



POLICY MANUAL

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## Table of Contents

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NAME CHANGE.....	- 2 -
BYLAWS .....	- 4 -
POLICIES .....	- 10 -
Board Meeting Attendance Policy.....	- 13 -
Conflict of Interest Policy .....	- 14 -
Payment and Reimbursement Policy .....	- 17 -
Records Retention Policy.....	- 19 -
Whistleblower Policy.....	- 21 -

# NAME CHANGE

## Name Change

<b>Approval Body:</b>	Board
<b>Initial Date Approved:</b>	9/11/2014
<b>Review Date:</b>	3/1/2014
<b>Approval Date:</b>	9/13/2014
<b>History:</b>	Version 3

### **POLICY STATEMENT**

As codified by the Board of Directors on 9/13/2014, Yámana Science and Technology (YST) is now officially titled and doing business as ReImagine Science®(RIS).

# BYLAWS

## Bylaws

<b>Approval Body:</b>	Board
<b>Initial Date Approved:</b>	1/8/2012
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### Article I NAME

The name of the corporation is REIMAGINE SCIENCE, Inc.

### Article II OFFICES AND REGISTERED AGENT

1. Principal Office. The principal office of the corporation and such other offices as it may establish shall be located at such place or places, either within or without the District of Columbia, as may be designated by the Board of Directors.
2. Registered Office. The corporation shall continuously maintain within the District of Columbia a registered office in compliance with the District of Columbia Nonprofit Corporation Law.  
Our registered agent is:  
Capitol Corporate Services, Inc  
1100 H Street NW, Ste 840  
Washington DC 20005
3. Registered Agent; Changes. The corporation shall continuously maintain within the District of Columbia a registered agent in compliance with the District of Columbia Nonprofit Corporation Law.

### Article III BOARD OF DIRECTORS

1. General Powers and Duties. Management of the affairs of the corporation shall be vested in its Board of Directors. The Board of Directors shall possess, and may exercise, any and all powers granted to the corporation under the District of Columbia Nonprofit Corporation Law and its Articles of Incorporation, subject to the limitations set forth in the Articles.
2. Number. The number of directors shall be fixed by resolution of the Board of Directors, but shall not be fewer than three (3) nor more than nine (9).
3. Qualifications. Directors need not be residents of the District of Columbia.
4. Terms; Election. Directors shall serve two (2) year terms.
5. Otherwise, the term of office of any individual director shall terminate upon the effective date of his or her resignation, which may be made at any time by giving notice thereof in writing to the President of the Board; upon his or her death; or upon a vote of a simple majority of the entire Board then in office to remove him or her from office. New directors shall be elected to the Board by the majority vote of the Board. A director may succeed him or herself.

