



NEBRASKA
STATE ASSOCIATION

Board of Directors Handbook

Revised August 2025

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Code of Ethics

adopted 07/20/2015, revised August 2025

Preamble

Nebraska FCCLA Association is a not-for-profit, tax-exempt association formed as a state association of Family, Career, and Community Leaders of America. It is a Career and Technical Student Organization whose mission is to promote personal growth and leadership development through Family and Consumer Sciences Education. The business of the association is managed under the direction of the Nebraska FCCLA Board of Directors. The Board's Code of Ethics serves as a code of conduct for association volunteers in their capacity as Board Members. It is intended to supplement but not replace any local or state codes of ethics applicable to members of the Board.

The principles and requirements that comprise the code and procedures are based on and are designed to ensure full compliance by Nebraska FCCLA and its officers, Board Members, and employees with the fiduciary duties imposed on such individuals by state corporate law, the federal tax code's prohibition on private inurement and private benefit, and other requirements of federal tax exemption, common law due process requirements, federal and state antitrust and unfair competition law, state tort law, and other legal precepts and prohibitions.

The checks and balances built into the code and procedures are designed to strike the proper balance between ensuring full compliance with the legal obligations described here and ensuring the integrity and efficacy of the code as well as the protection of Board Members, through the use of reasonable due process procedures, against patently false, accusations that could result in significant industry or personal harm if not properly handled.

Members of the Board affirm their endorsement of the code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership on the Board.

Board of Directors Code of Ethics

Members of the Board shall always abide by and conform to the following code of conduct in their capacity as Board Members:

1. Each member of the Board of Directors will abide in all respects by the *Nebraska FCCLA Code of Ethics* and all other rules and regulations of the association and will ensure that their membership in the association always remains in good standing. Furthermore, each member of the Board of Directors will obey all applicable federal, state and local laws and regulations related to the execution of their duties.
2. Members of the Board of Directors will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and competence.
3. Except as the Board of Directors may otherwise require or as otherwise required by law, no Board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the Board will uphold the strict confidentiality of all meetings and other deliberations and communications of the Board of Directors. Clarification of what constitutes a confidential matter will be determined in the Board materials prior to a Board meeting or by the Board Chairperson during a meeting if warranted.
4. Members of the Board of Directors will exercise proper authority and good judgment in their dealings with association staff, suppliers, and the public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.
5. No member of the Board of Directors will use any information provided by the association or acquired because of the Board member's service to the association in any manner other than in

furtherance of his or her Board duties. Further, no member of the Board of Directors will misuse association property or resources and will always keep the association's property secure and not allow any person not authorized by the Board of Directors to have or use such property.

6. Each member of the Board of Directors will use his or her best efforts to regularly participate in professional development activities directly related to association activities and will perform his or her assigned duties in a professional and timely manner pursuant to the Board's direction and oversight.
7. Upon termination of service, a retiring Board member will promptly return to the association documents, electronic and hard files, reference materials, and other property entrusted to the Board member for the purpose of fulfilling his or her job responsibilities if requested by the Board at which time the Board will specify the parameters of the request. Such return will not abrogate the retiring Board member from his or her continuing obligations of confidentiality with respect to information acquired because of his or her tenure on the Board of Directors.
8. The Board of Directors dedicates itself to leading by example in serving the needs of the association and its members and in representing the interests and ideals of the association and its entities at large.
9. No member of the Board of Directors shall persuade or attempt to persuade any employee of the association to leave the employ of the association or to become employed by any person or entity other than the association. Furthermore, no member of the Board of Directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.
10. Board members will always adhere to the Nebraska FCCLA Conflict of Interest Policy, acting in the best interests of the association and avoiding personal or third-party gain. All conflicts must be disclosed in accordance with the policy.

Board Member Selection Policy

adopted 07/20/2015, revised August 2025

Board Member Qualifications

Directors At-Large

One Adviser from each FCCLA Region, up to five advisers; one At-Large Adviser from any FCCLA Region; and one State Peer Officer Team Adviser must meet the following qualifications:

- These Board Members shall serve a three-year term on the Board of Directors.
- Currently serves as the Chapter Adviser of an active chapter.
- Have at least two (2) years of experience serving as a Chapter Adviser.
- Obtain approval from the local school administrator to serve on the Board.

