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 Board of Directors
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 Board of Directors
Amended: September, 2001
 Board of Directors
Amended: December 12, 2002
 Board of Directors
Amended: August 9, 2003
 Board of Directors
Amended: August 27, 2005
 Board of Directors
Amended: August, 2007
 Board of Directors
Amended: August, 2009
 Board of Directors
Amended: August, 2010
 Board of Directors
Amended: August, 2011
 Board of Directors
Amended: September, 2012
 Board of Directors
Amended: August, 2013
 Board of Directors
Amended: August, 2016
 Board of Directors

DELTA REGION VOLLEYBALL ASSOCIATION BYLAWS



ARTICLE I – NAME

Name-The Delta Region Volleyball Association shall consist of Arkansas, Mississippi North of US Highway 84, and the part of Tennessee west of the Tennessee River.

ARTICLE II- OFFICES

The principal office of the corporation in the State of Tennessee shall be located in the city of Memphis, County of Shelby. The corporation may have such other offices, either within or without the State of Tennessee, as the Board of Directors may designate or as the business of the corporation may require from time to time.

ARTICLE III - PURPOSE

The purpose for which this corporation is organized is to foster amateur volleyball competition. In furtherance of this main purpose, the following sub-purposes are set forth:

- a) To teach the sport of volleyball to children and adults by holding clinics conducted by qualified instructors.
- b) To provide practice volleyball sessions, classroom lectures, seminars, and panel discussions through which selected trainees may be schooled in competitive coaching, playing, officiating, and scouting techniques.
- c) To foster and conduct area, state and regional, amateur volleyball competition.
- d) To act as the official representative of the United States Volleyball Association within an area designated as Delta Region.

In order to carry out the purposes of this corporation, corporation shall have the power to receive and hold money or other property, tangible or intangible, real or personal, for any of the purposes of the corporation, from whatever source derived. The corporation shall also have the power to borrow money and to mortgage or pledge real or personal property as security therefore, to use, borrow, or expend the funds and property of the corporation and do all things necessary to carry out the powers granted.

ARTICLE IV - MEMBERSHIP OF THE BOARD OF DIRECTORS

Membership on the Board of Directors shall be open to all members no less than the age of 18 in good standing of the Delta Region that are interested in furthering the purposes of this corporation as expressed in Article III of these Bylaws. Members of the Executive Branch of the Board of Directors shall be elected by a majority vote of the membership of the region for a term of three years. A Director may be removed from the Board by a two-thirds vote of the Directors present and voting at any special or annual meeting at which a quorum is present. The Board of Directors will be made up of two governing branches, the Executive Branch and Advisory Branch. The Regional Commissioner shall appoint the Advisory Branch Members. The term 'Board' will refer to a combination of both branches. Both branches will attend meetings. Only members of the Executive Branch shall have vote.

SECTION 1 – Nominations: The Delta Region Commissioner will appoint a Nomination Committee and name the Chair, who will be responsible for putting together the slate of candidates with their background information for election. The Nomination Committee shall consist of three (3) persons. The Chair of the Nomination Committee shall be a member of the Board, along with one additional member of the Board. No other person holding office in the organization shall be a member of the Nomination Committee. The Nomination Committee should have at least one member from Arkansas and one from

Tennessee. No person intending to run for an elected position shall serve as a member of the Nomination Committee. A list of those persons nominated for offices should be provided to all adult members no less than fourteen (14) days prior to the election.

SECTION 2 - Elections: Elections for the Executive Branch of the Board of Directors & the position of Commissioner shall be held as the 3-year terms expire during the month of April. Election ballots shall be mailed or emailed to all eligible voters. Each registered adult member shall have one vote. Each junior club director shall have one vote for each registered junior member. The pre-appointed Nomination Committee of three (3) shall supervise and conduct the election of all directors. On the first ballot, those individuals receiving a majority of votes shall be deemed elected. In case of a tie; a run-off election shall be held the following week. Run-off election ballots shall be mailed or emailed to each adult member and each junior club director. New Leadership shall take office August 1 of the election year.

SECTION 3 – Process for filling a vacancy: A vacancy of a Delta Region Director because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the remainder of the term.

SECTION 4 –Process for removal of Delta Region Executive Board Director: A director may be removed, with or without cause, by a majority vote of the Board of Directors whenever in its judgment the best interests of the Region would be served thereby. An elected Director may be removed, after the proper hearing procedures, if it has been determined that the individual has been convicted of any serious criminal activity.

