

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.10

#### Conflict of Interest

01.10.010 **Purpose:** The purpose of this policy is to establish rules and direction governing conflict and potential conflicts of interests. Vigilance in identifying and preventing conflicts of interest is essential for good governance and to meet legal requirements.

01.10.020 Definitions

- A. **“Conflict of Interest”:** A “conflict of interest” is defined as when a person in a position of authority over an organization, such as an officer, director, or manager, 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. For this purpose, a conflict of interest does not include questions involving a person’s competing or respective duties to the organization and to another organization, such as by serving on the boards of both organizations, that do not involve a material financial interest of, or benefit to, such person

01.10.030 Operation:

- A. It is the responsibility of all officers, board members and members to identify potential conflicts of interest and report them to the President as they may occur.
- B. Annually, the Board of Directors shall review all Museum activities to identify potential conflict of interests and to determine if previous conflicts continue.
- C. A list of potential conflict of interests as identified by the President or Board of Directors shall be maintained by the Secretary and reviewed at least annually.
- D. If a conflict of interest is found, the President shall evaluate the circumstances and determine the best course of action to eliminate or neutralize the conflict of interest.
- E. Willful subterfuge involving a conflict of interest shall be grounds for disciplinary action as determined by the Board of Directors.

Effective: December 20, 2008



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.20

#### Whistle blowing

01.20.010 **Purpose:** Vigilance in identifying and preventing conflicts of interest is essential for good governance and to meet legal requirements. The purpose of this policy is to establish rules and direction governing conflict and potential conflicts of interests.

01.20.020 Definitions

- A. **“Whistle blowing”:** Whistle blowing is defined as the act of a museum member who reveals wrongdoing within the organization to the public or to those in positions of authority

01.20.030 Operation:

- A. Whistle blowing to the public is considered a last act of a concerned member. As such, members are required to inform at least one member of the Museum’s Board of Director of any actual or suspected wrongdoing on behalf of a member or the organization as a whole.
- B. Irrespective of the above requirement, no member shall be dismissed or disciplined solely for the act of whistle blowing.
- C. No attempt will be made by any individual or group to destroy or alter documents when whistle blowing occurs.

Effective: December 20, 2008



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.30

#### Records Management

01.30.010 **Purpose:** The purpose of this policy is to establish rules and direction governing the management of the Museum's records. This would include the maintenance, retention, public availability, and type of records.

01.30.020 Definitions

- A. **“Records:** Records are defined as any document, or information generated by, on behalf of or for the Amphibious Forces Memorial Museum.

01.30.030 Operation:

- A. The Secretary shall be responsible for the Museum's Records Management System.
- B. The Secretary shall establish and maintain a records retention schedule.
- C. A process to make available to the public selected records. The method to make information available may vary to include posting on the organization's website, posting on another, website, providing copies on request, posting on board ship physical inspection. Selected records available for public viewing include:
- a. IRS Forms 1023/1024, 990, and/or 990-T
  - b. conflict of interest policy,
  - c. financial statements
  - d. Other selected records

Effective: December 20, 2008



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

# POLICY & PROCEDURES

## 01.40

### Joint Venture Policies

01.40.010 **Purpose:** The purpose of this policy is to establish rules and direction governing the participation in any Joint Ventures between the museum and other non-profits, for profit business or private parties.

01.40.020 Definitions

- A. **“Joint Venture:** is defined as any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to:
- a. (1) whether the organization controls the venture or arrangement,
  - b. (2) the legal structure of the venture or arrangement or,
  - c. (3) Whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes.

01.40.030 Operation:

- A. The Vice President shall be responsible for establishing and monitoring any Joint Ventures.
- B. When a Joint Venture is contemplated, specific rules for that venture will be drafted and approved by the Board of Directors prior to the venture being initiated.
- C. All Joint Ventures will be reviewed at least annually by the entire Board of Directors.

Effective: December 20, 2008



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.50

#### Determining Compensation

01.50.010 **Purpose:** The purpose of this policy is to establish rules and direction governing the issuance of compensation to any officer, board member, or member of the Museum.

01.50.020 Definitions

- A. **"Compensation":** is defined as any wages, financial or other benefit earned from labor as a member, officer or director of the Museum.

