

II. BOARD OF DIRECTORS

2.01 APPROVAL AUTHORITY

A. Budget *(Added 1/12/11)*

The Board of Directors will approve the budget for the Community Association, after receiving the recommendations of the Community Manager, Treasurer, and the Budget Committee. The Board of Directors may modify the budget before approving it.

B. Purchasing

The Community Manager is responsible for the development and execution of a purchasing procedure for the Community Association. The CA Board of Directors approved Purchasing Procedures is attached as Exhibit 2.01.A. *(Added 2/8/06)*

C. Checks and Other Disbursements

1. All checks shall require two authorized signatures. Checks over \$5,000 require one of the two signatures be that of an Association officer.

2. The following are authorized to sign checks:

Association President
Association Vice President
Association Secretary
Association Treasurer
Selected Association Directors

3. The minimum dollar amount to actuate funds being spent from the Reserve Account for one single item or project is \$5,000 unless so waived by the Board.

D. Contracts

Contracts shall be executed by the Association President or Community Manager (within monetary authority). *(Amended 9/9/09)*

E. Assets

1. Disposal of fixed assets in excess of \$1,000 value shall require CA Board of Directors prior approval. The Community Manager shall judiciously dispose of items of value less than \$1,000 and advise the Accounting Department accordingly.

2. The Community Manager will complete the "Disposal of Fixed Assets" form for use by the CA's Certified Public Accountant for the annual audit. *(Added 9/9/09)*

F. Access to Records

Association members can review Community Association records in accordance with Florida Corporate Statutes. If copies are required, a charge may be imposed.

G. Use of Facilities *(Added 2/8/06)*

The approval for use of CA facilities, or the denial of use of CA facilities, is the responsibility of the CA Board of Directors and/or the Community Manager unless otherwise stated in these policies. Correspondence to members alleging improper or misuse of CA facilities will be signed by the Association President or the Community Manager. *(Amended 9/9/09)*

H. CA Equipment *(Added 4/11/07)*

CA equipment will not be removed from the CA premises except for CA business without the approval of the Community Manager in concurrence with the Board President. *(Amended 9/8/10)*

I. Sun City Center Community Association Publication: “The NEWS of Sun City Center”
(Added 5/14/08)

1. The primary purpose of “The NEWS of Sun City Center” (hereinafter referred to as “The NEWS”) is to provide Sun City Center Community Association, Inc. (SCCCA) members timely notification of membership meetings as required in the Articles of Incorporation (Article XIV), and to serve as the Association’s means to legally meet membership notification requirements. Additionally, The NEWS shall function as a publication for the Association by dissemination of information to advise SCCCA members of Association matters – for example, Official Notices, Board actions, financial issues, status of construction/improvement projects, club information, significant events, etc.
2. The NEWS in its entirety shall represent the best interests of the Association and its members.
3. The Editor-in-Chief serves at the pleasure of the President and the Board and serves through December 31 of each year, unless terminated.
4. The Association President or a designated Director will serve as Board Liaison to the NEWS.
5. No Association Director shall hold a staff position on THE NEWS unless so designated by the President.
6. All articles written by serving Directors will be limited to the “Official” section of the NEWS.
7. “The NEWS of Sun City Center” name, all fixtures and equipment on campus used in its publication are the property of the SCCCA. The Board is responsible for funding The NEWS. Advertising will be solicited from local businesses to help offset the cost of publication. All funds paid on behalf of and collected for The NEWS will be processed through the Association.
8. The Board and the Editor-in-Chief of The NEWS shall jointly appoint an Ombudsman to review each issue of The NEWS for balance and fairness. The term of the Ombudsman shall be through December 31 of each year unless terminated. The Ombudsman can only be terminated by joint agreement of the Board and the Editor-in-Chief.
9. The NEWS shall be published and distributed by mail to all addresses of record of Association members. The Association bears the publishing and mailing expenses. The Editor-in-Chief may alter the monthly schedule on a case-by-case basis with consent of the Board.
10. The Editor-in-Chief shall ensure that the following principles are followed in the publication of The NEWS:

- a. No false or malicious statements will be published that will slander or injure someone's reputation. *(Amended 5/13/09)*
 - b. The Editor-in-Chief will offer the Association President or his/her designated Director, in a timely manner, the opportunity to review and reply, in the current edition, to any news article or editorial.
 - c. Sources of information shall be verified by the Editor-in-Chief.
 - d. Retractions will be offered promptly when the Editor-in-Chief determines that facts presented in The NEWS are found to be inaccurate.
11. The Editor-in-Chief should select the staff at his/her discretion with a goal to solicit balance in editorials and news reporting that represent the Sun City Center community and lifestyle.
 12. Incumbent Editor-in-Chiefs will advise the Board by December 1st annually of his/her desire to continue for the following year.
 13. The Editor-in-chief may publish an online version of The NEWS. It must be the same version presented in the printed edition. Updates to the current edition may be published online, but must be presented as an update and must include a by-line. The following month's printed edition must mention the update.
 14. The NEWS shall not be used for electioneering/campaigning for candidates for political office (county, state or federal) or for Community Association office. *(Added 1/14/15)*
 15. The Editor-in-Chief shall ensure that published articles shall be items of interest to the SCCCA membership.
 - a. Official notifications shall be given priority.
 - b. There will be an "official" section (not front page) of The NEWS dedicated to the Board. This section will be reviewed by the President or his/her designated Director prior to publication.
 - c. All other news items to be published are the responsibility of the Editor-in-Chief.
 16. The Board's responsibility is to enforce this policy.

2.02 DONATIONS AND GIFTS

The CA welcomes and solicits gifts, donations and bequests, since these permit carrying out the purposes of the CA at a lower cost to the membership.

All gifts of goods or services, as well as all money donations which are designed to be used for a specific purpose, shall be accepted subject to approval by the Board. Money donated without any use restrictions shall be reported to the Board, but need not have Board approval.

2.03 POLITICAL ACTIVITY

Political activity in support of any candidate(s) or issues in conjunction with the election of CA Directors, shall be limited to the appropriate distribution of literature and public statements or political rallies.

No signs or postings of any type may be made on Community Association property, including bulletin boards and rooms except for a special political bulletin board provided for six (6) weeks prior to election for Directors. This space shall be distributed among all candidates requesting use of the bulletin board. There will be no "electioneering" by candidates within fifty (50) feet of the polling places. The intent of this policy is to permit freedom for discussing and exchange of literature by the candidates. No such activity should be allowed to interfere with the regular scheduled CA activities. *(Amended 8/8/07)*

2.04 PUBLIC RELATIONS

The CA makes official public announcements and/or press releases of its decisions and other newsworthy actions;

- 1) in the name of the Board
- 2) with approval of the President or his/her designee
- 3) as quickly as possible.

Answers to public criticism of the CA will be made at the discretion of the President or his/her designee.

The CA deals fairly with all media, including local and Bay area press, radio, television and Cable TV, and will seek their publication of its important actions.

The Board uses its own Newsletter and Bulletin Boards to keep members informed of important matters affecting them.

The Board will use the website www.suncitycenter.org and email addresses supplied by the members to communicate messages and items of interest to the community. *(Added 9/12/12)*

2.05 BOARD VACANCY

In accordance with F.S. 617.0809 and Article IX of the Articles of Incorporation, "Directors may, by majority vote, fill a vacancy on the Board of Directors due to a resigning, deceased or recalled Director. The appointee shall serve until the next regularly scheduled election of directors." In the absence of an agreed appointee, the following guidelines shall apply: *(added 11/10/04) (Amended 7/14/10)*

- A. All CA members in good standing shall have the opportunity to apply for the open position.
- B. Appropriate notice will be provided to the membership with a 15-day period for receipt of applications.
- C. After applications are received, the Board shall be provided the applications and may request further information from any or all applicants.
- D. A majority vote of the existing Board will be required for approval of any appointment.

- E. In case of conflict with any Federal or Florida Statute, that Statute shall prevail.
- F. None of the above precludes any Director or the Board from seeking out qualified candidates to apply for the open position.

2.06 SEXUAL PREDATORS AND SEXUAL OFFENDERS *(Added 2/9/05)*

A. SEXUAL PREDATORS

On March 31, 2008, Sun City Center was officially designated as a Senior Safety Zone as defined by Hillsborough County Ordinance Number 07-12. This Ordinance prohibits sexual predators from residing within the approved Sun City Center Senior Safety Zone. (Refer to Exhibit 2.06A) *(Added 1/14/15)*

B. NOTIFICATION OF SEXUAL OFFENDERS

Sexual offenders, especially those who have committed their offenses against minors, often pose a high risk of engaging in sexual offenses even after being released from incarceration or commitment. Protection of Association members, their guests, and families, from sexual offenders is a paramount Community Association interest. Therefore, the CA Board of Directors is authorized to use the following guidelines when dealing with notification to Association members of sexual offenders.