6. Quorum and Voting. Fifty percent of the entire membership of the Board of Directors as fixed in these Bylaws shall constitute a quorum for the transaction of any business, but in no case shall a quorum consist of less than two members. In the absence of a quorum, a majority of those members present may adjourn the meeting. When a quorum is once present to organize a meeting, it is not broken by the subsequent departure of one or more directors from the meeting, provided that at least one quarter of the board is present at all times. The affirmative vote of a majority of the directors present at a Board meeting at which a quorum is present shall be necessary and sufficient to the making of decisions by the Board, except as a larger vote may at any time be otherwise specifically required by District of Columbia Nonprofit Corporation Law, the Articles of Incorporation, or these Bylaws.
7. Meetings. An annual meeting of the Board of Directors shall be held at a time and place to be determined by the President. Special meetings of the Board of Directors may be called by the President, or by the President or Secretary upon the written request of one-third of the Board. Regular or special meetings may be held either within or without the District of Columbia.
8. Notice. Routine meeting dates of the Board will be set at the beginning of each year. At least three (3) days' notice shall be given to each director of an annual or other regular meeting of the Board of Directors. A special meeting of the Board of Directors may be held upon notice of twenty-four hours. Notice of a meeting of the Board of Directors shall specify the date, time, and place of the meeting, but, except as provided in Article VII of these Bylaws (relating to amendment of the Articles and Bylaws), need not specify the purpose for the meeting or the business to be conducted. Notice must be either delivered personally to each director or mailed (including the sending of a fax, or electronic mail) to his or her business address. If such notice is given by mail, it shall be deemed delivered when deposited in the United States mail properly addressed and with postage prepaid thereon. If such notice is given by fax or electronic mail, it shall be deemed delivered when transmitted. Notwithstanding the foregoing, a director may waive notice of any regular or special meeting of the Board of Directors by written statement filed with the Board of Directors, or by oral statement at any such meeting. Attendance at a meeting of the Board of Directors shall also constitute a waiver of notice, except where a director states that he or she is attending for the purpose of objecting to the conduct of business on the ground that the meeting was not lawfully called or convened.
9. Unanimous Consent. Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting, provided all directors consent in writing, including by mail, fax or e-mail, and set forth in the same writing the action or decision taken or made. Consent in writing shall have the same force and effect as a unanimous vote, and may be described as such in any document executed by or on behalf of the corporation.
10. Teleconferencing. One or more directors may participate in a meeting by means of a conference telephone or similar communications equipment through which all directors participating in the meeting can speak to and hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.
11. Compensation and Expenses. No director shall be compensated for his or her service as a director, unless otherwise decided by the Board of Directors. Directors may be reimbursed for expenses incurred and the time spent for the purposes of participating in meetings of the Board and while otherwise acting on behalf of the corporation.

## **Article IV COMMITTEES**

1. Executive Committee. By a vote of the majority of all the directors in office, the Board of Directors may designate an Executive Committee consisting of three or more directors, one of whom shall be the President of the Board of Directors, who shall also be President of the Executive Committee. The Board of Directors may designate one or more of the directors as alternate members of the Executive Committee, who may replace any absent or disqualified member at any meeting of the Committee upon the request of the President. Except as otherwise required by law or these Bylaws, the Executive Committee shall have such authority as the Board of Directors shall grant to it for the management of the corporation. In the absence of a resolution expressly granting authority to the Executive Committee, the Executive Committee shall have authority to act for the Board of Directors, except that it shall not have authority to alter or amend these Bylaws, to remove or appoint members of the Board of Directors, to elect or remove the officers or the Executive Director, if any, or to adopt an annual budget. The Executive Committee shall keep regular minutes of its proceedings and shall report the same to the Board of Directors when required. Vacancies in the Executive Committee shall be filled by the Board of Directors at a regular or special meeting.
2. Other Committees. The Board of Directors may create other committees consisting of directors or other persons, which committees shall have such authority as the Board of Directors may by law and these Bylaws direct. The Board holds the commitment to explore the Dynamic Governance model as the committee structure.

## **Article V OFFICERS**

1. Officers. The officers of the corporation shall consist of a President, a Treasurer, a Secretary, an Executive Director, and such other officers and assistant officers as the Board of Directors may from time to time elect. The duties of any such officers and assistant officers shall be fixed by the Board of Directors, or by the President if authorized to do so by the Board of Directors.
2. Terms. The officers shall be elected by the Board of Directors and shall hold office for a term of two (2) years from the effective date of their election. An individual may serve as an Officer for succeeding terms without limitation. The term of office of any officer shall terminate upon the effective date of his or her resignation submitted orally or in writing to the Board of Directors; upon his or her death; or upon a majority vote of the Board to remove him or her from office. Any vacancy among the officers shall be filled by the Board of Directors.
3. Qualifications. Officers may, but need not be, directors of the corporation. Any two or more offices may be held by the same person, except the offices of President and Secretary.
4. General Powers and Duties. The duties and powers of the Officers of the corporation shall be as provided in these Bylaws or (except to the extent they are inconsistent with these Bylaws) shall be those customarily exercised by corporate officers holding such offices.
5. President. The President shall act as the chief elected officer of the corporation, shall supervise all of the affairs of the corporation in accordance with policies and directives approved by the Board of Directors, and shall perform such other duties as the Board of Directors may from time to time prescribe. The President shall have the power to change the registered agent and registered office of the corporation.
6. Secretary. The Secretary shall record or cause to be recorded all votes and minutes of all proceedings of the Board of Directors to be kept for that purpose. He or she shall give or cause to



be given notice of all meetings, where required, and shall perform such other duties as may be prescribed by the Board of Directors or the President.

