

PARRISH Arts COUNCIL

Parrish Arts Council, Inc.

Policies

&

Procedures

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INTRODUCTION

- The Parrish Arts Council, Inc Policies & Procedures Manual has been developed to provide direction to those individuals responsible for carrying out the business of the Parrish Arts Council, Inc .Note: Throughout the rest of this policies and procedure manual the Parrish Arts Council, Inc will be refer to as (PAC).
- This manual is designed as a guide to orient new members on the Board of Directors, Committee Chairs and Standing Committees.
- The PAC Bylaws shall at all times supersede any materials contained in this manual. Bylaws and Policies & Procedures shall be in accordance with the then effective Florida Nonprofit Corporation Act, Chapter 617 of the Florida Statues (FS).

DEFINITIONS

POLICY: is an expression by the Board of Directors to proceed with a course of action that the Board desires for The PAC to pursue.

PROCEDURES: prescribe the ways of doing things i.e., a particular course of action; and the manner in which The PAC, is administered.

PAC: The Parrish Arts Council., Inc

BOD: The Board of Directors of the Parrish Arts Council, Inc.

CANDIDATE: one who seeks an office

NOMINEE: a person nominated for office

GENERAL ADMINISTRATIVE POLICIES

This Manual will be retained by the President and Secretary.

All revised policies and procedures shall be dated with the original date of implementation, the amended date and identified as originating from the PAC.

All contracts shall be reviewed by the Board of Directors and signed by the President.

Media issues requiring an immediate response will be addressed by the President and/or a designated Board Member/s.

- All Social media sites should be kept current.
- All press releases shall be maintained and filed with the Secretary.

MEMBERSHIP

Membership

The members shall not have any voting rights and may not take or initiate any action that has not been previously considered and approved by the Board of Directors.

Dues

Membership dues shall be established by the Board of Directors.

The membership dues are based on fiscal year (Jan - Dec)

Meetings of Membership

There shall be at least ONE meeting with the membership each year. The time and place of all meetings of the membership shall be determined by the Board of Directors.

The BOD or Officers will notify the membership via email, phone, mail or social media of an annual meeting. Members shall be notified 2 weeks prior to the annual meeting

Meetings of members will be held at the registered office of the Council or at any other place within the State of Florida.

The President shall preside over the Annual Meeting of the membership and will provide a summary of the previous year's activities of the PAC.

The purpose of this meeting is:

- Announcement of newly elected officers.
- Receiving reports from officers.
- Receiving reports from committees.
- For any other business that may arise.

BOARD OF DIRECTORS

Authority of the Board of Directors

The BOD is the governance committee that is empowered to control the entire management of the PAC. In the management and control of the property and affairs of the PAC, the Board of Directors is hereby vested with all the powers possessed by the Council itself, so far as this delegation of authority is not inconsistent with the laws of the State of Florida, with the Articles of incorporation or with the bylaws. The Board of Directors by resolution may delegate to committees of their own number, or to officers of the council, such powers as the Board may see fit.

Responsibilities

The BOD reviews committee and Officer reports and makes recommendations concerning committee's activities.

The BOD shall establish the PAC policy and procedures for conducting business and management functions of the organization.

Perform all duties entrusted to the Board of Directors of the corporation.

Debate and determine PAC policy and procedures regarding Council affairs.

Support the purposes and mission of the PAC and abide by the By-Laws and Policies.

Supervise and direct PAC business and financial affairs in an effective and efficient manner.

Develop, monitor and evaluate programs that implement PAC policy.

Identify relevant issues for presentation to the membership and appropriate committees.

Attend and be prepared for all BOD meetings.

Read all material distributed to the Board.

Review and request information on important matters requiring Board action.

Keep informed of work performed by board committees; serve effectively when assigned to committees or special projects.

Engage in committee and board discussions and contribute usefully to the analysis of proposals and presentations.

Understand and respect differences between board members.

Explore critical issues with other board members.

Meetings

The BOD shall hold its regular and special meetings at such time and places within or out of the State of Florida as the board deems to be in the best interest of the council.

The Board shall fix the time and places of its regular meetings...

