



Necessary Policies and Documents

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Required

Articles of Incorporation
Establishes existence; filed with IRS.

Bylaws

Defines how organization is run

Mission statement

Concise purpose for being. Can be included in the bylaws.

The IRS wants to know

Executive Compensation Policy

Form 990, part VI

Salary, retirement, contributions, benefits, PTO.

Conflict of Interest

Form 990, part VI

How to identify, disclose and deal with situations where there is financial and other conflicts.

Document Retention/Destruction

Form 990, part VI

States that association adheres to regular business practices according to schedule.

Whistleblower Protection

Form 990, part VI

Protects staff or board members who raise issues about the organizations ethical or financial practices. Should clarify how to raise such issues.

Good Governance



Code of Ethics/Board Commitment

Outlines rules/ responsibilities/proper practices for members of the Board

Confidentiality

Agreement to keep confidential matters confidential within Board.

Antitrust

Prohibits contract, combinations in restraint of trade. Avoid agreements on prices, fees, and boycotts. Membership decisions must be based on published criteria (bylaws).

Apparent Authority

Guidance about who is authorized to make public statements on behalf of association. Also, how public statements should be handled

Strategic Plan

Sets direction for association

Personnel Handbook

Guidelines and summary information for employees

Travel and entertainment policy

What expenses will reimbursed and the process

Investment policy

Objectives for investing and risk tolerance