7. Treasurer. The Treasurer shall keep full and accurate account of the receipts and disbursements of the corporation, and shall deposit or cause to be deposited all moneys and other assets in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors. He or she shall disburse or cause to be disbursed corporate funds, making proper vouchers for such disbursements, and shall render to the President and the Board, upon request, an accounting of all his or her transactions as Treasurer and of the financial condition of the corporation. He or she shall also perform such other duties as the Board of Directors may prescribe.
8. Executive Director. Corporation shall have an Executive Director to oversee day to day operation and responsibilities of the corporation.
9. Board Member at Large. At such times as the Board may deem it appropriate, there may be additions to the Board in the position of Board Member at Large. Addition of such members is at the discretion of the Board.
10. Inspections. Both the Secretary and Treasurer shall permit any director or his or her duly authorized attorney to inspect all records of the corporation, for any proper purpose at any reasonable time.  
Trial Period. All newly appointed or elected Officers (including Board of Directors and Executive Committee members) shall serve a trial period of 6 months at which time the Board of Directors will make a final determination as to whether the Officer shall remain in their position.

## **Article VI**

### **MISCELLANEOUS PROVISIONS**

1. Fiscal Year. The annual accounting period of the corporation shall be from January 1 to December 31 of each year unless otherwise determined by the Board of Directors.
2. Checks. All checks, drafts, or other orders for the payment of money shall be signed by such Officer or Officers or such other person or persons as the Board of Directors may from time to time designate.
3. Contracts. All contracts, notes or other evidences of indebtedness, and leases of space for the corporation shall be signed by such officer or officers or such other person or persons as the Board of Directors may from time to time designate.

## **Article VII**

### **AMENDMENTS**

Amendments to Bylaws. The Bylaws may be altered or amended, or new Bylaws adopted, at any meeting of the Board of Directors, by a vote of a majority of the directors in office, if at least five (5) days' written notice is given of the intention to take such action at such meeting.

Amendments to Articles. The Articles of Incorporation may be altered or amended, or new Articles adopted, at any meeting of the Board of Directors, by a vote of a majority of the directors in office, if at least five (5) days' written notice is given of the intention to take such action at such meeting.

**Article VIII  
INDEMNIFICATION AND INSURANCE**

1. The corporation shall indemnify and hold harmless any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation.
2. Such indemnification shall apply to expenses, including attorneys' fees, judgments, fines, excise taxes and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal action or proceeding, that he or she had no reasonable cause to believe that his or her conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, in itself, create a presumption that the person did not act in good faith or in a manner that he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and, with respect to any criminal proceeding, that he or she had reasonable cause to believe that his or her conduct was unlawful.

# POLICIES

Policy governing policies

## Policy governing policies

<b>Approval Body:</b>	Board
<b>Initial Date Approved:</b>	1/8/2012
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### **POLICY STATEMENT**

In an effort to promote transparency, collaboration, efficiency, and institutional integrity, ReImagine Science (RIS) develops, approves, disseminates, implements, and maintains organizational policies.

This policy sets forth a policy framework for RIS; establishes approval processes for policy proposals that create, revise, suspend, and delete organizational policies; and describes the responsibilities of the individuals and entities involved in the organizational policy approval processes.

### **DEFINITIONS**

**Approval Body:** The committee or council that is responsible for final approval of policy language. A vote for approval of a policy will be done during a live meeting of the approval body (whether in person or over the phone) and not via electronic means. At this time, the Board is the approval body for all policies.

