

TAGITM POLICY MANUAL

March 2017

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Purpose

This policy shall provide specific details as to how the organization shall operate.

Financial Management and Internal Controls

Purpose

The cash flow of the Texas Association of Governmental Information Technology Managers (TAGITM) is, by nature, cyclical. There is a larger amount of cash on hand just before events, especially in the months of January, February and March leading up to the annual conference. This policy identifies the appropriate methods to ensure TAGITM can meet its cash requirements through prudent investment strategies, cash flow control, and the establishment of a cash reserve fund.

Fiscal Year

The fiscal year is defined in the Association Bylaws, and is October 1 through September 30.

Dues Policy

Effective January 1, 2014, the dues schedule is as follows with annual review by the TAGITM Board of Directors:

Agency Members	\$150 per fiscal year
Affiliate Members	\$175 per fiscal year

The above annual dues will be in effect upon recommendation by the TAGITM Board of Directors, and approval by the Membership. In order to establish and build up the Reserve Fund, dues would be allocated as shown below:

	Annual Operations	Reserve Fund
Agency Members	\$100.00	\$50.00
Affiliate Members	\$150.00	\$25.00

Cash Management Procedures

Receipts

The Management Company of TAGITM generates all invoices for membership dues, conference registration fees, sponsorships, and any other receivables due.

All checks received shall be made out to TAGITM and are sent to the address maintained by the Management Company, Post Office Box 200363, Austin, TX 78720. The Management Company retains a copy of each check received and its invoice. Bank deposits are posted to QuickBooks in the month they are deposited.

The Management Company is authorized to process credit card payments and credits as appropriate. Credit card payments are received either via an online payment through TAGITM's web site, phoned in, mailed in, or faxed. Credit card transactions are automatically deposited to TAGITM's checking account.

Payables

The Management Company receives invoices / statements, verifies the accuracy of charges, and posts the invoice with accompanying back-up to Bill.com. The Management Company principal approves all invoices / statements and generates either an electronic or physical check through the Bill.com platform.

The bills to be paid are presented to the Treasurer (or President in the absence of the Treasurer) for review/approval if in excess of amounts approved within the annual budget. Upon approval, the Treasurer or President directs the Management Company to generate payment.

The bank account shall have the following authorized signers: the President, the Treasurer and the President of Management Company. All checks will require only one signature.

Requests by the Management Company for reimbursement of expenses, such as travel expenses, supplies or postage purchased, etc., are done via an expense report with documentation requested for any expense. Each item is coded to coincide with budgeted accounts.

No corporate credit, debit card, or ATM access to TAGITM's funds is authorized.

Bank Statements

Monthly bank statements for all TAGITM bank accounts are accessed online through the banking portal. All signers on the account have access to online banking capabilities.

Bank account reconciliations are prepared monthly by the Management Company, noting outstanding checks, deposits in transit, interest earned and bank credit card or fees charged. Bank reconciliations are distributed to the Treasurer on a monthly basis.

Returned Checks

If a check deposited to TAGITM's account is dishonored, the bank will mail it to the PO Box. The Management Company will contact the payer to resolve the situation with an alternate payment method, and inform the payer that the amount due now includes the invoice amount plus bank fees incurred by TAGITM.

Budget

The Management Company reviews historical financial records and expected activities for the upcoming year and develops a draft budget to the Treasurer. The Treasurer reviews the draft budget and makes any adjustments in consultation with the Management Company. The draft budget is then presented to the Board for comment/approval. After approval by the Board, the Management Company posts the details by account code for input to the accounting software. Monthly comparisons of financial activity to budget are made by the Management Company and current monthly financial reports are provided to the Board at each Board meeting. The Management Company manages the activities of the association following the guidelines set by the budget and the Executive Board.

IRS Reporting

The Management Company generates 1099 forms for payments over \$600 for speaker honorariums paid and for contract labor payments.

The Management Company will have the responsibility of overseeing the completion and filing of applicable tax returns and other information as requested by the Internal Revenue Service. Any information submitted to the IRS will be reviewed by the TAGITM Board President and Treasurer prior to submission. Status of IRS correspondence will be presented at each regular Board meeting as necessary. The 990 is signed by a TAGITM officer, either the President or Treasurer. The 990 forms from previous years are maintained in permanent files by the Management Company.

