

Helminthological Society of Washington Policies

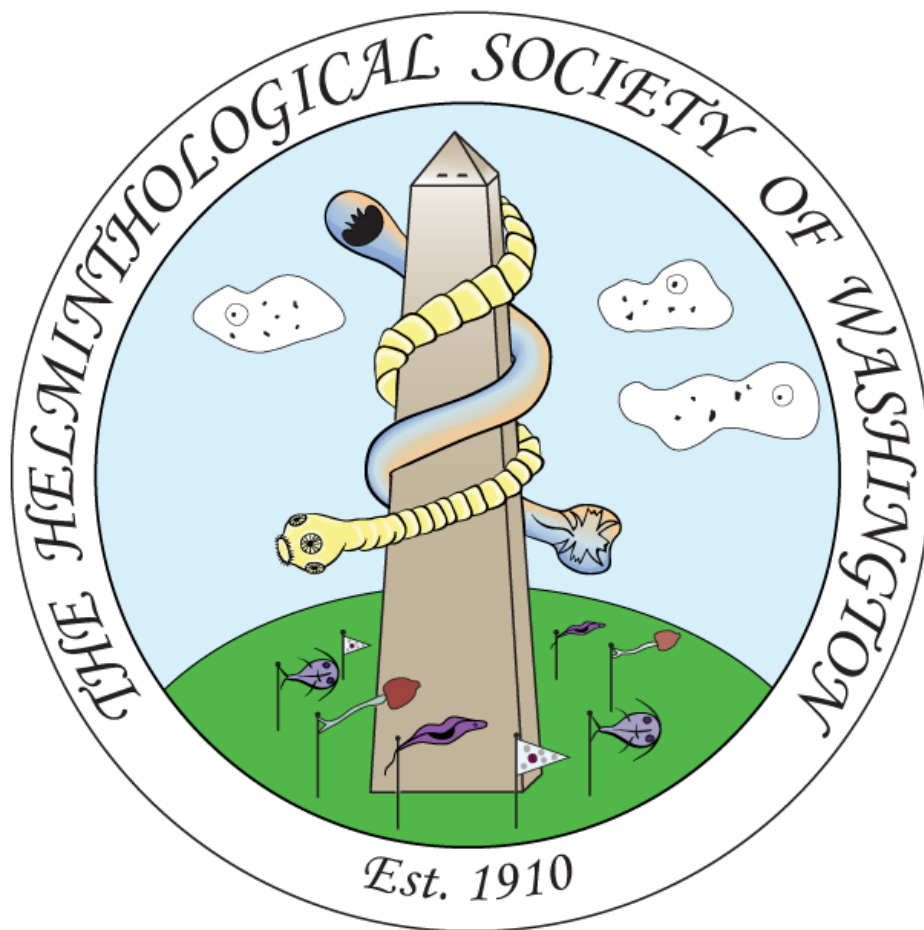


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THE HELMINTHOLOGICAL SOCIETY OF WASHINGTON
CONSTITUTION and BY-LAWS
(October 2006, 2007, 2019, 2020, 2022)

The name of the Society shall be the Helminthological Society of Washington.

The object of the Society shall be to provide for the association of persons interested in parasitology and related sciences for the presentation and discussion of items of interest pertaining to those sciences.

Article 1

Membership

Section 1. There shall be six classes of members, namely, regular, life, honorary, emeritus, spouse, and student.

Section 2. Any person interested in parasitology or related sciences may be elected to regular membership in the Society. The privileges and responsibilities of regular members include eligibility to hold office, to vote, and to receive Society publications.

Section 3. Spouses of regular members may apply for election to spouse membership with all the privileges and responsibilities except that they will not receive the Society publications and will pay annual dues at a reduced rate.

Section 4. Any person enrolled in a graduate or undergraduate program at a university or college or community college and interested in parasitology or related sciences may be elected to student membership in the Society. The privileges and responsibilities of student membership include eligibility to vote and to receive Society publications. Dues of student members shall be half that of regular members.

Section 5. Any person who has rendered conspicuous and continuous service as a member of the Society for a period of not less than 15 years and has reached the age of retirement, may be elected to life membership. Life members shall have all the privileges of regular members but shall be exempted from payment of dues. The number of life members shall not exceed 5 percent of the membership at time of election.

Section 6. Any person who has attained eminent distinction in parasitology or related sciences may be elected to honorary membership. An honorary member shall have all the privileges of membership except voting, holding office, or having any interest in the real or personal property

of the Society and shall be exempt from payment of dues. The number of honorary members shall not exceed 10 at any one time and not more than one honorary member shall be elected in any one year.

Section 7. Any person who has been a member in good standing for not less than 10 years and who has retired from active professional life, may upon application in writing to the Corresponding Secretary have the membership status changed to emeritus. An emeritus member shall be exempt from payment of dues and, with the exception of receiving the Society's publications shall enjoy all privileges of membership. An emeritus member, upon payment of 75 percent of the current dues, may elect to receive the Society's publication.

Section 8. Candidates for regular and student memberships shall submit a duly executed and signed application to the Corresponding Secretary. The Corresponding Secretary shall admit all applicants unless he or she has reason not to admit them, and shall inform the Executive Committee of the admittance or denial of admittance for all members.

Section 9. Payment of dues shall be considered as evidence of acceptance of membership in the Society. The membership term begins on receipt of dues and is valid for one year.

Section 10. Nominations for Honorary and Life Memberships, approved by the Executive Committee, shall be submitted to the membership for election at a regular meeting.

Article 2

Officers

Section 1. The officers of the Society shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Immediate Past President and such other officers as the Society may deem necessary. The six named officers shall also be the Directors of the Society. Only members in good standing and whose dues are not in arrears shall be eligible for election to office. Terms of office shall be for two years, with a maximum of 2 consecutive terms, except for the office of Treasurer, the term for which will be 3 years, with a maximum of 2 consecutive terms.

Section 2. The President shall preside over all meetings, appoint all committees except the Executive Committee, and perform such other duties as may properly devolve upon a presiding officer. The President may appoint an Archivist, a Librarian, a Custodian of Back Issues, and Webmaster, as needed.

Section 3. The Vice-President shall preside in the absence of the President, and when so acting shall perform such duties as would otherwise devolve upon the President. The Vice-President shall serve as Program Officer.

Section 4. In the absence of both the President and Vice-President, the member, among those present, who last held the office of President shall be the presiding officer. Under other circumstances, members may elect a presiding officer, but business action taken shall be reviewed by the Executive Committee.

Section 5. The Recording Secretary shall record the proceedings of all meetings and shall present at each meeting a written report of the transactions of the preceding meeting, and shall keep an accurate and complete record of the business transacted by the Society in its meetings. The Recording Secretary shall prepare for publication in the Society's publications an annual digest of scientific meetings and business transacted, including elections of officers and new members. The Recording Secretary shall keep the meeting attendance book and manage grants awarded by the Society.

Section 6. The Treasurer shall be responsible for all funds, collections, payment of bills, and maintenance of financial records. At the beginning of each year, the Treasurer shall present to the Society an itemized statement of receipts and expenditures of the previous year; this statement shall be reviewed by at least two members of the Society.

Section 7. The Corresponding Secretary shall be responsible for maintaining the membership database and for communicating with the Society by email and through social media accounts.

Article 3

Executive Committee

Section 1. There shall be an Executive Committee that shall be the administrative body of the Society.

Section 2. The Executive Committee shall consist of 11 members (Directors) in good standing as follows: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Editor-in-Chief, Immediate Past President, and four Members at Large. The Committee shall represent to the fullest practicable degree the varied scientific interests of the Society's membership and the local distribution of its members.

Section 3. The President shall serve as chair of the Executive Committee.

Section 4. Members-at-large shall serve for a term of 2 years. Two Members-at-large shall be appointed each year following the last regular meeting by the President-elect for the proscribed term of two years, renewable.

