

## **ACTIVE 20-30 UNITED STATES and CANADA**

**2023-2024**

### **POLICIES & PROCEDURES**

#### **CHANGES TO POLICIES AND PROCEDURES**

1. Policy changes shall be adopted only by two-thirds majority of the Board members present and voting, and may be rescinded only by the same vote.
2. Operational authority in such matters as delinquencies, revocation of charters and adjustments of accounts, shall be given to the Executive Director and appropriate National Director consistent with the demands of the Bylaws.

#### **CORRESPONDENCE**

1. All National Officers shall be required to send copies of all Active 20-30 correspondence and email to the National Office in order to provide a continuing review of activity by elected officials.
2. The Executive Director shall send all copies to Board members as needed.

#### **AWARDS**

1. Award categories shall be defined by the Awards Committee and approved by the Board of Directors.
2. Should the Award committee have recommendations and/or edits to the Awards Program, it shall be approved by the Board of Directors prior to distribution to the clubs. If the Awards packet does not change from the prior year, then no approval is necessary by the Board of Directors. A copy will be sent to each club.

#### **CLUBS**

1. Twice per year, clubs will receive an electronically modifiable "Club Roster Report" at which time the club will make any change and mail the report back to the National Office by the due date indicated on the report.
2. Any club, which has been suspended, shall still be liable for financial obligations and other requirements until the suspension is terminated.
3. The term "suspension" shall mean that clubs so considered shall be deprived of all rights and privileges until the reasons for the suspension have been eliminated.
4. Each club in good standing with a 501©4 ID with the IRS shall be added to and maintained on the IRS 501(c)4 Subsidiary List that exempts clubs from the payment of Federal Income Tax, so long as they remain a club in good standing.
5. The National Board is to determine which region a club belongs to, and this shall be reviewed from time to time.

#### **NEW CLUBS**

(Chair of New Club Charter committee will furnish a copy of the National Charter Manual to all potential clubs and sponsoring clubs.)

1. A minimum of ten (10) members must have paid dues to charter a club.
2. The new clubs will pay the prevailing new member fee for each new member signed. Each member will receive a new member kit with a name badge, charter member pin and certificate.
3. Each new club will have a sponsoring club or a club that will assist in their chartering and/or leadership development.

4. The sponsoring club will purchase the bell, banner and President's gavel through the National Office for the chartering club unless an existing bell and banner is available. If the sponsoring club is unable to purchase these items, they will be purchased by the National Organization.
5. All forms must be completed and fees must be paid to the National Office prior to the charter night.
6. The first set of Bylaws for the club must be approved by the National Board prior to the charter night.
7. Newly chartered clubs will receive the National Bylaws, Policies & Procedures and the Marketing/PR Tool Kit.

## **FINANCE**

1. \$110.00 in National Dues will be collected from every member. Any subsequent increases to dues shall be voted upon by the National Board.
2. Pro-rated dues must be paid for each new member and shall be set for each quarter of the National Fiscal Year.
3. A fee is charged for a member who meets the criteria of Past Active Life Status. An award, certificate, lapel pin and a lifetime subscription to the National Newsletter shall be given to the member. Contact the National Office for current price.
4. A \$75.00 annual dues fee will be paid to National by a member moving to a community where there is no Active 20-30 Club and becomes a Member-at-Large. This requires the recommendation of the club with whom they last held active membership. The Member-at-Large receives the National Newsletter and is contacted with the possible establishment of a new club in their area. If this occurs mid-term, pro-rated dues must be paid for each quarter of the National Fiscal Year.
5. Adjustment of a club's financial obligation may, for good cause shown, be made upon a majority vote of the National Board and upon the recommendation of the Executive Director.
6. The Executive Director shall assist in the preparation of the annual budget, and shall make the Board aware of any financial problems.
7. The agenda of each National Annual General Meeting (AGM) shall provide for a reasonable amount of time for budget discussion as deemed by the National Board.
8. Authorization for withdrawal of funds from any bank or savings account of Active 20-30 National shall be made by signature of the Executive Director upon approval from the President and Treasurer with the exception of any check made payable to the Executive Director.
9. All moneys paid to the National Association shall be payable in US funds.
10. All dues adjustments to the annual dues statement must be made prior to October 1<sup>st</sup> of the current year.
11. A \$50.00 fee will be charged for all returned checks.
12. The National Board shall review and approve the tax return for the Organization prior to submittal to the tax authorities. As soon as the draft tax return is prepared by the accountant and provided to the National Office, the National Office shall distribute the draft tax return to the National Board as soon as practicable. In the event a draft copy of the tax return is not provided for board review no later than seven (7) days prior to the National Board Meeting preceding the initial due date of the tax return, the accountant may prepare and file an automatic extension. Once the draft tax return is ready for review, the President shall add review of the tax return to the next National Board Meeting that is at least seven (7) days after the date on which the National Board received the draft tax return. At that National Board Meeting, the National Board shall vote to approve or pose questions to the draft tax return. If the draft tax return is approved, it may be signed by an authorized officer and released for filing with the tax authorities by the accountant. If the draft tax return is not approved, the Treasurer and National Office shall coordinate with the accountant to make the necessary changes for resubmittal to the National Board. The tax return shall not be submitted to the tax authorities until a motion is passed to approve its filing.