1. **Period Screenings.** All sexual offenders must be listed with the Florida Department of Corrections. The CA Board of Directors may appoint an individual, or group of individuals, to periodically research the Florida Department of Corrections website in order to determine if a sexual offender has moved to an area of Sun City Center, and to investigate any information submitted to the Community Association regarding the same.
2. **Reporting Information from Authorities.** The Florida Department of Corrections must provide certain information about sexual offenders to the Florida Department of Law Enforcement, the sheriff of the county and the police chief of the municipality where the offender plans to reside (the "Authorities"), and any person requesting such information. Therefore, the appointed individual or group, may request information relating to any sexual offender, and shall submit a report to the CA Board of Directors for their review, which details the information the appointed individual or group has obtained. However, the appointed individual shall not disperse their information to any of the residents of the community without prior approval, as provided herein below.
3. **Cooperation with Homeowner Associations.** If the sexual offender lives, or proposes to live within an area regulated by a homeowner's association, before taking further action, the CA Board of Directors shall meet with the directors of said homeowner's association, in order to determine how to proceed with regard to Sections (4) and (5) herein below. If the residence where the sexual offender lives, or proposes to live, is not regulated by a homeowner's association, the CA Board of Directors may go forward directly with the procedure in sections (4) and (5) herein below.
4. **Cooperation with Authorities.** The Authorities have the right to provide information regarding sexual offenders to anyone that requests it, or may release the information to the sexual offender's community if the Authorities deem it necessary. If the individual is not only a sexual offender, but also a sexual predator under Florida Statute 775, then the Authorities must release this information. The CA Board of Directors does not have

discretion to release such information to the public without prior approval from the proper Authorities.

In an effort to cooperate with the Authorities in this regard, if the offender is a sexual predator the CA Board of Directors will allow the Authorities a reasonable time to release the information to the Association members, and if they do not, they may compel such release by contacting the proper Authorities and confirming that mandatory release of said information is required.

If the offender is a sexual offender, but not a sexual predator, the CA Board of Directors shall have a meeting with the local Resource Officer to determine if the authorities are willing to release the information to the Association members. At no time shall the Community Association, or any officer, manager, director, employee, or volunteer thereof, release the information to the Association members without prior approval from the proper Authorities.

5. **Assisting the Authorities.** The Authorities will generally release such requested information to the public if they have the resources to affect such a release. The CA Board of Directors shall have the authority to set aside a specific fund relating to notification of sexual offenders, and upon meeting with the Resource Officer, may offer monetary, or voluntary assistance in creating, drafting, or implementing a system of notification for the Association members; provided the Authorities lack the resources to affect a release of the requested information.

The Community Association, as long as it is reasonable and permissible by law, will allow the Authorities to publish any information concerning a sexual offender in the Community Association newsletter, and the Community Association will also designate a space on various bulletin boards within its facilities for the Authorities to publish said information. These methods of notification are not intended to be the exclusive methods of notification of the CA Board of Directors. Notwithstanding, the CA Board of Directors shall obtain approval from the Authorities before instituting any method of notification.

6. **Disclaimer.** The Community Association, and the CA Board of Directors, have implemented the above procedure as a preventative measure, to further the importance of awareness of sexual offenders in Sun City Center, and to assist in the protection of the Association members. It is not the duty of the Community Association to research and report information regarding sexual offenders and sexual predators to the Association members. The above procedure simply authorizes the Community Association to act if this situation arises, and gives the proper procedure for such action with regard to this particular situation in hopes to avoid any improper reaction to such situation. These procedures should in no way be considered an assumption of liability on the part of the Community Association, or the CA Board of Directors, if the Community Association does not follow the above procedures.

2.07 **CONFLICT OF INTEREST AND CODE OF ETHICS** *(Added 6/10/09) (Amended 12/11/13)*

- A. All officers and directors must annually sign an acknowledgement that they have read the CA “Conflict of Interest and Code of Ethics Policy” (Exhibit 2.07.A.)

- B. All clubs and organizations making use of Association facilities must sign an acknowledgement that the club or organization will not pay compensation to a CA officer or director for services rendered.

2.08 COMPLAINT POLICY *(Added 2/12/2025)*

Complaints can be made under this policy using an Official Complaint form. A copy of this form can be obtained at the CA main office, 1009 North Pebble Beach Blvd. or on the CA website.