There shall be no proxy voting. However, the board of directors may conduct business by mail ballot, teleconferencing, and other electronic means provided the results of the mail ballot and/or other electronic means become part of the board minutes.

Actions by the Board of Directors may be taken without a meeting if unanimous written consent of the Directors is obtained.

The transaction of business, at any board meeting, shall be limited to those members elected to serve on the board. The board may, invite non-board members to attend board meetings.

Notice of Meeting

The date, time and place of regular meetings of the Board of Directors may be changed by the President or a majority of the Board of Directors provided a minimum of seven (7) days notice is given by phone, fax, email or other electronic means or written communication.

- In the United States mail in a sealed envelope so addressed with postage prepaid.

- If notice is given by facsimile, such notices shall be deemed delivered if the facsimile machine indicates a successful transmission.
- If notice is given by other electronic means, i.e. email, notice shall be deemed to be delivered when the message indicates a successful transmission.
- If notice is given by telephone, such notice shall be deemed to be delivered when the message is given to answering party or recorded on an answering/voice mail machine.

Notice of special meetings stating the time and place shall be giving to the BOD directors at least 1 week prior to the special meeting. Notifications may be given via mail, phone or electronic communications.

In case of an emergency, the President shall prescribe a shorter notice to be given personally, by telephone, or email.

Quorum

- A quorum at a meeting of the Board of Directors shall be a majority of the Board of Directors serving at the time
- The transaction of business, at any board meeting, shall be limited to those members elected to serve on the board.
- There shall be no proxy voting. However, the board of directors may conduct business by mail ballot, teleconferencing, and other electronic means provided the results of the mail ballot and/or other electronic means become part of the board minutes.

Resignation

Any BOD may resign at any time by giving written notice to the BOD. Any such resignation shall take effect at the time specified therein or, if the time is not specified therein, upon its acceptance by the BOD.

The Directors at any meeting by vote of a majority of the entire board of directors may remove from office any director.

Absence from three (3) consecutive meetings of the Board of Directors or absence from five (5) meetings of the board of directors in a calendar year shall disqualify the director

from his/her seat on the board unless the board of directors waives these requirement due to exigent circumstances.

Officers and directors may be removed in the manner prescribed in the Bylaws.

OFFICERS

Officers

The Officers of this corporation shall consist of a President, Vice President, Treasurer, and Secretary.

Said officers must be a member of the Board of Directors and shall be elected by a majority vote of the Board of Directors.

Election and Qualification

Each Officer must have served on the BOD for at least 6 consecutive months before being elected as an Officer.

BOD and Officers shall be elected by a majority vote of the BOD. Officers shall be serving on the BOD at the time of election to his/her office.

The BOD shall have authority to fill any vacancy in any officer. The BOD shall also have full authority to set the compensation (if any) of all officers.

Each Office is a 2 year term.

President

The President shall be responsible for performing those administrative duties prescribed by the Board of Directors and shall report at each meeting of the Board on his/her activities.

The President unless some other person is specifically authorized by vote of the BOD aside from the Vice President, shall execute all written instruments of the PAC as approved by the BOD, such as contracts.

The President shall perform all duties commonly incident to his/her officer and shall perform such other duties as the Board of Directors shall designate.

The President shall attend all board meetings.

The President shall appoint all standing and special committee chairs with the approval of the board.

The President shall be an ex officio member of all PAC committees (except the nominating committee).

The President (or his/her board designee) shall serve as the official Council representative to all outside meetings to which the Parrish Arts Council, Inc., has been invited as a representative, or at which the Parrish Arts Council, Inc., wishes representation.

If a Finance committee is formed, the President shall serve on the Finance Committee.

The President is to prepare, prior to each meeting, an order of business showing in their exact order, under the correct headings, all matters known in advance that are due to come up.

The President shall appoint board members to board committees.

The President shall be notified for all expenditures over ~~\$500~~ \$100 and shall sign in the absence for the Treasurer, such as pay bills.

Vice President

The Vice President shall execute the duties of the President when the President is unable to do so.

The Vice President assists the President in implementing specified duties/opportunities.

The Vice President shall attend all board meetings.

