



'...dads becoming heroes.'

FAITHFUL FATHERING INITIATIVE IN TEXAS

BOARD OF DIRECTORS

HANDBOOK

Statement of Faith

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.

1. We believe the Bible to be the inspired, infallible authoritative Word of God
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus the Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His Ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers in Jesus the Christ.
8. We believe in the church as the company of believers assembled into one body with Jesus the Christ as the head for the purpose of worship, witness, mutual support, and the administration of the sacraments.

The Faithful Fathering Initiative in Texas, Inc. Board Member Guidelines

The Faithful Fathering Initiative in Texas, Inc. seeks Board Members who are:

- Committed to Jesus the Christ and the Corporation's Statement of Faith;
- Committed to the mission of equipping men to be the active and involved fathers God calls them to be;
- Committed to attending at least three board meetings per year, one of which includes the review and approval of the annual plan;
- Committed to be available to the Faithful Fathering Initiative in Texas, Inc. staff for counsel during the year;
- Committed to holding the Faithful Fathering Initiative in Texas, Inc. staff accountable for good stewardship of all resources, human and financial;
- Committed to representing the Faithful Fathering Initiative in Texas, Inc. to the community.
- Committed to providing personal financial support to the Faithful Fathering Initiative in Texas, Inc. each year;
- Committed to helping the Faithful Fathering Initiative in Texas, Inc. staff in identifying significant additional financial support each year;
- Committed to seeking the Lord's guidance and intervention through daily prayer in fulfilling these commitments.

Our Mission:

*The Faithful Fathering Initiative in Texas works to encourage and equip dads to be **faithful fathers** - dads that prioritize physical presence, are engaged emotionally and lead spiritually by example.*

ARTICLES OF INCORPORATION
OF
THE FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.

I, the undersigned incorporator, hereby form and establish a corporation NOT FOR PROFIT under the laws of the State of Texas.

ARTICLE I

The name of this corporation is The Faithful Fathering Initiative in Texas, Inc.

ARTICLE II

The location of its registered office in this State is 907 Clarendo Falls, in the City of Sugar Land, County of Fort Bend, Texas 77479. The resident agent at this address is Richard Wertz.

ARTICLE III

This NOT FOR PROFIT corporation is organized exclusively for educational and practical purposes, including, for such purposes, the making of distributions to organizations under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code).

- A. The objects and purposes to be transacted and carried on are:
 - 1. To encourage men to become faithful fathers, committed to the long-term picture with their children and their families.
 - 2. To raise the consciousness of fathering in Texas.
 - 3. To aid fathers by raising their awareness of the importance of their role as father.
 - 4. To help fathers become actively involved in taking a leadership role in the lives of their children.
 - 5. To help fathers maintain consistency in performing their role as father.
 - 6. To help fathers in building their skills in relating to their children.
 - 7. To be a resource for organizations and faith communities in their fathering/family initiatives.
- B. To further the above objects and purposes, the corporation shall have and may exercise all the powers conferred by the laws of the State of Texas upon corporations formed under the laws pursuant to and under which this corporation is formed, as such laws are now in effect or may at any time hereafter be amended. Specifically, this corporation shall have power to acquire, purchase, hold, lease, convey, mortgage and pledge such real and personal property in Texas, other states of the United States, and elsewhere, as shall be necessary or convenient to the transaction of its business and the realization of its objects and purposes.

Provided, however, that in all events and under all circumstances, and notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, voluntary or involuntary or by operation of law, the following provisions shall apply:

- 1. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section (c) (3) purposes;
- 2. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of

- statements) any political campaign on behalf of, or in opposition to, any candidate for public office;
3. Notwithstanding any other provision of this article, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code or (2) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code);
 4. This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit;
 5. No compensation or payment shall ever be paid or made to any member, officer, director, trustee, creator, or organizer of this corporation, or substantial contributor to it, except as an allowance for actual expenditures or services actually made or rendered to or for this corporation; and neither the whole nor any portion of its assets or net earnings, current or accumulated, of this corporation shall ever be distributed to or divided among any such persons; provided, further, that neither the whole nor any part or portion of such assets or net earnings shall ever be used for, accrued to, or inure to the benefit of any member or private individual within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any United States Internal Revenue law enacted in the future).
- C. Upon the dissolution of this corporation, the governing board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, to such organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States law) as the governing board of the corporation shall determine. Any of such assets not so disposed of shall be disposed of by the District Court in the county in which the principal office of the corporation is then located, exclusively for such purposes.

