



UNIVERSITY OF MARYLAND EASTERN SHORE
SOUTHERN MARYLAND ALUMNI CHAPTER, INC.

POLICIES & PROCEDURES MANUAL

1ST EDITION (2024)

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DISCLAIMER

This *Policies & Procedures Manual* (“*Manual*”) is intended as a general guide to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s policies, practices, procedures, and volunteer expectations that amplify the information contained in the bylaws. The matters described in this *Manual* are subject to change, without notice, at the sole discretion of the executive board of directors.

Policies do change from time to time, and are set forth, in full, in University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s *Policies and Procedures Manual*.

As we intend to update this *Manual* periodically, please check the website to ensure that your understanding of a policy is current. Any changes in University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s policy that differ from this *Manual* will supersede the summaries outlined in this *Manual*.

Nothing in this *Manual* is intended to interfere with the rights of any executive board volunteer, committee volunteer or general volunteer.

This *Manual* sets forth some of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s more important policies, practices, and procedures that are generally applicable to all volunteers. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated will apply its policies, practices, and procedures in the manner required by local laws and the bylaws. In its discretion, University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated may also issue a Local Practices Supplement to this *Manual* addressing region-specific topics. If you have any questions or concerns about this *Manual* or any other policy or procedure, please contact the Recording Secretary.

We have attempted to include in this *Manual* all information that is pertinent; however, it cannot possibly provide a ready answer to every question you might have. When you have a question, be sure to ask the Recording Secretary or other members of the University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s executive board for any further information you may need.

“*Executive board volunteer*” means any member of the Executive Board of Directors as outlined in the bylaws.

“*Committee volunteer*” means any member appointed to a committee by the President.

“*General volunteer*” means any volunteer that does not meet the definition of an executive board member volunteer or a committee volunteer. A general volunteer could also be a student or other member of the public.

*Dear University of Maryland Eastern Shore Southern Maryland Alumni Chapter,
Incorporated Volunteer,*

WELCOME!

Welcome to your volunteer position at University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. We wish you every success in your endeavors here. You were elected, appointed, or selected because we believe that you will be a positive addition to our organization, and because you have the potential and desire to meet the high standards set by University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. We hope you will find your work rewarding and stimulating, and that you will enjoy your time at University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. To support you in your success we have compiled this Manual of our general policies, practices, procedures, and expectations. If you have questions that are not addresses by this Manual, please speak with the Recording Secretary.

On December 13, 2010, University of Maryland Eastern Shore Southern Maryland Alumni Chapter was chartered by Glenda McDougal (President), Matthew Hicks (Vice President), Andre Ford (Financial Secretary), Nicole Morton-McFadden (Corresponding Secretary), Valerie Harris (Recording Secretary), Felicia Scott (Treasurer) and Oscar Mebane, Jr. (Sgt-at-Arms). The charter later dissolved.

On February 18, 2017, University of Maryland Eastern Shore Southern Maryland Alumni Chapter was reactivated under its second charter and under the leadership of Cecelia Spinks (President), Latina Wilson (1st Vice President) and Deborah Taylor (Recording Secretary).

On April 26, 2021, the chapter was incorporated in the State of Maryland. Since the chapter would no longer share incorporation with the University of Maryland Eastern Shore National Alumni Association, the incorporation bred new charter members, referred to as incorporators: Teonna Wallop (President), Latina Wilson (1st Vice President), Damon Thompson-Estes (Second Vice President), Jaracus Copes (3rd Vice President), Valerie Harris (Recording Secretary), Myah Foster (Corresponding Secretary), Cynthia Lilly-Hughes (Treasurer), Akira Ali (Parliamentarian), Anwar Foster (Sgt-at-Arms), Deborah Taylor (Historian) and Valerie Robinson (Chaplain). Our purpose is to add value to our alma mater and the communities that we serve. We presently serve in Southern Prince George's County, Charles County, Calvert County and St. Mary's County.

MISSION

It is our mission to promote the mission of University of Maryland Eastern Shore and the University of Maryland Eastern Shore National Alumni Association through alumni engagement, student support and philanthropy. We are pleased you have joined our organization and wish you every success.

INTRODUCTION

ORGANIZATIONAL AND EXECUTIVE BOARD STRUCTURE

The Executive Board of Directors also referred to in the manual as “the board” “board members” or “executive board of volunteers” consists of the President, Immediate Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Historian and Chaplain. This executive board is responsible for administering all the programs, policies, and budget for University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

The executive board of directors also plays a crucial role in the governance of our organization. Our elected and or appointed, volunteer board consists of alumni who are committed to the mission of the organization. Our board members determine the mission of our organization, establish management policies and procedures, assure that adequate financial resources are available, and actively monitor the organization’s management, financial, and programmatic performance.

1. WORKPLACE PRACTICES

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

To ensure the high standards necessary to conduct University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's business, and to comply with the requirements of the Drug-Free Workplace Act of 1988, University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated instituted this Drug-Free and Alcohol-Free Workplace policy. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's purpose in implementing this policy is to provide a drug-free and alcohol-free workplace to ensure a safe, healthy, and productive work environment for all volunteers. In addition to being concerned about your well-being, there is equal concern that University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's reputation, and image is not compromised in any way. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's policy concerning drug and alcohol use and abuse is as follows:

You must volunteer in a fit condition to perform your duties. Being under the influence of drugs or alcohol is not acceptable.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated prohibits the unlawful manufacture, distribution, dispensing, possession, or use or abuse of illicit drugs, alcohol, or prescription drugs if used in a way that is illegal or contrary to published policy on controlled substances in the workplace. The workplace includes the University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's offices and all premises used to further our programmatic objectives.

You will not be removed for voluntarily seeking assistance for a substance abuse problem. However, performance, attendance, or behavioral problems may result in removal per the bylaws.

If you are taking physician-prescribed medication, you must notify the President if there is likelihood that such medication could affect your performance and safety. However, you are not required to give specific details about your medical condition. Additionally, all such information will be maintained in the strictest confidence.

"Drugs" means any substance taken into the body, other than alcohol, which may impair one's mental capabilities and/or physical performance.

"Abuse" means any use of any illegal drug, or use of any drug, including alcohol, over the counter or prescription drugs when use is not in conformance with prescription requirements or in circumstances where use is not permitted.

EQUAL EMPLOYMENT OPPORTUNITY

We are an inclusive organization that values diversity of background, culture, and thought. We believe that we can best promote excellence by treating all people respectfully and equitably. We do not tolerate harassment or bullying.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated is committed to providing equal employment opportunities to all volunteers. Accordingly, all terms and conditions of volunteer duties will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity), age (40 or older), marital status, status as an individual with physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated will not tolerate acts deemed to constitute discrimination or harassment based on these protected factors.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's procedure for responding to individual discrimination complaints is guided by the regulations of the Equal Employment Opportunity Commission. Any volunteer or volunteer applicant who believes that unlawful discrimination has occurred must consult with the Recording Secretary or the President within a reasonable period following the alleged discriminatory action. This includes executive board volunteers, committee volunteers, general volunteers, alumni seeking election or appointment and volunteer applicants. If the Recording Secretary or President is the source of concern, the volunteer, alumni seeking election or appointment, or volunteer applicant may contact the 1st Vice President. The appropriate official will then investigate and advise the volunteer or applicant of the findings or of any remaining steps that may be taken.

HARASSMENT AND DISCRIMINATION POLICY

It is University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's policy to treat all volunteers and interns with dignity, decency, and respect and to provide a volunteer environment free from harassment and illegal discrimination based on race, color, national origin, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity), age (40 or older), marital status, status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state or local law. No individual should be subjected to harassment or discrimination by another volunteer, general body member or visitor. All volunteers should be aware of what harassment, both sexual and non-sexual, and discrimination are and what steps to take if harassment or discrimination occurs. Through enforcement of this policy and by education of volunteers, University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated will seek to prevent, correct, and discipline behavior that violates this policy.

