

# MEA VOTA FOUNDATION



## **BOARD POLICY HANDBOOK**

*(Adopted August 24, 2025 by Resolution of the Board)*

# **Mea Vota Foundation - Board Policy Handbook (2025)**

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## **1. CONFLICT OF INTEREST POLICY**

All Directors, Officers, and key employees must avoid situations in which personal interests conflict with those of the Corporation. Annual disclosure forms are required. Conflicted individuals shall recuse themselves from discussions and votes.

Any potential conflict shall be recorded in the meeting minutes and reviewed by disinterested Directors.

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## **2. WHISTLEBLOWER & ANTI-RETALIATION POLICY**

Any person may report suspected misconduct, misuse of funds, or policy violations without fear of retaliation.

Reports may be made confidentially to the Chair, Compliance Committee, or independent designee.

Retaliation or intimidation against whistleblowers is strictly prohibited.

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## **3. SAFEGUARDING & BACKGROUND CHECKS POLICY**

All staff, volunteers, and Directors working with vulnerable persons must comply with safeguarding procedures.

Background checks are required before engagement.

All allegations of abuse or neglect shall be immediately reported in accordance with Kansas law.

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## **4. COMPENSATION & BENEFITS POLICY**

Salaries must represent “reasonable compensation” as defined by the IRS.

Executive pay shall be reviewed using external comparability data and approved by disinterested Directors.

Benefits may include healthcare, retirement contributions, paid leave, relocation assistance, and professional development.

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## **5. DOCUMENT RETENTION & DESTRUCTION POLICY**

Permanent records include Articles, Bylaws, Minutes, audits, and IRS filings.

Financial and program records shall be retained for at least seven (7) years; personnel files seven (7) years after separation.

Expired documents shall be securely shredded or deleted to protect confidentiality.

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## **6. FISCAL CONTROLS & EXPENSE APPROVAL POLICY**

All bank accounts require dual signatories for withdrawals above \$500. Monthly financial reports shall be presented to the Board.

An independent CPA review or audit shall occur annually when required by law or donors.

Expense reimbursements must include receipts and prior authorization.

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## **7. DONOR & GIFT ACCEPTANCE POLICY**

The Corporation may accept donations consistent with its mission. Gifts that impose undue restrictions or may harm reputation shall be declined. All donors shall receive written acknowledgment meeting IRS requirements.

Anonymous donations are permitted but subject to internal due diligence.

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## **8. HOUSING & TENANT RIGHTS POLICY**

Residents in all housing projects are protected under the Fair Housing Act.

Equal access and non-discrimination are guaranteed.

Tenant agreements shall outline rights, responsibilities, fees, and grievance procedures.

Reasonable accommodation shall be provided for disability-related needs.

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## **9. RE-ENTRY SAFEGUARDS POLICY**

Eligibility limited to non-violent, non-sexual misdemeanor convictions demonstrating rehabilitation.

Enhanced supervision and screening procedures are mandatory. Placements in sensitive environments require prior safeguarding review and Board approval.

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## **10. QUALITY ASSURANCE & OUTCOMES POLICY**

All programs shall be evaluated annually against measurable outcomes and client satisfaction indicators.

Results shall be reported to the Board and included in annual public reports.

Corrective actions must be documented and monitored until resolved.

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## **11. INSURANCE & RISK MANAGEMENT POLICY**

The Corporation shall maintain adequate general liability, property, and Directors & Officers (D&O) insurance.

Annual risk assessments shall be conducted and documented.

Risk-reduction measures—fire safety, cyber security, staff training—must be implemented promptly.

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## **12. TECHNOLOGY, IT & CYBERSECURITY POLICY**

All electronic systems shall be password-protected and encrypted. Confidential client or donor data shall not be shared outside authorized staff.

Annual cybersecurity training is mandatory.

All data handling complies with HIPAA, FERPA, and state privacy laws as applicable.

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### **13. PROCUREMENT & VENDOR INTEGRITY POLICY**

All contracts exceeding \$5,000 require competitive bids or Board approval. Vendors must comply with anti-discrimination and fair-labor standards. Any related-party transaction must follow the Conflict of Interest procedures.

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### **14. COMMUNICATIONS & BRAND POLICY**

All public communications shall align with the mission and values of *Mea Vota Foundation*. Only designated spokespersons may speak on behalf of the organization. Logos, visuals, or the Foundation name may not be used for personal or political purposes. Social-media engagement must remain respectful and mission-focused.

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### **15. NONPROFIT PUBLIC DISCLOSURE & TRANSPARENCY POLICY**

The Corporation shall make its IRS Form 990, Articles, and Bylaws publicly available upon request. Annual reports summarizing activities, finances, and outcomes shall be published. Donor privacy shall be protected consistent with legal obligations.

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### **16. BOARD EVALUATION & EFFECTIVENESS POLICY**

The Board shall conduct an annual self-assessment reviewing performance, diversity, and compliance with fiduciary duties. Findings shall be discussed in executive session and used to strengthen governance practices.

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## **CERTIFICATION**

These sixteen (16) policies were adopted by unanimous resolution of the Board of Directors of *Mea Vota Foundation, Inc.* on **August 24, 2025**, and remain in effect until amended or replaced.

**Signed:**

A handwritten signature in black ink, appearing to read 'N Kokshoorn', with a stylized, cursive script.

**Nancy Kokshoorn**

*Founder / Chair / President / Secretary / Treasurer*