ARTICLE IV

The corporation will not have authority to issue capital stock, and the conditions of membership shall be fixed by the by-laws.

ARTICLE V

The board of directors shall have all powers granted by Texas law and statutes. The persons for the time being constituting the Board are, for the purpose of any statutory provision or rule of law relating to non-profit corporations, the members of the corporation and shall exercise all the rights and powers of the members thereof. The management of the corporation is vested in its members as outlined in the by-laws.

ARTICLE VI

The term for which this corporation is to exist is perpetual.

ARTICLE VII

No member of this corporation shall benefit financially from the dissolution thereof. In the event of the dissolution of this corporation, the assets of the corporation shall be distributed as set forth in Article III hereof.

ARTICLE VIII

The name and address of the incorporator is:

Richard Wertz
907 Clarendon Falls
Sugar Land, Texas 77479

ARTICLE IX

The number of directors may be increased or decreased from time to time by amendment of the bylaws.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name this _____ day of April, 2000.

Richard Wertz

STATE OF TEXAS)
) SS:
COUNTY OF FORT BEND)

On the _____ day of April, 2000, before me, a Notary Public in and for the county and state aforesaid, came Richard Wertz, who is personally known to me to be the same person who executed the above instrument and duly acknowledged the execution of same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above written.

Notary Public

My Appointment Expires:

BY – LAWS
of
THE FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.
A Texas Corporation

ARTICLE I

OFFICES

PRINCIPAL OFFICE: The principal office of the corporation is 907 Clarendo Falls, Sugar Land, Texas 77479. The Board of Directors (designated hereafter as 'Board') shall have the authority to change said principal office to any other location in said county.

ARTICLE II

MEMBERS

Section 1. DIRECTORS AS MEMBERS: The persons for the time being constituting the Board are, for the purpose of any statutory provision or rule of law relating to non-profit corporations, the members of the corporation and shall exercise all the rights and powers of the members thereof.

Section 2. MEETINGS: Until such time as the corporation shall have members who are not directors there shall be no meeting of members as such. The Directors, presently constituting the Board, may, at any given time, act in their capacity as members pursuant to Section 1 of this Article II, at meetings of the Board held as provided in Article III of these by-laws. At such time as there shall be members of the corporation other than directors these by-laws shall be amended to provide for meetings of members.

ARTICLE III

DIRECTORS

Section 1. POWERS: Except as provided otherwise by the Texas Corporations Code, all corporate powers shall be exercised by or under the authority of the Board. Without limiting the generality of the foregoing, the Directors shall have the following express powers and specific limitations on those powers:

First: To select and remove all officers, agents and employees, prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation or with these by-laws, fix their compensation and require from them security for faithful service.

Second: To conduct, manage and control the affairs and business of the corporation and to make such rules and regulations therefore not inconsistent with law, the Articles of Incorporation or these by-laws, as they may deem in the best interests of the corporation.

Third: To change the principal office from one location to another within the same county as provided in Article I hereof; and to adopt, make and use a corporate seal, provided such seal shall at all times comply with the provisions of the law.

Section 2. NUMBER AND QUALIFICATION OF DIRECTORS: Until changed by amendment of the by-laws the authorized number of directors of the corporation shall be not

less than five (5) nor more than twelve (12). The authorized number of directors may be increased or decreased from time to time by amendment of by-laws adopted by the affirmative vote of a majority if the members present and voting at a meeting of members at which a quorum is present.

Section 3. ELECTION AND TERM OF OFFICE: Directors will serve for an initial term of one (1) year and subsequent terms of three (3) years. In the event vacancies occur in said Board, Such vacancies may be filled by the remaining directors, though less than a quorum or by a sole remaining director. A vacancy may be deemed to exist in the event of the death, resignation or removal of any director, or if the authorized number of directors be increased.

Section 4: TIME AND PLACE OF MEETING: All meetings of the Board, until such time as the corporation shall have members who are not directors, shall likewise be meetings of the members and the action taken shall be both that of the Board and of the Members acting on behalf of the corporation.