This policy applies to all volunteer-related settings and activities, whether inside or outside the volunteer space, and includes, but is not limited to, business trips and business-related social events. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's property (e.g. computer applications such as e-mail) may not be used to engage in conduct that violates this policy. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's policy against harassment covers volunteers and other individuals who have a relationship with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated which enables the organization to exercise some control over the individual's conduct in places and activities that relate to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's work (e.g. directors, officers, contractors, vendors, volunteers, etc.). Executive board members who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to the Recording Secretary or President, are in violation of this policy and subject to removal, per the procedures outlined in the bylaws.

Discrimination in general: Discrimination includes unfavorable treatment of an individual with regard to employment actions such as hiring, promotion, termination, compensation, and other terms and conditions of employment based on race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity), age (40 or older), marital status, status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship.

Harassment, including Sexual Harassment: Harassment includes verbal or physical conduct that threatens, intimidates, coerces, or demonstrates hostility toward another individual based on any protected characteristic. Conduct constitutes harassment where:

- 1) Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly,
- 2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, or
- 3) Such conduct unreasonably interferes with an individual's work performance or has the effect of creating an intimidating, hostile or offensive working environment.

Harassing conduct may include, but is not limited to: comments that are offensive or unwelcome regarding a person's national origin, race, color, sex, status as an individual with a physical or mental disability, veteran status, marital status, genetic information, and/or citizenship status, including epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes; and written or graphic materials that denigrate, insult, belittle, or show hostility, aversion, or disrespect toward an individual or group and that is placed on the employer's premises, circulated in the workplace, or generally published in a manner so as to be viewed by co-workers.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or conduct based on an individual's gender. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to,

verbal, nonverbal, and physical behaviors such as: unwanted and unwelcome sexual advances, comments, or requests for sexual favors (this includes repeated, unwelcome requests for dates); sexual jokes and innuendo; verbal abuse of a sexual nature; leering, staring, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually graphic objects, pictures/photographs/cartoons, or content in letters, text messages, or social media; unwanted physical contact such as touching, tickling, pinching, patting, brushing up against, hugging, cornering, or kissing; other physical, verbal or visual conduct of a sexual nature; or conduct based on an individual's gender. Courteous, mutually respectful, pleasant, noncoercive interactions between volunteers that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Complaint Procedure: University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated encourages individuals who believe they are being subjected to harassment or discrimination to address the issue, regardless of the alleged offender's identity or position. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated has established the following procedure (which includes a prohibition on retaliation described below) to facilitate the investigation and resolution of claims of harassment or discrimination:

- 1) If possible, the individual affected should politely but firmly advise the accused that his or her behavior is unwelcome and request that it stop immediately. The accused may not realize that his or her behavior is offensive and often this action alone will end the unwelcome advances or behavior. However, it is not necessary for an individual to speak directly to the offender if he or she feels uncomfortable or believes that negative employment consequences may result.
- 2) If for any reason an individual does not wish to address the accused directly, or if such action does not end the offensive conduct, the individual should notify the President of the offensive conduct. If the alleged wrongdoer is the President, the individual should report the conduct to a member of the Executive Board. Any complaint of harassment or discrimination received by any member of the executive board must be reported to the Recording Secretary.

Investigation: The President will investigate the complaint. To the extent possible, the complaints, interviews with other volunteers, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the executive board of directors, who will then determine a course of action. The response can include various kinds of disciplinary action, up to and including removal, in accordance with the bylaws. Upon completion of the investigation, University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated will inform the volunteer who made the complaint of the results of the investigation.

If the alleged wrongdoer is the President, the executive board of directors will establish a committee to investigate the complaint and determine a course of action. The committee will be charged with initiating the investigation, conducting at least the initial investigation, and determining a response or course of action within a reasonable period. University of Maryland Eastern Shore Southern Maryland, Incorporated will conduct follow-up interviews to determine

that the appropriate steps were taken, and the issues were resolved. In the absence of a committee, the executive board of directors should consider engaging the University of Maryland Eastern Shore National Alumni Association in this process.

Prohibition of Retaliation: Retaliation against any individual who, in good faith, opposes harassment or discrimination, files a complaint, testifies or participates in an investigation of a claim of harassment or discrimination is prohibited and will be subject to disciplinary action. Acts of retaliation should be reported immediately.

Consequences for Violations: We consider harassment, discrimination, or retaliation to be an act of misconduct and subject to appropriate disciplinary action, up to and including termination of employment. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action. On the other hand, a board member will not be disciplined merely because the complaint is found to be without merit.

“*Workplace*” is any physical or virtual space where the official business of the organization is being conducted.

CONFLICT OF INTEREST POLICY

I. Application of Policy

This policy applies to executive board of directors, committee chairs, and certain volunteers of University of Maryland Eastern Shore, National Alumni Association, Southern Maryland Alumni Chapter, Inc. (the “organization”). A volunteer is covered under this policy if that person has been granted significant independent decision-making authority with respect to financial or other resources of the organization. A person covered under this policy is an “interested party.”

II. Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations that raise conflict of interest concerns, such as:

Financial Interests. A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered into by the organization. Examples include situations where:

- the organization contracts to purchase or lease goods, services, or properties from an interested party, or a relative or business associate of an interested party;
- the organization purchases an ownership interest in or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;

- the organization offers employment to an interested party, or a relative or business associate of an interested party, other than a person who is already employed by the organization;
- an interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business, or seeks to do business, with the organization; or
- an interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of the organization.

Other Interests. A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that would not have been obtained absent the relationship with the organization, or where the duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization. Examples include situations where:

- an interested party seeks to obtain preferential treatment by the organization for themselves, a relative, or a business associate;
- an interested party seeks to make use of confidential information obtained from the organization for their own benefit or for the benefit of a relative, business associate, or other organization; or
- an interested party seeks to take advantage of an opportunity, or enable a relative, business associate, or other organization, to take advantage of an opportunity that they have a reason to believe would be of interest to the organization.

III. Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete a questionnaire (attached as the “Annual Affirmation of Compliance and Disclosure Statement”) to disclose the material facts fully and completely about any actual or potential conflicts of interest. The disclosure statement shall be completed upon their association with the Organization and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For executive board of directors and committee chairs, the disclosure statements shall be provided to the President of the Executive Board of Directors (the “Board”), or in the case of the President’s disclosure statement, the disclosure statement shall be provided to the Recording Secretary of the Board. Copies shall also be provided to the Recording Secretary of the organization.

The Recording Secretary of the Board shall file copies of all disclosure statements with the official corporate records of the organization.

IV. Procedures for Review of Actual or Potential Conflicts: General

If there is reason to believe that an actual or potential conflict of interest exists between the organization and an interested party, the Board shall determine the appropriate response. This shall include, but not necessarily be limited to, invoking the procedures described in Section V for a specific proposed action or transaction.

Where the actual or potential conflict involves a volunteer of the organization other than the President, the President shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the organization. The President shall report to the Board the results of any review and the action taken. The President shall determine if any further review or action is required by the financial general body.

V. Procedures for Addressing Conflicts of Interest: Specific Transactions

Where an actual or potential conflict exists between the interests of the organization and an interested party with respect to a specific proposed action or transaction, the organization shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the Board of the organization. The following procedures shall apply:

- an interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the organization shall not participate in any way in, or be present during, the deliberations and decision-making of the organization with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material, factual information about the proposed action or transaction;
- the disinterested members of the Board may approve the proposed action or transaction upon finding that it is in the best interests of the organization. The Board shall consider whether the terms of the proposed transaction are fair and reasonable to the Organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party;
- approval by the disinterested members of the Board shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, nor for purposes of determining what constitutes a majority vote of directors in attendance; and
- the minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

“Financial general body” means any member that is current on their local dues payment to the organization.

VI. Violations of the Conflict-of-Interest Policy

If the Board has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the Board determines that the interested party has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

REASONABLE AND RELIGIOUS ACCOMMODATIONS POLICY

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated is committed to providing individuals with disabilities, including those caused or contributed to by pregnancy, with reasonable accommodations that will permit them to perform the essential functions of a position, to the extent that the accommodations do not pose an undue hardship to the chapter and the individual is able to perform the essential functions of their service safely.

