

Puget Sound Repeater Group  
Document Retention and Destruction Policy  
Adopted 5/9/2015

The Secretary-Treasurer or his/her designee shall maintain originals or clear, legible physical or digital copies or images of significant documents in good order in a secure location.

Documents to be retained shall include, but shall not be limited to, the following, and shall be retained for the following durations. Documents may be retained or destroyed following the retention period.

Category 1 (1 year past dissolution of the Group)

- Governing documents such as By-laws and Policies
- Approved minutes from General Membership and Board of Directors Meetings

Category 2 (1 year past end of term of effectiveness)

- Contracts and agreements describing commitments made by or to the Group
- Certifications and proofs of ownership or membership
- Records of significant purchases, including warranties

Category 3 (as required by law, typically 7 years past effective date)

- Records of legal and financial standing and filings including State and Federal corporate and tax status
- Annual financial summaries as of the end of each tax year (currently April 30)

Other records and documents may be characterized as significant by the Board of Directors from time to time.

All members of the Board of Directors shall have unrestricted access to documents.

Digital copies or images shall be in a format that may be viewed in freely-available or non-proprietary software.

Following dissolution of the Group, the then-acting Secretary-Treasurer, or designee appointed by the Board, shall take responsibility for retaining the documents according to the above schedule.

Puget Sound Repeater Group  
Non-discrimination Policy  
Adopted 5/9/2015

The Group shall not discriminate on the basis of race, color, ethnicity, nationality, religion, age, gender, sexual orientation, or physical ability.

Puget Sound Repeater Group  
Conflict of Interest Policy  
Adopted 5/9/2015

No member of the Group shall be made a gift of funds, equipment, or other assets belonging to the Group. The sale of equipment or other physical assets to members of the Group shall be at or above fair market value, and shall be approved by the Board.

No member of the Board of Directors shall negotiate, vote, or otherwise involve him- or her-self in a decision or other Board business that could materially benefit him- or her-self or members of his or her family. This policy does not prohibit a Board member from engaging in Board discussions on negotiations, motions, or decisions or other Board business, provided said Board member discloses the possibility and nature of any such potential material benefit as a part of his or her initial statement.

Puget Sound Repeater Group  
Whistleblower Policy  
Adopted 5/9/2015

It is contrary to the values of the Puget Sound Repeater Group for anyone to retaliate against any board member, member, or volunteer who in good faith reports an ethics violation or suspected fraud or violation of law or of any By-Law or Policy governing the operations of the Group. A member who retaliates against someone who has reported a violation in good faith is subject to loss of membership.