Special meetings of the members and Board for any purpose or purposes may be called at any time by the Chairman, President or by the Vice President if the President is unable to act and the time and place of said special meeting shall be given by notice delivered personally or sent to each director and member by United States mail, facsimile or electronic mail, which notice shall have been served not less than twenty-four (24) hours prior to the time of holding such meeting.

Section 5. ACTION WITHOUT MEETING: Any action required or permitted to be taken by the Board of Directors by law, according to the Articles of Incorporation or according to these by-laws may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board and shall have the same force and effect as a unanimous vote of such directors.

Section 6. WAIVER OF NOTICE AND CONSENT: The transactions of any meeting of the Board, however called and noticed or wherever held, shall be as valid as though a meeting had been held after regular call and notice, if a quorum be present and if each director not present shall sign a written waiver of notice or a consent to holding such meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be made a part of the minutes of the meeting.

Section 7. QUORUM: A majority of the Directors shall be necessary to constitute a quorum, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board, unless a greater number be required by law, the Articles of Incorporation or the by-laws.

Section 8. ADJUSTMENT: A quorum of the Directors may adjourn any Board meeting to meet again at a stated time, place and hour provided, however, that in the absence of a quorum the Directors present at any Board meeting may adjourn from time to time, until the time fixed for the next regular meeting of the Board.

ARTICLE IV

OFFICERS

Section 1. OFFICERS: The officers of the corporation shall be:

1. Chairman
2. President
3. Vice President

4. Secretary
5. Treasurer

The corporation, at the discretion of the Board, may also have one or more Vice Presidents and one or more assistant secretaries and assistant treasurers, and such other officers as may be selected in accordance with the provisions of this Article. Said officers other than the five listed above need not be directors of the corporation and one person may hold two or more offices, except the office of President and Secretary.

Section 2. ELECTION: The officers of the corporation shall be chosen by the Board at each regular annual meeting of the Board, except those which may be selected as otherwise in these by-laws provided. Each officer shall hold his or her office at the pleasure of the Board, which may either at a regular annual meeting or at a special meeting, called for that purpose, remove any officer and select his or her successor. Any officer may resign at any time by giving written notice to the Board or to the Secretary of the corporation, which resignation shall take effect as specified therein.

Section 3. EXECUTIVE COMMITTEE: The Board may select an Executive Committee of such number as it by resolution may provide.

Section 4. SUBORDINATE OFFICERS: The Board may select such other officers as the business of the corporation may require to act and hold office in accord with resolutions adopted by the Board.

Section 5. VACANCIES: Any vacancy occurring in any office shall be filled by action of the Board in accordance with these by-laws.

Section 6. DUTIES AND AUTHORITY OF OFFICERS:

- (a) Chairman: The Chairman will convene and preside at all meetings of the Board, as well as, provide personal and Board leadership for the organization.
- (b) President: The President shall be the chief executive officer of the corporation and shall have the general powers and duties of management and general supervision, direction and control of the business and affairs of the corporation usually vested in the office of President of a corporation and such other powers and duties as may be prescribed by the Board or these by-laws.
- (c) Vice President: In the absence or disability of the President, the Vice President shall perform the duties of the President and shall have the power of and be subject to all the restrictions upon the President. The Vice President shall also have such other powers and perform such other duties as the Board may prescribe.
- (d) Secretary: The Secretary shall keep a book of minutes of the action of the Board and of the corporation at such place as the board may by resolution direct and shall be prescribed by the by-laws, or by resolution of the Board.
- (e) Treasurer: The Treasurer shall cause to be kept adequate records of the business affairs of said corporation and shall provide for the deposit and withdrawal of all moneys and funds of the corporation and perform such other duties and have such other powers as may be prescribed by resolution of the Board or these by-laws.

