

SCTPBA

South Central Texas Prescribed Burn Association, Inc.

Policies

The operating practices and policies may be revised by the Board of Directors according to the SCTPBA Bylaws. Each revision will be dated and distributed electronically to all members and will be available on the SCTPBA website.

ARTICLE I

DEFINITIONS

1. **Friend** – Those persons who have an interest in prescribed burning and may desire to participate in SCTPBA prescribed burns. Friends are not Members, as defined in Section F., and have no vote in matters before the SCTPBA General Membership.
2. **Landowner** – A landowner is someone who owns land appraised by a Texas county appraisal district.
3. **Lessor** – A landowner who leases his land to someone else.
4. **Lessee** – Someone who leases land from a landowner.
5. **Member** – an individual, family, or ranch that is a member in good standing with SCTPBA.
6. **Prescribed Burn** - The controlled application of fire to fuels under specified environmental conditions in accordance with a written prescribed burn plan.
7. **Insured Burn** – A prescribed burn for which the landowner or lessee has liability insurance that will apply to the burn. The policy must cover hostile fire.
8. **Burn Boss** – A Burn Boss is responsible for the development and execution of the prescribed burn plan.
9. **PBAT** – The Prescribed Burn Alliance of Texas.

ARTICLE II

PRESCRIBED BURN POLICIES

1. All Prescribed Burns will be conducted in accordance with the laws and regulations of the State of Texas and the county or counties in which the burn occurs. The outdoor burning rules developed by the Texas Commission on Environmental Quality must be adhered to at all times. Burning during a county burn ban can only be conducted if the burn is exempted by the County Judge and/or County Commissioners or is conducted by a Certified Insured Prescribed Burn Manager.

2. The SCTPBA is an educational organization assisting landowners, managers, and interested individuals learn how to safely and effectively apply prescribed fire to the landscape for public safety, ecosystem restoration, and improved habitat for domestic animals and wildlife. We are a neighbor helping neighbor organization designed to assist our members to use prescribed fire. We, along with other PBAs across the state and nation, will help with education, planning, and implementing prescribed burns. Our Association does not conduct burns.
3. All burn plans prepared by or for the members of SCTPBA must be reviewed by an appropriately trained and qualified reviewer. See Exhibit A for required training and qualifications for reviewing plans.
4. The burn plan template provided by the SCTPBA will be used for SCTPBA member prescribed burns. See Exhibit B for the SCTPBA burn plan template.
5. The property to be burned must be owned or leased by a SCTPBA member and have appropriate liability insurance that covers prescribed burning. If the property is leased, then the lessee must have written approval from the landowner for the prescribed burn. Such approval may be in the lease agreement if the agreement specifically permits prescribed burning by the lessee.
6. The SCTPBA member on whose property the burn is to be conducted must have assisted on a minimum of two previous prescribed burns, and, must have paid a minimum of two consecutive years of SCTPBA dues.
7. All prescribed burns must be executed within the specifications of the reviewed burn plan. A checklist of key parameters for determining the suitability for initiation of a burn will be used for each burn and will be filed along with the completed burn plan after the burn. See Exhibit C for an example checklist. On the day of the prescribed burn, the Burn Boss shall complete the preparation checklist Exhibit "C" prior to ignition.
8. The burn plan must indicate that the landowner or lessee for the property to be burned has adequate liability insurance, not less than \$500,000 per incident. The policy number and the insurance agent's name and contact information must be shown on the burn plan.
9. The final prescribed burn plan shall be kept onsite during the prescribed burn. The burn plan should be kept for at least five years.
10. The Burn Boss shall document that a weather forecast no more than 8 hours old at the initiation of the prescribed burn indicates that conditions are predicted to be suitable for the prescribed burn to proceed. A printed copy of an NWS/NOAA point forecast by hour for the burn site will be adequate documentation.
11. The Burn Boss should inspect the burn area on the day of the burn before the burn is initiated to verify that firebreaks and other safety concerns addressed in the plan are suitable for the burn to proceed. If blacklines are pre-burned, then they should be inspected to ensure adequacy for the headfire. If backburns or other methods of preventing the fire from spreading downwind are used instead of pre-burned blacklines, the Burn Boss shall inspect the firebreaks before ignition of the headfire. The Burn Boss has sole responsibility for the burn and is responsible for all decisions on the burn.
12. The burned area shall be monitored until the fire is out.

13. To ensure the safety of our members, additional requirements for safe execution of a burn plan may be dictated by the SCTPBA Board of Directors.