**Date Approved:** The date of the meeting at which the approval body voted on the final version of the policy. This approval will be noted in the minutes of that meeting as verification of the date on the policy.

**Policy Review Interval:** All policies will be reviewed every two years.

**Policy Manual:** The ReImagine Science Policy Manual is an open document and viewable by all directly on the RIS website (<https://reimaginescience.org/>)

The Secretary of the Board is responsible for maintaining the Policy Manual and ensuring all items are kept up to date.

**Non-Substantive Revisions:** Non-substantive revisions are changes to an existing policy or policy proposal that correct typographical and grammatical errors, change policy format, and/or update organizational or reference information.

**Substantive Revision:** Substantive revisions are changes that alter the intent, scope, meaning, or application of a policy or policy proposal.

### **PROCESS**

Policies are organic documents, and as such may be altered as changes need to be made. Under the auspices of this policy, the Secretary of the Board may make non-substantive revisions to policies to ensure correct formatting and legibility of policies in the manual. These revisions must be brought to the Board at the next Board meeting as a consent agenda item.

Non-substantive revisions must follow one of two pathways spelled out below, depending upon where the policy is in the review interval.

**Policy Review Cycle – Intracycle Review:** Any policy may be opened for review at any time by any Board member by sending proposed revisions to all other Board members, thus announcing their intent for a review of the policy. At that time, the Board Member proposing the changes will indicate when they would like to see the review cycle close (which Board meeting they propose the vote to occur). Except in extenuating circumstances, the Board Members should have at least one week's notice of the proposed vote. An approval vote during any intracycle review resets the review date.

**Policy Review Cycle – Required Review:** As a standing agenda item, the Secretary of the Board will announce at the Board Meeting if there any policies coming due the next month. A list of the policies coming due the next month will be part of the agenda and the full policy will be attached to the minutes so that all Board Members will have an opportunity to review the policies before the vote at the next meeting.

Regardless of the cycle used, approval of policies requires a 2/3 vote of the Board members.

Once approved, the Secretary of the Board will make all changes necessary to the Policy Manual within a one-week time period.

## Board Meeting Attendance Policy

<b>Approval Body:</b>	Board
<b>Date Approved:</b>	1/8/2012
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### **Purpose**

This policy is intended to support full contribution of all board members. All Board members receive a copy of this official policy.

### **Attendance**

If a Board member anticipates being absent from a Board meeting, the individual will contact the President as to the reason. Under unforeseen circumstances, absences without prior contact will be taken under consideration by the remaining Board Members for exception from this policy.

A Board Attendance problem occurs if any of the following conditions exist in regard to a Board member's attendance to Board meetings:

- The member has two un-notified absences in a row (“un-notified” means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
- The member has three notified absences in a row.
- The member misses one third of the total number of board meetings in a twelve-month period.

If a Board member meets any of the situations above, the Board member will be deemed to have resigned and the position declared vacant.

## Conflict of Interest Policy

<b>Approval Body:</b>	Board
<b>Date Approved:</b>	12/3/2011
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### **ARTICLE I PURPOSE**

The purpose of the conflict of interest policy is to protect ReImagine Science’s (RIS) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of RIS or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **ARTICLE II DEFINITIONS**

#### **Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which RIS has a transaction or arrangement,
- A compensation arrangement with RIS or with any entity or individual with which RIS has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which RIS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **ARTICLE III PROCEDURES**

### **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the 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**

- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether RIS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in RIS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

- If the governing board or committee has reasonable cause to believe 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.
- If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **ARTICLE IV RECORDS OF PROCEEDINGS**

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

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



- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **ARTICLE V COMPENSATION**

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

#### **ARTICLE VI ANNUAL STATEMENTS**

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

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands RIS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **ARTICLE VII PERIODIC REVIEWS**

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

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to RIS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **ARTICLE VIII USE OF OUTSIDE EXPERTS**

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

## Payment and Reimbursement Policy

<b>Approval Body:</b>	Board
<b>Date Approved:</b>	12/2/2011
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### **Purpose**

To control costs, establish procedures, comply with applicable state and federal law, establish an Executive Director's discretion under the oversight of the Treasurer and the Board, and to reimburse, in a timely manner, the reasonable and necessary expenses for the work of ReImagine Science.