## **BOARD/COMMITTEE EXPENSES**

1. Each member of the National Board shall be reimbursed for the amount of their travel expenses incurred while attending meetings of the National Organization and to visitations to clubs within their respective regions, as long as said expenses are within the annual budget allocated to Officer and Director travel costs of the member of the National Board.

2. Airline travel shall be made using the lowest fare possible given a reasonable travel schedule.
3. Mileage reimbursement shall be at the allowable established rate approved by the Internal Revenue Service annually when using personal car. Mileage reimbursement is not allowed for car rental.
4. Other reimbursable expenses shall include: lodging, parking, transportation, postage, photocopies and printing charges. Food and beverages for directors and committees are not permitted for reimbursement.
5. Officer must attend all meetings during event(s) to be eligible for reimbursement or excused from attendance by a majority of the remaining National Board members.
6. A reimbursement form must be submitted to the National Office with receipts for expenses where applicable prior to reimbursement as authorized by budget line items. Reimbursable expenses shall be submitted to the National Office within thirty (30) calendar days of the expenses being incurred. Expenses submitted after thirty (30) calendar days will not be reimbursed.
7. If a National Board member receives reimbursement from the National Office, and then does not attend the meeting, the National Board member will be responsible for reimbursing the National Office monies that were advanced to them.

### **MEETINGS AND CONVENTION**

1. The National Convention shall be promoted in the National Active 20-30 newsletter.
2. Proposed agendas will be sent to the Board of Directors and all clubs at least one week or (7) days prior to each Board Meeting. Failure to do so may be waived if not objected to.
3. The Chairperson of Laws and Regulations Committee shall be sent a proposed agenda of the AGM ninety (90) days prior to the meeting.
4. The Convention Committee will handle all pre- registrations for the National Convention.
5. The Convention Committee shall be responsible for tracking all attendance at each National Convention activity.

### **NATIONAL OFFICE**

1. The Executive Director will inform each officer and club of the actual filing dates for Bylaw amendments and candidacy applications by mail in January.
2. The National Office shall send out a notice as a reminder to any delinquent or non-reporting club.
3. Removal of any National Director or Officer shall be communicated immediately to the clubs in that Region.
4. A new member kit shall contain the following: lapel pin, name badge, membership certificate and pertinent information about Active 20-30.
5. The office for the National Organization shall be known as the National Office.

### **SPEECH CONTEST**

1. A Winner and Runner-Up will be selected as finalists in the National Speech Contest conducted at the National Convention. If the winner cannot attend the International Convention, the Runner-Up shall be given the opportunity to attend.
2. If a club has a "speak-off", only one member may enter the National contest from that club. And if a group of clubs decide to hold a "speak-off", then only one member from those clubs may enter the National contest.
3. Senior Active Members, Past Active Members and Members not in good standing are ineligible to compete.
4. When budgeted, the national winner will be eligible to receive assistance from the National Organization with related travel costs related to participating in the Speech Contest at the International Convention.

