



Arkansas Coalition for Obesity Prevention

Standard Operating Policies Manual 2022

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Introduction

This Manual outlines the Standard Operating Policies (SOP) for the Arkansas Coalition for Obesity Prevention (ArCOP). The SOP Manual is a 'living document' that is subject to revision as necessary. The original effective date or subsequent revision date will be reflected at the bottom of each page of this SOP.

This SOP is subsidiary to ArCOP's Articles of Incorporation, Bylaws, and 501(c)(3) Determination Letter.

I. Basic Structure and Founding Documents

The Arkansas Coalition for Obesity Prevention (ArCOP) is organized and operated exclusively for charitable and educational purposes as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or any revisions thereof). The corporation of ArCOP is comprised of

(1) the Board of Directors, (2) all of its individual members and member organizations, and (3) its staff/contractors.

ArCOP's founding legal documentation consists of:

- Articles of Incorporation of Arkansas Coalition for Obesity Prevention, filed January 13, 2016 with the Arkansas Secretary of State. (Appendix a).
- Bylaws of Arkansas Coalition for Obesity Prevention (Appendix b).
- 501(c)(3) Determination Letter (Appendix c).

ArCOP's two main goals are to increase access to healthy and affordable foods and increase access to physical activity. Growing Healthy Communities (GHC) is a project developed by the Arkansas Coalition for Obesity Prevention (ArCOP) in 2009 to build capacity within local communities to reduce obesity by increasing physical activity, increasing access to healthy foods, and implementing environmental and policy changes that support healthy living to reduce and prevent obesity.

II. Membership

a. Guidelines for Membership

POLICY

Membership in this Corporation will be open to all who are interested in reducing the prevalence of obesity in Arkansas.

PROCEDURE

Membership shall be declared to ArCOP. Membership shall be declared in the following categories:

1. Individual
2. Organization
3. Community

b. Guidelines for Meetings of the Coalition

POLICY

Meetings of the general membership of the Corporation will be held annually.

PROCEDURE

The annual Meeting of the Members shall be held after the close of the fiscal year for the purpose of reporting on the activities and financial condition of the Corporation and for the transaction of such other business as may properly come before the meeting.

The ArCOP President/Executive Director will determine the date, time and place of the annual Meeting of the Members. A date in July is suggested.

Written or electronic notice of meetings including time, place, and agenda items will be distributed at least one month before the meeting by ArCOP staff.

The slate of officers for the upcoming year will be announced at the quarterly Board of Directors meeting and publicly in April. Vote will be taken electronically from all members of the Coalition.

Only such persons designated as eligible to vote in Article II of the by-laws shall be entitled to vote. Each such member shall be entitled to one vote.

Efforts will be made by ArCOP staff to broadcast all meetings of members.

III. Elected Officials

POLICY:

Elected Officials or Directors shall govern the work of the coalition and shall also be known as the Board of Directors.

PROCEDURE:

a. Nominations

The Nominating Committee will be chaired by the Chair and Chair Elect. The nominating committee can choose for the entire board to participate. The Nominating Committee will meet prior to the last Coalition meeting of the fiscal year for the purpose of making their nominations. The ArCOP membership will be notified and allowed sixty days prior to the meeting of the Nominating Committee to submit names of candidates to the Nominating Committee for its consideration. The Nominating Committee will consider any name submitted to them as long as the person named is eligible to serve in accordance with the ArCOP Bylaws.

b. Positions

- 1) Chair
- 2) Chair-Elect
- 3) Secretary
- 4) Fiscal Chair
- 5) Community Volunteer

The Community Volunteer position is not required but encouraged to have a vote break in the case of a vote tie.

c. Elections

- 1) The Members will elect the Officers at or after the Meeting of the Members. Terms for newly elected officers will begin with July 1 of the next fiscal year. Nomination for election to the Board of Directors must be made by the Nominating Committee.
- 2) Each Officer will serve a two (2) year term, unless a shorter term is recommended by the Nominating Committee, to preserve staggering of terms. Officer elections shall be rotated to maintain continuity within the Board of Directors.
- 3) Other officers shall be elected as follows: Fiscal Chair will be elected in even years to serve a two-year term. Secretary and Community Volunteer will be elected in odd years to serve a two-year term.
- 4) Officers may be reelected; however, no Director shall serve longer than three consecutive two year terms in the same position, except as provided herein. Any Director who was originally elected to fill the unexpired term of a vacant directorship shall be eligible to run for election for the two successive terms following the expiration of his original appointed term.

d. Voting

A majority of all votes cast shall be required to elect. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall participate in a run-off to be held by electronic voting to obtain majority election.

e. Duties

- 1) CHAIR - The Chair of the Board of Directors shall preside at all meetings of the Board of Directors and corporation. The Chair and Executive Director work together with Board and organizational leadership to achieve the Corporation's mission.
- 2) CHAIR-ELECT - The Chair-Elect shall attend all meetings, and in the Chair's absence the Chair-Elect shall preside. The Chair-Elect will work with the Chair to achieve the corporation's mission. The Chair-Elect also leads the Board of Directors in strategic planning for the corporation.
- 3) SECRETARY - The Secretary shall: (a) keep the minutes of the proceedings of the Board of Directors and Full Coalition meetings and coordinate with Executive Director to place records on the website; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Executive Director or by the Board of Directors.
- 4) FISCAL CHAIR - The Fiscal Chair shall: (a) serve as chair of the Finance Committee; (b) work with the Executive Director and external accountant to provide regular financial reports to the Board of Directors; (c) coordinate fundraising efforts for the corporation; and (d) other duties as from time to time may be assigned to him by the Executive Director or by the Board of Directors.
- 5) COMMUNITY VOLUNTEER - The Community Volunteer shall be the breaking vote for the Board and serve as representation of a community in Arkansas.

f. Job Descriptions – are found in Appendix d

IV. Paid Staff

POLICY:

The Arkansas Coalition for Obesity Prevention will hire staff and/or contract labor when needed to carry out the work of the Corporation.

a. President or Executive Director

PROCEDURE:

The Board of Directors of the Corporation will be responsible to hire the Executive Director.

The Executive Director will hire other staff as needed to perform the work of the corporation and report to the Board of Directors.

Job description for this position is included in Appendix d and states qualifications, duties and responsibilities.