ARTICLE V - BOARD OF DIRECTORS

General Statement - The Board of Directors, in furtherance of the specific and primary purpose of this nonprofit corporation, as expressed in its Articles of Incorporation, may perform such acts as are necessary to exercise the powers of this nonprofit corporation stated in its Articles of Incorporation, and generally may do or perform, or cause to be done or performed, any act which the corporation lawfully may do or perform in the furtherance of its purposes as stated in its Articles of Incorporation Board of Directors.

The governing leadership is comprised of male and female volunteers of no less than the age of 18 for three-year terms of the following positions:

Executive Branch: (Elected Members)

Regional Commissioner
Vice Commissioner
At Large
At Large
At large
At Large
At Large

Advisory Branch: (Appointed Members)

Treasurer/Registrar
Referee Chair
Score Chair
SafeSport Chair
Beach Rep
High Performance Chair
At Large

Policy Governing the Exercise of Powers by the Board of Directors

It shall be the policy of this corporation to budget and disburse each year sufficient funds to carry out its purposes as stated in its Articles of Incorporation. It also shall be the policy of this corporation that this Corporation shall not engage in any of the following transactions:

- 1) Lending any part of its income or principal without adequate security or at unreasonable rates of interest to contributors, to members of the families of contributors, or to corporations controlled by contributors or to members of contributors' families
- 2) Making any part of this corporation's services available, on a preferential basis, to contributors, or to members of contributors' families, or to corporations controlled by contributors or members of contributors' families
- 3) Making any substantial purchase of securities or other property from contributors, members of contributors' families, or corporations controlled by contributors or members of contributors' families for more than adequate consideration
- 4) Selling any substantial part of the property of this corporation to contributors, members of contributors' families, or corporations controlled by contributors or members of contributors' families for less than adequate consideration
- 5) Engaging in any transaction which results in a substantial diversion of the income or corpus of this corporation to contributors, members of contributors' families, or corporations controlled by contributors or members of contributors' families
- 6) The corporation shall not, except to an insubstantial degree, carry on any other activities not permitted to be carried on:
 - a) By a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)
 - b) By a corporation, contributions to which are deductible under Section 170 (b-2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- 7) This corporation is not organized nor shall it be operated, for pecuniary gain or profit. No part of the net earnings of this nonprofit corporation shall inure to the benefit of any member or individual. No substantial part of the activities of the nonprofit corporation shall consist of the carrying on of propaganda or otherwise attempting to influence any legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 1- The business, property, and affairs of this corporation shall be managed by a Board of Directors, composed of not less than seven (7) or more than twenty-one (21) members. The Executive Board is comprised of no more than 7 (seven) members elected as described in the Section IV of the Bylaws. The Advisory Branch consists of no more than eleven (11) positions appointed by the regional commissioner. All Executive Branch members will take office on August 1 of the election year. Advisory Branch members will take office when appointed.

SECTION 2 - The Executive Board of Directors & the region Commissioner shall be elected by majority vote.

SECTION 3 – Executive Board of Directors & the region Commissioner shall be elected for three (3) year terms or until such time as their successors are duly elected and qualified.

SECTION 4 - The chairperson of all standing or special committees shall be appointed by the Commissioner from the members of the Board of Directors.

SECTION 5 - Regular or special meetings of the Board of Directors may be held upon giving at least fourteen (14) days' written notice.

SECTION 6 - Each Director shall be entitled to one vote. No cumulative voting shall be permitted. Voting may be written or oral ballot or written proxy ballot as presented by a member of the Board of Directors.

SECTION 7 - No person who now is, or who later becomes, a Director of this nonprofit corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this nonprofit corporation shall look only to the assets of this nonprofit corporation for payment.

SECTION 8 - In the event of the dissolution of this nonprofit corporation, after its just debts and obligations have been paid or adequately provided for, its remaining assets shall inure to the benefit of the National Corporation for use in the same geographical area of the Regional Volleyball Association for the development of volleyball activity.

SECTION 9 - The Board of Directors is authorized to adopt an operating code by which the Delta Volleyball Association shall be governed with regard to more specific decisions and activities.

ARTICLE VI- OFFICERS

SECTION 1: The officers of the corporation shall be elected as described in Section IV of the Bylaws. Each officer shall hold office until his successor has been duly elected and qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided.

SECTION 2: A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board of Directors for the remainder of the term.