## **NATIONAL STORE**

1. The store is run as a profitable member service through the National Office.

## **COMMITTEES**

1. Each committee shall have a minimum of two active members; a committee may appoint other members to sub-committees for the purpose of dealing with specifically assigned subjects.
2. Any documents, manuals, etc., created by committees must send copies of those documents to the National Office for the Resource Library.
3. Awards: The committee shall be chaired by one or two members of the Organization with a designated Advisor from the National Board. The purpose of the program is to provide positive recognition and share best practices among clubs. The committee shall publicize to the clubs the various National Awards, and review the rules and conditions in connection therewith, but in no case shall permit the contesting, either by a club or by one of its individual members, when such clubs are at the time suspended due to failure to comply with their obligations to Active 20-30. It shall strive to create interest and competition among the clubs. Adequate records shall be maintained as basis for said awards. All annual awards shall be presented at the National Convention. The Awards Committee must receive all Annual Awards applications/nominations no later than the date recommended by the Awards Committee. The Awards Committee must distribute Annual Awards Application/Nomination packets to Clubs by the date recommended by the Awards Committee. No late entries will be accepted. The first place winner of ALL categories at the National Convention, that have an equivalent International award category, shall be submitted by the Awards Committee chair to International.
4. Budget and Finance: The National Treasurer & National President-Elect shall co-chair the committee. The committee shall advise the Executive Director and supervise the handling of Active 20-30 funds and prepare an annual budget proposal for the incoming Board of Directors. (Clubs receive monthly financial reports in the board packet)
5. Historian: Whenever historical information is collected, it should be forwarded to the National Office for archiving.
6. Publication Committee: Shall be the editor of the Quarterly National Active 20-30 newsletter.
7. Laws and Regulations: The Immediate Past National President chairs this committee and shall appoint committee members at the start of each fiscal year. The committee shall examine the laws and regulations of the association and shall submit any recommendations concerning revisions thereof to the National Board. They will also make a report on all properly proposed amendments to the Bylaws to be submitted to any AGM. It shall further be the duty of the committee to interpret any and all provisions of the Bylaws whenever it shall be called upon to do so. Per the Bylaws, the interpretation of the committee shall be submitted to the National Board of Directors for approval.
8. Membership Growth: The National President shall appoint a committee chair. The committee should have at least one committee member from each region. The committee shall devise ways and means to encourage and assist the clubs in building membership to adequate size and continuing to maintain such adequate membership once it is attained. The committee shall also promote an aggressive program of expansion efforts, and shall supervise and assist in the creation of new clubs.
9. Public Relations: The National President shall appoint Chair for this committee. As the National Board works with individual clubs on membership growth and recruitment, opportunities to communicate with the media and to promote the activities of Active 20-30 should be pursued, as appropriate, to all social media accounts.
10. Other: Other committees may be appointed by the incoming National President as the priorities of the National Organization evolve.

## **FINANCIALLY DELINQUENT CLUBS**

1. The National Office shall mail or email the 1<sup>st</sup> notice to all clubs in arrears not later than 30 days after the offending club becomes delinquent.
2. Any club more than thirty (30) days in arrears for any debt to Active 20-30 United States and Canada shall be considered delinquent in its account and not in good standing per the Bylaws.

- I. The club shall be notified immediately by the Executive Director.
  - II. The club has thirty (30) days from receipt of the notice to pay the delinquency in full or obtain a compromise payment agreement from the National Board of Directors or its representative.
  - III. In the event the delinquent account is not paid in full, or an acceptable compromise reached within the specified term, the club's charter could be subject to revocation.
  - IV. Within the next thirty (30) days, the delinquent club shall be contacted by a National Director for the purpose of settling the account.
  - V. Payment in full or a compromise agreement shall remove the delinquency and return the club to good standing.
3. If a club fails to cure the default, the National Office, with input and oversight from the National Board, shall send a Registered Letter to each delinquent club advising them of the impending charter revocation and why. The letters are to contain language indicating that all appropriate government, tax authority, media and local Chamber of Commerce in the club's locale will be notified of the charter revocation. The club may not represent itself as associated with Active 20-30.
  4. In the event that a club fails to comply with any compromise agreement, the written agreement shall be automatically Void and the entire balance shall be immediately due. The Executive Director shall send a final demand letter by registered mail, indicating that the outstanding balance is to be paid within fifteen (15) days. If the amount is not paid, the club's charter shall be automatically revoked without further notice.
  5. Any club that remains delinquent on January 1<sup>st</sup> and has not entered into an acceptable compromise agreement shall be subject to suspension upon appropriate notice and approval by the National Board. The Executive Director shall send letters, by registered mail, to all the club members advising them of the club's charter revocation and that their membership in Active 20-30 has been terminated. The Executive Director shall also send letters to the following entities advising them of the charter revocation: Secretary of State, tax authorities, local government entities, Chamber of Commerce, charitable groups, print and electronic media, and, any other entity that the Executive Director deems appropriate.