The Vice President shall serve on the Executive Committee, if one exists.

The Vice President shall carry out special assignments as requested by the Board President.

The Vice President should be able to understand the responsibilities of the Board President and be able to perform these duties in the absence of the President.

The Vice President shall participate as a vital part of the board leadership.

The Vice President shall serve as the Governance / Advisory Committee Chair, if committee exist.

Secretary

The Secretary shall perform all the duties commonly incident to his/her office;

- The Secretary shall keep accurate minutes, with appropriate attachments, of all meetings of the Board of Directors/Officers and general membership meetings.

- Provide copy of all minutes of the Board/Officers and Membership meetings to the board for review and comment before a final draft is voted on by the Board of Directors.
- Shall make the membership minutes and record available to members upon request. Board minutes are not open to members viewing unless the board grants permission.
- Keep a file of all committee reports.
- In the absence of the Secretary at a board meeting, the President shall designate a Board member to record the minutes of the meeting.

The Secretary sends notices and may be required to perform other duties as directed by the board or President.

The Secretary shall notify officers, and committee members of their election or appointment.

The Secretary shall furnish committees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.

The Secretary shall maintain a record book in which Bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

The Secretary in the absence of the President and Vice President, to call the meeting to order and preside until the immediate election of a President.

The Secretary shall maintain all board records except financial records which are maintained by the Treasurer.

The Secretary will prepare and issue PAC correspondence when requested by the President, board of directors and/or the membership.

The Secretary shall keep Policies and Procedures up to date.

The Secretary shall attest to all documents executed by the President.

The Secretary shall have charge of the corporate seal and shall attest all written instruments of the PAC executed by the President and affix the corporate seal thereto.

The Secretary shall maintain a list of the BOD, the Officers and the members and retain them with the PAC records.

Treasurer

The Treasurer shall have the care and custody of the money, funds, valuable and documents of the corporation and shall have and exercise under the supervision of the board of Directors all the powers and duties commonly incident to his/her office.

The Treasurer shall keep accurate accounts of the Parrish Arts Council, Inc.'s transactions which shall be the property of the corporation.

A Treasurer's report shall be given at the monthly meeting of the Board of Directors.

The Treasurer shall perform other duties as the President or board may determine.

The Treasurer shall prepare an Annual Treasurer's report for presentation to the membership at the Annual Meeting.

The Treasurer shall prepare an Annual Budget for submission to the board for approval prior to the fiscal year (if applicable). The fiscal year is January 1st through December 31st.

The Treasurer, if a Finance committee is formed, the Treasurer shall chair the finance committee and the finance committee shall assist in the formulation of the budget.

The Treasurer shall reconcile the dues collected and membership status with the Membership chair.

Financial Transactions shall be performed in proper accounting order.

The Treasurer will ensure that all taxes are filed and paid in a timely manner.

The Treasurer shall see that audits are executed per the following:

- An Internal Audit will be conducted at the end of each fiscal year.
- An Internal Audit will be conducted at the termination of the Treasurer's tenure
- An ~~External~~ examination of the PAC financial records will be conducted at least every three (3) years by BOD members excluding the Treasurer, per the FL Statute 496.407. However the Treasurer may be present for questions during the review. The BOD shall approve each month the month Financials to which would give the BOD an inside to Financials throughout the year.

COMMITTEES

The BOD may establish committees from time to time or have standing committees. Committee Chairs responsibilities include -

- Directs the work of the committee toward completion of projects.
- Prepares and distributes an agenda of committee meetings in a timely fashion
- Assures all needed materials (handouts, etc.) are available.
- Arranges meeting space.
- Convenes and conducts committee meetings.
- Assures the recording of minutes of all committee meetings. This can be assigned or rotated to committee members.
- Submits minutes to the BOD.
- Communicates with committee members on a regular basis.
- Communicates with other committee chairs on an ongoing basis to exchange ideas regarding PAC work.
- Reports to the BOD and Event Planner and when applicable to the membership at their respective meetings and communicates with the President.

