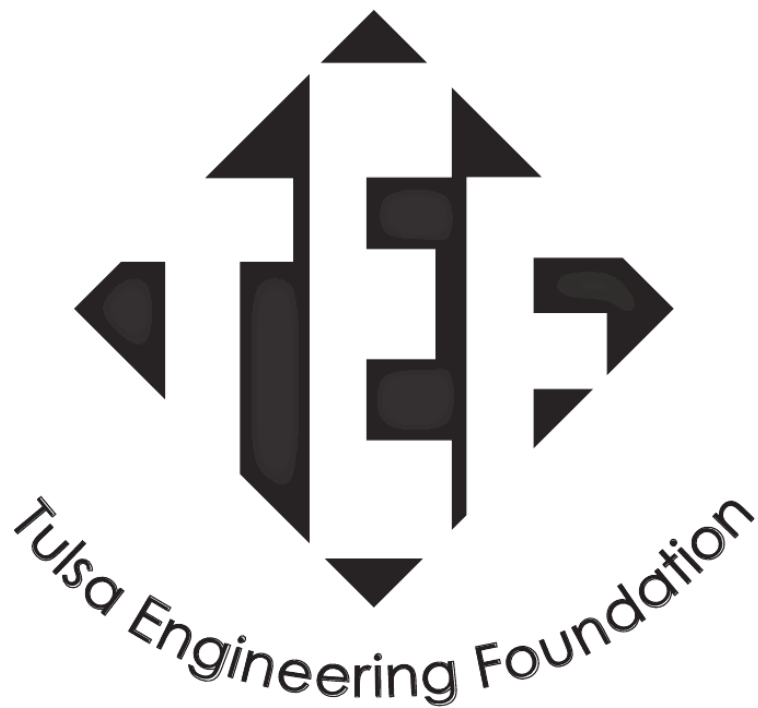


Tulsa Engineering Foundation

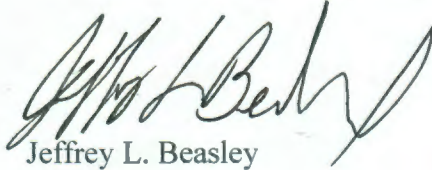


Policies and Procedures Manual

AUTHORIZATION

This Policy & Procedures Manual has been approved by the Trustees of the Tulsa Engineering Foundation, on July 21, 2016 at the Annual Meeting and is attested to by the President of TEF.

Signature



Jeffrey L. Beasley

Date

1/26/2017

The Trustees at the time of adoption were:

Jeffrey Arnoldi, AIChE
Edwin "Bud" Averill, IEEE
Allen Bates, OSPE
Jeffrey L. Beasley, IEEE
Xan Black, TCC, TRSA

Meg Broge, SWE
Jennifer Butler, ACI, ASCE
Christina Callas, SWE
Russell Diehl, Jr., IEEE
Raymond Gatlin, EST, ASME
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Robert Strattan, TU
Loretta Turner, SAME
Karen Van Schoyck, OSPE
Kyle Williams, ASCE
Barbara Wollmershauser, SWE

Consultant
Retired Engineer - (GRDA)
Engineer - Breisch & Associates, Inc.
Engineer - Grand River Dam Authority
Engineer - Tulsa Regional STEM Alliance Program
Director
Engineer - Oil & Gas Resource Solutions
Engineer - QPS Engineering
Engineer - T D Williamson
Retired Engineer - (Square D)
Engineer - John Zink Co.
Engineer - City of Tulsa
Engineer - UOP Calidus
Teacher-Engineer - Memorial High School, TEAM
Engineer - Program Management Group
Retired Engineer - (Southwestern Bell); FIRST
Emeritus Professor - (Univ. of Tulsa)
Engineer - US Army Corps of Engineers
Engineer - Craig & Keithline
Engineer
Retired Engineer - (Chevron)

TULSA ENGINEERING FOUNDATION

Tulsa Engineering Foundation Policies and Procedures Manual

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TULSA ENGINEERING FOUNDATION

PURPOSE AND DEFINITIONS

Purpose

This document contains the policies of the Tulsa Engineering Foundation, describes the organization, its operations, its procedures, and other related documents with respect to the administration, policies, and activities.