Compensation for all staff will be at the discretion of the Executive Director to align with available funding.

b. Other Staff

POLICY

The Executive Director will hire other staff as needed to perform the work of the corporation and report such activity to the Board of Directors.

PROCEDURE

Staff will be hired to fulfill the requirements of agreements/grants received by ArCOP and will report to the Executive Director. These positions will have job descriptions stating the qualifications, duties, and responsibilities. Compensation will be determined by the Executive Director. These positions may be filled by contract labor.

C. Equal Employment Opportunity (EEO)

POLICY

ArCOP is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. ArCOP prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. ArCOP conforms to the spirit as well as to the letter of all applicable laws and regulations. This policy applies to all terms and conditions of employment, including recruiting, hiring, contracting, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. In addition to federal law requirements, ArCOP complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

PROCEDURE

ArCOP administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees. Note: ArCOP is a virtual organization therefore does not have a facility to display postings; however, visibility includes email and website postings.
- Advertising for job openings with the statement “An Equal Opportunity Employer—M/F/D/V.”
- Posting all required job openings with the appropriate state agencies.
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to the Executive Director and/or member of the Executive Team any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the Executive Director and/or Executive Team of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

ArCOP encourages employees and contractors to report all incidents of harassment to the Executive Director or a member of the Executive Team. ArCOP investigates all complaints of harassment promptly and fairly, and, when appropriate, takes immediate corrective action to stop the harassment and prevent it from recurring.

V. Committees

POLICY

The Board of Directors may establish, instruct, and discharge one or more committees of the board.

a. Finance Committee

The Finance Committee will consist of at least the Fiscal Chair, the Executive Director and the current Chair. This committee will provide regular financial reports to the Board of Directors, in consultation with the external accountant.

b. Nominating Committee

The Nominating Committee will be chaired by the Chair and Chair Elect. The nominating committee can choose for the entire board to participate. The Nominating Committee will meet prior to the last Coalition meeting of the fiscal year for the purpose of making their nominations. The ArCOP membership will be notified and allowed sixty days prior to the meeting of the Nominating Committee to submit names of candidates to the Nominating Committee for its consideration. The Nominating Committee will consider any name submitted to them as long as the person named is eligible to serve in accordance with the ArCOP Bylaws.

VI. Fiscal Policies

a. Purpose

The policy and procedural guidelines contained in this document are designed to:

- protect the assets of the Arkansas Coalition for Obesity Prevention (ArCOP);
- ensure the maintenance of accurate records of ArCOP's financial activities;
- provide a framework of operating standards and behavioral expectations; and,
- ensure compliance with federal, state, and local legal and reporting requirements.

Exceptions to written policies may only be made with the prior approval of the Board of Directors. Changes or amendments to these policies may be approved by the Board of Directors at any time. A complete review of the policies shall be conducted every two years by the Finance Committee or other Board designee.

All personnel with financial responsibilities are expected to be familiar with and operate within the parameters of these policies and guidelines.

b. Financial Oversight and Responsibilities

The Arkansas Coalition for Obesity Prevention shall be responsible for keeping accurate records to ensure the safe guarding of assets. It is the responsibility of the Board of Directors to formulate financial policies and review operations and activities on a periodic basis. The Arkansas Coalition for Obesity Prevention is incorporated and has a Federal Tax Status of 501(c)(3).

The Agency CEO (also known as the Executive Director or President) acts as the primary fiscal agent, implementing all financial policies and procedures. The Board delegates financial oversight responsibility to the Fiscal Chair. The responsibility is shared through delegation with the Agency CEO.

Agency CEO /Executive Director

The Executive Director has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board of Directors. The Executive Director has whatever authority as may be designated by the Board of Directors, including:

- making spending decisions within the parameters of the approved budget
 - employing and terminating personnel
 - determining wage levels
 - creating and amending operating procedures and controls
 - making decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority
 - entering into contractual agreements within Board designated parameters
- Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed no later than the 7th day after the end of the month. Invoices received after closing the books will be counted as a current-month expense.
 - At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 90 days after the end of the fiscal year.
 - Revenue is always recorded in the month in which it was earned or pledged.
 - Policies and procedures which are not specifically addressed by this document may be determined by the Executive Director when the financial impact is not over \$10,000 for any fiscal year. The Board of Directors must approve any unspecified purchase that is not addressed by a grant budget and/or policy with an impact of over \$10,000.

c. Accounting Procedures

i. BANK RECONCILIATIONS

POLICY

All bank statements will be reviewed in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month.

PROCEDURE

- All bank statements and cancelled checks will be reviewed by the Executive Director and accountant upon receipt and then reconciled.
- Financial reports will be reviewed and recorded in the Quarterly Board meeting minutes.

ii. INTERNAL

CONTROLS POLICY

The organization employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

PROCEDURE

ArCOP will employ the services of an accounting firm to assist with the fiscal documents and accounts of the organization. Regular reports shall be made to the Board of Directors and at least once a year to the Coalition at the Meeting of members.

1. Conflict of Interest

POLICY

All employees are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

PROCEDURE

- Upon or before hire, each employee or contractor must provide a full written disclosure of all direct or indirect financial interests that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually and as needed.
- Employees or contractors must disclose any interests in a proposed transaction or decision that may create a conflict of interest. After disclosure, the employee will not be permitted to participate in the transaction or decision.
- Should there be any dispute as to whether a conflict of interest exists:
 - The Executive Director shall determine whether a conflict of interest exists for an employee or contractor, and shall determine the appropriate response.

o

- Policy and Disclosure Statement in Appendix. Staff, independent contractors, and other contracts will be reviewed and documented in the board of director's meeting minutes for transparency.

2. Lines of Authority

POLICY

The ArCOP Board of Directors will have the ultimate authority to approve fiscal policies and review them annually.

PROCEDURE

- The Executive Director will develop an annual budget and present to the Board of Directors.
- The Finance Committee will review fiscal policies to govern activity and present for approval to Board of Directors. Fiscal policies will be reviewed by the Board of Directors on an annual basis for updates.
- All Board approvals of budgets and policies will be documented in the meeting minutes.

3. Segregation of Duties

POLICY

The organization's financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the organization's assets while also considering efficiency of operations.

