

# Love the Harrisonville Square

A Missouri Non-profit Public Benefit Corporation

## BYLAWS

### ARTICLE I

#### NAME

#### 1.01 Name

The name of this corporation shall be Love the Harrisonville Square. The business of the corporation may be conducted as Love the Harrisonville Square.

### ARTICLE II

#### PURPOSES AND POWERS

#### 2.01 Purpose (Amended 8/16/19)

Love the Harrisonville Square is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Love the Harrisonville Square's purpose is to use the Main Street Four-Point Approach™ to advance the economic and cultural development of the Harrisonville Square by strong focus on historical preservation and congruence, raising awareness within the community, and creating a desirable community environment.

At times, per the discretion of the board of directors, we may provide internships or volunteer opportunities which shall provide opportunities for involvement in said activities and programs in order to have a greater impact for change.

#### 2.02 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

#### 2.03 Non-profit Status and Exempt Activities Limitation

(a) Nonprofit Legal Status. Love the Harrisonville Square is a Missouri nonprofit public benefit corporation, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.

(b) Exempt Activities Limitation. Notwithstanding any other provision of these Bylaws, no director, officer, employee, member or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by any organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as it now exists or may be amended. No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes set for in the Articles of Incorporation and the Bylaws.

(c) Distribution Upon Dissolution. Upon termination or dissolution of the Love the Harrisonville Square, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of the Love the Harrisonville Square hereunder shall be selected in the discretion of a majority of the managing body of the corporation and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the Love the Harrisonville Square, by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Missouri.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Love the Harrisonville Square, then the court shall direct the distribution of its assets lawfully available for the distribution to the Treasurer of the State of Missouri to be added to the general fund.

#### **2.04 Geographical Boundaries (adopted 5/15/2020)**

The geographical boundaries for Love the Harrisonville Square are:  
Beginning at Mechanic Street and Main Terrace, Mechanic Street east to Lake Street, Lake Street north to Pearl Street, Pearl Street west to Wirt Lane, Wirt Lane north to Chestnut Street, Chestnut Street west to Lexington Street, Lexington Street north to the first ally on the left (approximately 200ft), Ally west to Independence Street, Independence Street south to Chestnut Street, Chestnut Street west to Main Terrace, Main Terrace south to Pearl Street, Pearl Street west to Butler (between Episcopal and Baptist churches), Butler south to Wall Street, Wall Street east to Green Street, Green Street south to the first ally (approximately 190ft), Ally east to Main Terrace, Main Terrace south to Mechanic Street

**ARTICLE III**  
**MEMBERSHIP**

**3.01 Partnership Levels (amended 8/16/19)**

The corporation shall have the following partnership levels:

\$2,500.00 – Clocktower Partner

\$1,000.00 – Square Partner

\$500.00 – Brick Partner

\$250.00 – Business Partner

\$100.00 – Individual Partner

\$25.00 – Supporting Partner

Certain benefits will be afforded to certain levels of partners as adopted.

**3.02 Non-Voting Affiliates (Amended 7/24/17)**

The board of directors may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, and other organizations that seek to support the mission of the corporation. The board, a designated committee of the board, or any duly elected officer in accordance with board policy, shall have authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliate's rights, privileges, and obligations. At no time shall affiliate information be shared or sold to other organizations or groups without the affiliate's consent. At the discretion of the board of directors, affiliates may be given endorsement, recognition and media coverage at fundraising activities, clinics, other events or at the corporation website. Affiliates have no voting rights and are not member of the corporation.

Board members shall be paid partners to Love the Harrisonville Square.

**3.03 Dues**

Any dues for affiliates shall be determined by the board of directors.

**ARTICLE IV**  
**BOARD OF DIRECTORS**

**4.01 Number of Directors (Amended 8/16/19)**

Love the Harrisonville Square shall have a board of directors consisting of at least 5 and no more than 11 directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

#### **4.02 Powers**

All corporate powers shall be exercised by or under the authority of the board and the affairs of the Love the Harrisonville Square shall be managed under the director of the board, except as otherwise provided by law.

