



*An Association of Government IT Leaders™*

# GMIS POLICY & PROCEDURE MANUAL

February 2018

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## INTRODUCTION TO THIS MANUAL

This work is the culmination of many hours of discussion across many years. The need for such a manual is obvious – there is a need to document policy decisions, procedures, and methods that govern the functioning of GMIS International. Relying on vague recollections, scrounging through old minutes to see if something was actually documented, rumors of traditions... -- none are adequate for the operation of a professional organization attempting to provide fair and equitable services to all members. Consequently, it is the goal of this manual to specifically detail the organization's various policies and supporting procedures to enable business to be conducted smoothly for vendors, contractors, members and officers / Board Members alike.

Every effort has been made to align these policies and procedures with GMIS International's Bylaws. If any conflicts remain or later introduced, the Bylaws shall prevail.

Many thanks go to Brad Brown, Emeritus Member and GMIS International Treasurer for many years, for valuable documentation of decisions and listing issues that needed to be addressed.

*If you have a policy, and you don't enforce it, and you don't hold people accountable for violating it, then - do you have a policy?*

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# **GMIS Organization and Membership Information**

## ***Organization Name***

### **POLICY STATEMENT**

The Government Management Information Sciences (GMIS) organization also known as GMIS International shall be known by the GMIS (“G-miss”) acronym. A subtitle / description of “An Association of Local Government IT Leaders” shall accompany the GMIS acronym whenever practical.

### **BACKGROUND**

This change in name focus was adopted in November 2007 by the GMIS International Executive Board. It was clear the Government Management Information Sciences name was outdated, but the GMIS acronym was well recognized and had meaning of its own. In addition, the paperwork difficulties and associated expenses of officially changing the GMIS name would have been considerable, not only to GMIS itself but to subordinate state chapters as well. Therefore, the decision was made to retain the name but to refer to the organization as simply “GMIS.”

## ***Annual Membership Dues***

### **POLICY STATEMENT**

Per the GMIS International Bylaws, the Executive Board will establish annual dues for all membership types. Approval of the voting membership is required for changes to the dues with the sole exception of corporate member dues.

### **PROCEDURE**

1. Annual Membership Dues will be reviewed periodically by the Executive Board for equity with similar association memberships and ability to meet GMIS International funding requirements.
2. Proposals to alter the Annual Membership Dues will be considered and voted on by the Executive Board.
3. For all Membership types other than Corporate, any proposed revisions to Annual Membership Dues will be presented to the voting members for approval.
4. Approval of a change to Annual Membership Dues will require a simple majority of those voting for approval.
5. Headquarters will announce ballot availability to the voting member list allowing a minimum of two weeks for voting. Online software for member balloting/web voting will be used to cast the votes.
6. Headquarters will present the results to the Executive Board at the next regularly scheduled meeting or at a special meeting. Results will then be shared with the membership by way of a general announcement.

## ***Membership Dues Collecting and Cutoffs, Chapter Distribution Dates***

### **POLICY STATEMENT**

The GMIS International Executive Board will establish dates for renewal notices, reminders, and membership benefit termination dates.

### **PROCEDURE**

- 1) Electronic renewal notices will be mailed to member agencies on or shortly after April 1<sup>st</sup> with a July 1<sup>st</sup> due date.
- 1) Reminder notices to non-renewed member agencies go out multiple times before the July 1<sup>st</sup> due date.
- 2) Agencies can become members upon receipt of a purchase order number. The invoice must be paid within 2 months.
- 3) “Last Chance” membership-lapse notices go out to non-renewed member agencies before August 31<sup>st</sup>.
- 4) The “grace period” for renewing membership ends on September 1 – membership & benefits (listserv participation, access to members-only areas on the website, etc.) are suspended for all participants of any member agencies that have not renewed by this date. Membership benefits will be reinstated upon receipt of full dues payment after September 1<sup>st</sup>.
- 5) Funds due to chapters are sent on or before December 1st.
- 6) Any NEW member agency joining April 1 – June 30 gets the remainder of that current fiscal year FREE (maximum of 3 months) with payment credited for the next fiscal year beginning July 1<sup>st</sup>.