Definitions

The following words and terms, when used by this organization, shall have the following meaning, unless indicated otherwise.

TEF – Shall mean the Tulsa Engineering Foundation

Member – A person or organization that has a recognized relationship with TEF as listed as a member in good standing

Board of Directors – The collective group of elected Trustees which govern TEF

Bylaws – The specific rules of the organization that must be followed.

TULSA ENGINEERING FOUNDATION

GENERAL

The TEF is an organization of engineering societies and institutions of learning in the Tulsa area. The general purpose of TEF is to assist, coordinate, and promote activities among the many member organizations, and to do community outreach in the areas of science, technology, engineering, and mathematics (STEM).

Mission Statement

The mission of TEF is two-fold: Assist and provide cooperative activities among the many engineering societies and groups in the greater Tulsa area, and to provide outreach to the community on engineering related matters, with emphasized focus on youth.

Programs and Activities

TEF has several ongoing activities. These activities are listed below. They may be modified in the future.

The Tulsa Engineering Challenge (TECh) – A hands on activity for school age children and young adults to promote engineering within that age group. The event is held once per year, usually in late winter.

Scholarships

Project Grants

Awards – Tex Richardson Engineering Guidance Awards

Engineers' Week Activities

Services

- Hosting events and activities which span the interest of more than one organization
- Cosponsoring activities for member organizations
- Administering scholarship funds and soliciting funds for scholarships and awards

TULSA ENGINEERING FOUNDATION

Funding source

TEF shall raise funds from solicitation of donations, and the sponsorship of activities for the members and community. In addition, TEF accepts donations for supporting scholarships.

General donations are sought from engineering societies (dues and grants), businesses which are involved in some way with engineering, science, or technology, related organizations, colleges and universities, and individuals within the community.

All donations are tax exempt, as TEF is a 501(c)(3) organization.

TULSA ENGINEERING FOUNDATION

BACKGROUND, HISTORY, ORIGIN, CURRENT OPERATING MODE

The Tulsa Engineering Foundation was established by the Engineers' Society of Tulsa in the 1980's as a non-profit 501 (c) (3) charitable corporation to provide:

- Educational facilities and programs relating to the engineering profession.
- Operate exclusively for charitable, scientific and educational purposes.
- Qualify for IRS tax exemption under Section 510 (c) (3).

TEF's members are local chapters or professional-technical societies and educational institutions. A board of Elected Trustees is selected from representatives of the member organizations. The officers are elected from the Trustees annually. The TEF meets quarterly and holds its annual meeting in July. Annual dues at the time of creation were \$40. TEF had a modest endowment fund with the ability to receive a wide range of donations and bequests. This endowment fund is in the process of growing with new donations.

TEF serves as a clearing house and coordinating agency to foster cooperative and joint activities among the member societies. Educational outreach activities are the premier functions, including the founding and sponsoring of the annual Tulsa Engineering Challenge (TECh), and more recently aiding with the regional MATHCOUNTS competition and initiating a Project Grant program. A continual fund raising campaign raises the needed funds (in 2016 this was in the range of \$10,000 to \$20,000) annually through donations from foundations, businesses, individuals and member organizations to supplement the dues income and other fund raising activities. TEF maintains a website (www.tulsaengineer.org) with facilities for member organizations to announce programs and distribute electronic newsletters.

TEF Officers in 1986 were:

Bill Forney, President
Genie Culwell, Secretary

Jim Kilmer, Vice President
?? Treasurer

Proposed founding organization members as listed in correspondence from Bill Forney, 7/18/1986:

EST – Engineers' Society of Tulsa
OEF - Oklahoma Engineering Foundation
OSPE – Oklahoma Society of Professional Engineers
SWE – Society of Women Engineers
ASME – American Society of Civil Engineers
CECO – Consulting Engineers' Council of Oklahoma
AISC – American Institute of Steel Construction
ACI – American Concrete Institute

TULSA ENGINEERING FOUNDATION

GOVERNING DOCUMENTS AND LAWS

Incorporation documents and related information

The Tulsa Engineering Foundation, Inc. was incorporated as a Non-profit Corporation in the State Of Oklahoma on June 26, 1984. The Certificate of Incorporation, Articles of Incorporation and Bylaws as amended are held by the Secretary.