PROCEDURE

- The Executive Director has the authority to authorize payments. All disbursements shall be accompanied by adequate documentation in the form of receipts or invoices.
- Approval for contractor reimbursement will be reviewed by the Executive Director.
- Bank statements will be received and reconciled by the accountant who has no cash handling or check writing functions.
- A second signature shall be required on all checks totaling in excess of \$20,000.
- Voided written checks shall be marked void with the signature block cut out. The voided checks must be filed with the cancelled checks.
- No checks should be signed in advance.
- All supporting documentation shall be referenced to check numbers and marked "paid" or otherwise cancelled to prevent reuse or duplicate payments.
- Disbursement without adequate supporting documentation will be disallowed on audit.
- All officers, employees, and agents who handle cash or have access to the organization's funds shall be bonded.

4. Physical Security

POLICY

The organization maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money, securities, real estate and other valuable property.

PROCEDURE

- The Executive Director keeps blank checks locked in a secure area.
- The Executive Director and Fiscal Chair have individual passwords for the organization bank account and accounting software.
- Deposits are made within 2 days of receipt. Executive Director provides access to accountant and Fiscal Chair confirmation of the deposit electronically.

d. Financial Planning and Reporting

i. BUDGETING PROCESS

POLICY

The organization's annual budget is prepared annually for all projects. The budget is prepared by the Executive Director. The budget will be approved by the Board of Directors prior to the start of each fiscal year. The budget is revised during the year in accordance with any grant approval. The fiscal year runs from July 1st through June 30th.

PROCEDURE

- The Executive Director will work together with the program managers to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- The Executive Director and the Fiscal Chair will present a draft budget to the Executive Committee at least 60 days prior to the end of the fiscal year and at least 30 days prior to its submission to the full Board of Directors.
- The Board of Directors shall review and approve a recommended fiscal year budget. The budget shall contain revenues and expenses forecasted for the upcoming year.
- The Board of Directors will review and approve the budget at its last meeting prior to the start of the fiscal year.

ii. INTERNAL FINANCIAL REPORTS

POLICY

The organization prepares regular financial reports on a monthly basis. All reports are finalized no later than 30 days after the close of the prior month.

PROCEDURE

- The Executive Director with assistance from the accountant are responsible for producing the following year-to-date reports within 30 days of the end of each month.
- The Executive Director and Finance Committee will review financial reports on the online portal each month, and present reports to the Board of Directors on a quarterly basis.
- The previous year's annual report and the proposed budget for the next year will be provided to the membership at the Meeting of the Members.

iii. AUDIT

POLICY

A financial audit will be conducted to test the accuracy and completeness of the information presented in the organization's financial statements. Organizational audits will comply with state and federal laws.

PROCEDURE

- The Board of Directors or Executive Director will hire and oversee an independent audit firm. The Fiscal Chair will be the staff liaison, with assistance from the Executive Director.
- The audit report will be presented to the Board of Directors by the Executive Director.
- The audit report will be made available on the organization's portal.

iv. TAX EXEMPT ORGANIZATION RETURNS

POLICY

The organization will comply with state and federal laws regarding 501c3 status.

PROCEDURE

- The accountant will complete the annual Federal Form 990.
- The Finance Committee will review the tax returns.
- The 990 will be made available electronically in the portal to the Board of Directors.

e. Revenue/Accounts Receivable

POLICY

All revenue will be recorded by the Executive Director in a timely manner.

i. INVOICE PREPARATION POLICY

All grants and projects are invoiced each month or in accordance with the grant to capture all billable time and expenses and ensure a regular healthy cash flow for the organization. All final invoices for the prior month are completed by the 15th of the following month (ex: June 15th for May).

PROCEDURE

- The Executive Director shall be responsible for gathering relevant expense documentation, preparing all invoices, and submitting for payment by the 10th of each month.
- The Executive Director determines appropriate collection efforts for long outstanding invoices. The Board of Directors is also notified of any receivables that are more than 60 days outstanding and/or more than \$20,000.

ii. REVENUE RECOGNITION

POLICY

All contributions will be recorded in accordance with GAAP, with specific attention to standards FASB 116 and 117. Contributions are recorded as pledged or received in accordance with FASB 116, and must be credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the organization's Chart of Accounts.

PROCEDURE

- The Executive Director review all revenue in excess of \$5,000 and indicate on the letter or copy of the check how the revenue shall be recognized (as earned/contributed, conditional/unconditional and restricted/unrestricted). If there is a question or uncertainty about how to recognize a particular contribution, the Executive Director will ensure that the donor is contacted to clarify the intent of the contribution.

iii. CASH RECEIPTS

POLICY

ArCOP will accept cash, checks, and payment through electronic funds transfer and will ensure that funds are received, promptly deposited, reconciled, and kept under adequate security.

PROCEDURE

- The Executive Director opens mail and processes the bank deposits electronically within 2 days of receipt.
- The Executive Director posts deposits in the accounting system and maintains duplicate deposit slips as reference information if not done electronically.

- Copies of the checks are maintained in the online banking system.
- All restricted funds/donations will be properly identified and recorded.
- Deposits of greater than \$50,000 will be made in person or electronically.

f. Expense/Accounts Payable

i. PAYROLL

POLICY

All employees, or contractors exempt and non-exempt, are required to record time worked, holidays, leave taken for payroll, benefits tracking, and cost allocation purposes.

PROCEDURE

- Employees complete time sheets and submit them to the Executive Director on the due date, based on the schedule produced at the beginning of the year.
- Executive Director review, correct if necessary or return to staff for corrections of all timesheets.
- The Executive Director is responsible for entering time sheet information into the payroll and accounting systems as needed. All paid time off balances are maintained within the payroll system, based on the information provided on approved timesheets if applicable.

ii. PURCHASES AND PROCUREMENT

POLICY

Any expenditure in excess of \$10,000 for the purchase of a single item should have bids from three (3) suppliers if possible. These bids will be reviewed and the bid award approved in advance by the Board of Directors and Executive Director.

PROCEDURE

- Purchases in excess of \$10,000 will be reviewed and approved by the Board of Directors and Executive Director.
- Contracts or Memorandums of Understanding with organizations and/or individuals will be reviewed and approved by the Board of Directors and Executive Director.

iii. INDEPENDENT CONTRACTORS

POLICY

ArCOP intends to comply with all applicable federal and state laws relative to the use of independent contractors and apply their use as part of sound fiscal management.

