

Soil Science Society of North Carolina

# Policy Manual

December 2012

# **SOIL SCIENCE SOCIETY OF NORTH CAROLINA, INC.**

## **POLICY MANUAL**

The Soil Science Society of North Carolina, Inc. (SSSNC) is a professional society that includes researchers, educators, students, regulatory and government personnel, consultants, and environmental health specialists. Our mission is to promote the accumulation, dissemination, and utilization of knowledge pertaining to the soils of North Carolina and to provide a medium for exchange of information by those interested in soil science and in closely related subject matter areas. The SSSNC advances its’ mission through an annual society meeting with published proceedings, periodic (at least annually) workshops on topics of interest/importance to society members, maintenance of a website for sharing information, and an annual undergraduate student scholarship presented at the annual society meeting. The SSSNC is NOT a lobbying organization and does not participate in any lobbying whatsoever.

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### 1.1. POLICY

The Soil Science Society of North Carolina (SSSNC) is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of the SSSNC to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the SSSNC is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, the SSSNC will not tolerate unlawful discrimination against or harassment of any of our directors, members or others present at our meetings by anyone, including any director or member of the SSSNC.

### 1.2. PROCEDURES

The Board will review any complaints, and if a Board member is involved, he or she shall recuse themselves. Outside mediators may be brought in if there is a conflict of interest between the parties involved in the complaint.

### 1.3. RESPONSIBILITY

The Board will review and then vote, with a simple majority required for resolution. If a Board Member is involved, other members or outside mediators may be asked to participate in the vote.

### 1.4. DEFINITIONS

**Harassment** consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

**Sexual harassment** deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, the following conduct by any employee, whether male or female: unwanted sexual advances or propositions; offering employment benefits in exchange for sexual favors; making or threatening reprisals after a negative response to sexual advances, sexual innuendo; suggestive comments; sexually oriented "kidding" or "teasing;" jokes about gender-specific traits; making sexual gestures or comments; displaying sexually suggestive objects, pictures, cartoons or postures; impeding or blocking another's movement; physical contact, such as patting, pinching, or brushing against another's body; and continued requests for a date after a rejection.

*Unlawful discrimination* includes treating someone less well in opportunities for work, promotions, shifts, overtime or other conditions of employment because of his or her race, national origin, sex, age, religion, disability or other protected attribute.

## 2.1. POLICY

The Soil Science Society of North Carolina (SSNC) will convene an annual meeting. SSSNC Officers will consist of a President, Past-President, President-elect, Secretary and Treasurer. The Board of Directors shall consist of the Officers and the Divisional chairs: Academic/Research, Business/Consulting/Industry, Public Health and Government Agency. Any individual Member in active status may vote for or serve on the Board of Directors. The Board and any committees formed will function in accordance with the SSSNC Bylaws Articles 4 through 7 and the guidelines provided in the remaining sections of this policy.

## 2.2. PROCEDURES

### Logistics & Operations of Annual SSSNC Meeting

- Mid-January, historically on Tuesday and Wednesday after the Martin Luther King holiday
- Location has historically been at the McKimmon Center in Raleigh

### Planning for the Meeting

- President-elect to plan meeting and oversee program and arrangements committee to facilitate planning of the annual meeting; also works with Treasurer and Secretary to delegate roles
- President-elect to decide focus of meeting & agenda/sessions
- Speakers can be proposed by anyone; President-elect to ultimately approve selection of speakers; Treasurer handles arrangement of payment and/or travel accommodations for keynote speakers, as needed
- President to open the meeting, call to order the business meeting, adjourn meeting and oversee any official society business during the meeting
- President-elect to ensure all officers (treasurer, secretary, etc.) will fulfill duties for meeting (collects dues, ensure credit hours, etc.)
- All officers and committees to understand their roles & duties

### Meeting Notices & Dates (see SSSNC Operational Guidelines Calendar)

- President-elect to send out call for papers/speakers in May (about 8 months before meeting date)
- President to verify nominating committee will have candidates for new president to present during annual meeting
- E-mails and/or hard copy of meeting announcements to all current members
- Website to be updated with date of meeting
- Treasurer to accept payments via mail

### General Schedule (Business Meeting, Sessions, Lunches)

- Open with society business meeting (traditional)
- Old business, new business, discussion by society, motions from the floor, per Robert's Rules of Order.