### **CLUBS IN "GOOD STANDING"**

1. A "Club in Good Standing" is defined as:
  - (a) a Club with at least 10 members;
  - (b) a Club which has no unpaid or outstanding invoices owed to the National Organization;
  - (c) a Club which is current in filing its National "Club Roster Reports";
  - (d) a Club which has provided the National Organization with a current Certificate of General Liability Insurance Coverage (1 million dollar minimum) showing Active 20-30 United States and Canada listed as "Additional Insured."
2. Non-compliance with items (b), (c) or (d) of these requirements for Club in Good Standing status (per item 1 above), may result in suspension of a Club's Charter and related notification of appropriate state and federal taxing and incorporation authorities.
3. Non-compliance also may result in restrictions on the use of the Active 20-30 name, logo and voting eligibility at an AGM.

### **STEALING**

The following National Rules for Stealing shall apply to all Member Clubs:

1. Legal Inter-Club Stealing (Between Clubs): Club Bells, Banners and Gavel may be stolen only in accordance with the following terms and conditions:
  - (a) the "steal" occurs during the time of a formally scheduled Club meeting (e.g., between the time the meeting is "rung in" through the time the meeting is "rung out");
  - (b) the item can be acquired **without** the use of physical force or the violation of pertinent local and state codes regulations and ordinances;

(c) within 14 days of the date of the "Steal", the "Stealing/Offending Club" must provide the "Victim Club" with written notification identifying the item(s) which were stolen and, (d) within 60 days of the date of the "Steal", the "Stealing/Offending Club" must return the stolen item(s) to the "Victim Club".

2. **Illegal Inter-Club Stealing (Between Clubs):** Only Club Bells, Banners and Gavel may be legally stolen between Clubs, and only during a formal Club Meeting. Steals are not permissible during the Annual National Convention or at any fundraising events/projects, public functions or other event where the visibility of the Club's Bell, Banners or Gavel is important to the visibility and promotion of Active 20-30. National Officer items: National Banners, Bell, Gavel, etc., ARE NOT STEALABLE AT ANY FUNCTION!
3. **Enforcement of Stealing Policy:** If a Club steals anything illegally, or anything other than a Bell, Banner or Gavel from another Club (e.g., Penny-A-Day Can, Nametags, etc.), the "Stealing/Offending Club" must return the item(s) with a formal apology to the "Victim Club" within 30 days of the date of the "Steal", or the National Board will initiate formal charter suspension proceedings against the "Stealing/Offending Club" in accordance with Article XIV, Section 9, Item 3 (Local Clubs, Termination of Club Charter, Discipline) of the National Bylaws.

## **MEMBERSHIP**

1. Active 20-30 United States and Canada designates the following membership classifications: Active, Past Active Life, Active Life, Senior Active, Member-At-Large and Honorary. Membership classifications can be added from time to time as circumstances change or dictate. Membership classifications are defined through the Active 20-30 United States and Canada national bylaws.
2. Active, Past Active Life, Active Life, Senior Active, Member-At-Large and Honorary Member are considered to be in good standing based upon payment of dues and meeting of attendance requirements, if applicable, and maintaining good moral character.
3. Active 20-30 United States and Canada reserves the right to request and receive a background investigation on a prospective member. The results of the background investigation will determine whether the prospective member can become an Active Member of Active 20-30 United States and Canada with full membership rights and privileges.

## **GOOD MORAL CHARACTER**

1. To be considered and approved, and to continue to remain an active member of Active 20-30 United States and Canada in good standing, a member shall meet the minimum membership requirements, and shall be a member of good moral character who has not been convicted of crimes involving moral turpitude, as found in U.S. Department of State Foreign Affairs Manual section "9 FAM 40.21(a), N2 (et seq)
2. If a member has been convicted of any of the above crimes of moral turpitude, the member shall be immediately removed as a member of Active 20-30 United States and Canada, and cannot possess or hold membership privileges, which include active, past active, life or honorary membership status. The member can address his or her removal status to the Active 20-30 National Board of Directors, who will review and determine whether an exception can be made for the Member to remain in the Active 20-30 United States and Canada organization. The Active 20-30 National Board of Directors will establish a hearing and review process for addressing the removal of members not considered to be of good moral character.

## **HARASSMENT POLICY**

1. Active 20-30 United States & Canada, Inc. promotes inclusivity and a harassment-free environment for its membership and guests. Infringement upon these principles shall be grounds for disciplinary action to be determined at the National Board's discretion, which may include the termination of membership.