One position available to a Business and Industry Representative, who may reflect any of the Family and Consumer Sciences-related career areas, excluding current Family and Consumer Sciences teachers and/or current FCCLA chapter advisers must meet the following qualifications:

- Have at least one (1) year of experience with the organization (e.g. FCCLA/FHA-HERO alumni, parent, former FCS teacher/FCCLA adviser, etc.).
- Not currently an active student member of the association.
- Obtain approval from a direct supervisor (if applicable) to serve on the Board.

Directors Elected by Related Organizations

Each organization will establish their own qualifications for the individual filling these Board positions.

Directors Ex Officio Qualifications

The President and Secretary of the current State Officer team will serve in an advisory capacity.

Selection Process

Individuals interested in the Directors At-Large positions must complete the following steps to be considered.

Application

Applicants must complete the published application, which will include questions regarding the applicant's experience with FCCLA, prior Board service, etc. Approval from the applicant's school administrator and/or direct supervisor is required for the application to be considered complete.

The application will be available by March 1 and must be submitted by April 15.

Review & Selection

All applications will be reviewed by the Board of Directors, and applicant(s) selected to serve as Board Member(s) will be announced by May 15.

Term of Office

Member terms begin June 1 and end on May 31.

Vacancies

When a position is vacant or a term opens, email communication, including an application will be sent to appropriate candidates announcing these vacancies.

Applications will be announced and accepted for one month after initial communication of the vacancy. Application process for vacant positions will follow the established selection policy.

If a vacancy occurs before a member's term begins, the applicants not selected for the position will be reconsidered.

Applicants filling a vacant position will serve for the unexpired term of their predecessor in office with an option to apply for an additional term(s) (up to two consecutive 3-year terms).

Vacancies in positions from related organizations (FCSTN, NAFCS) will be appointed by their respective organizations.

Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining Board Members.

Board of Directors Officers & Committees

adopted August 2025

Officers of the Board

Chairperson

Any voting Board Member shall be appointed to serve as the Chairperson of the Board of Directors by a majority vote of the Board of Directors at any regular or special meeting. The Chairperson may serve in that capacity until his or her successor is duly elected and qualified; provided, however, the Board may appoint a new Chairperson at any regular or special meeting of the Board.

The principal role of the Chairperson of the Board of Directors is to manage and to provide leadership to the Board of Directors. The Chair is accountable to the Board and acts as a direct liaison between the Board of Directors and the State Adviser. The Chair acts as the communicator for Board decisions where appropriate.

If the Chair is absent from a meeting, another officer will assume the responsibility.

Treasurer/Chair-Elect

Any voting Board Member shall be appointed to serve as the treasurer of the Board of Directors by a majority vote of the Board of Directors at any regular or special meeting. The Treasurer may serve in that capacity until his or her successor is duly elected and qualified; provided, however, the Board may appoint a new Treasurer at any regular or special meeting of the Board.

The principal role of the Treasurer of the Board of Directors is to oversee the organization's financial health and ensure sound fiscal management. The Treasurer also serves as the chair of the Finance Committee and provides a regular financial report to the Board of Directors. In the event the Treasurer cannot attend a meeting of the Board of Directors, the Treasurer will provide a written report and/or share the report for another finance committee member to deliver.

The Treasurer should have at least one year of service on the Board before being elected.

The Treasurer will also serve as the Chair-Elect.

Secretary

Any voting Board Member shall be appointed to serve as the Secretary of the Board of Directors by a majority vote of the Board of Directors at any regular to special meeting. The Secretary may serve in that capacity until his or her successor is duly elected and qualified; provided, however, the Board may appoint a new Secretary at any regular or special meeting of the Board.

The principal role of the Secretary of the Board of Directors is to keep minutes of the meetings of the Board of Directors. In the event the Secretary cannot attend a meeting of the Board of Directors, the Chair may appoint any member to keep the minutes for the duration of the meeting.

