

## **Stephenson County Fair Association**

### **Policy & Procedures Committee**

#### **Policy & Procedures Recommendations:**

##### **Election of board officers & At-large board seats:**

- 1) Candidates for officer positions and at-large board seats of the Stephenson County Fair Association (SCFA) must reside in Stephenson County.
- 2) Candidates for the positions of President and Vice-president of SCFA must have had previous experience on the SCFA board.
- 3) Candidates for officer positions and at-large board seats must submit a Letter of Interest and SCFA Letter of Nomination signed by a seated SCFA board of director. Letter of Interest and SCFA Letter of Nomination will be accepted prior to the start of the SCFA Annual Meeting. SCFA Letter of Nomination will be available through the fair office.
- 4) Nominations will be taken from the floor for officer positions and at-large board seats. Candidates nominated from the floor must meet all the position requirements with a verbal acceptance of the nomination and SCFA Letter of Nomination signed by nominee and SCFA board of director making the nomination.
- 5) Newly elected officer(s), at-large seat(s), and appointed director(s) will be seated after adjournment of the annual meeting at the regular board meeting.
- 6) Board Member Orientation for new board members will be held prior to the next SCFA regular board meeting.

##### **Board Meetings:**

1. Board meeting materials including but not limited to agenda, past meeting minutes and financials should be sent to board members no later than two days prior to the scheduled meeting. In the event that financials are not ready, materials should be sent without financials. Financials should then be distributed once ready.

##### **Board Officer and Director Expectations:**

- 1) Officers and Directors of the Stephenson County Fair Association are encouraged to:
  - a. Serve on at least one committee.
  - b. Attend at least one workday throughout the fair prep season.
  - c. Be on grounds during the week of the fair for no less than six total hours.
  - d. Support and promote the fair association goals, fair and grounds.
  - e. Assist with at least one non-fair event

##### **Employee Reviews:**

- 1) SCFA Executive Manager will conduct the review of the Groundskeeper and the Executive Committee will conduct the review of the Executive Manager.
- 2) Employee reviews will be conducted to coincide with the SCFA fiscal year and not employee hire date. Annual employee reviews will be conducted after the end of the SCFA fair and prior to the annual meeting.

##### **Friends of the Fair Nominations & Awards:**

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

- 1) SCFA President shall appoint a committee of 3 individuals to review nominations and select the award winner(s).
- 2) A maximum of two (2) Friends of the Fair awards will be given annually. Should no nominations be received no awards will be given in that year.
- 3) Friends of the Fair recipients will be given a certificate, a lifetime pass to the Stephenson County Fair, and name placed on the plaque maintained in the SCFA office.

#### **IAAF Convention:**

- 1) SCFA will pay the convention registration fee and two (2) night hotel stay for the seated President and the SCFA Executive Manager.
- 2) Finance committee will recommend at the October board meeting in the year prior to the IAAF convention in January, the number of additional convention registrations and two (2) night hotel stay the SCFA will be financially responsible for.
- 3) Spouses/significant others/guest attending the IAAF conventions with SCFA board of director members are financially responsible for their convention registration and meals.

#### **Protest or Political Statement at SCFA Fair:**

- 1) A selected place will be provided for person(s) demanding the right to protest or demonstrate. A designated area will be provided by the SCFA. Anyone not using the designated area will be asked to leave the fairgrounds. This is the policy of the SCFA and law enforcement will have been instructed to remove those not complying with this policy.
- 2) Instruction will be given to all security and at the discretion of the fair office, a decision will be made to implement this policy.
- 3) Designated area is the Southeast corner of the fairgrounds inside the fence.

#### **Privacy Policy:**

- 1) This Privacy Policy explains how Stephenson County Fair Associations collects, uses, and discloses personal information about our customers, prospective customers, and visitors to our website at [www.stephensoncountyfair.org](http://www.stephensoncountyfair.org)
- 2) Information collected directly from you: We may collect personal information directly from you, for example through a web form, during registration, while making a reservation, while setting up an account with us, when you contact us for customer support, or at checkout. Personal information we collect directly from you may include first and last name, address, email address, and phone number. Information collected from your device: Our website may use technologies such as cookies, web beacons, pixels, and other similar technologies to automatically collect certain information from your device including, for example, your IP address, date and time of your visit, browser and operating system information, referring website address, and other information about how you interact with the website. Our website may also use cookies and similar technologies to enhance your user experience and enable certain features such as keeping track of items you put in your shopping cart. Our email campaigns may also use tracking technologies such as web beacons, pixels and other similar technologies to automatically collect certain information such as your IP address, browser type and version, and email engagement statistics.
- 3) Information collected from our partners: We may collect personal information about you from our thirdparty partners and combine it with other information that we collect. Personal

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

information we collect from our partners may include, for example, your demographic information, shopping history, and geographic location.