Record Keeping

All TAGITM records will be maintained by the Management Company. Any request for inspection will be handled by the Management Company and under no circumstances will original documents be removed.

Financial Record Ownership

All TAGITM financial records, although managed and maintained by the Management Company, remain the sole property of TAGITM.

Financial Audits

All TAGITM records will be audited or reviewed by a Certified Public Accountant (CPA), every year. The CPA will request information needed to conduct the audit/review from the Management Company and the TAGITM Board of Directors. The Audit/Review Report will be presented to the TAGITM Board at a regular meeting following the completion of the audit/review.

Financial Records Retention

Documents to retain permanently:

- Accountant audit reports
- Cancelled Checks
- Charts of accounts
- General ledgers
- Contracts & Leases (valid and in effect)
- Minute Books, Bylaws, Articles of Incorporation, Policy Books
- Insurance Records
- Tax Returns w/all related documents

Documents to retain five years:

- Accident reports and claims (settled cases)
- Accounts payable and accounts receivable ledgers and schedules
- Contracts/leases (expired)
- Invoices
- Expense Analyses (e.g. budget vs. actual reports)
- Internal audit reports

Documents to retain three years:

- Expired insurance policies
- Bank reconciliation documents
- Bank deposit tickets
- Requisitions

Cash Reserve and Investment Policy

Purpose

The purpose of this policy is to direct the establishment and management of cash reserves. Funds management, as defined by this policy, is the effective and prudent management of reserved funds to achieve desired goals. Specifically, this Investment Policy will:

- Identify investment objectives.
- Establish acceptable investment guidelines.
- Specify investment authority and responsibility.
- Outline overall funds management strategies.

The Board believes a sound Investment Policy is essential to identifying funds management objectives, establishing funds management parameters, and to developing strategies that ensure the objectives and parameters of this entity are achieved.

Goals and Objectives for TAGITM Cash Reserves

Primary investment objectives are as follows:

- Protection of principal
- Maintenance of adequate liquidity
- Maximize return on cash reserves

The goal of this policy is to ensure that investments selected meet the objectives for principal protection, adequate liquidity, and that yield is maximized consistent with the parameters of safety, liquidity, and risk tolerance. Under no circumstances may an investment be financed or a margin account established.

In Fiscal Year 2014, The TAGITM Board recommended the establishment of a Reserve Fund for the organization. The purpose of the Reserve Fund is to hold enough funds in reserve to cover the expenses of the annual conference, should the conference have to be canceled on short notice. This Fund will not be used for day-to-day normal operations.

The Reserve Fund monies will be maintained in FDIC insured accounts and the initial Reserve Fund goal is set at \$100,000. This amount may be adjusted from time to time by the Board of Directors, with notice to the membership. Money market and savings accounts shall be limited in principal and interest amount to FDIC insurance ceilings (currently \$250,000).

The Management Company shall maintain the ability to sweep funds between cash reserve accounts in order to meet current obligations and maximize returns on cash reserves, but will not possess the ability to access funds.

For investment instruments with specified maturity dates (certificates of deposit), the maturities must be staggered to ensure the cash necessary for operations is available when required. Prior year activities and the operating budget should be used to estimate these requirements.

Investment Procedures

Authorization

Investment responsibility will primarily reside with the Executive Board, with the following officers holding the authority to initiate investment transactions (purchase, sell, exchange) which conform to the parameters of the Investment Policy:

- President
- Treasurer

Reporting

On an annual basis a summary of this entity's current position versus the respective guidelines for the following parameters established in the Investment Policy will be

completed. This summary will be presented to the Board of Directors and will include the following information:

- Current Portfolio Mix
- Current Investment Strategy
- Prior Year results compared to an applicable index

Custody

All deliverable securities purchased for the portfolio will be held in safekeeping by an authorized financial institution.