Committees of the Board

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of two or more Directors. Except as otherwise limited by applicable law, any such committee can be granted the authority of the Board of Directors in the management of the Association. The creation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed by law.

Other committees not having and exercising the authority of the Board of Directors in the management of the Association may be designated by a resolution adopted by a majority of the Directors present at a meeting where a quorum exists. The Board of Directors Chairperson shall appoint the members of any such committee, which may consist of any number of Board Members, local FCCLA chapter advisers,

local FCCLA chapter members or officers, State Officers, or any other person or persons deemed appropriate by the Chairperson. Any member thereof may be removed by the Chairperson of the Board of Directors, in his or her sole discretion.

Executive Committee

The Executive Committee shall consist of the Board Chairperson, Board Secretary, State President, and State Adviser. This committee shall address issues that arise within the Board.

Finance Committee

It is recommended that the Committee minimally include the State Adviser, Treasurer, Chair, Past Chair, and one or two members not on the Board.

The Finance Committee will assist the Board of Directors in its oversight responsibilities relating to fiscal management. In furtherance thereof, the Committee will:

- Review and recommend approval of an annual operating budget;
- Regularly review financial results;
- Ensure the maintenance of an appropriate capital structure; and,
- Oversee the management of organization-wide financial assets.

In addition, in order to assist Nebraska FCCLA in the proper and prudent management of its financial resources, the Committee will ensure that management employs personnel and systems capable of providing timely and accurate financial information to key decision-makers.

Annually, the Committee will review the proposed annual operating budget for the ensuing fiscal year as presented by management. After review and amendment, if necessary, the Committee will recommend a final operating budget to the full Board of Directors for approval.

Quarterly, members of the Committee will receive and review financial statements consisting of the then current year-to-date: (1) statement of financial position, (2) income statement, (3) operating statement; and (4) key financial performance benchmarks that the Committee deems relevant from time- to-time. These financial statements will be accompanied by a narrative from the State Adviser highlighting any financial issues and, where necessary, actions related thereto.

Board Attendance Policy

adopted 07/20/2015, revised August 2025

Background

This Board meeting attendance policy is to clearly indicate the expectations of participation in Board meetings and conference calls. It is understood that on occasion Board Members cannot attend a meeting due to travel restrictions imposed by their local district or organization or for some other unforeseen complication. It is believed that having a policy in place will not only clarify Board member responsibilities but could also be a useful tool for Board Members to indicate their responsibilities when requesting permission to travel to Board meetings.

Policy

Regular attendance at Nebraska FCCLA Board meetings is essential so that decisions made represent the opinions of the Board as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. Because Nebraska FCCLA Board Members are elected to represent regions and specific constituencies, it is particularly important for Board Members to be in attendance so that those being represented have a consistent voice in association business.

Board Members are expected to attend all of the scheduled Board meetings for the year, including in-person meetings and virtual meetings.

If a Board Member misses two consecutive Board meetings. The Chairperson will contact the member to discuss the situation. The member's response will promptly be shared by the Chairperson via email with the Executive Committee. The Executive Committee will decide what actions to take regarding the Board member's future membership on the Board. If the Executive Committee decides to terminate the Board member's membership on the Board, the Chair will contact the Board member in question and inform them of the decision. The Executive Committee will promptly initiate a process to begin recruiting a new Board member.

Conflict of Interest Policy

Adopted 07/20/2015

Purpose

The purpose of the Conflict Of Interest policy is to protect the association's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or employee of the corporation. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Statement of Belief

The Board of Directors shall make decisions in the best interests of the corporation only and without regard to the personal, family, financial, or professional interests of any individual Board Member.

Definitions

1. **Interested Person:** Any director, officer, member of a committee with Board delegated powers or employee 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 group of affiliated organizations of which the corporation is a part, he or she is an interested person with respect to all entities in the group.
2. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, professional, investment, or family –
 - a. an ownership or investment interest in any entity with which the corporation has a transaction or arrangement, or
 - b. a compensation arrangement with the corporation or with any entity or individual with which the corporation 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 corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature (e.g. generally more than \$50).