- Presentation by each committee
- Keynote speaker, breakout sessions, closing session

#### Printing/Collection of Materials from Speakers

- President-elect to send notification to speakers requesting outline/summary of presentations by December
- President-elect to approve outlines of materials for all speakers by December, ensure presentations are ready for available for moderators

#### Nomination of New President, Announcement of Election Results

- Election conducted at end of business meeting on first day
- Ballots tabulated by nominating committee
- Results announced during awards luncheon on second day
- Short speech/introduction presented by the nominees prior to the election

#### Designation of Moderators

- President-elect to designate moderators for sessions, ensure moderators fulfill duties and have presentations available from speakers
- Moderators to save all presentations on flash drive for use in SSSNC Proceedings

#### Ordering of Trophies / Certificates / Plaques

- Awards Committee to order and pick up these items

#### Programs / T-Shirts / Other Materials

- Programs to be developed under direction of President-Elect
- Annual t-shirt to be designed and order placed, point of contact— David Lindbo
- Executive Board to put together packets for attendees

#### Planning Contests / Raffles / Social Events

- Program and arrangements committee to purchase snacks and beverages for social hour
- Raffle usually planned as a part of the meeting
- Hand-of-the-Master contest to be planned, point of contact—David Lindbo

#### Solicitation of Vendors & Sponsors (President-elect handles this)

- Contact vendors to solicit sponsors and demonstration booths (President-Elect)
- Sponsorship of luncheons
- Sponsorship of poster contest, scholarship
- Sponsorship of t-shirts, collect logos

#### Selection of Scholarship & Annual Awards / Achievements / Poster Contest

- President-elect to confirm selection of annual achievement award winner by Awards Committee.
- President-elect to confirm a selection has been made for Hubert Byrd Scholarship by the Awards Committee.

## Awards Banquet Summary & Schedule of Events (designated speaker, awards order, etc.)

- Those receiving awards and speaking usually seated at front
- Annual Achievement Award announced
- Invitations to family members of those receiving special awards
- President to preside over awards luncheon ceremony
- Awards banquet typically catered by McKimmon Center

## Coordination of Meals / Catering

- Treasurer to book meals (breakfast, lunches, snacks during breaks)

## Coordination of Meeting / Facilities (President–Elect or designee ensures everything runs smoothly)

- President-Elect books meeting site (McKimmon Center)
- See SSSNC Operational Guidelines Calendar for dates to book, pay any deposits, fees, etc.

**SSSNC Operational Guidelines Calendar**

<b>Date</b>	<b>Task</b>	<b>Responsible Party</b>
May 1	Call for volunteered posters / papers (presentations)	President - Elect
Jun 1	Deadline for volunteered posters / papers (presentations)	President - Elect
Jun 30	Year-end financial statements / reports	Treasurer
Sept 1	Begin selection of nominees for President Elect	Nominations Committee
Oct 1	E-mail annual meeting announcement with tentative agenda	President - Elect
Oct 1	Call for posters (contest posters)	President - Elect
Oct 15	File taxes	Treasurer
Nov 1	Mail solicitation for exhibitors and sponsors	President - Elect
Oct 1	Call for nomination for the Annual Achievement Award	Nominations Committee
Nov 15	Call for nomination for President-Elect	Nominations Committee
Nov 15	Call for volunteers for Division Chairs & Committees	President - Elect
Nov 19	Deadline for call for posters (contest)	President - Elect
Dec 1	Mail solicitation for meeting registrants	President - Elect
Dec 15	Mail election ballots and bios for President-Elect	Nominations Committee
Dec 15	Deadline for annual audit	Finance Committee
Jan 3	Deadline for early registration	Membership
Jan 3	Deadline for exhibitors and sponsors	President - Elect
Jan 3	Deadline for Annual Achievement Award	Nominations Committee
Jan 3	Deadline for President-Elect nominations	Nominations Committee
Jan 3	Deadline for Proceedings of previous year's Annual Meeting	Past President
Jan 15	Deadline for postmark of President-Elect ballots	Membership
Jan 15	Deadline for membership renewal	Membership
Jan 15	Publish previous year's proceedings on website	Website Committee
Feb 15	Deadline for Committee appointments	President
Feb 15	Deadline for posting Board/Committee information to website	Website Committee