The National Board would like all of our members to be aware of this policy and to understand that if serious issues arise, we are here for you. Should a situation arise that cannot be handled at the local level, please contact your Region Director or another member of the National Board to explain the situation. That board member will work with you, the National President, and our Executive Director to find a resolution. To report an incident, please submit the [Harassment Policy Complaint Form](#).

Active 20-30 U.S. & Canada (hereinafter "Active 20-30") does not tolerate harassment of board or club members. Offensive conduct based on any classification protected by federal, state, and local laws and ordinances is a violation of this policy. Any board or club member who feels he/she/they have been subject to harassment from a board or club member should consult with Active 20-30's National President, a member of the National Board, or the local club

President. If a board or club member knows or has reason to know that any Active 20-30 member, or other persons in connection with any Active 20-30 activity or event, that is related in any way to Active 20-30, such involvement is required to be documented with the National Office in accordance with Active 20-30 policies and procedures.

The National Board may adopt written rules and procedures and is authorized to take action it deems appropriate to administer and enforce this policy.

**Harassment Defined.** Harassment under this policy is unwelcome verbal, visual, or physical conduct creating an intimidating or offensive environment that interferes with performance. Harassment can be verbal conduct (including slurs, jokes, insults, epithets, gestures or teasing), graphic conduct (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility towards an individual. Such conduct violates this policy, even if it is lawful.

Because it is difficult to define unlawful harassment, board or club members are expected to behave at all times in a professional and respectful manner.

**Sexual Harassment Defined.** Sexual harassment under this policy can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Propositions, or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, and drawings
- Sexually explicit texts, instant messages, e-mails, voicemails, or other methods of communication
- Uninvited touching of a sexual nature
- Conduct or comments consistently targeted at only one sex, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's sex

All such conduct is unacceptable in Active 20-30 and in any related settings, such as workshops, meetings, conferences and social functions, regardless of who engages in the conduct.

**Reporting.** If a board member or club member has suffered from a violation of this policy or believes, knows, or has reason to know, that this policy has been violated, they are required to promptly (within thirty (30) days) bring the matter to the attention of Active 20-30's President or a member of the National Board, and file a written report, regardless of the seriousness or credibility of the alleged violation, and regardless of whether the alleged victim of the harassment wishes to file a formal complaint or not. The reason for this requirement is that once Active 20-30 or any constituent Club knows or has reason to know that a violation of this Harassment Policy has occurred, Active 20-30 must take reasonable steps to protect its members and guests from harassment, and to ensure the safety and well-being of its members. The member reporting the harassment shall be invited to file a formal complaint and be provided with the appropriate forms to make such a complaint. The online complaint form for National Active 20-30 is available online via this link: [Harassment Policy Complaint Form](#).

**Investigation.** After receiving any formal complaint, Active 20-30's National Office shall:

- i. Confirm receipt of the formal complaint to the complainant with seven (7) days;
- ii. Provide the full complaint to the National Executive Board. The National Executive Board consists of the National President, National President-Elect and the National Immediate Past President. Any Executive Board Members involved in the complaint (or who have a conflict of interest) shall not be included in correspondence, nor in the investigation.
- iii. The National Executive Board must review the complaint within thirty (30) days of its receipt. Upon review, the National Executive Board may, at their discretion, elect to call or constitute a Special Ad Hoc Committee, which shall review the complaint and commence (or direct the commencement of) an investigation. The investigation may be conducted by the Special Ad Hoc Committee, a professional and non-partisan investigator, or the local club, in the sole discretion of the Special Ad Hoc Committee, provided that the person or persons conducting the investigation shall be reasonably independent and impartial. The Special Ad Hoc Committee members shall include not less than three (3) persons designated by the current National President and ratified by the National Executive Board. The Special Ad Hoc Committee shall endeavor to ensure that the investigation is as confidential as is reasonably possible/practical. The extent of the investigation shall be determined in the discretion of the Special Ad hoc Committee in consultation with the investigator.

**Action.** Upon conclusion of the investigation, the results of the investigation findings will be reported to the President and the National Board. The National Board will review the investigation results and take prompt and appropriate corrective measures against any person who has engaged in conduct in violation of this policy. Such action shall commence within 30 days of the conclusion of the investigation and can include, but is not limited to:

- Dismissal of the complaint based on lack of cause or evidence
- Formal reprimand and documentation
- Mandatory harassment or sexual harassment training
- Exclusion from particular Club events
- Suspension
- Probation
- Expulsion

If a formal complaint was filed, the complaining party and accused shall be provided written notice of the action taken pursuant to this policy. The details and reports of the investigation shall be provided to the complainant and accused to the extent directed by the National Board in its sole discretion.