Procedures

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest to the Board of Directors, on a timely basis, for consideration of the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest, the interested person shall leave the Board of Directors meeting while the financial interest is discussed, and a vote takes place. The Board of Directors shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

The Chairperson shall, if appropriate, appoint a disinterested committee of Board Members to investigate alternatives to the proposed transaction or arrangement.

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

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances

that would not give rise to a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the corporation's best interest or for its own benefit and whether the transaction is fair and reasonable to the corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Violations of the Conflicts of Interest Policy

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

If, after hearing the response of the member or employee and making such further investigation as may be warranted in the circumstances, the Board of Directors determines that the member or employee has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.

Record of Proceedings

The minutes of the Board of Directors contain:

- a) the names of the person who disclosed or otherwise were found to have a conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed.
- b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Annual Statements

Each Board Member, officer, member of a committee with Board delegated powers or employee shall annually sign a statement that affirms that such person:

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

Whistleblower Policy

Adopted 07/20/2015

Should any person have knowledge of any illegal or unethical conduct in connection with the finances or other aspect of Nebraska FCCLA operations, that person should inform the State Adviser. If the alleged wrongdoing concerns the State Adviser, then the Chairperson or Treasurer of the Board of Directors should be notified instead.

Should the State Adviser, Chairperson, or other Member of the Board of Nebraska FCCLA receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspect of the organization's operations, that person shall inform the Executive Committee.

The Executive Committee shall investigate all credible allegations. At all times respecting the privacy and reputation of individuals involved to the extent possible, the Executive Committee shall inform the Board of Directors if any material allegation is confirmed, or if the Committee otherwise believes that the Board of Directors should be made aware of the situation. Should any member of the Executive Committee be the subject of an allegation of wrongdoing, that member shall recuse themselves from any investigation, deliberation, and decision-making.

There will be no punishment or other retaliation for the good faith reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation or resolution.

Reimbursement Policy

Adopted 07/20/2015, revised August 2025

Board Member involvement is a priority for Nebraska FCCLA. and thus the association encourages its members to serve as the association's representatives on taskforces, at meetings, etc. When Nebraska FCCLA Board Members are traveling to activities, meetings, events, etc. in their role as a Board Member, Nebraska FCCLA may be able to reimburse for expenses incurred, only when their employer is unable to and if approved by the Board of Directors. Any expense reimbursements that have not been approved as part of the annual budget must require pre-approval by the Board of Directors.

- Board Members must use the most cost effective and reasonable transportation.
- No alcoholic beverages, others forms of entertainment, or special events will be reimbursed.
- All airfare and hotel reservations must be made through and paid for by the traveling individual and/or their employer. Booking the lowest fares and hotel rates.
- Nebraska FCCLA will only reimburse meals not provided at the event the member is attending. Meal reimbursements will be capped at the GSA rate for the event location.

Board Members must complete the Nebraska FCCLA Reimbursement form within 60 days of the trip. The form must be completed, signed and dated and returned with all receipts; any expenses without receipts will not be reimbursed.

Investment Policy Statement

Adopted 07/20/2015, Revised 05/09/2022

Purpose of Statement

The purpose of this Statement of Investment Policy is to:

1. Establish and document the investment objectives, philosophy, policies, guidelines and goals.
2. Provide the Investment Manager with a written document of said investment objectives, philosophy, policies, guidelines and goals of the plan so that the Investment Manager clearly understands the investment philosophy of the Nebraska FCCLA Board of Directors.
3. Clearly communicate to the Investment Manager its role and responsibilities in managing assets for the plan, including expected performance, risk tolerance, investment guidelines and communication with the Board or its designated representatives.

It is intended that this Statement provide meaningful guidance in the management of the plan's assets.

This statement will be reviewed, at a minimum, on an annual basis and will be revised if necessary.

Investment Objectives

1. Preservation of principal
2. Seek to conserve and enhance the capital value within guidelines
3. Achieve returns consistent with benchmark of investments

It is the intention of the Nebraska FCCLA Board of Directors that the investment manager makes reasonable efforts to preserve the principal provided to them, but preservation of principal shall not be imposed on each individual investment. It is understood that there will be months and quarters in which a negative rate of return will be experienced.

