



**ATD Tulsa Chapter**

**POLICIES AND PROCEDURES**

**Revised and Adopted**

**Revised September 10, 2021**

ATD Tulsa Chapter  
P.O. Box 33351  
Tulsa, OK 74153-3351

[tdtula.org](http://tdtula.org)  
[atdtula.org](http://atdtula.org)

**Contents**

ARTICLE I – NAME ..... 6

    SECTION 1.1 NAME ..... 6

**Policy 1.1.1 Incorporation with the State of Oklahoma** ..... 6

    SECTION 1.5 AFFILIATION ..... 6

**Policy 1.5.1 Maintaining Annual Affiliation with ATD** ..... 6

ARTICLE II – PURPOSE ..... 6

    SECTION 2.1 PURPOSE ..... 6

**POLICY 2.1.1 RELATIONSHIPS WITH THIRD-PARTY ENTITIES** ..... 6

    SECTION 2.2 CODE OF ETHICS ..... 6

        POLICY 2.2.1 CONFLICT OF INTEREST PURPOSE (adopted 08-03-2021) ..... 6

    SECTION 2.3 DEFINITIONS ..... 7

**Policy 2.3.1 Interested Person** ..... 7

**Policy 2.3.2 Financial Interest** ..... 7

    SECTION 2.4 PROCEDURES ..... 7

**Policy 2.4.1 Duty to Disclose** ..... 7

**Policy 2.4.2 Determining Whether a Conflict of Interest Exists** ..... 7

**Policy 2.4.3 Procedures for Addressing the Conflict of Interest** ..... 8

**Policy 2.4.4 Violations of the Conflicts-of-Interest Policy** ..... 8

**Policy 2.4.5 Records of Proceedings** ..... 8

**Policy 2.4.6 Compensation** ..... 9

**Policy 2.4.7 Annual Statements** ..... 9

**Policy 2.4.8 Periodic Reviews** ..... 9

**Policy 2.4.9 Use of Outside Experts** ..... 10

    SECTION 2.5 WHISTLEBLOWER POLICY PURPOSE (adopted 08-03-2021) ..... 10

**Policy 2.5.1 REPORTING OF CONCERNS** ..... 10

**Policy 2.5.2 CONFIDENTIALITY** ..... 10

**Policy 2.5.3 RETALIATION** ..... 10

**Policy 2.5.4 HOW TO REPORT CONCERNS OR COMPLAINTS** ..... 11

**Policy 2.5.5 TYPES OF CONCERNS** ..... 11

ARTICLE III - MEMBERSHIP ..... 12

    SECTION 3.4 STUDENT MEMBERS ..... 12

**Policy 3.4.1 – Student Member Eligibility** ..... 12

**Policy 3.6.1 National Membership (Joint Member) Levels**..... 12

SECTION 3.9 MEMBERSHIP FEES ..... 12

**Policy 3.9.1 Categories of Membership.** ..... 12

**Policy 3.9.2 Associate Membership fees**..... 12

**Policy 3.9.3 Power Membership fees**..... 12

**Policy 3.9.4 Associate Student Membership fees** ..... 12

**Policy 3.9.5 Power Student Membership fees** ..... 12

**Policy 3.9.6 Business membership fees** ..... 13

**Policy 3.9.7 Associate Membership renewals** ..... 13

**Policy 3.9.8 Power Membership renewals**..... 13

**Policy 3.9.9 Associate Student Membership renewals**..... 13

**Policy 3.9.10 Power Student Membership renewals**..... 13

**Policy 3.9.11 Business membership renewals** ..... 13

SECTION 3.12 VOTING..... 13

**POLICY 3.12.1 ELECTRONIC VOTING** ..... 13

**POLICY 3.12.2 VOTING PERIOD FOR ELECTIONS** ..... 14

**POLICY 3.12.3 VOTING PERIOD FOR BYLAW AMENDMENTS**..... 14

ARTICLE V – BOARD OF DIRECTORS ..... 14

SECTION 5.8 DUTIES AND RESPONSIBILITIES..... 14

**Policy 5.8.1 email Policy (Adopted 3/2/18)** ..... 14

**Policy 5.8.2 email Policy Purpose (Adopted 3/2/18)**..... 14

**Policy 5.8.3 Scope of email Policy (Adopted 3/2/18)** ..... 15

**Policy 5.8.4 email Usage (Adopted 3/2/18)**..... 15

**Policy 5.8.5 email Policy Compliance (Adopted 3/2/18)** ..... 15

ARTICLE VI - ELECTIONS ..... 17

SECTION 6.1 NOMINATIONS ..... 17

**Policy 6.1.1: Definition of a Candidate**..... 17

**Policy 6.1.2: Definition of a Nominee** ..... 17

ARTICLE X - VICE PRESIDENT OF FINANCE ..... 17

SECTION 10.1 DUTIES AND RESPONSIBILITIES..... 17

**Policy 10.1.1 Annual Budget** ..... 17

**Policy 10.1.2 Maintain ATD Tulsa Financial Summary Reports** ..... 17

**Policy 10.1.3 Maintain ATD Tulsa Financial Detail Reports** ..... 17

ARTICLE XI - VICE PRESIDENT OF ADMINISTRATION ..... 17

SECTION 11.1 DUTIES AND RESPONSIBILITIES..... 17

**Policy 11.1.1 Maintain Bylaws and Policies** ..... 17

**Policy 11.1.2 Maintain Minutes** ..... 18

**Policy 11.1.3 Retrieving Mail; Opening Mail; Distributing Mail** ..... 18

ARTICLE XII – VICE PRESIDENT OF MEMBERSHIP ..... 18

SECTION 12.1 – DUTIES AND RESPONSIBILITIES..... 18

**Policy 12.2.1 Chapter Member Summary List**..... 18

**Policy 12.2.2 – Chapter Member Detailed Contact List** ..... 18

ARTICLE XIII – VICE PRESIDENT OF MARKETING..... 18

SECTION 11.1 – DUTIES AND RESPONSIBILITIES..... 18

**Policy 11.1.1 – Job Postings on the ATD Tulsa Chapter Web Site**..... 18

ARTICLE XV – VICE PRESIDENT OF ACCOMMODATIONS ..... 19

SECTION 15.1 DUTIES AND RESPONSIBILITIES..... 19

**Policy 15.1.1 Securing Venues**..... 19

**Policy 15.1.2 Venue Contract Review and Approval**..... 19

**Policy 15.1.3 Reporting Number of Attendees and Meals to Venue**..... 19

**Policy 15.1.5** ..... 19

**Policy 15.1.6 Member and Guest Identification** ..... 19

**Policy 15.1.7 Accommodations Procedures**..... 19

**Policy 15.1.7.6 Managing Meeting Functions and Meal Guarantees** ..... 20

**Policy 15.1.7.7 Guest Passes to Monthly Meetings** ..... 21

**Policy 15.1.7.8 – Registration Types for ATD Tulsa Programs and Events Where Registration Fees will be Charged**..... 21

**Policy 15.1.7.9 – Registration Types for Monthly Lunch Programs** ..... 21

**Policy 15.1.7.10 – Registration Types for Other Events**..... 22

**Policy 15.1.7.11 – Registration Terms and Conditions** ..... 23

**Procedure 15.1.7.11 – Location of Registration Terms and Conditions** ..... 23

ARTICLE XVI - VICE PRESIDENT OF PROGRAMMING ..... 24

**ATD Tulsa Chapter Policies and Procedures**

SECTION 16.1 DUTIES AND RESPONSIBILITIES..... 24

**Policy 16.1.1 – Special Programs**..... 24

ARTICLE XX - CORPORATION FUNDS ..... 24

    Policy 20.1.1 Financial Controls ..... 24

    Policy 20.1.2 Audit ..... 24

    Policy 20.1.3 Accounting Procedures ..... 24

**Policy 20.1.4 - Use of Funds** ..... 32

**Policy 20.1.5 Sponsorships and Advertising (Adopted 9/2/2016)** ..... 33

History of Updates ..... 35

## ARTICLE I – NAME

### SECTION 1.1 NAME

#### **Policy 1.1.1 Incorporation with the State of Oklahoma** (Adopted 07-11-2014)

The Vice President of Administration (Secretary) shall ensure that all ongoing requirements to maintain incorporation with the State of Oklahoma shall be maintained. This may include updating contact information, submitting a list of officer annually, etc. by January 10<sup>th</sup> of each year.