Volunteers who need accommodation, should submit a written request to the Recording Secretary and, if possible, propose accommodations that they believe will be effective. The Executive Board of Directors will explore whether the proposed or other reasonable accommodations can be made without undue hardship. The availability of these or any other accommodation will depend on the circumstances. Medical documentation may be required as part of this interactive process.

Additionally, University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated will also endeavor to accommodate the sincere religious beliefs or policies and practices that may conflict with things such as volunteer schedule, dress policy, or other aspects of volunteer service to the extent such accommodation does not pose an undue hardship for the chapter. If you wish to request such an accommodation, please submit a written request to the Recording Secretary.

Requests for accommodation will be evaluated and an effort will be made to provide reasonable accommodations. The chapter may, in some cases, agree to an accommodation on a trial basis and, in all cases, reserves the right to reevaluate accommodations if, in practice, they result in undue hardship on the chapter or, in the case of accommodations for a disability, give rise to demonstrated safety risks.

2. ABOUT YOUR SERVICE

CONFIDENTIALITY

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated considers certain information to be confidential and/or proprietary. Such information should not be communicated without proper authorization from the President.

Confidential information can include: certain proprietary business information such as strategic plans, financial and marketing data, budget information, bid proposals, contract negotiations, client, customer and funder information or PII (Personally Identifiable Information), and research and development ideas; adverse actions regarding other volunteers to which you have access as a result of your volunteer duties, such as personal information of an embarrassing nature or that a volunteer specifically requested be kept confidential; information about program recipients or clients of a personal nature; certain legal advice, opinions, and documents; information related to the organization's operations that are not generally available to the public. If you are not sure if the information you are handling is confidential, consult the President.

When discussing or transmitting confidential information, please follow these guidelines:

- Do not reveal any confidential information except under the direction and with the approval of the President;
- Make sure that confidential information is properly marked and secured before transmittal;
- Ensure that the recipient of the confidential information has a legitimate need to know the information;
- Avoid displaying confidential data where it can be easily observed, including on your computer screen and lock your computer screen when you are not at your desk;
- Immediately inform the President of the loss of any confidential data;
- Limit reproduction and distribution of such information;
- Secure confidential documents in locked cabinets or containers when not in use; and
- Make sure that you properly dispose of all confidential information.
- Do not transmit confidential information to or from personal email accounts.

Do not remove any confidential information received from University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated without specific authorization to do so. Before you complete your volunteer service with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, return all confidential and sensitive information directly to the President.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated does not seek to regulate or infringe upon the right of volunteers to communicate among themselves or with interested parties about their terms and conditions of volunteer service. Nothing in this policy should be read as in any way limiting such volunteer rights.

OWNERSHIP OF MATERIAL

All information that you write, develop, receive or compile, including but not limited to publications, articles, speeches, reports, manuals, etc., during the performance of your duties at University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated automatically becomes property of the organization, whether or not it is written, developed, or compiled in your home or workspace, and whether done during business hours or during other time.

PERSONAL BELIEFS AND PARTISAN POLITICAL ACTIVITY

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated recognizes that you may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest only when they prevent you from fulfilling your job responsibilities, if you attempt to use University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's time and facilities for furthering them, if you harass others for beliefs that are different from your own, or if you continue to attempt to convince others of your personal beliefs after you have been asked to stop.

As a volunteer of a 501(c)(3) tax-exempt organization, you may not use your organizational authority to coerce or attempt to command or advise another volunteer to pay or contribute anything of value for political purposes. You may not directly or indirectly use, or allow any other person to use, any of the resources of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated for political purposes nor may the organization attempt to influence elections by promoting a specific party or candidate. Volunteers may not use University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's name to imply in any way that the organization supports a candidate or party.

WHISTLEBLOWING

A whistle blower policy is intended to provide a mechanism for reporting of illegal activity or the misuse of assets or questionable conduct while protecting the volunteer who makes such a report from retaliation.

Any member of the executive board of directors, or volunteer affiliated with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated with information about known or suspected improprieties or misuse of the organization's resources, or other ethical problems is encouraged to report their concerns to Treasurer who will then ask the President to investigate. If the allegations involve the President, volunteers should report the problems to the University of Maryland Eastern Shore National Alumni Association.

The person reporting may choose to do so anonymously via mail or through other means of communication.

All efforts will be made to protect the confidentiality of those who report financial improprieties and choose to do so anonymously. However, in certain situations, legal requirements make it impossible to keep the individual's identity confidential.

PERSONAL APPEARANCE

It is important to maintain a business-like appearance, avoiding extremes in attire while representing University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. Volunteers are expected to be neat, well-groomed, and to dress appropriately. The key guideline: Dress in a manner that reflects well on our organization.

Certain attire is discouraged when conducting official business. Unprofessional, torn, dirty, or frayed clothing is unacceptable, as is clothing that has words, terms, or pictures that may be offensive to others. If you are uncertain whether a garment or outfit is professional or appropriate, please contact the President.

ATTENDANCE

Punctuality and regular attendance of meetings and events by all volunteers is important to meeting our production and quality goals. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated therefore expects regular and prompt attendance.

If an executive board volunteer must be away from their volunteer duties or be late for meetings and/or events, they must notify the President as far in advance as possible to inform him or her of their lateness or absence and state when you expect to return to a duty status. If the President is unavailable, they must speak with the 1st Vice President or another board member directly. If an executive board volunteer's absence is for longer than one day, they must also turn on their "out of office" greeting detailing the timeframe that they will be out of a duty status and detailing who should be contacted in their absence.

If a committee volunteer or general volunteer must be away from their volunteer duties or be late for meetings and/or events, they must notify the Committee Chair or approved designee as far in advance as possible to inform him or her of their lateness or absence.

Satisfying the above requirements does not necessarily excuse your absence or lateness. Frequent, excessive or pattern tardiness and absenteeism, as well as leaving scheduled meetings and events early, may jeopardize your ability to continue your volunteer service. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated may issue oral or written warnings, suspend, or terminate your volunteer service in accordance with the procedures outlined in the bylaws. Failure to consistently perform your duties and appropriately respond to coaching, may be deemed as a voluntarily resignation of your volunteer service.

Please remember that nothing in these policies alters your "at-will" volunteer service with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated as described elsewhere in this Manual.

3. COMMUNICATION

ELECTRONIC COMMUNICATIONS

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated maintains an e-mail system, communications system, and financial systems (collectively called the “Systems”) for the purpose of conducting the business of the organization. The devices and the data stored on these Systems, as well as the specialized software programs and systems developed for University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s use, are the sole property of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and must be protected appropriately.

In general, access to any Systems component is restricted to authorized users. An authorized user is someone, who in the sole opinion of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, requires access to support business activities. In utilizing the Systems, you may not use an unauthorized access code or password, access files that you have no right to access, or disseminate confidential information, as defined in our Confidential Information policy, that is derived from electronic or other sources, including stored communications. All passwords must be kept strictly confidential. You will be held accountable for work performed with your user ID or password. You may not use a password that is unknown to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated (and you must provide such passwords to the President if requested), nor may you share your password with any individual or entity not an elected or appointed volunteer of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. The existence of a password does not mean that any messages you send using a password will be confidential. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated may monitor use of the Systems on a random or other basis to see that the Systems are being used for proper purposes.

The Systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or harassing nature, or materials that are abusive, profane or offensive, obscene or x-rated, including, but not limited to, messages with derogatory or inflammatory remarks about an individual’s race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity), physical attributes, age (40 or older), marital status, status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other legally protected personal characteristic. Harassment of any kind is absolutely prohibited. The Systems may not be used for any purpose, which is illegal or against University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s policy.

The e-mail system may be used for personal communications only during non-working time, and only provided that such use does not place an excessive or unreasonable burden on the System or its users. You may not include large attachments or audio/video clips to personal e-mail communications.

You have no expectation of privacy regarding the use of the Systems. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated reserves the right to retrieve and read any messages sent or received via its communications systems. All messages created, sent, or retrieved over the Systems and any information of any type in any Systems component, including but not limited to, all information stored on personal computers, storage devices, and voice mail, are the property of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and may be saved, accessed, and reviewed by the organization. You cannot consider any message sent, received, or stored

via these systems as your private property. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated reserves the right to monitor, or download and read any electronic communication sent, received, or stored during the ordinary course of business.