#### **4.03 Terms for Board of Directors (Amended 8/21/20)**

- (a) All directors shall be elected to serve a three-year term, however the term may be extended until a successor has been elected.
- (b) Director terms shall be staggered so that approximately 1/3 the number of directors will end their terms in any given year.
- (c) Directors may serve terms in succession.
- (d) The term of office shall be considered to begin April 1 and end March 31 of the following year in office, unless the term is extended until such time as a successor has been elected.

#### **4.04 Qualifications and Election of Directors (Amended 3/20/2020)**

The Board of Directors may elect to nominate a candidate themselves or the Board President may assign a nominating committee consisting of at least four (4) and no more than five (5) committee members to include:

- (a) Up to four (4) current board members that may include the President-elect who may serve as the committee chairperson;
- (b) Up to three (3) LTHS paid partner/investors in lieu of board members;

Board members must be 18 years of age and they must be willing to help pursue the mission of the organization through their time, talents and treasure.

The nominating committee chairperson will bring a slate of candidates and officers to the Board for Approval.

Board members may be elected at any board meeting by the majority of the existing board of directors. The election of directors to replace those who have fulfilled their term of office shall take place in **February or March** of the year.

#### **4.05 Vacancies (Amended 3/20/2020)**

The board of directors may fill vacancies due to the expiration of a director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled board position, subject the maximum number of directors under these bylaws. Candidates are chosen according to the process outlined in Section 4.04

- (a) Unexpected Vacancies. Vacancies on the board of directors due to resignation, death, or removal shall be filled by the board for the balance of the term of the director being replaced.

#### **4.06 Removal of Directors (Amended 8/16/19)**

A director may be removed by two-thirds (2/3) vote of the board of directors then in office, if:

(a) the director is absent and unexcused from two or more meetings of the board of directors in a twelve month period. The board president is empowered to excuse directors from attendance for a reason deemed adequate by the board president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the board president-elect shall excuse the president. Or:

(b) for cause or no cause, if before any meeting of the board at which a vote on removal will be made, the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board. And

(c) Board members must attend 66% of ten (10) yearly meetings (seven (7) meetings) to remain on the board. Failure to attend 66% of the meetings may result in removal from the board.

#### **4.07 Board of Directors Meetings (Amended 8/16/19)**

(a) Regular Meetings. The board of directors shall meet monthly with a minimum of ten (10) regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of the meeting. The purpose of the meeting need not be specified.

(b) Special Meetings. Special meetings of the board may be called by the president, president elect, secretary, treasurer, or any two (2) other directors of the board of directors. A special meeting must be preceded by at least 2 days notice to each director of the date, time, and place, but not the purpose, of the meeting.

(c) Waiver of Notice. Any director may waive notice of any meeting, in accordance with Missouri law.

#### **4.08 Manner of Acting**

(a) Quorum. A majority of the board members immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

**(b) Majority Vote.** Except as otherwise required by law or by the Articles of Incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

**(c) Hung Board Decisions.** On the occasion that directors of the board are unable to make a decision based on a tied number of votes, the president or acting board president shall have the power to swing the vote based on her/his discretion.

**(d) Participation.** Except as required otherwise by law, the Articles of Incorporation , or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephone conference call.

#### **4.09 Compensation for Board Service (Amended 8/16/19)**

Directors shall receive no compensation for carrying out their duties as directors. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as attending workshops and conferences and approved in advance of such actions by a quorum of the board.

#### **4.10 Compensation for Professional Services by Directors**

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the board Conflict of Interest policy and state law.