### SECTION 1.5 AFFILIATION

#### **Policy 1.5.1 Maintaining Annual Affiliation with ATD** (Adopted 07-11-2014)

The Board shall comply with all ATD requirements to maintain status as a Chapter in Good Standing by completing and submitting all CARE requirements by the deadlines established by ATD.

## ARTICLE II – PURPOSE

### SECTION 2.1 PURPOSE

#### **POLICY 2.1.1 RELATIONSHIPS WITH THIRD-PARTY ENTITIES** (Adopted 07-11-2014)

The Corporation may, from time-to-time enter into relationships with third-party entities (organizations such as SHRM, TAHRA, etc.; business organizations like the Disney Institute; educational institutions like the University of Tulsa, Oral Roberts University, etc.; businesses or workplace learning and performance consultants; or other entities to be considered by the Board insofar as there is no conflict with the Corporation's primary affiliation with the Association for Talent Development (ATD). Such relationships will further the purpose of the Corporation and shall be mutually beneficial to the Corporation and the entity to which the Corporation establishes said relationship.

### SECTION 2.2 CODE OF ETHICS

#### **POLICY 2.2.1 CONFLICT OF INTEREST PURPOSE** (adopted 08-03-2021)

The purpose of the conflict-of-interest policy is to protect this tax-exempt Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest Board members of Corporation 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.

## SECTION 2.3 DEFINITIONS

### Policy 2.3.1 Interested Person

Any board member who has a direct or indirect financial interest, as defined below, is an interested person.

If a person is an interested person with respect to any entity in the network of which the organization is a part, he or she is an interested person with respect to all entities in the network.

### Policy 2.3.2 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 Corporation has a transaction or arrangement,
- B. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement,
- C. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation 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 Policy 2.2.3.1, 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.

## SECTION 2.4 PROCEDURES

### Policy 2.4.1 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 board of directors and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

### Policy 2.4.2 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 or 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.

**Policy 2.4.3 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 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 chair 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 Corporation 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 board members whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the governing board shall make its decision as to whether to enter into the transaction or arrangement.

**Policy 2.4.4 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.

**Policy 2.4.5 Records of Proceedings**

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

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 or committee's decision as to whether a conflict of interest in fact existed;

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.

**Policy 2.4.6 Compensation**

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation 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 Corporation 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 Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- D. People who receive compensation from the organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No person, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Policy 2.4.7 Annual Statements**

Each board member shall annually sign a statement that affirms such person:

- has received a copy of the conflict-of-interest policy,
- has read and understands the policy,
- has agreed to comply with the policy,
- understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

**Policy 2.4.8 Periodic Reviews**

To ensure the Corporation 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 (to be conducted during the annual risk assessment) shall, at a minimum, include the following subjects:

Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.

Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation'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.

Ensure that the corporation is in compliance with the annual statements as described in 2.2.4.7 above.

#### **Policy 2.4.9 Use of Outside Experts**

When conducting the periodic reviews as provided for in Policy 2.4.8, the Corporation 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.

### **SECTION 2.5 WHISTLEBLOWER POLICY PURPOSE** (adopted 08-03-2021)

- A. The purpose of the Whistleblower policy is to protect members, board members or volunteers who bring forth credible information on illegal practices or violation of adopted policies.
- B. This Whistleblower Policy is intended to encourage and enable members, board members, or volunteers to raise serious concerns within ATD Tulsa prior to seeking resolution outside the organization.

#### **SECTION 2.5.1 INTRODUCTION**

As representatives of ATD Tulsa, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is ATD Tulsa's policy with respect to reporting good-faith concerns about the legality or propriety of ATD Tulsa's action or plans.

#### **Policy 2.5.1 REPORTING OF CONCERNS**

It is the responsibility of all members, board members or volunteers to comply with ATD Tulsa's Code of Ethics and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

#### **Policy 2.5.2 CONFIDENTIALITY**

ATD Tulsa will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of ATD Tulsa operations by ATD Tulsa's board, ATD Tulsa's independent public accountants, and ATD Tulsa's legal counsel.

#### **Policy 2.5.3 RETALIATION**

- A. ATD Tulsa will not permit any negative or adverse actions to be taken against any members, board members or volunteers or individual for making a good-faith report of a possible violation of its Code of Ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation.
- B. Retaliation in any form will not be tolerated. Any person who retaliates against someone who has reported a violation in good faith may be subject to discipline up to and including termination of board positions or termination of membership in ATD Tulsa; and/or inability to

hold ATD Tulsa board position or membership for a minimum of two years from date of infraction. After two years, application for membership may be reviewed and/or reinstated by the current ATD Tulsa board.

**Policy 2.5.4 HOW TO REPORT CONCERNS OR COMPLAINTS**

- A. Board members, members, or volunteers may communicate suspected violations of its Code of Ethics, applicable law, or other wrongdoing or alleged retaliation by contacting any of ATD Tulsa's current board members via the USPS sent to **ATD Tulsa Chapter, P.O. Box 33351, Tulsa, OK 74153**.
- B. If you wish to remain anonymous, it is not necessary that you give your name in any notification.
- C. Whether or not you identify yourself, for a proper investigation to be conducted, please provide ATD Tulsa with as much information as you can, sufficient to do a proper investigation, including the following: 1) where and when the incident occurred, 2) names and titles of the individuals involved, and 3) as much other detail as you can provide.

**POLICY 2.5.5 TYPES OF CONCERNS**

- The following is a partial list of the kinds of improprieties that should be reported:
- Supplying false or misleading information on ATD Tulsa's financial or other public documents.
- Illegal acts or questionable conduct involving ATD Tulsa's assets, including outright theft of equipment or cash, fraudulent expense reports, misstatement of any account to any board members or ATD Tulsa's auditors, or any conflict of interest that results in financial harm to ATD Tulsa.
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records (print or electronic) that may be connected to an official proceeding, in violation of federal or state law or regulations.
- Altering, destroying, or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstruction, influencing, or impeding any official proceeding, in violation of federal or state law or regulations.
- Embezzling, self-dealing, private inurement (i.e., ATD Tulsa earnings inuring [familiarizing] to the benefit of a director, officer, board member, member, or volunteer) and private benefit (i.e., ATD Tulsa assets being used by anyone in the organization for personal gain or benefit.)
- Deliberately paying for goods or services that are not rendered or delivered.
- Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature.
- Using epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or veteran status.
- Circulating or posting written or graphic material in the ATD Tulsa meeting space or on social media, or any other type of digital communication, such as email or virtual platforms, that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sexual orientation, gender, gender identity, nationality, age, disability, or veteran status.

- Discriminating against a member, board member, or volunteer due to a person's race, color, religion, sexual orientation, gender identity, national origin, age, physical or mental impairment, or veteran status.
- Violating any or all of ATD Tulsa's Bylaws and Policies and Procedures.
- Facilitating any of the above or similar actions.
- Concealing any of the above or similar actions.

## ARTICLE III - MEMBERSHIP

### SECTION 3.4 STUDENT MEMBERS

#### **Policy 3.4.1 – Student Member Eligibility** (Adopted 07-11-2014)

To be eligible for Student Membership, the individual must be attending a degree-granting college or university full-time which shall be defined as being enrolled in 12 hours per semester undergraduate, or 9 hours per semester graduate to receive the student discount. Documentation of hours must be provided to the Membership Vice President prior to Student Membership status being granted.

#### **Policy 3.6.1 National Membership** (Joint Member) Levels (Adopted 07-11-2014)

The Board shall ensure that Joint Membership levels achieve or exceed the requirements established by ATD CARE Requirements in order to maintain affiliation with the Association for Talent Development (ATD).

### SECTION 3.9 MEMBERSHIP FEES

#### **Policy 3.9.1 Categories of Membership.** (Adopted 05-05-2017) (Effective 01-01-2018)

There shall be four (4) categories of ATD Tulsa Chapter membership. Those categories shall be: Associate Membership (Chapter Member Only); Power Membership (National and Chapter Member); Associate Student Membership (Chapter Member Only); Power Student Membership (National and Chapter Member).

#### **Policy 3.9.2 Associate Membership fees** (Adopted 12-01-2017) (Effective 01-01-2018)

Associate Membership fees shall be \$50 annually.

#### **Policy 3.9.3 Power Membership fees** (Adopted 05-05-2017) (Effective 01-01-2018)

Power Membership fees shall be \$50 annually to the chapter, and shall require verification of National Membership for this fee to be applicable.

