TASSCC Policy Manual

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Purpose
Texas Association of State Systems for Computing and Communications (TASSCC) is established to encourage effective use of computing and communications resources in state agencies and public institutions of higher education in Texas as well as fostering communications and cooperation between state agencies.

Fiscal Year
The official fiscal year for TASSCC is September 1 – August 31.

Membership
TASSCC has two membership categories – full and associate. Each membership expires on August 31 of each year.

The dues schedule is as follows with annual review by the TASSCC Board of Directors:

- Full Members: $0 per fiscal year
- Associate Members: $300 per fiscal year

Full membership is available to state agencies and state-supported institutions of higher education. Each full member organization will designate (as appropriate) one representative responsible for the annual membership renewal.

Associate membership is available to any corporation, partnership or sole proprietorship that is engaged in either of these categories:

A. Manufacture, sale, or service of information processing telecommunications equipment and/or software, or
B. Consulting, design and/or technical services in support of information processing or telecommunications equipment and/or software to government agencies or state supported school districts.

Each associate member will designate one associate representative who has managerial, engineering, technical or sales responsibility. Associate members cannot hold office.

Full members have voting privileges; associate members cannot vote. Voting privileges for full members include voting for TASSCC Officers and changes to the TASSCC Bylaws.
Sponsorship and Membership Policy
It is the policy of TASSCC that any sponsor who does not pay sponsorship dues for conferences or other educational events as outlined in the applicable sponsorship agreement will have their Associate Membership in TASSCC deactivated until such time as the outstanding balance is paid.

Training Grants
Any IT professional from a state agency or institution of higher education may be eligible for a TASSCC Training Grant. Training Grants are available for an IT-related course or conference. The content delivery may be face-to-face, online, or computer-based.

Attendee Rooms
Lodging for attendees to the Annual Conference may be subsidized if those attendees live in the immediate vicinity of the Annual Conference and would not be able to have their lodging paid for by their agency or higher education institution. This will be budgeted for each year in the TASSCC budget and approved for use by the TASSCC Executive Officers.

Executive Board
The Executive Board of Directors includes the President, the President Elect, the Secretary, the Treasurer, the six Directors, and the immediate Past President. Term limits are imposed on officer positions via policies established by the Board of Directors. This will provide the opportunity for more members to become involved in leadership positions.

Executive Board Diversity
All efforts will be made to ensure the TASSCC Executive Board represents the make-up of the TASSCC Agency Membership, including Higher Education/State Agency, Large/Small Agencies and Higher Education Institutions, Information Resource Managers (IRMs)/Non-IRMs, Austin-based/non-Austin-based.
Executive Board Term Limits
The term limit for the Directors is 6 years, or three continuous two-year terms. It is the intent that Officer positions are progressive, and no Officer shall stay in the same position for more than three continuous two-year terms.

Executive Board Meeting Attendance
Officers and Directors must ensure that there is sufficient time available to dedicate to the mission of TASSCC. This includes participation in TASSCC Board of Directors Meetings. Meetings are held monthly, and attendance is tracked by the Management Company. Any Officer or Director who fails to attend three regular meetings of the Board of Directors in one year may be asked to resign from the Board. Meetings may be attended in person, via conference call (if available) or video conferencing (if available). Any form of attendance either in person or electronically (if available) will count as attendance for that meeting. In some cases, it will be necessary to meet in person and no electronic means of attendance is required. In those cases, attendance in person will be necessary to satisfy the attendance requirement.

Nominations for Board and Executive Officers
Nominating Committee
The Nominating Committee is chaired by the Past President as stated in the TASSCC Bylaws. It will be made up of the current President Elect, the President, the past president and two senior volunteer board members. The Nominating Committee will assemble a Slate of Candidates (Slate) to be presented for a vote in August at the Annual Business Meeting. Any Board member interested in a position is precluded from serving on the Nominating Committee.

Board Positions
In January of each year the Nominating Committee Chair will determine the board positions which are available for election in August of that year. Sitting board members will have the option to retain their position if they have not met the maximum service limit and are in good standing.

If a board position is or will become vacant, the committee will solicit candidates from TASSCC membership and will consider:
- Past involvement in TASSCC activities, such as attendance at events, participation in TASSCC committees,
• Longevity of TASSCC membership,
• A candidate’s leadership position within their organization,
• The desire to ensure that the TASSCC board is representative of the TASSCC membership, and
• Other criteria as deemed appropriate.