PROCEDURE

- Due to the short-term nature of grant funding and the specificity of the project, an independent contractor may be hired as Project Manager.
- The independent contractor will sign a written contract with ArCOP describing the scope of work, timeframe to be completed and specifying any deliverables.
- The independent contractor is responsible for his/her own income taxes and health insurance coverage.
- The independent contractor is responsible for setting his/her own work hours and providing his/her own work tools, such as cell phone and computer.
- The independent contractor is eligible to be reimbursed for travel expenses, both in state and out of state, upon approval by the Board of Directors.
- Independent contractors will be required to complete the ArCOP Contract Log (see Appendix for image; complete in Excel) including descriptions of work, locations, and working time to request payment. The contract log must be submitted to the Executive Director and be approved.
- If a contractor serves in the same or dual capacities under more than one grant or program, the contractor may not charge more than 100% of their time to the grants or programs taken as a whole. The salary expense of employees working on more than one grant or program shall be allocated to each program based on the ratio of the number of hours worked on each program during the pay period to the total number hours worked during the pay period.
- ArCOP will provide file appropriate tax documents (i.e. Form 1099-MISC) to independent contractors who have been paid at least \$600 during the year. ArCOP will also file Form 1096, which is a summary sheet of all the 1099s.

iv. INVOICE APPROVAL AND PROCESSING

POLICY

All invoices must be approved by the Executive Director. Approved invoices will be paid within 30 days of receipt.

PROCEDURE

- Invoices and bills will be opened, reviewed, and paid by the Executive Director.
- Copies of all invoices paid will be filed with the Executive Director. After two years these documents will be archived and they will not be destroyed.

v. EMPLOYEE TRAVEL EXPENSE REIMBURSEMENTS

POLICY

Travel policies are in place to cover both in-state and out-of-state travel expenses for Board Members, staff, and volunteers. Independent Contractors may also be reimbursed for approved travel expenses under this policy.

PROCEDURE

Only travel related to specific programs, trainings, meetings and activities of ArCOP will be reimbursed.

In State travel:

- Must be pre-approved by the Executive Director if overnight stays are included.
- Will be reimbursed at current state mileage and per diem rates.
- Receipts for all expenses requested to be reimbursed must be provided.

Out-of-state travel:

- Must be pre-approved by the Executive Directors.
- Will be reimbursed according to current state guidelines.
- It is expected that the traveler makes arrangements using the most economical method.
- It is expected that travelers room together if possible.
- If meals are provided as part of the conference, reimbursement will not be provided.
- Receipts for all expenses requested to be reimbursed must be provided.

See Appendix h. and i. for forms.

vi. COMPANY DEBIT CARDS

POLICY

In order for the Arkansas Coalition for Obesity Prevention (ArCOP) to process timely financial transactions, company debit cards, linked to the checking account, will be authorized for use by the Executive Director.

PROCEDURE

- The debit cards may be used for business transactions by the Executive Director.
- Expenses over \$10,000 must be pre-approved by at least 2 members of the Board of Directors.
- Receipts must be submitted to the accountant for coding to the accounting system, including designation to the appropriate chart of accounts.
- The Executive Director and/or accountant will reconcile the monthly bank statement with the receipts provided.

VII. Website and Social Media

POLICY

The Arkansas Coalition for Obesity Prevention (ArCOP) will maintain an Internet presence with a website and appropriate social media accounts.

PROCEDURE

A website will be maintained for use by members and other stakeholders, including partners and the public. The website address is www.arkansasobesity.org

Current social media sites include:

- Facebook – www.facebook.com/arkansasobesity
- Twitter - @arobesity
- AFMA. Facebook <https://www.facebook.com/ARFarmersMkt/>.
- Walking College Facebook Private Group <https://www.facebook.com/groups/655646236597851>.

VIII. Changes in Policies and Procedures

POLICY

The Arkansas Coalition for Obesity Prevention (ArCOP) will keep its Policies and Procedures Manual updated at all times.

PROCEDURE

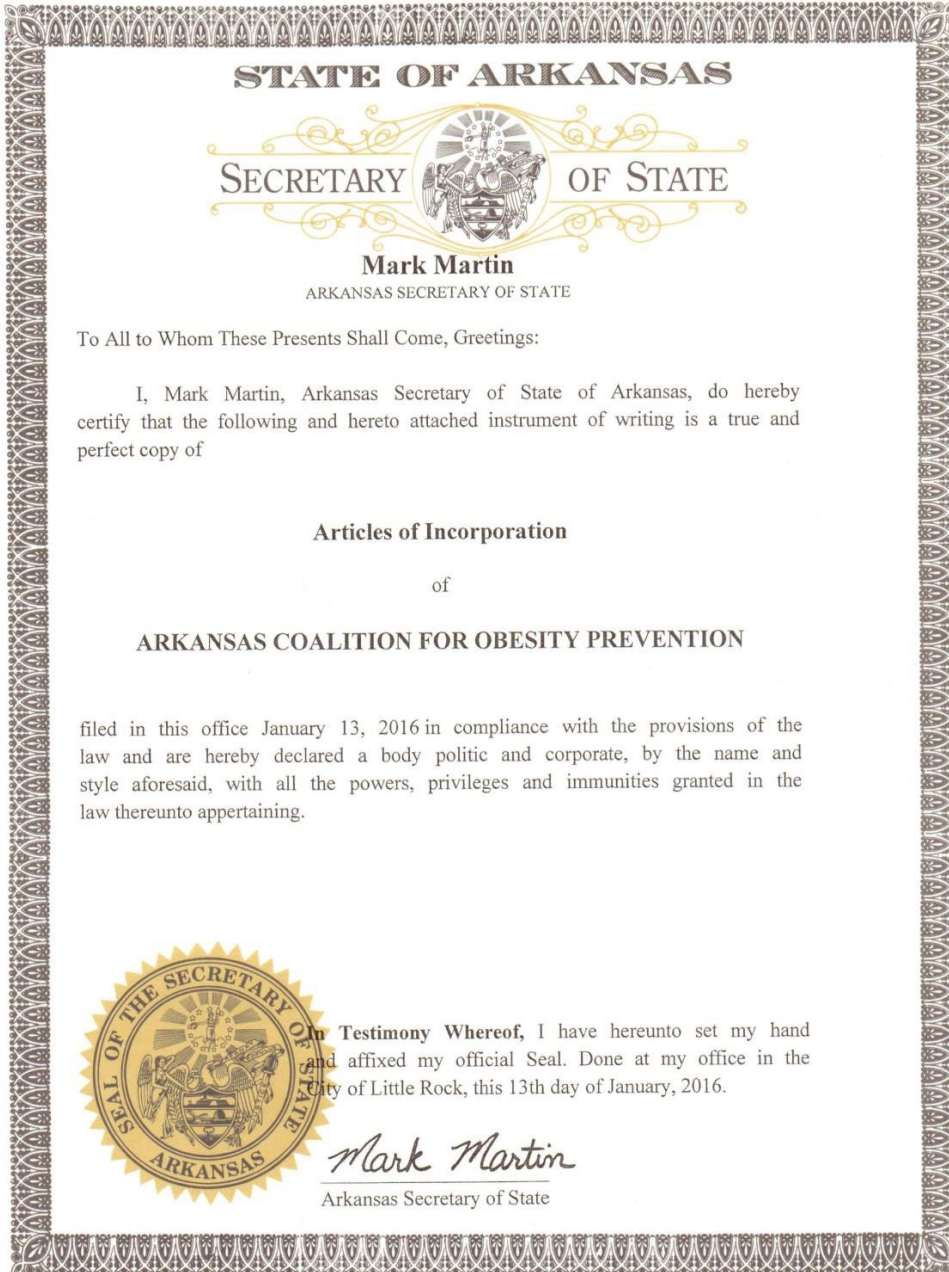
Changes to the Policies and Procedure Manual may be made at any scheduled meeting of the Board of Directors by a majority vote.