You shall not transmit over the Systems any PII (Personally Identifiable Information) or copyrighted materials belonging to any individual or entity other than University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. When obtaining access to another organization's or individual's materials, you must respect all copyrights and may not copy, retrieve, modify, or forward copyright materials, except with permission of the holder of the copyright, or as a single copy to reference only. You may not violate any software licenses, including, but not limited to, by making illegal copies of software. All software licenses, manuals and documentation must be available for inspection in the event of a software inventory or audit. Failure to observe copyright or license agreements may result in disciplinary action, up to and including removal.

All volunteers should remain aware of situations and processes such as phishing schemes or malware attacks that have been set up to place viruses on University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated systems. If you suspect that you have been targeted for a phishing scheme, virus, or malware attack, be sure to report the problem to the President.

Upon orientation, you will be required to sign our Communications Systems Policy Agreement. **(This agreement is contained in the Forms section).** University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated also reserves the right to advise appropriate legal officials of any illegal activities.

4. BUDGET REQUESTS AND ACCOUNTING PROCEDURES

BUDGET REQUESTS

It is the policy of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Inc. to make payments for business expenses within 72 hours. The volunteer requesting that funds from their approved budget be allocated towards an expense, submit a complete Budget Request Form to the Treasurer for review and approval via signature. Upon approval, the Budget Request Form is forwarded to the President for review and approval via signature. Budget requests to pay vendors should not be submitted unless a contract has been signed by the Vendor and the President. Sufficient documentation by the Treasurer is required for all expenses. Volunteers in possession of receipts must forward them to the Treasurer within 72 hours. All expenses must be charged to the appropriate budget. If expenses are allocated to more than one budget indicate the method for splitting costs on the Budget Request Form.

Allow three (3) working days for processing budget requests. Forms/submissions that are not filled out correctly may take longer to process.

The President must approve all expenses. Budget Request Forms must contain signatures from the Treasurer and President rather than initials to confirm authenticity. The President must approve rush check requests.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated does not allow the use of its business debit or credit cards for personal charges. If you inadvertently use a business debit or credit card for personal use, you must pay the debt immediately and notify the Treasurer as soon as possible to ensure proper accountability.

CONFIDENTIAL REPORTING OF FINANCIAL IMPROPRIETY OR MISUSE OF ORGANIZATION'S RESOURCES

Any volunteer affiliated with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated with information about known or suspected financial improprieties or misuse of the organization's resources, or other ethical problems is encouraged to report their concerns to the Treasurer who will then ask the President to investigate. If the allegations involve the President or Treasurer, the Executive Board of Directors with the assistance of the University of Maryland Eastern Shore National Alumni Association's Board of Directors will investigate. The sources of reports about financial improprieties and misuse of organization's resources will be held in confidence unless the individual who reports the situation agrees to reveal their identity or the report leads to legal actions and a court order is issued for information regarding the case.

DOCUMENT RETENTION

The purpose of this policy is to provide a system for complying with document retention laws, ensure that the University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated retains valuable documents, saves money, time, and space, protect the organization against allegations of selective document destruction, and provide for routine destruction of nonbusiness, superfluous, and outdated documents.

General guidelines for the retention of volunteer, contractual, and financial documents that should be retained, and the period of retention, are set forth below. The Corresponding Secretary, Treasurer and the President each maintain a more detailed chart of retention requirements for individual and/or specialized documents. If you have any questions about how long to retain a document, see the Corresponding Secretary, Treasurer or President. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

The Treasurer is responsible for making sure that the document retention schedule is being appropriately applied. Every year on **May 15th**, each member of the Executive Board of Directors will submit to the Treasurer a list of the documents that have been sent to storage or destroyed. The list will identify the documents with enough specificity that someone outside the organization could determine which documents were stored or destroyed. The Corresponding Secretary, Treasurer and President will keep lists of documents stored or destroyed.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated has a legal duty to retain documents which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately. In the case of electronic destruction, the system administrator is responsible for ensuring that any automatic destruction program is disabled and, along with the President, reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

All documents, including electronic documents, that are no longer relevant to University of Maryland Eastern Shore Southern Maryland Alumni Chapter Incorporated's business, should be destroyed every 60 days. Do not retain drafts of any documents that have been finalized in other documents. Personal notes should be discarded after they are no longer needed. Material that requires shredding should be placed in the locked box until they can be shredded appropriately.

In accordance with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's policy, the following documents must be retained or destroyed as set forth below. Please review your files for any applicable documents in your possession on an annual basis to ensure compliance with this schedule. The President will direct the deposit or filing of all documents that must be retained, as well as the destruction of documents that must be purged. The Corresponding Secretary, Treasurer and President maintain a detailed document retention schedule if you have any questions about specific documents.

Financial Documents: Most financial documents should be retained for 7 years after the year in which they were created.

Volunteer-Related Documents: Applications for volunteer service, ads or announcements for open volunteer positions, resumes, interview notes, offer letters, rejection letters, and reference checking notes: Maintain 1 year after a decision to onboard a volunteer is made. All other volunteer records: Generally, keep 4 years after the volunteer leaves the organization, except for the volunteer's personnel file (7 years). For exceptions to this rule, see the document retention schedule.

Contracts: 15 years after contract has expired for most contracts. Some contracts may require retention.

Permanently Held Documents: Minutes of Board, General Body, and Committee meetings; Bylaws and all amendments; Form 990 and any Schedules; IRS determination letter; 1023 Application for Exemption

and all supporting documents; trademark registrations; Combined Registration Application; and Articles of Incorporation.

5. CODE OF ETHICS

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated

As a volunteer of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, I will endeavor to promote the highest standards of professional conduct by:

- Practicing honesty and maintaining personal integrity, including avoidance of conflicts of interest with those of my organization, the National Alumni Association and/or University of Maryland Eastern Shore;
- Adhering to high standards of personal conduct;
- Striving for the objective and fair presentation of financial information;
- Fostering excellence in education, finance, membership, and social action by keeping abreast of pertinent issues;
- Maintaining the confidentiality of privileged information;
- Promoting a greater understanding of University of Maryland Eastern Shore to others in the field and seeking increased public understanding through communication about common issues such as recruitment and retention.

CODE OF ETHICS AND PROCEDURES

As a volunteer of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, an individual agrees to abide by the Code of Ethics, and to not engage in activities that are detrimental to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. According to the bylaws, final determination of violations of the Code of Ethics rests with the organization's Executive Board of Directors. The Executive Board of Directors will endeavor to execute fairly this responsibility with the procedure defined below:

1. The Executive Board of Directors will designate the Recording Secretary as the board member responsible to oversee this policy and procedure. The Recording Secretary and President will maintain ongoing communications regarding new or pending potential violations.
2. The Executive Board of Directors and the General Body will be notified of this policy and procedure at least annually as defined by the Executive Board of Directors. The notification will include the contact point for issues involving potential violations.
3. The Executive Board of Directors will maintain a system to monitor routine violations. Written correspondence must be signed by the individual making the charges (who will be considered the Complainant) and must contain appropriate documentation. Anonymous complaints submitted without documentation will not be pursued. Oral complaints must be put into writing with appropriate documentation provided by the Complainant. Documentation can include, but is not limited to, signed affidavits, court documents, other legal documents or credible newspaper or other periodical accounts that describe the issues in question.