Section 5. Vacancies occurring on the Executive Committee for any reason shall be filled by appointment by the President, except as otherwise provided, the appointee to serve for the remainder of the unexpired term.

Section 6. The Executive Committee shall carry out the provisions of the Constitution and Bylaws and shall make decisions on all matters of general and financial policy not otherwise set forth in the Constitution and Bylaws and shall report its actions to the Society annually at the last regular meeting of the year.

Section 7. The Executive Committee, having sole fiduciary responsibility for the Society, shall approve the selection of a depository for the current funds, direct the investment of the permanent funds, and act as the administrative body of the Society on all matters involving finance. The Directors may delegate authority over the Organization's investments to a properly formed and constituted Investment Committee of at least three members, being a Committee comprised only of Directors.

Section 8. The Treasurer, in consultation and approval of the Executive Committee, shall prepare and make available to the Society at the beginning of each calendar year a budget based on the estimated receipts and expenditure of the coming year with such recommendations as may seem desirable.

Section 9. The Executive Committee shall inform the Society, if feasible, of the estimated cost for publication to be charged to contributors to the Society's publication for that year.

Section 10. Costs of publication, in excess of amounts borne by the Society, shall be borne by authors in accordance with guidelines established by the Executive Committee.

Section 11. Except as otherwise provided in these bylaws, meetings of the Executive Committee shall be conducted in person in conjunction with regular meetings of the Society.

Section 12. Any Executive Committee meeting may be conducted solely by one or more means of remote communication through which all the Directors may participate with each other during the meeting, if the number of Directors participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by that means constitutes presence in person at the meeting. Electronic meetings may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays

identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Executive Committee shall be subject to all rules adopted by the Executive Committee, or by the Society, to govern them, which may include any reasonable limitations on, and requirements for, Executive Committee members' participation. Any such rules adopted by the Executive Committee shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the Society. A vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Section 13. Special Executive Committee meetings may be called by the president and shall be called by the president or other officer performing their duties upon the written request of six (6) directors. Notice of special Executive Committee meetings shall be given by the Recording Secretary or other officer performing their duties, orally, by electronic means, or by mail, not less than five (5) days before the meeting.

Section 14. Special Executive Committee meetings may be held in person, by telephone or other electronic conference call or electronic on-line conference meeting, or in such other manner as the Executive Committee may approve, provided that notice of the meeting is given to all Executive Committee members (as described in Article 3, Section 13) and a quorum of the Executive Committee participates in such meeting.

Section 15. Motions that are time-sensitive, noncontroversial, and require minimal discussion may be decided without a meeting by electronic vote of the Executive Committee. For the motion to pass, the vote must be unanimous and in writing. The President or the Recording Secretary will promptly report vote results to the Executive Committee as well as including a report in the next meeting minutes issued. Guidelines for email voting shall be determined by the Executive Committee.

Article 4

Nomination and Election of Officers

Section 1. The Executive Committee, acting as the nominating committee of the Society, shall prepare a slate of officers and present this to the Society at the Spring Meeting of each year. Independent nominations may be made by any five regular members in writing or electronic mail. In order to receive consideration, such nominations must be in the hands of the Recording Secretary at the time of election at the October/November meeting.

Section 2. The election of officers shall be held at the October/ November meeting. Voting may be either by voice or ballot.

Section 3. The last order of business at the last meeting of the calendar year shall be the installation of officers, and the naming of necessary appointments.

Article 5

Awards Committee

Section 1. There shall be an Awards Committee to select individuals for special commendation. The Committee shall consist of three members.

Section 2. Members shall serve for a term of 3 years with appointments staggered so that one new member is added each year. The senior member of the Committee shall serve as Chairman.

Section 3. The Awards Committee shall be charged with the duty of recommending candidates for the Anniversary Award to the Executive Committee, which may be given annually or less frequently at the discretion of the Committee.

Section 4. The recipient of the Anniversary Award shall be, or have been, a Society member who is honored for one or more achievements of the following nature: (a) Outstanding contributions to parasitology or related sciences that bring honor and credit to the Society, (b) an exceptional paper read at a meeting of the Society or published in *Comparative Parasitology*, (c) outstanding service to the Society, and (d) other achievement or contribution of distinction that warrants highest and special recognition by the Society.

Section 5. The individual recommended shall be subject to approval by the Executive Committee.

Article 6

Editorial Board

Section 1. There shall be an Editorial Board for the Society's publications which shall include *Comparative Parasitology*.

Section 2. The Editorial Board shall consist of an Editor-in-Chief, Manuscript Editor(s), and Graphics Editor and other members in good standing, representing to the fullest practicable degree the varied scientific interests of the Society's membership.

Section 3. The Editor-in-Chief shall be elected by the Society, on nomination by the Executive Committee, for a term of 3 to 5 years, renewable for an additional term.

Section 4. Other members of the Editorial Board shall be appointed for terms of 3 years, renewable.

Section 5. The Editor-in-Chief, after consultation with the Editorial Board, shall appoint new members, formulate publication policies, and make all decisions with respect to format and content of the Society's publications. The Editor shall operate within financial limitations as determined by the Executive Committee.

Article 7

Publications

The publications of the Society shall be issued at such times and in such form as the Society, through its Editorial Board, in consultation with the Executive Committee, may determine.

Article 8

Meetings

Section 1. Meetings of the Society shall be held as often as deemed desirable by the Executive Committee.

Section 2. The October/November meeting shall be known as the Anniversary Meeting and the Anniversary Award, when made, ordinarily shall be presented at this meeting.

Section 3. Notice of time and place of meetings shall be given by the Corresponding Secretary at least 10 business days before the date of the meeting.

Article 9

Procedure

The rules contained in *The Standard Code of Parliamentary Procedure (Sturgis)*, Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or the special rules of order of the Society.

Article 10

Order of Business

Call to order

Presentation of notes and papers

Approval of minutes of the previous meeting

Announcement of new members
Reports of officers
Reports of committees
Unfinished business
New business
Installation of new officers
Adjournment

Article 11

Quorum

The members in attendance at any regular meeting shall constitute a quorum. One-half of the members of the Executive Committee shall constitute a quorum for that body.

Article 12

Dues and debts owed to the Society

Section 1. Annual dues for regular, student, and spouse members shall be fixed by the Executive Committee. Spouse members shall pay dues at a reduced rate.

Section 2. The fiscal year for business purposes shall be the same as the calendar year, that is, from 1 January to 31 December. The membership term runs for one year from the date of dues receipt. Dues must be received before the term expires to avoid being in arrears. The dues shall include subscription to the Society's publications; with the exception of honorary and life members, only those members whose dues are paid shall receive society publication(s).

Section 3. All other obligations owed to the Society by members or nonmembers shall be due and payable 30 days after bills are rendered; further extension of credit to those whose obligations are in arrears shall be a matter for decision by the Executive Committee.

Article 13

Suspension and Reinstatement

Section 1. Any member whose dues are in arrears for 1 month shall be dropped from membership. Members who have been dropped for nonpayment of dues may be reinstated automatically upon payment of the dues in arrears and the dues for the current year, or may be otherwise reinstated by action of the Executive Committee.

Section 2. When the Executive Committee receives written allegations by at least three members of the Executive Committee, or by at least ten Active Members of the Society, that an officer or member-at-large is not faithfully performing the duties of office or has otherwise acted in a manner adversely affecting the Society, the Executive Committee shall investigate the allegations and may thereafter suspend or remove the officer or member-at-large by a two-thirds vote. Upon suspension, or inability to serve for any reason, the President shall nominate an Active Member of the Society to carry out the duties of the office according to Article 3, Section 5 of the bylaws.

Section 3. Should repeated complaints, patterns of inappropriate behavior, or other events be reported to the Executive Committee regarding a Member, the Executive Committee can, upon two-thirds vote of those members without a conflict of interest in the matter, exclude the member from Society events, or eject the member from the Society, through a process that has no appeal.