#### **Policy 3.9.4 Associate Student Membership fees** (Adopted 05-05-2017) (Effective 01-01-2018)

Student Membership fees shall be \$25 annually. Student membership will be granted pursuant to Policy 3.4.1 and payment of membership fees.

#### **Policy 3.9.5 Power Student Membership fees** (Adopted 05-05-2017) (Effective 01-01-2018)

Student Membership fees shall be \$25 annually. Student membership will be granted pursuant to Policy 3.4.1 and payment of membership fees. Power Student Member status shall require verification of National Membership for this fee to be applicable.

**Policy 3.9.6 Business membership fees** (Adopted 05-05-2017) (Effective 01-01-2018)

Business membership fees shall be established at a later date.

**Policy 3.9.7 Associate Membership renewals** (Adopted 12-01-2017) (Effective 01-01-2018)

Associate Membership renewals shall be \$50 annually and are due by the anniversary date of the previous membership fee payment.

**Policy 3.9.8 Power Membership renewals** (Adopted 05-05-2017) (Effective 01-01-2018)

Power Membership renewals shall be \$50 annually and are due by the anniversary date of the previous membership fee payment, and shall require verification of National Membership for this fee to be applicable.

**Policy 3.9.9 Associate Student Membership renewals** (Adopted 05-05-2017) (Effective 01-01-2018)

Associate Student Membership renewals shall be \$25 annually and are due by the anniversary date of the previous membership fee payment, and are subject to policy 3.4.1.

**Policy 3.9.10 Power Student Membership renewals** (Adopted 05-05-2017) (Effective 01-01-2018)

Power Student Membership renewals shall be \$25 annually and are due by the anniversary date of the previous membership fee payment, are subject to policy 3.4.1, and shall require verification of National Membership for this fee to be applicable.

**Policy 3.9.11 Business membership renewals** (Adopted 07-11-2014)

Business membership renewals shall be established at a later date and due annually by the anniversary dates of the previous membership fee payment.

**SECTION 3.12 VOTING**

**POLICY 3.12.1 ELECTRONIC VOTING**

To facilitate equal access to all members, voting by the membership shall be conducted electronically. This includes elections of officers; amendments to the Bylaws; and any other item of business requiring consideration by the membership.

**PROCEDURE 3.12.1.1 ELECTRONIC VOTING PROCESS**

- A. The Board of Directors may appoint a member of the board to serve as the administrator of its Survey Monkey account for the purposes of electronic voting.
  1. The duly appointed board member may select a committee from members of the board to assist with the electronic voting process.
- B. The ATD Tulsa chapter shall use its Survey Monkey account to create voting ballots.
- C. A customized link to the electronic ballot shall be sent via electronic mail (email) to the email address on file for each Member in Good Standing.

- D. Each Member in Good Standing shall be limited to a single vote for each office or issue under consideration.
- E. The link to the electronic ballot shall have a set period at which the link is no longer active and no further voting is permitted.
- F. The voting data collected shall not include the member's name nor IP Address.
- G. The President shall have administrative rights to the application used to create, send, store, retrieve and report on the results of the voting. Results of the voting (a report) shall be secured by the President after the voting period has ended.
  - 1. Election results shall be provided to the members of the Elections Committee.
    - a. The Elections Committee shall count and certify the results to the Board of Directors.
    - b. The Board of Directors shall announce the results to all members via email and by posting the results on the tdtulsa.org website.
  - 2. Bylaw Amendment results shall be provided to the Board of Directors who shall count and certify the results at a meeting of the Board of Directors at which a quorum is established.
    - a. The Board of Directors shall announce the results to all members via email and by posting the results on the tdtulsa.org website.

**POLICY 3.12.2 VOTING PERIOD FOR ELECTIONS**

There shall be a specific period in which members shall be able to cast their votes for candidates seeking election to an ATD Tulsa office. The voting window shall be eight (8) days. The final day of voting shall be no less than four (4) days prior to the August meeting of the Board of Directors.

**POLICY 3.12.3 VOTING PERIOD FOR BYLAW AMENDMENTS**

There shall be a specific period in which members shall be able to cast their votes for proposed amendments to the Bylaws of the Corporation. The voting window shall be eight (8) days. The final day of voting shall be no less than four (4) days prior to a meeting of the Board of Directors.

**ARTICLE V – BOARD OF DIRECTORS**

**SECTION 5.8 DUTIES AND RESPONSIBILITIES**

**Policy 5.8.1 email Policy** (Adopted 3/2/18)

Electronic mail (email) is the primary communication and awareness method within the ATD Tulsa Board of Directors. Misuse of email can pose many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

**Policy 5.8.2 email Policy Purpose** (Adopted 3/2/18)

The purpose of this email policy is to ensure the proper use of the ATD Tulsa Chapter email system and make users aware of what the ATD Tulsa Chapter deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of the ATD Tulsa Chapter email system.

**Policy 5.8.3 Scope of email Policy** (Adopted 3/2/18)

This policy covers appropriate use of any email sent from an ATD Tulsa Chapter email address and applies to all ATD Tulsa Board Members operating on behalf of the ATD Tulsa Chapter.

**Policy 5.8.4 email Usage** (Adopted 3/2/18)

- A. All use of email must be consistent with ATD Tulsa Chapter policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- B. ATD Tulsa Chapter email accounts should be used primarily for chapter-related purposes. Personal communication is permitted on a limited basis. Non-ATD Tulsa Chapter related commercial uses are prohibited.
- C. All email generated or received within the ATD Tulsa Chapter email system must be retained. Nothing shall be deleted.
- D. The ATD Tulsa Chapter email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Board members who receive any emails with this content from any ATD Tulsa Chapter email account should report the matter to the VP of Administration immediately.
- E. Users are prohibited from using corporate or third-party email systems and storage servers to conduct ATD Chapter business. This includes company accounts, personal accounts, and third-party systems such as Google, Yahoo, and MSN Hotmail etc. to conduct ATD Tulsa Chapter business, to create or memorialize any binding transactions, or to store or retain email on behalf of the ATD Tulsa Chapter. Such communications and transactions should be conducted through proper channels using ATD Tulsa Chapter approved documentation.
- F. Users are prohibited from automatically forwarding ATD Tulsa Chapter email to a third-party email system with the exception of notification that an email has been received.
- G. Individual messages which are forwarded externally by the user must not contain ATD Tulsa Chapter information deemed to be confidential or proprietary.
- H. ATD Tulsa Chapter board members shall have no expectation of privacy in anything they store, send or receive on the ATD Tulsa Chapter's email system.
- I. ATD Tulsa Chapter may monitor messages without prior notice.

**Policy 5.8.5 email Policy Compliance** (Adopted 3/2/18)

- A. The ATD Tulsa Board of Directors will verify compliance to this policy through various methods, including monitoring messages without prior notice.
- B. Upon approval of this policy, the members of the 2018 Board of Directors will provide the password to their account to the VP of Administration. If a board member changes their password during their term, they are to provide their new password to the VP of Administration immediately.

- C. Beginning with the 2019 Board of Directors, the email administrator will set the passwords for the new board members and will provide those passwords to the incoming board members. Board members must use their assigned password during their term. If a password needs to be changed, board members should contact the VP of Administration to obtain a new password.
- D. The VP of Administration shall maintain passwords for all email accounts in a safe and secure manner.
- E. Any exception to this policy must be approved by the ATD Tulsa Board of Directors in advance.
- F. A board member found to have violated this policy may be subject to disciplinary action, up to and including removal from office.

**Policy 5.8.6 Document Retention and Destruction Policy Purpose** (adopted 8/3/21)

To ensure ATD Tulsa functions in compliance with the expectations of governmental, legal, and ATD requirements regarding document retention and destruction.

**Policy 5.8.7 Specific and General Policies Relative to Document Retention and Destruction** (adopted 8/3/21)

**Procedure 5.8.7.1** General Guidelines.

Documents must be digitized and retained in ATD Tulsa Chapter’s virtual storage space.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable journals and checks	7 years
Accounts receivable journals	7 years
Annual financial statements and audits	Permanently
Bank statements	3 years
Board meeting minutes	Permanently
Emails	Permanently
Insurance policies (expired)	Permanently
Membership records	3 complete years
Organizational documents (charters, bylaws, etc.)*	Permanently
Payroll records	7 years
Supporting documentation (such as paid invoices and cash receipts)	3 complete years
Tax returns Permanently	Permanently

\* *ATD Chapter Services maintains an electronic archive of chapter organizational documents.*

**Procedure 5.8.7.2** Exception for Litigation-Relevant Documents

If the chapter is in litigation or under investigation by the IRS or state authorities, no records should be discarded until the investigation or litigation is concluded.

