

Standing Rules
Texas Oral Health Coalition

Policy on Governance

Form 990

After completion by the TxOHC accountant, IRS Form 990 is reviewed and approved by the TxOHC Board of Directors. The form is sent electronically to Board members with sufficient time for study prior to voting during a regular Board meeting or a Board meeting by conference call or web video-conference.

Conflict of Interest Policy

Each Board member must read, answer all questions and sign a Conflict of Interest Policy (see attached) at the beginning of each term. Signed forms must be completed and turned in to the Secretary within 30 days of elections and are kept in the files in the TxOHC office. Any Board member that fails to complete a Conflict of Interest will automatically, and without any further action by the Board, cease to be a Board member at the end of that 30-day period. Board members are given copies of the form for their own records. Board members are expected to inform the Board if they are contemplating entering into a transaction or arrangement that might benefit their own private interest.

Whistleblower Policy

An individual who tells the public or legal authorities about dishonest or illegal activities on the part of TxOHC or any member of its Board will face no reprisals from the TxOHC if the allegations are believed by the individual to be legitimate and he/she is behaving in a morally responsible manner.

Document Retention and Destruction Policy

Written documents relating to the business and finances of TxOHC will be maintained in the files of the office of the Coordinator. Electronic documents will be retained as if they were paper documents for the same appropriate amount of time. Corporate records and IRS records will be kept permanently and all other documents for 7 years, after which they will be destroyed by shredding.

Policy on Publicizing Documents

It shall be the policy of TxOHC to post its Bylaws on the TxOHC website. IRS form 990 is also posted on the TxOHC website. Conflict of interest forms and financial statements will be available to the public by written request to the Board, as indicated on the TxOHC website. All minutes of the current year are posted on the TxOHC website.

Compensation for Executive Director

All salaries for employees or contract labor are reviewed and approved by the Board annually, in the context of performance evaluations and the budget for the upcoming year. Board Governance is responsible for looking up salaries of comparable organizations and making their recommendations to the Board. Various websites like Guidestar and Payscale are also used to help provide a framework reference for the Board.

Membership Dues

TxOHC is a dues paying membership organization. Dues are paid annually and must be current for members to be considered in good standing.

Membership categories are:

- **Individual** membership application is open to any individual that agrees to the TxOHC Statement of Principles
- **Students** are required to be enrolled in Accredited Programs, Colleges or Universities
- **Group** membership includes up to ten (10) people per academic institution, business, professional organization, association or coalition.
- **Partner** members receive complimentary membership and consist of nonprofits or organizations partnering with TxOHC on programs, projects, activities or initiatives.