Article 14

Provision for Dissolution of Funds

In the event the Society is disbanded, all monies shall be presented to the American Society of Parasitologists for such purposes as that continuing body may deem advisable.

Article 15

Amendments to the By-Laws

Any amendment to these By-Laws shall be presented in writing at a regular meeting. It shall not be acted upon until the following meeting. A two-thirds vote of the members in attendance shall be required for adoption.

Article 16

Indemnification

The Society shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good

faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding. The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person. This Article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

The Helminthological Society of Washington PRIVACY POLICY

The Helminthological Society of Washington (HelmSoc) is committed to protecting the privacy of the users of its website. To inform you of our policy concerning user privacy, we have adopted the following guidelines, which are intended to adhere to the [Privacy Shield Framework](#) published by the U.S. Department of Commerce and to the General Data Protection Regulation ([GDPR](#)). Please note that these guidelines are subject to change, and any such changes will be included on this page and shall become effective upon their posting on our website. (See "Changes to Policy" below). We use partners to host the HelmSoc webpage ([iPage](#)) and for membership management ([Wild Apricot](#)), and we encourage users to consult their privacy policies.

Information HelmSoc Collects

The personal information HelmSoc collects will depend on how you are using the HelmSoc website. To enable your access to the HelmSoc website, we or our partners may collect information concerning your Internet protocol address or other authentication methods. We may also collect certain non-personally identifiable information, such as the type of browser you are using, the type of operating system you are using, and the domain name of your Internet Service Provider. To become a member of HelmSoc we collect your name, mailing address, email address, and password, as well as other information you may provide. To facilitate paying dues, registering for meetings, purchasing merchandise, or providing donations, we collect your name, postal address, email address, credit card details and transactional information. In addition, we may collect personally identifiable information through correspondence you send to us. Unless you provide us with personally identifiable information, you remain anonymous to us other than by association with an Internet protocol address or other authentication mechanism.

Security of Information and Personal Data

HelmSoc is committed to protecting the security of your personal data. We and our partners use a variety of security technologies and procedures to help protect your personal data from unauthorized access, use or disclosure. For example, the personal data you provide is stored on computer systems that have limited access and are in controlled facilities. When we transmit highly confidential data (such as a credit card number or password) over the Internet, we protect it using encryption.

Our websites have security measures in place to protect against the loss, misuse, and alteration of the information under our control. We have taken the necessary steps to provide a secure server for transmission of sensitive data to and from our websites. Our

payment processor (Wild Apricot payments) encrypts all payment data including your credit card number transmitted through our secure web server so no one else can read it.

Use of the Information

We use the personal information collected in ways that are compatible with the purposes for which it was intended to be used: to enable your use of HelmSoc.org; to facilitate payments and purchases; to create your HelmSoc account; to respond to your inquiries; for system administration, customer support, and troubleshooting purposes; for sending newsletters and announcements of HelmSoc business; to improve the design of our website; to enable us to enforce our [Terms of Use](#); and in aggregate form, to track and analyze site usage. HelmSoc will take reasonable steps to ensure that personal information is relevant to its intended use, accurate, complete, and current.

Use of Cookies

Our partner Wild Apricot employs "cookie technology". Cookies are small pieces of text that are stored on your computer and act as a tool for controlling certain system variables and storing system configuration information in the WWW environment. Cookies are used to store user preferences for viewing and printing and to store authentication information. No personal information is extracted in the cookie setting process, and we do not use cookies to identify other sites or pages you have visited. We suggest you consult their [cookie policy](#). We do not involve advertisers in the operation of our site, and therefore no advertising cookies are placed on your browser. HelmSoc and our hosting partner iPage do not use cookies.

Onward Transfer of Information

HelmSoc may work with other organizations that provide specific services for us, such as credit card processing. HelmSoc's credit card processors comply with the Payment Card Industry (PCI) Data Security Standard. We will only share personal information to the extent necessary for the third party to provide these services for us, and these third parties are prohibited from using personal information provided by HelmSoc for any other purpose.

HelmSoc does not sell or share personal information about or the purchasing history of individual users except in the following special circumstances:

- If required to do so by law or if we believe in good faith that such action is necessary to comply with the law or a legal proceeding, to protect against

violations of our Terms and Conditions of Use, or to protect and defend our rights and property or the rights and property of publishers selling content through the service;

- With service providers with whom we have entered into agreements to assist us with our business operations; or,
- Other third parties, if necessary to deliver our services, such as the printer of our journal *Comparative Parasitology*.

Links to Other Sites

Our site contains external links to other organizations and websites, and we do not control the use of data collection on external websites. We encourage you to read their privacy policies and terms of use. This privacy policy governs only the HelmSoc site.

Your Consent

When creating an account on our website, you consent to the collection and use, in accordance with this policy, of the information you provide to us. Users who supply us with their telephone numbers will only receive telephone contact from us if there is a problem regarding your membership or your manuscript.

Withdrawing Your Consent

You can withdraw your consent to receive marketing email or postal mail at any time by clicking the unsubscribe link at the bottom of email sent by HelmSoc, [contacting us](#), or selecting your communication preferences in your HelmSoc account.

Right to Be Forgotten

We may be required to archive your personal information; however, we will not retain personal data for longer than is necessary for the purpose that it was obtained. You have the right to request that we delete your personal information in certain circumstances, i.e., where the purpose for collecting your personal information no longer exists and we are not obligated by legal reasons to retain all or any part of your personal information.

Suppression Lists

We will not contact you about our related products or services or send you any other communications if you have indicated that you do not want to receive these communications. In this case, your name will be included in appropriate suppression lists.

Changes to Policy

We may amend this Privacy Policy at any time. Any material changes in the way we collect, use, and/or share your personally identifiable information will be posted on-line and reflected in the "Last Updated" reference below. You are bound by such revisions and should therefore visit the page to review the current terms from time to time.

Subject Access Rights

You have the right to obtain a copy of all personal information we hold about you. To request this information, you must submit a written request to admin@helmsoc.org.

Right to Request a Correction

You can request that we correct or update your personal data at any time to ensure that your information is accurate and up to date. To request corrections, you may either log in to your HelmSoc account to make the changes, or submit a written request to admin@helmsoc.org.

Data Portability

You can request that your personal data be transferred directly to another "data controller" at any time. To request this information, you must submit a written request to admin@helmsoc.org.

Dispute Resolution and Enforcement

We engage in periodic self-assessment to ensure compliance with our Privacy Policy and to confirm that the policy remains accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented, and in conformity with the Privacy Shield Framework and GDPR. We encourage interested persons to raise any concerns with us using the contact information below. We will investigate and attempt to resolve complaints and disputes regarding use and disclosure of personal information in accordance with the principles contained in this policy. If you have any inquiries about this Privacy Policy or its implementation, you may [contact us](#). Your use of this site is also governed by our [Terms of Use](#) statement. We encourage you to please read that as well.

Last updated, May 16, 2020

The Helminthological Society of Washington ETHICS POLICY

Version approved: 6 April, 2019

It is the policy of the Helminthological Society of Washington (HSOW) that its employees and board members uphold the highest standards of ethical, professional behavior. To that end, these employees and Executive Committee members shall dedicate themselves to carrying out the mission of this organization and shall:

- 1) Hold paramount the safety, health and welfare of the public in the performance of professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
- 3) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 4) Engage in carrying out HSOW's mission in a professional manner.
- 5) Collaborate with and support other professionals in carrying out HSOW's mission.
- 6) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 7) Recognize that the chief function of HSOW always is to serve the best interests of its constituency.
- 8) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 9) Respect the structure and responsibilities of Executive Committee, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by Executive Committee.
- 10) Keep the community informed about issues affecting it.
- 11) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 12) Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.

13) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

14) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.

15) Avoid any interest or activity that conflicts with the conduct of their official duties.

16) Respect and protect privileged information to which they have access in the course of their official duties.

17) Strive for personal and professional excellence and encourage the professional developments of others.