## ARTICLE VI - ELECTIONS

### SECTION 6.1 NOMINATIONS

#### **Policy 6.1.1: Definition of a Candidate** (Adopted 07-11-2014)

“Candidate” shall be defined as any person seeking nomination to an elected ATD Tulsa Board Position. To be eligible for consideration, the candidate must be a joint member (a member of the Corporation and of the Association for Talent Development), or agree to become a joint member before the term of office shall commence, and maintain joint membership through their term of office.

#### **Policy 6.1.2: Definition of a Nominee** (Adopted 07-11-2014)

“Nominee” shall be defined as a Candidate who is a current “Member in Good Standing” as defined by Article III - Membership, Sections 3.4 and 3.5. To be eligible for office, the nominee must be a joint member (a member of the Corporation and of the Association for Talent Development), or agree to become a joint member before the term of office shall commence, and maintain joint membership through their term of office.

## ARTICLE X - VICE PRESIDENT OF FINANCE

### SECTION 10.1 DUTIES AND RESPONSIBILITIES

#### **Policy 10.1.1 Annual Budget** (Adopted 07-11-2014)

The Vice President of Finance (Treasurer) shall work with other board members to prepare an annual budget for the next calendar year to be submitted by October 30 for review and board approval.

#### **Policy 10.1.2 Maintain ATD Tulsa Financial Summary Reports** (Adopted 07-11-2014)

The Vice President of Finance (Treasurer) shall cause current summary copies of ATD Tulsa financial reports to be posted on the chapter web site for access by all visitors.

#### **Policy 10.1.3 Maintain ATD Tulsa Financial Detail Reports** (Adopted 07-11-2014)

The Treasurer shall cause current detail copies of ATD Tulsa financial reports to be posted on the chapter web site for access by ATD Tulsa members only.

## ARTICLE XI - VICE PRESIDENT OF ADMINISTRATION

### SECTION 11.1 DUTIES AND RESPONSIBILITIES

#### **Policy 11.1.1 Maintain Bylaws and Policies** (Adopted 07-11-2014)

The Vice President of Administration (Secretary) shall cause current copies of ATD Tulsa Bylaws and Policies to be posted on the chapter web site for access by all site visitors.

**Policy 11.1.2 Maintain Minutes** (Adopted 07-11-2014)

The Vice President of Administration (Secretary) shall cause minutes of Board Meetings and minutes of Membership Meetings to be posted on the chapter web site for access by all site visitors.

**Policy 11.1.3 Retrieving Mail; Opening Mail; Distributing Mail** (Adopted 07-11-2014)

The Vice President of Administration, or their designee, shall visit the Corporation's Post Office Box prior to each scheduled Board Meeting and prior to each scheduled monthly program meeting to retrieve mail. The Vice President of Administration, or their designee, shall open mail received, and determine to which officer of the Corporation the incoming mail should be given. The Vice President of Administration, or their designee, shall give the incoming mail to the appropriate officer of the Corporation at the next available opportunity. A log shall be maintained listing all mail received, a generic description of the content, and the person to whom the mail was distributed. The log shall be posted to the Board work area on the Corporation's web site.

## ARTICLE XII – VICE PRESIDENT OF MEMBERSHIP

### SECTION 12.1 – DUTIES AND RESPONSIBILITIES

**Policy 12.2.1 Chapter Member Summary List** (Adopted 07-11-2014)

The Vice President of Membership shall cause a summary list of all current Regular Members in Good Standing and Student Members in Good Standing to be posted on the chapter web site for access by all visitors.

**Policy 12.2.2 – Chapter Member Detailed Contact List** (Adopted 07-11-2014)

The Vice President of Membership shall cause a detailed contact list of Regular Members in Good Standing and Student Members in Good Standing to be posted on the chapter web site for access by ATD Tulsa members only.

## ARTICLE XIII – VICE PRESIDENT OF MARKETING

### SECTION 11.1 – DUTIES AND RESPONSIBILITIES

**Policy 11.1.1 – Job Postings on the ATD Tulsa Chapter Web Site** (Adopted 04-01-2015)

As a service to the Talent Development community within Northeast Oklahoma, we will provide companies or organizations seeking talent development professionals the ability to post job notices or advertisements on our website with the following stipulations:

- A. The Vice President of Marketing will be the primary point of contact and will be responsible for posting and removing these notices;
- B. Notices must be for positions related to Training, Talent, and Organizational Development. This may include Human Resource positions. Positions should have some relation to skills contained within the ATD Competency Model;

- C. These notices will be posted for a maximum of 30 days or for the duration of the posting, whichever is shorter. Extensions may be requested beyond 30 days with the approval of the Vice President of Marketing;
- D. Postings must contain a link for applicants to apply and a general disclaimer must be posted on the webpage releasing ATD Tulsa or ATD International of any obligation or responsibility;
- E. Terms and conditions will be posted on the ATD Tulsa Website.

## ARTICLE XV – VICE PRESIDENT OF ACCOMMODATIONS

### SECTION 15.1 DUTIES AND RESPONSIBILITIES

#### **Policy 15.1.1 Securing Venues** (Adopted 07-11-2014)

The VP of Accommodations shall locate venues and establish contracts for all monthly programs. The VP of accommodations shall work with the Programming Team for all special events locations.

#### **Policy 15.1.2 Venue Contract Review and Approval** (Adopted 07-11-2014)

Once the venue is determined, the VP of Accommodations must present the location to the board and gain approval before signing any contracts.

#### **Policy 15.1.3 Reporting Number of Attendees and Meals to Venue** (Adopted 07-11-2014)

The VP of Accommodations shall report to the venue, based on the contract, prior to the event, the number of meals purchased, and the number of non-meals purchase.

#### **Policy 15.1.5** (Adopted 07-11-2014)

The VP of Accommodations shall assure that the programs occur with minimal associated costs by following current procedures.

#### **Policy 15.1.6 Member and Guest Identification** (Adopted 07-11-2014)

The VP of Accommodations shall create name tags for all scheduled attendees. The name tags are recycled from events.

#### **Policy 15.1.7 Accommodations Procedures** (Adopted 07-11-2014)

The Vice President of Accommodations shall establish and follow documented procedures to successfully assist in each event.

##### **Procedure 15.1.7.1** The day of event prior to event:

- Print two copies of the attendees. One is for the treasurer and one is for notes at the door.
  - Include:
    - First Name
    - Last Name
    - Amount Due
    - Place for notes

- Print a copy of the charges for the event.
- Print a copy of the drop card here.

**Procedure 15.1.7.2** *Set the check in up.* Make sure you have:

- Name Tags
  - Registered attendees
  - Blanks and a pen for walk ups
- Petty Cash 60.00, for change
- Check in sheet
- Receipt book
- Pens
- Copy of the by-laws and procedures
- Promotional Flyers
- Stand with rates
- Stand with Drop Card here sign

**Procedure 15.1.7.3** *The day of the event post event:*

- All walk-up registrations must be entered
- An email receipt sent for all payments
- An invoice for any outstanding payments
- Collect the Name Tags

**Procedure 15.1.7.4** *The day of the event the VP will report to the Vice President of Finance:*

- Number of no-shows and who they are
- Number of walk ups and who they are
- Number of Attendees
- An accounting of monies collected at the door
  - Cash received and from whom
  - Checks received and from whom
  - Members with site issues / payment issues
  - Copies of the receipts written

**Procedure 15.1.7.5** *Name badges should minimally include: First name, Last name, Company*

We are using:

- Avery 74536 Name Badges and Holders
- First Name: Cooper Black 72pt
- Last Name: Cooper Black 20pt
- Company: Cooper Black 12pt, italic's

**Policy 15.1.7.6 Managing Meeting Functions and Meal Guarantees** (Adopted 09-01-2009)

To better manage the meeting functions, including meal guarantee:

- There will be a meeting registration deadline of 12 noon the day before the meeting when the meeting is at Philbrook (e.g., noon Thursday). Meetings at other venues may have different deadlines for meal count and will be announced and enforced accordingly.

