

Standard Operating Procedures of the Chilton County Arts Council, Clanton, Alabama

SOP 2201 - The Chilton County Arts Council does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

SOP 2202 - Meetings must be conducted in an orderly fashion. Therefore all discussion must be restricted to the matter being considered. Those present should avoid interrupting speakers and should express their opinions respectfully.

SOP 2203 - Events must be discussed and approved by the Board prior to any promotional activities being held or announcements made in any form. Any concerns or opposition should be brought up at a Board meeting prior to the event.

SOP 2204 - Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient. Board members, as stewards of public trust, must always act for the good of the organization, rather than for the benefit of themselves. Penalties for breach of fiduciary duty may include suspension or removal from the Board and the payment of monetary damages, attorney fees, and court costs.

SOP 2205 - Neither the Board or the Officers shall have the authority to borrow money or incur indebtedness or liability in the name of or on behalf of the Corporation. Violation of this SOP could lead to suspension or termination as well as the payment of monetary damages, attorney fees, and court costs.

SOP 2206 - Active participation is another fiduciary duty of the Board. A presumption of cause for removal is established when board members do not engage in active participation. A violation would consist of missing three (3) consecutive Board meetings without cause.

SOP 2207 - The Board may vote via group text messaging. The issue being voted on and the results will be recorded in the minutes of the next meeting.

SOP 2208 – In return for being tax exempt and receiving tax deductible contributions, Congress requires Section 501(c)(3) organizations to disclose information about their organization to the public. You're required to share the following documents with the public when requested:
Annual returns for three years after the due date. This includes returns like your Form 990, 990-EZ, 990-PF, and any Forms 990-T filed after August 17, 2006, including your extensions, and all Form 990 schedules (except portions of Schedule B), attachments and supporting documents. Your application for exemption and all supporting documents, like Form 1023, if you filed it on or after July 15, 1987 must also be available, and the determination letter from the IRS that shows your organization has tax-exempt status. Certain documents must be made available immediately, while others can take you some time to gather and reproduce. This includes the minutes of all Board meetings.