ARTICLE III

ADMINISTRATION

1. **Fire Training Education** - SCTPBA shall conduct or sponsor a workshop on one or more components of prescribed burning each year. Members should attend a burn school or workshop to learn the basics of prescribed fire and receive training on how to operate equipment.
2. **Equipment** - Use of SCTPBA equipment shall be available to all members at a reasonable rate. A check out/check in form will be completed for each use to document the condition of the equipment and to determine the rate charged. Members are responsible for any damage to the equipment and any trailer that might be owned by SCTPBA for transporting the equipment. Proof of liability insurance on the towing vehicle is required to check out equipment if the equipment is transported in a trailer owned by the SCTPBA.
3. **Communications to Members** – The primary method of communicating among members and the Board of Directors will be by email. An updated list of all members and their contact information will be maintained by one member or employee or volunteer staff member who will also be responsible for distributing information to all the members by email. Members are responsible for keeping their contact information updated with the SCTPBA.
4. **Participation Requirements** - Members are encouraged to help on as many burns as possible. Participation provides members with fire-line experience, helps them become acquainted with other members with the same goals and objectives, and builds an experienced team. Participation is recorded for each burn. Landowners must assist on at least two burns for other members and have been a member in good standing for two consecutive years before SCTPBA members will assist them on their land. Exceptions are made for members not physically able to actively participate on burns. Participation sheets will be available at all burns and completed forms kept on file with SCTPBA.
5. **Disciplinary Action** – Any member that intentionally violates SCTPBA bylaws or policies may be subject to removal or other disciplinary action by the Board of Directors. Such disciplinary action may include termination of membership from SCTPBA without refund of any dues paid.
6. **Expense Reimbursement** - See Exhibit D attached.
7. **Whistleblower** - See Exhibit E attached.
8. **Document Destruction** - See Exhibit F attached.
9. **Conflict of Interest** - See Exhibit G attached.

Burn Plan Reviewer and Burn Boss Requirements

Article I

Purpose

The Burn Plan Reviewer is a key component to ensuring the burn plan meets acceptable safety standards and follows SCTPBA policies.

Article II

Requirements for Roles

1. SCTPBA Burn Plan Reviewer

- a. Must have either completed a state qualified Certified Insured Prescribed Burn Manager (CIPBM) or National Wildlife Coordinating Group Burn Boss Type II course.
- b. Must have actively participated in at least ten prescribed burns.
- c. Must be approved by a majority vote of SCTPBA directors.

2. Burn Boss

- a. Is the landowner.
- b. Is the individual that signs the burn plan and is responsible for all aspects of the prescribed burn.
- c. Assumes the liability on a prescribed burn.¹
- d. Landowner must provide a certificate of insurance demonstrating that the policy will provide sufficient coverage for a prescribed burn. Volunteers on a burn are not to be held liable.

¹ The landowner does not assume liability for the prescribed burn if the Burn Boss is a CIPBM. In this case, the CIPBM assumes liability.

PBAT Prescribed Burn Plan

South Central Texas PBA

Prepared By: _____		Plan # _____	
Signature: _____		Date Plan Submitted: _____	
TDA License No. (if CPBM) _____			
Date Plan Filed: _____		Expiration Date: _____	
County 1: _____		Ranch Name: _____	Pasture Name: _____
County 2: _____			
Ranch Address: _____		City: _____	
Acres to be Burned: _____		GPS Coordinates: N Lat: _____	W Long: _____
Burn Days Planned: _____		Burn Days Actual: _____	
Burn Boss: _____		E-mail Address: _____	
Landowner: _____		Address: _____	
City: _____		State: _____	Zip: _____
Phone: _____		Work: _____	Cell: _____
E-mail: _____		Fax: _____	
Alternate Contact: _____		Phone: _____	
Record of Previous Burning: _____		Date: _____	
PREVIOUS BURN RESULTS:			
BURN JUSTIFICATION (goals, objectives, rationale, & purpose):			

Description of Area
Live Fuel (Type, Density, and Size)
Dead Fuels (Description, Moisture, and Time-Lag)
Topography and Elevation
Preburn Factors
Fireguards: specify width, attach map Plow _____ Blade _____ Shred _____ Rake _____ Wet line _____ Black line _____ Other _____
Crew size, (minimum number required)
Protection Needs (buildings, power lines, hunting blinds, feeders, etc., see map)
Ignition Procedures (see map)
Smoke Sensitive Areas (see map)
Special Precautions (see map)