### 2.3. RESPONSIBILITIES

#### Board of Directors, General Duties.

- All Directors are responsible for attending all regular, special and business meetings called by the Board of Directors. Absences may lead to dismissal from the Board (Bylaws Section 6.14).
- All Directors shall act in the best interests of the SSSNC (Bylaws Section 6.3).
- All Directors shall vote for matters presented at any meeting. Refusing to vote will be counted as a favorable vote.
- All Directors shall act in accordance with the latest version of the SSSNC Bylaws and Policies.

#### President-Elect

- Shall serve as Chairman of the Program and Arrangements Committee and shall be generally responsible for preparing the program and making the other necessary arrangements for the annual meeting

#### President

- Shall preside at meetings of the Board of Directors, at business meetings of the SSSNC, and at other meetings of the SSSNC as he/she (and the Board of Directors) may deem appropriate
- Shall appoint the necessary committees and shall have general supervision of all the affairs of the Society
- Shall serve as ex-officio on the NC Board for Licensing of Soil Scientists

#### Past President

- Shall guide the President and President-Elect
- Shall prepare proceedings for the Annual Meeting over which he/she presided

#### Secretary

- Keeps the minutes of the Board of Directors meetings and regular SSSNC meetings and perform such other duties as may be appropriate to that office
- Attends the annual meeting and records the minutes of the business meeting
- Maintains a record of those receiving awards from the Society
- Provides the record of the annual business meeting and awards to the webmaster for posting on the Society's website and to the publisher of the proceedings of the annual meeting
- Attends all meetings of the Board and record the minutes
- Provides copies of all minutes to the Executive Board at least one week prior to the next meeting of the Board
- Provides copies of all minutes to the webmaster for posting on the Society's website
- Assists the Board with development of the program for the annual educational meeting
- Ensures the Board's compliance with responsibilities required by law and the SSSNC's Bylaws and policies.
- Carries out all duties assigned to the Secretary in the By-Laws or by the Executive Board

Treasurer

- Handles the financial affairs and keeps the financial record of the SSSNC
- Provides the appropriate records to the Corporate Accountant and other necessary financial institutions
- Maintains balanced books
- Prepares and adheres to annual budgets
- Pays bills in a timely manner
- Answers e-mails and phone calls
- Works with Finance Committee to invest Scholarship Fund
- Prepares books and receipts for annual audit/taxes with CPA
- Files annual taxes (Oct. 15<sup>th</sup> deadline)
- Processes membership renewals
- Processes and track scholarship donation – Transfer to appropriate account
- Requests poster award donations from consulting group
- Handles the following with regard to the Annual Meeting
  - Prepares registration mailers – Print and Pack
  - Sends registration mailers
  - Coordinates T-Shirt sponsors with Dave Lindbo (Sponsors must meet deadline)
  - Processes pre-registrations and on-site registrations (have petty cash for on-site registrations)
  - Processes and track scholarship donations
  - Books rooms/location with appurtenances
  - Coordinates the number of vendor booths with Arrangements Committee (Vendors must meet deadline)
  - Books caterers and selects menu for
    - Break sessions
    - Day 1 Luncheon
    - Day 1 Social Hour
    - Day 2 Breakfast
    - Day 2 Banquet
  - Makes sure food sponsors are represented at appropriate time
  - Gives the annual treasurer's report
  - Writes award checks for the scholarship and poster awards
  - Designates someone to manage the 50/50 raffle (get petty cash for this)
    - Makes sure all announcements related to the Treasurer's position are coordinated with the webmaster
    - Coordinates with the Publishing Committee and webmaster to post proceedings
    - Performs any other duties delegated by the Board