### **ARTICLE V** **COMMITTEES**

#### **5.01 Committees**

The board of directors may, by the resolution adopted by a majority of the directors then in office, designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution of the board, shall have the authority of the board, except that no committee, regardless of board resolution, may:

- (a)** take any final action on matters which also requires board members' approval or approval of the majority of all members;
- (b)** fill vacancies on the board of directors or in any committee which has the authority of the board;
- (c)** amend or repeal Bylaws or adopt new Bylaws;
- (d)** amend or repeal any resolution of the board of directors which by its express terms is not so amendable or repealable;

- (e) appoint any other committees of the board of directors or the members of these committees;
- (f) expend corporate funds to support a nominee for director; or
- (g) approve any transaction;
  - (i) to which the corporation is a party and one or more directors have a material financial interest; or
  - (ii) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

## **5.2 Meetings and Action of Committees**

Meetings and actions of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of the committees may be determined either by resolution of the board of directors or by resolution of the committee. Special meetings of the committee may also be called by resolution of the board of directors. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The board of directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

## **5.3 Information Action by the Board of Directors**

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposed of this section, an email transmission from an email address on record constitutes a valid writing. The intent of this provision is to allow the board of directors to use email to approve actions, as long as a quorum of board members gives consent.

# **ARTICLE VI**

## **OFFICERS**

### **6.01 Board Officers (Amended 8/16/19)**

The officers of the corporation shall be a board president, president-elect, secretary, and treasurer, all of whom shall be chosen by, and serve at the pleasure of, the board of directors. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers. The board may also appoint additional vice presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall be such authority and shall perform such duties as the board of directors may determine. One person may hold two or more board offices, but no board officer may act in more than one capacity where action of two or more officers is required.

## **6.02 Term of Office (Amended 8/16/19)**

Each officer shall serve a one-year term of office and may not serve more than six (6) consecutive terms of office. Unless unanimously elected by the board at the end of his/her six (6) year terms or to fill a vacancy in an officer position, each board officer's term of office shall begin upon the adjournment of the board meeting at which elected and shall end upon the adjournment of the board meeting during which a successor is elected.

## **6.03 Removal and Resignation**

The board of directors may remove an officer at any time, with or without cause. Any officer may resign at any time by giving notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

## **6.04 Board President (Amended 6/17/16)**

The board president shall be the chief volunteer officer of the corporation. The board president shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the board of directors, and shall perform all of the duties incident to the office or properly required by the board of directors.

## **6.05 President-Elect (Amended 3/17/17, 8/16/19)**

In the absence or disability of the board president, the ranking president-elect or president-elect designated by the board of directors shall perform the duties of the board president. When so acting, the president-elect shall have all the powers of and be subject to all the restrictions upon the board president. The president-elect shall have such other powers and perform such other duties prescribed for them by the board of directors or the board president. The president-elect shall normally accede to the office of board president upon the completion of the board president's term of office. The president-elect will act in support of the committees and offer assistance when needed.

## **6.06 Past President (Added 3/17/17)**

The past president is the connection to the previous year's activities and will act in place of the board president in the absence or disability of the board president and president-elect.

## **6.07 Secretary**

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The



secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president. The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary.

### **6.08 Treasurer**

The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation. The treasurer shall oversee and keep the board informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors or officers, the treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the corporation, are made available to the board of directors on a timely basis or as may be required by the board of directors. The treasurer shall perform all duties properly required by the board of directors or the board president. The treasurer may appoint, with approval of the board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the treasurer.

### **6.09 Non-Director Officers**

The board of directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

## **ARTICLE VII**

### **CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS**

#### **7.01 Contracts and other Writings (Amended 8/16/19)**

Except as otherwise provided by resolution of the board or board policy, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executive on its behalf by the president or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

#### **7.02 Checks, Drafts**

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents, of the corporation and in such manner as shall, from time to time, be determined by resolution of the board.

#### **7.03 Deposits**

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depository as the board or a designated committee of the board may elect.

#### **7.04 Loans**

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

#### **7.05 Indemnification**

(a) **Mandatory Indemnification.** The corporation shall indemnify a director or former director, who has wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.

(b) **Permissible Indemnification.** The corporation shall indemnify a director or former director made a party to a proceeding because he or she is or was a director of the corporation, again liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by law.

