

# OrangeMite Policy Manual

## 1. Legal Compliance and Public Disclosure

- a. Orangemite Studios (OMS) will file its Articles of Incorporation with the state of Pennsylvania.
- b. OMS will comply with all applicable federal and state laws and regulations concerning charitable organizations.
- c. OMS will effectively manage conflicts of interest thru disclosure, recusal or other means.
- d. OMS will enable individuals to come forward with information on illegal practices or violations of the organizations policies, without threat of retaliation and with protection of confidentiality. (Whistleblower policy)
- e. OMS will protect its assets against damage or loss: property, business records, data, program content & material. The board will periodically review the organizations General Liability Insurance to mitigate risks.
- f. OMS will make information about its operations, governance, finances, programs and assessments available to the public.

## 2. Effective Governance

- a. OMS will adopt, establish and regularly review its mission and goals, and ensure that its activities help advance the mission.
- b. OMS will adopt and govern in compliance with its published By Laws. The By Laws include:
 

i. Requirement for the Board of Directors.	v. Operations
ii. Officer Requirements.	vi. Amendment
iii. Meeting Requirements	vii. Promulgation
iv. Committees	viii. Dissolution.
- c. OMS will conduct periodic evaluation of its programs, personnel and committees, to ensure that its activities help advance the mission.
- d. OMS staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. OMS promotes a working environment that values respect, fairness and integrity.,
- e. Each OMS program will have an assigned director, who leads and executes the program, and communicates and enforces OMS, program and house policies.

## 3. Financial Oversight

- a. OMS will keep complete, current and accurate financial records and ensure strong financial controls are in place.
- b. OMS will conduct an annual internal financial audit.
- c. The OMS board will establish and approve an annual budget and board members will be informed monthly of actual expenses against the budget.
- d. OMS will not provide loans.
- e. OMS will ensure that its funds are managed and invested responsibly.

## 4. Fund Raising

- a. OMS will provide donors with specific acknowledgments of charitable contributions, in accordance with IRS requirements, as well as information to facilitate the donor's compliance with tax law requirements.
- b. OMS will not employ fundraising techniques that are coercive, intimidating, or intended to harass potential donors.
- c. OMS will respect the privacy of its donors, except where required by law. OMS will not share its donor list without providing them an opportunity to opt out of the use of their names.

## 5. Contractors

- a. When OMS contracts services from individuals, a written agreement will be prepared and signed annually that outlines the terms and conditions.
- b. OMS will provide an annual 1099 to each individual we have been paid at least \$600 in rent or services.

## **6. Responsibility for Minors**

- a. OMS personnel (staff, volunteers, board members, directors, instructors, etc.) are expected to demonstrate the proper behavior for the safety and well-being of students and volunteers who are under 18 years old. As part of our educational mission, we will conduct ourselves through behavior and language that creates a friendly, safe and creative environment for children. Behavior or language that portrays criticism, gossip, negativity, bullying and profanity will not be tolerated.
- b. Children under the age of 15 must have a parent sign them in and out of OMS activities and agree to be responsible for their good behavior.
- c. OMS will comply with Pa. State Law, requiring that individuals who have leadership roles over minors pass the following criminal background checks, and that those clearances are retained by the secretary and renewed every 3 years.
  - i. Child abuse history clearance form
  - ii. PA State Police Criminal Record Check

## **7. Behavior**

- a. Alcohol and Smoking are not permitted on any property where OMS activities occur.
- b. People involved in OMS activities, whether governance or programs, are expected to demonstrate ethical, respectful and appropriate behavior and language at OMS events and activities. Behaviors, language or even dress that is disruptive, that interferes with the rights or safety of others, which is considered bullying or harassing will be subject to discipline.
- c. Since OMS activities occur at varying locations, all parties must respect the rules and policies of the property owners where the activities occur. House rules include, but are not limited to:
  - i. Damage to property must be replaced or repaired
  - ii. Parking in designated areas only
  - iii. Staying in authorized areas
  - iv. Rehearsal/Dressing and performance spaces should be left in neat and orderly manner.
- d. Misconduct should immediately be reported to the OMS program director.
- e. OMS will adopt a Discipline Policy demonstrating a sequence of corrective actions. While this represents the normal sequence of actions, the board of directors or program director may choose to skip steps due to the severity of the misconduct.
  - i. First level – verbal warning.
  - ii. Second level-written notice and/or parental conference
  - iii. Third level – conference with board member representatives.
  - iv. Fourth level – removal from the program.
- f. All participants on OMS programs will receive and sign a document which references these OMS policies, and outlines program specific requirements like attendance, late-pickup, house rules etc.

## **8. Social Media Policy**

- a. OMS will identify ourselves clearly in what we write and what we post. When acting as OrangeMite, we will always identify ourselves as such in responding to posts, blogs, or other social media. We shall not engage in arguments or “flame wars,” but in civil discourse.
- b. OMS will be responsible for what we write and what we post. Our use of social media sites is governed by our mission – and by good judgment and common sense. In general, we will tell our stories responsibly and not write or post anything that would embarrass our families, or reflect badly on OrangeMite.