SECTION 3: The Commissioner shall be a director of the corporation. He/she shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall, in general, supervise and control all of the business and affairs of the corporation. The Commissioner shall be elected by a majority vote of the membership of the region for a term of (3) three years. He/she shall, when present, preside at all meetings of the Board of Directors. He/she may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or any other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of Commissioner and such other duties as

may be prescribed by the Board of Directors from time to time.

SECTION 4: The Vice-Commissioner shall be a director of the corporation. In the absence of the Commissioner or in the event of his/her death, inability or refusal to act, the Vice-Commissioner shall perform the duties of the Commissioner and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Commissioner. The Vice-Commissioner shall perform such other duties as from time to time may be assigned by the Commissioner or the Board of Directors. The Vice-Commissioner shall be elected by the Board of Directors for a one year term not to exceed past the end of the elected individual's term.

SECTION 5: The Office Manager/Treasurer

1. Keep the minutes of the Directors' meetings.
2. See that all notices are given as provided for in these Bylaws or as required by law.
3. Be custodian of the corporate records.
4. In general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Commissioner or Board of Directors.
5. Have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such bank, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.
6. In general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Commissioner or by the Board of Directors.
7. The Treasurer shall be appointed by the Commissioner and approved by the Board and will serve concurrently with the Commissioner of the Board.

ARTICLE VII – ASSETS

SECTION 1: Such other person or persons may sign bank checks drawn against the corporation's checking accounts as the Board of Directors may from time to time determine.

SECTION 2: Deeds, mortgages, leases and contracts may be signed by both the Commissioner and the Treasurer or by such other person or persons as the Board of Directors may authorize when necessary.

SECTION 3: No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution adopted by a majority of the Board of Directors.

SECTION 4: All funds of the corporation, not otherwise employed, shall be deposited as received in the corporation's checking account or in a savings account with such bank or banks or other depositories as the Board of Directors may select.

ARTICLE VIII - EXECUTIVE BRANCH

SECTION 1: There shall be an Executive Branch of the Board of Directors of this corporation which shall consist of the elected officers of the corporation.

SECTION 2: The Executive Branch shall have and exercise such control of the affairs and business of the corporation except such matters which, by these Bylaws or by the laws of the State of Tennessee must be reserved to the Board of Directors or to the membership of the corporation or both.

ARTICLE IX - FISCAL YEAR

The fiscal year of this corporation shall begin on August 1 and end on July 31.

ARTICLE X – MEETINGS

One annual meeting of this Corporation shall be held each year in August or September to conduct business concerning the upcoming season at which time annual reports shall be received. Other business shall be transacted as may properly be brought before the meeting. Meetings may be held by telephone conference call or other electronic means.

ARTICLE XI- SEAL

A corporate seal is not required for this corporation.

ARTICLE XII - WAIVER OF NOTICE

Whenever any notice is required to be given to any member or director of this corporation under the provisions of these Bylaws or under the provisions of the Articles of Incorporation, a waiver thereof, in writing, signed by the person or persons entitled to such notice, or by email sent by them, whether before or after the holding of the meeting, shall be deemed equivalent to the giving of such notice.

ARTICLE XIII - QUORUM

Four Executive Directors shall constitute a quorum for the transaction of business. Directors may vote by written proxy.

ARTICLE XIV – COMMITTEES

The Commissioner, with the approval of the Board of Directors, shall have the authority to appoint such committees as deemed appropriate.

ARTICLE X V – AMENDMENTS

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by a two-thirds majority present and voting of the Board of Directors at any regular or special meeting;

provided, however, notice of the proposed amendment has been submitted to the Commissioner and Secretary in writing at least ten (10) days prior to said meeting. The Commissioner shall forward the proposed amendments to the Board of Directors three (3) days in advance of meeting.

ARTICLE XVI- RULES OF PROCEDURE

In all cases not otherwise provided for by these Bylaws, Roberts' Rules of Order shall govern this corporation.

ARTICLE XVII- DISCRIMINATION PROHIBITED

The Delta Volleyball Association shall not, nor shall anyone acting on behalf of the Association, discriminate against any person or group of persons on the basis of age, sex, race, creed, or nationality.

ARTICLE XVIII- SEXUAL HARRASSMENT

The Delta Volleyball Association shall not, nor shall anyone acting on behalf of the Association tolerate any type of sexual harassment directed towards players, officials, coaches or spectators.