4. Issues identified through this system may be further investigated by the President or the Executive Board of Directors, with legal consultation, to gather additional documentation, speak with the Complainant, and/or the individual in question as appropriate. Information gathered during this investigation will be shared with the Recording Secretary. If the President or the Recording Secretary has a conflict of interest, the Chair will appoint a member of the Executive Board of Directors to take on that individual's responsibilities.
5. If, in the opinion of the Recording Secretary, the issues constitute a potential violation, the President will become the Charging Party for purposes of this procedure. (If the President is the member in question, the Chair will appoint another member of the Executive Board of Directors to serve as the Charging Party.)
6. If the issue is identified as a potential violation it will be added to the agenda of the Executive Board of Directors meeting. The Executive Board of Directors is defined by the bylaws as being responsible for the determination of whether an individual should be charged with a violation for an action or actions that occurred while that individual was a volunteer of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. However, only the Executive Board of Directors can find the Charged Party guilty of the violation and impose disciplinary action.
7. The President will present the facts concerning the potential violation to the Executive Board of Directors. If a member of the Executive Board of Directors is charged or is a complainant, or has a conflict of interest, that member may not participate in the board's deliberations on the issue, or vote. If a simple majority of the executive board members eligible to vote at a meeting where a quorum is present, determine that there was a violation, the President will inform the violator and provide the violator an opportunity to resign from University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. If the charged violator does not resign, does not respond, or requests a hearing before the board, the issue will be added to the agenda of the next regular or special board meeting in accordance with the bylaws.
8. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated reserves the right to remove from office the violator based on Code of Ethics violations and in accordance with the bylaws.
9. Board Hearing Procedure:
 - a. Presiding Officer - The Chair or the Chair's designee shall be the Presiding Officer and shall determine the order of procedure during the Hearing, make all required rulings, and maintain decorum. If the Chair is the charged violator or the complainant, the Chair-elect shall be designated as the presiding officer. Only one charged violator will be considered at one time for a hearing before the board. Any Board member who has a conflict of interest may not participate in the hearing.
 - b. Representation - During the hearing, neither the charged violator, nor the Complainant shall be represented by legal counsel or other individuals.
 - c. Rights of Parties - During the hearing, the charged violator, and the Complainant, if any, each shall have the right to:
 - i. call and examine witnesses
 - ii. introduce Exhibits

- iii. cross-examine any witness on any matter relevant to the issues
 - iv. challenge any witness
 - v. otherwise rebut any evidence
- d. Procedure and Evidence - The hearing need not be conducted strictly according to the rules of law relating to the examination of witnesses or presentation of evidence. Any relevant material upon which responsible persons customarily rely in the conduct of business activities shall be admitted, regardless of the admissibility of such evidence in a court of law.
- e. Quorum - At least two-thirds (2/3) of the current executive board must be present in person to declare a quorum for the hearing and to act against the charged violator. If the Chair, President, or any board member is the charged violator, or charging party, their presence is not counted in the quorum count.
- f. Oral Statements - Both the charged violator and the complainant, if any, may appear personally and make oral statements, and submit evidence in favor of their positions. The Presiding Officer may set reasonable time limits on the length of any oral statements. Members of the board may direct questions to the charged violator and the complainant, if any, during these oral arguments.
- g. Written Statements - The charged violator, charging party, and complainant each may submit a written statement relating to the issues for which the member was charged. This written statement shall be submitted to the Presiding Officer, at least, fourteen (14) days prior to the scheduled date of the hearing.
- h. Record of the Hearing - A record of the hearing by the board shall be kept. The Presiding Officer may select the method to be used for making the record, including but not limited to, a court reporter, electronic recording device, or detailed minutes of the proceedings.
- i. Recesses and Deliberations - The board may recess and reconvene the hearing without additional notice to the charged violator or complainant. Upon the conclusion of oral statements, if any, the hearing will be concluded, and the remainder of the meeting will be in closed session of the board. The president or a board member designated by the Chair, serving as the charging party, will be allowed to remain for the deliberations but will not be allowed to vote. The charged member may not remain for the discussion even if the charged member is a board member.
- j. Vote and Final Decision - A two-thirds majority of the current board is required to find a charged violator guilty of a violation or violations of the Code of Ethics or of actions that are detrimental to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated or both. If the charged violator or the complainant is a board member, that individual may not vote. The action of the board is final with no rights of appeal or reversal.

According to the bylaws, the executive board has the responsibility for determining the appropriate disciplinary action to be imposed for a violation. The board may admonish, suspend, or remove the violator from office.

- Admonishment means to warn; to indicate duties or obligations to be met; to express warning or disapproval of actions.

- Suspend means to temporarily remove for a set period. Requirements for reinstatement may be defined as part of this action.
- Remove From Office means to remove permanently from University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

If the executive board determines that the charged party is guilty of a violation, the President shall inform the charged party of the determination and the proposed disciplinary action, and the charged party shall be given the opportunity to resign or may be removed. If they choose not to, the disciplinary action shall be carried out and the violator's record will be marked reflecting such action.

OUTSIDE COMMUNITY OUTREACH VOLUNTEER PROGRAM

INTRODUCTION

The mission of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated is to promote the mission of University of Maryland Eastern Shore and the University of Maryland Eastern Shore National Alumni Association through alumni engagement, student support and philanthropy.

I. VOLUNTEER/EXECUTIVE BOARD OF DIRECTORS RELATIONSHIPS

Volunteers are critical to the success of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and are essential to the organization's day-to-day operations. Volunteers are considered partners in implementing the mission and programs of the organization, each with complementary roles to play. Designated board members can be expected to provide orientation, training, supervision, and feedback to volunteers.

A volunteer is anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

II. VOLUNTEER RIGHTS AND RESPONSIBILITIES

Volunteers are viewed as a valuable resource to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, its executive board of directors, and its membership. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated fairly, the right to effective supervision, the right to full involvement and participation, and the right to be recognized for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the organization.

III. GENERAL VOLUNTEER PROGRAM PROCEDURES/DEVELOPMENT

A. Application Form

Prospective general volunteers are required to complete an application form for consideration in the general volunteer program.

B. Interviewing/Screening Tools

Prior to being assigned or appointed to a position, all general volunteers will be interviewed to ascertain their suitability for, and interest in, a position. Individuals submitting applications to serve as general volunteers should be treated confidentially and respectfully. The interview may take place in-person, by phone, or by videoconference. This screening process will offer University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's executive board of directors, committee member volunteers and members the opportunity to learn more about prospective general volunteers and give prospective general volunteers the opportunity to learn more about University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. General volunteer candidates will also be given the opportunity to ask any questions they may have about the position. Background and reference checks may also be required for general volunteer positions within University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

C. Orientation and Training

All general volunteers will receive a general introduction to the nature and purpose of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, these general volunteer policies, and an overview of the general volunteer's work to be completed. General volunteers will receive instructions and/or orientation to provide them with the information and skills necessary to perform their general volunteer responsibilities. All general volunteers will have a position description for the work they perform on behalf of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

D. Supervision

Every general volunteer will have a clearly identified supervisor (staff member or volunteer leader) who will be available for consultation, support, and direction. The supervisor will be responsible for the management and guidance of the work of the general volunteer.

E. Feedback and Evaluation

The work of general volunteers shall be evaluated by the executive board of directors, committee volunteers and/or members. Evaluations will include an examination of the general volunteer's performance of position responsibilities and a discussion of any suggestions the general volunteer may have concerning the position or general volunteer program.

F. Recognition and Opportunities for Advancement

Volunteer service is very valuable to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and the organization endeavors to recognize general volunteers, both informally and formally. Exemplary general volunteers will be made aware of other general volunteer opportunities in which they may be interested in participating and will be given the opportunity to continue their involvement as appropriate. An annual volunteer recognition event will be conducted to highlight and reward the contribution of volunteers to the organization.

G. Volunteer Record Keeping System

A system of records will be maintained on each general volunteer with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. The record will include the volunteer application, volunteer agreement, emergency information, dates of services, position held,

duties performed and evaluation of work.

H. Scheduled Volunteer Time/ Recording of Volunteer Hours

A volunteer sign-in form will be present at each volunteer program or event, and general volunteers should sign in and out each time they work on any project. General volunteers must be accountable to uphold their commitments to volunteer at established times/places.

IV. GENERAL VOLUNTEER CONDUCT

A. Job Description

A position description will be specifically defined for each general volunteer or group of volunteers. Each volunteer will receive a copy his/her position description during the orientation program.

B. Standard of Conduct

The lasting impression that general volunteers make on those they serve and work with reflects directly on all executive board of directors, volunteers, and members of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. All words and deeds should help build our volunteer program and its reputation for quality.

C. Absenteeism

General volunteers should do their best to be present and on time for each event or activity for which they are scheduled. If you know that you will be late or absent, please contact the person in charge of the event or your supervisor at least 24 hours before you are expected to come or as soon as possible so that alternate plans can be made.

