



Board of Directors

Operating Policies & Procedures

Revised January 2020

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1. Introduction

1.1 Scope

The NAMI North Texas Board Operating Policies & Procedures encompass and regulate activities required to run the organization, and are an integral requirement for all properly managed entities. It is through these policies and procedures that the Board of Directors assists in establishing the guidelines within which officers and staff act to implement policies, programs and services.

1.2 Revisions

The NAMI North Texas Board Operating Policies & Procedures is formally adopted by the Board of Directors and is intended to be a living document, open to change and revision in order to facilitate growth and development of the organization.

All possible revisions will be presented at Board of Directors meetings for official votes and approvals.

1.3 Distribution

The NAMI North Texas Board Operating Policies & Procedures will be distributed to Board Members, staff, and may be distributed to members of any relevant committees. Board Members must be familiar with the materials contained in this document.

2. Mission

NAMI North Texas is a grassroots family and consumer self-help organization dedicated to relieving the effects of severe mental illnesses known as biological brain diseases on individuals, family members, and society through support, education, advocacy, and research.

3. Officers & Duties

The Officers of NAMI North Texas are President, Vice President, Secretary and Treasurer. The term of office for Officers is 3 years, but the term of any Officer may be extended if necessary until a successor for that office is duly elected. Although the duties of each Officer are summarized here, each Officer should be knowledgeable about their duties as detailed in NAMI North Texas's Bylaws.

President: The President shall have the authority for the general supervision of the affairs of NAMI North Texas under the direction of the Board of Directors. The President shall appoint committees and assure that the organization's objectives are executed in the best possible manner. The President shall also set the official meeting agenda and preside at all meetings of the organization.

Vice-President: The Vice President shall succeed in the presidency in case of a vacancy in that office and shall perform the duties of the President in the President's absence or disability. The Vice President shall aid the President in the performance of such duties as may be assigned by the President.

Secretary: The Secretary shall keep records of Board actions, including the taking of official minutes, sending out of meeting announcements, distribution of copies of minutes and agendas to each Board member, oversight of nominee and elections information, and assuring that corporate records are maintained.

Treasurer: The Treasurer shall have the responsibility for all monies, securities and other valuable properties of NAMI North Texas. He or she shall ensure that a full and accurate account of receipts and disbursements is kept in records. Written detailed accounts of financial transactions should be provided regularly or upon request.

4. Committees

The President appoints the chairperson and members of all committees, subject to the approval of the Board of Directors, and directly or indirectly supervises the work of all committees. Standing and special committees may be formed as needed, and committees continue until their assigned duties are completed.

Executive Committee: The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary and one (1) Director to be selected by the majority of the Board of Directors. The President will chair the committee and as Chief Executive, will implement the decisions and actions of the committee. The Executive Committee, through the President, shall direct the Executive Director promulgate policy and approve procedures recommended by the Executive Director. All actions of the Executive Committee will be consistent with the Bylaws and Board resolutions and shall be reported to the Board of Directors at the next meeting of the Board of Directors.

Finance Committee: The chairperson of the Finance Committee shall be the Treasurer. The Treasurer will make a monthly report at each meeting of the Board of Directors. The Finance Committee shall recommend to the Board of Directors a yearly budget and make recommendations in regard to general financial policy. The Treasurer will furnish a year-end financial report for the past fiscal year within sixty (60) days after the end of the fiscal year.

Funds and Development Committee: This committee will be responsible for all funds development to include dues structure, grants, fund raising and special events. The Executive Director, or designee, shall serve as the permanent co-chairperson.

Walk Committee: The Walk committee shall meet a minimum of once per month, and more often as needed, year round to plan, implement and evaluate all walk related activities including but not limited to sponsorship, media, honorary chair, luncheon and marketing.

Marketing/Branding Committee: The marketing/branding committee will become familiar with the NAMI marketing toolkit and standards of excellence related to the NAMI Brand. The committee will meet at least monthly and explore opportunities to increase awareness of NAMI, and the NAMI mission and vision in the community. Possible methods to increase awareness may include such things as social media, press releases, educational forums such as TV appearances, speakers bureau, lectures and conferences about mental illnesses as well as what NAMI has to offer in the way of resources for those who are living with brain disorders and their loved ones.

Public Policy/Advocacy Committee: The public policy/advocacy committee will stay current on and support local and statewide initiatives selected by our membership and NAMI Texas and will educate membership on the same.