- Any/all meal reservations submitted after the deadline (e.g., noon Thursday) will be assessed a \$10 late fee. This includes walk-in (on-site) registrations.
- Meeting fees (including lunch) for members remains \$20. (Registration after the deadline is \$30).
- Meeting fees (including lunch) for guests increases to \$30 (from \$25). The logic is to create more differentiation from a member benefit. (Registration after the deadline is \$40).
- The meeting only fee remains \$10. (Late fee does not apply).
- Pre-paid no shows (reservations received before the deadline, e.g., noon Thursday) who have not cancelled their reservation before the deadline, will not have their fees refunded, nor credited to future meetings.
- Any unpaid reservations received before the deadline (e.g., noon Thursday), who are no shows, and who have not cancelled their reservation before the deadline, will be billed by the Treasurer.
- Pre-paid reservations cancelled before the deadline (e.g., noon Thursday) will be given a credit for use at a future meeting within that calendar year.
- We will not develop multiple reservations options on our online PayPal store. Someone wanting more than one reservation can pay more than once through the current system.
- We will not create a public policy for handling multiple reservation payments by check ... but will handle those requests by exception. So, for example, if a member wants to have their company cut a check for 6 meetings, we will accept payment, and Sam (Accommodations) will manually track the credit and use of funds on the accommodations spreadsheet. Advance payments will only be accepted and good for a single calendar year, with no rollover.

**Policy 15.1.7.7 Guest Passes to Monthly Meetings** (Adopted 05-01-2015)

Each ATD Tulsa Board Member has two (2) guest passes to be used for regular chapter meetings and meals only.

**Policy 15.1.7.8 – Registration Types for ATD Tulsa Programs and Events Where Registration Fees will be Charged** (Adopted 06-03-2016)

For ATD Programs, and Events where a registration fee will be charged, everyone must be registered for the event either prior to the event or at the start time of the event (aka “at the door”).

**Policy 15.1.7.9 – Registration Types for Monthly Lunch Programs** (Adopted 06-03-2016)

For ATD Tulsa Monthly Member Programs, there shall be the following registration types:

**01 – Member Program with Lunch (Pre-Registration).** This is for ATD Tulsa Member registrations received BEFORE the pre-determined headcount meal guarantee is to be submitted. Payment accepted online in advance; or by cash, check or credit card at the door. Reservations cannot be cancelled after headcount is provided to the facility. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**02 – Member Program with Lunch.** This is for ATD Tulsa Member registrations received AFTER the pre-determined headcount meal guarantee is to be submitted. Please pay online in advance, or bring cash, check or credit card to pay at the door. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**03 – Member Program Only (No Lunch).** This is for ATD Tulsa Members who want to attend the program, and DO NOT get lunch. Please pay online in advance, or bring cash, check or to pay at the door on the day of the event. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**04 – Guest Program with Lunch (Pre-Registration).** This is for non-member registrations received BEFORE the pre-determined headcount meal guarantee is to be submitted. Payment accepted online in advance; or by cash, check or credit card at the door. Reservations cannot be cancelled after headcount is provided to the facility. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**05 – Guest Program with Lunch.** This is for non-member registrations received AFTER the pre-determined headcount meal guarantee is to be submitted. Please pay online in advance, or bring cash, check or credit card to pay at the door. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**06 – Guest Program Only (No Lunch).** This is for non-members who want to attend the program, and DO NOT get lunch. Please pay online in advance, or bring cash, check or to pay at the door on the day of the event. No refunds for “no-shows.” Unpaid “no-shows” will be invoiced and are required to remit payment.

**07 – Complimentary Registration.** This is to administratively register the program speaker, or guests of Board Members using the Board Member Guest Pass. This DOES INCLUDE Lunch. This category is only available administratively. A system admin (for example, the VP of Programming) must add the person manually to the event registration **BEFORE** the pre-determined headcount meal guarantee is to be submitted for that program. Users cannot see this option.

**Policy 15.1.7.10 – Registration Types for Other Events** (Adopted 06-03-2016)

Consistent with the policy for Monthly Lunch Programs, the Board of Directors acting as a whole, shall approve Registration Types for other ATD Tulsa events. In advance of the event being marketed and promoted, the approved Registration Types for Other Events will be approved by the Board of Directors

and will be created within the web site, system, or registration tool being used, by: the Vice President of Programming; the Vice President of Accommodations; or the Vice President of Administration.

**Policy 15.1.7.11 – Registration Terms and Conditions** (Adopted 9/2/2016)

Payment for ATD Tulsa Chapter functions and events is accepted online in advance; or by cash, check or credit card at the door.

Reservations cannot be cancelled after headcount is provided to the facility.

There are no refunds for “no-shows.”

Unpaid “no-shows” will be invoiced and are required to remit payment.

Unpaid balances over 90 days may cause your account to be suspended.

By registering for this event, you acknowledge that still or video images may be recorded and used for the purpose of promoting this and future chapter events and activities; and you release rights of these images and videos to the ATD Tulsa chapter.

**Procedure 15.1.7.11 – Location of Registration Terms and Conditions** (Adopted 9/2/2016)

The above statements will appear on the pages a person will see when registering for an ATD Tulsa event: When they enter or confirm their e-mail address; when they select their registration type; when they verify their contact information and select their meal type; and required selection in the hyperlink “I agree to the Terms and Conditions.”

To edit the terms and Conditions statements that appear in the registration pages: Logon to Wild Apricot as an Admin; select the Website tab; select System pages; select Event registration; select Edit; Edit the text in the Terms and Conditions text widget; when editing is completed, click Save.

To edit the document hyperlinked to the “I accept the Terms and Conditions required statement: Logon to Wild Apricot as an Admin; select the Website tab; select Files; expand the home file <http://tdtulsa.org/resources>; expand the Board of Directors folder; click on the VP Accommodations folder; click on the document labeled ATD\_Tulsa\_Event\_Registration\_Terms\_and\_Conditions.docx; from the files menu bar, click the download arrow to download the document to your local machine for editing; edit the document; make sure to edit the “Updated” date at the bottom of the document; save the document, with the same name, as an MS Word document to your local machine; save it with the same name as a .pdf document to your local machine; note the location the two documents were saved; drag and drop, or copy and paste the Word document and the .pdf document from your local machine to the same location in Wild Apricot Files; replace the existing documents with the newly edited documents; exit Wild Apricot.

## ARTICLE XVI - VICE PRESIDENT OF PROGRAMMING

### SECTION 16.1 DUTIES AND RESPONSIBILITIES

#### **Policy 16.1.1 – Special Programs** (Adopted 07-11-2014)

- a) The Chairman of Special Programming shall develop and implement programs other than the monthly programs.
- b) The Chairman of Special Programming shall develop programming that aligns with the ATD Competency Model and the ATD Communities of Practice.
- c) The Chairman of Special Programming shall develop and implement at least two (2) programs for the calendar year.
- d) The Chairman of Special Programming shall secure “presenter agreements” from each presenter.
- e) The Chairman of Special Programming shall secure biographical information and marketing information for each presenter, and shall provide that information to the designated Vice President no less than 180 days prior to the presenters scheduled presentation date.
- f) The Chairman of Special Programs shall secure all equipment needed by presenters for Special programs.

## ARTICLE XX - CORPORATION FUNDS

#### **Policy 20.1.1 Financial Controls** (Adopted 07-11-2014)

Each year the Treasurer, President and President-Elect of the Corporation shall be the designated signatories on Corporation accounts. Each shall receive a debit card. At the end of the term of office, signatories on the accounts will be changed to the new officers in each position. Previously issued debit cards will be turned over to the Treasurer to be shredded. Transfer of signatories shall occur in the week nearest December 15 each year. Transfer of access to online banking and/or PayPal accounts shall also take place at this same time.

#### **Policy 20.1.2 Audit** (Adopted 07-11-2014)

An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15<sup>th</sup> each year. The audit will be completed and results reported to the Board no later than January 15<sup>th</sup>.

#### **Policy 20.1.3 Accounting Procedures** (Adopted 07-11-2014)

The Corporation’s finances shall be managed using accepted standard accounting procedures.

#### **Section 1 – Accounting Procedures**

##### **Section 20.1.3.1.1 Basis of Accounting**

The Chapter uses the cash basis of accounting. This method recognizes revenues and expenses at the time physical cash is actually received or paid out.

**Section 20.1.3.1.2 Journal Entries**

Journal entries are posted for all revenue and expense transactions on the financial system of record once payment has been received (in the case of revenue) or paid (in the case of expenses). All journal entries are posted by the Treasurer.

**Section 20.1.3.1.3 Bank Reconciliations**

All bank statements will be opened and reviewed in a timely manner by the Treasurer. Bank reconciliation will occur within 30 days of the end of the previous month and will be evidenced on the financial system of record.