Board Committee

The Board Committees report to the Board of Directors and is expressly required in our By-Laws. Its purpose is to structure and manage the Board's work. There are four functions the the Board Committees serve:

- Divide up the work of the organization
- Expedite work by removing routine tasks from monthly board consideration and meetings
- Utilize the specific talents and knowledge of Board Members

- Permit broader participation by all Board Members

Executive Committee

The Executive Committee is a Board Committee composed of the board officers, the chairs of the standing committees and a number of members as specified. Members are either elected by the entire board or are appointed by the President or Chair of the Board.

The Executive Committee is responsible for planning the work of the board, to exact responsibility from members by providing agenda and other guidelines for board actions and to provide guidance for the organization between board meetings.

Finance Committee

The Finance Committee is a Board Committee chaired by the Board/ Officer's Treasurer to oversee the creation of the budget, monitor and report on the financial status and activities of the organization, ensure the financial policies and practices are followed, and oversee investments.

Standing Committees

The Standing Committees are established on a permanent basis. These committees analyze issues within their areas of jurisdiction and make recommendations to the Board of Directors. The Board assigned committees report to the Event Planner, Officers and the Board of Directors. All Standing Committees report up to the Event Planner to make sure that resources aren't over exhausted, dates don't have overlap and that we aren't duplicating our efforts. The committees resources or objectives may overlap, depending on the program, event or activity. All committees will need to work with each other at times. Each Standing Committee should have a lead. The lead of each committee may attend the Board and Executive Meetings to keep each apprized of the progress or status. Each committee lead will also include a status report (project/ event documentation) to the Board / Officers each month.

Event Planner

The Event Planner reports to the Board of Directors and Officers. The Event Planner may attend as many programs, activities and event type of meetings as possible, but may not make all. If the Event Planner can't attend, the project lead will lead the meeting, event or activity. The Event Planner is there to help plan and organize for all programs, events and activities, as possible. The Event Planner is responsible for keeping a calendar of all activities.

Working sub-committees will be needed from time to time. The Event Planner or Committee Chairs will assign when sub-committee are needed. The sub-committees report up through the committee they were created for.

Program Committee

This committee is responsible for planning and coordinating programs and events, recommend programs/events and program/event budgets to the Board for approval, prepare annual report for the Annual Membership Meeting and each Board/Officer's meetings, monitor all programs so that they are in keeping with the mission of PAC, evolution programs from previous year's and compile any comments and suggestions prior to selecting topics and speakers for the budgeting year, responsible for sending invitation letters to speakers and confirming their acceptance, remind members fo meetings via mailings, electronic mailings, telephone calls, website, newsletter, social media or newspapers, coordinate the publication date, time, place and details of programs for publication, perform such other duties as may be ascend by the President or Board. The events are usually open to the public and usually will have a cost associated with them. The programs need to align with our mission and purpose. The programs committee is an umbrella for the Membership and Youth Art Committees. Some examples of programs are Plein Air, Art Market, This Old House book, Paint Around and Murals. (Murals is a program for beautification of Parrish and surrounding communities). Several of these tend to have their own committee.

Membership Committee

This committee is responsible for developing a membership drive plan or program to promote member recruitment and retention, processing applications for membership, managing and coordinating the membership directory and list, keep a file of membership applications, managing the membership table at events/programs, organizing and leading the members activities (plays, dinners, ArtsConversation & etc), reconciliation of the dues collected and membership status with the Treasurer or or Finance Committee, submit committee news items, advertise and promote membership as approved by the Board of Directors, prepare an annual report for the Annual Membership Meeting, prepare membership status report for Board of Directors/ Officers's meetings, recommends renewals to be sent out 30 days before expiration (typically will be Dec 1st). Additional tasks can include creating Facebook events, sending event emails to the membership and maybe some phone calls and identifying and welcoming new members at each meeting and with welcome packets.

Youth Art Sub-Committee

This sub committee under the Programs Committee and is responsible for helping to create programs and activities to promote art to the youth. There may be a cost depending on the event/activity.