Education Committee: The education committee shall offer assistance to the Program Director or Program Coordinator as needed in areas such as; finding new opportunities to secure funding to increase programming and training, helping to find new venues to offer programs.

Nominating Committee: Members of the Nominating Committee shall be appointed by the Board of Directors. There shall always be five (5) members of this Committee. The Board of Directors shall be responsible for appointing new members of the Nominating Committee in order to fill a vacancy occurring on the Committee. Members of the Nominating Committee shall be nominated and voted upon by the Board of Directors.

5. Financial Policies

5.1 Fiscal Year

The fiscal year of NAMI North Texas begins January 1 and ends December 31. The board of Directors will prepare and adopt an annual budget before the December board meeting for the next fiscal year.

5.2 Contracts

The President and Treasurer may serve as agents of NAMI North Texas when entering into any contract or executing and delivering any instrument in the name of and on behalf of NAMI North Texas. For contracts and other instruments under \$3,000, the Board of Directors may authorize the Executive Director to serve as an additional agent of NAMI North Texas to ensure day-to-day efficiency within the organization.

Three (3) competing bids/estimates must be acquired before entering into any contract that is equal to or exceeds \$3,000 and/or a length of one (1) year. The Finance Committee will review and determine which bid/estimate is the most cost-effective for the organization.

Competing bids/estimates are not required for contracts less than \$3,000 and are less than one (1) year in length. In these cases, the Finance Committee may authorize the Executive Director to serve as authorizing agent on behalf of NAMI North Texas to ensure day-to-day efficiency within the organization.

5.3 Checks, Drafts & Orders for Payment

Signatories: All checks, drafts or orders for payment issued in the name of NAMI North Texas must be approved and signed by at least one Board of Directors appointed, bank-authorized signatory. Signatories shall include the NAMI North Texas President, Vice President, Treasurer and Executive Director.

Approvals & Signatures: All checks, drafts or orders for payment issued for \$1,000 or more must be approved by two (2) signatories, one must be that of the Treasurer. If the Treasurer is not available within a reasonable timeframe, s/he may delegate this responsibility in writing to the President or Vice President. All checks, drafts or orders for payment issued for less than \$1,000 may be authorized and signed by any one signatory.

5.4 Income & Deposits

All funds of NAMI North Texas will be deposited to the credit of NAMI North Texas' bank account(s) by an authorized signatory.

5.5 Contributions, Gifts, Bequests & Donations

Any contribution, gift, bequest, or donation may be accepted by the Board of Directors on behalf of NAMI North Texas. Unless otherwise stipulated, these will be placed in the general funds of NAMI North Texas and dispersed through normal budget authorizations.

6. Gift Acceptance Policy

6.1 Purpose

It is the policy of NAMI North Texas to accept donations of goods and services that help fulfill the organization's mission.

The purpose of this policy is to establish procedures for the acceptance, recording and acknowledgement of the donation of goods and services to NAMI North Texas.

6.2 Definition

A "gift-in-kind" is a voluntary contribution of goods and services that can be used to advance the goals of NAMI North Texas.

Individual donors should consult their personal legal and financial advisors to determine if the in-kind gift is tax-deductible.

6.3 Restrictions on Gifts

NAMI North Texas will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. NAMI North Texas reserves the right to determine whether or not it will accept a gift and may consider, among other criteria, whether the terms, conditions or purpose of a gift are consistent with state and federal law, as well as NAMI North Texas's policies and mission. All final decisions on the acceptance of the gift shall be made by NAMI North Texas, subject to NAMI or NAMI Texas oversight as needed. NAMI North Texas also reserves the right to redirect the gift to another nonprofit organization if deemed more appropriate.

6.4 Acceptance Policy

The donor of an in-kind gift is responsible for providing written proof of the fair market value of the gift and must complete the NAMI North Texas Gift-In-Kind Acceptance Form.

For gifts equal to or over \$5,000 in fair market value, the donor must provide a qualified appraisal of the gift and must submit Internal Revenue Service Form 8283 to the organization for completion and subsequent return to the donor. The President and Treasurer are the only individuals authorized to sign IRS Form 8283.

NAMI North Texas will enter the gift into its accounting records once the Gift-In-Kind Acceptance Form and all related paperwork have been submitted. The organization will issue an acknowledgement to the donor that contains a

description of the contribution but will not include a statement as to the value of the contribution unless proper valuation is determined in writing.