Declaration of 501 (c) (3) Public Charity status and IRS rules

TEF submitted a Form 1023 Application for Recognition of Exception under Section 501 (c) (3) of the Internal Revenue Code on December 13, 1984 signed by Bill E. Forney, Trustee. On April 3, 1985 TEF received an advanced interim ruling that they were except under section 501 (c) (3) as a publicly supported organization under section 509 (a) (2) and classified as a public foundation from date of inception for purposes of sections 507 (d) and 4940. At the end of the ruling period on April 5, 1990 the IRS issued a final determination that TEF's exempt status under section 501 (a) as a public charitable foundation within the meaning of section 501 (c) (3) was still in effect as an organization of the type described in section 509 (a) (1) and 170 (b)(1) (A) (vi). Grantors may rely on this determination for tax exempt donations. A copy of this April 5, 1990 IRS declaration letter certificate is held by the Secretary and contained in the Appendix, at the end of this document.

TEF has the Federal Employer Identification Number (EIN) of 73-1234369.

TEF annually files an IRS form 990 Return of Organization Exempt From Income Tax. These returns are on file with the Treasurer and available from a number of on-line sources. An Oklahoma Form 512E Return of Organization Exempt from Income Tax is filled annually as well.

Bylaws

TEF Board of Directors shall establish and maintain a set of Bylaws which will govern how the organization shall function.

The Bylaws shall be reviewed by the Board regularly and modifications proposed to the membership as needed. The Board shall establish an ad hoc committee to review the Bylaws as necessary. The makeup of the committee shall be established by the Board.

TULSA ENGINEERING FOUNDATION

Bylaw changes shall be presented at the Annual meeting and voted on at that time. Adequate notice to the membership shall be made to allow proper review of the changes.

A quorum size for conducting business and voting on measures is defined in the Bylaws and is repeated here: A Quorum is the presence in person or by proxy of members representing 10 percent (10%) of the voting rights of this corporation shall constitute a quorum at any meeting of the members. A simple majority of the present quorum is needed to adopt the changes.

Rule of a Meeting

The general rules of 'Roberts Rules of Order' shall be followed in the conduction of all business meetings. The most current version shall be used. The Secretary shall act as the parliamentarian for the meetings.

TULSA ENGINEERING FOUNDATION

ADMINISTRATIVE STRUCTURE

The general structure of TEF consists of:

- A Board of Trustees composed of not less than three and not more than 20 elected persons plus one-ex-officio trustee per Organizational Member (who shall be the Organization representative/liaison). All trustees have the right to vote and hold office.
- Elected Trustees are elected at the annual meeting and serve for three-year terms for no more than two consecutive teams.
- Ex-officio Trustees shall be designated by his/her Organizational Member.
- Elected officers, His/her duties are described in other sections.
 - President: The Chief Executive Officer of TEF
 - Vice President
 - Treasurer
 - Secretary
- Committee Chairmen: There are several standing committees; the committees are listed below and in the Bylaws
- Other volunteers
- Executive Committee: The executive committee consists of the elected officers and such other members as the Board of Trustees may designate. This committee conducts the day to day operation of TEF.

TULSA ENGINEERING FOUNDATION

POSITION DESCRIPTION OF DUTIES

Elected Trustees

- The elected Trustees shall attend the regular quarterly meetings and the Annual Meeting
- Provide input and guidance for the elected officers
- Participate in all voting
- Attend and participate in as many of the special called meetings as possible
- Assist in activities of the standing and ad hoc committees

Ex-officio Trustees

- Trustees who are members by virtue of their representing a Member Organization. His/her membership terminates automatically when the Member Organization appoints a new trustee to represent them.
- The Trustee shall attend the regularly quarterly meetings and the Annual Meeting
- Provide input and guidance for the elected officers
- Provide feedback to their organization of the TEF activities that are of interest to their members
- Participate in all voting
- Attend and participate in as many as the special called meetings as possible
- Assist in activities of the standing and ad hoc committees.

