

POLICY MANUAL

OF

**TEXAS ASSOCIATION
OF
PROPERTY AND EVIDENCE
INVENTORY TECHNICIANS**

T.A.P.E.I.T.

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ARTICLE I THE TAPEIT POLICY MANUAL

Section 1 Establishment

PURPOSE

To define the purpose of the TAPEIT Policy Manual, hereinafter referred to as “Manual,” and its distribution.

AUTHORITY

The Manual is established in accordance with the provisions of Article V, Section 2 of TAPEIT’s Constitution.

POLICY

1. The Manual shall define the policies of TAPEIT and may define practices and procedures necessary to implement the requirements of TAPEIT’s Constitution and Bylaws.
2. Copies of the Manual shall be made available to TAPEIT members as follows:
 - 2.1 A printed or electronic copy of the complete Manual shall be provided to each member of the Board of Directors within 30 days of their election to the position.
 - 2.2 A printed or electronic copy of each section added, amended and/or updated shall be provided to each member of the Board of Directors within 30 days after approval of that section.
 - 2.3 A copy of the complete Manual in an electronic PDF format shall be maintained on the TAPEIT website for access by the general membership. Such a copy shall be updated within 30 days of any additions, amendments and/or updates.
3. Unless otherwise specifically noted, the “Board of Officers and Directors” shall hereinafter be referred to as the Board of Directors.

Section 2 Changes to the Manual

Purpose

To define the practices and procedures to be followed in making changes to the Manual.

Authority

The Manual is established in accordance with the provisions of Article V, Section 2 of TAPEIT's Constitution. Certain requirements for amending the Manual are contained therein. This section further defines those requirements.

Policy

1. The authority to establish, amend, or delete sections of the Manual is defined in Article V, Section 2 of TAPEIT's Constitution. The requirements of the Constitution shall be followed.
2. A proposal to modify the Manual may be submitted by the Board of Directors, any TAPEIT committee, or by any member of TAPEIT who is eligible to vote in the annual elections. Such entity shall be known as the "maker."
3. Proposals to modify the Manual shall be submitted in accordance with either of the following two formats:
 - 3.1 Method A - generally is best used in cases of minor changes to the existing section of the Manual.
 - 3.1.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained.
 - 3.1.2 The maker prepares a document showing the proposed changes in the text. The proposal shall show not less than the entire paragraph in which text is to be changed and may include the entire section.
 - 3.1.3 The maker highlights text changes by showing text to be deleted as ~~strike through~~ and text to be added as underlined text.
 - 3.2 Method B - generally is best used in cases of major changes to an existing section involving changes in text to a significant portion of

the document. Method B is the only method that is practical for new sections to be added to the Manual.

3.2.1 The maker prepares a cover letter explaining the need for the proposed change and the benefits to be gained. The maker includes a statement that the proposed change is either a “new section” or is a “complete replacement of the existing section.”

3.2.2 The maker prepares a complete section that, upon adoption, will be inserted into the Manual. The new document shall not use ~~strike through~~ or underline as a means of highlighting changes to the text.

3.2.3 The format of the proposal shall conform to the general style of Manual sections as demonstrated by this section. The Constitution and Bylaws committee may be consulted for assistance in formatting the proposal.

4. The maker shall submit the proposal to the President.
5. The President shall forward the proposal to the Board of Directors for review and comment.

5.1 The President shall forward a copy of the proposal to the Chair of the Constitution and Bylaws committee for the purpose of their review to ensure the proposed new or modified policy does not conflict with a requirement of the Constitution, Bylaws, or another section of the Manual.

6. If the Board of Directors determines that the proposal is of such importance to the effective operation of TAPEIT that it should be implemented immediately, they may approve the policy as permitted under Article V, Section 2.3.1 of the Constitution.

7. If the Board of Directors determines that approval of the proposal can be held until the next regular meeting, they shall instruct the President to add the proposal to the agenda for that meeting.

7.1 The President shall distribute copies of the cover letter and proposal submitted by the maker to the Board of Directors. To the greatest extent possible, the President shall endeavor to include these items in the materials distributed to the Board of Directors 30 days prior to the Board meeting.

