

Policies and Procedures

Approved by the Board of Directors of the Sustainable Farming Association of Minnesota

CONTENTS

<u>SECTION</u>	<u>SUBJECT</u>
1	Priorities for the President
2	Liability/Event Insurance
3	Standing Committees
4	Staff, Officers and Directors Duties
5	Director Recruitment, Orientation, and Training
6	Executive Committee Authority to Approve Grant Applications
7	Chapters with Bank Accounts, Financial Reporting
8	Chapter Dues to SFA
9	Registration Process and Form Standardization
10	Mileage Reimbursement Policy
11	At-Large Board Positions Advertised to Membership
12	Schedule for Treasurer Reports
13	Schedule for Book Keeper Timelines
14	Farm Membership Rate
15	Membership Renewal Dates, Membership Drives
16	Electronic and Social Media Committee
17	Member Services Committee
18	Guidelines for Chapter Delegates to SFA Board
19	Executive Director Evaluation
20	Political Activities
21	Exhibitors
22	Definition of an Official SFA Event for Event Liability Eligibility
23	Social Media Policy
24	Membership Money Collected by Chapters
25	Mileage Reimbursement for Board Directors
26	Funds Allocated to Chapters that are Not in Good Standing
27	Policy on Business & Organizational Membership
28	Networking Groups
29	Procedure for Creating a New Chapter
30	Chapter Resolutions Policy
31	Nominating, Recruitment and Succession Committee Dissolved
32	Conflict of Interest Policy
33	Information Security Policy
34	(Removed)
35	Discontinue Contact Policy
36	Record Retention Policy
37	Whistleblower Policy
38	Travel and Entertainment Expense Reimbursement Policy
39	Privacy Policy
40	Distribution of Mailing Lists to Chapters
41	Pre-approval for Expenditures over \$250
42	Approved Check Requesters
43	Membership Rate Increase
44	Chapter Dues to the Association
45	Donor Privacy Policy
46	Health and Resiliency Committee
47	Safety Policy
48	SFA Procurement Policy
49	Chapter Memberships for Organizations and Student Groups
50	PTO Policy
51	Sustainable Farming Association Harassment Policy for Employees, Contractors and Board Directors

SECTION 1

Priorities for the President

Approved by the Board, March 7, 2008

Policy: The priorities of the SFA President shall be:

1. Strategic Planning: Develop a plan for updating the strategic plan as needed, working with the Executive Director and other key resources. Resources: Existing strategic plan, executive director, Events & Youth Outreach Coordinator, Steering Committee, outside professional facilitator.

2. Committees:

- a. Assure the effective operation of committees
- b. Appoint chairs and members of all committees as soon as possible
- c. Give mandates and expectations to each committee
- d. Monitor the progress of all committees
- e. Require reporting at each board meeting from every committee
- f. Act as liaison between committees.

Resources: Existing policy on the new committee structure passed in 2007, by-laws concerning committees, Steering Committee, present committee chairs

3. Policies and Procedures: Facilitate the completion and upkeep of a Policy and Procedure Manual. This was assigned to the Executive Committee on the recommendation of the Steering Committee and by a motion passed at a board meeting in 2007. Steering submitted an entire set of recommendations on this matter. Resources: Minutes from previous meetings, board secretary, Executive Committee, Steering Committee

4. Evaluations:

- a. Facilitate evaluation of the board of directors, which can be self-evaluation and/or outside evaluation.
- b. Facilitate evaluation of the Executive Director
- c. Oversee follow through of the evaluations.

Resources: Executive Director, Steering Committee, Nomination, Recruitment and Succession Committee

5. Organizational Sustainability: Work toward assuring that SFA is financially and structurally sustainable. Resources: Finance and Fundraising Committee, Steering Committee, Executive Director, advisors and consultants.

SECTION 2

Liability/Event Insurance

Approved by the Board, July 13, 2007

Policy: The Sustainable Farming Association of Minnesota will carry liability insurance to cover the organization and events sponsored by the organization.

SECTION 3

Standing Committees

Policy: The Sustainable Farming Association of Minnesota will have standing committees including: Executive, Steering, and Fundraising. The President serves ex officio on every committee.

Adopted by the Board of Directors, October, 2015, replacing the previous policy from approved by the Board, April 20, 2007

SECTION 4

Staff, Officers and Directors Duties

Approved by the Board, April 20, 2007

Policy: The Sustainable Farming Association of Minnesota directors, officers and staff will have the duties and responsibilities described below and complementary to pertinent articles of the by-laws include:

PRESIDENT

1. Convene regularly scheduled Board meetings, and presiding or arranging for other members of the executive committee to preside at each meeting, in the following order: Vice President, Secretary and Treasurer;
2. Oversee Executive Committee meetings;
3. Serve as an ex-officio member of all committees;
4. Work in partnership with the Executive Director to make sure board resolutions are carried out;
5. Call special meetings if necessary;
6. Appoint all committee chairs and recommending who will serve on which committees;
7. Prepare the agenda for each board meeting with the assistance of the Executive Director. Agenda should be complete at least 10 days in advance of the meeting, at which time the President will send it to the Secretary for distribution.;
8. Assure that new board members receive orientation by the Training and Orientation Committee;
9. Oversee searches for a new Executive Director;
10. Coordinate the Executive Director's annual performance evaluation;
11. Work with the appropriate committee to recruit new board members;
12. Act, along with the Executive Director, as a spokesperson for the organization;
13. Periodically consult with board members on their roles and helping them assess their performance;
14. Serve as the liaison between the board and the Executive Director.

VICE PRESIDENT

1. Chair committees on special subjects as designated by the board, and carrying out special assignments as requested by the board President;
2. Attend all board meetings;
3. Serve on the Executive Committee;
4. Understand the responsibilities of the board President and being able to perform these duties in the President's absence;
5. Participate as a vital part of the board leadership.

SECRETARY

1. Keep records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements 30 days in advance of the meeting, sending copies of minutes and the agenda to each Board member 7 days in advance of the meeting, and assuring that corporate bylaws and records are accurately updated and maintained;
2. Attend all board meetings;
3. Serve on the executive committee;
4. Maintain all board records and ensuring their accuracy and safety;

SECTION 4 (cont.)

5. Assume responsibilities of the President in the absence of the board President, President-elect, and Vice President;
6. Provide notice of meetings of the board and/or of a committee when such notice is required.
7. Implement systematic reviews of policy that have been in effect for at least three years, bring these policies forward to the board for review;
8. Secretary shall prepare and submit annually a report on the status of the Chapter Charters.
9. From time to time, as needed and at the Executive Director's discretion, staff resources may be used to accomplish the responsibilities of the board secretary.

TREASURER

1. Make a report at each Board meeting;
2. Facilitate the formation and continuation of a Fundraising and Finance Committee and serving on that committee;
3. Assist the Executive Director in preparing an annual budget and presenting the budget to the board for approval;
4. Make financial information available to Board members and the public;
5. Maintain knowledge of the organization and personal commitment to its goals and objectives;
6. Understand financial accounting for nonprofit organizations;
7. Serve as financial officer of the organization;
8. Manage, with the Fundraising and Finance Committee, the board's review of and action related to the board's financial responsibilities;
9. Work with the Executive Director to ensure that appropriate financial reports are made available to the board on a timely basis.
10. Assist the Secretary with the preparation and submission of the annual registration required by the Minnesota Secretary of State.

DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. Act as trustees on behalf of the members, the chapters, the organization's funders, and, as a government chartered non-profit organization, on behalf of the government and taxpayers;
2. Those Directors who represent specific chapters and chapter organizing committees serve as a liaison between their chapter and the state organization;
3. Responsible for establishment and fulfillment of the Mission, including formation, oversight and implementation of a Strategic Plan to accomplish the Mission;
4. Responsible for the legal accountability of the organization;
5. Ensure financial solvency of the organization;
6. Hire a competent and effective Executive Director, and provide adequate supervision and support to that person;
7. Evaluate the performance of the Executive Director, (ref. Policy on Page 19) and determine compensation, and approve the hiring of additional staff;
8. Participate in self-evaluation and regular review of their own performance and composition to ensure constituent representation, board expertise and commitment;
9. Institute a fair system of policies and procedures for human resource management;

SECTION 4 (cont.)

