



An Association of Government IT Leaders™

GMIS POLICY & PROCEDURE MANUAL

June, 2014

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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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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.

<i>Membership Type</i>	<i>Criteria</i>	<i>Dues</i>
Agency - Dues are based on agency's technology budget:	Annual Budget less than \$250,000	\$75
	Annual Budget between \$250,000 - \$1,000,000	\$150
	Annual Budget between \$1,000,000 - \$3,000,000	\$300
	Annual Budget over \$3,000,000	\$400
Individual		\$75
Student		\$75
Corporate		\$2,500
Corporate (Small Business)		\$750

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. Ballotter or other comparable 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.

ADOPTION

ORIGINAL January 10, 2014

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.”

ADOPTION

ORIGINAL June 21, 2008
REVISED January 15, 2011

Executive Board Member's Travel

DOMESTIC 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 needed. The amount of the stipend will be determined on an annual basis.

Travel expenses for the mid-year Board meeting will be reimbursed for the Conference Manager, President, Treasurer and CMP as in-person representatives. All other Board members should expect to participate via conference call.

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.

FOREIGN TRAVEL POLICY STATEMENT

GMIS International will cover the airfare, surface transportation to/from the foreign airport to the conference location and, if necessary, one night's lodging for Board Members traveling as GMIS delegates to a foreign conference. Per diem for days that meals are not provided is set at \$45.00 per day.

PROCEDURES

Anyone who feels entitled to a reimbursement at GMIS International's expense shall submit documentation according to the GMIS International Reimbursement Policy.

ADOPTION

ORIGINAL June 21, 2008

REVISED September 9, 2011

International Conference

POLICY STATEMENT

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

PROCEDURES

- 1) Conference hosting sites will normally be selected two to three years in advance of the proposed conference.
- 2) Conference accounting procedures shall follow guidelines established by the GMIS International Treasurer. Several accounts with the hosting hotel are recommended:
 - a. GMIS International master account.
 - b. GMIS Conference master account.
- 3) GMIS International pays:
 - a. All Board meeting costs, including room rental, break foods and meals.
 - b. Award recipient costs including travel, conference registration fees, required lodging, and direct meal costs.
 - c. Executive Secretary function currently performed by an external service provider costs including travel, conference registration fees, required lodging, and direct meal costs for one employee.
 - d. Any newly-formed GMIS state chapter president's costs including travel, conference registration fees, required lodging, and direct meal costs.
 - e. Conference registration fees and conference lodging costs for up to two international delegates per affiliated organization. This includes the organized meal Saturday night and the International Tour Sunday.
 - f. Conference registration fees and lodging costs for the GEM editor.
 - g. Conference registration fees for any Member Emeritus desiring to attend.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

REVISED January 15, 2011

Gifts to GMIS Conference Guest Delegates

POLICY STATEMENT

Modest gifts will be given to all international delegates attending the GMIS International Conference. The cost of the gifts, which should be representative of the conference's geographic location, is an expense to be borne by the conference.

PROCEDURE

Comments: International gifts – Establishes a common gift each year that can be given to our international sister organization's two delegates who attend the GMIS International Conference.

ADOPTION

ORIGINAL June 21, 2008

Signatories on Financial Accounts

POLICY STATEMENT

The signatories on all financial accounts will be the Treasurer, Executive Secretary, and one other Board Member.

PROCEDURE

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

Suggestion: Under normal circumstances, if this were done every other year with the GMIS International First Vice President on the card as the additional Board Member, paperwork would be minimized and “the President” would be on the signature card half the time.

ADOPTION

ORIGINAL June 21, 2008

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.

ADOPTION

ORIGINAL June 21, 2008

Travel to International Sister Organization's Conferences

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 by having at least one officer and optionally a member approved by the Board attend sister organization's conferences.