## ***Distribution of Membership List***

### **POLICY STATEMENT**

GMIS International’s member information is proprietary to GMIS.

### **PROCEDURE**

- 1) Distribution of the list of members shall be limited to authorized representatives of members in good standing.

- 2) The list of members may be provided electronically or on paper.
- 3) The list of members must be accompanied by a notice that the list is not to be shared.
- 4) The list of members may be provided upon request to any member in good standing.
- 5) Under no circumstances shall the complete list of members be provided to vendors. Vendors may be provided a list of those members attending a specific event in return for sponsorship consideration.

## ***Election of Officers Process***

### **POLICY STATEMENT**

GMIS shall provide a fair and inclusive process, consistent with the GMIS Bylaws, to elect officers on an annual basis.

### **PROCEDURE**

- 1) Elections are held every other year. The dates reflected are applicable in the year that elections will be held. Dates may be adjusted slightly based on the calendar each election year, however the goal is to be able to notify candidates of the election results by August 1<sup>st</sup>.
- 2) March - The Past President, as Chair of the Nominating Committee, will ask State Chapter Presidents to provide recommendations on candidates to the Nominating Committee.
- 3) April – Nominations will open the 1<sup>st</sup> week in April. Notification will be sent to all GMIS Members regardless of membership type. An electronic form will be made available and each member interested in being a candidate will complete the electronic form.
- 4) May – Nominations close 6 weeks after opening.
- 5) GMIS Headquarters reviews candidate submissions to ensure all required documentation has been provided.
- 6) June – Nominations and all materials are sent to the Nominating Committee by the first week in June.
- 7) June 30 – Deadline for the Nominating Committee to review and approve candidates

- 8) July – Ballots distributed to Voting Members only the 1st week in July. Notification to all member types of the Slate of Candidates and that ballots have been sent to Voting Members
- 9) July – Voting closes the 3rd week in July. Voting must have been kept open for a minimum of 2 weeks or 10 business days.
- 10) August 1 (or as soon as election results are available) – Candidates informed by Nominating Committee Chair of the election results. Results are announced to the membership once all candidates have been informed of the election results. The new Board will be recognized at the Annual Business Meeting.

### **Nominating Committee Composition and Responsibilities**

The Nominating Committee is composed of 7 members. The composition is as follows:

- Chair – Past President
- Board Member – President
- Board Member – President Elect
- Member at Large – Chapter Representative
- Member at Large – Chapter Representative
- Member at Large – Chapter Representative
- Member at Large – Associate Organization Representative

Decisions of the committee are made by a simple majority vote. Every state would bring forward 1 representative to serve on the Nominating Committee. The Chapter Presidents would determine who will be the final committee members. If a GMIS International Board member also serves as a Chapter President they are not eligible to participate in this selection of the representatives. Another member of the chapter leadership is eligible to represent the chapter in this selection process. If the Chapter Presidents cannot fill the representative spots then the membership at large would be asked to fill the vacant spots. State Chapter Presidents can use whatever process they want to determine who the chapter will put forward to be on the nominating committee.

### **Nominee Criteria**

Nominees for positions other than the President Elect are required to meet the following criteria:

- Member in Good Standing of GMIS International;
- Serving on an GMIS International Committee for 1 year or 2 years as a leader in a State Chapter or Associate Organization;
- Submit a Letter of Support from Organization (template below);
- Candidate Statement of Qualifications and Intent to Serve; and
- Candidate Agreement of Commitment.

The President Elect/First Vice President must meet the following criteria:

- Nominee must have served in a prior Board Position, either elected or appointed for a minimum of 1 term (2 years);
- Nominee must have served on one of the following GMIS International Committees for 1 year: Finance, Conference, Membership, or Vendor Relations; and
- Nominee must have served on a GMIS International Committee or in a State Chapter Leadership Position for a minimum of 1 year.

The Nominating Committee has the option to speak with any candidate to confirm information provided to the committee and/or to request additional information from any nominee.