Activities Committee

This committee is responsible for planning and coordinating activities that aren't a program and generally do not cost, however does include non- program fundraising or involved getting new members These activities are generally for members only and 1 guest. Fundraising events are events that do outreach to the public. Some examples of activities include trips to learn or work in a medium that aren't programs, activities are the Florida Railroad Museum, Rocky Bluff Library Art Wall and Display Case, Heritage Days. Several of these tend to have their own committee.

Marketing/Communications Committee

This committee is responsible for marketing and communication for our group for all events and in general. There is no cost associated with the marketing side of the committee as the cost should be tied to a program, specific marketing item or G&A. This can include social media, website and communications. There will be some cost associated with this committee. Communications can include newspaper articles, press releases, interviews (unless a specific person has been requested) and a monthly membership newsletter. Social Media can include Facebook, Instagram and Twitter. Any communications from the different committees should have representation

from the Media / Social Media Committee, even if representative can't make meetings. The BOD will designate a member to be the web master that will do all website posting, unless the web master has designated someone else. Additional social media task include continually making assessments of the PAC website and social media, determine goals for the PAC's website and social media presence and how best to achieve the goals.

Board Development and Advisory Committee

The Board Development or Governance Committee is often a standing committee that oversees the identification, recruitment, orientation, training, and retention of board members. The President will designate the Chair of this committee. This committee looks for opportunities to strengthen and evolve the board's effectiveness, capacity, composition, and ability to lead the organization into the future. It orients new board members to ensure they understand and fulfill their responsibilities; reviews and recommends governance policies to the board of directors for action; reviews and makes recommendation to the board of directors when a code of conduct or intellectual property policy violation has been alleged. The committee will solicit nominees, prepare a slate of candidates for elected offices and shall submit such to the Board of Directors, no later than fourteen (14) days prior to the Board Meeting and supervise the election process.

Board Members may provide nominees to be considered provided that the nominee has consented to being nominated. The candidates receiving the higher number of votes shall be declared to be elected.

Recommended Qualities For Nominees

- Be a member of the Parrish Arts Council, Inc.
- Demonstrates an interest in the Mission of the Parrish Arts Council, Inc.
- Be articulate at expressing views regarding various ideas and issues.
- Demonstrate the ability to identify and use appropriate channels of communication.
- Demonstrate leadership skills as evidenced by past professional responsibilities.
- Demonstrate the ability to work well in group and support group decisions.
- Proven leadership skills, previous participation, and geographic location.

BUDGET PROCESS

Fiscal Year

- The Parrish Arts Council, Inc. budget year shall be January 1st through December 31st.
- The Budget shall be prepared annually by the finance committee or in the absence of a finance committee, by the treasurer for board review and approval.

Contingency Fund Policy

This Fund may be established to provide money to be used by the President for emergency donations to individual member(s) of The Parrish Arts Council, Inc..

Some examples (but not limited to these examples) would be:

- Death of a member
- An unexpected illness
- Funds for memorials and/or flowers
- Petty Cash Fund
 - This fund is a small fund of cash kept on hand and maintained by the President for purchases or reimbursements too small to be worth submitting to a more rigorous purchase and reimbursement procedure of THE PARRISH ARTS COUNCIL, INC.
 - The fund is not to exceed \$200.00

POLICIES

Code of Ethics Policy

Mission

Parrish Arts Council is a non-profit organization which serves Parrish and the surrounding communities. It is dedicated to building and enriching the community through the arts.

About PAC

Parrish Arts Council is a non-profit that :

- financially supports art education for K-12
- provides art workshops and classes for people of all ages
- sponsors art exhibitions
- hosts art themed social events for the community
- facilitates art sales in a way that is affordable for local artists.

Personal and Professional Integrity

All Board members, volunteers, committee chairs, officers and BOD of the PAC shall act with honesty, integrity and openness in all their dealings as representatives of the organization. The PAC promotes a working environment that values respect, fairness and integrity.

Responsible Stewardship

The Parrish Arts Council, Inc., shall manage their funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission.
- The organization will whenever it solicits funds, has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs.
- The organization does not accumulate operating funds excessively;
- That the organization, if receives endowments, (both foundations and public charities) will prudently draw from endowment funds consistent with donor intent and to support the public purpose of the organization.
- That the organization ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization.