PROCEDURES

- 1) Sister organizations normally offer two (2) conference delegate positions at no charge to the attendee or GMIS International. Sister organizations are:
 - a. ALGIM (New Zealand)
 - b. KommITS (Sweden)
 - c. MISA (Canada)
 - d. SOCITM (United Kingdom)
 - e. VIAG (The Netherlands)
 - f. V-ICT-OR (Belgium)

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

- 2) The GMIS Executive Board shall annually create a schedule of conferences. A balance of opportunities shall be provided to all Board Members, taking into account prior international conference attendance, fairness, costs, schedules, and preferences. The schedule shall include an alternate Board Member(s) in the event the primary Board Member is unable to attend. If the alternate Board Member is unable to attend, the invitation to attend the conference, but NOT the funding, may be opened to the GMIS membership at large at the discretion of the GMIS Executive Board. The procedure for other attendance is detailed in the policy entitled, "**International Conference Attendance by Member Representatives**".

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

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.

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 the Executive Secretary. The packet shall contain:
 - i. An introduction letter to send to prospective members.
 - ii. Sample Chapter Charter.
 - iii. A sample invitation letter to first chapter / organizational meeting.
 - iv. 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. (The GMIS International Treasurer shall send reminders during July and August.)
- 3) 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.

Refer to the GMIS International Bylaws for more on how to form a new chapter.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

REVISED January 15, 2011

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.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

Annual Recognition Awards

POLICY STATEMENT

GMIS International will sponsor and conduct annual recognition awards.

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.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

REVISED March 30, 2011

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.

ADOPTION

REVISED -- August 7, 2009

Tangible and Intangible Member Benefits

POLICY STATEMENT

GMIS International will provide tangible and intangible benefits to its members.

PROCEDURE

- 1) Listserv: GMIS International will sponsor membership to an automated e-mailing list (a listserv) for all members wishing to participate.
 - a. A member may opt-out of the listserv by removing themselves or sending an e-mail request to GMIS Headquarters.
 - b. There shall be no vendor participation on the general member listserv.
 - c. Additional special-interest listservs may be made available.
- 2) Annual conference: all members are encouraged to attend and participate in the GMIS International conference.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

Expense Reimbursement Policy

POLICY STATEMENT

GMIS International will reimburse members, non-members, vendors, or contractors for expenses approved in advance by the GMIS Executive Board or by policy when proper documentation of the expense is provided. Mileage reimbursements shall be at the US Internal Revenue Service (IRS) published business rate when the trip was made. Reimbursements not approved in advance will be at the discretion of the GMIS Executive Board.

PROCEDURE

- 1) 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.
- 2) 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.
- 3) The GMIS Executive Board will arbitrate any disagreements with a simple majority making the decision.
- 4) 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.
- 5) The GMIS International Treasurer will promptly issue checks for all approved reimbursements.

ADOPTION

ORIGINAL June 21, 2008
REVISED January 15, 2011

Executive Board Meeting Dinners

POLICY STATEMENT

In partial recognition for their service, GMIS International Executive Board Members will be entitled to meals supporting their meetings at the organization's expense. These meals will be subject to the following restrictions:

- 1) Executive Board Members may invite one guest each.
- 2) International guests may be invited with one guest each.
- 3) The International Director will cover reasonable alcohol expenditures in support of GMIS' international guests (and their guests per item 2 above). The International Director will be reimbursed by GMIS International for such expenditures, not to exceed a budgeted host account amount set for this purpose.
- 4) Any alcohol consumed by GMIS board members or their guests will be at their own expense.

PROCEDURE

The GMIS International Treasurer will collect applicable funds from any individuals incurring expenses not permitted by this policy.

ADOPTION

ORIGINAL July 3, 2008

REVISED November 13, 2009

Executive Board In-Person Meetings

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.

ADOPTION

ORIGINAL June 21, 2008

REVISED November 13, 2009

REVISED January 15, 2011

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 with each policy or procedure.
- 3) The GMIS International Policy & Procedures Manual shall be available to any member upon request.