D. Grievance Procedure

General volunteers, executive board of directors and members are expected to act professionally and in accordance with their position descriptions. Should a general volunteer have a grievance concerning their work environment, they should report it promptly to the Third Vice President or the President. Every effort will be made to achieve speedy and effective resolution, and all complaints will be treated confidentially. Confidentiality may not be guaranteed for complaints involving sexual harassment or child abuse.

E. Discontinuation of Volunteer Service

If you wish to leave your volunteer service for any reason, please contact the Third Vice President so that appropriate arrangements can be made. As a volunteer, you have the right to terminate your volunteer service for any reason. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated reserves the same right.

F. Media Conduct

General volunteers should not represent themselves as spokespersons or representatives of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated under any circumstances without prior approval. Only the President, or his/her designee shall serve as spokespersons for the organization.

G. Alcohol/Drugs

When participating in University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's programs and activities, general volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol, or prescription drugs in any way that is illegal. Implementing this policy provides a drug and alcohol-free workplace in order to ensure a safe,

healthy, and productive environment for all volunteers and members. If caught or suspected of breaking this policy, disciplinary actions up to and including termination will result.

H. Harassment Policy

Volunteering should be an enjoyable experience. Harassment is not only illegal, but it also creates uncomfortable conditions and unpleasant experience for everyone involved. Any general volunteer who feels he or she is the subject of harassment should speak to his/her staff contact or supervisor in attempt to reach a solution.

I. Dress Code

When general volunteers are working on behalf of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated each individual serves as a visible representative of our organization. Please be sure that your dress reflects a clean and neat appearance. Also, when engaging in volunteer service for University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, you always wear your University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated-issued name badge.

J. Confidentiality

As a general volunteer at University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, you are not permitted access to confidential information. If you become privy to such information, general volunteers must ensure that University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's official board approved confidentiality policy is followed. General volunteers are required to sign the confidentiality policy receipt form prior to beginning their volunteer service.

K. Conflict of Interest

It is the policy of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated to avoid potential and actual conflicts of interest in all our efforts. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated abides by a board approved conflict of interest policy. General volunteers will receive a copy of this policy at their initial orientation. Executive board volunteers with significant independent decision-making authority is required to complete and sign a conflict of interest statement upon taking the oath of office and annually thereafter.

L. Partisanship

While working on behalf of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated volunteers must never present partisan information (supporting or endorsing political parties or candidates for office) in accordance with our organization's 501(c)(3) status.

M. Proselytizing

University of Maryland Eastern Shore Southern Maryland Alumni Chapter Incorporated's executive board volunteers, committee volunteers, members, and general volunteers hold a variety of political, social, religious, and personal beliefs. General volunteers must be respectful of the views and opinions held by others with whom they come in contact while volunteering with the organization. Unless instructed to do so as part of the organization's mission and program, general volunteers must refrain from advocating or proselytizing for the specific political, social, and/or religious beliefs in these situations.

N. Change of Placement

If you wish to seek a change in your volunteer position or placement, please see the Third Vice

President or the President. Assignment to a new volunteer position may require additional screening, background checks, training, and application acceptance.

O. Reimbursement of Expenses

In certain situations, general volunteers may be eligible for reimbursement of actual out of pocket expenses. Such expenses must be pre-approved by the volunteer's supervisor or the Volunteer Coordinator.

P. Standards for Excellence

An Ethics and Accountability Code for the Nonprofit Sector University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated is committed to the Standards for Excellence: An Ethics and Accountability Code for the Nonprofit Sector from the Standards for Excellence Institute. All general volunteers are asked to review a copy of the Standards for Excellence code as part of their orientation to the organization. The document can be found at www.standardsforexcellence.org.

Q. Reporting Misconduct/Whistleblower Protection

Any general volunteer affiliated with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated with information about known or suspected financial improprieties or misuse of the organization's resources, or other ethical problems is encouraged to report their concerns to the organization's Recording Secretary or individual appointed to receive confidential reports who will then ask the President of the organization to investigate. In the event that the allegations involve the President, the Recording Secretary should report problems to the organization's executive board of directors. The general volunteer reporting may choose to do so anonymously via mail or through other means of communication. All efforts will be made to protect the confidentiality of those who report financial improprieties and choose to do so anonymously. However, in certain situations, legal requirements make it impossible to keep the individual's identity confidential. In accordance with the Sarbanes-Oxley Act, no retaliatory organizational action will be taken against those who report truthful information, even if the person incorrectly believes that a violation has occurred, about the commission or possible commission of any federal offense to a "law enforcement officer," even if the person incorrectly believes that a violation has occurred. The phrase "law enforcement officer" is defined by the Sarbanes-Oxley Act as including any "officer or employee of the Federal Government . . . authorized under law to engage in or supervise the prevention, detection, investigation, or prosecution of an offense."

V. SAFETY AND LIABILITY

Article I.

A. Safety

Although University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated does its best to provide safe conditions for our volunteers, the organization counts on volunteers to be the best protector of their own personal safety. Volunteers should always be aware of where they are and what they are doing. Volunteers should pay particular attention to safety instructions and proper equipment use. Volunteers should voice their safety concerns and report any injuries to the person in charge as soon as possible.

B. Legal Liability

Volunteers concerned about their personal liability arising from their service for the organization should understand that when a volunteer acts as a representative of the agency, acting on the

agency's behalf and with its authority and within the scope of the volunteer's duties, the agency may be held vicariously liable for the actions of the volunteer. However, liability is based upon the personal acts of a person so the volunteer may also be liable for his or her actions.

Option 1: Waiver

All volunteers are required to sign a waiver and release of liability before serving the organization. By signing the waiver, volunteers agree to assume the risk of any accident or injury to person or property which may sustain in connection with your participation with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. In addition, volunteers agree to release and discharge University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and any of its executive board of directors, committee volunteers, members, partners, affiliates, and successors from any and all liability or responsibility for any such accident or injury.

Option 2: Insurance Coverage

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Inc. will provide commercial general liability insurance for general volunteers and committee volunteers, while they serve as volunteers of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. Volunteers must be working under the supervision and control of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated to be covered. The commercial general liability policy does not provide medical expense payments for any injuries suffered by a volunteer. The organization does not have a medical expense policy to cover any accidental injuries suffered by a volunteer.

The University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's executive board of directors are covered by Director's and Officers' Liability insurance.

Volunteers are encouraged to discuss their personal insurance program with their insurance agent to determine what coverages are available for claims arising from their volunteer activities.

Article II.

C. Certificate of Ability

Any potential volunteer who indicates that they are under the care of a physician for any physical or psychological ailment which might impede their ability to work may be asked to present a certificate from the physician as to their ability to perform their duties satisfactorily and safely. Any volunteer who, after accepting an assignment with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, enters a course of treatment which might adversely impact upon the performance of their volunteer duties should consult with the Volunteer Coordinator.

VI. INCLUSIVE WORKPLACE

Inclusive work environments are made up of individuals of diversity, different races, sex, ethnicities, gender identities, ages, sexual orientation, and disabilities. Inclusion promotes collaboration, creativity, and sharing of knowledge amongst volunteers in a real-world environment.

Position Description for Community Outreach Volunteer Coordinator

Recruitment: The Community Outreach Volunteer Coordinator (COVC) recruits potential volunteers for specific volunteer positions, projects, or special community outreach events (via websites/directories, networks, flyers to volunteer groups, word of mouth, etc.).

Screening/Interview: The COVC reviews general volunteers' interests, assesses skills, and gauges commitment.

Orientation/Training: The COVC orients the general volunteer to University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's basic safety, lays out clear and appropriate expectations of performance, reliability, behavior, and task accomplishments and introduces the program, as appropriate. Level of training is also dependent on the general volunteer's level of commitment- i.e., one-day event general volunteer vs. long term general volunteer.

Placement: The COVC matches general volunteers' interest and skills with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated.

Supervision: The COVC will supervise to the extent necessary and will check in occasionally with the general volunteer and executive board of directors for feedback and evaluation.