**Section 20.1.3.1.4 Recordkeeping**

Financial records shall be retained for a period of seven years commencing from transaction date using electronic storage capabilities or in secured storage facilities. After a period of seven years, financial records shall be archived or shredded.

**Section 2 – Internal Controls**

**Section 20.1.3.2.1 Lines of Authority**

The Chapter employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed, and recorded. The President, President-Elect, and Treasurer are authorized signatories on the Chapter's bank accounts. All Board members including the President, Vice President, and Treasurer must receive written approval from the Board to enter into financial transactions on behalf of the chapter for any transactions in excess of \$250.

The Treasurer is responsible for developing fiscal policy. The Board is responsible for review and approval of such policy on an annual basis. Approval shall be evidenced in the Board Meeting Minutes.

The Treasurer shall work with Board members to prepare an annual budget for the next calendar year to be submitted by November 30 for review and Board approval.

**Section 20.1.3.2.2 Conflicts of Interest**

All Board members are expected to use good judgment, to adhere to high ethical standards and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of a Board member conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

**Section 20.1.3.2.3 Segregation of Duties**

The Chapter's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection for the Chapter's assets while also considering efficiency of operations.

- A board member other than the Treasurer shall be responsible for opening and logging all checks received by the Chapter. The Treasurer shall be responsible for recording journal entries on the financial system of record.
- All disbursements shall be approved by the Board and written evidence of such approval shall be provided to the Treasurer prior to disbursement of funds by the President, President-Elect, or the Treasurer.

- Invoices shall be prepared by a Board member who does not possess signatory authority and who is not responsible for opening the mail.
- Incoming payments shall be logged by a Board member with responsibility for opening the mail.
- Revenues shall be recorded in the financial system of record by the Treasurer based upon the revenue log.

**Section 20.1.3.2.4 Physical Security**

The Chapter maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money, and other valuable property.

**Section 3 - Financial Planning & Reporting**

**Section 20.1.3.3.1 Budgeting Process**

The Treasurer shall work with board members to prepare an annual budget for the next calendar year to be submitted by November 30 for review and board approval. The budget may be revised during the year only if approved by the Board.

**Section 20.1.3.3.2 Internal Financial Reports**

The Treasurer will prepare financial reports on a quarterly basis. All reports are to be finalized no later than 30 days after the close of the fiscal quarter. The reports shall be posted on the Chapter website for access by all members of the Board.

**Section 20.1.3.3.4 Audit**

The Chapter shall be subject to an audit of the financial statements by an objective third party on an annual basis. The audit shall occur no later than 90 days after year end with results reported to the Board of Directors.

**Section 20.1.3.3.5 Tax Compliance**

The Treasurer will complete the annual Federal Form 990 EZ, Short Form Return of Organization Exempt from Income Tax as required by the Internal Revenue Service prior to the filing date of mid-May in the State of Oklahoma. All tax exempt organizations use this form to provide the IRS with the information required by section 6033 of the Internal Revenue Code. Receipt of the filing should be provided to the Chapter President and posted on the Chapter website.

**Section 4 – Revenue/Accounts Receivable**

**Section 20.1.3.4.1 Invoice Preparation**

Invoices shall be prepared by a Board member who does not possess signatory authority to ensure adequate segregation of duties. The invoices shall be provided to vendors or members with outstanding balances in a timely manner.

**Section 20.1.3.4.2 Cash Receipts**

Incoming payments shall be logged by a Board member with responsibility for opening the mail and posted on the Chapter website. In addition, the Board member will make copies of all incoming checks and post these copies to the internal Board website. The Treasurer will utilize the log and check copies to post cash receipts posted to the financial system of record.

**Section 20.1.3.4.3 Deposits**

Cash receipts shall be deposited at the bank no later than 10 business days after they are received. A deposit slip shall be utilized to record cash receipts and a copy will be posted to the Chapter website. The Treasurer will record receipts in the financial system of record. Bank deposit slips will be posted to the internal Board website for the appropriate retention period.

**ATD Tulsa Finance Procedures (Adopted 07-11-2014)**

**1. Meeting Funds Receipt Process (Adopted 07-11-2014)**

- a. Funds are received and processed by the VP of Accommodations at ATD meetings.
  - i. The VP of Accommodations provides paper receipts to meeting attendees and enters payment receipt into Wild Apricot.
  - ii. The VP of Accommodations documents the amount received in cash and in checks and provides the document to the Treasurer.
  - iii. The VP of Accommodations also posts the document to the Wild Apricot Board Treasury folder. (This serves as a control to ensure that anyone with a need to know can verify that the amount deposited is equal to the amount actually received.)
  - iv. The VP of Accommodations invoices those attendees who did not pay in advance or at the door.
- b. The Treasurer takes receipt of the funds and is responsible for depositing at the bank.
  - i. The Treasurer completes a bank deposit slip by listing out the individual checks and totaling the cash.
  - ii. The Treasurer stamps the back of each check with the stamp provided by the bank prior to making the deposit.
  - iii. The Treasurer deposits the funds at the bank.
- c. The Treasurer records the amount deposited in Quicken.
  - i. The Treasurer posts the transaction in Quicken using the following steps:
    1. Log into Quicken
    2. Click on Checking Under Banking Account in the top left corner
    3. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.
    4. Click on the row and enter the date of the deposit.
    5. In the "Num" column, select "Deposit" from the drop down list.
    6. In the "Payee" column, select "Deposit branch".
    7. In the "Category" column, select "Meeting Fees".
    8. In the "Memo" column, select "Meetings and Memberships".
    9. Leave the "Payment" column blank as this is a receipt of funds.
    10. In the "Deposit" column, enter the amount of the deposit.
    11. Click "Enter".
  - ii. Upload the bank deposit receipt to Quicken by clicking the paper clip icon after entering the amount. (This will allow you to select the receipt you have previously scanned and saved on your computer).

- iii. Double click the “Clr” column and click “No” when asked if you wish to reconcile the account. This will result in a lower case “c” in the column.

**2. Outgoing Checks (Adopted 07-11-2014)**

- a. The Treasurer records the amount of the outgoing check in Quicken.
  - i. The Treasurer posts the transaction in Quicken using the following steps:
    1. Log into Quicken
    2. Click on Checking Under Banking Account in the top left corner
    3. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.
    4. Click on the row and enter the date on the check.
    5. In the “Num” column, enter the check number.
    6. In the “Payee” column, select an appropriate category from the drop down list.
    7. In the “Category” column, select an appropriate category from the drop down list.
    8. In the “Memo” column, select an appropriate category of type in details.
    9. Leave the “Deposit” column blank as this is a payment of funds.
    10. In the “Payment” column, enter the amount of the payment.
    11. Click “Enter”.
  - ii. Upload the associated invoice to Quicken by clicking the paper clip icon after entering the amount. (This will allow you to select the invoice or other documents you have previously scanned and saved on your computer).
  - iii. Double click the “Clr” column and click “No” when asked if you wish to reconcile the account. This will result in a lower case “c” in the column.

**3. Outgoing Payments (Debit Card) (Adopted 07-11-2014)**

- a. The Treasurer records the amount of the outgoing payments in Quicken.
  - i. The Treasurer posts the transaction in Quicken using the following steps:
    1. Log into Quicken
    2. Click on Checking Under Banking Account in the top left corner
    3. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.
    4. Click on the row and enter the date of the transaction based upon an invoice or other supporting documentation.
      - a. NOTE: all transactions should have a receipt that should be provided to the Treasurer. This receipt should be uploaded to Quicken.
      - b. If transaction amounts exceed the agreed upon threshold documented in the Fiscal Policy, they should receive Board approval prior to transacting.)
    5. In the “Num” column, select Debit Card.

6. In the "Payee" column, select an appropriate category from the drop down list. If you start to type the payee name, the entire line will often pre-populate and all you will need to change is the dollar amount).
  7. In the "Category" column, select an appropriate category from the drop down list.
  8. In the "Memo" column, select an appropriate category or type in details.
  9. Leave the "Deposit" column blank as this is a payment of funds.
  10. In the "Payment" column, enter the amount of the payment.
  11. Click "Enter".
- ii. Upload the associated invoice or other document to Quicken by clicking the paper clip icon after entering the amount. (This will allow you to select the invoice or other documents you have previously scanned and saved on your computer).
  - iii. Double click the "Clr" column and click "No" when asked if you wish to reconcile the account. This will result in a lower case "c" in the column.