Division Chair—Business, Industry and Consulting

- Presides over meetings of this division
- Appoints subcommittees pertinent to this division
- Sends quarterly e-mails to division members to provide updates and promote the goals of the society
  - Sharing knowledge about soils with division members
  - Notifying division members of courses that might be of interest to them

- Notifying division members of articles and publications that might of interest to them
- Encourages division members to propose talks and papers at annual meeting
- Annually submits application(s) for awards to Awards Committee
- Conducts the division meeting at the SSSNC annual meeting; provides a written yearly update to the members and to the Society

#### Division Chair—Public Health

- Presides over meetings of this division
- Appoints subcommittees pertinent to this division.
- Sends quarterly e-mails to division members to provide updates and promote the goals of the society
  - Sharing knowledge about soils with division members
  - Notifying division members of courses that might be of interest to them
  - Notifying division members of articles and publications that might of interest to them
- Conducts the division meeting at the SSSNC annual meeting; provides a written yearly update on issues or regulations by government agencies that affect soil scientists

#### Division Chair—Government Agencies

- Presides over meetings of this division
- Appoints subcommittees pertinent to this division
- Fields inquiries or requests from government agencies
- Conducts the division meeting at the SSSNC annual meeting; provides a written yearly update on issues or regulations by government agencies that affect soil scientists

#### Division Chair—Academics and Research

- Presides over meetings of this division
- Appoints subcommittees pertinent to this division
- Sends quarterly e-mails to division members to provide updates and promote the goals of the society
  - Sharing knowledge about soils with division members
  - Notifying division members of courses that might be of interest to them
  - Notifying division members of articles and publications that might of interest to them
- Encourages division members to propose talks and papers at annual meeting
- Designates and presides over judging of poster contest at annual SSSNC meeting
- Conducts the division meeting at the SSSNC annual meeting; provides a written yearly update to the members and to the Society

#### All SSSNC Committees

- Consist of a chair and at least two additional committee members (Bylaws Section 6.4)
- Meet only after advance notification (at least 10 days) by mail, telephone, fax, e-mail or other electronic communication medium (Bylaws Section 7.4)

#### Nominating Committee

- Appointed annually by the Board of Directors
- Solicits prospective candidates who are willing to run for the office of President-Elect and conducts the election for President-Elect during the society business meeting

*Standard Operating Procedure:*

- Begin nomination process approximately September 1.
- Contact SSSNC President to inquire about names of individuals who may be good candidates for the office of President-Elect; in the past, it has been standard practice to contact candidates from the previous year who did not win; solicit from as many different divisions as possible (Academics/Research, Business/Industry/Consultants, Government Agencies, Public Health).
- Select and vet a minimum of two candidates; the majority of past society elections have had only two candidates, but there is no prohibition against having three candidates.
- Ask the candidates for President-Elect to submit a short bio. This bio will be included in the registration packet. (Ask for this as soon as a candidate accepts the nomination.)
- Submit the candidate bio's to the President in time for them to be sent out with the registration mailing for the annual meeting.
- Contact the President to ensure that ballots will be provided for the election (approximately one week before the annual meeting).
- Conduct the election during the SSSNC annual business meeting.
  - Announce the Candidates and allow each candidate to give a short speech.
  - Distribute the ballots.
  - Collect the completed ballots.
  - Count the ballots to determine the winner of the election.
  - Hold on to the ballots until the election results are announced.
- Inform the SSSNC President that there is a winner. (The results of the election have traditionally been kept confidential. Usually, only the Nominating Committee and the President know who won until the results are announced at the SSSNC banquet.)