Types of Assets

In order to provide the investment manager with the freedom to invest in various types of assets, the following items are expressly approved for investment purposes:

- Common Stock
- Preferred Stock
- U.S. Government Securities
- Convertible Securities
- Bonds with an "A" or higher rating by Moody's and Standard & Poor's. i.e. Investment Grade Securities
- Money Market Funds
- Zero Coupon Bonds
- Certificates of Deposit

All assets selected for inclusion in the portfolio must have a readily ascertainable market value and must be readily marketable.

The following types of assets or transactions are expressly prohibited:

- Selling Short
- Commodities
- Options

Investment Market--Assets

All equity purchases should be made in highly liquid companies where the ability to gain a fair sales price at any time is assured. It is expected that all stock purchases could be made on the New York Stock Exchange, the American Stock Exchange or the “OTC” Exchange.

Asset Allocation

A relatively passive approach should be taken to asset allocation. The Investment Manager should maintain the policy asset allocation listed below except for those occasions when the Investment Manager, in consultation with the Nebraska FCCLA Board of Directors, assesses the equity and fixed income markets as extremely positive or negative.

Stated below is the policy asset allocation at market. This is the long-term asset allocation desired by the Board, which should approximate the actual average asset allocation over a three-to-five year period.

Also, stated are the maximum and minimum asset allocation levels at market for each asset category. (2022)

<i>Asset Class</i>	Target Allocation Range	
	<i>Minimum</i>	<i>Maximum</i>
Cash	0%	10%
Fixed Income	20%	50%
Equity	50%	80%

Fixed Income

These guidelines and policies apply to fixed income securities with greater than one year to maturity. The purpose of holding fixed income assets in the Plan is to provide income, help control the volatility of the rate of return of the total portfolio, and to preserve capital.

The minimum quality rating of any single fixed income security held in the Plan is “A” by Standard and Poor’s and “A” by Moody’s. If the rating of any bond should fall below either of these levels, the bond should be sold within 60 days of the date of the rating change provided that the security is liquid and can be sold easily without significantly impacting the bond’s price or hurting the performance of the total portfolio.

In addition there shall be a liquid reserve or money market account equal to at least (3) three months of anticipated expenses.

Asset allocation shall be reviewed and revised at least annually.

Investment Performance and Measurement

The investment performance of the portfolio shall be measured against appropriate benchmarks. Although investment objectives may not be achieved each quarter or each year, it is expected that they will be achieved over capital market cycles, which normally last over a three to five year period.

Meetings & Reports

Statement of investment shall be provided monthly. Performance reports shall be provided at least annually. Meeting shall also be held periodically to discuss the outlook for the economy, and the securities market as they relate to investments. Changes to these general objectives and policies may only be made by mutual agreement, in writing

Spending Policy (2022)

The annual disbursement of funds from the Nebraska FCCLA Investment will initially be set at 3% of the applicable account value. The applicable account value will be calculated by taking the average of the fair market value on the last day of the calendar year for the preceding five years. The payout

percentage will be reviewed by the Board of Directors annually to determine if the current economic conditions warrant a change.

The disbursement of these funds shall occur in the following way:

- 75% of the value on August 15
- 25% of the value on March 1

The funds that are disbursed shall be spent in the following manner:

- up to \$5,000 to cover the cost of the keynote speaker at the Fall Leadership Workshop
- remainder of the disbursement, up to \$3,000, to cover the cost of a joint SPOT/District Officer Training
- remainder of the disbursement, if any, to offer competitive Chapter Grants

Fiscal Reserve Policy

Adopted 07/20/2015

The Board of Directors operates under the informed practice that it is both appropriate and prudent to have in reserve one year's worth of operating expenses.

The policy of Nebraska FCCLA is to have one year's worth of operating expenses in reserve to protect the organization's interests in the event of an economic downturn or to provide a one-year grace period should the association go out of business.

Endorsement Policy

Adopted 07/20/2015, revised August 2025

Endorsements will be given only for those services and activities that are consistent with the mission, purpose, and strategic direction of Nebraska FCCLA. The service or activity must satisfy recognized needs of the association's members.