All changes must be made available immediately to all members of the association. Date of change is placed at the bottom of the page.

IX. Appendices

- a. Articles of Incorporation
- b. Bylaws
- c. 501(c)(3) determination letter
- d. Job Descriptions
- e. Mission/Vision Statements
- f. Conflict of Interest Policy and Disclosure Statement
- g. Contract Log
- h. Travel Request
- i. Travel Reimbursement Form

a. Articles of Incorporation



b. Bylaws

Arkansas Coalition for Obesity Prevention

A NOT-FOR-PROFIT CORPORATION BY-LAWS

Revised 2018

ARTICLE I. PURPOSES

The corporation is organized and operated within the meaning of Section 501(c)(3) of the Internal Revenue exclusively to prevent obesity and obesity related diseases by increasing the percentage of Arkansans of all ages who have access to healthy and affordable food and who engage in regular physical activity.

ARTICLE II. MEMBERSHIP

Membership in this organization shall be open to all who are interested in reducing the prevalence of obesity in Arkansas. Membership shall be declared to the Board of Directors. Membership shall be declared in the following categories:

1. Individual
2. Organization
3. Community

Each of these categories of membership shall have one vote on coalition matters.

ARTICLE III. ANNUAL AND REGULAR MEETINGS FOR THE CORPORATION

The annual meeting of the Members shall be held after the close of the fiscal year for the purpose of reporting on the activities and financial condition of the Corporation and for the transaction of such other business as may properly come before the meeting. The Board of Directors shall determine and fix the date, time and place of each annual meeting. Other regular meetings of the Members may be held at such dates, times and places determined by the Board of Directors.

SECTION 1: PLACE OF MEETING

Unless otherwise prescribed by statute, the Board of Directors may designate any place, either within or without the State of Arkansas, as the place of meeting for any annual or regular meeting of the Members.

SECTION 2: NOTICE OF MEETING

Notice stating the place, date and time of the meeting, and the matter or matters for which the meeting is called, shall be given by electronic mail, to each Member of record entitled to vote at such meeting, not less than five (5) days before the date of the meeting.

SECTION 3: VOTING

Only such persons designated as eligible to vote in Article II shall be entitled to vote. Each such member shall be entitled to one vote. Electronic voting may be utilized for coalition members unable to travel to the meeting location as determined by the Board of Directors.

By-Laws revision FINAL November 2018

SECTION 4: ORGANIZATION

Meetings of Members shall be presided over by the Chair of the Board of Directors or the Chair Elect, or in the absence of the foregoing persons by a presiding officer designated by the Board of Directors, or in the absence of such designation by a presiding officer chosen at the meeting. The Secretary shall act as secretary of the meeting, but in the absence of the Secretary the presiding officer of the meeting may appoint any person to act as secretary of the meeting.

SECTION 5: RESIGNATION OF MEMBERS

Any Member may resign from the Corporation by delivering a written resignation to the Chair or Secretary of the Corporation.

ARTICLE IV. ELECTED OFFICIALS

SECTION 1: GENERAL POWERS

The affairs, activities and operation of the Corporation shall be managed by its Elected Officials, also known as the Board of Directors.

SECTION 2: NOMINATIONS

The Nominating Committee will be chaired by the Past Chair and will consist of at least 2 other members appointed by the Chair. The Nominating Committee will meet prior to the last Coalition meeting of the fiscal year for the purpose of making their nominations. The ArCOP membership will be notified and allowed sixty days prior to the meeting of the Nominating Committee to submit names of candidates to the Nominating Committee for its consideration. The Nominating Committee will consider any name submitted to them as long as the person named is eligible to serve in accordance with these Bylaws.

SECTION 3: ELECTED OFFICIALS

The elected officials of this Corporation shall be:

- A. Chair
- B. Chair-elect
- C. First Vice-Chair
- D. Second Vice-Chair
- E. Secretary
- F. Fiscal Chair
- G. Past Chair

Other officers and assistants or advisors as may be deemed necessary may be elected or appointed by the Board of Directors. The Board also may delegate to any officer the power to appoint any assistant or subordinate officers and to prescribe the duties and authority thereof.

SECTION 4: ELECTION OF OFFICERS

The Members will elect the Officers at the last Coalition meeting of the year. Terms for newly

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elected officers will begin with January 1 of the next fiscal year. Nomination for election to the Board of Directors must be made by the Nominating Committee.

Each Officer will serve a two (2) year term, unless a shorter term is recommended by the Nominating Committee, to preserve staggering of terms. Officer elections shall be rotated to maintain continuity within the Board of Directors. The Chair and Chair Elect positions will naturally rotate with the two year term. Chair Elect will serve two years as Chair elect, then move into the Chair role for 2 years, then move to the Past Chair role for 2 years.

