American Institute of Parliamentarians Policy

I. Object and Purpose

1.00 The general purpose of the American Institute of Parliamentarians is to work for the improvement of parliamentary procedure to the end that decisions are made by parliamentary means rather than by violence or by dictatorial actions, and that mankind will learn to live in peace through effective implementation of sound democratic principles as set forth in the AIP Action Program

1.01 The association is organized as a not-for-profit corporation within the meaning of 501 (c)(3) of the Internal Revenue Code, and shall be exclusively for educational, scientific, literary, and professional purposes of studying, teaching, promoting, and disseminating the use of parliamentary principles.

II. Equal Opportunity Policy

It is the policy of the American Institute of Parliamentarians (AIP) to provide equal opportunity for all members without regard to race, color, religion, age, gender, national origin, disability, or any other legally protected category or status.

III. Non-Harassment Policy

1.00 It is AIP's policy to maintain an environment free from all forms of harassment. No comments or conduct that fails to comply with both the letter and spirit of this policy, as well as other legal requirements, will be tolerated.

1.01 Volunteers, officers, and contractors are strongly encouraged to come forward with credible information on illegal practices, without retribution.

IV. Conflict of Interest Policy

1.00 Each member of the Board of Directors, officers, and key chairmen are required annually to sign a conflict of interest statement prior to active participation which includes disclosure of any potential conflicts of interest. He or she must disclose any conflicts of interest regarding any matters under consideration or vote by the board and may not participate in discussions or votes on matters where he or she has a conflict of interest. The member shall immediately provide information if a conflict of interest arises throughout the term. (See attached form)

V. AIP Property

1.00 Materials issued to members for a variety of reasons, including member information, files, operating files, training manuals, or confidential information shall be maintained and

utilized only in connection with the association's business and service activities.

1.01 The organization will make its governing document, including its IRS form 990 and conflict of interest policy, available to the public upon request. This request may come via e-mail, fax, or postal mail and will be fulfilled within three working days of receipt. Effective with the filing of the IRS Form 990 for the fiscal 2008 fiscal year, the draft 990 will be posted on the board of directors' Web site for review and comment prior to submission. There shall be a thirty-day review period following posting of the document in the directors section of the AIP Website.

VI. Record Retention and Destruction Policy

1.00 Organization documents including cash disbursements journals, depreciation records, annual financial statements, general ledger records, inventory lists, depreciation records, audited/reviewed/compiled financial statements, and bank statements shall be retained for a minimum period of seven years. All organization contracts, copyright/patent files, licenses, contracts, leases, all tax returns and tax records, and minutes shall be retained permanently.

1.01 Routine correspondence within all committees will be retained for a period of one year if action was/is required on the part of the organization or it is deemed to have potential future value; all other correspondence may be destroyed upon receipt. E-mail and electronic documents used in the preparation of minutes or reports will be kept for a fifteen-day management period and then may be destroyed. E-mail and electronic documents may be archived (electronic or hard copy) if needed for reference. Once archived, e-mail and other electronic records shall be kept archived for the same period as equivalent materials in printed form. The organization shall not knowingly destroy a document with the intent to obstruct or influence an investigation. Any documents containing credit card or other personal information will be shredded or otherwise completely destroyed.

1.02 Ethics case files will be retained by the committee for a minimum of five years. All correspondence whether written, facsimile, or e-mail pertaining to the case shall be retained for a period of one year before being archived. Once archived, e-mail and other electronic records shall be kept archived for the same period as equivalent materials in printed form.

1.03 Minutes shall be taken for each meeting of the governing body, as well as for each committee with the authority to act on behalf of the governing body such as the executive committee. The minutes shall be available to all authorized members of such body and any actions from said minutes available to members on the association's Website.

VII. Audit Policy

The Finance Committee shall include the AIP Treasurer and at least two additional members. The board shall assume oversight of the selection of the audit committee, an accountant, or in-house committee to provide an annual compilation, review, or audit of the organization's financial statements.

American Institute of Parliamentarians
Conflict of Interest Statement

I, _____, as a member of the American Institute of Parliamentarians Board of Directors, understand the need for transparency in all actions taken by board members.

Any item of business that may come before the AIP Board of Directors for which I may have a material conflict of interest, either directly of indirectly, shall be revealed at the time the item is addressed and I will not participate in discussions or votes on such matters pursuant to Illinois Code 805, 108.60

(c) The presence of the director, who is directly or indirectly a party to the transaction described in subsection (a), or a director who is otherwise not disinterested, may be counted in determining whether a quorum is present but may not be counted when the board of directors or a committee of the board takes action on the transaction.

(d) "For purposes of this Section, a director is "indirectly" a party to a transaction
if the other party to the transaction is an entity in which the director has a material financial interest or of which the director is an officer, director or general partner."

The conflict of interest and the fact that I did not participate in either discussion or vote will be stated in the minutes of said meeting.

_____ Dated: _____
Board of Directors Member