Helminthological Society of Washington DISCRIMINATION POLICY

Version approved: 11/2/2019

Statement of Policy

The Helminthological Society of Washington (HSOW) is committed to providing an environment for meeting participants that is conducive to the free and robust exchange of scientific ideas, and free from discrimination, harassment, and retaliation. The HSOW will not tolerate actions, statements, or contacts that discourage the free expression and exchange of scientific ideas. This includes unequal treatment or harassment of any person based on their age, sex, gender identity or expression, marital status, sexual orientation, race, color, national or ethnic origin, religious identifications, beliefs or practices, disabilities, veteran status, or any other reasons or expressions that are unrelated to their scientific merit. Harassment, sexual or otherwise, shall be considered a form of misconduct and violators will be subject to disciplinary actions, including expulsion from a society function or from the society itself.

Definition of Sexual Harassment

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale, and therefore, interferes with a collegial atmosphere. The following are examples of behavior that, when unwelcome, may constitute sexual harassment: sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or pictures; sexually explicit jokes; unnecessary touching. What is perceived as acceptable to one person may be unwelcome by another. Those who have positions of authority or higher rank should be aware that others may be reluctant to outwardly express objections or discomfort regarding unwelcome behavior or language.

Other Types of Harassment

Remarks and behaviors based on other protected characteristics are also unacceptable to the Society. These include stereotyping, slurs, derogatory jokes or statements, and any hostile or intimidating acts. Within the context of this policy and professional practices, critical examination of beliefs and viewpoints does not, by itself, constitute hostile conduct or harassment.

Policy Scope

This policy applies to all attendees and participants at HSOW meetings and functions, including social functions, tours, or off-site activities during the course of meetings and functions, and includes all members, guests, staff, contractors, and exhibitors.

Reporting an Incident

If any individual covered by this policy believes that they have experienced or witnessed harassment or bullying they should report the event to HSOW's President or Vice-President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Corresponding Secretary/Treasurer or the Recording Secretary. The individual(s) lodging a complaint will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. Written complaints are preferred, but it is not mandatory. Complaints may be made on a confidential or anonymous basis, but please note that enough detail is needed to proceed or act on a concern. No complainant will be required to discuss any incident with the alleged offender, and no alleged offender will be required to discuss any incident with a complainant. All individuals (complainant or respondent) may bring an accompanying individual of their choice with them for support at any point when they discuss the matter with the society's representative, or during any course of an ensuing investigation. Regardless, a complainant may speak in confidence with the society's representative without an official report, an investigation or an alleged offender. All received complaints will be treated seriously, and will be addressed promptly if that is the wish of a complainant. Any incidents of sexual assault should be reported to the police immediately. Note that many local and regional governments also consider a variety of behaviors to be reportable crimes regardless of the wishes of the complainant, respondent or of the society.

The complaint will be referred to the Executive Committee (excluding those who might be implicated in the complaint) for initial evaluation. The initial evaluation will address whether there is sufficient information to pursue the claim further, whether the alleged behavior is serious in nature and meets the criteria identified in this policy, and whether it might be resolved through a less formal means.

Because allegations of discrimination, harassment and misconduct are sensitive matters with the potential to negatively impact the reputation of individuals, institutions, and/or our Society, confidentiality and discretion throughout the process is expected from all parties involved and is assured from the HSOW's representative and all involved in the investigation.

Investigation

Following the official report of an incident, where deemed appropriate and only with the approval and cooperation of the complainant(s), the Executive Committee will promptly and impartially initiate an investigation. Insofar as practicable and consistent with legal process and full and effective investigation, every effort will be made to maintain confidentiality of the complainant(s) and the individual(s) implicated in the complaint. However, confidentiality cannot be guaranteed (for example, although efforts will be made to reduce the chances, it may be possible to infer something about the person(s) involved based upon the situation under question).

The HSOW Executive Committee may name an impartial investigator, usually an elected officer or Executive Committee member(s), and the respondent will be promptly notified. No one who has a conflict of interest with respect to the complainant or respondent will serve in this role. The

investigator is allowed to seek counsel if they are in doubt as to how to proceed, or if necessary, the Executive Committee can hire an independent investigator.

During an investigation, the investigator *generally* will do the following (as necessary) to make a determination as to appropriate action:

- document the nature of the complaint
- interview the complainant
- conduct further interviews as necessary, such as with witnesses or, at an appropriate time, the alleged offender
- document the investigator's findings regarding the complaint
- document recommended follow-up actions and remedies, if warranted
- inform the complainant of investigator's findings.

Upon completion of an investigation, the results will be shared with the full Executive Committee (excluding those who might be implicated in the complaint). If disciplinary action is being considered, those who are implicated in the completed investigation will have an opportunity to appeal to the Executive Committee before a disciplinary action is made. Disciplinary actions by the Executive Committee could range from a conversation with the person, a formal written warning, or for particularly egregious or repeated incidents, barring the person from attending workshops or sessions or even a recommendation to revoke the person's HSOW membership. All disciplinary decisions by the Executive Committee will be final.

Notwithstanding, HSOW reserves the right, upon receipt of a complaint, if in HSOW's sole reasonable discretion, the nature of such complaint requires the immediate removal of an individual in order to ensure that Event may proceed safely and without undue interruption, to remove an individual without undertaking an investigation as described herein.

Retaliation

The Society will not tolerate any form of retaliation against individuals who report an incident, against those who are subject to a complaint, nor against those who participate in an investigation. Retaliation will be considered a form of discrimination in and of itself, and offenders will be subject to disciplinary action, up to and including ejection from the society.

If an individual harasses, retaliates, or knowingly makes a false claim, they will be subject to disciplinary action. These actions might range from a verbal warning to a request to leave the

meeting or function without refund of fees and a reporting of the incident to the person's employer. Should repeated complaints, patterns of inappropriate behavior, or other events emerge, the society's by-laws permit the Executive Committee to exclude and eject members through a process that has no appeal.

Appeal & Questions

Should any person be dissatisfied with the result of an investigation or disciplinary action, they may appeal to the President of the Society, or to the highest-ranking officer without a conflict of interest. Questions concerning the policy should be directed to an HSOW officer or a HSOW Executive Committee member.

Records Retention

Records are to be retained until final disposition of charges or resolution of any related lawsuit.

Helminthological Society of Washington PROCEDURE FOR RESPONDING TO SEXUAL HARASSMENT CLAIMS

It is important to respond immediately when an allegation of harassment surfaces, to stop any new acts, and avoid the appearance of apathy, and maintain members' trust. At the same time, nonprofits are well-advised not to launch into an investigation of harassment without professional guidance. One of the first calls could be to the Society's insurance carrier for Directors' and Officers' Liability insurance to provide "notice of a potential claim." This is a smart move for two reasons: first, if the Society does not provide the insurance company with notice, the company will not have the opportunity to mitigate or address a potential claim. As a result the insurance company has grounds to refuse to cover any resulting liability. Second: usually the insurance carrier will have an incentive to assist the Society in avoiding legal liability, and may offer resources and expertise, potentially even advice of legal counsel. Another call may be to hire professionals such as a human resource firm or a law firm experienced with conducting investigations of this nature. Alternatively, the Society may decide to conduct the investigation with its own members but should do so with caution, guided by informed legally sound resources. Investigations should be swift, fair, documented, thorough, and as confidential as possible. Strive for consistency and consider how best to provide "due process."

I. Make a Plan

1. Determine the scope of the investigation.
2. What is the main question the investigator wants to answer?
3. Who will investigate? Do we need an outside investigator?
4. What evidence needs to be collected?
5. Who will be interviewed?

II. The interview

Prepare interview questions in advance. A list of Equal Employment Opportunity Commission (EEOC) approved interview questions can be found in Appendix A.

Appendix B has a suggested procedure for conducting an interview.