(c) **Advance for Expenses.** Expenses incurred in defending a civil or criminal action, suit or proceeding, as authorized by the board of directors in the specific case, upon receipt of (I) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article, and (II) an undertaking by or on behalf of the director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation in these Bylaws.

(d) **Indemnification of Officers, Agents and Employees.** An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation which is not a director, consistent with Missouri Law and public policy, provided that such indemnification and the scope of such indemnification is set forth by the general or specific action of the board or by contract.

### **ARTICLE VIII** **MISCELLANEOUS**

#### **8.01 Books and Records**

The corporation shall keep correct complete books and records of account and shall keep minutes of the proceedings of all meetings of its board of directors, a record of all action taken by the board of directors without a meeting, and a record of all actions taken by committees of the board. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

## **8.02 Fiscal year**

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

## **8.03 Conflict of Interest**

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of a committee with board-delegated powers.

## **8.04 Nondiscrimination Policy**

The officers, directors, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Love the Harrisonville Square not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

## **8.05 Bylaw Amendment**

The Bylaws may be amended, altered, repealed, or stated by a vote of the majority of the board of directors then in office at a meeting of the board, provided however;

**(a)** that no amendment shall be made to the Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code; and,

**(b)** that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of directors further requires ratification by a two-thirds (2/3) vote of a quorum of directors at a board meeting.

**(c)** that all amendments be consistent with the Articles of Incorporation.

## **ARTICLE IX COUNTERTERRORISM AND DUE DILIGENCE POLICY**

In furtherance of its exemption by contributions to other organizations, domestic or foreign, Love the Harrisonville Square shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for U.S. Based Charities" is not mandatory, Love the Harrisonville Square willfully and voluntarily recognizes and puts to practice these guidelines and suggestions

to reduce, develop, re-evaluate and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

Love the Harrisonville Square shall also comply and put into practice the federal guidelines, suggestion, laws and limitation set for by pre-existing U.S. legal requirements related to combating terrorist financing, which include, but are not limited to, various sanctions programs administered by the Office of Foreign Assets Control (OFAC) in regard to its foreign activities.

## **ARTICLE X**

### **DOCUMENT RETENTION POLICY**

#### **10.01 Purpose**

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of Love the Harrisonville Square records.

#### **10.2 Policy**

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonable if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, Love the Harrisonville Square may establish retention or destruction policies or schedules for specific categories of records in order to insure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant to documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. Love the Harrisonville Square expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any state destruction schedule: If you believe, or the

Love the Harrisonville Square informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

### Section 3. Minimum Retention Periods for Specific Categories

**(a) Corporate Documents.** Corporate records include the corporation's Articles of Incorporation, Bylaws, and IRS Form 1023 and Application for Exemption. Corporate records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.

**(b) Tax Records.** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven (7) years from the date of filing the applicable return.

**(c) Employment Records/Personnel Records.** State and federal statutes require the corporation to keep certain recruitment, employment, and personnel information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three (3) years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

**(d) Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Committee material should be kept for not less than three years by the corporation.

**(e) Press Releases/Public Filings.** The corporation should retain permanent copies of all press releases and publicly filed documents under the theory that the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

**(f) Legal Files.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

**(g) Marketing and Sales Documents.** The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

**(h) Development/Intellectual Property and Trade Secrets.** Development documents are often subject to intellectual property protection in their final form (e.g. patents and copyrights). The

documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation:

- (i) derives independent economic value from the secrecy of the information; and,
- (ii) has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

**(i) Contracts.** Final execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

**(j) Correspondence.** Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

**(k) Banking and Accounting.** Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

**(l) Insurance.** Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

**(m) Audit Records.** External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. Email that needs to be saved should be either:

- (i) printed in hard copy and kept in the appropriate file; or
  - (ii) downloaded to a computer file and kept electronically or on a disk as a separate file.
- The retention period depends upon the subject matter of the email, as covered elsewhere in the policy