ARTICLE V

LIMITATIONS ON CORPORATE POWERS

In addition to any limitations set forth in the Articles of Incorporation, the by-laws or the Corporations Code of the State of Texas, the corporation, its members, directors and officers shall be subject to the following limitations:

- (a) No part of the net earnings of the corporation shall inure to the benefit of any private individual;
- (b) No substantial part of the activities of the corporation shall be that of carrying on propaganda, or otherwise attempting to influence legislation;
- (c) The corporation shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office;
- (d) The corporation shall not enter into any transaction in which the corporation:
 - (i) Lends any part of its income or corpus, without the receipt of adequate security and at a reasonable rate of interest;
 - (ii) makes any part of its services available on a preferential basis;
 - (iii) pays any compensation in excess of a reasonable allowance for salaries or other compensation for personal services actually rendered;
 - (iv) makes any substantial purchase of securities or any other property, for more than adequate consideration in money or money's worth;
 - (v) sells any substantial part of its securities or any other property, for more than or less than adequate consideration in money or money's worth;
 - (vi) engages in any other transaction which results in a substantial diversion of its income or corpus;

to a director or a person who has made a substantial contribution to the corporation or a member of the family of a director or person who has made a substantial contribution to the corporation;

- (e) The corporation shall not accumulate amounts during a taxable year or years, which amounts are not paid out at the end of a taxable year and which amounts are unreasonable in amount or duration in connection with the carrying out the charitable and educational purposes of the corporation;
- (f) The corporation shall not, to a substantial degree, expend funds for purposes or functions other than those set forth in the Articles of Incorporation as the primary purposes of the corporation;
- (g) No funds received by the corporation shall be invested in such a manner as to jeopardize the carrying out of the charitable and educational purpose of this corporation;
- (h) This corporation shall not engage, otherwise than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of one or more purposes of this corporation which are exempt within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954 or as that section may be amended or superseded.

ARTICLE VI

INDEMNIFICATION

The corporation shall indemnify any officer or Board member (or former officer or member of the Board) against expenses actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding in which he is made a party by reason of being or having been such officer or member, except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty. Such indemnification shall not be exclusive of any other rights to which such officer or member may be entitled under any by-law, agreement, vote of the Board or otherwise.

ARTICLE VII

AMENDMENTS

POWER OF MEMBERS OR DIRECTORS: New by-laws may be adopted or these by-laws may be amended or repealed by vote of members or directors representing fifty-one percent (51%) of the voting power of the corporation or by the written assents of such members or directors.

I, the undersigned, hereby certify:

1. That I am the duly elected, qualified and acting President of The Faithful Fathering Initiative in Texas;
2. That the foregoing by-laws of said corporation were duly adopted as the by-laws thereof at the first meeting of the board of Directors of said corporation held on the 1st day of May, 2000, and that the same do now constitute the by-laws of said corporation.

Executed this 1st day of May, 2000.

Richard Wertz

President & Founder
The Faithful Fathering Initiative in Texas
A Texas non-profit corporation

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.

Code of Ethics for Board Members

Goal: To establish a set of principles and practices of the Faithful Fathering Initiative in Texas, Inc. Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of the Faithful Fathering Initiative in Texas, Inc. are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of Faithful Fathering Initiative in Texas, Inc. Each board member pledges to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of Faithful Fathering Initiative in Texas, Inc.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to the association, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Faithful Fathering Initiative in Texas, Inc. activities
7. Strive to uphold those practices and assist other Faithful Fathering Initiative in Texas, Inc. members of the board in upholding the highest standards of conduct

Personal Gain

8. Exercise the powers invested in him or her for the good of all members of the organization, rather than for his or her personal benefit or that of any other entity which he or she represents.

Equal Opportunity

6. Ensure that appropriate and effective services are provided by Faithful Fathering Initiative in Texas, Inc. without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
6. Ensure that appropriate and effective services are provided by Faithful Fathering Initiative in Texas, Inc. without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, national origin, race, religion, age, political

affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

7. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

8. Respect the diversity of opinions as expressed or acted upon by the Faithful Fathering Initiative in Texas, Inc. board and committees, and formally register dissent as appropriate.
9. Promote collaboration, cooperation, and partnership among board members.

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC. Conflicts of Interest Policy

Faithful Fathering Initiative in Texas, Inc. (the "Corporation") has adopted this Conflicts of Interest Policy (the "Policy") to supplement Texas law governing conflicts of interest and not for profit corporations.

Recitals

This Policy will serve as a practical guide the Corporation's board of directors (the "Board") can use to deal with conflicts of interest. The Board's actions, or decisions not to act, should be defensible as having been based on the best, unbiased judgment of the persons involved.