In-kind gifts of professional services are gratefully received. Those services must represent the donor's personal or organizational expertise and be outside the general volunteer duties and responsibilities assumed by members of NAMI North Texas. Legal, financial, computer-related, or trade-related services will be accepted at no more than the fair market value for each billable hour. An itemized invoice would serve as appropriate documentation in this instance.

NAMI North Texas Gift-In-Kind Acceptance Form

Date: _____

Authorized NAMI North Texas Leader Accepting the Gift: _____

Donor Information:

Name of company or individual making donation: _____

If company, please furnish contact person's name and title:

Address: _____

Phone: _____ Email: _____

Does the donor wish to remain anonymous? _____

Gift Information:

(Note: Attach a copy of vehicle title if vehicle or boat.)

Description of gift – include serial/VIN #, brand, make, model, fair market value, etc.

1. _____

2. _____

3. _____

Acceptance of gifts or in-kind merchandise shall be conditional upon completion of this application and verification of the valuation. All registration, valuation and title papers must accompany all donations or gifts at the time of acceptance. Donors must establish monetary value for their tax purposes by proof of purchase price (if new), certified appraisal or other legal instrument deemed acceptable by law. As the legal owner or authorized agent, I do hereby give, transfer and assign all ownership rights to the property listed on this application.

Signature of Owner/Agent:

Print name of NAMI North Texas leader receiving this donation:

Signature of NAMI North Texas leader:

Date:

Please also note that nothing in this document is intended to supplant or override any IRS rules, regulations, or statements of any kind.

Send this form, along with supporting documents, to:

2812 Swiss Ave., Dallas, Texas 75204

Questions? Call NAMI North Texas, (214) 341-7133

7. Guidelines for Implementation of Programs

NAMI North Texas offers NAMI and NAMI Texas “Signature” programs and support groups for the purpose of advancing the mission of our organization. The programs are offered as a service to Affiliate members, their families, friends, and others affected by mental illness. Facilitators must be trained to lead each specific program and programs must adhere to the guidelines set forth by NAMI and NAMI Texas, respectively.

8. Code of Ethics

8.1 Statement of Values

As leaders of NAMI North Texas, we dedicate ourselves to carrying out the mission of this organization. In order to conduct this important work in an ethical manner, we will operate under guidelines of fairness, impartiality, inclusiveness, compassion, truthfulness, efficiency, effectiveness, accountability, and transparency. In this capacity, and acting under the provisions of both federal and state laws, we will at all times aspire to serve the best interests of our constituency, thus earning their trust and respect. Furthermore, we will respect and protect privileged information to which we have access in the course of our official duties. In striving for personal and professional excellence, we will also encourage the professional development of our fellow leaders and members.

8.2 Guiding Principles

NAMI North Texas believes strongly that its members must uphold the highest standards of ethical, professional behavior:

- To hold paramount the safety, health, and welfare of the public in the performance of professional duties.
- To act in such a manner as to uphold and enhance personal and professional honor, integrity, and dignity of the profession.
- To treat with respect and consideration all persons, regardless of race, culture, ethnicity, age, religion, socio-economic status, sexual orientation, gender, gender identity, and disability.
- To engage in carrying out NAMI North Texas’s mission in a professional manner.
- To collaborate with and support other professionals in carrying out NAMI North Texas’s mission.
- To build professional reputations on the merit of services and refrain from competing unfairly with others.

8.3 Ethical Standards for NAMI North Texas Board of Directors

1. To become familiar with and committed to the major responsibilities of a governing board, including:
 - Setting mission and purposes
 - Appointing an Executive Director
 - Supporting the Executive Director
 - Monitoring the Executive Director's performance
 - Assessing board performance
 - Insisting on strategic planning
 - Reviewing educational and public-service programs
 - Ensuring adequate resources
 - Ensuring good management
 - Relating to the community
2. To support NAMI North Texas's fundraising efforts through personal giving in accordance with one's means, and be willing to share in the solicitation of others.
3. To devote time to learn how NAMI North Texas functions—its uniqueness, strengths, and needs.
4. To carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments.
5. To accept and abide by the legal and fiscal responsibilities of the board as specified by affiliation agreement, bylaws, and state statutes & regulations.
6. To vote according to one's individual conviction, to challenge the judgment of others when necessary, yet to be willing to support the decision of the board and work with fellow board members in a spirit of cooperation.
7. To maintain the confidential nature of board deliberations and to avoid acting as spokesperson for the entire board unless specifically authorized to do so.
8. To understand the role of the board as a policy-making body and to avoid participation in administration policy.
9. To learn and consistently use designated institutional channels when conducting board business (e.g., responding to any grievances).
10. To comply with NAMI North Texas's Bylaws and Board Operating Policies & Procedures.
11. To refrain from actions and involvement that might prove embarrassing to the institution and to resign if such actions or involvement develop.

