

NEVADA STATE
a fraternal organization



**NEVADA ELKS MAJOR PROJECT,
INC. (NEMPI)
POLICIES AND PROCEDURES
GUIDELINES**

Reviewed and Approved by the
Past State President Advisor Council

Policies and Procedures prepared by:
Ted Balash, PSP, PGEsq, District Leader Nevada North
Executive Director/Treasurer
Nevada Elks Major Project, Inc.
28 January 2018

TABLE OF CONTENTS

17-1 Annual Budget 3

17-2 SMP Luncheon Funds Collection.....4

17-3 Return of Organization Exempt From Income Tax.....5

17-4 Record of Fundraising Count Sheet.....6

 • **Record of Fundraising Count Sheet form 7**

17-5 Record of State Major project Trustees 8

17-6 SMP Ways & Means Instruction9

17-7 Investment Policy Statement10

17-8 Investment Policy Statement Committeeperson Criteria11

17-9 Harassment-Free Workplace.....12

17-10 NEMPI Whistleblower Policy.....17

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-1
SUBJECT: ANNUAL BUDGET

The Chairman (Chief Executive Officer of *the Corporation*) of the Nevada Elks Major Project, Inc. (SMP) shall, with the Board of Trustees, develop an Annual Budget, at the Annual NSEA Convention Meeting, for the coming Fiscal Year (July – June). The Budget is to include all sources of Income and Expense.

Signatures of the Chairman, Resident Agent and Executive Director of the Nevada Elks Major Project, Inc. are required for approval of the final budget.

Copies of the Final Approved Budget will be filed with the Secretary and Treasurer of the NSEA

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-2

SUBJECT: SMP LUNCHEON FUNDS COLLECTION

The Nevada Elks Major Project, Inc. Board of Trustees, shall organize and collect all funds raised at the various fund-raising activities held during the SMP Luncheon/s held during the NSEA Annual & Mid-Term Conventions.

The entire Board of Trustees, present at the Luncheon, will participate in the collection, counting and distribution of funds collected during the fund-raising activities.

All Cash collected will be separated by denomination, counted, and totaled. All Trustees will verify the Total Cash and a Trustee/Executive Director will receive the Cash and deposit it into the Nevada Elks Major Project, Inc Checking Account.

Signatures of the Chairman and the Executive Director of the Nevada Elks Major Project, Inc. are required for verification/approval of the Total deposit.

Funds Raised at the SMP Luncheon will be reported to the NSEA Secretary for inclusion in the Minutes of the Convention and a copy of the report made available to the NSEA Treasurer.

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-3

SUBJECT: RETURN of ORGANIZATION EXEMPT FROM INCOME TAX

The Nevada Elks Major Project, Inc. Board of Trustees, shall insure that the Treasurer/Executive Director will gather the necessary financial documents, necessary to complete and file the Form/s 990 and accompanying documents, IAW the Internal Revenue Code for 501(C)(3) Organization Exempt from Income Tax.

The Treasurer/Executive Director will obtain the Financial Documents from the Agent of the Bank/Investment Firm/s holding the Nevada Elks Major Project, Inc. Account funds.

The Treasurer/Executive Director will engage a qualified CPA to prepare the Tax Form/s 990 for the year just completed. A letter including a complete list of all Income and Expenses and accompanying Financial Documents will be delivered to the CPA along with the complete list of Nevada Elks Major Project, Inc Board of Trustees.

The CPA will be instructed to forward the Completed 990 to the Chairman (Chief Executive Officer of the Corporation) of the Nevada Elks Major Project, Inc. for signature and mailing to the IRS. Copies of the completed 990, for file, will be sent to the Corporation Secretary and will also be sent to the Resident Agent and Executive Director of the Nevada Elks Major Project, Inc.

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-4

SUBJECT: RECORD OF FUNDRAISING COUNT SHEET

The Nevada Elks Major Project, Inc. (SMP) Board of Trustees, shall insure that the attached document (17-4 (Attachment)) is completed and maintained as a record of fundraising.

The Board Members who perform or observe the count will sign and date to indicate that they agree with the count.

The Treasurer/Executive Director will sign and date the count sheet to indicate the amount that is received from the Board Members.

The Treasurer/Executive Director will deposit the received funds Nevada Elks Major Project, Inc Checking Account

Copies of the Count Sheet will be maintained by the Corporation Secretary and acts as a receipt for the Treasurer/Executive Director and Trustees and provides an Audit Trail for future reference

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-4A

SUBJECT: RECORD OF FUNDRAISING COUNT SHEET

FUNDRAISING EVENT: _____

DATE OF EVENT: _____

CASH DENOMINATIONS:

\$1	\$5	\$10	\$20	\$50	\$100
_____	_____	_____	_____	_____	_____

TOTAL CASH: \$_____

CHECKS: _____ (List attached)

TOTAL of CHECKS: \$_____

TOTAL: \$_____

SIGNATURES:

_____ Date: _____	_____ Date _____
Executive Director/Treasurer	Chairman

_____ Date: _____	_____ Date _____
-------------------	------------------

_____ Date: _____	_____ Date _____
-------------------	------------------

_____ Date: _____	_____ Date _____
-------------------	------------------

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-5

SUBJECT: RECORD OF STATE MAJOR PROJECT TRUTEES

The Nevada Elks Major Project, Inc. Board of Trustees, shall annually, at the completion of the Business Session at the April NSEA Convention, ensure that the list of newly elected and appointed members of the Nevada Elks Major Project, Inc. is completed for the ensuing year.

