

Policies and Procedures for the Federation of Earth Science Information Partners (ESIP)

Approved by the ESIP Board, October, 2017

[Note: All docs can be found in this Policies and Procedures Folder](#)

1. Corporate

- 1.1. [Goals](#)
- 1.2. [Members and Member Organization](#)
- 1.3. [Corporate Organization](#)
- 1.4. [Policy Approval, Amendments, Administration and Compliance](#)
- 1.5. [Equal Employment and Volunteer Opportunity](#)
- 1.6. [Record Maintenance](#)

2. Ethics and Conduct

- 2.1. [Code of Conduct](#)
- 2.2. [Conflict of Interest](#)
- 2.3. [Gift Acceptance](#)
- 2.4. [Fundraising and Proposal Development](#)
- 2.5. [Whistleblower](#)

3. Business and Finance

- 3.1. [Accounting Policies and Procedures](#)
- 3.2. [Internal Control](#)
- 3.3. [Financial Planning and Reporting](#)
- 3.4. [Revenue and Accounts Receivable](#)
- 3.5. [Expense and Accounts Payable](#)
- 3.6. [Asset Management](#)
- 3.7. [Pass-Through Funding](#)
- 3.8. [Gift Issuance](#)

4. Human Resources

- 4.1. [Employee Handbook](#)
- 4.2. [Handling of Employee and Volunteer Personnel Records](#)
- 4.3. [Employee Search and Selection](#)
- 4.4. [Executive Director Evaluation](#)

Appendices:

- A. Committee/Working Group/Cluster Best Practices and other Rules
 - a. Here are the [May 2017 Funding Friday Rules draft](#).
- B. [Here is a blank template for new Policies and Procedures as necessary](#).

Other Links

- Our initial timeline for the completion of the 1st draft of the ESIP Policies and Procedures document is [here](#).
- The current legal ESIP ByLaws document is [here](#).
- Bruce's merged document containing the old ByLaws and Constitution is [here](#).
- Notes from our last telecons are [here](#).