### **Nominees for Appointed Positions**

Nominees for Appointed Board Positions will be put forward to the Nominating Committee by the sitting First Vice President. The Nominating Committee will vet the proposed nominees for appointed positions. Whenever possible Incoming officers, elected and appointed, would be invited to attend the Annual Conference Planning Meeting held in conjunction with the Annual Conference.

### **Electronic Form Required Information**

- 1) Full Name of Nominee
- 2) Nominees Professional Title
- 3) Nominee Agency
- 4) Nominee Phone Number
- 5) Nominee Email Address
- 6) Board Position Sought by Nominee
- 7) Letter of Support (Sample provided below)
- 8) Nominee Qualifications
- 9) Nominee Photo
- 10) Nominator Full Name
- 11) Nominator Agency

### Memorandum of Support

**TO:** [My Boss, Title]  
**FROM:** [Candidate, Candidate's Title]  
**DATE:** \_\_\_\_\_, 20\_\_\_\_  
**SUBJECT:** GMIS International Executive Board Candidacy

I request to serve for the next year on the GMIS International Executive Board and am asking for the support of our agency in accepting and fulfilling the duties of this position.

#### **WHAT IS GMIS?**

Government Management Information Sciences International (GMIS International) is an organization comprised of IT professionals representing member government and educational institutions at all levels. The purpose of GMIS International is to provide a forum for the exchange of ideas, information, and techniques relating to the development, acquisition, and support of governmental information technology systems.

**DUTIES:** Approximately 5-10 hours per month performing duties that include: participating in teleconferences and phone calls, drafting proposals, making presentations, reviewing proposals and minutes, contacting prospective members, serving on and chairing committees, participating in e-mail discussions, discussing suggestions and motions, and other work promoting the organization.

**EXPENSES:** As a member of the GMIS International Executive Board, I would be expected to attend two semiannual Board meetings, one usually held in the Spring and the other would be combined with the annual GMIS International Educational Conference, GMIS MEETS, held in August. The site of the Board meetings and Conference move to a different city/state each year. GMIS International will provide funding for all Board Members to attend the Mid-Year Board meeting. GMIS International is sensitive to the budget limitations facing jurisdictions and when the GMIS International budget permits will work to support

Board members by supplementing their travel expenses to the Annual GMIS MEETS and accompanying Board meeting.

**SPECIFIC REQUEST**

Approve my candidacy in the 20(XX) annual election for the GMIS International Executive Board position of (officer title) and my service in this capacity if elected. I am sensitive to the commitment our agency must make to support me in serving in this role, both in time and money. I give you my commitment to take all the necessary steps to ensure that if elected, this new role does not adversely impact my effectiveness and productivity in fulfilling my duties as the (position title) for (name of jurisdiction). My involvement enables our agency to benefit from rapid access to the resources and experiences of other member organizations and creates the opportunity for additional national recognition for the fine programs we administer.

If you need additional information, please let me know. Thank you for your support.

\_\_\_\_\_  
**APPROVED**

\_\_\_\_\_  
**DATE**

# **Affiliation and Chapter Information**

## ***International Sister Organizations***

### **POLICY STATEMENT**

GMIS International members gain a global perspective in sharing innovative technology solutions in government by having delegates from other countries (members or officers of GMIS' sister organizations) attend GMIS conferences. Similarly, GMIS International benefits in pursuing collaborative opportunities and global relations.

### **PROCEDURES**

- 1) Sister organizations include:
  - a. LGICT (Australia)
  - b. V-ICT-OR (Belgium)
  - c. MISA (Canada)
  - d. VIAG (The Netherlands)
  - e. ALGIM (New Zealand)
  - f. KommITS (Sweden)
  - g. SOCITM (United Kingdom)

GMIS International is also affiliated with "LOLA" (Linked Organization of Local Authority ICT Societies).

- 2) It is the responsibility of the International Director to create a schedule of international events. GMIS Board members and GMIS members may attend these conferences at the sister organization member registration rate. Registration and travel expenses are the responsibility of the GMIS Board member or GMIS member.

## ***State Chapters***

### **POLICY STATEMENT**

GMIS International will support the creation and maintenance of subordinate State Chapters. Each State Chapter shall abide by the Bylaws and appropriate policies and procedures of GMIS International. The GMIS Bylaws also provide additional guidance in formation of a new Chapter.