**4. PayPal Deposit Transfer (Adopted 07-11-2014)**

- a. The Treasurer moves funds received via PayPal using the following process:
  - i. Log into the PayPal account
  - ii. Under "Transactions" click on "All Transactions".
  - iii. Set the parameters of the timeframe you wish to view. (The timeframe should start with the day following the ending date of the prior transfer file. For example, if the prior transfer file included transactions from 9/1/2014 to 9/30/2014, your next transfer starting date would be 10/1/2014 with an ending date of your choice.)
  - iv. Click on "Download CSV".
  - v. Generally the file will be sent to the Treasurer's gmail account.
  - vi. Log into the gmail account.
  - vii. Download the CSV file and label it with the date range.
  - viii. Divide the spreadsheet into categories based on "memberships" and various meeting dates. Sum each section's gross, fee, and net amounts. You will use these amounts to populate the split in Quicken in the next steps.
    1. Sum the gross, fee and net amounts once done.
    2. Select "Withdraw" in PayPal and select "transfer to bank account". Then enter the net amount calculated above.
  - ix. The Treasurer posts the transaction in Quicken using the following steps:
    1. Log into Quicken
    2. Click on Checking Under Banking Account in the top left corner
    3. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.
    4. Click on the row and enter the ending date of the download.
    5. In the "Num" column, select "Transfer" from the drop down menu.
    6. In the "Payee" column, select "PayPal Deposit".

7. In the "Category" column, make sure that "split" appears or is selected. In general, when you select "PayPal Deposit" it will default to "Split".
  8. Click on the "split" green check mark.
  9. Enter the details of the split. Use gross amount from your CSV spreadsheet, followed by the fee amount (very important that this is a negative amount and will appear in red when you add a minus sign to the amount". Quicken will calculate the net amount.
    - a. Make sure to click "Adjust" once you have entered all of the category amounts.
    - b. The adjusted total should agree with the total net amount on your CSV spreadsheet.
  10. In the "Memo" column, the description will default to "PayPal Transfer Meeting and Membership".
  11. Leave the "Deposit" column blank as this is a payment of funds.
  12. The "Payment" column will automatically populate the net amount total from the split.
  13. Click "Enter".
- x. Double click the "Clr" column and click "No" when asked if you wish to reconcile the account. This will result in a lower case "c" in the column.

**5. Bank Reconciliation (Adopted 07-11-2014)**

- a. Log into the bank account.
- b. Look at the list of transactions in the checking account and find the transactions on Quicken.
- c. Once the amount posted to Quicken has cleared the bank account, double click on the "Clr" column and select "No" when asked if you wish to reconcile the account. This will result in an upper case "R" in the column which indicates you have manually reconciled the transaction.

**6. Interest Income (Adopted 07-11-2014)**

- a. The money market account earns a tiny amount of interest each month.
- b. The Treasurer records the interest income in the Money Market account on Quicken by following the steps below:
  1. Log into Quicken
  2. Click on Money Market under Banking Account in the top left corner
  3. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.
  4. Click on the row and enter the interest received date per the bank account statement.
  5. In the "Num" column, select "INT" from the drop down menu.
  6. In the "Payee" column, select "Iod Interest Paid".
  7. In the "Category" column, select "Interest Income".
  8. In the "Memo" column, the description should be "Interest Credit".

9. Enter the amount under the “Deposit” column as this is a receipt of funds.

10. Click “Enter”.

ii. Double click the “Clr” column and click “No” when asked if you wish to reconcile the account. This will result in a lower case “c” in the column.

**7. PayPal Refund (Adopted 07-11-2014)**

a. Every now and then, a payment made by a member via PayPal will need to be refunded.

b. The Treasurer will refund funds received via PayPal using the following process:

i. Log into the PayPal account

ii. Make sure you are on the “Overview” tab.

iii. Click on “View All Transactions”.

iv. Find the transaction you are seeking using the search function (if searching by name) or the refine the date range if searching by date.

v. Once you have found the transaction you are seeking, check the box on the left hand side.

vi. Then select “Issue a Refund” from the drop down under “Order Status/Actions” column.

vii. Follow the steps to complete the refund. The member will receive the refund in their account and will be notified via e-mail.

c. The Treasurer posts the refund transaction in Quicken using the following steps:

i. Log into Quicken

ii. Click on Checking Under Banking Account in the top left corner

iii. The system defaults to a new transaction on the bottom line of the transactions. The row is highlighted.

iv. Click on the row and enter the date of the refund.

v. In the “Num” column, select “Transfer” from the drop down menu.

vi. In the “Payee” column, select “PayPal Refund”.

vii. In the “Category” column, select “PayPal Refund”.

viii. In the “Memo” column, provide a description of the refund details.

ix. Leave the “Deposit” column blank as this is a payment of funds.

**8. Tax Filing (Adopted 07-11-2014)**

a. Chapters with gross receipts of \$50,000 or less are required to file Form 990-N or 990 with the Internal Revenue Service prior to May 15<sup>th</sup> annually. Failing to file the appropriate forms puts the Chapter at risk of losing their tax-exempt status.

b. If the Chapter is not able to file on time, an extension should be filed with the IRS. Failure to do so may result in the chapter’s tax-exempt status being revoked.

c. The Treasurer will file taxes using the following steps:

i. Visit the [IRS website](#)

ii. Follow the links on the site to file an electronic postcard (Form 990-N)

iii. Follow the steps on the form and submit

iv. Save a copy of the IRS acceptance e-mail for the Chapter’s records

**Section 5 – Expenses/Accounts Payable** (Adopted 07-11-2014)

Section 20.1.3.5.1 Purchases and Procurement (Adopted 07-11-2014)

Any expenditure in excess of \$500 shall have bids from three suppliers if possible. The bids shall be reviewed by the Board and the bid award must be approved in writing prior to the payment being made. The same approval standards will apply in situations with fewer than three suppliers.

Section 20.1.3.5.2 Invoice Approval and Processing (Adopted 07-11-2014)

All invoices must be approved by the Board prior to being paid unless regular operating expense per the budget. Approved invoices will be paid within 30 days of receipt.

Section 20.1.3.5.3 Board Member Expense Reimbursement (Adopted 07-11-2014)

Expenses incurred by Board members shall be presented to the Treasurer for reimbursement. All such expenses require Board approval prior to the expenditure by the Board member. This shall include a per diem amount agreed upon by the Board prior to Board member travel. Failure to obtain Board approval prior to the expenditure may result in non-reimbursement. Reimbursements shall be recorded by the Treasurer in the financial system of record.

**Section 6 – Asset Management** (Adopted 07-11-2014) (Adopted 07-11-2014)

Section 20.1.3.6.1 Cash Management and Investments (Adopted 07-11-2014)

The Chapter has both a checking and a money market account. The President, President-Elect, and Treasurer are authorized signatories on the accounts. Transfers from the operating (checking account) to the money market (investment) account must be authorized by the Board and shall only be made if an agreed-upon operating threshold has been met or exceeded.

Section 20.1.3.6.2 Operating Reserve (Adopted 07-11-2014)

The target minimum operating reserve fund for the Chapter is six months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as meeting expenses, facility fees, and board meeting luncheons. The amount of the operating reserve will be calculated each year after approval of the annual budget. The operating reserve will be segregated in the money market account.

**Policy 20.1.4 - Use of Funds** (Adopted 9/2/2016)

**Section 20.1.4.1 – Operating Funds**

- A. The corporation shall maintain an Operating Fund, defined as readily available funds to cover operating expenses.

**Section 20.1.4.2 - Use of Income Derived from Sponsorships and/or Advertising**

- A. Once the Operating Reserve policy (Section 20.1.3.6.2 of six months of average operating expenses) has been satisfied each year, funds derived from sponsorships and/or advertising shall be committed as follows:
  - 1) ATD Tulsa Chapter Leaders Professional Development Fund. Seventy-five percent (75%) of income derived from Sponsorships and/or advertising shall be set aside for ATD Chapter Leaders

Conference (ALC) to help comply with CARE requirement 4.1. The funds will be placed into a pool for ATD Tulsa Chapter leaders' registration, hotel, airfare, and approved expenses to be reimbursed. This pool of caps at \$10,000 annually. Once the \$10,000 cap is reached each year, additional funds will go into the ATD Tulsa Scholarship Fund.