Collect needed details from the person making the allegation—the who, what, when and where. You might also ask "Were there witnesses? Did others know you were upset by this? Did you talk to family members or friends?" Try to ask open-ended questions to ensure that you have a full picture of events. Resist the urge to fill silent moments. Staying quiet can be helpful when

you are trying to get someone to open up. You might say, “I have the feeling that you want to say more about that.” Then, wait.

III. Gather evidence that might support or negate the complaint

This might include voice mails, text messages, e-mails, photos, business expense records and social media posts.

IV. Document every step

Take careful notes throughout the interviews. Record who was not available and why. Consider asking interviewees to sign off on the written summaries of their statements. Be aware that any written evidence might well end up being scrutinized in court.

V. Encourage confidentiality

Ask those you have interviewed to keep the conversations confidential.

VI. Make a decision

The investigator will need to decide whether a society policy was violated or inappropriate conduct occurred and recommend a course of action to the Executive Committee. The investigator should weigh the evidence, look to corroborate details of each version of the events, and evaluate individual’s credibility. Factors used to evaluate credibility include plausibility, demeanor of the individual, motive to lie, corroboration, and whether there is a past record. When making a decision, it is important to remember that the standard for evidence is “preponderance of the evidence”, not “beyond a reasonable doubt”. In other words, is it more likely than not that the incident occurred?

VII. Write a report

The goal is to produce an appropriate fact-finding document or report. The written report should document the investigation process, findings, recommendations for any disciplinary action, and any corrective and preventive action. The Executive Committee will make the final judgement and impose the appropriate disciplinary action.

VIII. Follow up

After the written report has been submitted to the decision-maker and the appropriate disciplinary action taken (if any), follow up with both parties. Tell the person who filed the complaint that appropriate action was taken, even if the details cannot be shared for privacy reasons.

Check back with that individual regularly to ensure that no further harassment has occurred and that there has been no retaliation, which could trigger additional liability. The follow-up shows the person who made the complaint that the Society took it seriously.

Appendix A. EEOC Approved Sexual Harassment Investigation Interview Questions

Questions to Ask the Complainant:

- Who, what, when, where, and how: Who committed the alleged harassment? What exactly occurred or was said? When did it occur and is it still ongoing? Where did it occur? How often did it occur? How did it affect you?
- How did you react? What response did you make when the incident(s) occurred or afterwards?
- How did the harassment affect you? Has your job been affected in any way?
- Are there any persons who have relevant information? Was anyone present when the alleged harassment occurred? Did you tell anyone about it? Did anyone see you immediately after episodes of alleged harassment?
- Did the person who harassed you harass anyone else? Do you know whether anyone complained about harassment by that person?
- Are there any notes, physical evidence, or other documentation regarding the incident(s)?
- How would you like to see the situation resolved?
- Do you know of any other relevant information?

Questions to Ask Third Parties:

- What did you see or hear? When did this occur? Describe the alleged harasser's behavior toward the complainant and toward others in the workplace.
- What did the complainant tell you? When did s/he tell you this?
- Do you know of any other relevant information?
- Are there other persons who have relevant information?

Questions to Ask the Alleged Harasser:

- What is your response to the allegations?
- If the harasser claims that the allegations are false, ask why the complainant might lie.
- Are there any persons who have relevant information?
- Are there any notes, physical evidence, or other documentation regarding the incident(s)?
- Do you know of any other relevant information?

Appendix B. Conducting a sexual harassment investigation – adapted from [i-Sight](#)

General Tips for Investigations

1. Report any complaints of sexual harassment immediately to a member of the Executive Committee
2. Initiate an investigation into sexual harassment allegations as quickly as possible
3. Ensure the complainant knows that the Society is taking his or her complaint seriously and reflect this in your manner and professional conduct.
4. Assign two investigators to sexual harassment investigation interviews – one to conduct the interview and one to take notes and provide support. Ensure at least one of the investigators is the same gender as the complainant.
5. Ensure an unbiased investigation by assigning investigators who don't have a relationship with the complaining employee, the subject of the allegation or any witnesses.
6. Conduct all investigation interviews in a private place.
7. Keep all details of the case confidential and be discreet about the allegations and the identities of the complainant and the subject of the investigation.
8. Explain the Society's anti-retaliation policy to every person you speak to in the investigation and encourage them to report any retaliatory behavior they experience.
9. Consider the need to separate the parties during the investigation, but be mindful of the danger of this looking like retaliation.

Getting started

1. Gather all the documents you need:
 - a. company code of conduct and related policy documents
 - b. copy of the allegation
 - c. any supporting documents
2. Identify all parties to the complaint.
3. Contact the complainant, the subject of the allegation and any witnesses to set up interviews.

General tips for investigation interviews

1. The second investigator should take notes during the interviews, or record the interviews for later transcription.
2. Do not promise confidentiality to any interviewees, but explain that you will do your best to keep the details of the investigation confidential.
3. Take statements from interviewees when appropriate. Statements can be valuable evidence that supports or refutes the complainant's story.
4. Assess the credibility of each interviewee and document your assessment in your notes.

Interviewing the complainant

1. Interview the complainant as soon as possible after the allegation. This reinforces the importance of the issue and reassures him or her that the Society is taking the allegation seriously.
2. Acknowledge the sensitivity of the allegation and reassure the complainant that the Society is serious about getting to the truth and preventing more occurrences.
3. Find out how the alleged harassment has affected the complainant as well as details of the actual event
4. Ask the complainant what outcome he or she would like to see.

Interviewing witnesses

1. Interview any witnesses to the sexual harassment. Cover the “who, what, where, when and how” questions first, then ask about any other information they can provide that might help you find out what happened. For example, you could ask whether they saw the complainant immediately after the alleged incident and what was said.
2. Try to get the witness to provide the identities of the accused and complainant before you disclose them.
3. Ask for specific details of what witnesses saw or heard themselves.
4. Ask witnesses whether they can think of anyone else who may be able to share information about the incident.

Interviewing the Subject of the Allegation

1. Interview the subject of the harassment allegation last.
2. Establish the relationship between the subject of the allegation and the complainant. For example, is the accused the complainant’s supervisor? Is or was there a romantic relationship between the two?
3. Ask how long the two parties have known one another and whether they socialize outside of work.
4. Be sensitive to the stressful nature of the situation and the repercussions of the investigation for the subject.
5. Assess the reaction of the subject to the complaint. Is he or she surprised, angry, resigned?
6. If the subject denies the allegation, ask if he or she can think of a reason that the complainant would make the complaint.

Evaluating the evidence

1. Consider all the evidence collected, including interviews, credibility assessments, documentation, etc.
2. Re-interview witnesses to fill in any gaps in information or to probe further where you think there is more to learn.

3. Come to a conclusion about what happened and document this in a detailed investigation report.
4. Recommend corrective action if sexual harassment occurred and if the Society has asked for recommendations. Ensure that the recommended corrective action cannot be seen as punitive to the victim, unreasonable in severity, or retaliatory. It should also be consistent with discipline imposed for similar misconduct in the past.

Follow up

1. Follow up with the complainant and the subject of the allegation after the decision has been made to answer any questions or provide information they may need.
2. Assess what went wrong and how the Society can prevent this from happening again.

Appendix C. Resources

A list of potentially useful sources of information about harassment policies and investigations of harassment claims. Note that some of these are designed for workplace environments, and may not be appropriate, or will need to be adapted, for use by HSOW.

1. National Council of Nonprofits ["Sexual harassment in the nonprofit workplace"](#).
2. University of Michigan – [Developing anti-harassment programs in academic societies and meetings](#)
3. National Association of College and University Attorneys – [How to conduct a sexual harassment investigation](#)
4. [EEOC-approved sexual harassment interview questions](#)
5. SHRM ["How to Investigate Sexual Harassment Allegations"](#).
6. Wessels Sherman. [How to Conduct a Sexual Harassment/ Discrimination Internal Investigation](#)
7. [Five Mistakes Your Nonprofit Doesn't Want to Make When Investigating Sexual Harassment Allegations.](#)
8. Findlaw - [Investigating the Sexual Harassment Claim.](#)

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Effective May 2020

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The Helminthological Society of Washington's (the "Organization") INVESTMENT POLICY

Executive Committee approved 21 January 2021

PURPOSE OF INVESTMENT POLICY

The purpose of this Investment Policy is to provide a clear statement of the Organization's investment objective, to define the responsibilities of the Executive Committee (Directors) and any other parties involved in managing the Organization's investments, and to identify or provide target asset allocations, permissible investments and diversification requirements.