Acceptable Investment Vehicles

Mutual Funds

The Treasurer with advice from the Executive Board will structure the Reserve Fund portfolio with a bias toward safety of principal, followed by intermediate and long-term capital appreciation. The portfolio should be structured with mutual funds that utilize both equity and fixed income positions. Selection of the appropriate mutual funds will usually be made on a criteria basis, which stresses the following:

Prior history

- Morningstar rating
- No front end or rear end loads

Diversification

The asset allocation of the Reserve Fund should be flexible depending upon the outlook for the economy and the securities market. The following allocation guidelines should be followed:

	Minimum	Maximum
Fixed Income	0%	75%
Equity	0%	80%
Cash Equivalents	0%	100%

Prohibited Investment Actions

- Speculation/hedging in the financial future market
- Speculation/trading with the investment portfolio
- Investing in individual equity securities
- Any form of leverage

Investment Policy Review

The policy will be reviewed by the Board on an annual basis.

Travel

It is the policy of the Texas Association of Governmental IT Managers (TAGITM) to pay for, or reimburse, all reasonable and necessary expenses incurred by a member when the member travels on TAGITM related business. To be eligible for reimbursement in accordance with this policy, all members must receive either written or verbal approval by an Executive Board Member of TAGITM prior to the travel activity.

Transportation

TAGITM expects all travel arrangements (air and ground) to use the most reasonably efficient and economical mode of travel available at the time of booking. In instances of private vehicle use, reimbursement will be made for mileage at the current IRS maximum rate. Receipts are required for toll and parking fees, taxi cabs, buses and other modes of public transportation. TAGITM will reimburse the cost of mileage, at the approved rate, or a 14 day advance purchase airline ticket or rental car, whichever is less.

Lodging

Expenses for lodging will be reimbursed at the single room rate, unless pre-approved for double occupancy. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the TAGITM.

Meal and Miscellaneous Allowance

The meal allowance for travel should not exceed current GSA per diem rates for travel location including tips. Tips will be paid at the accepted practice rate not to exceed 20%. Itemized receipts listing all items purchased must be provided. Excess amounts will not be reimbursed without the approval of a TAGITM executive board member. An allowance of up to \$10 per day, without requirement for receipts, or itemized account, will be allowed to cover vending machine purchases, bellhop tips, parking meters and other miscellaneous out-of-pocket costs.

Non-Allowable Expenses

Expenses or charges for the following will normally not be reimbursed and must be paid for by the board member:

- A) In-hotel pay television and movies
- B) Dry cleaning and laundry
- C) Health club and spas
- D) Expenses of a spouse or family member
- E) Alcoholic beverages

Request for Reimbursement and Return of Unexpended Funds

A complete accounting of all expenditures to be reimbursed by TAGITM should be included on the TAGITM Travel Summary form and forwarded to the

Secretary/Treasurer for reimbursement. Receipts for all expenses, including hotel bills and registration fees, must be attached to the summary form. Vendor invoices paid by members on behalf of TAGITM must be submitted with proof of payment.

Expenses Not Covered in Policy

TAGITM executive board approval must be obtained prior to any expenditure of funds for items or changes that are not specifically addressed in this travel reimbursement policy.

TAGITM Speaker Expense Policy

TAGITM will pay for speaker travel based on the following provisions. Exceptions to this policy must be approved by the TAGITM Executive Board.

If speaker travel is negotiated as part of the honorarium, the following shall apply:

- Approved travel costs include one night stay (unless additional nights are negotiated) in hotel identified by TAGITM.
- TAGITM shall make the hotel reservation. Approved charges include room and tax only.
- Speaker will be required to submit a completed reimbursement form along with itemized receipts for food and travel.
- Speakers should coordinate their own travel arrangements and are required to use the most advantageous means of travel for TAGITM where cost is concerned. Airfare must be arranged at least 30 days in advance and will be reimbursed at coach fares.
- Speakers will be reimbursed for mileage based on the standard IRS business rate. Travel to and from the meeting is considered an approved expense. The departure time and return time shall be documented. Only meals during these hours are considered reimbursable and shall be limited to an amount not to exceed \$50 per person, per day.
- Speakers may take advantage of any meals included as part of the program. Meals that are from another source are not covered if the speaker chooses not to eat with the group during the program meal being provided.
- Meals and airfare for guests of the speaker are not covered expenses.

- Alcohol is not an approved expense and should be deducted from the total bill before reimbursement.

Other approved travel expenses may include:

- Cab fare (or rental car – must be pre-approved by conference coordinator)
- Shuttle to/from the airport to the meeting destination

An expense form with attached receipts should be emailed to the Event Director within 30 days from the conference conclusion.