- 4) We may use information collected about you for any lawful purposes, including the following:
  - a. To provide you with our products and services, customer service and support, and other relevant information;
  - b. To remind you of important dates or inform you of schedule changes;
  - c. To provide our website to you, to optimize our website, and to assist with our advertising and marketing efforts;
  - d. To send you abandoned cart reminders if you added items to your shopping cart but did not complete check out;
  - e. To comply with the law and to maintain the security of our website; or
  - f. With your consent, or as otherwise disclosed at the time information is collected.
- 5) We may share the information we collect with other parties, including the following
  - a. With third-party service providers to assist us with providing and marketing our products and services, such as payment processors, data hosting services, analytics services, online store support, advertising partners, and email service providers.
  - b. With Constant Contact, to send email marketing and text message communications. For more information about how we may use your information with Constant Contact and the information that may be collected through our email campaigns, see Constant Contact's Customer Data Notice available at <https://www.constantcontact.com/legal/customer-contactdata-notice>.
  - c. With any affiliates or joint venture partners that we may have in the future. ● As part of a corporate sale, merger, or acquisition, or other transfer of all or part of our assets, including as part of a bankruptcy proceeding.
  - d. If necessary to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights or the rights of third parties, or to protect the safety or security of any person or entity.
  - e. With your consent or as otherwise disclosed at the time of data collection or sharing.
  - f. We may share information that has been de-identified or aggregated without limitation. Our website may offer interactive features, such as the ability to leave reviews, that you can use to communicate with other website visitors or to submit and post your own content. If you disclose information in one of these forums, this information can be viewed, collected, and used by others.
  - g. We may authorize our advertising partners to use cookies and similar technologies on our website to automatically collect certain information from your device, and we may share information about you, your purchases, and your interactions with our website with our advertising partners. These partners may also collect information from other websites or apps over time, including information about relationships among different browsers and devices. Such information can be used by us or our advertising partners to serve more relevant targeted ads. For more information about this type of advertising and how to opt out of targeted advertising from our advertising partners, go to [www.aboutads.info](http://www.aboutads.info)
  - h. We may also work with third parties that collect data about your use of our website and other sites or apps over time for non-advertising purposes. We use Google Analytics and other third-party services to improve the performance of the website and for analytics and marketing purposes. For more information about how Google Analytics collects and uses data when you use our website, visit [www.google.com/policies/privacy/partners](http://www.google.com/policies/privacy/partners), and to

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

opt out of Google Analytics, visit [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout).] Your web browser may allow you to block or disable cookies; however, parts of our website may not function properly if you do so.

- i. If you wish to unsubscribe from our email campaigns, please click on the Unsubscribe link at the bottom of any marketing email sent from us. If you opt out of our email marketing, we will still send you messages related to our transactions and relationship with you, such as order confirmations. If you wish to stop receiving text messages from us, reply STOP, QUIT, CANCEL, OPT-OUT, or UNSUBSCRIBE to any text message sent from us. For more information, see our Mobile Messaging Terms and Conditions available at [insert link to your mobile terms].

### **Sexual Harassment Preventions Training:**

- 1) SCFA will provide annually sexual harassment prevention training for all SCFA employees.
- 2) SCFA Executive Manager will be responsible for maintaining documentation showing all employees have completed the sexual harassment prevention training annually.

### **SCFA Standing Committees and Sub-committees:**

- 1) Standing Committees are: Building & Grounds; Commercial; Entertainment; Finance; Livestock; Non-livestock; and Policy & Procedures.
- 2) In accordance with SCFA By-laws Article IV, Section 4 Standing Committee shall be chaired by a current Director of the Board.
- 3) Sub-committee(s) of a Standing Committee can be chaired by a non-board member with the sub-committee chairperson reporting to the Standing Committee chairperson.
- 4) Advertising and Sponsorship are not Standing Committees and the Executive Manager is responsible for overseeing and executing the actions required of these working committees. These working committees can have other committee members to assist with the task of these committees.

### **Virtual SCFA Board Meeting:**

- 1) SCFA board meetings can be called as virtual meetings at the discretion of the President or by a majority of the Board of Directors.
- 2) Virtual board meetings notice and invitation will be posted on the SCFA Facebook page.
- 3) All voting on action items during a virtual board meeting must be either by roll call or an email confirming vote from SCFA board of director members.
- 4) A 4-day notice for Zoom requests is required.

### **Conflict of Interest Policy:**

- 1) Purpose:
  - a. To outline a process in which a Board Member, officers, staff members and committee/volunteers of the Stephenson County Fair can identify their own personal or professional conflicts of interest and the interest of the fair association.
- 2) Definition:
  - a. A conflict of interest may exist when the interests or concerns of any Director, officer, or staff member or said person's immediate family, or any party, group or organization to which an interested person belongs or is affiliated, may be seen as completing with or adverse to the interest or concerns of the Stephenson County Fair Association or its affiliates.