Complete disclosure is key to appropriately and adequately dealing with a conflict of interest. When a person, participating in decisions, fully discloses the relationship between his or her personal interests and his or her official responsibilities, no matter how remote, misunderstandings and subsequent charges of impropriety or self-dealing can be avoided. Disclosure of a relationship or past relationship may indicate that the person involved should abstain from participating in the decision-making process.

Purposes

This Policy's purposes are to:

- 1) Prevent the personal interests of the Corporation's directors, officers, and managing employees from interfering with the performance of their duties to the Corporation.
- 2) Preclude the Corporation's directors, officers, and managing employees from benefiting financially, professionally, or politically at the Corporation's expense or at the expense of the Corporation's stakeholders.
- 3) Protect the Corporation's interests when it is contemplating entering into a transaction or arrangement in which a director or an officer of the Corporation has a financial interest.

Definitions

A Board member, officer, or managing employee has a financial interest when the person has, directly or indirectly, through business, investment, or family –

- a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
- b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Existence of a Conflict of Interest

In general, a conflict of interest exists when a Board member's, officer's, or managing employee's private interests and official responsibilities are connected. A financial interest is not necessarily a conflict of interest. A person who has a financial interest will have a conflict of interest only if the Board or appropriate committee decides that a conflict of interest exists.

Full disclosure, by notice in writing, must be made to the Board of all relationships and financial interests with third parties that may give rise to a conflict of interest, including but not limited to the following:

- a. Persons or entities supplying goods and services to the Corporation;
- b. Persons or entities from which the Corporation leases property and equipment;
- c. Persons or entities with whom the Corporation is dealing or planning to deal in connection with a gift, purchase, or sale of real estate, securities, or other property;
- d. Persons or entities paying honoraria, commissions, or royalties for products or for services delivered by the Corporation for its agents or employees;
- e. Other nonprofit organizations with which the Corporation is involved;
- f. Donors and others supporting the Corporation; or
- g. Agencies, organizations, and associations that affect the Corporation's operations.

Board Procedure

Following the disclosure of a financial interest, the Board chair will appoint a committee to determine the specific nature of the conflict of interest and investigate alternatives to the proposed transaction or arrangement.

After investigating alternatives, the committee must determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee must determine by a majority vote of disinterested Board members whether the transaction or arrangement is in the Corporation's best interest, for the Corporation's own benefit, and fair and reasonable to the Corporation. The Board or committee will then make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

Following the disclosure of a relationship not involving a financial interest, the Board chair will appoint a committee to determine the specific nature of the conflict of interest and determine the actions necessary, if any, to ensure the Corporation's interests are adequately protected and impropriety avoided.

Abstention Requirement

An interested Board member, officer, or managing employee may not participate in any discussion or debate with the Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, the interested person may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

Duty to Disclose

Anyone in a position to make decisions about the Corporation's resources (i.e., transactions such as purchase contracts) – who also stands to benefit from that decision – has an affirmative duty to disclose that conflict as soon as it arises or becomes apparent; he may not participate in any final decisions.

Duties of the President

The Corporation's President is responsible for the application and interpretation of the principles contained in this Policy as they relate the Corporation's managing employees. The President will report to the Board any case that has occurred that might involve a violation of the principles contained in this Policy. The President should bring before the Board any instance he perceives requires additional guidance.

Distribution and Disclosure

Each Board member, officer, and managing employee must receive a copy of this Policy upon commencement of that person's relationship with the Corporation or upon the Policy's official adoption. Each Board member, officer, and managing employee will sign and date the policy at the beginning of their term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.
Conflicts of Interest
Disclosure Form

A Conflict of Interest may relate to you, your spouse, your family members, your business or employment interests, or other organizations you serve. Members of Board of Directors, Officers, and other key management personnel must disclose all conflicts of interest annually and whenever a conflict of interest arises.

I have read and understand the Conflicts of Interest Policy and declare the following:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

I agree to inform promptly the Board of Directors of any event that may potentially result in my involvement or implication in a conflict of interest.

Signature

Printed Name

Date

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.

