

13. TRANSPARENCY THROUGH DOCUMENTATION

Scope

The Governing Board is committed to maintaining documentation to ensure appropriate transparency for a 501(c)(3) not-for-profit association.

General

A. Documentation Maintained by the Institute

NIGP shall maintain the types of records and documents required by the U.S. Internal Revenue Service as well as all applicable laws.

B. Documentation from Persons Serving on the NIGP Governing Board and Councils

To ensure transparency, NIGP shall maintain records related to its Governing Board and Councils as follows:

1. A Conflict of Interest statement executed annually by each Governing Board Member and Council Member;
2. Any business relationships between NIGP and its officers, directors, trustees, and/or senior management employees;
3. Any volunteer leaders involved in political activities on a paid, professional level;
4. Any grants secured by NIGP that create a formal relationship between the Institute and its officers, directors, or trustees and/or their family members;
5. Any grants secured by NIGP that create a formal relationship between the Institute and its substantial contributors.

C. Financial Documentation

To ensure transparency, NIGP shall ensure that its governance documents, tax forms, and conflicts policies are available to the public upon request.