### **PROCEDURES**

- 1) A state desiring to form a state chapter shall:
  - a. Consider naming their chapter with the two-character postal service abbreviation for their state plus "-GMIS." Examples: GA-GMIS, KS-GMIS, etc.

- b. Contact the GMIS International Treasurer concerning obtaining a federal tax ID number (EIN).
  - c. Obtain a chapter start-up packet from GMIS Headquarters. The packet shall contain:
    - i. The Chapter Affiliation Agreement
    - ii. An introduction letter to send to prospective members.
    - iii. Sample Chapter Charter.
    - iv. A sample invitation letter to first chapter / organizational meeting.
    - v. Procedure for year-end financial reporting / chapter dues reimbursement.
  - d. Guidelines on “How to post to the GMIS listserv.”
  - e. Guidelines on how to utilize the GMIS International website for chapter activities.
  - f. If needed, obtain new chapter “seeding funds” from GMIS International to get the new chapter started within funding amount agreed upon by the GMIS International Executive Board.
- 2) Each state chapter shall submit annual financial reports to the GMIS International Treasurer by August 31 of every year. Any state chapter not meeting this deadline shall be ineligible for any dues rebate. No state chapter bylaw provision shall conflict with GMIS International’s Bylaws. If a conflict exists, provisions in GMIS International’s Bylaws shall take precedence.

## **GMIS Award Information**

### ***Annual Recognition Awards***

#### **POLICY STATEMENT**

GMIS International will sponsor and conduct annual recognition awards. Complete processes related to GMIS Awards are documented in the GMIS Awards Manual.

#### **PROCEDURE**

- 1) GMIS Outstanding Professional Award.
  - a. A member of the Executive Board will chair the Awards Committee as it conducts the annual nomination and selection process.
  - b. The Outstanding Professional Award for the individual will include recognition, conference registration (with travel and lodging expenses covered), and a press release.
- 2) GMIS G2 Award (G2C - Government to Citizens, G2B - Government to Business and G2G - Government to Government).

- a. A member of the Executive Board will chair the Awards Committee as it conducts the annual nomination and selection process.
  - b. The selected member agency will be recognized with a press release and may have opportunities to present at GMIS International events.
- 3) GMIS Best Practices Award.
- a. A member of the Executive Board will chair the Awards Committee as it conducts the annual nomination and selection process.
  - b. The selected member agency will be recognized with a press release and may have opportunities to present at GMIS International events.
- 4) GMIS Champion Chapter Award.
- a. This annual award will be given to the GMIS state chapter that most furthered the overall goals of GMIS International, including but not limited to, participation in GMIS activities, excellence in activities at the state chapter level, and membership growth and retention.
  - b. The Executive Board shall deliberate and consider nominations for this award. A simple majority vote of the Executive Board shall be required.
- 5) GMIS Hershel Strickland Ambassador of the Year Award:
- a. The Hershel Strickland Ambassador of the Year Award shall be given to the GMIS member whose efforts directly resulted in GMIS significantly advancing its goals to be the premiere state and local government IT organization.
  - b. The Executive Board shall deliberate and consider nominations for this award. A simple majority vote of the Executive Board shall be required.
- 6) President's Award:
- a. The GMIS President has the option of awarding this award on an annual basis.
  - b. The award may be given to:
    - i. An individual
    - ii. A vendor
    - iii. A state chapter
    - iv. A member

### ***Exemplary Service Award***

#### **POLICY STATEMENT**

GMIS International will sponsor and provide service awards.

#### **PROCEDURE**

- 1) GMIS Member Emeritus:

- a. Nominations will be accepted for consideration by the Executive Board at any time.
- b. Designating a person as an Member Emeritus will be based on:
  - i. Exemplary service to GMIS International.
  - ii. Being nominated, in writing by a current GMIS International member. The nomination shall include an explanation of the individual's service to GMIS International and justification for the nomination.
  - iii. A simple majority vote in favor of the nomination by the GMIS Executive Board with a quorum present.
- c. Member Emeritus status entitles the individual to free conference registration for life of the individual.
- d. The GMIS Executive Board may grant GMIS Listserv access to Emeritus members at their discretion.