Association Management

TAGITM contracts with CMP Management to oversee the daily operations of the association. These duties include membership management, financial management, and managing the annual conference. The contract is reviewed and renewed annually.

Business Continuity

Management of Electronic Back-up Software and Electronic Records

CMP maintains a contract with Scott Blair (s.blair@ieee.org, 512.658.3197) to back up the server on a weekly basis.

Email: Incoming/Outgoing email goes through a hosted server and is pulled in via POP3. If there is a prolonged interruption, all incoming email can be accessed and replied to via the hosting providers webmail interface regardless of the state of the internal Exchange server. User email history is cached on individual workstations/laptops as well. If there is a critical server failure, email history can still be accessed/exported, etc.

Workstations: All user files are either stored on the server or mirrored on the server (My Documents, Desktop, etc...). This means there is virtually no data lost if a workstation/laptop dies.

Server: The internal server hosts Exchange, SharePoint, and generic files. A daily backup of the entire server to a USB HDD occurs nightly. A daily email confirmation from the system is sent to assure this is completed. Two USB HDD drives are scheduled to be rotated weekly (by Joel/Carolyn). The inactive HDD drive is maintained off-site. This provides the primary means for disaster recovery. So, for example, if the building burns down, a full backup of ALL data that is no more than a week old will be available.

A secondary solution to cover client file backups to a cloud server for redundancy is in place. This only covers files and does not replace the USB HDD for Exchange/SharePoint/Server configuration.

Timeline: Email communication can be backed-up instantly through the hosted server webmail. In the case of a critical failure (i.e. hardware destroyed by fire, or extensive system failure) the time is determined by the time it takes to install new hardware. The projected timeline is 3-5 business days.

CMP staff is required to save all work products on the server. No relevant business related information is to be maintained on an individual's hard drive.

A cloud copy of the operations manual and the employee manual as well as client codes, conference call dial-in codes, CMP client event calendar, client accounting data, client merchant data, internal contacts, client membership data, and client insurance information is maintained in an off-site location should the office need to be immediately relocated. The operations manual contains vendor and staff contact information.

Communications' Plan Covering Staff, Members, Vendors, etc.

CMP management will call and/or email clients, vendors, and staff in case of an emergency situation. The phone system can be updated with pertinent messages when someone needs information about closings and/or availability. Contact Answer360 Communications to set up the phone message. The toll-free number is 800.479.5562 x109. All phone lines can also be re-routed to any cell phone and/or land line to allow inbound calls to be answered within 24 hours of an emergency requiring relocation of the CMP physical office.

The public company Website address is <http://www.cmpmanagement.com/>

Website Content Management

CMP Management has responsibility for the TAGITM website content management:

- Maintaining and updating existing content through designated service provider.
- Overseeing general web site enhancements/improvements.
- Activating job postings within two business days of receipt.
- Develop FAQs and provide support to membership as needed regarding use of web site and corresponding features.

Regarding event website information, CMP Management is responsible for:

- Developing online registration for both advance and onsite registrants.
- Coordinating and posting content for the conference web pages (main page, agenda, speakers, sponsors, travel, etc.)
- Providing materials for post-conference site updates.

When requesting updates and/or corrections to the website the process is as follows:

Send an email to cmp@tagitm.org with the details regarding the requested addition or correction.

CMP Management will respond to the email to confirm receipt and provide a date for the completion of the update based upon the following service level guidelines:

1. Creation of a single new page will be delivered in no more than 5 business days
2. Content updates to existing pages will be delivered in no more than 2 business days.
3. Correction of critical information, ie. dates, times etc. of events, no more than 1 business day.
4. If more than a single new page is requested, expectations will be discussed with the board/committee member and a mutually agreed upon deadline will be established.

Approval Process:

1. Committee chairs approve updates within their area of responsibility.
2. All other content is approved by Communications Chair or designee.

Public Comment Policy

Texas Association of Governmental Information Technology Managers (TAGITM) social media platforms provide an opportunity for the public to share and discuss information about the organization's purpose and activities. Posted comments reflect the opinions only of the authors and not the organization, its' officers, members, or Management. Comments often are reviewed before posting and are screened in accordance with TAGITM social media comment policy. Only comments that comply with this policy will be approved for posting. Any comments found in non-compliance with this policy will be removed.