INVESTMENT OBJECTIVE

The overall investment objective of the Organization is to maximize the return on invested assets while minimizing risk and expenses. This is done through prudent investing and planning, as well as through the maintenance of a diversified portfolio. In order to maintain the Organization over the 20-year time horizon and meet its needs, the Organization will employ a growth strategy that emphasizes capital appreciation with income generation. The portfolio consists primarily of diversified equity and fixed income investments with a modest allocation to alternative investments and cash. The objective of the portfolio should be pursued over a timeframe of at least 3-5 years through a program designed to maximize the returns without exposure to undue risk, as defined herein. In accordance with this Investment Policy, the target is 5-8% net return annualized over the above timeframe. On a quarter-to-quarter basis, the actual returns will fluctuate and on average could be expected to exceed or match the benchmark about half the time. Understanding that a long-term positive correlation exists between performance volatility (risk) and expected returns in the securities markets, the portfolio should be designed to minimize the likelihood of low negative total returns, defined as a one-year return worse than -15%.

GENERAL PROVISIONS

- All transactions shall be for the sole benefit of the Organization.
- The Directors shall consider updating the Organization's investment policy on an annual basis.
- The Directors shall conduct an annual review of the Organization's investment assets to verify the existence and marketability of the underlying assets, or satisfy themselves that such a review has been conducted in connection with an

independent audit (if any) of the Organization's financial statements.

- Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Directors.

-

The Directors will endeavor to operate the Organization's investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.

- Investments shall be diversified with a view to minimizing risk.

DELEGATION OF RESPONSIBILITY; RELIANCE ON EXPERTS AND ADVISORS

- The Directors have ultimate responsibility for the investment and management of the Organization's investment assets.
- The Directors may delegate authority over the Organization's investments to a properly formed and constituted Investment Committee, being a Committee comprised only of directors.
- The Directors or Investment Committee may hire outside experts as investment consultants or investment managers.
- The Executive Committee Board may also establish an advisory committee (which may include non-directors) to provide investment advice to the Executive Committee or to the Investment Committee. Advisory committees have no authority to act for the Executive Committee, but may monitor compliance with the investment policy, recommend changes, and assist the Directors and/or Investment Committee in selecting and retaining Investment Managers to execute this Investment Policy.

RESPONSIBILITIES OF THE DIRECTORS, OR IF AUTHORITY IS DELEGATED, THE INVESTMENT COMMITTEE

- The Directors, or if authority is delegated, the Investment Committee, is charged with the responsibility of managing the investment assets of the Organization. The specific responsibilities of the Directors or the Investment Committee, as applicable, include:

1. Communicating the Organization's financial needs to the Investment Manager(s) on a timely basis.
2. Determining the Organization's risk tolerance and investment horizon and communicating these to the appropriate parties.
3. Establishing reasonable and consistent investment objectives, policy guidelines and allocations which will direct the investment of the assets, to be reviewed by the Directors on an annual basis.
4. Prudently and diligently selecting one or more qualified investment professionals, including investment managers(s), investment consultant(s), and custodian(s).
5. Regularly evaluating the performance of investment manager(s) to assure adherence to policy guidelines and to monitor investment objective progress.
6. Developing and enacting proper control procedures; e.g., replacing investment manager(s) due to a fundamental change in the investment management process, or for failure to comply with established guidelines.

RESPONSIBILITIES OF INVESTMENT MANAGERS

- Each investment manager will invest assets placed in his or her care in accordance with this investment policy.
- Each investment manager must acknowledge in writing acceptance of responsibility as a fiduciary.
- Each investment manager will have full discretion in making all investment decisions for the assets placed under his or her care and management, while operating within all policies, guidelines, constraints, and philosophies outlined in this Investment Policy. Specific responsibilities of investment manager(s) include:
 1. Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter allocation within the guidelines established in this statement.
 2. Reporting, on a timely basis, monthly investment performance results.

3. Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of investment process.
4. Informing the Directors, or if authority is delegated, the Investment Committee, regarding any changes in portfolio management personnel, ownership structure, investment philosophy, etc.
5. Voting proxies, if requested by the Directors, or if authority is delegated, the Investment Committee, on behalf of the Organization.
6. Administering the Organization's investments at reasonable cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, transaction costs and other administrative costs chargeable to the Organization.

GENERAL INVESTMENT GUIDELINES

- A copy of this Investment Policy shall be provided to all Investment Managers.
- The Organization is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code and incorporated in the state of Maryland. This tax-exempt status should be taken into consideration when making Organization investments.
- The Organization is expected to operate in perpetuity; therefore, a 20-year investment horizon shall be employed. Interim fluctuations should be viewed with appropriate perspective.
- A cash account shall be maintained with a zero to very low risk tolerance to keep cash available for publication costs, society administration, grant distributions, tax obligations and other anticipated expenses.
- Transactions shall be executed at reasonable cost, taking into consideration prevailing market conditions and services and research provided by the executing broker.
- Mutual funds and Exchange Traded Funds (ETFs) that seek to track broad market or asset classes are preferred. These mutual funds and ETFs include index funds along with systematic, rules-based strategies that are evidence-

based and implemented in a low-cost, transparent manner. The mutual funds and ETFs may include one asset class or multiple asset classes to capture returns of asset classes and well-defined segments of broad asset classes. All things equal, products with the lowest management fees are generally preferred.

• Other investments are permitted provided they meet the constraints listed below. The following constraints apply to the Organization's holdings:

- All investments must have a readily ascertainable market value, must be readily marketable and none of the assets can be invested in illiquid investments (as defined by greater than 2-day settlement).
- A quality money market fund whose objective is to seek as high a current income as is consistent with liquidity and stability of principal will be utilized for the liquidity needs of the Organization. The fund will invest in "money market" instruments with remaining maturates of one year or less, that have been rated by at least one nationally recognized rating agency in the highest category for short- term debt securities. If non-rated, the securities must be of comparable quality.
- Equity investments can only include mutual funds and ETFs. The equity portfolio should be broadly diversified across sectors, market capitalization, and geography including domestic and international markets.
- Mutual funds should be no-load and without 12(b)(1) charges
- Fixed income securities are allowed provided they can be bought and sold on the terms a typical institutional buyer would experience through third-party broker-dealers. Fixed income securities may include
 - o U.S. Treasury Bills, Notes and Bonds
 - o U.S. Treasury Inflation-Protected Securities (TIPS)
 - o U.S. Agency Notes and Bonds
 - o U.S. Dollar Denominated Fixed Income Securities of Foreign Governments
 - o Government Agencies

- o Taxable and Tax-Exempt Municipal Bonds o Certificates of Deposit (Within FDIC Limits)
 - o Corporate Bonds (Mutual Funds preferred)
- No fixed income security shall have an equivalent credit quality below investment grade at the time of purchase, defined as:
 - o BBB- by Standard & Poors for straight bonds and convertibles
 - o Baa3 by Moody's Investor Service for straight bonds and convertibles
 - o A1 by Standard & Poors for short term securities
 - o P1 by Moody's Investor Service for short-term securities
 - o AAA for money market accounts
- Permitted alternatives include Real Estate Investment Trusts (REITs). Other investments generally classified as "Alternatives" must be approved by the Directors on a case-by-case basis.
- The following transactions are prohibited: Purchase of non-negotiable securities, derivatives, high risk or junk bonds (below Baa3/P-3/BBB-/A-3), private placements, precious metals, commodities, short sales, any margin transactions, straddles, warrants, options, life insurance contracts, cryptocurrencies, leverage or letter stock and similar.