**No Retaliation.** Active 20-30 prohibits retaliation for reporting perceived violations of this policy or cooperating in any way in the investigation. If you believe someone has violated this policy, you should bring the matter to the immediate attention of the National Active 20-30 President, a member of the National Board of Directors, or the local club President. The filing of a willfully false or misleading complaint pursuant to this policy may result in disciplinary action as set forth in Active 20-30 Bylaws and policy. This policy does not exonerate the complainant if the investigation findings include violations of Active 20-30 Bylaws or Policies committed by the complainant.

**Education and Training.** Active 20-30 is dedicated to ensuring the safety of our members. In order to ensure a safer environment, all Active 20-30 National Board members on the local and National Organization level, as well as other members serving on committees or leadership positions should aspire to complete sexual harassment prevention training annually.

## **CONFLICT OF INTEREST POLICY**

**Purpose:** The purpose of this Conflict of Interest Policy is to protect the credibility, integrity and interests of Active 20-30 U.S. And Canada (Active 20-30), and to avoid harm to the reputation of Active 20-30, as well as inadvertent violation of applicable laws governing conflicts of interest applicable to nonprofit organizations.

**Conflict of Interest:** Any Active 20-30 Director or Officer (including any national or local Club director, committee chair or member) who has a direct or indirect financial interest, as defined below, has an actual conflict of interest. A conflict of interest may also be a potential conflict of interest or an apparent conflict of interest, even if financial conflicts are not present, such as would be the case of an Active 20-30 Director or Officer who is concurrently holds a leadership position of a competing organization, civic group or business.

**Financial Interest:** A person has a financial interest if the Director or Officer has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which Active 20-30 has a transaction or arrangement,
- b) A compensation arrangement with Active 20-30 or with any entity or individual with which the Organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Active 20-30 is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. The mere fact that an Active 20-30 Director or Officer is affiliated with other organizations, civic groups or businesses is alone not sufficient to amount to a conflict of interest. In fact, in most cases those affiliations are valuable.

A financial interest does not always constitute a material conflict of interest. Oftentimes, a conflict of interest is insubstantial. In other instances, a conflict may be significant, but not of concern to the Board; in which case the Board would take no remedial action, but rather simply take into consideration the statements and positions of that Board member and assign the weight that each Board member deems appropriate given the circumstances. A person who has a substantial financial interest may continue to serve Active 20-30 only to the extent authorized by the Board.

**Duty to Disclose:** In connection with any actual, potential, or apparent conflict of interest, an interested person must disclose the existence of the conflict 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 conflict and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while that conflict is discussed, and a decision made concerning how it will be handled.

As noted above, the Board (excluding the person with the disclosed conflict) shall decide if a material conflict of interest exists and determine any measures to be employed to address the conflict. Said measures may include, among other things, (1) removal of that Director or Officer from their position when the conflicts are serious and unavoidable; (2) removal of that Director or Officer for duration of the discussion, (3) allowing that Director or Officer to attend the discussion, but prohibiting that Director or Officer from participating in discussion or voting, (4) allowing that Director or Officer to fully participate in discussions and vote on such matters (with the understanding that National Board members will assign credibility to that Director or Officer with the potential conflict of interest to the extent that each board member deems appropriate). The National Board may take into consideration the risk that a potential or apparent conflict of interest may result in harm to the reputation of Active 20-30, or otherwise result in the appearance of impropriety.

**Violations of the Conflicts of Interest Policy:** If the committee has reasonable cause to believe a Director or Officer has failed to disclose actual, potential, or apparent conflicts of interest, it shall inform the Director or Officer of the basis for such belief and afford the Director or Officer an opportunity to explain the alleged failure to disclose. If, after hearing the Director or Officer's response and after making further investigation as warranted by the circumstances, the Board determines the Director or Officer has failed to disclose an actual or possible conflict of interest, it may take appropriate disciplinary and corrective action.

## **ACKNOWLEDGMENT OF RECEIPT FOR MEMBERS OF THE NATIONAL BOARD OF DIRECTORS**

I acknowledge that I have received a copy of the current version of the Active 20-30 United States & Canada Bylaws and the current version of the Active 20-30 United States & Canada Policies & Procedures, and as a Director/Officer of this organization, I agree to abide by them.

(Signed Acknowledgement is due within 30 days of taking office)

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Signature

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Print Name & Title

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Date