12. To make judgments always on the basis of what is best for the organization as a whole.

8.4 Penalties

Penalties imposed for breach of the NAMI North Texas Code of Ethics Policy may include, but are not limited to, the following:

- Excluding the member from portions of all future meetings and discussions which relate to the breach, and/or
- Censure of the member in private, public, or both, and/or
- Removal of the member from office by a resolution passed by a vote of two-thirds of the Board of Directors.

9. Confidentiality Policy for NAMI North Texas

NAMI North Texas board members and employees shall:

1. Ensure that no information that is confidential or privileged, or that is not publicly available is disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or firms acquired by NAMI North Texas personnel in dealing with outside firms on behalf of NAMI North Texas is treated as confidential and not disclosed.

All board members and employees of NAMI North Texas may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with NAMI North Texas to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom NAMI North Texas has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for NAMI North Texas. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. When using multi-media, social networking websites, blogs and wikis (Facebook, Twitter, YouTube, Instagram, etc.), Internet postings should not disclose any information that is confidential or proprietary to the organization or to any third party that has disclosed information to the organization. In addition, board members and employees should refrain from

leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation can be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of NAMI North Texas, all documents, papers, and other materials in his or her possession, regardless of medium, that may contain or be derived from confidential information.

10. Conflict of Interest Policy

10.1 Purpose

Board members have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which NAMI North Texas wishes its business to operate. The purpose of these guidelines is to provide general direction so that board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a board member is in a position to influence a decision that may result in a personal gain for the board member or for a relative as a result of NAMI North Texas's business dealings. However, no presumption of guilt is created by the mere existence of a relationship with outside firms.

Personal gain may result not only in cases in which an employee, board member or relative has a significant ownership in a firm with which NAMI North Texas does business, but also when he or she receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction of business dealings involving NAMI North Texas.

The materials, products, designs, plans, ideas, and data of NAMI North Texas are the property of NAMI, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization.

10.2 Persons Concerned

This policy is directed not only to board members and officers, but to all employees who can influence the actions of NAMI North Texas. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel," and all who have proprietary information concerning NAMI North Texas.

10.3 Areas in Which Conflict May Arise

Conflicts of interest may arise as a result of the following relationships:

- Persons and firms supplying goods and services to NAMI North Texas
- Persons and firms from whom NAMI North Texas leases property and equipment
- Persons and firms with whom NAMI is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting NAMI North Texas
- Agencies, organizations, and associations that affect the operations of NAMI North Texas
- Family members, friends, and colleagues

10.4 Nature of Conflicting Interests

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section 3. Such an interest might arise through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with NAMI North Texas
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with NAMI North Texas
- Receiving remuneration for services with respect to individual transactions involving NAMI North Texas
- Using NAMI North Texas's time, personnel, equipment, supplies, or good will for something other than NAMI North Texas approved activities, programs, and purposes
- Receiving personal gifts or loans from third parties dealing with NAMI North Texas. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.

10.5 Duty to Disclose

In connection with any actual or possible conflict of interest, a board member must disclose the existence of the interest. The matter should be brought to the Executive Committee's attention; if material, he or she will bring these matters to the board and provide the board member with an opportunity to disclose all material facts.

10.6 Procedures for Addressing the Conflict of Interest

- a. The director with the conflict of interest may make a presentation at the governing board or committee meeting, but after the presentation, he or 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 NAMI North Texas 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 NAMI North Texas's best interests, 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.

10.7 Continuation of Transactions

Transactions with related parties characterized by conflicts of interest may be undertaken only if all of the following are observed:

- A material transaction is fully disclosed in the financial statements of the organization;
- The director with the conflict of interest is excluded from the discussion and approval of such transaction;
- A competitive bid or comparable valuation exists; and
- The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

10.8 Violations of the Conflict of Interest Policy

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 board member of the basis of such belief and afford the member an opportunity to explain the alleged failure of disclosure.

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.

(Refer to the following page for the disclosure form.)

10.9 NAMI North Texas Conflict of Interest Form

Conflicts can arise from many ordinary and appropriate activities; the existence of a conflict does not imply wrongdoing on anyone’s part. But when conflicts do arise, they must be recognized and disclosed, and then eliminated or appropriately managed. Some relationships may create an appearance of conflict; those, too, are important to eliminate or manage so that we may maintain public confidence in the integrity of our activities.