Secretary and Treasurer
Board members interested in serving as Secretary or Treasurer will be asked to submit a Statement of Interest. The Nominating Committee will then review the candidate submissions and select a Secretary and Treasurer to be added to the Slate.

President-Elect
The position of President-Elect will be nominated by the Nominating Committee. The President, President-elect, and Past President will make the final decision as to who is added to the final slate. It is preferred that the candidate should have served for a minimum of one (1) term as an Executive Officer of TASSCC.

Cash Management, Budgeting, and Records Retention
The cash flow of the Texas Association of State Systems for Computing and Communications (TASSCC) is, by nature, cyclical. There is a larger amount of cash on hand just before events, especially in the summer months of June, July and August leading up to the annual conference. This policy identifies the appropriate methods to ensure TASSCC can meet its cash requirements through prudent investment strategies and cash flow control.

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

All checks received shall be made out to TASSCC and are sent to the address maintained by the Management Company, Post Office Box 1622, Austin, TX 78767. 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. All checks are deposited to TASSCC’s checking account.
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 TASSCC’s website, phoned in, mailed in, or faxed. Credit card transactions are automatically deposited to TASSCC’s checking account.

Many state agencies also choose to make payment via direct deposit which is posted directly into TASSCC’s savings account. ACH deposits are made into savings to distinguish them from other deposits.

**Payables**

The Management Company receives invoices / statements, verifies the accuracy of charges, and generates a payment request form for approval. Upon approval the payment request is entered in Bill.com and coded to the proper account. Once all approvals are received, Bill.com will execute the payment request. When immediate payments are necessary a manual check showing the payee’s name and address, the amount paid, the account to which the expense is posted, and an explanation of the expense is sent. The check is attached to the original invoice. The bottom (voucher) portion of the check is attached to the original invoice, the check request (if required), and any back-up documentation, and filed in an accounts payable folder by month.

Financial reports are presented to the Treasurer (or President in the absence of the Treasurer) for review/approval monthly.

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

The Management Company enters invoice amounts into the accounting system per project budget general ledger accounts as of the invoice date. Checks are issued within the month they are received. If not, either the Management Company will pay the expense, or an individual payment will be processed.

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. The expense report is approved by the President or Treasurer. Each item is coded to coincide with budgeted accounts.

No corporate credit, debit card, or ATM access to TASSCC’s funds is authorized.

**Bank Statements**
Monthly bank statements for all TASSCC bank accounts are mailed to the organization’s PO Box.

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

**Returned Checks**
If a check deposited to TASSCC’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 TASSCC.

**Budget**
The Management Company reviews historical financial records and expected activities for the upcoming year and proposes a budget 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.

**IRS Reporting**
The Management Company generates 1099 forms for payments over $600 for speaker honoraria 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 required by the Internal Revenue Service. Any information submitted to the IRS will be reviewed by the TASSCC Board President prior to submission. Status of IRS correspondence will be presented at each regular Board meeting as necessary. The 990 is signed by the TASSCC President. The 990 forms from previous years are filed by the Management Company.

**Record Keeping**
All TASSCC 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 Audits
All TASSCC records will be audited by a Certified Public Accountant (CPA), every other year. The CPA will request information needed to conduct the audit from the Management Company and the TASSCC Board of Directors. The Audit Report will be presented to the TASSCC Board at a regular meeting following the completion of the audit or 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

Financial Management
TASSCC will maintain two reserve funds, an Emergency Reserve, and a Training Grant Fund. The Finance Committee will oversee the management of both reserve funds.
Finance Committee
The Finance Committee consists of the President, Treasurer, and Past President.

Investment responsibility will primarily reside with the Finance Committee as outlined in this Policy. The Finance Committee will be chaired by the current Treasurer 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

Emergency Reserve
The goal of the Emergency Reserve (ER) is to act as an emergency fund for the organization. The minimum amount held in the ER should be (approximately) equal to half of the operating budget for the previous year.

The primary investment objectives of the Emergency Reserve are as follows:
- Protection of principal
- Maintenance of adequate liquidity
- Generation of capital appreciation through low to moderate risk investments

Management of the Emergency Reserve should adhere to the following guidelines:
- The Emergency Reserve is to be maintained in FDIC or SPIC insured accounts. Including high-interest savings, money market, or brokerage accounts.
- Up to 65% of the ER may be invested in mutual funds and/or exchange traded funds. The remaining balance of the ER should be held in high-interest savings or money market accounts or in a similar savings vehicle that generates interest and provides near-immediate access to the 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.