10. Engender a culture of loyalty to the organization, its staff and other board members by keeping the inevitable disagreements impersonal, by practicing discretion, by accepting decisions made on a majority basis, and by promoting board unity, confidence and goodwill;
11. Attend and participate in the meetings and in ongoing duties between meetings, and support an effective committee structure that is appropriate to the mission and size of the organization and the board;
12. Effectively serve on committees as assigned, and assist with projects;
13. Carry out the responsibilities for management of the business and affairs of the corporation in accordance with Minnesota state law (Statute 317A), including the requirements for the specific functions of board president and treasurer;
14. Actively participate in the recruitment of new directors;
15. Observe appropriate communication channels, in which the board President acts as the liaison to the Executive Director and between the committees.
16. Directors who are Chapter Delegates are responsible for keeping their respective Chapter Charter current.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

1. Oversee, with the Directors, the implementation of the Strategic Plan;
2. With the President, enable the Board to fulfill its governance function;
3. Give direction and leadership toward the achievement of the mission, strategy, goals and objectives;
4. Work with the Board to complete details of board meetings and periodic Executive Committee meetings, including the preparation of the agenda in collaboration with the President;
5. Report to the Board of Directors at each Board meeting;
6. Support the operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting the Board's evaluation of the Executive Director and other staff;
7. Oversee design, marketing, promotion, delivery and quality of programs, products and services;
8. With the Treasurer, recommend a yearly budget for Board approval and oversee the prudent management of the organization's resources within those budget guidelines, according to current laws and regulations;
9. Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations;
10. Assure that the organization and its mission, programs, products and services are consistently presented in a strong, positive image to the chapters, members and public;
11. With the Fundraising and Finance Committee and Treasurer, oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation;
12. Work with the Treasurer to complete requirements for annual filing of taxes and audit of financial statements;
13. Oversee grant administration, including oversight of work plans, invoicing and budgets;
14. Conduct outreach and communication with chapters, including attending chapter events and meetings;

SECTION 4 (cont.)

15. Work with the Events Committee to complete details of the annual meeting and conference, as well as other statewide events;
16. Work with Cornerpost editor and publisher to publish a quarterly newsletter,
17. Oversee the work of subcontractors and approving their work for payments;
18. Meet with statewide partners at strategic planning meetings and policy discussions;
20. Work with project directors to plan, coordinate and facilitate project objectives and deliverables;
21. Other duties as may be assigned from time to time by the board.

Amended February, 2014

SECTION 5

Director Recruitment, Orientation, and Training

Approved by the Board, April 25, 2014

Policy: The Sustainable Farming Association of Minnesota will implement ongoing director recruitment, orientation, and training including:

1. Required active participation by existing officers, directors and staff in recruiting;
2. Required proper orientation and training of new directors, conducted by the Executive Director, before first board meeting attendance if possible;
3. Development and maintenance of an Orientation and Training Presentation;
4. New directors are eligible to vote only after completion of the Orientation and Training Presentation.

Previous Version:

Approved by the Board, April 20, 2007

Policy: The Sustainable Farming Association of Minnesota will implement ongoing director recruitment, orientation, and training including:

1. Required active participation by existing officers, directors and staff in recruiting;
2. Required proper orientation and training of new directors before first board meeting attendance;
3. Development and maintenance of an "Orientation and Training Packet;"
4. New directors eligible to vote only after completion of training and return of signed "Agreement Letter" which affirms their understanding of and agreement to uphold the by-laws and their duties as director under the by-laws and the position description.
5. Required completion of training and signing of "Agreement Letter" by existing directors.

SECTION 6

Executive Committee Authority to Approve Grant Applications
Approved by the Board, April 23, 2004

Policy: The Executive Committee has the authority to approve grant applications when the deadlines make it impossible to deal with them at regularly scheduled board meetings.

SECTION 7

Chapters with Bank Accounts, Financial Reporting

Approved by the Board, February 21, 2003

Policy: Chapters that have active bank accounts and are using the state tax ID number must submit quarterly financial reports by the 10th of the month following the last day of the quarter. If these chapters are accepting grant funds, the following information should be provided to the state – that an application has been made, a copy of the contract if grant awarded, and the grant should include funds for bookkeeping in the grant application.

NOTE: Bylaw 10.2 has superseded this policy. Regional Committee Chapters are not permitted to have their own checkbooks; and Incorporated Chapters would have their own tax ID numbers.

SECTION 8

Chapter Dues to SFA

Approved by the Board, February 22, 2002

Policy: Chapters will provide \$5 per member per year to the state SFA for Cornerpost expenses.

4/13/12: This policy is superseded by SECTION 44.

SECTION 9

Standardization of Registration Process and Form
Approved by the Board, November 13, 2009

(awaiting clarification)

SECTION 10

Policy on Mileage Reimbursement

Motion to adopt the federal charitable mileage reimbursement rate.

Passed February 20th, 2009

Revise February 13th, 2015 to include “charitable”

(Cross reference SECTION 25.)

SECTION 11

At-large positions on the board be advertised to the membership.
Passed February 19th, 2010

SECTION 12

Schedule for Treasurer Reports

The following reports will be provided to the SFA State board before each scheduled board meeting:

- Current Balance Sheet, with Fiscal Year-To-Date Comparison;
- Current Profit and Loss Statement, with Fiscal Year-To-Date Comparison;
- Reports on recent SFA Events;
- Reports on Grants Receivable when warranted by recent changes;
- other relevant reports as requested by the Finance Committee, Executive Director, or Board President.

The following reports will be sent preferably by email to each chapter on a quarterly schedule:

- Checking Account Ledger for Regional Committee Chapters;
- Updated list of chapter members from Databank records;
- other reports requested by an individual Chapter.

Passed February 19, 2010

SECTION 13

Schedule for Book Keeper Timeline

- Check writing, when appropriate detail and approval is supplied: 10 days excluding holidays and mail time;
- Checks and cash deposited in the appropriate bank account: 14 days excluding holidays and mail time;
- “Special request” reports and miscellaneous requests: 10 days excluding holidays and mail time.

Passed February 19, 2010

SECTION 14

Family Membership Rate

Family membership rate of \$40 for one address, in which all people who at that address are members.

Only one Cornerpost will be sent to the registered farm address.

Approved October 26, 2013

Replaces previous policy:

Farm Membership Rate

Farm membership rate of \$40/one address where all people who live on the farm are members.

Only one Cornerpost will be sent to the registered farm address.

Approved February 19, 2010

Superseded by Section 43

SECTION 15

Membership Renewal Dates

Membership Drives

- As of April 1, 2010, all memberships will have a renewal date of March 1. Any member who renewed or joined between November 1, 2009 and April 1, 2010 will be asked to renew by March 1, 2011.
- In the future, membership drives will kick off in November of each year, and those who renew or join between November 1 and March 1 will have membership until the following March 1.
- Members who renew or join between March 1 and November 1 each year will be asked to renew on March 1 of the following year.

Approved February 19, 2010

SECTION 16

New Committee on Electronic and Social Media

SFA state board will establish a new committee per Article V, Section 5.3 of the By-laws to aggressively develop SFA's online electronic and social media presence. The title of committee will be determined by discussion.

SECTION 17

New Committee: Member Services

Created at the Board Meeting on April 16th, 2010

SECTION 18

Guidelines for Chapter Delegates to SFA Board

Introduction

In the past, SFA chapter leadership have asked for help in determining what makes for a good Chapter Delegate to the SFA board. This document is intended to provide that clarity. Comments and questions should be directed to the Executive Director, the Board Chair or the Chair of the Steering Committee (responsible for by-laws).

Requirements as written in the SFA By-laws

Chapter Delegates to the SFA Board agree to:

1. Faithfully attend regular association board meetings (four meetings annually, Bylaws Section 3.6)
Supersedes this paragraph added in October, 2015
Please note that as of February, 2010, the SFA Board has gone to three meetings per year in recognition of the difficulty many of us have in meeting over the summer. Regular meetings are in February at the annual conference, mid-April and late October.
2. Serve faithfully and regularly on a committees as assigned by the board president
3. Make regular and accurate reports on state activities to their Chapter, and
4. Present and file reports of their Chapter activities at each and all SFA Board Meetings.

In addition, the Chapter Delegate will also:

1. Have an interest in and enthusiasm for the overall work of the SFA organization.
2. Play a leadership role in representing the chapter.
3. Chapter Delegate shall be a voting member of the respective chapter board; and the Delegate should be prepared to fulfill this duty.

Modified by the Board of Directors, February 2016, October 2015, originally adopted April 16, 2010

SECTION 19

Executive Director Evaluation

The Executive Committee, under the direction of the board President, and with input from the full board, shall annually review the Executive Director's performance. (ref. SECTION 4B, Item 7)

Adopted October 22, 2010

SECTION 20

Political Activities

- 1) Pursuant to 501(c)(3), individual Chapters and the SFA may engage in educational and advocacy activities regarding legislation and public policy, as long as such activity does not become a substantial part of the Chapter's or the SFA's overall activities or expenditures.
- 2) Pursuant to 501(c)(3), Chapters and the SFA will not participate in, or intervene in, any political campaign on behalf of, or in opposition to, any candidate for public office.
- 3) Chapters that choose to participate in political activities must not claim that they represent the SFA as a whole, or that they have the support of the SFA, unless the Chapter has first received approval from the SFA Board of Directors to make such claims.
- 4) Positions taken by chapters must be in alignment with the mission of the organization

Adopted October 22, 2010

SECTION 21

Exhibitors

- 1) All materials, content and products that are displayed, conveyed or sold by vendors and exhibitors at SFA events must be in alignment with the stated mission of the SFA.
- 2) Should a question arise as to the appropriateness of a vendor's or exhibitor's materials, content or products, the issue will be decided as follows: for events sponsored by Chapters, the Chapter President will decide if the vendor or exhibitor will be allowed; for events sponsored by the SFA and not a particular Chapter, the Executive Committee will decide if the vendor or exhibitor will be allowed.
- 3) SFA and its Chapters retain the right to refuse the application of any vendor or exhibitor that is determined, in the manner stated in this Policy, to be not in alignment with the stated mission of the SFA.