ReImagine Science values our history of leveraging the donations on which our work is built, along with the considerable donations of time by many talented, passionate people. We are committed to increasing our ability to remunerate the highly trained individuals that make up the foundations of our work via process-based initiatives. Our goal is to build a sustainable, thriving community that embraces continual learning and development by investing in our infrastructure and our people.

### **Accounting Basis: Accrual**

Costs under \$200 to be immediately expensed (*e.g.* not amortized or depreciated)

### **Expenses**

Projects are to be developed by the board, along with the best efforts of those involved in a given project to make reasonable estimates of costs projected forward. The development of the projects will be at monthly board meetings, with maximum transparency.

Our accounting processes are currently under review, and are being modified to best serve our strong capabilities for agility and impact, while keeping our continued, unwavering commitment to transparency and faithfulness to the desires of our donors.

### **Expenditures:**

- 1) Receipts to be scanned by the person making the expenditure, and provided to the treasurer or designated individual in electronic form within one month.
- 2) The chart account number, identification of 'programmatic' and if a specific program, the name of the program, or 'nonprogrammatic' if no program is associated with the expense will be entered onto a shared online excel spreadsheet created for tracking purpose of expenditure.
- 3) Expenses that require reimbursement: Treasurer will send reimbursement within two weeks of receiving receipt.

**Reimbursable Items:**

Any payable item directly related to or caused by operational activities of ReImagine Science (RIS) can be reimbursed at the discretion of the Executive Director under the oversight of the Board. Expenses must be directly or indirectly related to the mission of ReImagine Science.

**Reimbursable expenditures may include:**

- Local business mileage
- Overnight travel (lodging and meals)
- Books and subscriptions
- Continuing education
- Professional dues
- Per diem expenses
- Communication expenses
- Supplies
- Airfare and travel expenses
- Parking
- Printing

**Non-reimbursable items include:**

- Travel insurance
- First class tickets
- Limousine travel
- Movies, liquor or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club, etc
- Clothing purchase

**Receipts**

Scanned receipts will be associated with expenditures archived in our bookkeeping software (currently QuickBooks online), with the following exceptions:

1. Parking receipts under \$50 – when available, receipts will be attached, but because it is clear the expenditures on file through our bank records are for parking, and the parking can be matched with calendar entries of events, the online record with the bank is considered sufficient evidence of appropriate use of funds.
2. Postal mailing costs under \$25 will be treated in the same manner.
3. Online bank expenses are not receipted by the bank, and the Wells Fargo entry is considered the archival record (bank fees, check supplies, and cost for check scanning services).
4. Baggage fees associated with airline travel.
5. Additional exceptions that likewise are obvious and clear as to reasonableness and appropriateness of expenditure can be added to this list, and will be so noted in the memo section of the online bookkeeping entries.

## Records Retention Policy

<b>Approval Body:</b>	Board
<b>Date Approved:</b>	12/3/2011
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### Retention Schedule