Each year the TASSCC Treasurer will:
- Determine the minimum amount to be held in the ER.
- Rebalance the funds across the various accounts to ensure that the asset allocation requirements described herein are met.
- Provide a report to the board according to the procedures established in the "Investment Procedures" section of this document.
Training Grant Fund

The goal of the Training Grant Fund (TGF) is to enable the TASSCC Board to award training grants to member organizations. The TGF is intended to be self-sustaining. The principal balance is invested, and the annual returns generated fund the training grants while also continuing to grow the principal.

The primary investment objectives of the Training Grant Fund are as follows:

- Maintenance of adequate liquidity to fund training grants
- Maximize the return on investment

Management of the Training Grant Fund should adhere to the following guidelines:

- The Training Grant Fund is to be maintained in FDIC or SPIC insured accounts. Including high-interest savings, money market, or brokerage accounts.
- Up to 80% of the TGF may be invested in mutual funds and/or exchange traded funds. The remaining balance of the TGF should be held in high-interest savings or money market accounts or in a similar savings vehicle that generates interest and provides near-immediate access to the 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 Policy

The purpose of this policy is to direct the management of the Emergency Reserve and the Training Grant Fund. Specifically, this Investment Policy will:

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

Acceptable Investment Vehicles

The Finance Committee will structure investment portions of the Emergency Reserve and the Training Grant Funds portfolios with a bias toward intermediate and long-term capital appreciation. The portfolios may be structured with mutual funds and/or exchange traded funds (ETFs) that utilize both equity and fixed income positions.
Selection of the appropriate investment vehicles will be made on a criteria basis, which considers various factors including but not limited to:

1. Prior history
2. Morningstar rating
3. Expenses

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

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<th>Maximum</th>
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<tbody>
<tr>
<td>Fixed Income</td>
<td>0%</td>
<td>75%</td>
</tr>
<tr>
<td>Equity</td>
<td>0%</td>
<td>80%</td>
</tr>
<tr>
<td>Cash Equivalents</td>
<td>0%</td>
<td>100%</td>
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Prohibited Investment Actions
1. Speculation/hedging in the financial future market
2. Speculation/trading with the investment portfolio
3. Investing in individual equity securities
4. Any form of leverage, margin account, etc.

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

Investment Procedures
Powers and Duties
Assets from the Training Grant Fund or Emergency Reserve may be repurposed to fund other needs of the Association with a majority vote from the Board of Directors.

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

Each year the TASSCC Treasurer will:

- Determine the amount of training grant funds to be made available during the upcoming year. Under normal circumstances the amount of grants made available should not exceed 80% of the investment income generated during the previous year. This ensures that the principal will continue to grow to ensure that the amount available for training grants in future years continues to increase.
• Rebalance the funds across the various accounts to ensure that the asset allocation requirements described herein are met.
• Provide a report to the board according to the procedures established in the “Investment Procedures” section of this document.

Annual Deposit of Funds into the TASSCC Training Grant Fund
At the end of each fiscal year after final reconciliation of the Profit and Loss for that fiscal year, the Board will determine if funds should be moved from the operating accounts into the investment accounts. The Treasurer will make a recommendation to the Board of the amount to be moved as well as the timing of the deposits.

Reporting
All decisions of the Finance Committee will be reviewed by the Board at least semi-annually (January and June). On a semi-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

Communications
TASSCC uses their website (www.tasscc.org), Facebook, LinkedIn, and Twitter to communicate with members.

Social Media Policy
TASSCC 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 interact and share information with each other. TASSCC will use this policy to guide participation in social networks.
• TASSCC policies, Bylaws, and Mission will form the basis for the organization’s use of social media.
• Protect individual privacy and the privacy of other TASSCC members. Follow all privacy protection laws and the TASSCC Privacy Policy.
Follow all copyright laws, open records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply.

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.

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 opinion and when you are speaking for TASSCC. Generally, members of the Board will speak for TASSCC as an organization.

**Logo Use Policy**

**Website Statement:**
The name “TASSCC” and its logos are trademarks of the Texas Association for State Systems for Computing and Communication and may not be used without the prior, written authorization of the Board of Directors, acting through its President.