Other officers shall be elected as follows: Second Vice Chair and Fiscal Chair will be elected in even years to serve a two-year term. First Vice Chair and Secretary will be elected in odd years to serve a two-year term.

Officers may be reelected; however, no Director shall serve longer than three consecutive two year terms in the same position, except as provided herein. Any Director who was originally elected to fill the unexpired term of a vacant directorship shall be eligible to run for election for the two successive terms following the expiration of his original appointed term.

SECTION 5: VOTING

A majority of all votes cast shall be required to elect. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall participate in a run-off to be held by electronic voting to obtain majority election.

SECTION 6: CHAIR

The Chair of the Board of Directors shall preside at all meetings of the Board of Directors and corporation. The Chair works in partnership with the Executive Director to achieve the Corporation's mission and provide leadership and direction to the Board and organization.

SECTION 7: CHAIR-ELECT

The Chair Elect shall attend all meetings, and in the Chair's absence the Chair Elect shall preside. The Chair Elect will work with the Chair to achieve the corporation's mission. The Chair Elect also leads the Board of Directors in strategic planning for the corporation.

SECTION 8: FIRST VICE-CHAIR

The First Vice-Chair duties will be designated by the Board of Directors and specified in Policies and Procedures.

SECTION 9: SECOND VICE-CHAIR

The Second Vice-Chair duties will be designated by the Board of Directors and specified in Policies and Procedures.

SECTION 10: SECRETARY

The Secretary shall: (a) keep the minutes of the proceedings of the Board of Directors and Full Coalition meetings and coordinate with Executive Director to place records on the website; (b)

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see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the Executive Director or by the Board of Directors.

SECTION 11: FISCAL CHAIR

The Fiscal Chair shall: (a) serve as chair of the Finance Committee; (b) work with the Executive Director and external bookkeeper to provide regular financial reports to the Board of Directors; (c) coordinate fundraising efforts for the corporation; and (d) other duties as from time to time may be assigned to him by the Executive Director or by the Board of Directors.

SECTION 12: PAST-CHAIR

The Past Chair shall chair the Nominating Committee and any other role deemed by the Chair.

SECTION 13: QUORUM

For the purposes of the Board of Directors meetings, a majority of the Officers must be present to constitute a quorum and conduct business. Members shall be present in person or by proxy.

SECTION 14: ELECTRONIC/TELEPHONIC MEETINGS

Members of the Board of Directors, or any committee designated by the Board, may participate in a meeting of such Board or committee by means of conference telephone or similar communications equipment whereas all persons participating in the meeting can simultaneously hear each other, and participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

SECTION 15: REMOVAL OF OFFICERS

An Officer may be removed with cause by the vote of a majority of the Officers present at a meeting which is called for the purpose of removing an officer and for which the meeting notice states that the purpose or one of the purposes of the meeting is removal of an officer. The Officer shall be entitled to appear and be heard at such meeting. However; any Officer may be removed immediately by the Board of Directors whenever, in its judgment, the best interests of the Corporation will be served.

SECTION 16: VACANCIES

Any vacancy occurring in the Officers may be filled at a regular board meeting by the affirmative vote of a majority of the remaining Officers. An Officer elected to fill a vacancy shall be elected for the unexpired term of the Officer's predecessor in office or until the selection, nomination and confirmation of a successor Officer whichever occurs first. Any Officer who fails to attend three (3) regular Board meetings in a Board year without a valid excuse, as determined by the Chair, shall be considered for all purposes as having resigned as Officer.

SECTION 17: COMPENSATION

Nothing herein contained shall be construed to preclude any Officer from serving the Corporation in any other capacity and receiving reasonable compensation therefore within the

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constraints of the Arkansas law and the federal law relating to charitable organizations tax exempt under 501(c)(3) of the Code.

ARTICLE V. EXECUTIVE DIRECTOR

SECTION 1: CEO/PRESIDENT

The Executive Director shall be the Chief Executive Officer/President of the Corporation, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Corporation.

The Executive Director shall be a non-voting ex-officio member of the Board of Directors. The Executive Director may sign, with the Secretary or any other proper officer of the Corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed, and the President shall in general perform all duties as may be prescribed by the Board of Directors from time to time. In the absence of an Executive Director, the Chair may serve also as Executive Director upon appointment to that office by the Board of Directors.

SECTION 2: REMOVAL

The Executive Director may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation will be served thereby.

SECTION 3: VACANCIES

A vacancy in the Executive Director position because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors.

ARTICLE VI. COMMITTEES

SECTION 1: ESTABLISHMENT

The Board of Directors may establish, instruct, and discharge one or more committees of the board. A committee may be established either as a standing committee or as an ad hoc committee for a special purpose. Each committee established by the Board of Directors shall consist of at least one Officer. The creation of each committee and the appointment of members shall be approved by the Board of Directors.

SECTION 2: POWERS

The Board of Directors may delegate such of its powers as it deems necessary to such committees as it may from time to time establish; provided, however, that a committee of the Board **may not** (a) authorize distributions; (b) approve the dissolution, merger or the sale, pledge or transfer of all or substantially all of the Corporations assets; (c) elect, appoint or remove Directors or fill vacancies on the Board or any of its committees; or (d) adopt, amend or

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repeal the articles or bylaws; or (e) approve the annual budget.

SECTION 3: DUTIES

Committees shall be established with a specific purpose and provide recommendations to the Board of Directors. Committees may include but are not limited to: Nominating Committee, Finance, Strategic planning, Communications, and Advisory. Committee duties may be further expounded upon in the Policies and Procedures.

ARTICLE VII. CONTRACTS, LOANS, CHECKS AND DEPOSITS

SECTION 1: CONTRACTS

The Board of Directors may authorize by resolution any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

SECTION 2: LOANS

No loans shall be made by the Corporation to its officers. Any Officers who vote for or assent to the making of a loan to an officer, and any officer or officers participating in the making of such loan, shall be jointly and severally liable to the Corporation for the amount of such loan until repayment thereof in accordance with the provisions of the Arkansas Nonprofit Corporation Act of 1993. No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

SECTION 3: CHECKS, DRAFTS, ETC.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

SECTION 4: DEPOSITS

All funds of the Corporation not otherwise employed shall be deposited promptly to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VIII. FISCAL YEAR

The fiscal year of the Corporation shall be January 1 through December 31.