Adopted October 22, 2010

SECTION 22

Definition of an Official SFA Event for Event Liability Eligibility

Only officially sanctioned events will be covered by SFA's Event Liability Insurance. To be considered officially sanctioned, an event must meet the following criteria. This includes events produced in collaboration with organizations and individuals.

- 1) The event must be approved by either the appropriate chapter board or the SFA board and recorded in the appropriate minutes;
- 2) The event must be in alignment with SFA's mission;
- 3) Particularly in regard to collaborative events, there must be some advantage, bonus or discount to SFA members or the association as a whole;
- 4) All publicity for the event should include the SFA logo and website at a minimum.

SECTION 23

Social Media Policy

The intent of the SFA's use of social media is to promote the mission of SFA. The following is the Sustainable Farming Association of Minnesota's (SFA) social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees, contractors and members should use their best judgment and take the most prudent action possible. Consult with the Executive Director of the SFA, the Executive Committee of the SFA state board or your chapter boards if you are uncertain.

- The state organization of SFA has official social media accounts through a Facebook fan page. In the future this could include YouTube channel, a Twitter account or other forms of social media. One or more SFA employees, contractors or members will staff these accounts. These accounts will be the official voice of SFA on that social media outlet and the staff will use their professional judgment about what is appropriate content to post.
- Content of official SFA social media accounts should be a mix of event and programming promotion, useful information, current events, etc. These accounts should not be solely used to shamelessly promote events, nor should they be used as a "soapbox."
- SFA's Policy on Political Activities applies in these situations (Policy Manual, Page 20).
- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of SFA. Bloggers should be clear and write in first person. Making it obvious that the writer is not speaking on behalf of the SFA.
- Information published on blog should comply with the SFA's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- Persons writing in blogs and elsewhere should be respectful to SFA, other employees and contractors, members, funders, partners, and competitors.
- Social media activities should not interfere with work commitments, though social media can and should be used to promote SFA's events and programming. Social media should be balanced with other media and publicity strategies.
- Persons using social media in reference to SFA will not reference or site SFA's clients, partners, or members without their express consent, and will not publish any information regarding a client during the engagement.
- Copyright laws will be respected, and sources will be cited appropriately.
- SFA's logo and event logos may be used to promote SFA events on employees', contractors', members' and partners' websites and social media outlets. Employees, contractors, members and partners should seek written consent for other applications of SFA's logos and trademarks.
- SFA members may use the "member version" of the SFA logo on their websites, social media outlet or publications. The SFA member logo does not mean that SFA endorses these farms, businesses or organizations; this only means that the farm, business or organization is a member in good standing with SFA.
- SFA Chapters should follow similar guidelines as outlined above for their chapter logos. If they have questions they should consult the Executive Director of the SFA or their chapter boards.

SECTION 24

Membership Money Collected by Chapters

Regarding money received for memberships that designate a particular chapter, the entire amount shall be credited to the particular chapter's account, less any transaction costs for online registrations.

Approved by the board on 4/13/12

SECTION 25

SFA of MN authorizes the payment for mileage reimbursement of board members to attend board meetings.

Passed 4/13/12

(Cross reference SECTION 10.)

SECTION 26

Policy on Funds Allocated to Chapters that are Not in Good Standing

Regarding chapters that are not in good standing, as defined in the Bylaws, Section 10:

- 1) A chapter that is deemed to be no longer in good standing may be closed by a simple majority vote of the SFA board of directors to revoke the chapter's charter if it is still in effect, or to close the chapter if the charter is expired. This vote must take place and be recorded in the minutes before the chapter's funds may be used as stated in part 3.
- 2) Within the one-year period from the closing of the chapter, existing funds allocated to that chapter may be used by association staff and directors for the purpose of re-establishing the chapter.
- 3) If attempts to reopen the chapter are unsuccessful, the association may transfer any remaining chapter funds to the association's general fund when one year has elapsed since the chapter was officially closed.

Approved by the Board of Directors, April 2025

SECTION 27

Policy on Business & Organizational Membership

SFA will have the following membership categories:

Business and Organization Patron

Business & Organization Member

SFA reserves the right to refuse membership to businesses and organizations who are not in alignment with SFA's stated mission.

If a Business & Organization Patron/Member designates a chapter, 20% of the membership fee will be credited to the chapter.

No Business & Organization Patron/Member will be given access to our mailing or membership lists.

Business & Organization Patron/Membership expiration dates will be based on the calendar year from the date that their membership application is approved.

SECTION 28

NETWORKING GROUPS

1. Definition: An SFA Networking Group comprises SFA members and supporters who come together around a specific issue or purpose, and to advance SFA's mission of transforming agriculture, one farm at a time. A Networking Group may be an already-existing group, organization or entity, or a newly forming or emerging group of people who share a common issue or concern that can be addressed through periodic gatherings and communications.

A Networking Group is less formal than an SFA Chapter. Chapters are geographically delineated, membership-based, and led by democratically elected boards, with one board member serving as a voting delegate to the SFA Board of Directors. A Networking Group, which may or may not be geographically based, is composed of people who chose to participate in the group in order to focus on learning and sharing around a particular topic. The leadership structure is less formal, and the group does not have a representative on the SFA Board of Directors.

2. The following requirements must be met to be eligible for consideration as a Networking Group:

- a. A minimum of 10 people must affirm their intention to be involved with a new Networking Group as a prerequisite to the group formed.
- b. At least one person, preferably more, should lead or convene the group. SFA prefers that one person on the leadership team be an SFA member in good standing (payment of annual dues with full contact information - name, address, city, state, zip, phone, email). That person or persons are responsible for:
 - 1) communicating with the SFA Communications Director, Farmer Education Director, and Chapter & Events Coordinator about the Networking Group's events and developments;
 - 2) submitting interested contacts and event participants to receive networking group and other SFA communications to the Communications Director on a rolling basis (minimally name, email and zip code)
 - 3) communicating with Networking Group participants regularly via SFA emails (through the Email Request Form), phone, social media, or face to face meetings or gatherings;
 - 4) submitting an annual report of activities, events, and decisions made by the group's leadership to the SFA Board of Directors
- c. Anyone listed as a Networking Group participant must have opted in to be included in the database.
- d. At least one Networking Group gathering, meeting, phone conference or video conference is required per year to retain networking group status.

e. A Memorandum of Understanding (MOU) between the Association and the networking group must be signed. This MOU will be renewed every three years from the effective date.

3. Participation in a Networking Group does not alter SFA member status. For example, a member of the SFA Central Chapter who joins the Crow Wing River Basin Forage Council remains an SFA Central Chapter member. While membership in SFA is not required to participate in a Networking Group, SFA strongly encourages group leaders to promote membership among regular participants to help sustain the organization and its mission.

4. SFA provides the following support to Networking Groups:

a. SFA's Communication's Director establishes and manages the Networking Group's database. Networking Group participant lists will be provided to the leader(s) upon request. Networking groups must use SFA's CRM (Neon) for communications, and, for privacy reasons, will not have separate mailing lists.

b. A webpage will be created for the Networking Group on SFA's website and updated as necessary.

c. Networking groups whose interests and activities overlap with other ongoing SFA projects may receive additional staff support on those activities.

d. Promotion of events, activities, workshops, and field days on SFA's website and CONNECT e-newsletter. Additional targeted email promotion is available upon the Networking Group's submission of requests to SFA's Communications Director.

e. SFA liability insurance coverage will be extended to Networking Groups for an activity, event or gathering for which the proper notice of such is given, as provided in the Chapter & Networking Group Resources Guide.

f. Any grants that a Networking Group chooses to pursue must be coordinated with SFA's Executive Director and Farmer Education Director from the start. In the event that a grant is awarded, SFA would serve as the fiscal sponsor and a designated Networking Group leader(s) would sign for responsibility of grant implementation and reporting. See "Grant Writing Guidelines" in the Chapter & Networking Group Resources Guide.

g. SFA will provide accounting services if requirements of #5, below, are met.

h. The Networking Group will inform SFA via email to the Network and Events Coordinator of any changes in their leadership.

5. To help SFA cover expenses related to our database software, event registration platform, accounting and bill payment software, liability insurance policy, etc. Networking Groups will contribute as follows:

An annual flat fee of \$350, and

Revenue-based fees: 10% of gross income from events or activities (e.g., if a group earns \$5,450 from an event, SFA retains \$545 to support administrative and operational costs).

Total fees due to the Association are deducted annually on June 30 from each networking group's account.

