

AMERICAN SADDLEBRED HORSE ASSOCIATION

Document Retention and Destruction Policy

Adopted July 6, 2009

I. Purpose

This policy provides for the systematic review, retention and destruction of documents received or created by the American Saddlebred Horse Association in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the organization's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

The organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	15 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent

IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent

Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

The organization’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the organization operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Document Destruction

The organization’s Executive Secretary is responsible for the ongoing process of identifying those records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the organization and its employees or contract staff and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Source: National Council of Nonprofit Associations

AMERICAN SADDLEBRED HORSE ASSOCIATION

Conflict of Interest Policy

Adopted July 6, 2009

This Conflict of Interest Policy governs the activities of the boards and staffs of the American Saddlebred Horse Association. Questions about the policy should be directed to the Executive Secretary, and/or to legal counsel for the organization.

It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the employee's supervisor, (ii) the Executive Secretary, (iii) the president of the board of the Association, or (iv) legal counsel for the organization, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts, and procedures to be followed to assist the American Saddlebred Horse Association manage conflicts of interest and situations that may result in the appearance of a conflict.

1. What is a conflict of interest?

A conflict of interest arises when a director or employee or a member of the immediate family of a director or employee, or the employer of a director, has an interest that conflicts with the interests of the Association or arises in situations where a director/employee has divided loyalties (also known as a "duality of interest"). The former can result in situations that may lead to inappropriate financial gain to persons in authority at the Association which can lead to financial penalties and violations of Internal Revenue Service regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the organizations' decision-making process. Both results are damaging to the Association and are to be avoided.

>**Example 1:** a person in a position of authority over the organization may benefit financially from a transaction between the organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.

>**Example 2:** A conflict of interest could be a direct or indirect **financial interest** such as those described above, or a **personal interest** such as the situation where a board member of the Association is also a board member of another nonprofit or for-profit entity in the community with which the Association collaborates or conducts business.

2. Who might be affected by this policy?

Typically persons who are affected by a conflict of interest policy are the organization's board members, officers, and senior staff. In some cases a major donor could also be in a conflict situation. The Association takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. Disclosure of Conflicts.

Board members and senior staff will annually disclose and promptly update any disclosures previously made to the president and legal counsel on an Annual Conflict Disclosure Questionnaire form provided by the organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, employer, substantial investment or business holdings, and other transactions or affiliations with businesses and other organizations, or those of family members, as well as other nonprofit organizations, and with fellow directors.

Directors and staff must disclose conflicts as they arise as well as disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to the Executive Secretary; directors should disclose to the board/president of the board as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. Procedures to manage conflicts.

For each conflict of interest disclosed, the full board, or the President of the board, as appropriate, will determine whether the organization should: (a) take no action, or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

>When the conflict involves a decision-maker, the person with the conflict ("interested party"): (i) must fully disclose the conflicts to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.

>In some cases, the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.

>In all cases, decisions involving a conflict will be made only by disinterested persons.

>The fact that a conflict was managed, and the outcome, will be documented in the minutes of board meetings if the conflict was related to a board meeting, and reported by the Secretary to the board/president of the board/other appropriate committee of the board (e.g., Audit and Finance Committee) if the conflict was related to a staff member.

>The president of the board/secretary/Executive Secretary will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the board and staff, as appropriate, whether discovered before or after the transaction has occurred.

AMERICAN SADDLEBRED HORSE ASSOCIATION, INC.

DISCLOSURE AND AFFIRMATION STATEMENT

PLEASE RETURN THIS DISCLOSURE AND AFFIRMATION STATEMENT TO THE AMERICAN SADDLEBRED HORSE ASSOCIATION, INC., ATTENTION EXECUTIVE OFFICE, AT YOUR EARLIEST CONVENIENCE.

Disclosure

I have read carefully and fully understand the Conflict of Interest Policy of the ASHA.

I am aware that if, because of any relationships, positions, or circumstances, concerning me within the last twelve (12) months, I may have or appear to have a potential conflict of interest, I am required to list such relationships, positions, or circumstances on the annexed Exhibit A and to return Exhibit A with this Disclosure and Affirmation Statement.

