



Policies



Leadership Team Governance

These are policies and guidelines that are directly related to the Board of Directors and BAE.

Anti-trust Issues: It is the policy of BOMA – Kansas City to comply fully with antitrust laws, both federal and state, and to avoid all conduct which is unlawful, or which may give the appearance of being in conflict with such laws.

Travel & Reimbursement Guidelines: Association leadership is often asked to travel on behalf of BOMA KC. In those instances, they will be required to follow these guidelines.

- BOMA KC expenses will be reimbursed within 10 business days of BAE receipt of the completed Travel & Reimbursement Form.
- Travel & Reimbursement Form must be submitted within 30 days of travel.
- Per diem is provided at the GSA rate, and the first and last day of travel are reimbursed at 75%.
- Ground Transportation is only reimbursed to and from airport and from airport to hotel.
- Parking is reimbursed for parking at the airport.
- Hotel will be reimbursed up to the conference host hotel rate for the number of nights approved.
- Mileage to and from the airport will be reimbursed at the current IRS mileage rate.
- No additional expenses will be reimbursed without prior approval.
- Traveler may be asked to provide a verbal or written summary of the meetings/sessions attended.
- Travel to BOMA International Winter Business Meeting, and Annual Conference- President, First Vice President, Second Vice President, Secretary, Treasurer, BAE, and Advocacy Contractor. BAE will also travel to BAE Conference. The Past President will participate at the Boards discretion.

Financial & Bank Administrator: In order to maintain transparency and appropriate access to the BOMA KC financials the following policies have been implemented:

- 1st Vice President acts as the Bank Administrator.
- The Executive Committee will serve as authorized signers on the checking account.
- The BAE does not have the ability to sign checks or access financial accounts.
- All financial statements (bank account, money market, credit cards, etc.) will be mailed directly to the BOMA KC accountants.
- Full financial audits will be completed every 3 years with general financial reviews in the interim years. A full financial audit of 2015 was completed.
- IRS & 1099 Filings are handled by the BOMA KC accountant.
- The Executive Committee will have credit cards with a \$1000 limit, for pre-approved purchases. Receipts must be turned in within 10 days.

Conflict of Interest: Upon their election and prior to being inducted, BOMA KC Board Members will sign a disclosure of conflicts of interest.

Document Retention & Destruction: BOMA KC shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper and electronic files (including emails) regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Any employee of the association, or any other person who is in possession of records belonging to the association, who is uncertain

as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from the association's Document Retention Policy Manager, which is the Executive Director.

The regular retention period is suspended and the destruction of records is prohibited if there is any pending or threatened litigation or government investigation. Employees of the association shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States, or in relation to or contemplation of such matter or case. If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction BOMA Kansas City has adopted the following document retention and destruction policy:

<i>Specific Record</i>	<i>Retention Period</i>
Accident reports/claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	3 years
Bank statements	3 years
Capital stocks and bonds records: ledgers, transfer registers, stubs showing issues, records of interest coupons, options, etc.	Permanently
Checks: cancelled for important payments, i.e., taxes, purchases of property, special contracts, etc.	Permanently
Checks: all other checks	7 years
Contracts: mortgages, notes and leases	
Expired	7 years
Still in effect	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	3 years
Expense analysis/expense distribution schedules	3 years
Financial statements	
Year-end	Permanently
Monthly	7 years
Form 990 and supporting documentation	Permanently
Form 990-T and supporting documentation	Permanently
Garnishments	7 years
General/private ledgers, year-end trial balance	Permanently
I-9 Forms	Duration of employment plus 1 year, or 3 years from hiring date, whichever is longer
Insurance policies: expired	3 years
Insurance records, current accident reports, claims, etc.	Permanently
Internal audit reports	3 years
Invoices (to customers; from vendors)	7 years
Journals	Permanently
Minute books, directors, stockholders, bylaws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Options records: expired	7 years
Organizational documents, including articles of incorporation, bylaws, tax exemption application, and letter of determination of tax status	Permanently
Payroll records and summaries	7 years
Personnel files: terminated	7 years
Petty cash vouchers	3 years
Property appraisals by outside appraisers	Permanently
Property records, including costs, depreciation reserve, year-end trial balances, depreciation schedules, blue-prints and plans	Permanently
Retirement and pension records	Permanently
Stock and bond certificates: cancelled	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agent's reports and other documents relating to determination of income tax liability	Permanently
Time books/cards	7 years
Trademark registrations and copyrights	Permanently
Voucher for payments to vendors and employees, etc., including allowances and reimbursements to employees, officers, etc., for travel and entertainment expenses	7 years
Withholding tax statements	7 years

Committee Governance

Committee Participation: We encourage specific, named, individual Members in good standing to participate on committees. Non-member employees of Member Companies may participate as *volunteers* at special events such as the EXPO, the Golf Tournament, the Holiday Party, etc., but they may *not* be a member of the committee.

Committee F&B Budget: In order to stay within the budget guidelines, committees which meet during the lunch hour will have to provide their own lunch. BOMA will provide (1)-one 'thank you' or 'celebratory'

committee luncheon, in the amount of \$50-\$100, per year. It will be at the discretion of the committee to notify the BAE when they would like their annual lunch provided.

Committee Leadership: The intent is that BOMA KC Committees are led by a committee chair and vice chair. The vice chair would ideally move into the position of Chair at the end of the term.

Membership Guidelines & Policies

BOMA KC Membership types are outlined in the governing bylaws. Additional guidelines regarding membership are as follows:

Change of Employment: Membership in BOMA Kansas City is held by companies or individual. If a specific, named individual Member changes companies, the membership stays with the original Member Company if membership was paid by company and will to be transferred to an employee of their choosing. If the membership was paid by the individual, the membership stays with the individual.