Openness and Disclosure

The Parrish Arts Council, Inc., shall provide comprehensive and timely information to the public, media, and is responsive in a timely manner to reasonable requests for information. All information about the PAC will fully and honestly reflect the policies and practices of the PAC.

Program Evaluation

The Parrish Arts Council, Inc. shall regularly review its program effectiveness and has mechanisms to incorporate lessons learned into future programs. The PAC is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

Inclusiveness and Diversity

The Parrish Arts Council, Inc. promotes inclusiveness in its members, volunteers, officers, committee heads and board of directors reflecting diversity in order to enrich its programmatic effectiveness.

Fundraising

The Parrish Arts Council, Inc. shall raise funds, and be truthful in their solicitation materials. The organization shall respect the privacy concerns of individual donors and expend funds consistent with donor intent. The PAC shall disclose important and relevant information to potential donors.

In raising funds from the public, the PAC will respect the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial reports.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.

- To be assured that information about their donations is handled with respect and with confidentiality to the extent appropriate.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Non-Discrimination Policy

The Parrish Arts Council, Inc does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited too, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Reference: Sections 760.01-760.11 and 509.092 shall be cited as the “Florida Civil Rights Act of 1992.”

Whistle Blower Policy

Strengthened protection of whistleblowers is one of the provisions of Sarbanes-Oxley that is applicable to nonprofits. After the Council approves the inclusion of the following statement in the Board Handbook, each Council member will receive a copy and the Board of Directors will ensure that the policy is given to and acknowledged by all volunteers. In addition, The Board of Directors will ensure that the whistleblower protection notification is included in the Handbook.

If any employee, volunteer, or Council Member reasonably believes that some policy, practice, or activity of the PAC is in violation of law, a written complaint may be filed by that person with an officer or the President.

It is the intent of PAC to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members, volunteers, officers, committee chairs, Board of Directors is necessary to achieving compliance with various laws and regulations. A member, volunteer, officer, committee chair, board of director is protected from retaliation only if that person brings the alleged unlawful activity, policy or practice to the attention of a person on the Board of Directors or Committee Chair and provides them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to the members, volunteers, officers, committee chairs, board of directors that comply with this requirement.

PAC will not retaliate against a member, volunteer, officer, committee chair or board of director who, in good faith, has made a protest or raised a complaint against some practice of PAC, or of another individual or entity with who PAC had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

PAC will not retaliate against a member, volunteer, officer, committee chair or board of director who discloses or threatens to disclose to the Board of Directors or a public body any activity, policy, or practice of the PAC that said person reasonably believes is in violation of a law, or a rule, or regulation mandated by the law or is in clear violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the organizational environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

Member/volunteer/officer/committee chair/Board of Director – Signature and Date.

Harassment

Parrish Arts Council, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, Parrish Arts Council, Inc. expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, Parrish Arts Council, Inc. maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all employer agents and employees and to members who engage in unlawful harassment in the workplace. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment or membership; or
 2. Submission to or rejection of such conduct by an individual is used as the basis of employment or membership decisions affecting such individual; or
 3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Employees or members who violate this policy are subject to discipline up to and including the possibility of immediate discharge or termination.

Any employee or member who believes he or she has been harassed by a co-worker, supervisor, member or agent of Parrish Arts Council, Inc. or by a non-employee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the Parrish Arts Council Board (Board). Upon receipt of a complaint, the Board will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee or member determined by the Board to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Employees or members will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by co-workers or co-members against any complainant or anyone assisting in a harassment investigation.

Source:

<https://www.councilofnonprofits.org/sites/default/files/documents/harassment-prevention-policy.pdf>

Conflict of Interest Policy

Purpose

The purpose of this conflict of interest policy is to establish the procedures applicable to the identification and resolution of conflicts of interest in the context of transactions or arrangements entered into by THE PARRISH ARTS COUNCIL, INC. where an Interested Person (defined below) may have a Financial Interest (defined below) in or Fiduciary Responsibility (as defined below) towards an individual or entity with which THE PARRISH ARTS COUNCIL, INC. is negotiating a transaction or arrangement. The determination that a conflict of interest exists does not prohibit THE PARRISH ARTS COUNCIL, INC. from entering into the proposed transaction or arrangement provided that the procedures set forth in Article III below are followed. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Definitions