Generally, Nebraska FCCLA will not assume any cost or responsibility for delivery of the service or activity it is asked to endorse. If staff time or costs are required, then there must be financial reimbursement commensurate with the required expenditure of time and money.

All endorsement requests must be submitted to the Board of Directors in writing and must include the following information.

1. A brief description of the service or activity;
2. Information on how the service or activity will be delivered;
3. Whether the activity is intended to generate a profit for the sponsoring organization;
4. Whether the endorsement carries with it any financial obligation for Nebraska FCCLA;
5. How the service or activity will be promoted and the specific references that will be made to Nebraska FCCLA endorsement and other supporting organizations.

All endorsements must be approved by the Nebraska FCCLA Board of Directors. If time does not permit, the State Adviser and the Executive Committee will approve the endorsement of only those services and activities that meet the criteria listed above.

Nebraska FCCLA reserves the right to withdraw its endorsement at any time if it is determined that the service or activity has failed to fulfill the recognized criterion for endorsement or any other reason deemed appropriate by the Nebraska FCCLA Board of Directors or Executive Committee.

Partnership Policy

Adopted 07/20/2015, revised August 2025

Partnership development is a priority for Nebraska FCCLA. Developing a network of organizations that are mutually supportive of each other's goals, mission, and vision is essential to the continued expansion, growth, and strengthening of family and consumer sciences and FCCLA. Nebraska FCCLA has benefited from its partnerships with the public and private sectors, business and industry, labor organizations, and other education associations, etc. However, these partnerships are often informal. As the opportunity to formalize partnership relationships presents itself, Nebraska FCCLA has developed the following guidelines to assist the Board of Directors in its decision to enter into a more formal partnership with an organization or entity.

- For Nebraska FCCLA and other entity to enter into a partnership, the following must be met: a written request must be presented to the Nebraska FCCLA Board of Directors. The request must outline the mutual benefits, roles, responsibilities, obligations, and benefits involved with being a partner.
- The mission, vision, strategic goals, and purposes of the potential partner must be consistent with those of Nebraska FCCLA.
- Partnership with any entity should not require any financial commitments unless specifically stated and agreed to by the Nebraska FCCLA Board of Directors.
- Partnership with any entity does not preclude Nebraska FCCLA from being a partner of another similar organization or entity.
- Partnership with any entity does not imply endorsement of its products, services, etc. Endorsement is a separate issue, governed by the Nebraska FCCLA Endorsement Policy.
- Nebraska FCCLA's name and logo cannot be used by the partner without Nebraska FCCLA's written consent.
- Nebraska FCCLA can decide to revoke its partnership status with any partner at any time.

Record Retention Policy

Adopted 07/20/2015

The Association creates a wide variety of records for both internal office use and external uses, such as Board, Committee, and task force meetings and communications with members. This policy identifies key records and describes the retention periods for hard copy and electronic forms of these records. This policy will help ensure that the Association maintains essential records for tax, audit and historical purposes, while providing for the systematic destruction of documents based on government recordkeeping requirements and business needs. Retention of records that are not otherwise necessary to conduct business is both expensive and inefficient and could expose the Association to legal challenges based on outdated or irrelevant materials.

Generally, documents should be retained only so long as they are (1) necessary to the current conduct of the Association business; (2) required to be kept by statute or government regulation; (3) relevant to pending or foreseeable investigations or litigation. Generally, drafts of documents should be destroyed after the document is in final form.

Courts make no distinction between electronic (e.g., email) and paper documents when ordering the production of discovery. Therefore, this Policy applies to all documents and records, in whatever form, unless otherwise specified. Association records include documents or publications created by Association employees, members, officers, the Board of Directors, and third parties employed by the Association for the purpose of communicating with members or managing the affairs of the Association.

As a reminder, all records should be written with the expectation that they may be read by persons other than the intended recipient. Thus, all documents should be drafted in a courteous and professional manner. Although it may sound arcane, some sensitive communications should only occur orally.