**ARTICLE XI**  
**TRANSPARENCY AND ACCOUNTABILITY**  
**DISCLOSURE OF FINANCIAL INFORMATION WITH THE GENERAL PUBLIC**

**11.01 Purpose**

By making full and accurate information about its mission, activities, finances, and governance publicly available, Love the Harrisonville Square practices and encourages transparency and accountability to the general public. This policy will:

- (a) indicate which documents and materials produced by the corporation are presumptively open to staff and/or the public

- (b) indicate which documents and materials produced by the corporation are presumptively closed to the staff and/or the public
- (c) specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follows:

### **11.02 Financial and IRS Documents (Form 1023 & Form 990)**

Love the Harrisonville Square shall provide its Internal Revenue forms 990, 990-T, 1023 and 5227, Bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

### **11.03 Means and Conditions of Disclosure**

Love the Harrisonville Square shall make “Widely Available” the aforementioned documents on its internet website “LovetheSquare.org” to be viewed and inspected by the general public.

(a) The documents shall be posted in a format that allows an individual using the internet to access, download, view and print them in a manner that exactly reproduces the image of the original document files with the IRS (except information exempt from public disclosure requirements, such as contributor lists).

(b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.

(c) Love the Harrisonville Square shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).

(d) Love the Harrisonville Square shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within seven (7) days for mailed requests.

### **11.04 IRS Annual Information Returns (Form 990)**

Love the Harrisonville Square shall submit the Form 990 to its board of directors prior to filing of the Form 990. While neither the approval of the Form 990 or a review of the Form 990 is required under Federal law, the corporation’s Form 990 shall be submitted to each member of the board of director’s via hard copy or email at least ten (10) days before the Form 990 is filed with the IRS.

### **11.05 Board**

(a) All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.

(b) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.

(c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

#### **11.06 Staff Records**

(a) All staff records shall be available for consultation by the staff member concerned or by their legal representatives.

(b) No staff records shall be made available to any person outside the corporation except the authorized governmental agencies.

(c) Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that

(d) Staff records shall be made available to the board when requested.

#### **11.07 Donor Records**

(a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.

(b) No donor records shall be made available to any other person outside of the corporation except the authorized governmental agencies.

(c) Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that

(d) donor records shall be made available to the board when requested.

### **ARTICLE XII** **CODE OF ETHICS AND WHISTLEBLOWER POLICY**

#### **12.01 Purpose**

Love the Harrisonville Square requires and encourages directors, officers, and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. It is the intent of Love the Harrisonville Square to adhere to all laws and regulations



that apply to the corporation and the underlying purpose of the policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations.

### **12.02 Reporting Violations**

If any director, officer, staff, or employee reasonably believes that some policy, practice, or activity of Love the Harrisonville Square is in violation of law, a written complaint must be filed by that person with the president elect or the board president.

### **12.03 Acting in Good Faith**

Any person filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that proves not to be substantiated and which proven to have made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

### **12.04 Retaliation**

Said person is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of Love the Harrisonville Square and provides the Love the Harrisonville Square with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Love the Harrisonville Square shall not retaliate against any director, officer, staff, or employee who in good faith, has made a protest or raised a complaint against some practice of Love the Harrisonville Square or of another individual or entity with whom Love the Harrisonville Square has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Love the Harrisonville Square shall not retaliate against any director, officer, staff, or employee who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Love the Harrisonville Square that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clean mandate of public policy concerning the health, safety, welfare, or protection of the environment.

### **12.05 Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Report of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**12.06 Handling of Reported Violations**

The board president or president-elect shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staff or employees and they shall have the opportunity to ask questions about the policy.

**ARTICLE XIII**  
**AMENDMENT OF ARTICLES OF INCORPORATION**

**13.01 Amendment**

Any amendment to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the board of directors.

**CERTIFICATE OF ADOPTION OF BYLAWS**

I do hereby certify that the above state Bylaws of Love the Harrisonville Square were approved by the Love the Harrisonville Square board of directors on \_\_\_\_\_ and constitutes a complete copy including revisions to the Bylaws of the corporation.

\_\_\_\_\_  
Name  
Secretary of the board

\_\_\_\_\_  
Date