~~1.~~ Interested Person

Any director, principal officer, employee, or member, of a committee with board-delegated powers who has either (a) a direct or indirect financial interest, as defined below (“Financial Interest”); or (b) a fiduciary responsibility to another organization, as defined below (“Fiduciary Responsibility”), 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 (which are spouse, children and step children, and other relatives living with such person):

- An ownership or investment interest in any entity with which THE PARRISH ARTS COUNCIL, INC. has a transaction or arrangement (including but not limited to grants); or
- A compensation arrangement with THE PARRISH ARTS COUNCIL, INC. or with any entity or individual with which THE PARRISH ARTS COUNCIL, INC. has a transaction or arrangement (including but not limited to grants);
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which THE PARRISH ARTS COUNCIL, INC. is negotiating a transaction or arrangement (including but not limited to grants); or
- Other than an arm’s-length relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and THE PARRISH ARTS COUNCIL, INC. related activities.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. Gifts and favors include any gratuitous service, loan, discount, money or article of value, but

does not include loans from financial institutional on customary terms, articles of nominal value ordinarily used for sales promotion, ordinary “business lunches” or reasonable entertainment consistent with local social or business customs.

A Financial Interest is not necessarily a conflict of interest, Under Procedures, Determining Whether a Conflict of Interest Exists, a person who has a Financial Interest may have a conflict or interest only if the board or appropriate committee decides that a conflict of interest exists.

3. Fiduciary Responsibility

A person has a fiduciary Responsibility towards an organization or individual if him or her:

- Occupies a position of special confidence towards such organization or individual;
- holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- Has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest averse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interest of the organization.

A Fiduciary Responsibility is not necessarily a conflict of interest. Under Procedures, Determining Whether a Conflict of Interest Exists, a person who has a Fiduciary Responsibility may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

Procedures

Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her Financial Interest or Fiduciary

Responsibility and all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangements.

Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest or Fiduciary Responsibility and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the final 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.

Procedures for Addressing the Conflict of Interest

- a. An interested person may make a factual presentation at the Board or Committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest. An interested person shall not actively participate in the discussion of, or vote on, the transaction or arrangement that results in the conflict of interest, either formally at a board or committee meeting or informally through contact with individual board or committee members. In addition, the interested person should not be counted in determining whether a quorum is present for the board or committee meeting at which transaction or arrangement that results in the conflict of interest is to be voted upon.
- b. The chair of the 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 board or committee shall determine whether THE PARRISH ARTS COUNCIL, INC. 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.
- d. If a more advantageous transaction or arrangement is not reasonable attainable under circumstances that would not give rise to a conflict or interest, the board or committee shall determine by a majority vote (or other voting requirement, as provided in the Bylaws of THE PARRISH ARTS COUNCIL, INC. of the disinterested directors whether the transaction or arrangement is in THE PARRISH ARTS COUNCIL, INC. interest and for its own benefit and whether the transaction is fair and reasonable to THE PARRISH ARTS COUNCIL, INC. 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

- a. If the board or committee has reasonable cause to believe that 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 response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Records of Proceedings

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

- a. The names of the person who disclosed or otherwise were found to have a Financial Interest or a Fiduciary Responsibility in connection with an actual or possible conflict of interest, the nature of the Financial Interest or Fiduciary Responsibility, any action taken to determine a conflict of interest existed.

- b. Conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- c. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation Committees

- a. Voting member of any committee with board-delegated powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from THE PARRISH ARTS COUNCIL, INC. for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements

Each director, principal officer, and member of a committee with board-delegated powers annually shall sign an acknowledgement and disclosure forms that:

- a. Affirms that such person has received and reviewed a copy of the conflict of interest policy and agreed to comply with its terms;
- b. Requires that such person disclose any Financial Interest in or Fiduciary Responsibility towards any entity such person believes may enter into a proposed transaction with THE PARRISH ARTS COUNCIL, INC. in the upcoming year.