I understand that, if I have any question in my mind whether I may have a potential conflict of interest, I should disclose that interest to ASHA on the annexed Exhibit A. Any questions concerning ASHA's Conflict of Interest Policy shall be referred to the Executive Secretary of ASHA for referral to the appropriate reviewing body.

Affirmation

I hereby affirm that I have received a copy of the Conflict of Interest Policy of the ASHA that is in effect as of the date hereof (the "Policy"), that I have read and understand the Policy, and that I agree to comply with the Policy. I further understand the duty to list all individuals, businesses and/or other entities that create or represent a potential conflict of interest on Exhibit A and to promptly update and amend Exhibit A should any amendment be necessary.

Signature

Print Name

Date

EXHIBIT A

AMERICAN SADDLEBRED HORSE ASSOCIATION, INC.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

This statement must be completed by every ASHA Officer, Executive Committee Member and Board Member. This Disclosure Statement shall be submitted annually and updated as often as necessary to ASHA. Refusal to provide the requested information or providing incomplete or inaccurate information may result in removal from office or Board membership.

1. If you or any member of your immediate family (including your spouse, parent, domestic partner, child or sibling) is an officer, partner, director, trustee, owner or employee of any person or any entity which does business with ASHA, please list the name and address of the entity(ies) and the nature of your relationship with said person or entity(ies), and describe the dealings. If none, please state "none."

2. If you or any member of your immediate family holds an ownership interest in a closely-held company or other business entity, or at least a five (5%) percent ownership interest in any public company which does business with ASHA, please list the name and address of the entity(ies), the nature of your relationship with said person or entity(ies) and describe the dealings. If none, please state "none."

3. If you have any reason to believe that any of the persons or entities with which you or immediate members of your family are affiliated may have business dealings with ASHA in the future, please list those entities and the nature of such dealings. If none, please state "none."

4. Are you an employee or employer of another ASHA Director or do you have any other business dealings or financial dealings with another ASHA Director or any company or concern with which that Director is involved?

_____ Yes _____ No

If you have answered yes to the above, please provide the details as follows.

If you or any member of your immediate family is an officer, partner, trustee, owner or part- or full-time employee (contractual or otherwise) of a Director of ASHA or the entity owned or in which said Director has at least a five (5%) percent ownership interest, please list the name and address of the Director, the nature of your relationship with said Director(s) and describe the dealings. If none, please state "none."

5. If there is any relationship or matter not disclosed above which might be perceived to compromise your obligations to ASHA under its Conflict of Interest Policy or which may raise questions of a conflict between your duty of loyalty to ASHA, your loyalty to any other entity and/or your economic self-interest, please indicate here what that relationship or matter is. If none, please state "none."

Signature

Print Name

Date

AMERICAN SADDLEBRED HORSE ASSOCIATION

Employee Protection (“Whistleblower”) Policy

Adopted July 6, 2009

It is the intent of the American Saddlebred Horse Association 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 goals of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

Procedure: Any employee who believes the American Saddlebred Horse Association, or another individual or entity with whom the Association has a business relationship, is violating any federal or state laws, is violating its conflict of interest statement or policy, is engaging in self-dealing, is falsifying the Association’s financial audit and/or federal tax return, or is engaging in discrimination or harassment, is encouraged to report the alleged illegal or improper activities to the Executive Secretary or President of the Board of Directors.

The Executive Secretary or President of the Board of Directors will immediately notify such members of the Board of Directors as are not alleged to be involved in the reported misconduct, and an investigation shall immediately be conducted.

After conducting the internal investigation, a determination will be made whether the allegations have merit and whether the allegations should be referred to law enforcement officers or other appropriate officials.

Confidentiality: The employee reporting the allegations of wrongdoing has a right to confidentiality, and his or her name will not be disclosed during the internal investigation. Persons reporting allegations of wrongdoing must understand that protecting the identity of the reporting employee cannot be guaranteed if the allegation of wrongdoing results in a public investigation.

Retaliation: Retaliation by the Association against any employee who brings an allegation of wrongdoing, as long as that employee believes the allegation is true and accurate, is specifically prohibited, and will result in immediate termination of employment if engaged in by an employee, and dismissal from the Board of Directors if engaged in by a Director.

My signature below indicates my receipt and understanding of this policy. By signing, the employee also verifies that he or she has been provided with an opportunity to ask questions about the policy.

Employee Signature

Date