ADOPTION

ORIGINAL June 21, 2008

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 before April 1st with a July 1st due date.
- 2) Reminder notices to non-renewed member agencies go out on or before June 1st.
- 3) Agencies can become members upon receipt of a purchase order number. The invoice must be paid within 2 months.
- 4) “Last Chance” membership-lapse notices go out to non-renewed member agencies on August 15th.
- 5) 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 until June 30. After June 30, membership is formally terminated and agency must reapply as a new member to receive membership benefits.
- 6) Funds due to chapters are sent on or before November 1st.
- 7) Any NEW member agency joining February 1 – June 30 gets the remainder of that current fiscal year FREE (maximum of 5 months) with payment credited for the next fiscal year beginning July 1st.

ADOPTION

ORIGINAL November 18, 2008
REVISED January 15, 2011
REVISED May 23, 2014

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

- 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.
- Don't post commercial messages. Contact people directly with product and service information if you believe it would help them.
- 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.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited and may be removed.
- 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.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the Listserv.
- Remember that GMIS and other participants have the right to reproduce postings.
- 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.
- **Listserv Subscribe:** Email 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.
- **Listserv Unsubscribe:** Email GMIS-DISCUSSION-unsubscribe-request@LIST.LGOV.ORG

Community Etiquette

- 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.
- 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.

- 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, world-wide, 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.

ADOPTION

ORIGINAL June 13, 2014

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.

ADOPTION

Original June 13, 2014

Conflict of Interestⁱⁱ

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.

ADOPTION

ORIGINAL June 13, 2014

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 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.

Date: _____
Signature: _____
Printed: _____

Audit Guidelines Policy

POLICY STATEMENT

GMIS International's Bylaws mandate the President to appoint an Audit Committee charged with conducting an annual financial review of accounts and accounting records for GMIS International and the Annual Conference.

PROCEDURE

- 1) The Audit Committee shall review the finances and books of GMIS International and the GMIS International Annual Conference.
- 2) The GMIS International Treasurer and the Executive Director shall assist the Committee by providing:
 - b. Comprehensive financial reports showing all financial transactions.
 - c. Reconciled account statements.
 - d. Deposit and expense documentation.
 - e. Recent investment statements substantiating the balances on hand.
 - f. Most recently filed IRS Form 990.
 - g. Scanned or electronic copies in PDF format of the following documents:
 - i. Receipts,
 - ii. Detailed invoices,
 - iii. Detailed bank deposits,
 - iv. Bank statements including canceled checks,
 - v. Disbursement authorizations.
- 3) Disbursement authorizations shall include the date, amount, expenditure description, the authorizing person's name, and reference an invoice number or contract if applicable.
- 4) Bank deposit dates should be referenced in the transaction description field so there is a correlation between the date and the date on the bank deposit.
- 5) Electronic documents associated with payments by check should reference the check number in the file name.
- 6) Responses to audit committee inquiries or requests should be made within three (3) business days and the audit concluded in sufficient time to prepare and present a report to the incoming Executive Board and the membership at large during the Business Meeting at the International Conference.

- 7) The Audit Committee shall use selective sampling of various transactions until it is satisfied that the information presented appears to be the actual and true financial condition of GMIS International.
- 8) The Audit Committee will review Audit Reports for the previous period and determine compliance with recommended actions.
- 9) The Audit Committee shall provide a signed statement of Findings and Recommendations detailing any irregularities, findings, and / or recommendations.
- 10) The Audit Committee Chairperson will provide a summary report of audit findings at the annual International Conference.

ADOPTION

ORIGINAL November 13, 2009

REVISED January 15, 2011

International Conference Attendance by Member Representatives

POLICY STATEMENT

The GMIS International Executive Board will make unused invitations to sister organizations' conferences available to member representatives. First choice will be given to Board members sponsored by either their State Chapter, or by personal funding. Board members will have one week to decide before the opportunity is extended to State Chapter Officers.

Any GMIS member is entitled to attend any of these international conferences at their own expense, but should not claim to represent GMIS International or the GMIS International Board.