Periodic Reviews

To ensure that THE PARRISH ARTS COUNCIL, INC. operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic review shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and is the result of arm's-length bargaining.
- b. Whether any grants are made to disqualified persons, or otherwise result in an excess benefit transaction.

- c. Whether arrangements with other organization conform to THE PARRISH ARTS COUNCIL, INC. applicable written policies, are properly recorded, reflect reasonable payments for goods and

- d. Services, if any, further THE PARRISH ARTS COUNCIL, INC.'S charitable purposes and do not result in inurement or impermissible private benefit.

Use of Outside Experts

In conducting the periodic reviews provided for in Periodic Reviews, THE PARRISH ARTS COUNCIL, INC. may, but need not, use outside experts. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

Parrish Arts Council Logos Usage Guidelines

The Parrish Arts Council logos are available for use by members that have paid their dues for the use of promoting and publicizing their membership and support of the arts council. By displaying the logo, members demonstrate their commitment to the mission of the arts council. The Parrish Arts Council thanks you for following these guidelines and appreciates your support of the arts and our community.

When using the logos, you are agreeing to the following guidelines:

- The logos may only be used by members that have paid their dues.
- The logos may not be used in a manner that disparages the Parrish Arts Council.
- The logos may not be altered in any way.
- The logos may be used on websites and Facebook pages.
- The logos may include a link to the Parrish Arts Council.
- The logos may be used in print advertisements as long as they do not appear that the Parrish Arts Council is promoting the member or member's goods and services in any way, nor do they bring negative publicity to the arts council.
- There three choices of logos that can be used:



- Otherwise this logo may be used:



- If contacted by the Parrish Arts Council Board and the user of the logo is requested to remove the logo and refrain from using it, the removal must happen immediately.

Privacy Policy

Privacy Notice

This privacy notice discloses the privacy practices for The Parrish Arts Council, Inc. This privacy notice applies solely to information collected by our web site and from any of our activities. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order.

Unless you ask us not to, we may contact you via email in the future to tell you about specials, new services, our activities or changes to this privacy policy.

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only those who need the information to perform a specific job (for example, Board of Directors, our Officers, event planner or committee members) are granted access to personally identifiable information as needed. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 941-254-1774 or via [email](#).

FORMS

Conflict of Interest Form The Parrish Arts Council, Inc.

1. CONFLICTING ORGANIZATIONS

I am a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of THE PARRISH ARTS COUNCIL, INC.

2. CONFLICTING ACTIVITIES/OBLIGATIONS

I am involved in no activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to THE PARRISH ARTS COUNCIL, INC., except for the following:

3. CONFLICTING BUSINESS OPPORTUNITIES/COMMITMENTS

I have not committed to, nor am I pursuing any business opportunity that does or might adversely affect THE PARRISH ARTS COUNCIL, INC. except for the following:

4. CONFLICTING RELATIONSHIPS

I do not have a Fiduciary Relationship with any person with whom THE PARRISH ARTS COUNCI, INC., is pursuing a business opportunity except for the following:

5. OTHER POTENTIAL CONFLICTS

Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed THE PARRISH ARTS COUNCIL, INC., Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Signature

Date

Print

Reimbursement Expense Form

From time to time, members may need reimbursement for a payment on behalf of the PAC. The following form must be completed in order to request reimbursement by a member. Fill out form below.

Reimbursement Expense Form
Parrish Arts Council, Inc.

Date: _____ Amount: _____

Pay to: Name: _____

Address: _____

City/State/Zip: _____

Description of Expense: _____

Purpose of Expense: _____

RECEIPT: Attached No Receipt

Person Requesting Payment: _____

Special Instructions:

Treasurer to fill out

Account Number/Budget Line Item Number: _____

Approved by: _____

Approved Date: _____

Ten Basic Responsibilities of Non Profit Boards

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

HISTORICAL AMENDMENTS

Original Date - June 21, 2013

February 28, 2017 - updated

May 20, 2019

Added additional pieces to the Non-Discrimination Policy

September 21, 2020

Re-arranged flow of document

Removed the Membership information included from the By-Laws.

Updated Reimbursement Form