Administrative and operational expenses may also be included in grant budgets. When this is the case, grant income will not be subject to the 10% fee and will contribute to the annual flat fee of \$350.

Assessment of these fees will begin on the first day of the month after the first MOU is fully executed. Fees will be debited from the Networking Group's account annually on June 30.

Networking Groups are encouraged to fund their activities through diverse income sources, including but not limited to grants, donations, sponsorships and event ticket sales.

6. Networking Groups are invited to exceed the minimal requirements above by having more than one person in leadership (such as a co or vice chairperson, secretary/treasurer or networking group communications coordinator); aspiring to have as many participants as possible become SFA members; obtaining full contact information for Networking Group members; and convening regularly.

7. The procedure for becoming an SFA Networking Group is to first contact the Chapter & Events Coordinator to obtain these policies and guidance; meet the requirements in Section 2 above and submit documentation to the Chapter & Events Coordinator; and submit a request for recognition as an SFA Networking Group to the Board of Directors President for board action.

8. Once approved, refer to the Chapter & Networking Group Resources Guide for operating and procedural instructions.

9. SFA reserves the right to refuse to support a specific Networking Group activity (see 4a-g) if it does not align with our mission or values. If that determination is made, the event will not be an official SFA Networking Group activity and will not have access to our registration platform, promotional tools, accounting services, certificates of liability insurance, etc.

The MOU is on the next page, and a pdf may be downloaded [HERE](#).

Original Policy adopted October 28th, 2014

Revised April 26, 2019

Revised November 21, 2025

Sustainable Farming Association of Minnesota
Networking Group Memorandum of Understanding

This Memorandum of Understanding is between the Sustainable Farming Association of Minnesota (the Association, also known as SFA) and the _____ Networking Group of the Sustainable Farming Association (the Networking Group). Please note: All networking group MOUs become effective on the first day of the month following the date they are fully executed.

The Networking Group comprises SFA members and nonmembers who come together around a specific topic in order to advance SFA's mission and the principles of sustainable agriculture.

The Networking Group is subject to the Policies & Procedures and Bylaws of the Association and will not adopt codes and policies in opposition to those of the Association.

Networking Group leadership roles have been assigned, including a Primary Contact with the Association.

The Networking Group designates the following SFA member(s) as its leader(s):

Networking Group Leader(s)	Email	Position in NG
		Primary Contact

4. The Networking Group will fund their own programming and events through fundraising, events, grants, or other sources.
5. The Networking Group will manage all finances through the Association. The Networking Group will not have a separate checking account.
6. The Networking Group will hold at least one event or program during the calendar year.
7. The Association will assess an annual administrative fee, in alignment with current policy.
8. A record of issues discussed and decisions made at Networking Group leadership meetings will be kept as minutes or meeting notes and made available to the Association upon request.
9. The Networking Group will not enter into any contractual agreement or incur any obligations on the Association's behalf, or commit the Association in any manner without the Association's prior knowledge and consent.
10. Either party may terminate this agreement at any time. Termination of this agreement will not relieve the Networking Group of its obligations to the Association for the annual administrative fee due or owing at the time of termination.
11. This agreement is in effect for three years from the Effective Date below. Without a renewal, any remaining Networking Group funds may revert to the Association's General Fund.

Networking Group Primary Contact Signature:

Printed Name: _____ Date: _____

Board President or Association Executive Director Signature:

Printed Name: _____ Date: _____

SECTION 29

Procedure for Creating a New Chapter

This procedure may also be used for chapters in which the chapter board and become inactive, and there is a desire to reform the chapter board.

- 1) A Chapter Organizing Committee (COC) is formed. This committee may be formed by existing SFA staff or board members, or may be organized by other interested SFA members. If this committee is not already working with an SFA staff or board director, they shall notify the SFA Executive Director, who will assign a staff person or board director to the COC as a mentor. This mentor will conduct orientation for the COC.
- 2) SFA will send an email to people in the database who live in the geographical area of the proposed chapter, informing them that a Chapter Organizing Committee has been formed and encouraging them to participate.
- 3) The Mentor will provide orientation to the COC that will include elements of the Chapter Resource Guide and SFA Board Director Orientation.
- 4) After the orientation is complete, the COC will organize a Chapter Meeting, during which a Chapter Board will be elected. This may occur as an actual face-to-face meeting, or electronically.
- 5) The Chapter Board will then elect a delegate to the association board (Ref. Bylaws 3.1.1, 10.1.1, 10.1.9; Policies & Procedures Page 4 & 18)
- 6) The chapter board will submit a signed chapter charter. (Ref. Bylaws 10.1.7)
- 7) The chapter delegate will take orientation for the association board, and then will become a voting member of the association board. (Policies & Procedures Page 5)
- 8) The association will sign and file the chapter charter, and the new chapter will become official.

Adopted 10/24/14

SECTION 30

CHAPTER RESOLUTION POLICY

Objective:

Improve the overall effectiveness and cohesion of the Farmer-to-Farmer network by increasing regional member and chapter input on SFA priorities.

Proposal:

- Resolutions shall be specific in nature as to guide the Executive Director and Board in goal setting for the organization.
- Each regional chapter may vote for said delegate to bring forth no more than two resolutions per year to the Board.
- Chapters must consider all resolutions submitted to them by any SFA member or At-Large Board Member.
- Resolutions must be submitted to the Board no later than September 30th to be considered for implementation the following year.
- The Board shall approve no more than three resolutions per year.
- Resolutions shall include a estimated budget to carry resolution to fruition.

Sample Resolution

Submitted by the Esden Chapter of SFA

Whereas, Grass feed Lama products hold great potential for sustainable farmers,

And whereas, there is little information on Lama production in MN.

Therefore Be It Resolved that the SFA will promote education programs on Lama production,

And Be It Further Resolved, SFA will seek grant funding to study the feasibility of Lama production in MN.

Budget:

Develop basic educational materials on Lama production \$500

Hold Lama workshop to gauge interest \$1500

Grant writing for feasibility study (10 hours) \$750

Total \$2750

Adopted 10/24/14

SECTION 31

The Nominating, Recruitment and Succession Committee is dissolved. All duties and responsibilities previously assigned to this committee are transferred to the Executive Committee.

Passed by the Board on April 23, 2015

Supersedes the section on SECTION 3 regarding this committee.

SECTION 32

Conflict of Interest Policy

Approved by Executive Committee, September 4, 2015

Section 1: Purpose

The intention of this policy is to avoid conflicts and potential conflicts of interest between Sustainable Farming Association and those connected to this organization, with the understanding that the interest of Sustainable Farming Association supersedes all other interests.

No member of the SFA Board of Directors, or any of its Committees, Chapters or Networking Groups shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Sustainable Farming Association. Each individual shall disclose to SFA any personal interest which he or she may have in any matter pending before SFA and shall refrain from participation in any decision on such matter.

1.1) This policy intends to cover the board of directors, staff, contractors and volunteers of the organization, in recognition of:

- the statutory requirement by the State of Minnesota to cover board directors (State Nonprofit Corporation Act, Chapter 317A)
- the Internal Revenue Service suggestion to cover the board, officers and key employees (Form 990, Part VI, Section B)

1.2) The types of conflict addressed in this policy include material financial interest, personal benefit, private interest, and personal financial, professional or political gain.

1.3) This policy is supplementary to the current statute which controls.

Section 2: Definitions

A conflict of interest exists when someone with a fiduciary responsibility is in a situation where their own self-interest and the interests of the organization might be in conflict, where that person's obligation to further the organization's charitable purposes is at odds with their own financial interests.

2.1) "Interested Person": Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2) "Financial Interest": A person has a financial interest if the person has, directly or indirectly, thorough 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.

2.3) "Material Facts": Material facts are facts that would be to a reasonable person germane to the decision to be made as distinguished from an insignificant, trivial or unimportant detail. In other words, it is a fact which if expressed, could reasonably result in a different decision on the matter at hand.

SECTION 32 (cont.)

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3.2, a person who has a financial interest may have a conflict of interest only if the board of directors or appropriate committee decides that a conflict of interest exists.

Section 3: Procedures

3.1) Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Each director and key staff member will disclose annually, at the 1st board meeting of the calendar year, in writing, any potentially conflicting relationships or transactions.

Furthermore, every meeting of the board of directors shall include in the agenda a call for disclosure of any actual or possible conflicts of interest that have not been disclosed in advance of the meeting. This will occur at or near the beginning of the meeting.

3.2) Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3) Procedures for Addressing the Conflict of Interest

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine whether SFA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4) Violations of the Conflicts of Interest Policy

(a) If the board has reasonable cause to believe a director, staff member or volunteer has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4: Records of Proceedings

4.1) Minutes

The minutes of the board and all committees with board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a conflict of interest in fact existed.

SECTION 32 (cont.)

- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5: Review of Policy

To ensure that SFA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include determining whether partnerships, joint ventures, and arrangements with other corporations or individuals:

- conform to SFA's written policies;
- are properly recorded;
- reflect reasonable investment or payments for goods and services;
- further charitable purposes and mission of SFA;
- do not result in impermissible private benefit.