Whistleblower Policy

If any director, employee or volunteer reasonably believes that some policy, practice, or activity of Faithful Fathering Initiative in Texas, Inc. is in violation of law that applies to the organization, a written complaint may be filed by that director, employee or volunteer with the Chairman of the Board of Directors.

It is the intent of Faithful Fathering Initiative in Texas, Inc. to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of each director, employee and volunteer is necessary to achieving compliance with various laws and regulations. A director, employee or volunteer is protected from retaliation only if the director, employee or volunteer brings the alleged unlawful activity, policy, or practice to the attention of Faithful Fathering Initiative in Texas, Inc. and provides Faithful Fathering Initiative in Texas, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to a director, employee or volunteer that complies with this requirement.

Faithful Fathering Initiative in Texas, Inc. will not retaliate against a director, employee or volunteer who, in good faith, has made a protest or raised a complaint against some practice of Faithful Fathering Initiative in Texas, Inc., or of another individual or entity with whom Faithful Fathering Initiative in Texas, Inc. had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy

Faithful Fathering Initiative in Texas, Inc. will not retaliate against a director, employee or volunteer who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Faithful Fathering Initiative in Texas, Inc. that the director, employee or volunteer reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

FAITHFUL FATHERING INITIATIVE IN TEXAS, INC.
Document Retention/Destruction Policy

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction by Faithful Fathering Initiative in Texas, Inc. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

Article of Incorporation to apply for corporate status - Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status - Permanent
Letter of Determination (for example, from the IRS in the USA) granting tax-exempt and/or charitable status - Permanent
By Laws - Permanent
Board policies - Permanent
Resolutions - Permanent
Board meeting minutes - Permanent
Sales tax exemption documents - Permanent
Tax or employee identification number designation - Permanent
Annual corporate filings – Permanent

Financial Records

Chart of Accounts - Permanent
Fiscal Policies and Procedures - Permanent
Audits - Permanent
Financial statements - Permanent
General Ledger - Permanent
Check registers/books - 7 years
Business expenses documents - 7 years
Bank deposit slips - 7 years
Cancelled checks - 7 years
Invoices - 7 years
Investment records (deposits, earnings, withdrawals) - 7 years
Property/asset inventories - 7 years
Petty cash receipts/documents - 3 years
Credit card receipts - 3 years

Tax Records

Annual tax filing for the organization (IRS Form 990 in the USA) - Permanent
Payroll registers - Permanent
Filings of fees paid to professionals (IRS Form 1099 in the USA) - 7 years
Payroll tax withholdings - 7 years
Earnings records - 7 years
Payroll tax returns - 7 years
W-2 statements - 7 years

Personnel Records

Employee offer letters - Permanent
Confirmation of employment letters - Permanent
Benefits descriptions per employee - Permanent
Pension records - Permanent
Employee applications and resumes - 7 years after termination
Promotions, demotions, letter of reprimand, termination - 7 years after termination
Job descriptions, performance goals - 7 years after termination
Workers' Compensation records - 5 years
Salary ranges per job description - 5 years
I-9 Forms - 5 years after termination
Time reports - 3 years after termination

Insurance Records

Property Insurance policy - Permanent
Directors and Officers Insurance policy - Permanent
Workers' Compensation Insurance policy - Permanent
General Liability Insurance policy - Permanent
Insurance claims applications - Permanent
Insurance disbursements /denials - Permanent

Contracts

All insurance contracts - Permanent
Employee contracts - Permanent
Construction contracts - Permanent
Legal correspondence - Permanent
Loan / mortgage contracts - Permanent
Leases / deeds - Permanent
Vendor contracts - 7 years
Warranties - 7 years

Donations / Funder Records

Grant dispersal contract - Permanent
Donor lists - 7 years
Grant applications - 7 years
Donor acknowledgements - 7 years

Management Plans and Procedures

Strategic Plans - 7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans - 7 years
Vendor contacts - 7 years
Disaster Recovery Plan - 7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other

proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Chairman of the Board of Directors will authorize the providing of such documents. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Warning: All permitted document destruction shall be immediately halted if the organization is being investigated by a governmental law enforcement agency or if such an investigation is anticipated by any officer, director or employee of the organization, and routine destruction shall not be resumed without the written approval of the Chairman of the Board of Directors.