- 2) ATD Tulsa Scholarship Fund. Twenty-five percent (25%) of income derived from Sponsorships and/or advertising shall be set aside into a fund to be used to fund a pool for scholarships to be awarded by the chapter. This pool caps at \$5,000 annually. Once the \$5,000 cap is reached each year, additional funds will go into the Operating Fund.
- B. Budget line items shall be created to track the income from sponsorships and/or advertising into these pools, as well as the associated expenses.
- C. The Board of Directors, acting as a whole, may, at its discretion, during its budget approval process, place funds from the Operating Fund into either the ATD Tulsa Chapter Leaders Professional Development Fund and/or the ATD Tulsa Scholarship Fund. As those funds may become depleted, future income from sponsorships and/or advertising shall be used to replenish the funds as described above.

### **Policy 20.1.5 Sponsorships and Advertising (Adopted 9/2/2016)**

#### ***Section 20.1.5.1 – Annual Sponsorships***

- A. The ATD Tulsa Board of Directors acting as a whole, may, at its sole discretion, solicit and secure annual sponsorships.
- B. There is no limit on the number of annual sponsorships.
- C. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, sponsor must agree to convey its sponsorship without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
- D. The ATD Tulsa Board of Directors may refuse any sponsorship at its discretion.
- E. The cost for an annual sponsorship is \$2,400.
- F. In exchange for the sponsorship fee, the sponsor shall receive:
  1. Sponsor logo listed in the footer of each ATD Tulsa web page. Sponsor logos shall be no more than 80 pixels by 150 pixels in size. (ATD Tulsa requires a high quality .jpg or .png image, or text with an image that will fit within the 160x300 pixels space.)
  2. A profile of the sponsors company and the sponsor's logo on the ATD Tulsa Sponsorship page.
  3. Sponsor logo on the "Thank you to our Sponsors" ATD Tulsa web page. Sponsor logos shall be no more than 80 pixels by 150 pixels in size.
  4. Logos can be linked to the sponsors web site, or landing page of its choice.
  5. Letter from the chapter president confirming the value of the sponsorship, per IRS standards.
  6. Two (2) complimentary ATD Tulsa Chapter memberships during the sponsorship year (value \$80).
  7. Ten (10) complimentary program and lunch registrations to monthly chapter programs during the sponsorship year (value \$300).

#### ***Section 20.1.5.2 – Special Event Sponsorships***

- A. The ATD Tulsa Board of Directors acting as a whole may, at its sole discretion, solicit and secure special event sponsorships.

- B. There is no limit on the number of special event sponsorships.
- C. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, sponsor must agree to convey its sponsorship without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
- D. The ATD Tulsa Board of Directors may refuse any sponsorship at its discretion.
- E. The cost for special event sponsorships will be established by the ATD Tulsa Board of Directors.
- F. There may be multiple sponsorship levels, as established by the Board of Directors.
- G. In exchange for the special event sponsorship fee, the sponsor shall receive:
  - 1. Sponsor logo listed at the ATD Tulsa Special Event Page. Sponsor logos shall be no more than 80 pixels by 150 pixels in size. (ATD Tulsa requires a high quality .jpg or .png image, or text with an image that will fit within the 160x300 pixels space.)
  - 2. A profile of the sponsors company and the sponsor's logo on the ATD Tulsa Sponsorship page.
  - 3. Logos can be linked to the sponsors web site, or landing page of its choice.
  - 4. Letter from the chapter president confirming the value of the sponsorship, per IRS standards.
  - 5. Complimentary registrations to the special event. The number of complimentary registrations will be determined by the Board of Directors, taking into consideration any sponsorship levels the Board has created.

***Section 20.1.5.3 – Monthly Program Sponsorships***

- A. The ATD Tulsa Board of Directors acting as a whole, may, at its sole discretion, solicit and secure sponsorships for ATD Tulsa Monthly Programs.
- B. There will be a limit of one (1) sponsor at any single Monthly Program.
- C. Sponsors shall be related to the Talent Development field.
- D. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, sponsor must agree to convey its sponsorship without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
- E. The ATD Tulsa Board of Directors may refuse any sponsorship at its discretion.
- F. The fee for sponsoring a Monthly Program is \$250.
- G. In exchange for the sponsorship fee, the sponsor shall receive:
  - 1. One advertisement to be included in each e-Newsletter (e-Blast) sent during the period promoting the sponsored event. The ad size shall be limited to 160x300 pixels. (ATD Tulsa requires a high quality .jpg or .png image, or text with an image that will fit within the 160x300 pixels space.)
  - 2. Acknowledgement from the chapter leadership at the sponsored meeting.
  - 3. If requested, the sponsor will be granted a five-minute opportunity to present (speak, PowerPoint, video, or combination thereof) to the attendees at the sponsored meeting, before the program begins.
  - 4. A table will be provided for distribution of the sponsor's free material at the sponsored meeting.
  - 5. Two Lunch with Program guest passes for the sponsored meeting (value \$60).
  - 6. Letter from the chapter president confirming the value of the sponsorships, per IRS standards.

***Section 20.1.5.4 – Newsletter Advertising***

- A. The ATD Tulsa Board of Directors acting as a whole, may, at its sole discretion, solicit and secure advertising for ATD Tulsa newsletters (paper and/or electronic).
- B. There is no limit to the number of advertisements for monthly newsletters.

- C. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, sponsor must agree to convey its sponsorship without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
- D. The ATD Tulsa Board of Directors may refuse any advertisement at its discretion.
- E. The fee for one advertisement in the monthly newsletters is \$100.
- F. The advertisement will be a rectangle of 160x300 pixels in size. (ATD Tulsa requires a high quality .jpg or .png image, or text with an image that will fit within the 160x300 pixels space.)
- G. The ad will be included in each e-Newsletter (e-Blast) sent during the month.
- H. The sponsor will receive a letter from the chapter president confirming the value of the sponsorship, per IRS standards.

**Section 20.1.5.4 – Other Sponsorship Opportunities**

- A. The Board of Directors acting as a whole, may consider and approve other sponsorship opportunities as they may arise.
- B. ATD Tulsa makes a concerted, ongoing effort to be a diverse and inclusive organization. Therefore, sponsor must agree to convey its sponsorship without bias toward race, gender, religion, political party, ethnicity or sexual orientation.

**History of Updates**

Item Added	Item Added/Removed/Changed	Board Approval Date	Policies & Procedures Document Updated	Document Updated by Whom?
Policy 15.1.7.8	ADDED: Registration Types for ATD Tulsa Programs and Events Where Registration Fees will be Charged	06/03/2016	06/05/2016	Walt Hansmann
Policy 15.1.7.9	ADDED: Registration Types for Monthly Lunch Programs	06/03/2016	06/05/2013	Walt Hansmann
Policy 15.1.7.10	ADDED: Registration Types for Other Events	06/03/2016	06/05/2013	Walt Hansmann
Policy 15.1.7.11 and Procedure 15.1.7.11	ADDED: Registration Terms and Conditions; and Location of Registration Terms and Conditions	9/2/2016	11/4/2016	Walt Hansmann
Policy 20.1.4	ADDED: Use of Funds	9/2/2016	11/4/2016	Walt Hansmann
Policy 20.1.5	ADDED: Sponsorships and Advertising	9/2/2016	11/4/2016	Walt Hansmann

**ATD Tulsa Chapter Policies and Procedures**

Former Domain Names	REMOVED: reference to former domain names <b>myneokastd.org</b> and <b>www.astdneok.org</b>		11/4/2016	Walt Hansmann
Section 3.9 Membership	Policies revised to reflect new categories	5/5/17	6/1/17	Walt Hansmann
Policies 3.9.2 and 3.9.7 Fees	Policies revised to reflect new fees	12/1/17	12/31/17	Walt Hansmann
Table of Contents	TOC added and updated	12/26/17	12/31/17	Walt Hansmann
Article V Section 5.8 et. al.	Added email policies	3/2/18	3/8/18	Walt Hansmann
Section 3.12 Voting	Policies 3.12.1; 3.12.2; 3.12.3; and procedure 3.12.1.1	3/28/18	3/28/18	Walt Hansmann
Section 2.2 Code of Ethics	Policy 2.2.1	8/3/21	9/10/21	Rachel Wagner
Section 2.3 Definitions	Policies 2.3.1; 2.3.2	8/3/21	9/10/21	Rachel Wagner
Section 2.4 Procedures	Policies 2.4.1; 2.4.2; 2.4.3; 2.4.4; 2.4.5; 2.4.6; 2.4.7; 2.4.8; 2.4.8	8/3/21	9/10/21	Rachel Wagner
Table of Contents	Added policies and updated	8/3/21	9/10/21	Rachel Wagner