## **Financial Policies and Information**

### ***Financial Philosophy Statement***

#### **POLICY STATEMENT**

Financial security is important to the viability of GMIS International. To remain reasonably financially secure, GMIS International will attempt to maintain at least six months' operating capital reserve in the form of CDs, money market, checking account or other cash equivalents.

#### **PROCEDURES**

Financial reporting to the GMIS International Executive Board should be regular and pertinent. Financial decisions should be made with this policy in mind.

### ***Signatories on Financial Accounts***

#### **POLICY STATEMENT**

The signatories on all financial accounts will be the President, Treasurer, and Executive Director.

#### **PROCEDURE**

Following elections, new signature cards will be created and filed with appropriate financial institutions.

## ***Audit Guidelines Policy***

### **POLICY STATEMENT**

GMIS International's Bylaws mandate the President to direct the Finance Committee oversee an annual financial review or audit of accounts and accounting records for GMIS International and the Annual Conference.

### **PROCEDURE**

- 1) The Finance Committee shall oversee an audit or review of the finances and books of GMIS International and the GMIS International Annual Conference.
- 2) The GMIS Executive Director will provide all required documentation to the auditor selected to perform the audit or review
- 3) The Finance Committee will review the Audit or Review Report prepared by the auditor prior to submission to the GMIS Executive Board for acceptance.
- 4) The Finance Committee Chairperson will provide a summary report of audit findings at the annual International Conference.

## ***Records Retention for Financial and Historical Records***

### **POLICY STATEMENT**

Records documenting GMIS International's membership, significant activities, and financial activity shall be preserved annually.

### **PROCEDURES**

- 1) An electronic copy of the financial files will be made and archived with the fiscal year's audited financial records. The minimal retention period for all financial records is three years plus the current year. These records may be stored electronically as raw data or as electronic copies of reports (pdf files are preferred).
- 2) A copy of these records shall be stored at GMIS International Headquarters.
- 3) An archive copy of any financial program used to manage statements and / or financial records shall also be included.
- 4) A copy of all membership data should also be preserved.
- 5) A copy of any conference materials available should be stored.

- 6) Backup copies of this information shall be kept in a suitable location an appropriate distance from the primary copy.

## **Travel Policies and Information**

### ***Executive Board Travel***

#### **POLICY STATEMENT**

A travel/registration stipend is available for each budget year for all Board members to attend the Annual Conference and Board meeting as well as the Mid-Year Board Meeting. In addition, a stipend is available for travel to the Linked Organisation of Local Authority ICT Societies (LOLA) Meeting each year for the President and International Director.

Board members traveling on other GMIS business with Board approval shall be reimbursed their actual expenses. These meetings include, but are not limited to, state chapter meetings (other than their own), meetings with potential state chapters, planning meetings for future conference committees or other meetings where a Board member presence is requested.

#### **REIMBURSIBLE EXPENSES**

Air/Ground Transportation will be covered at the lowest rate available. Air travel should be booked as far in advance as possible to ensure the lowest fare. For each full day of travel the per diem rate will be set at \$50.00. The per diem rate will cover meals and incidentals. Partial travel days will have a per diem rate of \$35.00. If meals are offered at the conference or Board Meeting, then the per diem rate will be reduced as follows: \$10.00 for Breakfast; \$15.00 for Lunch; \$20.00 for Dinner. Alcohol will not be reimbursed. Mileage will be reimbursed at the Federal IRS mileage reimbursement rate.

Exceptions to this policy may be approved by the President and Treasurer.

#### **PROCEDURES**

- 1) All requests for reimbursement will be made using the GMIS Reimbursement Request Form. This will be updated each year with the prevailing mileage rate.
- 2) The requesting GMIS International member, non-member, vendor, or contractor will submit to the GMIS International Treasurer a request for reimbursement. Backup materials for the request will include actual receipts (or copies) documenting expenses. Receipts should have dates, amounts, and to whom the amounts were paid.