Payment of Dues: Membership dues are billed on a calendar year basis. Invoicing begins prior to the end of the year and dues are considered delinquent after January 31st. Those companies, who remit payment prior to February 1st, will be charged the principal/allied principal rate for the first named individual. Additional individuals from the same company will be charged at the additional member rate. Please see attached rate schedule for current dues structure.

Please understand that there is a significant cost to providing the quality BOMA KC programs that are offered as a part of your membership. Failure to pay dues on a timely basis will result in cancellation of membership. After January 31st, unpaid members will be removed from the BOMA International membership listing, the BOMA KC membership listing, and the email listing. We will also bill the non-member for attendance at any luncheons prior to February 1st at the then prevailing luncheon rate. Renewing members whose dues are subsequently paid after January 31st will be charged according to the current rate schedule.

New members: who join after June 30th will pay a pro-rated amount for membership through the end of the calendar year.

National Partners: If an existing Allied member of BOMA Kansas City is a current participant in the BOMA International Partnership Program, they would be allowed up to two (2) representatives local level; standard membership fees would apply. Any current participant in the BOMA International Partnership Program, may bypass the wait list is and allowed up to two (2) representatives; standard membership fees would apply.

Allied Membership Promotion: In order to maintain the BOMA KC bylaw requirements regarding a membership ratio of 51% Principal Members to 49% Allied Members. When Allied memberships are full and a waiting list is in place, one way to maintain the required ratio, while growing membership is through offering a program allowing an Allied Member to join regardless of where they are on the waitlist if they join with a Principal Member.

The guidelines of the program are as follows:

- The Allied Member is responsible for joining with the Principal Member – this includes turning in the paperwork together and paying both fees.
- The Principal member sponsorship rate shall be \$650 for Principal and Principal Additional members. • An eligible Principal Member is one that is currently not a BOMA member.

- The membership period is January to December of each year.
- The Allied Member will remain on the waiting list in their same spot; this way when they have the opportunity to join because they've come to the top of the list they will be able to.
- If an Allied Member needs help getting paired up with a Principal Member, BOMA will solicit interested parties and provide that list to the Allied Member.
- If the Principal Member leaves during the year (leaves the business or the area), the Allied Member may stay in for the duration of the year, but next year will need to find a new Principal Member to join with. The membership period is for one year; the following year they may renew their membership with the same or a different new Principal Member. The Board reserves the right to make exceptions to this policy when necessary.

Sponsorship & Event Participation

Attendee Policy for Monthly Membership Luncheons: In an effort to maintain the value of membership, the Board of Directors established a policy for non-member product and/or service providers for attending the Monthly Membership Luncheons. This policy is to be adhered to by all current Allied and Principal Members of BOMA Kansas City.

-Each non-member that provides a product and/or service to the commercial real estate industry may attend only two (2) Monthly Membership Luncheons per calendar year (January –December).

-If the non-member is a BOMA International Cornerstone, Leadership or Supporting sponsor, they may attend 4 luncheons and one annual event per year.

Luncheon Participation: A total of eight luncheons are included in the membership dues. Members may bring any single guest or non-member employee to a luncheon a maximum of two (2) times per year and will be charged the guest luncheon fee. If the specific, named individual Member will not be attending the luncheon, a non-member employee may take their place at no charge. This attendance will not count towards the maximum twice per year rule. We strongly encourage the Member to RSVP the names of any guests or substitutes, prior to the luncheon.

Special Events Policy: Only Member Companies in good standing are entitled to reduced membership rates at special events such as the EXPO, the Golf Tournament, the Holiday Party, etc. Specific, named, individual Members may bring any guest or non-member employee to an unlimited number of BOMA special events at non-member fees.

Alcohol Policy Licensed Bartenders: Recognizing the importance and benefit of providing networking receptions and events, BOMA KC is committed to providing a safe & enjoyable environment for its members and guests and has implemented this policy to encourage responsible drinking. This policy is designed to protect individual members as well as the Association.

- BOMA KC events will offer non-alcoholic beverages options.
- If alcohol is being served at an event, the alcohol must be provided by an entity that holds a valid liquor license and servers must adhere to all federal, state, and local, laws, rules and regulations.

While attending BOMA KC social functions, members and guests should be mindful that it is a professional environment and professional conduct should be maintained at all times. Board Members and Committee Chairs are the leadership of BOMA KC and professional conduct is warranted at all times.

Sponsorship Policy: Member Companies in good standing may sponsor annually, special events, or a portion thereof for recognition. At the discretion of the Board it may be opened to non-members.

Annual Sponsorships: Annual sponsorships will run March 1 through the last day of February.

Website & Social Media

Job Posting: An active job bank is considered a benefit to the BOMA KC membership. Complimentary job posting is extended to members and non-members. BOMA KC reserves the right to restrict job postings at any time.

Authorized Social Media: The goal of authorized social media is to become a part of the industry conversation and promote Web-based sharing of ideas and exchange of information. Authorized social media is used to convey information about BOMA KC, promote and raise awareness of the BOMA brand, search for potential new markets, communicate with members/customers to brainstorm, issue or respond to breaking news and trends, and discuss BOMA -specific activities and events.

When using social media and other Web-based communication tools, BOMA KC must ensure that use of these communications maintain its brand identity, integrity and reputation while minimizing actual or potential legal risk, whether used inside or outside the workplace.

ADOPTED: September 2017 PRESIDENT: Steve Batterton