ARTICLE IX. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board of Directors and the Members at any regular meetings. Unless the amendments are unanimously adopted by the Officers, the Corporation shall provide ten (10) days written notice

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to the Officers that the amendment will be voted upon at the meeting of the Board of Directors, and the notice must state that the purpose, or one of the purposes, of the meeting is to consider the proposed amendment of the Bylaws, and the notice shall also contain or be accompanied by a copy or a summary of the amendment or state the general nature of the amendment. Any amendment must be approved by a majority of the Officers in office at the time the amendment is adopted. Any amendment must also be approved by the Members by a vote of majority of the Members present at a regular called with the same notice requirements as specified in this Article for Directors, unless the Members take action on the amendment by written ballot in accordance with these Bylaws.

CERTIFICATE

I, the undersigned, hereby state and certify that the foregoing is a true, correct and conformed copy of the Bylaws of ARKANSAS COALITION FOR OBESITY PREVENTION duly adopted by the Board of Directors of said organization on the 27th day of July 2015, and further amended in 2018 and that the same have not been altered, modified, amended or repealed in any respect and remain in full force and effect on this date.

Revised November 2018

BOARD SIGNATURES

Chair _____
Chair-elect _____
First Vice-Chair _____
Second Vice-Chair _____
Secretary _____
Fiscal Chair _____
Past Chair _____
Executive Director _____

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c. 501c(3) Determination Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 17 2017

ARKANSAS COALITION FOR OBESITY
PREVENTION
265 MERRITT ROAD PO BOX 1212
GREENBRIER, AR 72058

Employer Identification Number:
27-1227056
DLN:
17053267306006
Contact Person:
ZENIA LUK ID# 31522
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 13, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

ARKANSAS COALITION FOR OBESITY

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

d. Job
Descriptions

Job Title: Executive Director (aka CEO, President)
Reports To : Board of Directors

SUMMARY

Serve as Executive Director of ArCOP and is charged with leadership and management of the corporation in achieving the strategic goals and mission of ArCOP. The Executive Director shall be the Chief Executive Officer of the Corporation, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Corporation.

Primary Responsibility: In general perform all of the duties incident to the office of Executive Director and such other duties as from time to time may be assigned by the Board of Directors.

Specific Activities: Specific tasks of the Executive Director will include, but not be limited to, the following:

- Provide leadership, information and guidance to the Board of Directors to ensure the achievement of ArCOP objectives in fund raising, program delivery and the coalition;
- Recruit, hire, manage, supervise, mentor and terminate staff, volunteers, interns and contractors as appropriate;
- Ensure the cultivation of a staff team of qualified, trained, outcome-oriented professionals and provide a work atmosphere and culture that fosters achievement of mission objectives;
- Provide leadership and guidance to staff to ensure the achievement of ArCOP objectives in fund raising, program delivery and administration;
- In partnership with the Board of Directors, develop a long-term strategic plan and an annual plan of work for the organization to establish goals and objectives based on ArCOP's current strategic plan. Facilitate the process by which the budget and plan of work are developed by the committee structure and staff. Direct the implementation and management of the budget and provide accountability for delivery of bottom line results;
- Ensure appropriate practices of donations;

- Ensure that staff, contractor, volunteer and internship training and performance evaluations are conducted on a regular basis and those employees are counseled on performance and career growth opportunities. Oversee thorough documentation of employee records;
- Ensure the development of targeted programs and services and maintain collaborative relationships with the health industry;
- Maintain communication with network organizations, offer guidance and direction in the development of network initiatives and participate in network collaborations as appropriate;
- Conduct research to determine service needs for constituents and coordinate the program development activities for the organization and
- Initiate, develop and maintain organizational relationships between ArCOP and external entities that will assist the agency in accomplishing environment, system and policy changes to reduce or prevent obesity: the legislature, mayors, the Governor, Congressional delegation, state agencies, national foundations and funders, civic and community based organizations.

ADDITIONAL RESPONSIBILITIES

- Work in partnership with the organization's Board of Directors and serve as a member without the right to vote.
- Maintain regular communication with key donors to keep them informed about the mission of ArCOP, how their contributions are spent, and involve them in local events and activities as appropriate.
- Work with the accountant to ensure that appropriate financial reports are developed, accurate books and records of all accounts of ArCOP properties and transactions are properly recorded, deposit ArCOP's funds as they are received as necessary and make payments on behalf of ArCOP's bills and other disbursements;
- Secure, manage, and report government and foundation grants.
- Develop and submit grant proposals for funds from private foundations and corporations.
- Identify potential contributors to special project funds and ongoing operations.

Job Title: Chair

SUMMARY

The Chair is considered a member of the ArCOP Board of Directors.

Primary Responsibility: The Chair of the Board of Directors shall preside at all meetings thereof, lead the Board and in the Chair's absence the Chair Elect shall preside.

Term: Each Director shall hold office for a term of office until, two years with a maximum of two consecutive terms. After two consecutive terms a Director shall not be eligible for re-election for at least one year unless a candidate cannot be found to replace the current Director. Directors may be re-elected.

Specific tasks of the Chair will include, but not be limited to, the following:

- Serves as the lead volunteer Director of the Board;
- Is a partner with the President/Executive Director in achieving the Corporation's mission;
- Provides leadership to the Board of Directors;
- Chairs meetings of the Board after developing the agenda with the Secretary;
- Works with the Chair-Elect on strategic planning;
- Appointments advisors, with the guidance of the board, to the advisory committee;
- Discusses issues confronting the Corporation with the President;
- Helps guide and mediate Board actions with respect to Corporation priorities and governance concerns;
- Reviews, with the President, any issues of concern to the Board;
- Participates on the financial committee;
- Participates in fundraising activities;
- Performs other responsibilities assigned by the Board.

Job Title: Chair Elect

SUMMARY

The Chair Elect is considered a member of the Board of Directors.

Primary Responsibility: The Chair Elect of the Board of Directors shall attend all meetings thereof, Chairs Strategic Planning Committee and in the Chair's absence the Chair Elect shall preside.

Term: Each Director shall hold office for a term of office until, two years with a maximum of two consecutive terms. After two consecutive terms a Director shall not be eligible for re-election for at least one year unless a candidate cannot be found to replace the current Director. Directors may be re-elected.