Preburn Protection Needs	
Check box if attention is needed	Comments
Remnant Livestock	
Inspection of Fireguards	
Pens and Barns	
Headquarters	
Haystacks	
Windmills	
Wells	
Equipment	
Water Storage Facilities	
Fences	
Hunting Facilities	
Feeders	
Utility Poles	
Oil & Gas Pipelines	
Desirable Wooded Areas	
Special Habitat Areas	
Critically Eroding Areas	
Vehicles	
Liability Insurance company: Policy # Agent Phone#	

Prescriptive Burning Conditions			
Desired Prescription Black lines			
Date of burn (black lines)	_____ to _____	Actual	_____ to _____
Time of burn (black lines)	_____ to _____	Actual	_____ to _____
Temperature (F)	_____ to _____	Actual	_____ to _____
Rel Humidity (%)	_____ to _____	Actual	_____ to _____
Wind Direction	_____ to _____	Actual	_____ to _____
Wind Speed, mph at 20 ft elevation	_____ to _____	Actual	_____ to _____
Wind Speed, mph at 33 ft (10 m) elev	_____ to _____	Actual	_____ to _____
Fuel Load (lbs/ac)	_____ to _____	Actual	_____ to _____
Dead Fuel Moisture, %	_____ to _____		_____ to _____
(1-hr)	_____ to _____	Actual	_____ to _____
(10-hr)	_____ to _____	Actual	_____ to _____
(100-Hr)	_____ to _____	Actual	_____ to _____
Live Fuel Moisture, %	_____ to _____	Actual	_____ to _____
Desired Prescription Range (head fire)			
Date of burn (head fire)	_____ to _____	Actual	_____ to _____
Time of burn (head fire)	_____ to _____	Actual	_____ to _____
Temperature (F)	_____ to _____	Actual	_____ to _____
Relative Humidity	_____ to _____	Actual	_____ to _____
Wind Direction	_____ to _____	Actual	_____ to _____
Wind Speed, mph at 20 ft elevation	_____ to _____	Actual	_____ to _____
Wind Speed, mph at 33 ft (10 m) elev	_____ to _____	Actual	_____ to _____
Fuel Load (lbs/ac)	_____ to _____	Actual	_____ to _____
Dead Fuel Moisture, %	_____ to _____		_____ to _____
(1-hr)	_____ to _____	Actual	_____ to _____
(10-hr)	_____ to _____	Actual	_____ to _____
(100-Hr)	_____ to _____	Actual	_____ to _____
Live Fuel Moisture, %	_____ to _____	Actual	_____ to _____

Category Day (CD)	For Smoke Management	
CD	Ventilation Rate	Guideline
I	< 14,500	No Burn
II	14,500 - 29,000	No Burn until inversion has lifted
III	29,000 - 58,000	Daytime Only
IV	58,000 - 117,000	Anytime
V	> 117,000	Excellent Smoke Dispersion

Formula	Mixing Height X Transport Speed = Ventilation Rate		
	Desired Minimum Conditions	F'cast Min Cond for Burn	Notes/Comments
Mixing Height	_____ ft.	_____ ft.	
Transport Wind Speed	_____ mph	_____ mph	
Direction	_____	_____	
Ventilation Rate	_____	_____	
Category Day (calculated)	_____	_____	
Category Day (by NWS)	_____	_____	

Actual Fire - Weather Information									
Measure data approx every 30 min.				Wind		Air	Relative		
Date	Time	Location	Elev.	Speed	Direction	Temp. (F)	Humidity	By	Remarks
Remarks:									

Crew Members and Responsibilities			
Name	Phone Number	Responsibility	Reviewed by Crew Member

Mop Up After Burning

- 1) Maintain close observation of the burned area until fire is completely extinguished. Check the perimeter for firebrand sources such as trees, posts, cow chips, logs, burning hollow trees, etc.
- 2) Continue to monitor weather until fire is extinguished.
- 3) Take immediate positive action to insure safety of the fire should a dangerous change of the weather be forecast.

Above Responsibilities	Crew Member(s) Name	Completion		Comments
		Date	Time	
1				
2				
3				

Landowner or Lease Holder

Signature: _____

Printed Name: _____ Date: _____

A COPY OF THIS BURN PLAN SHOULD BE KEPT FOR A MINIMUM OF FIVE YEARS.



SCTPBA Burn Prerequisite Checklist

No prescribed burn shall take place during a Governor’s or President’s EMERGENCY DELCARATION that expressly prohibits all outdoor burning or without an SCTPBA Prescribed Burn Plan attached hereto.