Officers

Duties of the President

The President, responsible to the Executive Committee, shall be the Executive Officer of TEF and has general supervision of the affairs of TEF. The President shall have such powers and duties as are provided in the TEF Bylaws, including but not limited to the following:

- To appoint the Chairs of all Standing Committees as specified in the Bylaws.
- To make appointments for any special duties as may arise during the term of office.
- To act as Chair of the Executive Committee and call meetings as required or necessary to properly handle the affairs of TEF best interests.
- To represent the TEF (unless an alternate is designated by the Executive Committee) to the Public and other groups, as provided by the TEF Bylaws.
- To conduct the election of officers at the Annual Meeting.
- To prepare a consolidated report at the close of the term of office. The report shall include a review of the activities during the term of office. The report shall be furnished to the Secretary for the permanent records.

TULSA ENGINEERING FOUNDATION

- The President shall preside at all meetings of the Executive Committee, Annual Meeting, Quarterly Meetings, and the installation of the Incoming Officers.
- Know the bylaws
- Develop meeting plans and agenda
- Establish and support the many committees
- Identify volunteers and present to Executive Committee for review
- Ensures proper training of officers and committee chairs
- Ensures performance of other officers and committee chairs
- Appoints nominating committee
- Transfers records to new President

Duties of the Vice-President

- The Vice President shall perform the duties of the President in the conduct of business when the President is unable to do so.
- The Vice-President shall assist the President in making recommendations for TEF goals to the Executive Committee.
- The Vice-President shall be a voting member of the Executive Committee.
- At the discretion of the President, the Vice-President shall function as coordinator of TEF activities.
- The Vice-President, as a member of the Executive Committee, shall attend all meetings.

Duties of the Secretary

- The Secretary, as a member of the Executive Committee, shall attend and record the minutes of all meetings; or, if unable to attend, shall arrange for an alternate to record the minutes of the meetings.
- The Secretary shall be responsible for sending out meeting notices and agendas for all meetings.
- The Secretary shall be responsible for maintaining current records concerning all TEF membership and activities.
- The Secretary shall be the custodian of all records of TEF and shall pass on to the incoming Secretary those records which should be retained for historical or other purposes.
- The Secretary shall provide each new Committee Chair with a copy of the Bylaws and appropriate operational guides after each annual election and/or committee appointments.
- Maintain forms, meeting minutes, membership roll, letterhead, etc. for TEF.

Duties of the Treasurer

The Treasurer shall be responsible for maintaining TEF's financial records and conducting activities including:

TULSA ENGINEERING FOUNDATION

- Preparing all documentation necessary for the annual audit
- Maintaining the receipts and disbursements record using Quicken or other approved financial tracking program
- Report on the financial condition and any significant expenses of TEF at every Executive Committee meeting
- Deposit all monies received by TEF in a depository approved by the Executive Committee
- Make disbursements only as authorized in TEF annual budget or as specifically approved by the Executive Committee
- Preparation of an annual budget
- The outgoing Treasurer shall submit the Financial Statement, on the prescribed form, for the fiscal year
- Immediately following installation of officers, the incoming Treasurer shall arrange with the outgoing Treasurer for the transfer of the financial records and submission of required account signature cards.
- As a member of the Executive Committee, the Treasurer shall attend all meetings, or if unable to attend, shall arrange for an alternative to present the current financial report.
- Maintain the bank accounts
- Chair the finance committee
- Refer expenses outside the budget to the President
- Ensure that expenditures are within the policies and bylaws
- Prepare financial reports

Executive Committee

The Executive Committee consists of the elected officers and, at times, Trustees. The Committee normally conducts the daily activities of TEF within the limits of the Bylaws and these policies and procedures.

