

## Article XVII – AMENDMENTS

### ***Section I - Whistle Blower Policy***

- A. Oregon Swimming, Inc. forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct.

### ***Section II - Conflict of Interest Policy***

- A. In the event that any officer, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the Corporation, such individual shall not participate in the Corporation's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to the Corporation at the time it is authorized.

### ***Section III - Declaration of conflict of interest. (To be read at the beginning of each Board meeting).***

- A. "Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the USA Swimming Conflict of Interest Policy?"
- B. If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and / or action is being taken, a declaration of a conflict of interest should be made at that time.

### ***Section IV - Voting***

Except as otherwise provided in these Policies and Procedures, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote if notification to clubs is 30 days or more. If notification to clubs is less than 30 days, motions shall require a two-thirds ( $\frac{2}{3}$ ) vote for passage.

### ***Section V - Document Retention and Version Control***

- A. **Master Documents** - The Secretary shall be responsible for retaining the master copy of all documentation/manuals relating to the OSI structure and operation. This includes but is not limited to the By-laws, Policy & Procedures, and Board of Directors manuals.
- B. **Updates** - The Secretary is responsible for making all updates to these master documents based on the approved minutes from OSI meetings. At the completion of each complete update, an updated version of the document will be distributed to the OSI Office and the OSI Web Master (if applicable).
- C. **Distribution** - No electronic version of any master document which is capable of being changed will be distributed without the prior permission of the Secretary.
- D. **Backups** - The Secretary shall ensure that sufficient precautions such as permanent back-ups of all electronic copies of the master documents are periodically secured and stored in a safe place.

### ***Section VI - Document Retention Policy***

- A. Oregon Swimming, Inc.'s General Chair shall be instructed to inform the staff and board members when document destruction (planned or otherwise) should be halted.
- B. **The following records should be retained permanently:**
1. Audit records.
  2. Bank reconciliations.
  3. Checks (for important payments and purchases).
  4. Contracts (still in effect).
  5. Correspondence (legal and important matters).
  6. Deeds, mortgages, and bills of sale.
  7. Depreciation schedules.
  8. Year-end financial statements.

9. Insurance records, current accident reports, claims, policies, etc.
10. Minute books, bylaws, and charter.
11. Tax returns and worksheets.
12. Trademark registrations and copyrights.
13. Disciplinary activity.
14. Board of Review proceedings.
15. Potential Board of Review complaints.
16. Records of volunteers (current) including dates of service and activities.

**C. The Following document should be retained for seven (7) years:**

1. Accounts payable ledgers and schedules.
2. Contracts, mortgages, notes, and leases (expired).
3. Expense analysis/depreciation schedules.
4. Invoices (to customers, from vendors).
5. Payroll records and summaries.
6. Personnel files (terminated employees).
7. Time sheets.
8. Withholding tax statements.
9. Records of volunteers (inactive) including dates of service and activities.

**D. The following documents should be retained for three (3) years:**

1. Bank statements.
2. Employment applications.
3. Insurance policies (expired).
4. Internal audit reports.

**E. The following records should be retained for two (2) years:**

1. Bank reconciliations.
2. Correspondence (general)
3. Correspondence (with customers and vendors)
4. Duplicate deposit slips.