All of the following questions must be answered “yes” in order to conduct a prescribed burn during a burn ban. These are minimum requirements to initiate a prescribed burn. They do not include all considerations and factors affecting a prescribed burn.

1. Are current weather conditions within the plan limits?	Yes ___ No ___ NA ___
2. Are fire suppression units present and briefed?	Yes ___ No ___ NA ___
3. Are planned burn personnel and equipment present?	Yes ___ No ___ NA ___
4. Are all safety requirements met for the burn?	Yes ___ No ___ NA ___
5. Have the following government entities been notified:	Yes ___ No ___ NA ___
County Judge	Yes ___ No ___ NA ___
County Commissioners’ Court	Yes ___ No ___ NA ___
Local volunteer fire department	Yes ___ No ___ NA ___
County Sheriff’s Office (dispatcher)	Yes ___ No ___ NA ___
County Office of Emergency Management	Yes ___ No ___ NA ___
Texas Forest Service Regional Fire Coordinator	Yes ___ No ___ NA ___
Texas Commission on Environmental Quality	Yes ___ No ___ NA ___
6. Are current weather forecasts known and suitable?	Yes ___ No ___ NA ___
7. Are risks and expected fire behavior within plan?	Yes ___ No ___ NA ___
8. Are projected fire effects acceptable?	Yes ___ No ___ NA ___
9. Does smoke management adhere to TCEQ guidelines?	Yes ___ No ___ NA ___
10. Have nearby landowners been notified and any issues resolved?	Yes ___ No ___ NA ___
11. Has the landowner provided a certificate of insurance?	Yes ___ No ___ NA ___
12. Has the burn boss completed this checklist?	Yes ___ No ___ NA ___

Any “No” answer above creates a DO NOT BURN situation.

Burn Unit (property name or landowner’s name and property address):	
Burn Boss’ Name (printed):	Signature:
	Date of Burn:

Expense Reimbursement Policy

Article I

Purpose

The purpose of the Expense Reimbursement Policy is to protect this tax-exempt organization's (SCTPBA) non-profit status by providing operating procedures for reimbursement of valid, SCTPBA business expenses. This policy addresses advance payment request, reimbursement payment request, and travel advance request. To ensure appropriate financial controls and approvals are in place, all SCTPBA expenses will follow these procedures. This policy is intended to supplement but not replace any applicable state and federal laws governing nonprofit and charitable organizations.

Article II

Definitions

1. Expense

Any payable item directly related to and caused by operational activities of the SCTPBA. Expenses must be directly or indirectly related to the mission of SCTPBA.

2. Member

Only active members (see By-laws) acting on behalf of the SCTPBA and executing SCTPBA business may submit advance payment requests, expense reimbursement request, or travel advance request.

3. Request Types

a. *Advance Payment Request (Check Request) Form* is submitted when the SCTPBA expense, vendor and amount are known sufficiently in advance to secure an advance payment via SCTPBA check.

b. *Expense Reimbursement Request* is submitted after a pre-approved SCTPBA expense has been paid by a member. Whether the member chooses to donate the expense amount or not, an Expense Reimbursement Request Form will be submitted for all valid SCTPBA expenses.

c. *Travel Advance Request* is submitted only when pre-approved SCTPBA related travel is authorized and individual funds are not available to pre-fund the travel expense. All travel related receipts must be received within 10 business days of trip completion.

4. Authorization

All SCTPBA related expenses are authorized either by the annual budget process or, by the Board of Directors. Only the President, Vice President or Secretary of the SCTPBA may authorize payments. The Treasurer may not solely authorize payment.

5. Timing

Expenses must be turned into the Treasurer for reimbursement no later than 30 days from expenditure date except at year-end when all late December expenses must be submitted by January 15th of the succeeding year. This ensures sufficient timing to close SCTPBA financial

Exhibit D
SCTPBA – Expense Reimbursement Policy
Adopted June 18, 2011 and July 14, 2012

books for State and Federal regulatory reporting and audit requirements. Valid SCTPBA expenses submitted after the above dates will not be reimbursed.

Article III
Forms

Forms are found on the following pages.

Exhibit D
 SCTPBA – Expense Reimbursement Policy
 Adopted June 18, 2011 and July 14, 2012

Advance Payment Request (Check Request) Form

Please make SCTPBA check payable to:

Vendor Name: _____

Vendor Address: _____

Vendor City/St/Zip _____

Vendor Reference _____

Vendor Phone: _____

Date of Request	Explanation of Expense	Project or Activity	Account/Purpose Admin/Accounting use only	Amount
Total Check Amount				\$ _____

Please attach appropriate invoice or price estimate.

