

CENTER FOR JOB ORDER CONTRACTING EXCELLENCE, INC.

POLICY ON EXTERNAL COMMUNICATIONS, POLITICAL ACTIVITIES AND GOVERNMENT RELATIONS

The Corporation is a Delaware nonstock corporation organized and operated exclusively for the purposes of operating a trade association. The Corporation has exemption from federal income taxation under Internal Revenue Code (“Code”) Section 501(c)(6). To enhance the Corporation’s activities and preserve its tax-exempt status, the Board of Directors has adopted the following policies:

1. **Communications with the Media.** All persons affiliated with the Corporation, including but not limited to members of the Board of Directors, staff and any Corporation committees, will refrain from commenting to the media regarding the Corporation, its members, activities or plans except for announcements approved by the Industry Chair of the Corporation or his or her designee. Questions from the media shall be referred to the Industry Chair of the Corporation or his or her designee.

2. **Communications with the Public.** All persons affiliated with the Corporation, including members of the Board of Directors, staff and any Corporation committees, should remember that they may be perceived by the public as representing the Corporation and the views of any of those affiliated with the Corporation and should consider any comments about the Corporation in that light and in furtherance of the best interests of the Corporation.

3. **Communications with Governmental Officials or Agencies, Community Groups.** The Corporation expects to be able to engage various governmental and quasi-governmental entities and community groups on issues of concern to the Corporation. In order to present a consistent message from the Corporation and to enhance its ability to successfully express its positions, only those individuals expressly designated by the Board of Directors, or in its discretion, the Industry Chair or his or her designee may communicate on behalf of or concerning the Corporation. The Industry Chair and his or her designees shall submit all communications, proposals, responses to request for proposals, grant requests and government contracts, reports, press releases or other documents on behalf of the Corporation to any governmental and quasi-governmental entities or community groups.

4. **Lobbying.** The Corporation anticipates received a determination letter that it is a tax-exempt organization as described in Code Section 501(c)(6). Part of the activities of the Corporation will consist of carrying on propaganda, or otherwise attempting to influence legislation. The Industry Chair and his or her designees shall direct all activities which may be deemed to fall within this section. No chapters may participate in lobbying or attempt to influence legislation without consent of the Industry Chair. The organization exists as one corporation and must present a message as approved by the Board of Directors.

5. **Disclosure Requirements.** As a tax-exempt organization, the Corporation is subject to ongoing disclosure requirements to the IRS, state regulatory agencies and the general public. The Industry Chair, or his/her designee, shall be responsible for responding to all requests for disclosure of information to ensure compliance with applicable disclosure requirements as failure to comply may result in revocation of the Corporation’s tax-exempt status.

- Disclosure of any changes in sources of support, purposes, character, or method of operation, including, but not limited to amendments to the Corporation's Certificate of Incorporation or By-Laws, to the IRS.
- Disclosure* of the Corporation's Form 990 and 990-T (if applicable) for three years after the later of the due date of the return or the date the return is filed. *Note: Certain information such as donor names and address may be redacted prior to public disclosure.*
- Disclosure* of the Corporation's exemption application submitted to the IRS together with any supporting documents as well as its exemption letter.

*Copies of these documents must be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. The Corporation may fulfill this requirement by placing these documents on the Internet.