The Nevada Elks Major Project, Inc. Board Officer acting as Secretary will make written letter notification and a copy of the list provided to the NSEA Directory Editor, Resident Agent and Firm/Investment Officer that manages the NEMPI Investment Portfolio.

Copies of the List of Board Members will be maintained by the Corporation Board Secretary and provides an Audit Trail for future reference.

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-6

SUBJECT: SMP WAYS & MEANS INSTRUCTIONS

The Nevada Elks Major Project, Inc. Board of Trustees, shall annually, at the completion of the Business Session at the April NSEA Convention, ensure that the - newly elected NSEA Vice President - is made aware of the associated duty of SMP Ways & Means - for the ensuing year - as described herein.

The Nevada Elks Major Project, Inc. Board Officer (NSEA VP) acting as SMP Ways & Means Chairman - will coordinate with the Convention Chairperson/s that host the subsequent November and April NSEA Conventions – for all matters associated with the SMP Luncheon/s.

This coordination is to include: Number of seats required at the Head Table; Seating arrangements for Visiting VIPs/Guests and their Escorts; Name Cards required for SMP Board Members, Guest Speaker, & Visiting VIPs/Guests and their Escorts; Arrangements of Tables, Etc., for Silent Auction/Raffle; Materials (Paper, Pencils, stickers, etc.) available for Auction/Raffle.

Additionally, make written notification - to all Lodges – at least 1-month in advance of the Convention – of any requests/requirements (Blue Pig funds, ER March funds, Raffle Items, Baskets, etc.)

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-7

SUBJECT: INVESTMENT POLICY STATEMENT

The Nevada Elks Major Project, Inc. Investment Policy Statement, is attached.

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-8
**SUBJECT: INVESTMENT POLICY STATEMENT COMMITTEEPERSON
CRITERIA**

Criteria to be considered for selection of candidates to fill the role of Investment Committee Member of the Nevada Elks Major Project, Inc., are described herein:

- 1. A successful candidate must be a member in good standing of the Nevada State Elks Association. (Any Elk in good standing in a member Lodge and a resident of the State of Nevada or residing within the jurisdiction of said Lodge shall be eligible for appointment to the Investment Committee.)**
- 2. Have a minimum of (5) five years' experience in investing, such as having their own investment account(s) which they manage or investment with a broker Adviser.**
- 3. Have a business finance or an accounting background.**
- 4. Have a background in Lending; Commercial or Private Banking, or Mortgage lending.**
- 5. And, be able to work with in a group whose activities are governed by an Investment Policy Statement (IPS) and that make recommendations to the Nevada Elks Major Project, Inc. Board of Trustees.**

NEVADA ELKS MAJOR PROJECT, INC.

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES & PROCEDURES

NUMBER: 17-9
SUBJECT: HARASSMENT-FREE WORKPLACE

Policy

The NEVADA ELKS MAJOR PROJECT, INC. (NEMPI) is committed to maintaining an environment that is free of physical, psychological, and verbal harassment, or other abusive conduct.

Applicability

This policy applies to NEMPI Corporation Executive Director and Board of Trustees and employees. It also applies to the conduct of the Corporation Executive Director, Board of Trustees and employees with respect to contractors, suppliers, business partners, visitors and customers; and conversely to their treatment of Corporation Executive Director, Board Members and employees.

Scope

This policy governs conduct in the NEMPI facilities as well as off-premises situations with a relationship to the NEMPI facilities or that affect the NEMPI facilities.

Implementation

NEMPI prohibits verbal or physical conduct that offends, abuses, intimidates, torments, degrades or threatens a person on the basis of his or her race, ethnicity, religion, color, sex, national origin, age, United States military veteran's status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, or mental or physical disability. Examples of prohibited conduct include, but are not limited to:

- Unwelcome touching, assault, impeding or blocking movements

NEVADA ELKS MAJOR PROJECT, INC.

- Accessing, transmitting, or displaying offensive messages, images or cartoons
- Making or using derogatory comments, epithets, slurs, jokes or objects and sexual harassment, including gender-based harassment of a person of the same sex.

Examples of sexual harassment include, but are not limited to:

- Unwanted sexual advances, including verbal sexual advances and propositions
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Leering, making sexual gestures
- Displaying pornographic or sexually suggestive objects or pictures, cartoons, or posters
- Using inappropriate terms of endearment
- Verbal abuse of a sexual nature
- Graphic or verbal commentaries about an individual's body
- Sexually degrading words used to describe and individual, and suggestive or obscene letters, notes or invitations

Reporting and Investigating Harassment Complaints

Follow the procedure below to report a harassment complaint.