This Policy also provides that confidential or privileged documents remain protected from disclosure. Confidential records should be distributed on a “need to know” or “as needed” basis. Documents with sensitive information should be secured and access or distribution limited. Communications containing legal advice should be marked “Confidential and Privileged” and clearly identify the authors or recipients as lawyers. Employees, officers or Directors should not redistribute documents containing privileged attorney-client information without specific authorization from the attorney.

Documents should not be retained past the designated times set forth in this Policy. In addition, all paper and electronic files should undergo periodic review by staff, at least annually, to ensure compliance with the Policy.

Should the Association be engaged in litigation or receive a subpoena for documents, the Record Retention Policy may be suspended on advice of legal counsel. The destruction of any documents in such circumstances may be inappropriate.

Document Type	Retention Period
Organization Documents	
Advertisements (For Employment)	4 years
Annual Meeting Minutes And Agendas	Permanent
Articles Of Incorporation And Amendments	Permanent
Audit Reports	5 years
<u>Accident Reports/Claims</u>	
Active	Permanent
Settled	7 years after settled

Bank Reconciliations	5 years
Bank Statements	5 years
Budgets	5 years
Bylaws	Permanent
Cancelled Checks	5 years
Payroll	5 years
Routine Payments	5 years
Important Payments (Taxes, Property, Etc.)	Permanent
Check Register	5 years
<u>Correspondence</u> General, Routine (If State Adviser, Administrative Assistant, Or Board Of Directors Is Originator If Forwarded To State Adviser, Administrative Assistant, Or Board Of Directors For Information Important	6 months No longer than necessary or until disposition of related file Permanent
Depreciation Records	Permanent
<u>Employment Applications/Resumes</u> Active Employees Not Hired	Permanent 4 years
Expense Reports	5 years
Financial Statements	5 years
<u>Grants</u> Awarded Non-Awarded	5 years after final expenditure report When no longer of reference value
<u>Insurance Policies and Records</u> Expired Active	10 years Permanent
Internal Audit Reports	5 years
Job Descriptions	Until suspended
Ledgers	5 years
Lists Of Members and Committees	Permanent
Memoranda Or Staff Notes	8 years
Mission Statements	8 years
Organizational Charts	Permanent
Payroll Records and Summaries	5 years

<u><i>Personnel Files</i></u>	
Active	Permanent
Terminated	5 years
Photographs	Permanent
Property Records	Permanent
Retirement and Pension Records	5 years
Tax Returns and Worksheets	Permanent
Timesheets/Reports	5 years
Training Manuals	Permanent
Vendor Invoices	5 years
Vouchers (employees, board members and others for travel, entertainment)	5 years
W-2 Forms	5 years
Workers' Compensation Documents	5 years
Legal	
Business Permits	Permanent
Claims And Litigation	Permanent
Contracts	5 years
Contracts – Drafts	Discard after final contract is signed
Correspondence – Legal	Permanent
Leases-Cancelled	10 years
Trademark Registrations and Copyrights	Permanent

Board Member Acknowledgment Form

Adopted 07/20/2015, revised August 2025

Conflict of Interest Annual Statement

In accordance with the Nebraska FCCLA Conflict of Interest policy, I hereby confirm that:

- I have received a copy of the Conflict of Interest policy;
- I have read and understand the policy;
- I have agreed to comply with the policy; and
- I understand that the corporation is a charitable organization and that, to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

After reviewing the Conflict of Interest policy

- ☐ I confirm that I have no financial interest in an entity which has intentions of entering into a transaction or arrangement with _____ or its affiliates.
- ☐ I confirm that I have a financial interest in an entity which has intentions of entering into a transaction or arrangement with _____ or its affiliates. The entity or entities in which I have a financial interest are as follows:

Acknowledgement

I acknowledge that I have received the Nebraska FCCLA Board of Directors Handbook and agree to read, understand, and abide by all policies and procedures it contains. I agree to always adhere to the Nebraska FCCLA Code of Ethics and Whistleblower Policy. I will also report any suspected misconduct or violations of law or policy as outlined in the Whistleblower Policy.

Name of Board of Directors Member: _____

Signature of Board of Directors Member: _____

Date: _____