Member Organization Representatives

Each member organization shall have a representative who attends the meetings of TEF and has the proxy to vote for the organization (this representative is an Ex-officio Trustee). The representative should attend the quarterly meetings, annual meetings, and attend as many of the executive meetings as possible.

The representative is to relay the information from TEF to the members of his or her organization and bring forth any information, concerns, activities, and/or requests from their organization to TEF.

TULSA ENGINEERING FOUNDATION

Standing Committees

- Executive Committee: Composed of the President, Vice-President, Secretary, and Treasurer of TEF and such other members as the Board of Trustees may designate.
- Finance Committee: Composed of the Treasurer and two other members appointed by the President after the annual meeting. Duties include preparing a budget for the fiscal year to be submitted at the next quarterly meeting.
- Financial Review Committee: Composed of three members appointed by the President at the first regular meeting of the Board of Trustees after the Annual Meeting. Duties are to review the treasurer's books and report results at the next Annual Meeting.
- Endowed Scholarship Committee: Composed of at least three members, appointed by the Executive Committee. TEF has three endowed scholarship funds. The Karol L. & Dorothy D. Hujsak endowed fund was established in 2006 with a donation of \$50,000; The James W. & Glenda C. Kilmer endowed fund was established in 2007 with a donation of \$100,000. The third fund, the TEF General Fund (Bridge Builder) fund, was established in 2001 with donations initially from EST members and has grown to over \$50,000. The funds are held with the Tulsa Community Foundation. The scholarship committee selects recipients for the Freshman scholarships, awarded in February of each year and the Upperclassman scholarship, awarded in June of each year.
- Tex Richardson Engineering and Science Guidance Award Selection Committee: Composed of members selected by the Executive Committee. The award was established in 1992 to recognize engineers and teachers in Oklahoma who demonstrate exceptional service in guidance activities, and is in memory of the late Tex Richardson who inspired so many in his years of guidance service. The committee has representatives from TEF, OEF, CSI, and educators. The recipient receives a plaque and is recognized at the Engineers Week Student Breakfast.
- Tulsa Engineering Challenge (TECh) Committee: Composed of a chairman approved by the Executive Committee and other members, engineers, and volunteers as needed. TECh is a major event to promote and strengthen science, technology, engineering and mathematics (STEM) interest and skills in our youth. The event was established in 1988. It is typically held in early March. It is a hands-on event where students in grades 4 – 12 compete in the following activities. Judges are provided from the member organizations and area companies. Below is a listing of those judges and events in the 2016 TECh activity:
 - Aluminum Boats – OSPE
 - Chemical Switch – AIChE
 - Chemistry/Physics Show - SWE
 - Digital Poster - TRSA

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Electric Motor – IEEE
Extreme Engineering Challenge – AEP/PSO
Mini-Math – SME
Paper Airplane Distance & Duration – aerospace volunteers
Ping-Pong Ball Launcher – SAME
Robot – Flight Safety International
Rubber-Band Powered Vehicle – ASME
Toothpick Bridge – ASCE
Wacky Wonder Works – OSPE

- Engineers Week Committee: Composed of members from several member societies. EWeek is observed during the third week of February.
The annual Engineers Week Luncheon is held on Wednesday of EWeek. ASCE usually coordinates the event.
The EWeek Student Breakfast for high school juniors and seniors is held the Friday of EWeek. It is coordinated by SAME and OSPE with support of all TEF member organizations.

Ad hoc Committees and Task Forces

The Executive Committee shall form ad hoc committees and Task forces as needed.

Current examples of ad hoc committees are:

- Joint Scholarship Golf Tournament Committee
- Nominating Committee
- Planned Giving Partnership Committee
- Website Committee

TULSA ENGINEERING FOUNDATION

POLICIES

Membership

Membership requirements are listed in the Bylaws of TEF. Generally, membership is restricted to organizations whose function is either engineering societies, or schools of engineering, technology, or science. There can be individual members, if so approved by the Board.