DIVERSIFICATION

- The Organization will maintain a reasonable diversification of investment assets between asset classes and investment categories at all times.
- Investments in the equity securities of any one company shall not exceed 5% of the portfolio nor shall the total securities position (debt and equity) in any one company exceed 10% of the portfolio.
- Reasonable sector allocations and diversification shall be maintained. No more than 25% of the entire portfolio may be invested in the securities of any one sector.

- Investments within the investment portfolio should be readily marketable.
- The investment portfolio may not be a blind pool; each investment must be available for review.

ASSET ALLOCATION

- The asset allocation policy shall be predicated on the following factors:
 1. Historical performance of capital markets adjusted for the perception of the future short and long-term capital market performance.
 2. The correlation of returns among the relevant asset classes.
 3. The perception of future economic conditions, including inflation and interest rate assumptions.
 4. Liquidity requirements for projected expenditures.
 5. The relationship between the current and projected assets of the Organization and projected liabilities.

ALLOCATION RANGE

Portfolio Role (with examples)	Target	Approved range
Risk reduction/diversification - Cash & Equivalents - Core Fixed income - Global fixed income	20%	10 – 30%
Return enhancement - Bond funds - Real estate funds	20%	10 – 40%
Growth - U.S. equity - Emerging markets equity - Global equity	60%	40 – 80%

- Rebalancing shall be done by the Investment Manager, in consultation with the Directors or Investment Committee, on a semi-annual basis or more frequently if deemed necessary.

PERFORMANCE

- Performance objectives are to be met on a net of fees basis. The investment performance of each asset allocation class will be measured on two levels: against inflation objectives for the total Organization and against index objectives for individual portfolio components. Investment performance shall be measured no less than quarterly on a net of fees basis. Performance shall be evaluated by the organization on a two to four-year basis to allow for market fluctuations and volatility.

Helminthological Society of Washington

EXPENSE REIMBURSEMENT POLICY

Executive Committee Approved; 9 Nov, 2024

1. Purpose

The Executive Committee of the Helminthological Society of Washington (HSOW) recognizes that Executive Committee members, officers, and employees ("Personnel") of HSOW may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of HSOW to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, HSOW expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend HSOW'S money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

2. Expense Reimbursement Request

In order to be reimbursed, the requesting individual must submit a written request to the Secretary/Treasurer by mail or email within 30 days of the completion of travel or incurring the expense. A travel expense reimbursement request should include:

- The individual's name, email, and mailing address.
- The date, origin, destination and purpose of the trip.
- An itemized list of all expenses for which reimbursement is requested.
- Written receipts for all expenses for which reimbursement is requested. Receipts should show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

3. General Travel Guidelines

- A. Advance Approval.** All trips outside of those specifically listed below that involve air travel or at least one overnight stay must be approved in advance by the Executive Committee.

- B. *Personal and Spousal Travel Expenses.*** Individuals traveling on behalf of HSOW may incorporate personal travel or business with their HSOW-related trips; however, Personnel shall not arrange HSOW travel at a time that is less advantageous to HSOW or involving greater expense to HSOW in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by HSOW. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by HSOW.
- C. *Officer travel.*** The Society will support one trip per year for the Editor in Chief and one Manuscript Editor to attend the Spring HSOW meeting, up to \$1,500 per person. The Society will also support travel and accommodations for the Treasurer, if necessary, to perform duties of the office.
- D. *Member or award winner travel:*** All other travel by members or award winners for Society business must be approved by the Executive Committee.

4. *Air Travel*

- A. *General.*** Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. HSOW will reimburse or pay the cost of the lowest coach class fare above basic economy (non-refundable ticket).
- B. *Frequent Flyer Miles and Compensation for Denied Boarding.*** Personnel traveling on behalf of HSOW may accept and retain frequent flyer miles and compensation for denied boarding for their personal use.

5. *Lodging*

Personnel traveling on behalf of HSOW may be reimbursed at the current fiscal year GSA rate (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for reasonable hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

6. *Meals and Incidentals*

Personnel traveling on behalf of HSOW are reimbursed for the reasonable and actual cost of meals (including tips) according to the current fiscal year GSA rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. See a list of non-reimbursable incidentals below.

7. *Ground Transportation*

Personnel and invited speakers are asked to use the most economical ground transportation available and appropriate under the circumstances. Approved ground transportation include:

1. Hotel Courtesy Cars or shuttles
2. Airport shuttle or bus
3. Taxi
4. Hired car service (Uber, Lyft , or similar)
5. Rental Cars. Only with prior approval.

8. *Personal Cars*

Personnel are compensated for use of their personal cars when used for HSOW business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare. A Google map showing the route and mileage must be submitted with the request for reimbursement.

9. *Parking/Tolls*

Parking and toll expenses, including charges for airport and hotel parking, incurred by Personnel traveling on HSOW business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. Only Economy (long-term or off-site) airport parking is permitted.

10. *Non-Reimbursable Expenditures*

HSOW maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- Limousine travel.
- Movies, liquor or bar costs.
- Spa or exercise charges.
- Valet service.
- Car washes.
- Toiletry articles.

- Expenses for spouses, friends or relatives.
- Housesitting services

11. REVIEW OF POLICY

This policy will be reviewed at least every two years and recommendations for amendments will be approved by The Executive Committee.

The Helminthological Society of Washington GUIDELINES FOR SPECIAL ELECTRONIC MEETINGS

1. Login information. The Corresponding Secretary or other designated officer shall send by e-mail to every member of the Executive Committee, at least 2 business days before each meeting, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Corresponding Secretary or other designated officer shall also include a copy of, or a link to, these rules.
2. Login time. The Recording Secretary or other person hosting the meeting shall schedule Internet meeting service availability to begin at least 15 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Informal consideration. A topic may be considered informally prior to making a formal motion. This may be useful to determine if a motion should be made, and to help improve a subsequent motion. A motion to consider informally is required to proceed.
8. Assignment of the floor. To seek recognition by the chair, a member shall signal by using the raise hand function, typing in the chat, or asking audibly. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
9. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use raise hand or chat feature for so indicating and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
10. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Recording Secretary for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far

posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). Use of the online area designated by the Recording Secretary for this purpose shall be restricted to posting the text of intended motions.

11. Display of motions. The Recording Secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Recording Secretary, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

12. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service unless a different method is ordered by the Executive Committee or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

13. Video display. The chair, the Recording Secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

The Helminthological Society of Washington's GUIDELINES FOR EMAIL VOTING

Voting by electronic mail (e-mail) is permitted under the HelmSoc Bylaws. Call for an e-mail vote ("e-vote") is to be reserved for Motions that are time-sensitive, noncontroversial, and require minimal discussion, and so may be decided without a meeting by electronic vote of the Executive Committee. For the motion to pass, the vote must be unanimous and in writing. All Board Directors have the right to submit a vote within a specified time period. The President or the Recording Secretary will promptly report vote results to the Executive Committee as well as including a report in the next meeting minutes issued. Guidelines for email voting shall be determined by the Executive Committee.

Vote by e-mail will be conducted in the manner described below:

1. All participants must have access to the necessary equipment for participation in the e-vote. (If any participants do not have access, an e-vote cannot be taken.)
2. The President or designated director shall act as chair and shall develop the timeframe for the e-vote.
3. A minimum of 48 hours will be allowed for debate, and a minimum of 3 days and a maximum of 7 calendar days for voting. Directors will be notified of the parameters of the vote via e-mail, text message, or telephone by the President or Corresponding Secretary. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. The motion to table or temporarily postpone the motion is not in order. (Other secondary motions may also be prohibited if desired.)
6. Each new main motion must be made in a separate, new e-mail message with no other message thread included.
7. New motions in a new message thread may not be introduced while there is another motion currently being debated. No more than one main motion can be considered at one time.
8. A topic may be considered informally prior to making a formal motion. This may be useful to determine if a motion should be made, and to help improve a subsequent motion. A motion to consider a topic informally must be passed first.