- The use of vulgar, offensive, threatening or harassing language is prohibited.
- Comments should be related directly to the posted topic. Off-topic comments will not be posted or will be removed.
- Questions from members of the news media will not be posted. Media members should direct their questions to a member of the Executive Board.
- Comments promoting or opposing any person campaigning for election to a political office or promoting or opposing any ballot proposition are prohibited.
- The promotion or advertisement of a business or commercial transaction is prohibited.
- Communications made through social media platforms will in no way constitute a legal or official notice or comment to the Organization, its' Officers or any retained Management Company or Group for any purpose.

- In the case of identical or similar posts, we will use the first submission.
- For the protection of privacy, comments that include personal information such as Social Security numbers, phone numbers and e-mail addresses are prohibited.
- Anonymous postings are prohibited. Commenters may be contacted to verify their authenticity.

This social media comment policy is subject to amendment or modification at any time to ensure its continued use is consistent with its intended purpose to provide a limited public forum. Questions or concerns regarding TAGITM's usage of social media should be directed to a member of the Executive Board.

Social Media Policy

Texas Association of Governmental Information Technology Managers (TAGITM) recognizes that social networking and Internet services have become a common form of communications in today's environment. Social networks are online communities of people or organizations that share interests or activities and use a wide variety of Internet based technology to make the interaction a rich and robust experience. TAGITM will use this Policy to guide participation in social networks.

- TAGITM policies, Bylaws, and Mission will form the basis for the organization's use of social media
- Nothing in this Policy is meant to override or conflict with Social Media policy and guidance issued by TAGITM members' parent organization.
- Protect your privacy and the privacy of other TAGITM members. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive and personal information.
- Follow all copyright laws, open records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval on public facing media.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in your workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Frame any comments or responses in a respectful and positive manner. Do not argue with commenters. Be clear, but not defensive.
- Add value to TAGITM through your interaction. Provide worthwhile information and perspective.
- Respect and maintain any confidentiality entrusted to you. Do not divulge or discuss proprietary information, personal details about other people or other confidential material.
- Open, respectful and honest comment and discussion is encouraged.

- Distinguish when you are voicing personal opinion and when you are speaking for the TAGITM. Generally, members of the Board will speak for TAGITM as an organization.

Media Relations

The Executive Director is the official spokesperson for TAGITM.

Press releases are approved by the board of directors prior to publication.

Conflict of Interest

PURPOSE

The purpose of the conflict of interest policy is to protect TAGITM'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.

POLICY

No member of the Board of Directors shall receive any personal profit or gain, directly or indirectly, through his or her participation in TAGITM. Benefits received through TAGITM for Board members that are part of contractual agreements negotiated by CMP on behalf of the organization are allowed. For example, upgraded hotel rooms for Board members during Conference.

No member of the Board shall 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 TAGITM 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 meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board 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 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.

Excellence Awards – Conflict of Interest

Submissions for Excellence awards cannot be made by a Board member, and no more than 1 excellence award can go to a board member agency. Any agency with a representative serving on the awards committee is ineligible for excellence awards.

Conflict of Interest Statement

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

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 TAGITM 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 TAGITM.

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 TAGITM.

Date: _____

Signature: _____

Printed: _____

Whistleblower

OVERVIEW

TAGITM acknowledges that whistleblowing may be useful in guarding the organization's ethical standards.

POLICY

TAGITM encourages anyone to report information relating to illegal practices or violations of policies to the TAGITM Board. It is the responsibility of all board members to report concerns about violations or suspected violations of law or regulations that govern TAGITM's operations.

The Board recognizes the right of anyone to report any illegal practices to the proper authorities.

PROCEDURES

Investigation

TAGITM 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 TAGITM for anyone to retaliate against any board member or member who in good faith reports an ethics violation or a suspected violation of law.

Duty of Care Policy

PURPOSE

Duty of Care is the duty to consider the impact our actions can have on others. It is directly related to negligence.

The definition of negligence is “conduct that falls below the standard established by law for the protection of others against unreasonable risk of harm”.

Duty of Care also addresses Duty of Loyalty and Duty of Obedience.