The membership of the member societies are encouraged to participate actively with TEF in all functions. And it is this pool of individuals from which Board members are elected and serve as officers and trustees.

Each member organization shall have a representative attend the TEF meetings. This representative shall have the proxy for the member organization. This organizational member shall be called an Ex-officio Trustee.

Insurance

The Board of Trustees shall authorize and maintain insurance policy(s) needed for the activities of TEF. These insurance policy(s) shall cover liability, misconduct, and other areas as determined necessary by the Board.

The current procedure for acquiring ad-hoc certificates of liability insurance for activities such as The Tulsa Engineering Challenge is to use the services of the National Society of Professional Engineers.

The policy(s) shall be reviewed and renewed yearly.

Volunteer Standard of Conduct

All Officers, Trustees, Organization Representatives or volunteers of Tulsa Engineering Foundation must agree to serve in their volunteer position to the best of their ability within reasonable bounds of time, energy and knowledge available. They must attest that they understand that all volunteers are subject to guidelines contained in the TEF Policies and Procedures Manual and certain policies that apply to volunteer actions, including Whistleblower, Conflict of Interest and Disclosure, Expense Reimbursement, Financial and other policies, which may change periodically and are contained in the Policies and Procedure Manual.

This form is included in the Appendix and each team member's agreement and awareness attested by their signature is required.

TULSA ENGINEERING FOUNDATION

TEF Team Member Whistleblower Policy and Acknowledgement

It is the intent of the TEF to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. This Whistleblower Policy extends beyond the law by encouraging reporting of law violations as well as prohibiting retaliation. If any member, including an Elected Trustee, Officer, Member Organization Representative or any Employee of the Tulsa Engineering Foundation (TEF) reasonably believes that some policy, practice, or activity of the TEF is in violation of law, a written complaint may be filed by that individual with the President or other member of the Executive Committee.

This form is included in the Appendix and each team member's agreement and awareness attested by their signature is required.

Ethical Conduct

The Elected Trustees shall, at all times, conduct the business of TEF in an ethical and legal manner. The Elected Trustees shall review and sign the Ethical Conduct statement which pertains to TEF. A copy of this form is found in the Appendix.

Changes to the Code of Ethics will be made only after the following conditions are met:

Proposed changes shall have been published at least three (3) months in advance of final consideration by the Board of Trustees, with a request for comment, and an affirmative vote of two-thirds of the votes of the members of the Board, present at the time of the vote, provided a quorum is present, shall be required for changes to be made.

Travel Policy

Travel expenses for TEF by the Board or officers shall not be reimbursed as a normal policy. The Board, at their discretion, may provide funds for such travel.

As most of the business of TEF is local, travel expenses are expected to be covered by the individual.

Document Retention, Control and Destruction Policy

All documents are to be retained for a minimum of seven (7) years. Those which are not a permanent document type (like certificate of incorporation) are to be shredded and disposed of in

TULSA ENGINEERING FOUNDATION

a proper manner. All permanent documents are to be kept in a secure location and this location known and accessible to all elected officers.

The Treasurer shall retain the financial records and pass them to the succeeding treasurer.

Other documents are to be retained by the Secretary and passed to the succeeding secretary.

The following records are to be held at a permanent file location by the Secretary:

- Volunteer Standard of Conduct
- TEF Team Member Whistleblower Policy and Acknowledgement

TULSA ENGINEERING FOUNDATION

FISCAL MANAGMENT PROCEDURES AND GUIDELINES

Budget development and monitoring

TEF shall follow a fiscal year for finances of July 1st to June 30th. An annual budget may be presented at the Annual Meeting for consideration, with approval at the next quarterly meeting. The budget shall be developed by the Finance Committee during the quarter before the Annual meeting. The Finance committee is defined elsewhere in this document.

The accounts of TEF shall be audited annually by an independent ad hoc committee appointed by the Board. The audit shall be conducted at the end of the fiscal year, and the results presented to the Board at the next quarterly meeting after the Annual meeting.