PROCEDURE

- 1) The GMIS International Director will verify conference dates and invitation availability with sister organizations.
- 2) Notification of conference attendance availability and dates will be provided, if possible, about six months in advance to GMIS State Chapter Officers. To be eligible, a State Chapter Officer shall have attended two of the last three GMIS International Conferences. Prospective attendees will be reminded they are representing GMIS International and that they should plan to make one or more presentations at the sister organization's conference.
- 3) State Chapter Officers will notify the GMIS International Director of their interest in attending. If more than one is interested in a particular conference, a vote of the Executive Board will determine which will be selected. Careful consideration will be used in selecting individuals and in the event of a tie, the first person to make a request will be chosen.
- 4) The selected individual is responsible for providing funding for all expenses not covered by the sister organization (Fees normally covered by the sister organization are the conference fee and hotel expenses).
- 5) If no State Chapter Officer indicates interest, the GMIS International Director may make the invitation available to member representatives at large with an understanding that they are not officially representing GMIS International.
- 6) Upon return, the member representative will submit a written report detailing their experiences suitable for publishing in the GEM.

ADOPTION

ORIGINAL April 3, 2009

REVISED November 13, 2009

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.

ADOPTION

ORIGINAL November 13, 2009

Election of Officers Process

OVERVIEW:

This policy was developed as a result of a Bylaws change adopted in 2010. The Bylaws change called for an increase in voting-member inclusiveness by permitting on-line voting so even members who cannot attend conferences can have a voice in the selection of officers of the organization.

POLICY STATEMENT

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

PROCEDURE

- 1) The President will announce “nominations are open” six weeks prior to the election. The President will summarize the process in an e-letter to the GMIS International Website, the forum or listserv and Headquarters “voting member” lists. Thereafter, only the “voting member” list will be used for communication regarding the Election.
- 2) Member Representatives of jurisdictions may nominate themselves or others by notifying GMIS Headquarters of the nomination. A “second” to a nomination is not required.
- 3) Headquarters will verify the willingness to serve of any nominee that did not nominate themselves, remind him/her of the certification requirement and date, and provide the certification materials needed.
- 4) Candidates must have the approval in writing of their jurisdiction to serve. Jurisdiction support certification (see sample attached) must be received by Headquarters not later than two weeks prior to the election to enable a candidate to be on the ballot. The President, Executive Director and Executive Secretary will validate the supporting materials provided by the nominee to ensure all certification requirements have been met. After the support certification has been validated, Headquarters will use the voting member list to announce the candidate’s name, their jurisdiction, the office for which they are running, and who nominated the candidate.
- 5) Candidates may choose to submit a photo along with biographical information and a statement of qualification, desire, and intent limited to a total of 200 words not later than two weeks prior to the Election.
- 6) A candidate may run for only one office. If nominated for more than one, Headquarters will notify the candidate to choose which position they will run for on the ballot.
- 7) Headquarters will announce ballot availability to the voting member list allowing a minimum of two weeks for voting. Ballottee or other comparable online software for member balloting / web voting will be used to cast the votes.

- 8) The voting process will terminate not later than the Friday prior to the opening of the annual Conference.
- 9) Headquarters will announce the results at the annual Conference General Business Meeting. There will not be a floor nomination process.
- 10) The candidate in each race with the most votes will be declared the winner.
- 11) Any races that have resulted in a tie vote between two or more candidates will be resolved at the Business Meeting by the flip of a coin.
- 12) Any difficulties / irregularities will be resolved in consultation with the current GMIS President and / or Executive Director.
- 13) Newly-elected officers will assume their positions immediately after the close of the annual Conference General Business Meeting.

ADOPTION

ORIGINAL June 4, 2010 – Ken Keen, Executive Director

REVISED January 15, 2011 – June Randall, Executive Director

MEMORANDUM

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 January and the other would be combined with the annual GMIS International Educational Conference. The site of the Board meetings and Conference move to a different city/state each year. Our agency is expected to fund my travel costs to the semiannual Board meetings and Educational Conference. If funding cannot be allocated for my travel expenses, I would either use my own personal funds or forfeit attendance. GMIS International is also 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.

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 do not delay in getting back with me. Thank you for your support.

APPROVED

DATE

ⁱ <http://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf>

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