Name: _____

Position: _____

Phone: _____

Email: _____

Under this Policy, do you have any potential or perceived conflicts of interest to disclose?

- No, I have no potential or perceived conflicts of interest to disclose.
- Yes, I have the following potential or perceived conflicts of interest to disclose:

- For-profit corporate directorships, positions, and employment:

- Nonprofit trusteeships of positions:

- Memberships in the following organizations:

- Contracts, business activities, and/or investments with/in the following organizations:

- Other relationships and activities:

I have read and understand NAMI North Texas’s Conflict of Interest Policy and agree to be bound by it. I will promptly inform the Executive Committee of any material change that develops in the information contained in the foregoing statement.

Board Member Name

Signature

Date

11. Compensation Policy

11.1 Purpose

It is NAMI North Texas's desire to pay all employees wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. This Compensation Policy has been established to assure that NAMI North Texas is able to recruit and retain high quality leadership by providing reasonable compensation.

Compensation may vary depending upon the experience and performance of the individual. NAMI North Texas will also assure that decisions regarding compensation are made through a process free of potential conflicts of interest.

11.2 Process

The process of determining appropriate compensation should be conducted by the Executive Committee. To the extent reasonably available, this Committee should rely upon appropriate data regarding compensation at comparable organizations in the region. This data should be documented, and a recommendation should be made to the Board of Directors. The determination of compensation shall be made annually.

11.3 Employment of an Executive Director

An Executive Director may be employed by the Board of Directors and shall have general direction and supervision over the day-to-day affairs of the organization. This includes the management of the organization and the hiring, supervision, and firing of other staff members. The Executive Director shall exercise such authority and perform such duties as the Board of Directors may, from time to time, assign to the Executive Director.

The liaison staff person to the Board is the Executive Director. Although direct communication with other staff members is common and important, it is essential that all board members recognize that only the Executive Director reports directly to the Board, and that all other current and/or future employees of NAMI North Texas report to the Executive Director.

12. Diversity, Inclusion & Nondiscrimination Policy

NAMI North Texas shall actively recruit, engage and serve members from every race, culture, ethnicity, age, religion, socio-economic status, sexual orientation, gender, gender identity, and disability, and shall not discriminate in the requirements for membership, provision of service, or support in its policies or actions.

The NAMI North Texas Board of Directors will periodically review their own composition and membership demographics compared to those of their region, using census data, in order to aspire towards reflecting that composition. In keeping with NAMI North Texas's values regarding nondiscrimination and with applicable federal law, NAMI North Texas shall include in bylaws, operating policies and procedures, and other relevant policy documents, explicit statements that require the organization to embrace the broadest possible definition of inclusion and nondiscrimination.

NAMI North Texas shall collect a baseline of members' voluntarily-supplied demographic information. Systems shall be put in place to protect the confidentiality of this information; demographic information will only be reported in the aggregate.

NAMI North Texas will reach out to and welcome the community at large through our recruitment, marketing, public education, and awareness activities. NAMI North Texas will strive to support recruitment and retention of a diverse and inclusive membership and leadership. Whenever there is a demand and the interests of members can best be served by support through groups sharing some affinity, including but not limited to lived experience and primary language, NAMI North Texas shall work toward offering multiple support groups beyond its baseline family and/or consumer groups.

13. Document Retention Policy for NAMI North Texas

13.1 General Statement

1. The purpose of this policy statement is to allow NAMI North Texas to identify, retain, store, and dispose of the organization's records in an appropriate, legally sound, and orderly manner.
2. Irrespective of the retention periods specified in this policy, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the organization, or (ii) learning of circumstances likely to give rise to such an action, proceeding, or investigation, all documents in any way relating to such matter shall be preserved and safeguarded.
3. No officer, director, employee, agent or member of the organization shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.

4. Board members and employees are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of employment or officer status. Board members and employees with questions about this policy should consult with management or seek legal advice.

5. The organization will maintain accurate and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.

6. Documents maintained solely in electronic format will be scanned and retained in highly organized electronic folders accessible to other board members and employees in the organization.