Finance Committee

- Audits the Treasurer's books
- Prepares budget
- Reports to the general Membership at the Annual Meeting

Organization and Policy Committee

- Revises, updates and approves the SSSNC Policy Manual as needed
- Ensures that current policies are posted to the SSSNC website

Special Committees

- May be appointed by the Board of Directors to resolve and address issues in a timely manner with deadlines and meeting schedules set by the Board and/or Committee Chair
- Use Robert's Rules of Order; votes pass by simple majority
- Members to attend Board meetings, if called on to do so

Continuing Education Committee (*special committee*)

- Submits requests to various boards for the annual meeting and then administers/oversees the continuing education credits (CEUs) for the meeting attendees. The committee currently submits requests to the following boards:
  - N.C. Board for Licensing of Soil Scientists (NCBLSS)
  - N.C. On-site Wastewater Contractors and Inspectors Certification Board (NCOWCICB)
  - N.C. State Board of Environmental Health Specialist Examiners (RS Board)
  - North Carolina Division of Water Quality, Water Pollution Control System
  - Operators Certification Commission (WPCSOCC)
  - American Registry of Certified Professionals in Agronomy Crops and Soils (ARCPACS)
  - Others by request

*Background:* Each Board has specific requirements that must be met during the application process, one of which is a complete copy of the agenda for the annual meeting. Therefore, the application process should occur as soon as the meeting agenda is complete, but as much in advance of the actual annual meeting date as possible, usually at least eight weeks.

There is one exception to this process/timeline. The NCOWCICB meets in February and September of each year and, thus, would like to receive the SSSNC submission prior to their September meeting so that the SSSNC annual meeting can be approved prior to its occurrence in January. Therefore, an application with an incomplete annual meeting agenda must be submitted to the NCOWCICB in August of each year for approval during the September board meeting. A final agenda must be submitted with the sign-in rosters after the annual meeting is complete.

- Reports the CEUs available from each board during the annual business meeting
- Oversees the placement and collection of all CEU sign-in rosters during the annual meeting
- Submits the sign-in rosters to the various boards after the annual meeting is complete
- Plans and oversees society workshops during the year (goal of at least one), which includes planning the agenda, speakers, location, facilities, food, etc.; and submitting and overseeing all workshop CEUs in a similar fashion as detailed above for the annual meeting

Editing and Publishing Committee (*special committee*)

- Led by the President, who is primarily responsible for editing
- Produces the Proceedings of Annual SSSNC meetings, staying as close as possible to the traditional format and quality the society has maintained since its founding in 1957

*Background:* The editing, typing and production of the Proceedings have changed over the years, as office staff policy and publishing technology have evolved. A complete collection of the annual Proceedings in book format is on file in the NCSU library, and probably also in the collections of the Vernon James Center at Plymouth, the Mountain

Horticultural Crops Research Station in Fletcher, NC A&T SU in Greensboro, and the NCDA&CS Agronomic Division in Raleigh.

Since 2004, the Proceedings have not been published in paper format. Current SSSNC policy holds that these complete documents will be produced and maintained for gratis public use via the SSSNC website. For a few years prior to 2004, the Proceedings was produced in book format and is also available on the website. Also, the table of contents (only) of all Proceedings of the Society since the first annual meeting are offered on the Society website.

- Collects and assembles submissions and performs any editing that is feasible and desired [primarily the responsibility of the President-Elect (prior to the meeting) / President (subsequent to the meeting), although some delegation of this responsibility might be considered]. It is the responsibility of authors to provide manuscripts to the respective Society President.

