Transfer of Assets & Records Policy

Document No.: POL-01-008 Effective Date: 05/2026

Purpose

The purpose of this policy is to ensure orderly, documented, and legally compliant transfer of assets, financial authority, records, and operational control during leadership transitions, restructuring, or organizational changes. This policy promotes transparency, fiduciary accountability, and protection of student programming.

Scope

This policy applies to:

- Officer transitions
- Committee chair transitions
- Change in authorized signers
- Transfer of physical or financial assets
- Transfer of digital accounts and credentials
- Organizational restructuring or reorganization

Definition of Assets

For purposes of this policy, “assets” include but are not limited to:

Financial Assets

- Bank accounts
- Cash on hand
- Investment accounts
- Payment processor accounts (Square, PayPal, Venmo, etc.)
- Undeposited funds

Physical Assets

- Instruments (if owned by the Association)
- Uniforms
- Equipment
- Inventory
- Fundraising supplies

Administrative Assets

- Contracts
- Vendor agreements
- Insurance policies
- Tax filings
- Corporate records
- Meeting minutes
- Membership rosters

Digital Assets

- Email accounts
- Cloud storage
- Social media accounts
- Website access
- Accounting software
- EIN documentation

Transfer Requirements

Officer Transition

Within fourteen (14) days of officer turnover:

1. Outgoing officer shall provide:
    - All records (physical and digital)
    - Login credentials
    - Financial reports current through the date of transition
    - Status report of pending matters
2. Incoming officer shall:
    - Confirm receipt in writing
    - Verify access to financial accounts
    - Reconcile balances within thirty (30) days

Financial Accounts

- Authorized signers must be updated immediately upon officer change.
- At least two unrelated authorized signers must be maintained.
- A bank signature card update must be documented in meeting minutes.
- A reconciliation report shall be presented at the next board meeting.

Asset Inventory

A written inventory shall be completed when:

- A Treasurer transitions
- A Fundraising Chair transitions
- The organization undergoes restructuring

The inventory shall include:

- Item description
- Estimated value (if applicable)
- Condition
- Location
- Date of transfer
- Signatures of both parties

Organizational Restructuring or Reorganization

If assets are transferred between entities:

1. The Board must approve the transfer by majority vote.
2. The transfer must be documented in meeting minutes.
3. A written Asset Transfer Statement must include:
    - Name of transferring entity
    - Name of receiving entity
    - Statement that no liabilities were assumed unless expressly stated
    - Effective date of transfer
4. Transfer must comply with:
    - Revised Code of Washington (RCW 24.03A)
    - IRS 501(c)(3) regulations

Liabilities

Assets shall not include assumption of liabilities unless:

- Explicitly approved by the Board
- Documented in writing
- Reflected in meeting minutes

In the absence of a written assumption, liabilities remain the responsibility of the originating party.

Documentation & Record Retention

All transfer documents shall be:

- Maintained in the permanent corporate records
- Stored in both digital and physical format (if applicable)
- Retained in accordance with the Association's Records Retention Policy

Failure to Transfer

Failure of an outgoing officer or representative to transfer organizational property may result in:

- Formal written demand
- Board action
- Legal remedy if necessary

Organizational assets remain property of the Association at all times.

Good Faith Preservation Clause

In the event of governance abandonment or prior leadership's failure to maintain operational continuity, the Board may, in good faith and in a reasonable manner, take documented action to preserve student programming and safeguard assets, consistent with fiduciary duties under Washington law.