7. The organization’s Executive Director shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy.

13.2 Document Retention Guidelines

General Corporate Records

Type of Record	Retention Period
Articles of Incorporation and related amendments	Permanently
Bylaws	Permanently
Meeting minutes	Permanently
Patents, trademark registrations, copyright registrations	Permanently
Property records (including leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end-of-year trial balances, and tax records)	Permanently
Membership ballots	3 years following the applicable vote
Membership applications	Membership term, plus 1 year
Correspondence relating to member discipline matters	Membership term, plus 5 years
Contracts	3 years

Accounting, Finance, and Tax Records

Type of Record	Retention Period
Income tax returns and filings	Permanently
Audit reports or reviews of accountants	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Federal and state tax bills and statements	3 years
Schedules, ledgers, and other supporting documentation for financial statements and tax forms	7 years
Bank reconciliations	3 years
Checking recordings, including account statements and check register	3 years
Social security tax records	7 years
Accounts receivable and payable	7 years
End-of-year financial statements/reports	Permanently
Budget data	3 years
Expense accounts, approvals, petty cash records	3 years
Invoices to members, customers, and vendors	7 years

Personnel Records and Payroll Documents

Type of Record	Retention Period
Resumes/applications and related employment materials, including background checks, letters of reference, and related documents (for both employees and applicants not hired)	2 years for applicants not hired; Employment term plus 4 years for employees
I-9 Forms (for active and terminated employees)	Employment term, plus the later of 3 years from date of hire or 1 year following termination of employment
Compensation, job history, and timekeeping records	Employment term, plus 4 years
FMLA/USERRA and related leave records	Employment term, plus 4 years
Performance appraisal/disciplinary action records	Employment term, plus 4 years
Benefit records	Employment term, plus 6 years

Records related to disputed issues involving external agencies or parties, wage charge or suit hour investigation by DOL, EEOC charge, arbitrations, court actions, etc.	Employment term, plus 4 years
Records of accommodation to any disabled employee requesting such accommodation	Employment term, plus 4 years
Records of any sexual harassment complaints and the investigations and actions taken in response	Employment term, plus 4 years
OSHA & employee safety records	Employment term, plus 5 years
Workings Compensation claims	30 years after date of injury/illness

Insurance

Type of Record	Retention Period
Insurance records	Permanently
Accident reports	7 years
Appraisals	7 years
Worker compensation claims	7 years
Unemployment insurance	7 years

14. Whistle Blower Policy for NAMI North Texas

14.1 Statement

It is the policy of NAMI North Texas that employees, volunteers and/or other public stakeholders have an open opportunity to bring to the attention of NAMI North Texas governance, allegations of wrongdoing or malfeasance on the part of NAMI North Texas staff, its officers, employees, and independent contractors. This includes but is not limited to violations of law, gross waste of NAMI North Texas funds or property, or abuse or neglect of fiduciary duty. Not by way of elimination but by way of explanation, these allegations will usually fall into the following categories:

- Commission of criminal offences
- Instances of regulatory non-compliance
- Issues of probity and propriety, e.g. fraud, theft, bribery, corruption and embezzlement

Retaliation towards those who report such allegations will not be tolerated. Those who retaliate, interfere with investigations, or destroy or conceal evidence will be subject to immediate disciplinary actions to the full extent of the law.

Employees who willfully file complaints based upon information known by the employee making the allegations to be false or misrepresented will be subject to disciplinary action or other remedies of law.

14.2 Procedures for Whistle Blower Complaints and Complaints of Retaliation

The Chair of the NAMI North Texas Executive Committee shall receive allegations pursuant to the provisions of this policy. Reports of alleged wrongdoing should be submitted in writing and include a verifiable name, address, and telephone number of the reporter to the Chair of the NAMI North Texas Executive Committee. Reports or allegations submitted anonymously may or may not be investigated.

The Chair of the NAMI North Texas Executive Committee or his/her designee will conduct an investigation of the complaint. Referrals shall be made to the appropriate law enforcement agencies when there is reason to believe that a crime may have been committed.

Investigations will be conducted promptly and a written report with investigative findings and conclusions shall be sent to the NAMI North Texas Board of Directors within ninety (90) days of the date on which the allegations were received.

An employee or applicant who believes that retaliation prohibited by this policy has occurred must, within sixty (60) days after the alleged prohibited action has taken place, file a complaint with the Chair of the NAMI North Texas Executive Committee.

Each report of retaliation will follow the same investigative policy rule as outlined above. A prompt investigation will be conducted and a written report will be sent to the NAMI North Texas Board of Directors within ninety (90) days of the date on which the allegations were received. The Board of Directors will take appropriate action on the report's recommendations.