#### Awards Committee (*special committee*)

- Oversees administration of the SSSNC Annual Achievement Award and the annual undergraduate scholarship
- Receives and reviews applications/nominations, selects recipients and presents awards at the annual meeting

#### Program and Arrangements Committee (*special committee*)

- Secures and oversees facilities for the annual society meeting
- Coordinates Hand-of-the-Master and student poster contests at annual SSSNC meeting

#### Website Committee (*special committee*)

- Makes current and essential information about the society widely and easily available to members and other interested parties via the SSSNC website

*Background:* SSSNC has maintained a website since 1997. The original website was hosted on a server at the N.C. Dept. of Agriculture & Consumer Services. In 2010, the society purchased a domain name and relocated its site to [sssnc.org](http://sssnc.org).

- Announces annual meetings, calls for papers and relevant training opportunities
- Provides information on membership—including how to join, dues and names of current members, committee chairs and officers
- May post annual proceedings, lists of award recipients and job opportunities
- Maintains ties of communication with Board of Directors so as to be abreast of current issues/changes within SSSNC

### 3.1. POLICY

The Soil Science Society of North Carolina (SSSNC) follows a conflict-of-interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a member. Each member has a duty to disclose to the Board all material facts regarding his or her interest in the transaction, promptly upon learning of the proposed transaction.

### 3.2. PROCEDURES

Addressing a Conflict of Interest. The Board shall follow the procedures set forth in subsequent paragraphs in order to decide what measures are needed to protect the SSSNC's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are appropriate.

Review by the Board. The Board may ask questions of and receive presentation(s) from the member(s) and any other interested person(s) but shall deliberate and vote on the transaction in their absence. The Board shall ascertain that all material facts regarding the transaction and the member's conflict of interest have been disclosed to the Board and shall compile appropriate data, such as comparability studies, to determine fair market value for the transaction.

After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in the SSSNC's best interest, for its own benefit, and whether it is fair and reasonable to the SSSNC; the majority of disinterested members of the Board then in office may approve the transaction.

Records of Proceedings. The minutes of any meeting of the Board pursuant to this policy shall contain the name of each member who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest; any alternative transactions considered; the members of the Board who were present during the deliberations on the transaction, those who voted on it, and to what extent interested persons were excluded from the deliberations; any comparability data or other information obtained and relied upon by the Board and how the information was obtained; and the result of the vote, including, if applicable, the terms of the transaction that was approved and the date it was approved.

Annual Disclosure and Compliance Statements. All SSSNC committee members shall annually sign a statement on the form attached that

- affirms that the person has received a copy of this conflict-of-interest policy, has read and understood the policy, and has agreed to comply with the policy; and
- discloses the person's financial interests and family relationships that could give rise to conflicts of interest.

Violations. If the Board has reasonable cause to believe that a SSSNC member has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such member of the basis for this belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and making further investigation as warranted by the circumstances, the Board determines that the member has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

Annual Reviews. To ensure that the SSSNC operates in a manner consistent with its status as an organization exempt from federal income tax, the Board shall authorize and oversee an annual review of the administration of this conflict-of-interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved.

### 3.3. RESPONSIBILITY

The Board shall determine whether specific SSSNC members have a conflict of interest with regard to transaction in question. The member(s) and any other interested person(s) involved with the transaction shall not be present during the Board's discussion or determination of whether a conflict of interest exists, except as provided in 5.2 PROCEDURES, Review by the Board.

### 3.4. DEFINITIONS *(for the purposes of this policy)*

***Interest*** means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation from the SSSNC, a sale, loan, or exchange transaction with the SSSNC.

A ***conflict of interest*** is present when, in the judgment of the Board of Directors, a member's stake in the transaction is such that it reduces the likelihood that a member's influence can be exercised impartially in the best interests of the SSSNC.

***Transaction*** means any transaction, agreement, or arrangement between a member and the SSSNC, or between the SSSNC and any third party where a member has an interest in the transaction or any party to it.