Duty of Loyalty is defined as undivided allegiance to the association when making decisions about the association. Officers and directors must not put personal interests above the interests of TAGITM. Officers and directors must disclose even *potential* conflicts of interest to the board of directors, and should recuse themselves from deliberation and voting on matters in which they have personal interests.

Duty of Obedience states officers and directors are required to act in accordance with TAGITM's articles of incorporation, bylaws and other governing documents, as well as all applicable laws and regulations.

POLICY

Officers and directors must perform TAGITM's duties in the same manner as an ordinarily prudent person would under similar circumstances. They must act in a manner that is in the best interest for the association.

The "business judgment rule" protects officers and directors from personal liability for actions made in poor judgment as long as there is a reasonable basis to indicate that the action was undertaken with due care and in good faith.

PROCEDURES

- Be informed before making decisions by researching and becoming familiar with the issue.
- Be actively involved in deliberations during board meetings - asking questions where prudent and when such a need is indicated by the circumstances.
- Make decisions based on information. Don't be hasty.
- Meeting minutes must be accurate – and reflect the vote counts (including dissenting votes and abstentions) on actions taken at meetings.
- Request that legal consultation be sought on any matter that has unclear legal ramifications.
- Request that the association's accountants assess and evaluate any matter that has significant financial ramifications.
- Review the association's financial reports - audited and unaudited.
- Attend the association's meetings and read the association's publications carefully to keep fully apprised of the organization's policies and activities.
- Review the association's articles of incorporation, bylaws and other governing documents regularly.
- Sign the conflict of interest document associated with the conflict of interest policy.

Legal Protection

If preventive risk management fails, the liability of association officers and directors can be limited through indemnification by the association, insurance purchased by the association, and state volunteer protection laws.

References:

https://en.wikipedia.org/wiki/Duty_of_care

<http://legal-dictionary.thefreedictionary.com/duty+of+care>

Member Emeritus Policy and Procedure

POLICY STATEMENT

TAGITM bylaws provide for an Emeritus Membership for those individuals who have demonstrated distinguished service to TAGITM. Nominations for Emeritus Members will be reviewed/approved by the TAGITM Executive Board.

PROCEDURE

TAGITM 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:
 - a. Exemplary service to TAGITM
 - b. Being nominated, in writing by a current TAGITM member. The nomination shall include an explanation of the individual's service to TAGITM and justification for the nomination.
 - c. A simple majority vote in favor of the nomination by the TAGITM Executive Board with a quorum present.
- c. Member Emeritus status entitles the individual to complementary conference registration for life of the individual.
- d. The TAGITM Executive Board may grant TAGITM Listserv access to Emeritus members at their discretion.
- e. Those being granted Emeritus Membership will be recognized at the next TAGITM Annual Conference as deemed appropriate by the TAGITM Executive Board.
- f. Member Emeritus status entitles the individual access to the TAGITM Website.
- g. Complementary conference registration, Listserv and Website access will be granted as long as the individual does not hold current employment with:
 - a. an Affiliate Member of TAGITM;
 - b. a governmental organization that is eligible for membership in TAGITM; or
 - c. an organization that would benefit from information shared on the TAGITM Listserv.

Bylaws Revision

The Board of Directors reviews the bylaws. If a change is recommended, a verbal summary of the proposed changes to the bylaws is presented to the membership. An attorney may be asked to review the proposed changes. Once the changes are finalized, the bylaws are posted to the web site. The membership is given 90 days to review the bylaws. The vote to accept the changes is conducted electronically.

Board of directors' responsibilities and membership information are found in the bylaws.

Updates to the TAGITM Policies & Procedures Manual

The Board will review the policy manual annually and make adjustments as needed. Policy changes require a majority vote of the Executive Board.

Created December 2013

Updated January 2014 to include Financial Management and Internal Controls

Updated February 2014 to include Social Media Policy and Public Comment Policy

Updated October 2015 to include Speaker Travel Expense Policy

Updated April 2016 to include Website Service Level Agreement and Awards Policy

Updated March 2017 to include Member Emeritus (adopted 2012), Whistleblower, Conflict of Interest, and Duty of Care Policies (adopted 2017)

ⁱ IRS: <http://www.irs.gov/instructions/i1023/ar03.html>, <http://form1023.org/nonprofit-conflict-of-interest-policy-and-agreement>