

Policy Manual of A Place for Jazz

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Code of Conduct

A Place for Jazz (APFJ) is a not-for-profit organization dedicated to presenting jazz concerts and promoting jazz and jazz education in the Capital Region. Participation in APFJ's programs is subject to the observance of the organization's rules and procedures.

The activities outlined below are strictly prohibited. Any participant, staff member or volunteer who violates this Code of Conduct is subject to discipline, up to and including removal from the program.

- Abusive language towards a staff member, volunteer or another participant.
- Possession or use of alcoholic beverages or illegal drugs on FUUSS property or attending a program while under the influence of drugs or alcohol.
- Bringing onto FUUSS property dangerous or unauthorized materials such as explosives, firearms, weapons or other similar item(s).
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any APFJ policy, procedure or instruction.
- Bullying or taking unfair advantage of any participant, staff member or volunteer.

Conflict of Interest Policy

A Place for Jazz (APFJ) Board members are expected to use good judgment, adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between his or her personal interests and that of APFJ. Both the fact and the appearance of a conflict of interest should be avoided.

Duty to Disclose

Each Board member shall disclose to the President of the APFJ Board all material facts regarding any perceived or actual conflict of interest.

Existence of a Conflict of Interest

A conflict of interest may exist when: (a) a member or a relative of a member the Board is being considered for a performance engagement for A Place for Jazz; (b) a member of the Board has a vested interest in a performer or venue being considered for a concert by a Place for Jazz; or (c) any financial dealings of A Place for Jazz may appear to benefit a Board member.

Any Board member who fails to comply with this Conflict of Interest Policy may, at the discretion of the APFJ Board of Directors, be censured or be removed from the Board.

Equality Policy

A Place for Jazz (APFJ) recognizes that discrimination is both unlawful and unacceptable and that it is in the interests of APFJ and its Board to utilize the skills and resources of the entire community and workforce. Accordingly, it is the policy of APFJ to ensure that no board member, staff member, volunteer, jazz musician or anyone affiliated in any way with APFJ receives less favorable treatment by APFJ (either directly or indirectly) in recruitment or utilization on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

We oppose all forms of unlawful and unfair discrimination and, in that regard, it is the policy of APFJ to provide equality and fairness in all of our activities.

This policy shall be observed and all APFJ activities shall operate in accordance with statutory and other legal requirements.

Responsibilities of Board Members

Responsibility for ensuring that there is no unlawful discrimination associated with any APFJ activities or programs rests with all Board members.

Minority/Women-Owned Business Enterprises (MWBE) Policy

A Place for Jazz (APFJ) has an unwavering commitment to adhering to ethical, non-discriminatory and other applicable legal standards in all of its activities, as set forth in its Code of Conduct and other policies of the organization.

APFJ and its Board are further committed, consistent with New York State statute and other legal requirements, to ensuring the greatest possible utilization of M/WBE contractors and sub-contractors in its programming.

Therefore, A Place for Jazz will, to the greatest extent practicable given the unique nature of its operations and programming, and where possible and appropriate, cause its contractors to take good faith actions to achieve the M/WBE contract participation goals set by the State for the Capital Region.

Nepotism Policy

Board members and their immediate family members (as defined below) will be excluded from consideration as employees, vendors (which term shall be construed to include musical performers) or business partners of APFJ unless the relationship is disclosed in advance to the Board and, after disclosure, a vote, excluding participation by the affected Board member, results in the selection of the Board member and/or his or her immediate family as an employee, vendor or business partner.

For the purpose of this policy, a relative is defined to include spouses, parents, children, brothers, sisters, brothers-and sisters-in-law, father- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

Organization Record Retention Policy

A Place for Jazz (APFJ) takes seriously its obligations to preserve information and documentation relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years

Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with New York Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or 3 years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

2. Emergency Planning.

The Organization's records will be stored in a safe, secure, and accessible manner.

3. Document Destruction.

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The President will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.