**3.5. FORMS****SOIL SCIENCE SOCIETY OF NORTH CAROLINA*****CONFLICT OF INTEREST POLICY:  
ACKNOWLEDGMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT***

The Soil Science Society of North Carolina (SSSNC) follows a conflict-of-interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, a corporate officer, our top management official and top financial official, or any of our key employees.

**Part I. Acknowledgment of Receipt**

I hereby acknowledge that I have received a copy of the conflict-of-interest policy of the Soil Science Society of North Carolina, have read and understood it, and agree to comply with its terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Part II. Disclosure of Financial Interests**

We are required annually to file Form 990 with the Internal Revenue Service, and the form we file is available to the public. To complete Form 990 fully and accurately, we need each Board member and committee member to disclose the information requested in this Part II.

A “conflict of interest,” for purposes of Form 990, arises when a person in a position of authority over an organization, such as an officer, director, or key employee, may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

Part II Please check ONE of the following boxes:

My interests and relationships have not changed since my last disclosure of interests.

[Proceed to signature block below. Do not complete the tables.]

**OR**

I hereby disclose or update my interests and relationships that could give rise to a conflict of interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential conflict of interest
Include spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great grand-children, and spouses/domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of interest	Description of interest that could lead to a conflict of interest
Transactions or arrangements with the Organization	
Transactions or affiliations with other nonprofit organizations	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a conflict of interest that I have not disclosed either above or in a previous disclosure statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

#### 4.1. POLICY

All short-term and long-term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

#### 4.2. PROCEDURES

Physical Records: At least annually, physical document and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly designated as such. Files in storage are placed in a fire-resistant, secure, dry place. When files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e., shredding). Do not place in dumpsters.

Long-term storage of electronic records: All electronic files are backed up daily. Backups are moved off-site monthly. The retention periods are consistent with those for physical records.

The following table provides a guide to typical retention periods for common types of documents.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	10 years
Accounts receivable ledgers and schedules	10 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	10 years
Cash books	10 years
Checks (canceled, with exception below)	10 years
Checks (for important payments and purchases): taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]	Permanently
Contracts, mortgages, notes and leases (expired)	10 years
Contracts (still in effect)	Permanently
Correspondence (general)	4 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently

Type of Document	Minimum Requirement
Donation records of endowment funds and of significant restricted funds: [Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]	Permanently
Duplicate deposit slips	10 years
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses)	10 years
Financial statements, end-of-year	Permanently
General ledgers and end-of-year statements	Permanently
Insurance records, claims, policies, etc.	Permanently
Internal reports, miscellaneous	3 years
Inventories of products, materials, supplies	10 years
Invoices (to customers or vendors)	10 years
Minutes of Executive Committee meetings, including Bylaws and Articles of Incorporation	Permanently
Proceedings of annual meetings	Permanently
Purchase orders	3 years
Sales records	10 years
Tax returns, worksheets and other documents relating to determination of tax liability	Permanently

**Warning:** All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Chief Executive Officer.

#### 4.3. RESPONSIBILITY

The Treasurer will be responsible for maintaining all SSSNC financial records. Electronic files on the SSSNC laptop shall be backed up and archived as they are generated. Paper files shall be stored and protected from loss, theft or damage. Board Meeting minutes and other written information may also be kept by the Secretary.

### 5.1. POLICY

The Soil Science Society of North Carolina (SSSNC) collects annual membership dues and fees for meetings. Membership dues shall be as recommended by the Board of Directors, with the dues for various classes of membership as follows:

- a. Individual - \$15.00
- b. Supporting Organization - \$50.00
- c. Sustaining Member - \$75.00
- d. Student Member (must be enrolled in a degree program) - \$15.00

### 5.2. PROCEDURES

SSSNC Membership Dues. Dues for the calendar year are expected to be paid prior to or at the time of the annual meeting. Any dues received after the annual call for dues, and prior to the call for annual dues for the subsequent calendar year, shall be for that calendar year in which received. New members shall pay dues at the time of application.

