, staff, board members and volunteers. To that end, we understand that this policy is not meant to supplement good judgment and all constituents should respect its spirit as well as its wording.

In witness whereof, the undersigned has hereunto signed as of the date herein shown below.

Moved by: BOARD MEMBER

Seconded by: BOARD MEMBER

Vote:

Signed: _____ Date: _____
Corporate Secretary



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DOCUMENT RETENTION POLICY TEMPLATE

A Document Retention Policy will help make sure that you keep files as required by law and destroy them in a systematic manner. A sample Document Retention Policy for your organization might look like this:

Document Retention Policy	
Accounts payable ledgers and schedules	10 years
Accounts receivable ledgers and schedules	10 years
Audit reports of accountants	Permanently
Bank statements	3 years
Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.	Permanently
Cash books	Permanently
Checks (canceled, with exception below)	10 years
Checks (canceled, for important payments, i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction])	Permanently
Contracts and leases (expired)	10 years
Contracts and leases still in effect	Permanently
Correspondence, general	2 years
Correspondence (legal and important matters)	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	3 years
Employee personnel records (after termination)	7 years
Employment applications	3 years
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses)	10 years
Financial statements (end-of-year)	Permanently
General ledgers and end-of-year statements	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal reports, miscellaneous	3 years
Inventories of products, materials, supplies	10 years
Invoices to customers	10 years
Invoices from vendors	10 years
Journals	Permanently
Minute books of Board of Directors, including bylaws and Articles of Incorporation	Permanently
Payroll records and summaries, including payments to pensioners	10 years



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Purchase orders	3 years
Sales records	10 years
Scrap and salvage records	10 years
Subsidiary ledgers	10 years
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability	Permanently
Time sheets and cards	10 years
Voucher register and schedules	10 years



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WHISTLE-BLOWER POLICY TEMPLATE

This is a sample whistle-blower policy that would be distributed to all employees.

Employee Protection (Whistle-Blower) Policy

If any employee reasonably believes that some policy, practice, or activity of [Name of Nonprofit] is in violation of law, a written complaint may be filed by that employee with the Executive Director or the Board President.

It is the intent of [Name of Nonprofit] to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of [Name of Nonprofit] and provides the [Name of Nonprofit] with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

[Name of Nonprofit] will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of [Name of Nonprofit], or of another individual or entity with whom [Name of Nonprofit] has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

[Name of Nonprofit] will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of [Name of Nonprofit] that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Employee Signature

Date



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Source: Used with permission from The Nonprofit Risk Management Center. The Nonprofit Risk Management Center is a nonprofit organization that provides assistance to other nonprofits on a wide range of risk management, liability, and insurance topics. For information about the services and resources available from the Center, visit www.nonprofitrisk.org or call (202) 785-3891.

Nonprofit Risk Management Center

1130 Seventeenth Street NW, Suite 210, Washington, DC 20036

Phone: (202) 785-3891 | Fax: (202) 296-0349



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TEMPLATE BOARD RESOLUTION APPROVING EXECUTIVE COMPENSATION

The board should complete the process to evaluate the reasonableness of compensation for both the CEO and CFO. After doing so, the board should document the process and approve the compensation in a board resolution.

Resolution to Approve Compensation of the CEO or CFO

Resolved, the Board of Directors hereby sets and approves the compensation including benefits of the CEO/CFO of *Organization Name* at *\$Total Compensation*. In setting this amount, we have conducted a process to determine the reasonableness of the compensation package. This process included

List process steps here. For example:

Comparing the compensation package to that of organizations of similar size, location, and mission.

Based on this process, we have determined the compensation package to be reasonable and just.

In witness whereof, the undersigned has hereunto signed as of the date herein shown below.

Moved by: BOARD MEMBER

Seconded by: BOARD MEMBER

Vote:

Signed: _____ Date: _____
Corporate Secretary