The State of Minnesota considers potential for conflict in a transaction or contract between:

- an organization and its directors;
- a common director with a related organization;
- a common director with another organization; and
- any family members therein involved.

Chapter 317A requires that any potential conflict transaction or contract be "fair and reasonable" to the organization when approved, that the "material facts" of the matter be fully disclosed and known to all parties to a transaction or contract and to the board or appropriate committee for good faith approval. It also requires that the vote of the potentially interested director not count in a Board's authorization or ratification process. M.S.A. § 317A.255 (2009).

Under Minnesota state law, a contract between a nonprofit corporation and a board member or members may be voidable unless the interested board member or members can establish that:

- The contract is fair and reasonable;
- Full disclosure by the interested board member or members was made to the full board or voting members.

The IRS Form 990 asks in Part VI, Section B,

Question 12a: Does the organization have a written conflict of interest policy?

Question 12b: Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?

Question 12c: Does the organization regularly and consistently monitor and enforce compliance with the policy?

Adopted by Executive Committee, August 31, 2015

Amended Section 3.1, by the Board of Directors, April 27, 2018

SECTION 33

Information Security Policy

SFA does not share or release the personal information of donors to any outside organization or individual. For credit card transactions, the online database entry method is the primary means for making transactions (SFA staff do not have access to the entire credit card number when this method is used). In instances when we must take credit card information via phone or mail, the paper record of the card number is destroyed as soon as it is entered in the database.

Adopted by Executive Committee, September 4, 2015

SECTION 34

(Removed by board action 11-21-25)

Section 35

POLICY ON DISCONTINUING CONTACT UPON REQUEST

POLICY

It is the policy of Sustainable Farming Association to discontinue contacting any person upon that person's oral or written request directed to the organization, its professional fundraiser, or other agent.

PROCEDURE

Upon a person's or a person's authorized representative's request that SFA discontinue further contacts, the person's name and address will be removed from the SFA database.

Approved by the Board of Directors, July 8, 2016

RECORD RETENTION POLICY

Sustainable Farming Association (“Organization”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

<u>File Category</u>	<u>Item</u>	<u>Retention Period</u>
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
Insurance Records	Correspondence — general	3 years
	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after

		end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements (filed with Minnesota Attorney General)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or 3 years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.

Electronic documents will be retained as if they were paper documents.

Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning.

The Organization’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

3. Document Destruction.

The President is responsible for the ongoing process of identifying the records which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

4. Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Approved by the Board of Directors, July 8, 2016

WHISTLEBLOWER POLICY

1. Purpose.

Sustainable Farming Association requires board members, committee members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members and employees to comply with all applicable laws and regulatory requirements.

2. Reporting Responsibility.

Sustainable Farming Association seeks to have an “Open Door Policy” and encourages board members and employees to share their questions, concerns, suggestions or complaints regarding the organization and its operations with someone who can address them properly. In most cases, a board member or committee member should present his or her concerns to the Chair of the Board. The Executive Director is generally in the best position to address an employee’s area of concern. However, if a board member is not comfortable speaking with the Board Chair or is not comfortable with the Board Chair’s response, or if an employee is not comfortable speaking with the Executive Director or if the employee is not satisfied with the Executive Director’s response, the board member, committee member or employee is encouraged to speak with anyone on the Board whom the employee is comfortable in approaching, or to directly contact the organization’s outside legal counsel, whose contact information can be obtained from the Executive Director.

3. No Retaliation.

No board member, committee member, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within SFA prior to seeking resolution outside SFA.

4. Compliance Officer.

SFA’s Executive Director, working with the Chair of the Board, will act as the organization’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of the Principles and/or Code. The Board Chair or his or her designee will take on the Compliance Officer role if the complaint involves the Executive Director. If the complaint involves both the Executive Director and Board Chair, outside legal counsel will carry out the functions of the Compliance Officer.

5. Accounting and Auditing Matters.

The Treasurer of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Treasurer of any such complaint and work with the Committee until the matter is resolved.

6. Requirement of Good Faith.

Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

7. Confidentiality.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. Handling of Reported Violations.

The Compliance Officer, or the person responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter or e-mail to the complainant within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Approved by the Board of Directors, July 8, 2016

Travel and Entertainment Expense Reimbursement Policy

1. Purpose

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

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

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel, if travel expense reimbursement is requested, must include:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each SFA-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct SFA'S business).
- An itemized list of all expenses for which reimbursement is requested.

3. Receipts

Receipts are required for all expenditures billed directly to SFA such as airfare and hotel charges. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

4. General Travel Requirements

- A. **Advance Approval.** All trips involving air travel or at least one overnight stay must be approved in advance by the individual's supervisor; however, any out-of-state travel must be approved by SFA's Chairperson of the Board or his/her designee.
- B. **Necessity of Travel.** In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which SFA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to SFA outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.
- C. **Personal and Spousal Travel Expenses.** Individuals traveling on behalf of SFA may incorporate personal travel or business with their SFA-related trips; however, Personnel shall not arrange SFA travel at a time that is less advantageous to SFA or involving greater expense to SFA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual

and will not be reimbursed by SFA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by SFA.

5. Air Travel

- A. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. SFA will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.
- B. Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of SFA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

6. Lodging

Personnel traveling on behalf of SFA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

7. Out-Of-Town Meals

Personnel traveling on behalf of SFA are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$60 per day and the terms and conditions established by SFA relating to the per diem meal allowance. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

8. Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- á Courtesy Cars: Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Employees should take advantage of this free service whenever possible.
- á Airport Shuttle or Bus: Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- á Taxis: When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- á Rental Cars: Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation.

9. Personal Cars

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

10. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on SFA business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

11. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the designated officer or director and would otherwise qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

- date and place of entertainment.
- nature of expense.
- names, titles and corporate affiliation of those entertained.
- a complete description of the business purpose for the activity including the specific business matter discussed.
- vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

12. Non-Reimbursable Expenditures

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

- First class tickets or upgrades.
- When lodging accommodations have been arranged by SFA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by SFA.
- Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies, liquor or bar costs during travel.
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- Participation in or attendance at golf, tennis or sporting events, without the advance approval of the chairperson of the board or his designee.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment which are not approved by a [designated officer or director] of the SFA.
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- Overnight retreats without the prior approval of the chairperson of the board or his/her designee.

13. REVIEW OF POLICY

This policy will be reviewed at least every two years and recommendations for amendments will be approved by the board.

Approved by the Board of Directors, July 8, 2016

SECTION 39

(This policy is worded to be posted on the website and to be easily accessible to anyone visiting the site.)

PRIVACY POLICY

Welcome to sfa-mn.org, which is owned and operated by the Sustainable Farming Association of Minnesota. This Policy is designed to help you understand generally how this Site collects information, including personal information, and how it uses and discloses that information.

CONTENTS

- 1 Effective date
- 2 Your consent to this Policy
- 3 This policy is part of our Terms of Use
- 4 Types of information we collect
- 5 Our use of Google Analytics
- 6 How we use information collected through this site
- 7 Your choices
- 8 How to access, update or correct your personal information
- 9 Steps we take to safeguard your personal information
- 10 How we share your personal information with others
- 11 Children under the age of thirteen
- 12 Links to other sites
- 13 Privacy notices
- 14 Other agreements
- 15 This policy may change
- 16 Definitions
- 17 Contact us

1. EFFECTIVE DATE

This policy is effective as of October 21, 2016.

2. YOUR CONSENT TO THIS POLICY

By using this Site, you consent to the collection, use and disclosure of information, including your personal information, as set forth in this Policy. Please do not provide content or personal information on or otherwise use this Site if you do not agree to these terms.

3. THIS POLICY IS PART OF OUR TERMS OF USE

This Policy is part of the Terms of Use that govern your use of this Site. Parts of the Terms of Use affect this Policy, so, unless you have already done so, please review them prior to using the Site.

4. TYPES OF INFORMATION WE COLLECT

Information You Manually Provide.

SFA collects the personal information you knowingly and manually provide when you use this Site. The type of personal information we collect varies depending upon how you use this Site. For example, if you contact us with questions or subscribe to our electronic newsletter, we may ask you to provide your name, email address and other personal information.

Information Sent to Us by Your Web Browser.

We collect information that is sent to us automatically by your web browser. This information typically includes your IP address, the identity of your Internet service provider, the name and version of your operating system, the name and version of your browser, the date and time of your visit, and the pages on this Site that you visit. Please check your browser if you want to learn what information your browser sends or how to change your settings. If you access this Site from a mobile device, we will collect similar information from and about your mobile device.

IP Addresses.

Your IP address is the identifier assigned to your particular computer when you access the Internet. IP addresses do not include your name, email address or other personal information, but in some cases, they can be used to identify you. If we suspect inappropriate or criminal activity or a threat to this Site or its users, we may also share our server logs—which contain users' IP addresses—with the appropriate investigative authorities, who could use that information to trace and identify individuals.