File Category	Item	Retention Period
<b>Corporate Records</b>	<i>Bylaws and Articles of Incorporation</i>	Permanent
	<i>Corporate resolutions</i>	Permanent
	<i>Board and committee meeting agendas and minutes</i>	Permanent
	<i>Policies and Procedures</i>	Permanent
	<i>Conflict-of-interest disclosure</i>	4 years
<b>Finance Insurance Records Real Estate</b>	<i>Annual financial report</i>	Permanent
	<i>Audited financial statement</i>	Permanent
	<i>Auditor management letters</i>	7 years
	<i>Payroll records</i>	7 years
	<i>Check register and checks</i>	7 years
	<i>Bank deposits and statements</i>	7 years
	<i>Chart of accounts</i>	7 years
	<i>General ledgers and journals (includes bank reconciliations)</i>	7 years
	<i>Investment performance reports</i>	7 years
	<i>Contracts and agreements</i>	7 years after all obligations end
	<i>Correspondence — general</i>	3 years
	<i>Accident reports</i>	7 years
	<i>Safety (OSHA) reports</i>	7 years
	<i>Claims (after settlement)</i>	7 years
	<i>Group disability records</i>	7 years after end of benefits
	<i>Deeds</i>	Permanent
	<i>Leases (expired)</i>	7 years after all obligations end
	<i>Mortgages, security agreements</i>	7 years after all obligations end
<b>Tax</b>	<i>IRS exemption determination and related correspondence</i>	Permanent
	<i>IRS Form 990s</i>	Permanent
	<i>IRS Form 1023 (Application for Tax Exemption)</i>	Permanent
	<i>IRS Form 5768 (“501H Election”)</i>	Permanent
	<i>Charitable Organizations Registration Statements</i>	7 years
<b>Human Resources</b>	<i>Employee personnel files</i>	7 years after employment ends
	<i>Retirement plan benefits (plan descriptions, plan documents)</i>	Permanent
	<i>Employee handbooks</i>	Permanent
	<i>Workers comp claims (after settlement)</i>	7 years
	<i>Employee orientation and training materials</i>	7 years after use ends
	<i>Employment applications</i>	3 years
	<i>IRS Form I-9 (store separate from personnel file)</i>	Greater of 1 year after end of service or three years
	<i>Withholding tax statements</i>	7 years

File Category	Item	Retention Period
	<i>Timecards</i>	3 years
<b>Technology</b>	<i>Software licenses and support agreements</i>	7 years after all obligations end

### **Electronic Documents and Records**

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

### **Emergency Planning**

ReImagine Science (RIS) records will be stored in a safe, secure, and accessible manner.

Documents and financial files that are essential to keeping RIS operating in an emergency will be duplicated and maintained off-site.

### **Document Destruction**

The organization will review its documents on file once per year and will destroy records and documents that have surpassed their retention period.

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

## Whistleblower Policy

<b>Approval Body:</b>	Board
<b>Date Approved:</b>	1/8/2012
<b>Review Date:</b>	2/11/2023
<b>Approval Date:</b>	3/5/2023
<b>History:</b>	Version 7

### **Policy Statement**

This policy is intended to encourage ReImagine Science (RIS) Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

### **Process**

1. The whistleblower should promptly report the suspected or actual event to any member of the Board. If the whistleblower would be uncomfortable or otherwise reluctant to report to any member of the Board, then the whistleblower could report the event to another Board member.
  - a. Executive Director – Kennan Salinero, kennan@reimaginescience.org
  - b. President – Richard Stafford, rstafford@reimaginescience.org
  - c. Secretary – Helene Cahen, hcahen@reimaginescience.org
2. If you believe we, as a tax-exempt organization, are not complying with tax laws, you can report the event with your identity, or anonymously, to the IRS's Tax Exempt and Government Entities Division. You may use [Form 13909, Tax-Exempt Organization Complaint](#) or send the information in letter format, and attach any supporting documentation for this purpose. Submission of Form 13909 is voluntary. You may contact the IRS to file a complaint about a nonprofit by either:
  - a. Submitting your concerns in writing by email (eoclass@irs.gov)
  - b. Regular mail (TEGE Referrals Group, 1100 Commerce Street, MC 4910 DAL, Dallas, TX 75242).

In addition to oversight by the IRS, tax-exempt organizations are subject to oversight by State charity regulators and State tax agencies. You may also want to send a copy of the referral you send to us to your [state tax agency](#).

3. The whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or ReImagine Science.
4. A whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of ReImagine Science and members of its Board and staff.
5. Anyone who retaliates against the whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or member status.
6. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
7. Board members who receive the reports must promptly act to investigate and/or resolve the issue.
8. The whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.

9. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
10. The identity of the whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of RIS are subject to subpoena.