Registration Fee for Annual Meeting. To defray cost of the annual meeting, a registration fee will be charged those for registering for the annual meeting, with the exception of student members. The amount of this fee will be determined by the Board of Directors.

Other Registration Fees. To defray the cost of educational courses and other meetings, a registration fee may be charged for those registering for the course or meeting with the exception of student members. The amount of this fee will be determined by the Board of Directors.

### 5.3. RESPONSIBILITY

The Board of Directors determines all membership dues and registration fees.

**6.1. POLICY**

No society member shall receive any type of gift or compensation for their service to the society.

**6.2. PROCEDURES**

The membership and registration fees shall be collected by the Treasurer and deposited in the SSSNC bank account.

**6.3. RESPONSIBILITY**

The Treasurer is primarily responsible for the accounting, record-keeping and deposits of all fees for the SSSNC.

## **7.1. POLICY**

The SSSNC may, from time to time, sponsor certain events that have similar interests and missions. Any sponsorship, including the amount, will be considered and voted upon by the Board.

## **7.2. PROCEDURES**

Any sponsorship, including the amount, will be considered and voted upon by the Board.

## **7.3. RESPONSIBILITY**

It is the responsibility of the Treasurer to determine if the potential sponsorship awards are within the limits of the operating budget.

## 8.1. POLICY

All SSSNC members, volunteers and providers of contract services to the organization (Protected Persons) shall be encouraged to report information relating to illegal practices or violations of SSSNC policies that such person, in good faith, has reasonable cause to believe is credible. None of these persons upon making such a report shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this policy.

## 8.2. PROCEDURES

Reporting credible information. Information relating to illegal practices or violations of SSSNC policies shall be reported to the Board of Directors, or the Audit Committee or another appropriate committee of the Board of Directors] which shall be responsible to provide an alternative procedure. The Board of Directors may designate an individual as “Compliance Officer” in order to perform the investigation and maintain information pertaining to the investigation. The “Compliance Officer” may be a member of the Board or a member of the SSSNC. If necessary, an outside party or mediator may be used.

Investigating information. The Compliance Officer shall promptly investigate each such report and prepare a written report to the Board of Directors. In connection with such investigation all persons entitled to protection shall provide the Compliance Officer with credible information. All actions of the Compliance Officer in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

Confidentiality. SSSNC encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by filling out a “Whistleblower Reporting Form” and mailing it to the Secretary or other Board member. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable SSSNC or law enforcement to conduct an adequate investigation.

Protection from Retaliation. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any SSSNC member who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation may have current SSSNC membership revoked and be ruled ineligible for future membership.



Dissemination and Implementation of Policy. This policy shall be disseminated in writing to all affected constituencies. SSSNC shall adopt procedures for implementation of this Policy, which may include

- (1) documenting reported Violations;
- (2) working with legal counsel to decide whether the reported Violation requires review by the Compliance Officer or should be directed to another person or department;
- (3) keeping the Board of Directors [and the audit committee or other applicable committee] informed of the progress of the investigation;
- (4) interviewing SSSNC members or other involved parties;
- (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

The procedures for implementation of this policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant's identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations.

### **8.3. RESPONSIBILITY**

Anyone reporting a Violation must act in good faith and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

**9.0 REVISIONS TO THIS POLICY AND PROCEDURES MANUAL**

- Revisions to the Policy and Procedures Manual will be submitted to the Board for review and voted upon by the Board.
- Revisions to the Policy and Procedures Manual will be dated and posted on the SSSNC website for a period of 30 days, for comment by the membership. All comments will be reviewed by the Board and voted upon prior to adoption.
- The latest version of the Policy and Procedures Manual will be dated, and posted on the SSSNC website.
- Only the latest version of the Policy and Procedures Manual will be recognized by the Board and/or membership for use on issues covered by the Policy and Procedures Manual.