01.50.030 Operation:

- A. Presently, the museum does not provide compensation to Museum members outside of reimbursement of actual expenses.
- B. The President shall be responsible for establishing specific guidelines for compensation if such a need arises.
- C. At a minimum, these guidelines shall include the following:
  - a. Review and approval by a **governing body** or compensation committee, provided that persons with a conflict of interest with respect to the compensation arrangement at issue were not involved. For purposes of this question, use the definition of "conflict of interest" set forth in IRS Regulations section 53.4958-6(c)(1)(iii).
  - b. Use of data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
  - c. Contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

Effective: December 20, 2008



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.60

#### Reimbursement

01.60.010 **Purpose:** The purpose of this policy is to establish a procedure for reimbursing members for costs associated with museum operations.

01.60.020 **Submission Procedures:** In requesting reimbursements, members shall follow the following procedures.

- A. Reimbursement of supplies, equipment, or services will only be made for costs associated with approved museum projects or activities.
- B. Reimbursements for museum costs will only be made after submission of receipts of those costs.
- C. Requests to purchase supplies, equipment or services for reimbursement will be pre-approved prior to purchase.
  - 1. In cases of costs under \$100, approval can be made by any museum officer.
  - 2. In cases of costs between \$100 & \$1,000, approval will only be made by the museum President or after majority approval of the Board of Directors.
  - 3. In cases of costs in excess \$1,000, pre-approval can only be made after majority approval of the Board of Directors.
  - 4. In certain ongoing cost situations (i.e. ship stores postage), extended pre-approval may be given by the President to selected members subject to review by the Board of Directors.
- D. Receipts for reimbursement should be submitted to the treasurer as soon as possible after the purchase but in all cases receipts must be turned in within sixty days (60) of purchase.
- E. At the time of receipt submission, the person requesting reimbursement shall complete a museum reimbursement sheet, attach the receipts and submit the package to the treasurer or, in his absence, another museum officer.

01.60.030 **Requests for Time Extension:** From time to time, circumstances may require a time extension in order to submit receipts.

- A. The member requesting a time extension for reimbursement shall do so, in writing, prior to the expiration of the sixty day time limit.
- B. This request shall be made to the museum President who may approve the request.
- C. Extensions will not exceed thirty (30) days past the previous time limit.
- D. The request will be then forwarded on to the Board of Directors who will vote to confirm the extension.

- E. If the Board of Directors does not confirm the extension, the member requesting the extension will have fourteen (14) days from motivation to present his receipts for reimbursements.

01.60.40 **Penalty:** Costs incurred by members that do not follow the above procedures will be considered charitable donations.

Effective: September 19, 2009



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President

# AMPHIBIOUS FORCES MEMORIAL MUSEUM

## POLICY & PROCEDURES

### 01.70

#### Elections

01.70.010 **Purpose:** Establish procedures for electing AFMM Board Members in accordance with AFMM Bylaws.

01.70.020 Operation:

- A. There are currently nine AFMM Board of director positions authorized.
- C. The election is held at the annual member meeting, which is held as a part of the March AFMM board meeting.
- D. Only written ballots are allowed and they require the name, address and signature of the voting member.
- D. Ballots may be submitted via mail or at the annual member meeting.
- E. Ballots will include the names of all qualified board member candidates.
- F. Write-in candidates are also allowed, but they must be qualified by the existing AFMM Secretary before becoming eligible to assume a board position.
- H. Candidates must submit their name to the AFMM Secretary by February 15 in order to be included on the ballot. Submissions may include a biography of 80 words or less for inclusion with the ballot.
- I. Qualified voting members may only vote for up to the total number of director positions open for election, including any write-ins. Ballots with more than the total number of director positions open for election will be invalidated.
- J. The AFMM secretary or designee will mail out ballots to qualified voting members allowing enough time for a reasonable time to vote and return the ballots via mail.
- K. Ballots returned by mail must be postmarked no later than the date of the March AFMM Board meeting.
- L. On April 1<sup>st</sup>, all ballots received will be confirmed as eligible by the secretary, counted and the results posted on the AFMM website.
- M. The top vote receivers will become new AFMM Directors
- N. Any ties will be resolved by a vote of the existing AFMM Board.
- O. The new AFMM Board assumes official capacity as of the April Board meeting date.
- P. The newly elected board will then elect its own officers of Secretary, Treasurer, Vice President and President by resolution.

01.70.030 Announcements will be made by the following:

- A. Via this policy posted on the AFMM Website.
- B. Word of mouth.
- C. At the February Board of Directors meeting.



Effective: Jan 1, 2013

A handwritten signature in black ink, appearing to read "Paul Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

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President