- 3) The GMIS International Treasurer will review the submissions for prior approval, appropriateness, and completeness. The submitting individual will be contacted for discussion of any discrepancies or expenses the Treasurer feels should be disallowed.
- 4) The GMIS Executive Board will arbitrate any disagreements with a simple majority making the decision.
- 5) The GMIS International Treasurer will present requests that were not approved in advance, or those without proper documentation, to the GMIS Executive Board for action. Such presentation may be via conference call, e-mail, individual calls, or letter.
- 6) GMIS Headquarters will promptly issue checks for all approved reimbursements.
- 7) Reimbursements requested by the GMIS Treasurer will be approved by the GMIS President.

### ***Board Hosted Functions***

#### **POLICY STATEMENT**

The GMIS Executive Board hosts functions in support of the programs of GMIS International. This includes an International Dinner in conjunction with GMIS MEETS and an Industry Advisory Council (IAC) Dinner in conjunction with the Mid-Year Board Meeting. In partial recognition for their service, GMIS International Executive Board Members will be entitled to attend these functions at no cost. These meetings will be at the expense of GMIS International. These meals will be subject to the following restrictions:

- 1) Executive Board Members, International Guests and IAC Members may invite one guest each.
- 2) GMIS International will cover reasonable alcohol expenditures in support of the functions, not to exceed the budget for each function.

### ***GMIS MEETS Annual Conference***

#### **POLICY STATEMENT**

GMIS International shall host an annual educational conference for members and guests known as GMIS MEETS.

#### **PROCEDURES**

- 3) Conference hosting sites will normally be selected two to three years in advance of the proposed conference.
- 4) Conference accounting procedures shall follow guidelines established by the GMIS International Treasurer.
- 5) GMIS International will provide funding for the following:
  - a. GMIS OPA Award recipient costs including travel, conference registration fees, required lodging, and direct meal costs.
  - b. As budget allows, any newly-formed GMIS state chapter president's costs including travel, conference registration fees, required lodging, and direct meal costs.
  - c. Conference registration fees for any Member Emeritus desiring to attend.

## ***Executive Board In-Person Meetings and Functions***

### **POLICY STATEMENT**

GMIS International Executive Board Members will normally have two in-person meetings annually.

### **PROCEDURE**

- 1) The first meeting will normally be approximately six months prior to the next annual conference and at the proposed conference location in the proposed facilities.
- 2) The second meeting will be just before the annual conference.
- 3) GMIS International is responsible for making appropriate arrangements for the Executive Board Meetings.
- 4) Scheduled meals are provided for Board Members, however alcohol will not be reimbursed.

## **Additional Policies**

### ***Social Media Policy***

#### **POLICY**

GMIS recognizes that social networking and Internet services have become a common form of communications in today's environment. GMIS will use this Policy to guide participation in social networks.

#### **PROCEDURES**

- 1) Don't attack others. The discussions on the community platforms are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- 2) Don't post commercial messages. Contact people directly with product and service information if you believe it would help them.
- 3) Use caution when discussing products. Information posted on any platform is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- 4) All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited and may be removed.
- 5) Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- 6) Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the Listserv.
- 7) Remember that GMIS and other participants have the right to reproduce postings.
- 8) Send your message only to the most appropriate platforms. Do not spam several tools with the same message. Avoid responses such as "Me Too," "I Agree," etc.
- 9) Listserv Subscribe: Email [headquarters@gmis.org](mailto:headquarters@gmis.org) and request to have your email added to the discussion list. Active membership will be validated prior to adding members to the list.
- 10) Listserv Unsubscribe: Email [GMIS-DISCUSSION-unsubscribe-request@listserv.gmis.org](mailto:GMIS-DISCUSSION-unsubscribe-request@listserv.gmis.org)

### **Community Etiquette**

- 1) Transparency is very important in gaining trust in online relationships, therefore be clear who you are and who you work for when posting on any platform. This means including your real name on your Facebook and twitter accounts along with disclosing your employer and using a profile picture of your likeness and not your company's logo.
- 2) Decide which platform is best for your message. Just sharing a link? Twitter might be best. Sharing an article with your comments then Facebook might be better. Want to start conversations around a topic? That is best served through the Listserv or LinkedIn.
- 3) To learn more about how to use these tools please contact GMIS Headquarters.