Cookies and Similar Technologies.

Most websites use cookies and/or similar technologies to place information about a user's visit to that website in a small data text file that is stored on the user's computer. In general, we use cookies and other web technologies to:

- ¥ collect information about the ways visitors use this Site—which pages they visit, which links they use, and how long they stay on each page;
- ¥ support the features and functionality of this Site—for example, to save you the trouble of reentering information already in our database or to prompt the settings you established on previous visits; and
- ¥ personalize your experience when you use this Site.

If you do not wish to receive cookies, you may be able to set the browser of your computer to reject cookies or to alert you when a cookie is delivered. You may also be able to delete our cookies as soon as you leave this Site. Although you are not required to accept our cookies when you visit this Site, if you set your browser to reject cookies, you may not be able to use all of the features and functionality of this Site.

5. OUR USE OF GOOGLE ANALYTICS

We use [Google Analytics](#), a web analytics tool that helps us understand how visitors engage with this Site. If you don't want information about your visit to this Site sent to Google Analytics, you may download [an opt-out browser add-on](#). Please note that the add-on does not prevent information from being sent to SFA.

6. HOW WE USE INFORMATION COLLECTED THROUGH THIS SITE

Generally, we use the information we collect through this Site:

- to provide the information, products and services you request;
- to provide you with effective service;
- to provide you with a personalized experience when you use this Site;
- to contact you with information and notices related to your use of this Site;

- to contact you with information we believe will be of interest to you (in accordance with any privacy preferences you have expressed to us);
- to invite you to participate in surveys and provide Feedback to us (in accordance with any privacy preferences you have expressed to us);
- to improve the Content, functionality and usability of this Site;
- to better understand your needs and interests;
- to improve our products and services;
- to improve our marketing and promotional efforts;
- for security, credit or fraud prevention purposes; and
- for any other purpose identified in an applicable privacy notice, click-through agreement or other agreement between you and us.

Please see below for information about the choices you have about the ways we use your personal information.

7. YOUR CHOICES

In General.

You have choices about the ways we collect, use and disclose your personal information as well as information we automatically collect from your computer or mobile or tablet device. Discussed above are choices you have about delivery of cookies to your computer through this Site. In addition, we may ask you to indicate your choices at the time we collect your personal information. For example, we generally provide to you an opportunity to “opt out” of receiving certain communications from us. We also include an “unsubscribe” link in each electronic newsletter or promotional email we send you.

Previously Expressed Preferences.

You may change previously expressed preferences regarding how we use your personal information. If you have an account or profile on this Site, you may be able to change certain privacy preferences through it. Otherwise, please contact us at communication@sfa-mn.org, 1.844.922.5573 Ext. 702. Please give us a reasonable amount of time to honor your request.

8. HOW TO ACCESS, UPDATE OR CORRECT YOUR PERSONAL INFORMATION

If you have an account or profile on this Site, you may also be able to access, update or correct the personal information you have submitted to us through it. If you have provided any personal information to us, either through this site or otherwise, and you would like to update, correct, or request deletion of that information, please contact us at info@sfa-mn.org, 1.844.922.5573 Ext. 702. We will respond to you within a reasonable time and, in any case, within the time limits established by applicable law. We may ask you for additional information to verify your identity. In most cases, we will make the change your request. In some cases, however, we may limit or deny your request if the law permits or requires us to do so or if we are unable to verify your identity.

If the contact information you used to subscribe to our e-newsletter is incorrect or changes and you would like to correct or update it, simply unsubscribe using the “unsubscribe” link at the bottom of one of the issues you have received, and then re-subscribe using your correct or updated information. If you would like to simply unsubscribe from our e-newsletter, simply click the “unsubscribe” link at the bottom of

the one of the issues. If you would like assistance with this process, please contact us at info@sfa-mn.org, 1.844.922.5573 Ext. 702.

9. STEPS WE TAKE TO SAFEGUARD YOUR PERSONAL INFORMATION

We maintain reasonable administrative, physical and technological measures to protect the confidentiality and security of personal information you submit on or through this Site. Unfortunately, no website, mobile or tablet application, server or database is completely secure or “hacker proof.” We therefore cannot guarantee that your personal information will not be disclosed, misused or lost by accident or by the unauthorized acts of others.

10. HOW WE SHARE YOUR PERSONAL INFORMATION WITH OTHERS

Third-Party Service Providers.

SFA shares personal information collected through this Site with third-party service providers who act for or on our behalf. For example, we may use third-party vendors to design, operate, and/or host this Site, to conduct surveys, and to help us with our promotional efforts. These third parties may need information about you to perform their functions. Typically, third-party service providers who receive personal information are bound by contract to use it only on our behalf.

Compliance With Laws and Protection of Our Rights and the Rights of Others.

We may disclose your personal information when we, in good faith, believe disclosure is appropriate to comply with the law, a court order or a subpoena. We may also disclose your personal information to prevent or investigate a possible crime, such as fraud or identity theft; to protect the security of this Site; to enforce or apply our online Terms of Use or other agreements; or to protect our own rights or property or the rights, property or safety of our users or others.

As Described in a Privacy Notice.

We reserve the right to disclose your personal information as described in any privacy notice posted on a page of this Site where you provide that information. By providing your personal information on that page you will be consenting to the disclosure of your personal information as described in that privacy notice.

As Described in a Click-Through Agreement.

We reserve the right to disclose your personal information as described in any click-through agreement to which you have agreed.

11. CHILDREN UNDER THE AGE OF THIRTEEN

We do not want to collect personal information from children. Please do not provide any personal information on or to this Site unless you are at least 13 years of age. If you believe that a child under 13 has submitted personal information on or through this Site without the consent and supervision of a parent or guardian, please contact us at info@sfa-mn.org, 1.844.922.5573 Ext. 702 so that we can take appropriate action.

12. LINKS TO OTHER SITES

This Site may provide links to other websites operated by third parties. We expect our partners and third-party service providers to be transparent about their data protection practices. Be aware, however, that we have no control over third-party websites. This

Policy does not apply to personal information collected on any third-party website. When you access third-party websites through a link on this Site, please take a few minutes to review the privacy policy posted on that site.

13. PRIVACY NOTICES

This Policy may be supplemented or amended from time to time by “privacy notices” posted on this Site. These privacy notices provide a level of detail that we cannot provide in this more general description of our privacy practices. For example, certain pages of this Site may contain privacy notices providing details about the personal information we collect on those pages, why we need that information, and choices you may have about the ways we use that information.

14. OTHER AGREEMENTS

When you sign up to use a special feature of this Site, you may be asked to agree to special terms governing your use of the special feature. In such cases, you may be asked to expressly consent to the special terms, for example, by checking a box or clicking on a button marked “I agree.” This type of agreement is known as a “click-through” agreement. If any of the terms of the click-through agreement are different from the terms of this Policy, the terms of the click-through agreement will supplement or amend this Policy, but only with respect to the matters governed by the “click-through agreement.”

15. THIS POLICY MAY CHANGE

This Policy describes SFA’s current policies and practices with regard to the information, including personal information, we collect through this Site.

We are continually improving and adding to the features and functionality of this Site and the services we offer through this Site. As a result of these changes (or changes in the law), we may need to update or revise this Policy. Accordingly, we reserve the right to update or modify this Policy at any time, without prior notice, by posting the revised version of this Policy on this Site. Your continued use of this Site after we have posted the revised Policy constitutes your agreement to be bound by the revised Policy and your agreement that any information we previously collected from you may be used as described in the revised Policy.

For your convenience, whenever this Policy is changed, we will alert you by placing the word “New” next to the link marked “Privacy Policy” on this Site. We will also update the “effective date” at the top of this page. If you have not used this Site recently, be sure you check the effective date to see if this Policy has been revised since your last visit. You may access the current version of this Policy at any time by clicking the link marked “Privacy Policy” in the “About” section of this Site.

16. DEFINITIONS

The term “Content” refers to all of the software and code comprising or used to operate this Site, and all of the text, photographs, images, illustrations, graphics, sound recordings, video and audio-video clips, and other materials available on this Site.

The term “Feedback” refers to the Content you post on or through this Site that is specifically about how we can improve this Site and the products and services we make available through this Site.

The terms “SFA,” “Organization,” “we,” “us,” and “our” refer to the Sustainable Farming Association of Minnesota.

The term “Personal Information” refers to information that identifies you personally, alone or in combination with other information available to us. Examples of personal information include your name, address, and email address.

The term “Policy” refers to this online privacy policy.

The term this “Site” refers to the website located at sfa-mn.org.

17. CONTACT US

If you have any questions about this Policy or our privacy practices, please contact us using the information provided below:

Sustainable Farming Association
4924 Upton Ave S
Minneapolis, MN 55410

info@sfa-mn.org

Approved by the Board of Directors, October 21, 2016

SECTION 40

Distribution of Mailing Lists to Chapters

SFA will distribute chapter mailing lists from the database to chapters by sending them, upon request, only to the Chapter Delegate (Chapters must be in good standing). The Chapter Delegate will act in their capacity as a member of the SFA Board of Directors and will determine how the chapter mailing list may be used by the chapter in alignment with the Privacy Policy.

