

The Indianapolis Garden Club, Inc.

Board of Directors

Conflict of Interest Information Form

Name: _____

Date: _____

Position: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in the Indianapolis Garden Club, Inc. Conflict of Interest Policy adopted November 11, 2009) arising.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of the Indianapolis Garden Club, Inc. that is currently in effect.

Signature: _____

Date: _____

The Indianapolis Garden Club, Inc.

WHISTLE BLOWER POLICY

(approved November 11, 2009)

Indianapolis Garden Club, Inc. expects board members and volunteers (collectively “persons”) to observe high standards of conduct and personal ethics in the performance of their duties and responsibilities associated with the Club and to comply with all applicable laws and regulatory requirements.

This policy is intended to encourage and enable persons to raise concerns regarding what they may believe to be potential unlawful, unethical or fraudulent actions. In most cases, the Club President is in the best position to address any areas of concern. If for any reason an individual finds it difficult to report his or her concern to the President, the person can report it to any other Officer of the Club.

All reports will be promptly investigated and appropriate corrective action taken (which may include discipline, up to and including termination of volunteer duties and civil or criminal prosecution) if warranted by the investigation.

The person reporting may choose to do so anonymously via mail or through other means of communication. While a person can report concerns anonymously, Indianapolis Garden Club’s ability to conduct a full and fair investigation may be limited if the investigators do not have the opportunity to speak with the person as part of the investigation. All efforts will be made to protect the confidentiality of those who report improprieties and choose to do so anonymously. However, in certain situations, legal requirements may make it impossible to keep the individual’s identity confidential.

A person filing a complaint concerning a violation or suspected violation of a law or regulatory requirement must be acting in good faith and have reasonable grounds for “believing the information disclosed indicates a violation.” Volunteers acting in good faith will be protected against retaliatory actions resulting from reporting such activities or for participating in any subsequent investigation. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Any allegations that prove not to be substantiated and which prove to have been made maliciously or to be knowingly false will be subject to discipline up to and including termination of position.

The Indianapolis Garden Club, Inc.

DOCUMENT RETENTION POLICY

(approved November 11, 2009)

1. Indianapolis Garden Club, Inc. will maintain and preserve records that are needed to meet management needs and protect the interests of the organization and its members as required by law, contract and prudence.
2. Records, including electronic documents, that are no longer needed to meet legal, tax, and operational requirements, and that have satisfied their required retention period, are to be disposed of in the regular course of business in accordance with this policy.
3. Destruction of records shall only take place pursuant to standard policy and not in anticipation of a specific problem.
4. Tax records and materials will be kept for seven years.
5. Officers and committee chairs will retain, protect and efficiently manage records within their responsibility in order to ensure that the Club may make an appropriate response to claims of liability, government investigation, or audit, and to ensure proper compliance with record retention requirements imposed by applicable federal, state and local laws, regulations and contracts.