## **Legal Issues**

These social media pages, accounts and sites are provided as a service of GMIS. GMIS is not responsible for the opinions and information posted on these sites by others. GMIS disclaims all warranties with regard to information posted on these sites, whether posted by GMIS or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall GMIS be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. In addition, by posting material, you grant to GMIS and the members of this community the nonexclusive, worldwide, transferable right and license to display, copy, publish, distribute, transmit, print, and use such information or other material in any way and in any medium, including but not limited to print or electronic form.

Content should not be posted if it encourages or facilitates members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Content that encourages or facilitates an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. GMIS does not actively monitor these sites for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to GMIS's attention, GMIS will take all appropriate action.

GMIS reserves the right to block any users who do not abide by these guidelines

## ***Whistle Blower***

### **POLICY STATEMENT**

A person shall be encouraged to report information relating to illegal practices or violations of policies of GMIS International that such person in good faith has reasonable cause to believe is credible.

### **PROCEDURES**

It is the responsibility of all board members to report concerns about violations of GMIS International's code of ethics or suspected violations of law or regulations that govern GMIS International's operations.

## **Investigation**

The organization encourages anyone reporting an alleged violation to identify himself or herself when making a report in order to facilitate the investigation. However, reports may be submitted anonymously. Reports of suspected violations will be kept confidential with the understanding that confidentiality may not be maintained where identification is required by law.

The Board will appoint someone to investigate the complaint and prepare a written report to the board. A determination will also be made regarding legal counsel. The appointed investigator will protect the confidentiality of all persons entitled to protection.

The complainant (if identified) will receive an update regarding the proposed violation.

## **No Retaliation**

It is contrary to the values of GMIS International for anyone to retaliate against any board member or member who in good faith reports an ethics violation or a suspected violation of law.

## ***Conflict of Interest***

### **POLICY STATEMENT**

No member of the Board of Directors shall receive any personal profit or gain, directly or indirectly, through his or her participation in the organization. The purpose of the conflict of interest policy is to protect GMIS International's tax-exempt interest when it is negotiating financial decisions that might benefit the private interest of a board member. The policy is intended to supplement but not replace any state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Any member of the Board, any Committee, Staff, and certain Consultants shall not obtain any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

### **PROCEDURES**

#### **Duty to Disclose**

Each individual shall disclose to the organization any personal interest which he/she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

After disclosure of the financial interest and all material facts, and after any discussion with the interested board member, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

If it is concluded that a conflict of interest exists, the board member with a conflict of interest may make a presentation at the board or committee meeting. After the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the particular transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

If there is cause to believe a violation of this policy has been committed, the member shall be given an opportunity to explain the alleged failure to disclose. If a determination is made that the member did fail to disclose an actual conflict of interest, appropriate corrective actions will be taken.

### **Conflict of Interest Statement**

At this time, I am a board member, committee member, or an employee of the following organizations:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with GMIS International which has resulted or could result in personal benefit to me.
  
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with GMIS International.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with GMIS International.

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Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed: \_\_\_\_\_

# Policy and Procedure Manual Updates

## *Updates to the GMIS International Policies & Procedures Manual*

### **POLICY STATEMENT**

The GMIS International Executive Board is responsible for the Policies & Procedures as described in this Manual. Updates, revisions, additions, deletions, and suspensions may be made at any suitable Executive Board meeting provided they are passed by a simple majority vote with a quorum of Executive Board members present.

### **PROCEDURE**

- 1) The GMIS International President shall announce the date, time, and location or method of any meeting. Meetings may be held in person or using electronic methods (for example teleconference, video-conference, email).
- 2) A revision history (dates required, wording changes are optional) shall be kept.
- 3) The GMIS International Policy & Procedures Manual shall be available to any member upon request.

### ***Policy and Procedure Manual Revision Log***

| Description of Change   | Date of Proposed Change | Adoption Date     |
|---|-------------------------|-------------------|
| Update Policy and Procedure Manual to reflect Bylaws changes adopted in 2017 – Multiple changes | January 3, 2018         | February 15, 2018 |