Employee/Elk Responsibility

1. If you believe that you have been harassed you should inform the individual directly that the conduct is unwelcome and must stop, if you are comfortable doing so. If you have questions or concerns about whether or how to address the person responsible for the conduct, consult the NEMPI Board of Trustees, Secretary.
2. Promptly report the facts of the incident to the NEMPI Board of Trustees Secretary.

Note: If the complaint concerns the NEMPI Board of Trustees, Secretary, report the incident directly to the NEMPI Board of Trustees Chairman.

NEVADA ELKS MAJOR PROJECT, INC.

NEMPI Board of Trustees Secretary Responsibility

3. Ensure that the incident is investigated promptly and, depending on the results of the investigation, that the appropriate actions/disciplinary measures, up to and including termination from employment, are taken.

NEMPI Board of Trustees Secretary will conduct investigations of suspected violations of this policy. The NEMPI Board of Trustees Secretary will conduct disciplinary adjudications under policy and may consult with cognizant Nevada State Elks Association Executive Committee. Nevada State Elks Association Executive Committee Member/s will participate in investigations if requested and in disciplinary adjudications of employees/members suspected of violation of this policy.

Employees/members are expected to cooperate in such investigations. Failure to cooperate or providing false, deliberately deceptive, or intentionally misleading information may result in disciplinary action up to and including termination from employment (employee) or disciplinary action up to and including loss of membership IAW Grand Lodge Statutes (Elks Lodge Members).

NEMPI Board of Trustees Secretary will ensure that investigations are properly documented, and appropriate records are maintained. Investigations and related records will be handled with the highest degree of confidentiality possible except, for example, where disclosures are required by law, regulation or legal process, or is necessary to allow investigation of the complaint.

Retaliation against any employee/member for filing a complaint covered under this policy or assisting in the investigation of a complaint covered under this policy, is prohibited. If you believe that you have been retaliated against for reporting a complaint or assisting in the investigation process, you should report the incident to the NEMPI Board of Trustees Secretary, who will be responsible for managing the investigation.

NEVADA ELKS MAJOR PROJECT, INC.

Any complaint that an employee or member who was harassed by a contractor, supplier, business partner, visitor, or customer will be reported to the NEMPI Board of Trustees Secretary, who will communicate with the appropriate representative of the third-party company or agency as needed to investigate and resolve the incident.

Any complaint that a contractor, supplier, business partner, visitor or customer was harassed by and employee will be reported to the NEMPI Board of Trustees Secretary, who will conduct an investigation of the suspected violation and disciplinary adjudication as appropriate.

Violations

NEMPI will adhere to a “zero tolerance” approach in the enforcement of this policy, with our goal being to maintain a safe and secure workplace consistent with our Order’s values to do what is right, with respect to others, and perform with excellence. Zero tolerance means that we will investigate thoroughly and objectively any report of violation of this policy by any NEMPI Executive Director/Board of Trustee Member, employee or visitor. We will take appropriate action, up to and including termination from employment/loss of membership, whenever such inappropriate behavior occurs.

Responsibilities

NEMPI Board of Trustees Secretary

Communicate the provisions of this policy to employees/members. Such communications could include publishing the policy on the NSEA Web Site and conducting appropriate training.

NEMPI Board of Trustees Members

Ensure that employees/members are aware of NEMPI policy prohibiting harassment. Foster a work environment that supports the objectives of this policy.

NEVADA ELKS MAJOR PROJECT, INC.

General

Nothing in this policy is intended to conflict with Grand Lodge Statutes or federal, state or local law. To the extent any provision in this policy is inconsistent with any Grand Lodge Statute or federal, state, or local legal requirement, those legal requirements will govern and supersede any conflicting terms of this policy.

July, 2019 - Approved by Area 7 Judiciary, Edward C.A. Johnson, August 12, 2019

NEVADA ELKS MAJOR PROJECT, INC.

POLICIES AND PROCEDURES

NUMBER: 17-10

SUBJECT: NEMPI Whistleblower Policy

1. The NEMPI Whistleblower Policy complies with Grand Lodge Statute 12.170. This policy applies to NEMPI Corporation Executive Director and Board of Trustees and employees. It also applies to the conduct of the Corporation Executive Director, Board of Trustees and employees with respect to contractors, suppliers, business partners, visitors and customers; and conversely to their treatment of Corporation Executive Director, Board Members and employees.
2. If any NEMPI Corporation Executive Director, Board Member or employee reports in good faith what the employee or Board Member believes to be a violation of the Laws of the Order, any federal, state or local law, or any financial wrongdoing, to any constituted authority of the Order, or assists in an investigation concerning financial wrongdoing, there shall be no retaliation taken against the employee or Board Member, including but not limited to harassment or disciplinary action by the NEMPI Board or any of its Members.

July, 2019 - Approved by Area 7 Judiciary, Edward C.A. Johnson, August 12, 2019