Specific tasks of the Chair Elect will include, but not be limited to, the following:

- Serves as a volunteer of the corporation;
- Is a partner with the Chair in achieving the Corporation's mission;
- Provides leadership to the Board of Directors;
- Leads meetings and all Chair duties in their absence;
- Leads and Chairs the Board in annual strategic planning;
- Assist with the appointments of Advisors, in consultation with other Board members;
- Discusses issues confronting the Corporation with the Chair;
- Helps guide and mediate Board actions with respect to Corporation priorities and governance concerns;
- Reviews, with the Chair, any issues of concern to the Board;
- Participates in fundraising activities;
- Performs other responsibilities assigned by the Board.

Job Title: Secretary

SUMMARY

The Secretary is considered a member of the ArCOP Board of Directors.

Primary Responsibility: The Secretary shall keep the minutes of the proceedings of the Board of Directors and Full Coalition meetings and send to President/Executive Director to place records on the website. In addition, the Secretary is responsible for keeping record of all Board Member terms in office.

Term: Each Director shall hold office for a term of office until, two years with a maximum of two consecutive terms. After two consecutive terms a Director shall not be eligible for re-election for at least one year unless a candidate cannot be found to replace the current Director. Directors may be re-elected.

Specific tasks of the Secretary will include, but not be limited to, the following:

- Serves as a volunteer of the corporation;
- Serves as Membership Committee chair;
- Send electronic meeting request and reminders;
- Schedule video-conference meetings;
- Manages minutes of board meetings;
- Track and report Director term expirations;
- Ensures minutes are made public in a timely manner by sending them to the President/Executive Director to place records online; and
- Performs other responsibilities assigned by the Board.

Job Title: Fiscal Chair

SUMMARY

The Fiscal Chair is considered a member of the ArCOP Board of Directors.

Primary Responsibility: The Fiscal Chair shall chair the financial committee including the President/Executive Director and the Chair. This position will also lead and oversee fundraising efforts.

Term: Each Director shall hold office for a term of office until, two years with a maximum of two consecutive terms. After two consecutive terms a Director shall not be eligible for re-election for at least one year unless a candidate cannot be found to replace the current Director. Directors may be re-elected.

Specific tasks of the Fiscal Chair will include, but not be limited to, the following:

- Serves as a volunteer Director of the Board;
- Work with the President to ensure that appropriate financial reports are made available to the Board of Directors;
- Maintain knowledge of the organization and personal commitment to ArCOP's mission and vision;
- Review any audits and answer board members' questions about the audit findings; and
- Lead fundraising efforts and chair fundraising committee for the organization.

e. Mission/Vision Statements

Mission

ArCOP's mission is to improve the health of all Arkansas communities by increasing physical activity and healthy eating to reduce and prevent obesity.

Vision

ArCOP envisions a day when all Arkansans value and practice healthy lifestyles through created and supported opportunities for physical activity and healthy eating.

Goal

ArCOP's goal is to increase the percentage of Arkansans of all ages who have access to healthy and affordable food and who engage in regular physical activity.

F. Conflict of Interest Policy and Disclosure Statement



Arkansas Coalition for Obesity Prevention

Conflict of Interest Policy

Adopted by Board of Directors, _____

Effective governance requires deliberate, thoughtful and unbiased decision-making by directors and staff members. At the same time, the ability to make wise decisions for the Arkansas Coalition for Obesity Prevention is strengthened by each individual's personal and professional interests.

Directors and staff members have the duty of complete, undivided allegiance to ArCOP's mission when acting on behalf of the ArCOP. This duty requires that directors and staff members recognize and respond appropriately to any real or perceived conflict of interest. A conflict may exist when a director or staff member participates in the deliberation and resolution of an issue on behalf of ArCOP while the individual has or previously had other professional, business or volunteer responsibilities outside ArCOP that could cause such individuals to address the issue with less than complete, undivided allegiance to ArCOP.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Granting funds to a charitable nonprofit organization on which a director or staff member or their families are serving as staff, board members or volunteers.
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant from ArCOP.
- Investing ArCOP funds.
- Hiring vendors or consultants for ArCOP.
- Employing a director or a relative of a director or staff as staff or as a consultant for a project.
- Divesture of prohibited financial interests.
- Disclosure of financial interests.
- Outside activities.
- Awards.

It is ArCOP's policy to deal with such conflicts in an open and direct manner. In accord with this policy, all directors and staff members are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or

decision-making by ArCOP. However, a director or staff member may, if requested by the Board or a committee of the Board, provide factual information that may assist the Board or committee in its

deliberations. A director or staff member may seek guidance from the Board or a committee of the Board as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all prospective directors and staff members. By accepting appointment as a director or employment as a staff member, an individual agrees to strictly adhere to this policy.



Arkansas Coalition for Obesity Prevention

Board Member/Employee Acknowledgement of Conflict of Interest Policy and Disclosure

Statement Name: _____

Position: _____

Please list all affiliations (personal, professional or a vocational) with charitable or community organizations for yourself or immediate family members. Please list positions held currently or within the last three years.

Organization Name	Position Held	Name	Family Relationship

Signature: _____ Date: _____

h. Travel Request



Arkansas Coalition for Obesity Prevention

Travel Request

Travel Request

Traveler:		
Dates of Anticipated Travel:		
Purpose of Anticipated Travel:		
Estimated Costs of Travel:	Airfare:	
	Mileage:	
	Meals:	
	Ground Transportation:	
	Conference Registration:	
	Other, please explain:	
	Total	
	Grant Funds to be utilized:	
Signature of Traveler:		
Approved By:		
Date Approved:		

Please note if any costs will be pre-paid with the ArCOP debit card.

i. Travel Reimbursement Form



Arkansas Coalition for Obesity Prevention

Travel Reimbursement Form

Traveler:		
Dates of Travel:		
Purpose of Travel:		
Actual Costs of Travel:	Airfare:	
	Mileage:	
	Meals:	
	Ground Transportation:	
	Other, please explain:	
	Total (attached all supporting documentation and receipts)	
Grant Funds to be utilized:		
Signature of Traveler:		
Reimbursement approved By:		
Date Approved:		

Please note if any costs were pre-paid with the ArCOP debit card. Receipts are required to be attached for these costs.