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

- b. Such conflicts include but are not limited to direct or indirect financial gain or loss, significant non-financial benefit to be derived from an arrangement or transaction with this organization.
- 3) Procedure:
  - a. Any possible conflict shall be disclosed promptly to the Board of Directors by the interested person.
  - b. If such conflict is relevant to a matter requiring action by the Board of Directors, the interested person shall not vote on the matter.
  - c. The interested person shall not be present in the room in which the board is meeting, and shall not participate in the final discussion or decision regarding the matter under consideration.
  - d. The interested person shall provide the board or committee with all relevant information relating to the conflict, provided such disclosure does not violate any legal duty owed by the interested person or violate any law, regulation or court order.
  - e. When there is doubt as to whether a conflict exists, the board shall vote to resolve the issues, excluding the interested persons vote.
- 4) Records of Proceedings:
  - a. The minutes of the governing board and all committees with board delegated powers shall contain:
    - i. The name 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 governing board's or committee's decision as to whether a conflict of interest in fact existed.
    - ii. The names of the persons who were present for the discussion and votes related to the transaction or arrangements, 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.

### **Whistle Blower Policy:**

- 1) **General:**
  - a. The Stephenson County Fair Association expects its directors and officers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representative of the Association, practicing honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
- 2) **Reporting Responsibility:**
  - a. **It is the responsibility of all directors, officers and employees to report violations or suspected violations in accordance with this Whistleblower Policy and Illinois Whistleblower code.**
- 3) **No retaliation:**
  - a. No director, officer or employee who is in good faith reports a violation of the code shall suffer harassment retaliation or adverse consequences. A director, officer or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of their duties the Whistleblower policy is intended to encourage and enable any related or interested party to raise serious concerns within the association prior to seeking resolution outside of the association.
- 4) **Reporting Violations:**

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

- a. The association encourages and suggests that all parties share their questions, concerns, suggestions and complaints with someone who can address them properly. In most cases, the Secretary or the Treasurer is in the best position to address an area of concern. However, if someone is not comfortable talking to these two individuals or they are not satisfied with the response from either or both they are encouraged to talk to the association president.
  - b. The president has the specific responsibility to investigate all reported violations. For suspected fraud, or when someone is not satisfied or is uncomfortable with the **President's response the immediate past president will be contacted and responsible for investigating.**
- 5) **Compliance Officer:**
  - a. The Board President shall serve as the Association Compliance Officer and is responsible for investigating and resolving all reported complaints and allegations concerning violations of the code and, at his discretion, shall advise the Board of Directors and or the Executive Committee. The compliance officer shall have director access to the Executive Committee of the Board of Directors and is required to report to the Executive Committee at least annually on any compliance activity.
- 6) Accounting and Audit Matters:
  - a. The Executive Committee of the Board of Directors shall address reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the executive Committee of any such complaint or work with the committee until the matter is resolved.
- 7) Acting in Good Faith:
  - a. Anyone filing a complaint concerning a violation or suspected violation of the code. 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 offense.
- 8) Confidentiality:
  - a. 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.
- 9) Handling of Reported Violations
  - a. The Compliance Officer will notify the sender and acknowledge the receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and an appropriate corrective action will be taken if warranted by the investigation.

#### **Miscellaneous Policies & Procedures:**

- 1) Signature stamps can be used for premium checks. They can be stamped by anyone with the signatures approval and knowledge
- 2) When a signature stamp is needed it should only be used for one signature and not both.
- 3) Abandoned property:
  - a. Property remaining on the Premises, or any property stored by the Association, which has not been claimed by any exhibitor, employee, patron, volunteer or vendor or its employees or workers within two (2) days after the last day of the Stephenson County

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026

Fair or other on grounds event shall be deemed abandoned by the exhibitor, employee, patron, volunteer or vendor or its employees or workers, unless other arrangements have been made with the Executive Fair Manager.

- b. Once the property has been abandoned the fair association has these options.
  - i. If the property is something the fair can use, the fair will become the owner of the property
  - ii. If the property is not something the fair can use, the fair will list it for sale and accepted sealed bids for no less than two weeks. After this the highest bidder will be the new property owner. The Fair Association reserves the right to accept or deny any bids.
    - 1. Procedure for sealed bids:
      - a. The item and the procedure for submitting closed bids to the SCFA office will be posted on the social media with the highest following and on the SCFA website.
  - iii. If the fair cannot use the item and there were no bidders for the item the fair association will then dispose of the item as they see fit.
  - iv. Property of a value of less than \$100 can be disposed of at the discretion of the Fair executive Manager.
- 4) Glass Bottles:
  - a. No glass bottles on the fairgrounds without prior authorization.
- 5) Judge Rotation:
  - a. Judges should be rotated every three years unless prior authorization or extenuating circumstances.
- 6) Complaint and Grievance Resolution Policy:
  - a. Complaints must be submitted/ logged in writing.
  - b. Complaints will be reviewed by Executive Manager and Board President.

Revised: 3/23/2023

Revised 3/28/2024

Revised 2/ 27/2025

Revised 10/20/2026