ARTICLE XIX- WHISTLE BLOWER

SECTION 1 Introduction: The Board of Directors of the Delta Region Volleyball Association has responsibility for reviewing the organization's financial information, system of internal controls and the audit process.

The Delta Region Volleyball Association internal controls and operating procedures are intended to detect and to prevent or deter any wrongdoing or improper activities. However, even the best designed systems cannot provide absolute assurance or safeguards against improper activities. Nor can they insure that policies and procedures will not be violated, misunderstood or misinterpreted.

The Board is charged with the responsibility to establish a mechanism for employees to submit confidentially and anonymously any concerns or complaints regarding suspected fraud, questionable accounting, internal accounting control and/or auditing matters of Delta Region Volleyball Association.

A person making a complaint such as that described above is commonly referred to as a whistleblower. The whistleblower's role is that of a reporting party. They are not investigators or finders of fact nor do they determine the appropriate corrective or remedial action that may be warranted. They shall report their observations to the appropriate party.

SECTION 2 Reporting Complaints or Concerns: Any employee may report allegations of suspected improper activities. Knowledge or suspicion of improper activities may originate from carrying out one's

assigned duties, regulatory agencies, customers, vendors or other third parties. Allegations of suspected improper activities may be reported anonymously.

Reports of allegations of suspected improper activities are encouraged to be made in writing so as to assure a clear understanding of the issues raised but may be made verbally. Verbal reports shall be documented with a written transcription of the verbal report by individual receiving report. Reports should be factual rather than speculative or conclusory, and contain as much specific information as possible.

SECTION 3 Complaint Investigation and Document Retention: All reported allegations will be investigated in a timely manner and addressed thoroughly by the Board. Documentation concerning reported allegations or complaints and subsequent resolution will be retained for a period of three (3) years.

SECTION 4 Filing a Complaint or Concern: Written complaints or concerns may be addressed and mailed to the Delta Region Commissioner at 1102 Laurelwood Court Jonesboro, AR 72401 or a current member of the Executive Board of Directors.

Verbal complaints, which may be called in 24 hours a day, should be reported to Joe Williams, Commissioner. Office: (870) 972-9800 Home: (870) 932-6722

All complaints, written or verbal, are confidential and the complainant's identity will be protected. Complaints may be anonymous at the complainant's discretion.

ARTICLE XX- CONFLICT OF INTEREST POLICY

SECTION 1 Purpose: The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Delta Region Volleyball Association) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

SECTION 2 Definitions:

1. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement.
 - b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

SECTION 3 Procedures:

1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest:
 - a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy:
 - a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary action.

SECTION 4 Records of Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any

action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

SECTION 5 Compensation: A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

1. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

SECTION 6 Annual Statements: Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy.
2. Has read and understands the policy
3. Has agreed to comply with the policy, and
4. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

SECTION 7 Periodic Reviews: To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investments or payment for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

SECTION 8 Use of Outside Experts: When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring reviews are conducted.

ARTICLE XXI- DOCUMENT RETENTION AND DESTRUCTION POLICY

The purposes of this document retention policy are for DELTA VOLLEYBALL ASSOCIATION, INC. (the "Organization") to promote the proper treatment of corporate records of the Organization.

SECTION 1 Policy: General Guidelines: Records should not be kept if they are no longer needed for the operation of the organization or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records. From time to time, the Organization may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

1. **Exception for Litigation Relevant Documents.** The Organization expects all officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.
2. **Minimum Retention Periods for Specific Categories. Organizational Documents.** Organizational records include the Organization's Articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
 - a) **Tax Records:** Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the Organization's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
 - b) **Employment Records/Personnel Records:** The Organization should keep personnel files that reflect performance reviews and any complaints brought against the Organization or individual employees under applicable state and federal statutes. The Organization should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.
 - c) **Board and Board Committee Materials.** Meeting minutes should be retained in perpetuity in the Organization's minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Organization.
 - d) **Press Releases/Public Filings.** The Organization should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any documents a member of the public can theoretically produce against the Organization.
 - e) **Legal Fees.** Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

- f) Contracts. Final execution copies of all contracts entered into by the Organization should be retained. The Organization should retain copies of the final contracts for at least three years beyond the life of the agreement.
 - g) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
 - h) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.
 - i) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
 - j) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept three years.
3. Electronic Mail: E-mail that needs to be saved should be either:
- a) Printed in hard copy and kept in the appropriate file; or
 - b) Downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

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