Member Signature: _____ Date _____

Approved by: _____ Date _____

Officer Title: _____

Check # _____	Check Date _____	Account _____
Code _____		



Exhibit D
 SCTPBA – Expense Reimbursement Policy
 Adopted June 18, 2011 and July 14, 2012

Expense Reimbursement Request Form

Please make check payable to:

Member Name: _____

Member Address: _____

City/State/Zip: _____

EXPENSES:

Date of Exp	Explanation of Expense	Project or Activity	Account/Purpose Admin/Accounting use only	Amount
Subtotal				\$
Advance Payment Towards Expenses				\$
Expenses Less Advance Payment				\$
Total Reimbursement Amount				\$

Please attach original receipts and submit form within 30 days of expense and prior to January 15 of succeeding year.

Check one to elect to make this expense a contribution/donation to SCTPBA:

- I would like to contribute the total amount to SCTPBA*
- I would like to contribute \$_____ to SCTPBA*
An acknowledgement letter will be sent if your donation is over \$250.

Member Signature: _____ Date _____

Approved by: _____ Date _____

Officer Title: _____

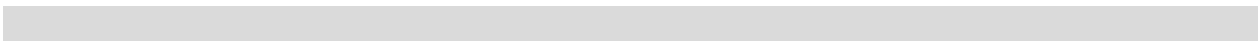


Exhibit D
SCTPBA – Expense Reimbursement Policy
Adopted June 18, 2011 and July 14, 2012

Travel Advance Request Form

Member Name: _____

Date: _____

Event: _____

Reason for Travel: _____

Date departing: _____

Date returning: _____

Estimated Expenses:	Amount
Hotel	\$
Taxi	\$
Auto Mileage	\$
Food	\$
Other (explain)	\$
Total Advance Amount	\$

Member Signature: _____

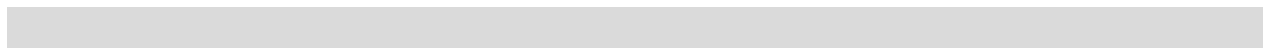
Date: _____

Approved by: _____

Date: _____

Officer Title: _____

**** Original receipts due within 10 business days of completed travel****



Whistleblower Policy

Article I

Purpose

The purpose of the Whistleblower Policy is to protect SCTPBA's tax-exempt non-profit status by providing operating procedures for the reporting of ethics violations or suspected violations. The Sarbanes-Oxley Act addresses Whistleblower protections.

SCTBPA requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Article II

Policy Procedure

Reporting Responsibility

It is the responsibility of all directors, officers, committee chairs, members, and employees to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, committee chair, member, or employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee or Association member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. This Whistleblower Policy is intended to encourage and enable members, employees and others to raise serious concerns within SCTPBA prior to seeking resolution outside SCTPBA.

Reporting Violations

SCTPBA has an open door policy and suggests that directors, officers, committee chairs, members, or employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, committee chairpersons are in the best position to address an area of concern. However, if you are not comfortable speaking with your chairperson or you are not satisfied with your chairperson's response, you are encouraged to speak with someone on the Executive Committee. Chairpersons and directors are required to report suspected ethics violations to the President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following SCTPBA's open door policy, individuals should contact the board of directors directly.

President (Compliance Officer)

The President (Compliance Officer) is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the board

Exhibit E
SCTPBA – Whistleblower Policy
Adopted June 18, 2011 and July 14, 2012

of directors and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity.

Accounting and Auditing Matters

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Document Destruction Policy

Article I

Purpose

The purpose of the Document Destruction Policy is to protect this tax-exempt organization's (South Central Texas Prescribed Burn Association) non-profit status by providing operating procedures for the retention and eventual destruction of the organizations documents. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance.

This policy is intended to supplement but not replace any applicable state and federal laws governing nonprofit and charitable organizations.

SCTPBA shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, SCTPBA shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, SCTPBA has the following document retention requirements.

Exhibit F
 SCTPBA – Document Destruction Policy
 Adopted June 18, 2011 and July 14, 2012

Article II
Minimum Retention Periods

The following table provides the minimum requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (SCTPBA) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a.** An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b.** A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or,
- c.** A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Exhibit G
SCTPBA – Conflict of Interest Policy
Adopted June 18, 2011 and July 12, 2012

Article IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a.** A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Exhibit G
SCTPBA – Conflict of Interest Policy
Adopted June 18, 2011 and July 12, 2012

Article VI

Annual Statements

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.