Completed forms shall be returned in person to the CA main office or mailed to the attention of the CA Manager, 1009 North Pebble Beach Blvd., Sun City Center, FL., 33573.

If the complaint is about the CA manager, then the completed form shall be addressed to the Board President, 1009 North Pebble Beach Blvd., Sun City Center, FL., 33573.

Submitted complaints will be followed up with a phone call or email.



Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd., Sun City Center, FL 33573

2.08 COMPLAINT FORM

REPORTED BY: _____

CA MEMBER # _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

DATE: _____ TELEPHONE #: _____

EMAIL ADDRESS: _____

COMPLAINT: (USE EXTRA PAPER, IF NEEDED) _____

Do you want a response? _____ Yes, or _____ No

TO BE COMPLETED BY COMMUNITY ASSOCIATION:

DATE: _____ ASSIGNED TO: _____

ACTION TAKEN:

2.09 DOCUMENT RETENTION AND DESTRUCTION

This policy identifies the record retention responsibilities of members, staff, Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Community Association's documents and records. The document retention and destruction procedure are attached as Exhibit 2.09.A.

PURCHASING PROCEDURES

Association Policy 2.01 Approval Authority, Section A. Purchasing states: The Community Manager is responsible for the development and execution of a purchasing procedure for the Community Association.

1. All purchases of ten thousand dollars (\$10,000) and under shall be approved by the Community Manager*. Purchases of over ten thousand dollars (\$10,000) up to twenty thousand dollars (\$20,000) may be approved by the Community Manager* with the authorization of the Association's President, or the Vice President in the President's absence, and the Treasurer.
2. All purchases over twenty thousand dollars (\$20,000) (with three bids, if possible) shall be approved either by vote of the Board at a board of Directors' Meeting, or if circumstances require, an "Action without a Meeting".
3. Emergency purchases over twenty thousand dollars (\$20,000) shall be approved by the Community Manager*, the Association's President or the Vice President in the President's absence, and the Treasurer.
4. Upon receipt of goods or services, the receiver shall advise their Supervisor or the Community Manager* of the date the goods or services were received and a statement that they have been inspected with no deficiencies noted.
5. If goods or services are not in good order or damaged, the receiver shall notify their Supervisor or the Community Manager* immediately.
6. All utility and insurance bills shall be approved by the Community Manager and paid promptly.
7. The limit of a single petty cash disbursement is \$100.00.
8. COD purchases, which have been approved by the Community Manager* can be paid out of Petty Cash, if under \$100.00. If the COD totals more than \$100.00, a check request must be given to the Community Manager* or Bookkeeper at least 24 hours in advance of delivery.

** In the absence of the Community Manager, by the Association's President, or in the President's absence, the Association's Vice President.*

SUN CITY CENTER HAS BEEN DESIGNATED A SENIOR SAFETY ZONE

ORDINANCE 07-12

An ordinance of Hillsborough County, Florida to be known as the sexual predator senior protection ordinance; providing findings related to sexual predators and stating legislative intent; providing definitions; providing for a prohibition against sexual predators living within one thousand (1,000) feet of designated senior safety zones; providing for restrictions related to sexual predators residing in nursing homes and long term care facilities; providing for applicability; providing for severability; providing for local law enforcement options; providing for severability; providing for conflicts; providing for penalties; providing for separate violations; providing for other remedies; providing for preemption and sunset; and providing for an effective date.

Pursuant to the above ordinance, an offender who meets the criteria in section 775.21 (4) Florida Statutes is prohibited from temporarily or permanently residing within one thousand (1,000) feet of this senior safety zone, unless an exception provided in the ordinance applies.

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.
CONFLICT OF INTEREST AND CODE OF ETHICS POLICY

I. PURPOSE

The purpose of the conflict of interest policy is to protect Sun City Center Community Association, Inc. (the “Association”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. All references to “board” in the following text refers to the Sun City Center Community Association Board of Directors.

II. DEFINITIONS

Directors shall conduct themselves in an honest and ethical manner and avoid any actual or apparent conflict of interest. A conflict of interest occurs when a Director’s private interest interferes in any way with the interests of the Association, and/or makes it difficult to perform his or her duty objectively and effectively.

1. Interested Person. Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
 - b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. It does not include reimbursement for properly authorized expenditures.

A financial interest is not necessarily a conflict of interest. Under Section III. 2 below, 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.