Tracking: The COVC manages general volunteers' contact information and hours worked. The COVC must have general volunteers' names, contact information, and volunteer hours in order to be invited to formal recognition events.

Recognition: The COVC works with the Corresponding Secretary to thank the general volunteers in appropriate relation to the volunteers' contribution. That includes informal appreciation, thank you letters/notes, and formal celebrations/events, gifts, etc.

Promotion Opportunities: Long-term general volunteers who are making significant contributions are reliable and who so desire will be considered for volunteer positions with greater responsibility.

Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us (University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated), and you (*the general volunteer*) in relation to your voluntary work. University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated values the important role volunteers play in the overall success of the organization. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated accepts the voluntary service of _____ (general volunteer's name) beginning on _____ (date).

We commit to the following:

1. Orientation and Training

- To provide thorough orientation on the work of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, its executive board of directors, your role as a general volunteer and the training necessary to assist you in meeting the responsibilities of that role.

2. Supervision and Support

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work.
- To provide a supervisor who will meet with you regularly to discuss your volunteering and any associated problems.

3. Expenses

- To reimburse eligible actual out-of-pocket expenses (such expenses must be pre-approved by your on-site supervisor)

4. Equal opportunity

- Not to tolerate acts deemed to constitute discrimination or harassment based on race, color, national origin, religion, age, disability, sex (including pregnancy), sexual orientation, gender identity, veteran status, marital status, genetic information, or any other factor protected by federal, state, or local law.

5. Grievance Procedure

- To make every effort to achieve speedy and effective resolution of grievances concerning a general volunteer's work environment. All complaints must be reported to the Third Vice

President or the President and will be treated confidentially (Confidentiality may not be guaranteed for complaints involving sexual harassment or child abuse.)

You (the General Volunteer) commit to the following:

I,(full name), agree to be a general volunteer with

(University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated), (P.O. Box 1632 Waldorf, MD 20604), on _____ (days and hours) and commit to the following:

1. To help University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated fulfill its mission to strengthen, educate, and engage the community;
2. To perform my role as a general volunteer to the best of my ability;
3. To adhere to the organization's rules, procedures, and standards, including health and safety procedures and its equal opportunities policy in relation to its executive board of directors, volunteers, and partners;
4. To agree, upon leaving my volunteer position, not to take with me, without first obtaining the consent of the Third Vice President and President of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated or his/her designee, any document or tangible evidence of confidential information or data belonging to or under the control of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, whether on an external device, recorded or hard copy, whether an original or a reproduction;
5. To review a copy of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's Code of Ethics as part of my orientation to the organization;
6. To be careful not to represent myself as a spokesperson or representative for the organization under any circumstances without prior approval by the President of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated;
7. To be sure that my dress reflects a clean, professional, and neat appearance;
8. To comply with the organization's policy of maintaining a drug and alcohol-free workplace to ensure a safe, healthy, and productive environment for all volunteers and partners;
9. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangements can be made;
10. To maintain and to submit to the Third Vice President, a weekly, if applicable, timesheet of my volunteer hours;
11. To provide references, as agreed, who may be contacted, and to agree to a background check being carried out where necessary;

This agreement is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party.

Agreed to:

General Volunteer Signature

Third Vice President Signature

Date: _____

Date: _____

Received by:

Recording Secretary

Date

**ADDITIONAL
FORMS
and
INFORMATION**

VOLUNTEER'S RECEIPT OF MANUAL

I have received a copy of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's Policies & Procedures Manual on this _____ day of _____ (month), 20___. I agree that it is my responsibility to read and understand the policies, practices, and procedures contained in it, and that I may, at any time during my volunteer tenure at University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, ask questions about this Manual of my supervisor or another representative of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. I understand that these policies, practices, and procedures govern my volunteer tenure with University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated and I agree to abide by these policies, practices, and procedures.

I also understand that if my volunteer tenure is not for a definite period, nothing in this Manual creates or implies an express or implied contract for volunteer work or in any way guarantees any benefits described herein. I agree that University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated or I can terminate my volunteer tenure at-will at any time, with or without cause or notice except for the instance of an executive board volunteer. However, two weeks' notice in cases of resignation is requested from all volunteers.

I further understand that University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated may at any time, with or without notice, unilaterally amend, modify, reduce, or discontinue any or all the rules, policies, and benefits referred to in this Manual, if in alignment with the bylaws. I also understand that this Manual contains summaries of the benefits offered by University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, and an overview of the workplace policies, practices, and procedures.

General volunteers understand that no representative of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, other than the President has the authority to enter into an agreement with a general volunteer for volunteer service for any specified period or to make any agreement with a general volunteer contrary to the foregoing either of which must be in writing.

Please Print Your Name:

Volunteer's Signature

Date

Witness Signature

Date



BOARD MEMBER'S RECEIPT OF HANDBOOK

I have received a copy of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated's Polices & Procedures Manual and I understand that it supersedes any prior handbook, policy manual, work rules, benefits, and practices of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated. I also understand that nothing in this Manual in any way creates or implies an express or implied contract for volunteer service or guarantees any benefits described herein.

Please Print Name:

Board Member Signature

Date

Witness Signature

Date

NOTE: THIS IS FOR CURRENT BOARD MEMBERS ONLY.

University of Maryland Eastern Shore, National Alumni Association Southern Maryland Alumni Chapter, Inc.

Conflict of Interest Policy

Annual Affirmation of Compliance and Disclosure Statement

I. Annual Affirmation

I have received and carefully read the Conflict of Interest Policy for board members, officers, staff, and volunteers of University of Maryland Eastern Shore, National Alumni Association, Southern Maryland Alumni Chapter, Inc. (the “Organization”), and I have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that the Organization is a charitable organization and to maintain its federal tax exemption it must primarily engage in activities that accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of the Organization, nor does any relative or business associate of mine have such an actual or potential conflict of interest.

If any situation should arise in the future in which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the Board of the Organization or to the chief executive officer, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information, and belief.

Print Name	
Signature	
Title	
Date	

II. Disclosure Statement

Please complete the questionnaire below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests. A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered into by the Organization.

Please indicate, during the past 12 months:

1. Has the Organization contracted to purchase or lease goods, services, or property from you or from any of your relatives or business associates?

Yes No

If yes, please describe:

2. Has the Organization purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates?

Yes No

If yes, please describe:

3. Has the Organization offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the Organization?

Yes No

If yes, please describe:

4. Have you, or have any of your relatives or business associates, been provided with a gift, gratuity, or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the Organization?

Yes No

If yes, please describe:

5. Have you, or any of your relatives or business associates, been gratuitously provided the use of the facilities, property, or services of the Organization?

Yes No

If yes, please describe:

Other Interests. A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that would not have been obtained absent the relationship with the Organization, or where the duty or responsibility owed to the Organization conflicts with a duty or responsibility owed to some other organization.

Please indicate, during the past 12 months:

6. Did you obtain preferential treatment by the Organization for yourself, or for any of your relatives or business associates?

Yes No

If yes, please describe:

7. Did you make use of confidential information obtained from the Organization for your own benefit, or for the benefit of a relative, business associate, or other organization?

Yes No

If yes, please describe:

8. Did you take advantage of an opportunity, or enable a relative, business associate, or other organization to take advantage of an opportunity that you had a reason to believe would be of interest to the Organization?

Yes No

If yes, please describe:

CONFIDENTIALITY AGREEMENT

This Agreement is made this _____ day of _____, 20__ by and between University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, hereinafter called "the organization", and _____.

In consideration of the volunteer service or continuance of volunteer service (as the case may be) of _____ by organization, it is hereby agreed as follows:

1. **CONFIDENTIAL INFORMATION:** During my period of volunteer service, the organization may disclose or cause to be disclosed to me, confidential information, which can include: certain business information such as financial and marketing data, budget information, bid proposals, contract negotiations, and research and development ideas; personnel actions regarding other volunteers to which I have access as a result of my volunteer duties, such as suspensions, removals, member controversies, personal information of an embarrassing nature or that a volunteer specifically requested be kept confidential; information about program recipients or clients of a personal nature; and, certain legal advice, opinions, and documents. I recognize such information to be the property of organization and I agree to hold such information in trust and solely for the organization's benefit and not to disclose such information to those inside or outside the organization, either during or after volunteer service, without the written consent of an officer of the organization.