**Logo Use Guideline:**
The common-law trademarks of TASSCC may only be used by TASSCC and those persons authorized, in advance, in writing, by the Board of Directors.

The use of TASSCC marks or logos on clothing or other articles which may be sold or distributed, or in conjunction with another mark or logo of for-profit businesses must be approved in advance, in writing, by the Board of Directors, acting through the President, and may involve fees.

Those authorized to use the Logo must use the camera-ready artwork available from the TASSCC Executive Director. Use of the logo by cutting and pasting from the internet are strictly forbidden.

**Travel and Expenses**

It is the policy of the TASSCC to pay for, or reimburse, all reasonable and necessary expenses incurred by a board member when travelling on TASSCC related business.
To be eligible for reimbursement for travel, outside of scheduled Board meetings, in accordance with this policy, all board members must receive either written or verbal approval by an Executive Board Member of TASSCC prior to the travel activity.

**Transportation**
TASSCC 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. TASSCC 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 TASSCC.

**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 TASSCC 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:
- In-hotel pay television and movies
- Dry cleaning and laundry
- Health club and spas
- Expenses of a spouse or family member
- Alcoholic beverages

**Request for Reimbursement and Return of Unexpended Funds**
A complete accounting of all expenditures to be reimbursed by TASSCC should be included on the TASSCC 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 TASSCC must be submitted with proof of payment.

**Expenses Not Covered in Policy**
TASSCC 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.

**Recognition and Bereavement**

**Recognition**
When a past TASSCC Board Member or someone with whom TASSCC has worked closely retires from state service the Board may choose to grant that person complementary registration for an upcoming TASSCC Conference or other event. This recognition is at the discretion of the Board based on that person’s contribution to TASSCC.

**Bereavement**
To recognize the passing of those who have supported TASSCC, and their families, the following policy has been adopted:

- Immediate family of former board members will be sent a sympathy card.
- Currently serving board members and their immediate family – up to $100 donation to charity.
- Former Board members – case by case.

Exceptions made be made to this policy at the discretion of the Board of Directors.

**Association Management**
TASSCC 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.
Duty of Care

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

Negligence is defined as “conduct that falls below the standard established by law for the protection of others against unreasonable risk of harm”.

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 TASSCC. 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 TASSCC’s articles of incorporation, bylaws, and other governing documents, as well as all applicable laws and regulations.

Officers and directors must perform TASSCC’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 if 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:


Whistleblower
TASSCC acknowledges that whistleblowing may be useful in guarding the organization's ethical standards. TASSCC encourages anyone to report information relating to illegal practices or violations of policies to the TASSCC Board. It is the responsibility of all board members to report concerns about violations of TASSCC’s code of ethics or suspected violations of law or regulations that govern TASSCC’s operations.

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

Investigation
TASSCC encourages anyone reporting an alleged violation to identify himself or herself when making a report 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 TASSCC for anyone to retaliate against any board member or member who in good faith reports an ethics violation or a suspected violation of law.

**Strategic Planning**

TASSCC believes that yearly strategic planning will aid in the growth and development of the organization. As a result, TASSCC develops multi-year objectives that focus on members, service, innovation, finance, quality, and growth. Each committee is assigned tasks with specific deadlines associated with the objectives.

**Business Continuity**

CMP Management has responsibility for all information related to membership management, financial management and conference related information. CMP’s internal server hosts Exchange. Organization documents are hosted via a cloud solution. 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. 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 redundant backup is currently being reviewed and tested. This only covers files and does not replace the USB HDD for Exchange/SharePoint/Server configuration.
Volunteer Policy

TASSCC Members who volunteer in support of TASSCC events may apply for training grants to attend the events if funding is not provided by the member’s agency.

Bylaws

TASSCC Bylaws - Last ratified June 2006

The bylaws are found online at www.tasscc.org.

Bylaws Revision

Amendments to bylaws can be made with a two-thirds majority of the voting membership. The vote can be taken electronically. The membership must be given 14 days’ notice with a copy of the proposed amendment(s).
Conflict of Interest

The purpose of the conflict-of-interest policy is to protect TASSCC’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 TASSCC.

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

Everyone shall disclose to TASSCC 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.
Conflict of Interest Statement

Currently, 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 TASSCC 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 TASSCC.

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 TASSCC.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Date: __________________________________________

Signature: ______________________________________

Printed: ________________________________________