Passed by the Board of Directors on February 10, 2017

SECTION 41

Pre-approval for Expenditures over \$250

For any expenditure over \$250, Chapters and Networking Groups will submit a request for approval prior to committing to the expense, which must be covered in the account and consistent with the mission. Such requests will be submitted to the Network Coordinator.

Approved by the Board of Directors, April 21, 2017

SECTION 42

Approved Check Requesters

Only check requesters approved by the Chapter & Networking Group prior to the check request will be allowed to submit requests to the Network Coordinator.

Approved by the Board of Directors, April 21, 2017

SECTION 43

Membership Rate Increase

Individual membership rate will be \$40 per year.

Household membership will be \$50 per year.

Supersedes Section 14

Approved by the Board of Directors, July 28, 2017

Membership Levels:

Beginning: \$30 – Individuals who are current students, beginning farmers, and others on fixed or limited incomes are welcome to join.

Individual: \$60 – For individual farmers and community members who support sustainable farming.

Household: \$90 – Extend the benefits & discounts included with an SFA membership to the other members of the household [may specify up to 4 members to include with membership].

Business/Organizations: \$240 – For agriculture professionals, organizations, conservation groups, and government agencies, [may specify up to 5 employees to include with membership].

Transforming: \$500 – Membership in support of the SFA mission [may specify up to 5 individuals to include with membership].

Approved by the Board of Directors, November 22, 2024

Section 44

Chapter Dues to the Association

On July 30th, 2017, \$5 of each Chapter member fee will go to Association. Thereafter, on an annual basis, \$10 of each Chapter member fee will go to Association on July 1, based on member count as of June 30.

Approved by the Board of Directors, July 28, 2017

Supersedes Section 8

Chapter Fees to the Association

Chapter fees to the association shall be 25% of the dues paid by the chapter members.

Approved by the Board of Directors, November 22, 2024.

Section 45

Donor Privacy Policy

Sustainable Farming Association of Minnesota (SFA) is committed to respecting the privacy of its financial and in-kind donors, whether the donation is made by any of our standard methods: online, by mail, or in person. When you make a financial or in-kind donation, you provide your name and contact information. Financial donors provide standard payment information including, in many circumstances, credit card data. We protect your information in a variety of ways.

We use industry standard safeguards to protect your information. Many donors use credit cards for donations. We protect the security of credit card transactions using access controls, physical security and measures incorporated in our technology platforms. These measures make it extremely difficult for anyone to intercept the credit card information you send to us. When we work with other companies to process credit card transactions, those companies also use appropriate security measures.

We will not sell, share or trade our donors' personally identifiable information with any other entity, except as described below. In addition, we will not send mailings to our donors on behalf of other organizations, unless a donor has given us specific permission to do so. SFA uses vendors that assist with processing and managing donations and donor data. We give these vendors access to donor data. Our vendors are bound by strict confidentiality rules and are permitted to use donor data only to support our operations.

Instances in which SFA would sell, trade or share donors' personally identifiable information with another entity are limited to:

- 1) any publicity or acknowledgement associated with a donor's sponsorship or involvement in an SFA event, wherein such publicity or public acknowledgement is agreed to in writing in advance by the donor; and
- 2) sharing of an SFA donor or membership list for a mailing or other outreach or contact program for an event, activity or issue that is co-sponsored by SFA and one or more other entities. Such instances usually require a list merger to remove duplicates. This type of use would be governed by written authorization by the SFA Executive Director requiring that the list would be for one time use (stated as to purpose) and then destroyed.

Any other instance in which SFA would sell, trade or share donors' personally identifiable information with another entity must be authorized by the SFA Board of Directors.

Adopted by the Board of Directors, April 27, 2018

Section 46

Health and Resiliency Committee

Created by the Board of Directors, April 24, 2020.

Committee directed to write a charter.

SECTION 47

Sustainable Farming Association of Minnesota (SFA) Safety Policy

INTRODUCTION

This safety policy applies to Sustainable Farming Association of Minnesota (SFA) employees, contractors, consultants, chapter coordinators, state board directors, chapter board members, networking group leaders and SFA interns. All of these will be referred to as “SFA representatives.”

WORKPLACE SAFETY

SFA has a range of workplaces: home offices, remote activities in public spaces, the SFA office in New Ulm, and other people’s farms. This applies to any of those locations at which an SFA representative is conducting SFA business.

It is the responsibility of SFA representatives to ensure that all work tasks are conducted in a safe and secure manner. It is important that you are familiar with and follow all safety requirements specific to your work assignment. To avoid safety misunderstandings, discuss questions and concerns with your supervisor before you act. Make safety an integral part of every task you undertake and be responsible for your own safety and the safety of others while you perform your work.

SAFETY PROGRAM

- SFA strives to proactively create safe environments in which we conduct our work and activities, and to reduce risk through several avenues, including, where appropriate, hazard identification, safety training and education, safety awareness programs, and standard operating procedures. By proactively addressing safety concerns, SFA representatives will have a safe and healthy working environment, which will reduce workplace injuries and incidents.
- As a new SFA board member, employee or contractor, your supervisor will orient you with the workplace safety policies and standard operating procedures (SOP’s) specific to your position. Likewise, volunteers will be oriented by their supervisors.
- Personal protective equipment (PPE), which may include but are not limited to eye, hand, respiratory, hearing protection, sunscreen and hand sanitizer will be provided and must be worn at all times while exposed to a potential hazard.
- The best way to protect yourself and your property while working for SFA is to be aware of your surroundings.
- Be prepared for the situation in terms of your apparel. What is appropriate to wear at a conference is not appropriate for a farm. Come equipped for the day.
- Be aware of your limitations in terms of what you can lift or move and plan ahead so that you are not put in a position in which you could injure yourself.
- Identify potential safety threats and where possible, take steps to eliminate them. For example, using a dolly or hauling device is preferable to hauling a large, heavy box to set up a display.
- Some of SFA activities involve the preparation and serving of food, pot lucks, cooking demonstrations, farmers markets and samples and food sales. SFA will periodically provide training to its staff and contractors on relevant laws and rules affecting food safety, health and products of the farm. It is expected that these laws and rules are followed. In advance

of an event, the SFA Representative should verify that appropriate steps are taken to conform with these laws, rules and guidelines. (An example – use of “Blazing Trails” guidance)

- SFA will obtain safety items such as dollies, PPE and first aid kits for use at field days, displays and presentations. These needs should be identified with the supervisor and resolved in advance.
- SFA currently has a COVID19 Preparedness Plan in place to guide activities during the pandemic in conformance with MN directives. This Plan is signed by all contractors and employees and is designed to provide specific guidance to avoid the spread of COVID19.

WORKPLACE VIOLENCE

Any acts or threats of violence by any employee or other individual are expressly prohibited. SFA will not condone any acts or threats of violence against its representatives, members, clients, guests or vendors by any group or individual. Any instances of violence and/or threats of violence must be reported to the employee’s supervisor or the SFA representative responsible for an event, activity, field day or meeting.

In the event of workplace violence and/or threats of violence, SFA has adopted the following practices:

- Remove yourself from physical danger.
- Call 911 to report any violence.
- Secure premises to the extent reasonably possible.
- Take prompt corrective action against any employee, contractor, volunteer, guest, vendor, client or member who engages in threatening behavior or acts of violence.

REPORTING

For police, fire, and medical emergencies, call 911.

If you feel that your safety is threatened in any way, call 911.

Immediately report all work-related injuries and illnesses, or any safety incident or accident occurring during SFA work or activity to your supervisor or SFA representative. You will also be asked to complete an Incident Report Form or a Driver’s Collision Report Form which will be provided by your supervisor. [file:///C:/Users/User/Downloads/72320-21%20CGL%20Renewal%20-%20Premium%20\\$2948%20\(3\).PDF](file:///C:/Users/User/Downloads/72320-21%20CGL%20Renewal%20-%20Premium%20$2948%20(3).PDF).

[If you are an employee, you may be asked to complete a “First Report of Injury” form for workers’ compensation purposes.](#)

If you notice a safety hazard which you are not able to correct immediately, contact your supervisor or SFA Representative for assistance.

Following safety policies is a condition of employment with SFA. Failure to comply with safety rules may result in disciplinary action.

FORMS ASSOCIATED WITH THIS POLICY

- 1.Nonprofit Insurance Alliance Group Claims Reporting Procedure (1 page)
- 2.Nonprofit Insurance Alliance Group “Incident Report Form” (2 pages)
- 3.Nonprofit Insurance Alliance Group “Driver’s Collision Report Form” (3 pages)

Approved by the SFA Board of Directors, August 21, 2020

SECTION 48

SFA Procurement Policy

The policy set forth in this document establishes standards and guidelines for Sustainable Farming Association (SFA) for the procurement of supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct

A Code of Conduct shall govern the performance, behavior and actions of SFA, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

1. Refer to Policies & Procedures, Section 32, “Conflict of Interest Policy”
2. No employee, officer, director, volunteer or agent of SFA shall participate in the selection, award or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to a reasonable person.
3. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of SFA has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
4. No employee, officer, director, volunteer or agent of SFA shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse’s family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
5. SFA’s employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of \$50.00 from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
6. As permitted by law, rule, policy or regulation, SFA shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor’s agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with State or Federal policy.