I acknowledge that the organization does not seek to regulate or infringe upon the right of non-executive board level volunteers to communicate among themselves or with interested parties about their terms and conditions of volunteer service. Nothing in this Agreement should be read as in any way limiting such volunteer's rights.

2. **SUBSEQUENT VOLUNTEER SERVICE AND TERMINATION OF VOLUNTEER SERVICE:** This agreement shall continue in any subsequent volunteer service of mine by the organization and extend to the organization's successors.

Upon leaving the organization, I agree not to take with me, without first obtaining the written consent of an officer of the organization, any document or tangible evidence of confidential information or data belonging to or under the control of the organization, whether electronic, recorded, or hard copy, whether an original or a reproduction.

3. **FORMER OBLIGATIONS:** I will strictly adhere to any obligations, which I may have with former volunteers insofar as the use or disclosure of confidential information is concerned.

4. **CONSEQUENCES OF BREACH:** I understand that any breach of this agreement is grounds for corrective action, up to and including immediate dismissal.

By University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated:

Volunteer's Signature

Supervisor's Signature

Date

Date

ELECTRONIC COMMUNICATIONS

AGREEMENT

As a volunteer of University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated, I, _____, recognize and understand that the organization’s electronic communication systems (“Systems”) are intended for conducting business. In addition, I understand that my use of the Systems for any purpose is subject to the organization’s confidentiality and ethical conduct rules. I agree not to access a file or retrieve any stored communication on the Systems other than when properly authorized.

I am aware that University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated reserves and will exercise the right to review, audit, access and disclose any matter on the Systems at any time, with or without volunteer notice, and that such access may occur during or after working hours. I am aware that use of an individual password or code does not restrict University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s right to access electronic communications on the Systems. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from volunteer work, in accordance with the bylaws.

I have read and I understand University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Incorporated’s policy regarding electronic communications systems located in the Policies & Procedures Manual. I have read and I understand this Electronic Communications Agreement.

Signature of Volunteer

Date Signed



University of Maryland Eastern Shore
Southern Maryland Alumni Chapter, Incorporated

BUDGET REQUEST FORM

1. Name of Program, Event or Activity:

2. Briefly describe the purpose of this program:

3. Please complete information below

Role	First & Last Name	Phone #	Email

4. Beginning Balance Available: _____

5. Please describe the types of event expenses and estimated total event cost:

Expense Type	Expense Description	Cost
	TOTAL ESTIMATED COST OF EVENT	

6. Please outline any funding sources (other than the Southern MD Alumni Chapter, Inc that you expect to receive for your program (if none, leave blank)

7. Please add any comments or additional information here (you may also use back of this page and/or staple any pertinent information to this form:

8. AUTHORIZATIONS:

Printed Name & Signature of Person Requesting:

Printed Name & Signature of Treasurer

Printed Name & Signature of President

OFFICIAL USE ONLY:

Approval Date: _____

Amount Approved: \$_____

DOCUMENT DESTRUCTION AND RETENTION SCHEDULE

ADMINISTRATIVE RECORDS	RECOMMENDED RETENTION
Calendars	Current year + 3
Correspondence Includes general correspondence not maintained in other record categories (e.g., Contracts, Personnel Records, etc.)	Current year + 3
Meeting Minutes	Permanent
Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policies and Procedures Manual	Current version with revision history
FINANCIAL RECORDS	RECOMMENDED RETENTION
Accounts Payable and Receivable	Current year + 7 years
<u>Ledgers and Schedules</u>	While active + 7 years <i>Note: Many organizations choose to retain the general ledger permanently as a recordkeeping best practice.</i>
<u>Audit reports</u>	Permanent
<u>Balance Sheets</u>	Current year + 7 years
<u>Bank reconciliations</u>	Current year + 7 and/or until all federal and state audit requirements have been met.
<u>Bank Statements</u>	Current year + 7 years
Budgets and Forecasts	Retain according to business need
Capital Asset Records Includes: Fixed asset listings; depreciation / amortization schedules; etc.	While current + 7 years
Checks	Permanent for important payments and services Current year + 10 years
Expenses and Purchases- Documentation can include cash register tapes, account statements, canceled checks, invoices, credit card sales slips. Separate deductible expenses in the event organization pays unrelated business income tax.	Current year + 7 years
Gross Receipts	Current year + 7 years

Includes: Amounts received from all sources and supporting documents (e.g., charitable gifts and donations, charitable gaming receipts, cash register tapes, bank deposit slips, receipt books, invoices, credit card charge slips, and Form 1099-MISC)	
<u>Journal Entries</u>	Permanent
<u>Vendor Invoices</u>	Current year + 7 years
<u>Year-end financial statements</u>	Permanent
<u>Depreciation Schedule</u>	Permanently
<u>Duplicate Deposit Slips</u>	Current year + 2 years
<u>Internal Audit Reports</u>	Current year + 3 years
<u>Interim Financial Statements</u>	Current year + 7 years

CONTRIBUTIONS, GIFTS, GRANTS	RECOMMENDED RETENTION
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grants Records	7 years after grant period
<u>Fundraising Records</u> Includes: Donor lists and information; fundraising solicitations, etc.	While current + 7 years

LEGAL DOCUMENTS	RECOMMENDED RETENTION
<u>Abandoned/Unclaimed Property</u>	Varies by state
<u>Accident Reports & Claims</u>	Workers Compensation Claims: Varies by state Long-term Disability: Separation + 7 years
<u>Contracts, General</u>	Expiration/termination + 15 years
<u>Deeds, Mortgages & Notes</u>	Permanent
<u>Grant applications and Awards</u>	Life of grant + 7 years <i>Note: The grant itself may have separate record-keeping requirements to which the organization must adhere.</i>
Insurance Policies	Permanent
Internal Audit Reports	Retain according to business need

Intellectual Property	Permanent
Leases	Expiration/termination + 20 years
Litigation and Dispute Records	Closure of matter + 15 years
Permits & Licenses, Operational	Permanent
Permits & Licenses, One-time/Event Includes: Special event licenses, charitable gaming licenses, etc.	Current year + 3
Employer Identification Number Designation	Permanent
Trademark Registration and Copyrights	Permanent
Patent and Related Papers	Permanent
Correspondence Regarding Legal and Other Important Matters	Permanent
Property Tax	Permanent

CORPORATE & COMPLIANCE DOCUMENTS	RECOMMENDED RETENTION
Minute Books	Permanent
Charter (Articles of Incorporation)	Permanent
Bylaws and Amendments	Permanent
Form 990 and any Schedules filed with the form, Form 990-T Exempt Organization Income Tax Form (if your organization files such a form)	Permanent <i>Note: This document is subject to the public disclosure regulations for up to three years after the due date or the filing date of the return.</i>
IRS Determination Letter Granting Organization 501(c) Status.	Permanent <i>Note: This document is subject to the public disclosure regulations</i>
1023 Application for Tax-Exempt Status Includes: All supporting documents submitted with the form, and any documents required by the IRS.	Permanent <i>Note: These documents are subject to the public disclosure regulations.</i>
Combined Registration Application / Charitable Registration Records	Permanent
Corporate Resolutions	Permanent
Other Corporate Filings	Permanent
State Exemption Application, if applicable	Permanent

A quick guide to the abbreviations used in the Document Retention Schedule:

- ADA – Americans With Disabilities Act
- ADEA - Age Discrimination in Employment Act
- DLLR - Department of Labor, Licensing, and Regulation
- DOL – U.S. Department of Labor
- EEO – Equal Employment Opportunity
- ERISA – Employee Retirement Income Security Act
- FICA - Federal Insurance Contributions Act
- FLSA – Fair Labor Standards Act
- FMLA – Family Medical Leave Act
- FUTA - Federal Unemployment Tax Act
- MOSH – Maryland Occupational Safety and Health
- OFCCP - Office of Federal Contract Compliance Programs
- OSHA – Occupational Safety Health Administration