Banking and accounting

The Board shall establish a banking relationship with a local financial institute for the purpose of caring for the general operating funds for TEF. From time to time as necessary, the Board can move the funds from one institution to another.

Expenditures from the bank funds shall require the signature of at least two persons: the treasurer and a trustee (an elected officer is a trustee). Signature cards shall be reviewed yearly and updated when a signatory is no longer available (or a member of TEF).

Trust and Endowment Accounts

The Board can, as need arises, establish and administer Trust and/or Endowment accounts at a financial institution. These accounts may have specific requirements or provisions when requested by the donor. The Board shall make every effort to abide by these provisions.

A standing committee shall be established to address the requirements of the Trust or Endowment. The committee shall report regularly to the Executive Committee on the activities of the account.

Grants and Awards, policies and administration

TEF shall administer all grant programs placed in their care using any and all requirements of the initiating party for the grant.

TULSA ENGINEERING FOUNDATION

TEF may establish grants and shall establish procedures for each grant, as limited by these policies and bylaws.

TEF may establish awards from time to time and shall establish procedures for each award, as limited by these policies and bylaws.

Committees shall be established to administer either or both grants and awards. The committees should be the standing type if the grant or award is an ongoing item.

The following are listed for future development:

- Operational Accounts, purchasing, banking and accounting procedures.
- Banking and accounting procedures.
- Scholarship management and administration.
- Event and Activity management, banking and accounting procedures.

TULSA ENGINEERING FOUNDATION

MEMBERSHIP, ELECTIONS AND COMMITTEE CHAIRMAN

Elected Trustees

Qualifications and requirements of Trustees

To serve as a Trustee of TEF the following must be met:

- Be a member in good standing of the organization to which they belong
- That organization must be a member of TEF
- The Trustee must agree with the Code of Ethics by signing a Volunteer Standard of Conduct form
- The Trustee must sign the Whistleblower Policy and Acknowledgement form

Terms of Office

The term of office shall be for three years, or as otherwise specified in the Bylaws.

Election

Election of Trustees shall be at the Annual Meeting. Normally, TEF shall strive to have one-third of the Trustees elected each year.

Elected Officers

Qualifications and requirements of Elected Officers

To serve as an Elected Officer of TEF the following must be met:

- Be a Trustee of TEF
- The Secretary is not required to be an Elected Trustee
- Be committed to spend the needed time to fulfill the office

Committee Chairmen

Qualifications and requirements of Committee Chairman

TULSA ENGINEERING FOUNDATION

- Be a member in good standing of a member organization, or an affiliated member of TEF
- Be committed to spend the time needed to fulfill the chairmanship
- The Trustee must agree with the Code of Ethics by signing a Volunteer Standard of Conduct form
- The Trustee must sign the Whistleblower Policy and Acknowledgement form

TULSA ENGINEERING FOUNDATION

APPENDICIES AND RELATED DOCUMENTS

501(c)(3) Certificate - Held by the Secretary

Bylaws – Copy available on the website www.tulsaengineer.org

Code of Ethics statement

Volunteer Standard of Conduct

Whistleblower Policy and Acknowledgement

IRS Letter

TULSA ENGINEERING FOUNDATION

CODE of ETHICS

We, the members of the TEF, in recognition of the importance of our decisions, accept a personal obligation to our Foundation, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

- to accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
- to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
- to be honest and realistic in stating claims or estimates based on available data;
- to reject bribery in all its forms;
- to seek, accept, and offer honest criticism of TEF work, to acknowledge and correct errors, and to credit properly the contributions of others;
- to treat fairly all persons and to not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression;
- to avoid injuring others, their property, reputation, or employment by false or malicious action;
- to assist colleagues and co-workers in their support in following this code of ethics

TULSA ENGINEERING FOUNDATION

Volunteer Standard of Conduct

As an Officer, Trustee, Organization Representative or volunteer of Tulsa Engineering Foundation, I agree to serve in my volunteer position to the best of my ability within reasonable bounds of time, energy and available knowledge. I will willingly participate in the activities of the Board and its committees, or any other special assignment which I have accepted. I will follow through on tasks to which I commit myself. I understand that to help the organization control costs and maintain effective communications, I will update my profile with current, active contact information and read the regular volunteer email communications.