Solicitation and Competition

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. SFA must begin with an analysis of the need for the procurement, to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and clearly specify standards for the goods or services desired and seek competitive offers where possible to obtain the best possible quality at the best possible price.

In general:

Some form of cost or price analysis shall be made and documented in the procurement files in connection with procurement action for goods and services exceeding \$1,000. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.

For procurements that exceed the Federal “small purchase” threshold (the federal threshold is \$100,000), competitive bids will be utilized and requests for these bids will be written in a way that does not restrict competition. (A clear and accurate description of the technical requirements for the material, product or

service to be procured; all requirements which offerors must fulfill; and all other factors to be used in evaluating bids or proposals.) Procurement files must include the following:

- Basis for contractor selection.
- Justification for lack of competition when competitive bids or offers were not obtained.
- Basis of award cost or price.

Whenever possible, SFA must engage in affirmative efforts to utilize small businesses, minority owned firms, and women's business enterprises.

Selection

Price should be one of the factors in the evaluation of responses, but SFA is not required to take the lowest price if other factors are important to the decision.

- There should be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to SFA (price, quality and other factors considered).
- Purchases and contracts should reflect the values of SFA, such as supporting local food producers, minimizing environmental impact, and supporting rural communities.
- A bid may be rejected when it is in SFA's interest to do so.

Documentation

At a minimum, procurement records must clearly show how SFA:

- Selected the method of procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Contract Administration

SFA has an overall system of contract administration to ensure proper oversight and management of procurement actions. SFA is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include regular progress reports, periodic check-ins and other such methods that provide assurance that the goods or services procured are being delivered within the scope of the contract.

SFA's contract administration system must ensure that:

- The method of procurement is documented and records maintained for five years after final payment is made;
- All activities are carried out and costs are incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.

Approved by the Board of Directors, August 18, 2021

SECTION 49

Chapter Memberships for Organizations and Student Groups

Non-profit organizations including student groups, such as college environmental clubs, are welcome to join SFA. Chapters are encouraged to make connections with student groups in their area and provide opportunities, such as group membership, for students to be engaged with local chapter events and networking.

The organization will be charged a membership fee of \$50, \$75, or \$150 (whatever they choose) with one of the members designated as the holder of the membership. This individual would get a vote in the chapter and other member benefits, such as free registration to events that are free to members. Therefore, the holder of the membership should be one who plans to be active in SFA activities.

Other members of the organization can be added into our membership database if they would like to receive email updates, but they will not be granted membership benefits. These names, their contact info, and notice of an organizational membership should be submitted to Katie Feterl, Communications Director at katie@sfa-mn.org.

Chapters and the state SFA periodically offer a reduced or free student rate for various events such as the Annual Conference or Midwest Soil Health Summit. Chapters are encouraged to support student participation at these events with scholarships when possible.

SECTION 50

Paid Time Off (PTO) Policy

The Executive Director is empowered to determine paid time off and paid holiday policies.

It is required that this policy include a strategy for setting per employee caps on paid time off costs.

Approved by the Board of Directors, November 22, 2024

Section 51

Sustainable Farming Association Harassment Policy for Employees, Contractors and Board Directors

Purpose

The Sustainable Farming Association (SFA) strives to provide a safe and inclusive workplace for all employees, contractors and volunteers serving as board directors. We have a zero tolerance policy regarding any and all forms of harassment or discrimination, and any form of retaliation directed toward any individual who reports an incident of harassment. Harassment is prohibited under both state and federal law, including the Civil Rights Act of 1964, Title VII of the Civil Rights Act, and various state-level laws. These laws make it clear that harassment based on race, gender, sexual orientation, religion, disability, or other protected characteristics is illegal and subject to redress in both civil and criminal courts.

Scope

This policy applies to all employees, contractors and board directors working for SFA, both during working hours and while engaged in any work-related events, activities, or communications, including emails and social media interactions.

Definition of Harassment

Harassment is any unwelcome, offensive, or discriminatory conduct that creates an intimidating, hostile, or abusive work environment. Harassment can take many forms, including verbal, physical, and visual conduct that interferes with an individual's ability to perform their job. This includes, but is not limited to:

- **Verbal Harassment:** Offensive comments, slurs, jokes, or language related to race, gender, sexual orientation, religion, disability, or other protected characteristics.
- **Physical Harassment:** Unwelcome physical contact, threats, or intimidating gestures.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates an offensive or hostile environment.
- **Bullying:** Deliberate, repeated behavior intended to intimidate, belittle, or harm another person.
- **Cyber Harassment:** Harassment conducted via digital platforms, such as emails, social media, or other forms of online communication.

Examples of Harassment

- Making derogatory comments about someone's race, gender, religion, or other personal characteristics.
- Sending or displaying inappropriate or offensive materials, including photos, emails or messages.
- Making unwanted sexual advances or comments.
- Threatening, belittling, or excluding an individual to intimidate or isolate them.
- Spreading rumors or gossiping to harm another person's reputation.
- Expressing or implying one's job security, job assignment, conditions of employment, or opportunities for advancement may depend on sexual favors.

Expected Conduct

All SFA employees, contractors and board directors are expected to treat one another with respect, courtesy, and professionalism. Harassment, discrimination, and bullying will not be tolerated under any circumstances. All individuals are responsible for contributing to a work environment where mutual respect and inclusivity are the foundation.

Reporting Harassment

Any employee, contractor or board director who believes they have been subjected to harassment or witnessed an incident or campaign of harassment, should report it promptly via email to the following individuals:

- The **Executive Director**, or
- The **Board President**, if the harassment involves the Executive Director or if an employee, contractor or board director feels uncomfortable reporting to the Executive Director.

When making a report, the individual should provide as much detail as possible, including:

- The nature of the incident(s)
- Date, time, and location of the incident(s)
- Names of the individuals involved, including any witnesses
- Any actions taken to address the issue

Reporting Incidents of Harassing Behavior by a Member of the Public

SFA recognizes that during the normal course of business our employees, contractors and board directors frequently interact with members of the public, often at events that we host. If an employee, contractor or board director experiences an incident of harassing or threatening conduct directed at them by a member of the public, the incident should immediately be reported to the SFA team member coordinating the event. The response to reports of such behavior will be determined on a case-by case basis.

Good Faith Reporting

Reports of harassment should be made in good faith, meaning that the individual making the report believes, based on reasonable grounds, that harassment has occurred. SFA understands that misunderstandings or miscommunications can happen, and encourages individuals to report concerns openly and honestly. However, making false or malicious reports with the intent to harm someone will not be tolerated and may result in disciplinary action.

Investigation Process

Upon receiving a report of harassment, SFA will assign a neutral third party to:

- Investigate the matter impartially, in a discrete, timely and thorough manner.
- Maintain confidentiality to the extent possible throughout the investigation, although complete confidentiality cannot always be guaranteed.
- Interview the complainant, the accused, and any relevant witnesses.

- Determine whether harassment has occurred and what corrective actions are necessary.
- All determinations are made on a case-by-case basis.
- Reporting employees will be notified of the results of an investigation, to the extent determined appropriate.

Non-Retaliation

SFA strictly prohibits retaliation against any employee, contractor or board director who reports harassment or participates in an investigation. Retaliation may include any adverse action such as unfair treatment, exclusion, demotion, or dismissal. Any individual found to be retaliating against another individual for reporting harassment or cooperating with an investigation will be subject to disciplinary action.

Disciplinary Actions

Employees, contractors or board directors found to have engaged in harassment or retaliation will face disciplinary actions, which may include:

- Verbal or written warnings
- Suspension (with or without pay)
- Termination of employment or contract
- Legal action, if necessary

The severity of the disciplinary action will depend on the nature of the harassment or retaliation.

Legal Rights

SFA recognizes that employees, contractors and board directors have the right to work in an environment free of discrimination and harassment as outlined by the Civil Rights Act of 1964, Title VII of the Civil Rights Act, and other applicable laws. Anyone who feels that their rights have been violated is encouraged to pursue remedies available under these laws, including filing complaints with relevant legal or governmental bodies, such as the Equal Employment Opportunity Commission (EEOC).

Conclusion

SFA is committed to maintaining a respectful and safe workplace for all employees, contractors and board directors where every individual feels valued. Harassment in any form will not be tolerated, and any violation of this policy will be addressed promptly and fairly.

If you have any questions or concerns about this policy, please contact the Executive Director or the Board President.

Passed by the Board of Directors, April 11, 2025