3. Ethics. A set of moral principles governing conduct, duty and obligations.

III. PROCEDURES RELATED TO CONFLICTS OF INTEREST

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of a committee with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
 - a. An interested person may make a presentation at the governing board meeting or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy.
 1. If the governing board or committee member has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the member will be informed of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 2. 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 corrective action.

IV. RECORDS OF PROCEEDINGS FOR CONFLICTS OF INTEREST

The minutes of the board and all committees shall contain:

1. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. 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.

V. CODE OF ETHICS PRINCIPLES AND PRACTICES

In performing his or her duties, a Director of the Association must abide by the following principles:

1. Fair Dealing. Directors shall endeavor to deal fairly with the Association's members and employees. No director may take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.
2. Confidentiality. Directors shall maintain the confidentiality of information entrusted to them by the Association, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information that might be of use to outside interests, or harmful to the Association, if disclosed.
3. Community Opportunities. Directors shall not use the Association's property, information, or position for personal gain. Directors owe a duty to the Association to advance its legitimate interests when the opportunity to do so arises.
4. Protection and Proper Use of Association Assets. Directors shall protect the Association's assets and ensure their efficient use. All of the Association's assets must be used for legitimate Association purposes.
5. Compliance with Laws, Rules and Regulations. Directors shall proactively promote compliance with the Association's Articles, Bylaws, Policies and applicable laws, rules and regulations.
6. Encouraging the Reporting of any Illegal or Unethical Behavior. Directors shall proactively promote ethical behavior. Directors must ensure that the Association encourages employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation.

Directors shall ensure that the Association has an effective means for employees to report violations of the Association's Articles, Bylaws, Policies and applicable laws, rules and regulations. Directors must ensure that the Association does not allow retaliation for reports made in good faith and that this is policy communicated to the employee.

VI. COMPENSATION

1. A voting member of the board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

VII. ANNUAL STATEMENTS

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

1. Has received a copy of the Conflicts of Interest and Code of Ethics Policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Association is a charitable organization and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VIII. PERIODIC REVIEWS

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

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management associations conform to the Association'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.

IX. USE OF OUTSIDE EXPERTS

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

X. COMPENSATION OF DIRECTORS AND OFFICERS

1. Under no circumstances shall a director or an officer of the Association receive compensation from a club or organization, whether incorporated separately from the Association or otherwise, that is making use of the Association's facilities.
2. The Association shall require that all clubs and organizations, whether incorporated separately from the Association or otherwise, making use of the Association's facilities to include in its Bylaws or to sign an acknowledgement that the club or organization will not pay compensation to a director or an officer of the Association for services rendered to that club or organization.

Document Retention and Destruction Procedure

This following identifies the record retention responsibilities of members, staff, Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Community Association's documents and records.

- 1) **Rules.** The CA's members, staff, Board, and outsiders (i.e., independent contractors via agreements with the CA) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- 2) **Terms for retention.**
 - a. **Retain permanently:**

Governing documents – Articles of Incorporation and amendments, Bylaws and amendments, other organizational documents, governing board and committee minutes, and membership data. Tax Records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits. Intellectual property records – Copyright and trademark registrations and samples of protected works. Financial records – Audited financial statements, attorney contingent liability letters. Cash books, charts of accounts, contracts and leases still in effect, Correspondence (legal and important matters only), deeds, depreciation schedules, Insurance records.
 - b. **Retain for seven years:**

Accident reports and claims, Accounts Payable ledgers and schedules, Accounts Receivable ledgers and schedules, Cancelled checks, contracts and leases, Expense analyses and expense distribution schedules, Inventories, invoices from vendors, payroll records, purchase orders, Pension and benefit records, Employee Personnel Records (after termination).
 - c. **Retain for four years:**

Bank Reconciliation Statements and employment applications.
 - d. **Retain for three years:**

Correspondence (general), insurance policies (expired), internal reports (misc.), petty cash vouchers, time cards, Lease, insurance, and contract/license records – Software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during term of the agreement and for three years after the termination, expiration, and non-renewal of each agreement), meeting minutes and meeting videos on website.
 - e. **Retain for one year:**

All other electronic records, documents and files – Correspondence (routine), past budgets, bank statements, publications, employee manuals/policies, procedures, survey information.
- 3) **Exceptions.** Exceptions to exceed these rules and terms for retention periods may be granted only by the CA Manager or CA Board President.