I agree to act at all time in the best interest of the Tulsa Engineering Foundation as set forth in the Bylaws as posted on the www.TulsaEngineer.org web site. I shall be guided by the general principle that in my role as an official volunteer that I will work for the good of the organization and not personal gain or credit. I will not use my volunteer position for personal, political, third party or financial gain, nor will I accept personal compensation from participants or gifts of significant value (i.e. valued at \$100 or more).

I understand I will be reimbursed only for my expenses as provided for in the TEF expense policy. I understand that all volunteers are subject to guidelines contained in the TEF Policies and Procedures Manual and certain policies that apply to volunteer actions, including Whistleblower, Expense Reimbursement, Financial and other policies, which may change periodically and are contained in the Policies and Procedure Manual.

I understand that as a volunteer for TEF, I represent the organization and will represent the organization and fellow volunteers in a positive manner in my conduct and written and verbal communications. I will respect differing opinions. Suggestions and constructive criticism intended to improve the organization are welcome and should be communicated to the appropriate parties, such as the President, Officers, and Board of Trustees.

I understand that failure to abide by this Standard of Conduct may result in termination of my volunteer status and benefits accorded to TEF volunteers.

I understand that this Standard of Conduct shall remain in force as long as I remain a volunteer for TEF unless superseded by a newly signed revised Standard of Conduct.

Signed _____ Date _____
Volunteer

Print Name _____ Position(s) _____

1/16/2017 Form

TULSA ENGINEERING FOUNDATION

Whistleblower Policy and Acknowledgement

The TEF Board of Trustees approves the inclusion of the following statement in the TEF Policy and Procedures Manual, and directs the President to ensure that it is annually given to and acknowledged by all team members including the elected trustees, officers, member organization representatives and any employees.

If any team member, including an Elected Trustee, Officer, Member Organization Representative or any Employee of the Tulsa Engineering Foundation (TEF) reasonably believes that some policy, practice, or activity of the TEF is in violation of law, a written complaint may be filed by that individual with the President or other member of the Executive Committee.

It is the intent of the TEF to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all team members is necessary to achieving compliance with various laws and regulations. This Whistleblower Policy extends beyond the law by encouraging reporting of law violations as well as prohibiting retaliation.

A team member is protected from retaliation only if the team member brings the alleged unlawful activity, policy, or practice to the attention of a member of the Executive Committee and provides that person with a reasonable opportunity to investigate and correct the alleged unlawful activity. This protection is only available to team members that comply with this requirement.

TEF will not retaliate against any team member who, in good faith, has made a protest or raised a complaint against some practice of the TEF, or of another individual or entity with whom TEF had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. TEF will not retaliate against any team member who discloses or threatens to disclose to an Officer or a public body any activity, policy, or practice of TEF that the team member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

I have read and am aware of the whistleblower policy for the members of the TEF, and hereby agree to abide by this policy in all matters dealing with my responsibilities toward the Tulsa Engineering Foundation.

Signature

Date

Name (Please Print)

TULSA ENGINEERING FOUNDATION

IRS Letter

Internal Revenue Service
District Director
1100 COMMERCE STREET
DALLAS, TX 75242-0000

Department of the Treasury

Date: APR 05 1990

Employer Identification Number:
73-1234369

Contact Person:
EO TECHNICAL ASSISTOR

Contact Telephone Number:
(214) 767-3526

TULSA ENGINEERING FOUNDATION INC
1501 EAST SIXTH STREET
TULSA, OK 74120

Our Letter Dated:
April 3, 1985
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

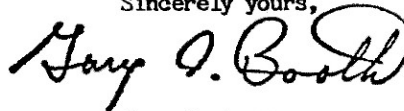
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Gary O. Booth
District Director

Letter 1050(DO/CG)