

Transparency and Accountability Policy

Orlando Robotics Foundation, Inc.

From the Corporation's Bylaws §9.02,

The Board shall adopt and periodically review a Transparency and Accountability policy to protect the Corporation's interest regarding the disclosure of information to staff and the public.

Article 1: Purpose

Orlando Robotics Foundation, Inc. (the "Corporation") is committed to the transparency and accountability of its mission, finances, and governance to the general public. The goal of this policy is to define classes of documents that are presumed to be available or unavailable to the general public, and the procedure for changing the availability of a document.

Article 2: Generally Available Materials

Either as required by law, or otherwise in an effort to maintain the highest level of transparency and accountability, the documents described in this Article will be made widely available to the general public.

2.1 Document Classes

(a) Corporation records, including the Articles of Incorporation, Bylaws, and all current, amended, expired, and retired policies and resolutions adopted by the Board

(b) Nonprofit records, including IRS Form 1023 or its equivalent, the Determination Letter from the IRS and any correspondence related to it, all filings of Form 990 or its equivalent, and all registrations for solicitations of contributions

(c) Board records, including minutes of all meetings of the Board, a record of all actions taken by the directors without a meeting, and a record of all actions taken by

a committee of the Board in place of the Board on behalf of the Corporation, except where the Board passes a motion to make any specific portion confidential. The Board shall consider such a motion when necessary to protect the private or confidential information of the Corporation's members, affiliates, and donors.

(d) Financial records, including year-end financial statements, tax filings, IRS rulings, audit records, and budgets

(e) Public records, including press releases and public filings

2.2 Method of Disclosure

Generally available materials will be made widely available on the internet with the following requirements:

(a) The documents shall be listed on a website controlled by the Corporation.

(b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.

(c) The documents shall be posted in a format that allows an individual to access, download, view, and print them, without the need for special computer hardware or software (other than software readily available to the public free of charge), in a manner that exactly reproduces the image of the original document.

(d) The documents shall be available free of charge.

The Corporation shall inform anyone requesting generally available materials where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for written requests.

Article 3: Restricted Materials

Documents described in this Article are presumed not to be available to the general public. The Board shall take reasonable measures to ensure the privacy and security of these documents throughout their lifetime.

3.1 Document Classes

(a) Private or personal information of directors, officers, employees, and affiliates of the Corporation

(b) Private or personal information of donors to the Corporation

3.2 Method of Disclosure

Documents that relate to an individual may be provided to that individual or their legal representative upon request. All documents shall be provided to the Board upon request. All information shall be provided to relevant governmental agencies as required by law.

Article 4: Reclassifying Documents

A document that is presumed to be available or unavailable to the public may be reclassified by resolution of the Board, except when doing so would violate state or federal law, or threaten the tax-exempt status of the Corporation, or potentially cause unnecessary damage to the good will of the public towards the Corporation.

Article 5: Amendments

The Board reserves the right to alter, amend, add to or repeal this Policy in accordance with the Bylaws.

Adoption and Revision History		
Adopted	15 Sept. 2023	Adopted by unanimous vote of the Board