OPENING A MOTION FOR CONSIDERATION

9. The chair shall assign a number to the motion and shall include the number in the subject line. (Example: Motion 1.)

- The subject line must include the word "Motion."
- The first line of the message must begin with "It is moved to (or that) If the motion comes from a specific Executive Committee member "(name of officer) moves to (or that) ..."

DEBATE

10. Members shall use "Reply All" in all messages.
11. Members may respond at will, that is, without seeking recognition from the chair.

12. Amendments may be made to the motion. If amendments are deemed friendly by the mover, discussion then moves to the amended motion. If amendments are not friendly, then the proposed amendment will be discussed and voted on according to the following procedure.

13. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. (For example: The main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".)

14. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. (For example, a main motion, amendment, a motion to refer to a committee and a motion to postpone to a certain time are all pending. The main motion is 1, the amendment is a, the referral is b, and the postponement is c. Motion 1-a-b-c.) As each motion is disposed of, the corresponding letter in the subject line is removed.

15. In the case of conflicting secondary or incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher-ranking motion is made first, the lower-ranking motion is not in order.

16. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply All."

17. The chair shall close debate by asking, "Is there any further discussion on Motion 1-a?" in the subject line. If there are no responses within 24 hours, a vote will be taken on the motion.

VOTE

18. The chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)

19. The chair shall include the time frame/deadline for the vote.

20. Directors shall have 3 options regarding their vote:

- i. Vote to pass the motion.
- ii. Vote to reject the motion.
- iii. Express the opinion that the motion is not amenable to an electronic vote.

In the case of option ii or iii, the vote cannot be unanimous, and a vote on the motion will be postponed to the next regularly scheduled Executive Committee meeting.

21. Members shall state, "I vote yes," or "I vote no" in the first line of the response and use "Reply All". If in conflict, a director may abstain and provide a reason by stating "I abstain because..." An abstention is not considered a "no" vote, and a motion will carry if all remaining directors vote "yes".

22. The chair or Corresponding Secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.

23. The chair shall announce the results of the vote. A unanimous vote is required for the motion to pass.

24. The chair shall either state the next pending motion and open debate or shall declare the thread on "Motion (number)" closed.

SECRETARY'S RECORDS AND MINUTES

25. The Recording Secretary (or committee member so designated) shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.

26. The Recording Secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.

27. These minutes shall be approved at the next regular meeting.

28. Any member shall have the right to request a copy of the message thread of a motion. Additional rules which could be adopted include what happens if a communication link is lost, number of postings allowed in debate, decorum, definition of calendar day if participants are in different time zones, if the chair may participate in discussion, and how confidential information will be controlled.

SAMPLE MINUTES OF AN E-VOTE

On October 15, 2009, at 2:45 p.m. CST, Catherine Luther, president of the Wittenburg District LWML, e-mailed to all members of the Board of Directors. Motion 1: To allow grant recipient #23 Peace Lutheran Church to redirect their grant funds to build a pre-school instead of an elementary school. E-mail debate continued until October 21, 2009, at 4 p.m. The chairman put the question to an e-vote at 5 p.m. on October 21, 2009. The vote closed at 5 p.m. on October 23, 2009. The motion was approved unanimously.

Policy #:	
Total pages: 8	
Attachments:	
Approved by:	HSOW Executive Committee
Effective Date:	April 8, 2025
Date Revised:	
Date to be reviewed:	

Helmsoc RECORD RETENTION AND DESTRUCTION POLICY

1) Purpose

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained by the Helminthological Society of Washington (HSOW). This Policy is also for the purpose of aiding employees of HSOW in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files. Many Record Retention and Destruction Policies stipulate dates beyond which files must be discarded or deleted. However, HSOW typically does not collect sensitive information (e.g., credit card numbers or health-related information), and currently large quantities of data can be stored online at little or no cost. Thus, the policy focuses on minimum lengths of time for which documents must be retained, rather than requirements for document destruction

2) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of HSOW and the retention and disposal of electronic documents. The Treasurer, Recording Secretary, and President (the "Administrators") are the officers in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrators are also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it complies with local, state, and federal laws, and includes the appropriate document and record categories for HSOW; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal in Event of Litigation or Claims

In the event HSOW is served with any subpoena or request for documents or any officer becomes aware of a governmental investigation or audit concerning HSOW or the commencement of any litigation against or concerning HSOW, such officer shall inform the Administrators, and any further disposal of documents shall be suspended until the Administrators, with the advice of counsel, determines otherwise. The Administrators shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) **Applicability**

This Policy applies to all physical records generated in the course of HSOW's operation, including both original documents and reproductions. It also applies to the electronic documents described herein.

This Policy was approved by the Executive Committee of HSOW on April 8, 2025.

APPENDIX - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Tax Records
- K. Contribution Records

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	4 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

Credit card record retention and destruction

A credit card may be used to pay HSOW for dues, publications, donations, etc. These payments are made through Wild Apricot, and thus HSOW does not directly collect

credit card information. In certain cases, HSOW can accept checks, Venmo, and PayPal for payments. In general, members of the HSOW Executive Committee other than the Treasurer should not collect or store credit card information, or have access to payment accounts.

B. CONTRACTS

Record Type	Retention Period
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

C. CORPORATE RECORDS

Record Type	Retention Period
Corporate Records (minute books, signed minutes of the Executive Committee and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and permits	Permanent

D. PHYSICAL CORRESPONDENCE

General Principle: Most physical correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For example, a letter pertaining to a particular contract would be retained as long as the contract (i.e., 7 years after expiration). After this time, the document will be scanned and archived, and the physical document destroyed.

Examples of physical correspondence may include:

- Routine letters and notes that require no acknowledgment or followup, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no followup.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently. Any physical correspondence that is deemed necessary to keep should be scanned and an electronic copy archived in HSOW cloud storage.

E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
 - All HSOW-related electronic correspondence that is deemed necessary to retain should be sent to or from the [GMAIL ACCOUNTS WE'LL SET UP FOR OFFICERS]. For example –
 - The President will send all motions to the Executive Committee from the society email account.
 - The Treasurer will conduct the society's financial business using the society email account.
 - The Recording Secretary will receive Student Research Grants through the society email account, and all correspondence related to the grants will be sent through this account as well.
 - If a HSOW Executive Committee member receives an email that is deemed important to retain, this message should be forwarded to the society email account. It will then become the responsibility of the Administrators to determine when the email can be deleted.
 - HSOW Executive Committee members may delete society-related correspondence from their own email accounts when their term in office expires. They are encouraged to determine if any emails should be shared with Administrators for archiving prior to deleting the emails.
2. **Electronic Documents:** including Microsoft Office Suite, Google documents, and PDF files. Retention also depends on the subject matter. The length of time that an electronic file should be retained should be based upon the content of the file and the category under the various sections of this policy. The minimum period that an electronic file should be retained is 6 years. Files should be stored in the HSOW Google Drive folder [**more info here and a link to the location of a metadata file once this is set-up**]. Files may be deleted after the stipulated retention period has passed, but it is not necessary that files be deleted if cloud storage space is not limited.

F. INSURANCE RECORDS

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to HSOW	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlement	25 years

G. GRANT RECORDS

Record Type	Retention Period
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

H. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

I. MISCELLANEOUS

Record Type	Retention Period
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Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals Copies	Retain current version only
Annual Reports	Permanent

I. TAX RECORDS

General Principle: HSOW must keep books of account or records as are sufficient to establish the amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns Income, Franchise, Property	Permanent
Tax Workpaper Packages Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

J. CONTRIBUTION RECORDS

Record Type	Retention Period
Records of Contributions	Permanent
HSOW's or other documents evidencing terms of gifts	Permanent