7.2 The President shall include a statement regarding their position on the proposal. Such position may be “Recommend Approval”,

“Recommend Approval with Amendment”, Recommend Disapproval”, or “No Recommendation”.

- 7.3 The Board of Directors may propose amendments to the proposed new or modified policy. Each proposed amendment shall be considered individually prior to the entire new or modified policy being considered.
- 7.4 The new or modified Manual Section shall become effective upon its passage by a majority vote of the Board of Directors.
- 8. The President shall deliver a printed copy of the approved new or modified Manual Section to the Chair of the Constitution and Bylaws Committee.
 - 8.1 The Constitution and Bylaws Committee shall verify that the new or modified section is in the proper format.
 - 8.2 The Constitution and Bylaws Committee may make non-substantive changes in the format of the document including changes in font, spacing, grammar, spelling, punctuation, highlighting, and numbering to conform to the general format of the Manual.
 - 8.3 The Constitution and Bylaws Committee make correct words that are used improperly when the correction is based upon the context of the sentence within which the word appears, and the proper word is readily obvious.
 - 8.4 The Constitution and Bylaws Committee may correct a cross-reference to the Constitution, Bylaws, or other sections of the Manual provided that:
 - 8.4.1 The Committee can readily determine the correct cross-reference based upon the context; or
 - 8.4.2 The Committee can determine the correct cross-reference based upon earlier versions of the same or similar sections of the Manual; based upon the minutes of Board meetings; based upon changes to the Constitution and/or Bylaws that may have changed the numbering of those documents; or based upon another verifiable historical research; or
 - 8.4.3 If the Committee is unable to determine the proper cross-reference, then the Committee shall report the problem to the Board of Directors and seek the Board’s guidance in preparation

of an amendment to the Manual Section that will correct or eliminate the error.

9. The Constitution and Bylaws Committee shall update the Index each time a new section is added, deleted or amended.
10. After the Constitution and Bylaws Committee has verified the accuracy of the new/modified section, the President shall cause the Manual Section and the updated Index to be published in accordance with the requirements of Section 1.1 of the Manual.

ARTICLE II THE ASSOCIATION

Section 1 Constitution and Bylaws Change Procedures

Purpose

To define the process for submitting and considering amendments to the Constitution and/or Bylaws of the Association.

Authority

The Association's Constitution may be amended by two-thirds majority vote of the Annual Meeting in accordance with Article VII, Section 1 of the Constitution. Bylaws may be amended by a majority vote of the Annual Meeting in accordance with Article V, Section 1.3 of the Constitution.

Policy

1. The Constitution and Bylaws of the Association shall be amended only when the membership has been properly notified of the proposal to make an amendment and when approved in accordance with the requirements of the Constitution and/or Bylaws.
2. A proposal to amend the Association's Constitution or Bylaws may be submitted only by the President, the Board of Officers, Directors, or a committee formed by the Board of Directors. Such entity shall be known as the "maker" of the proposal.
3. A proposal to amend the Constitution or Bylaws shall be submitted in the form of a resolution. The format of the resolution shall include the following items in the order herein listed:
 - 3.1 A section entitled "INTENT" that shall describe what the proposed amendment will accomplish. Such a statement shall be brief, not to exceed two sentences.
 - 3.2 The name of the maker.
 - 3.3 The name of the General Meeting whose consideration is desired. For example, the General Meeting held during the 2006 Annual Conference would be known as the "2006 General Meeting".
 - 3.4 One or more "WHEREAS" statements that define the deficiencies of the current language, the need for added language, and/or the

benefits to be gained from adding or modifying existing language in the Constitution and/or Bylaws.

- 3.5 One or more “RESOLVED” statements that define the Article(s), Section(s), and Paragraph(s) of the Constitution and/or Bylaws to be amended and the proposed changes in the text.

- 3.5.1 The proposal shall include as much of the existing text as necessary to clearly show how the proposed change integrates into the existing language. In complying with this requirement, the maker shall include not less than the text of the entire paragraph, within which a change is proposed.

- 3.5.2 Text to be deleted shall be shown in the form of ~~striketrough~~.

- 3.5.3 Text to be added shall be shown in the form of underline.

4. The maker of the resolution may request the assistance of the President and/or the Constitution and Bylaws Committee. Such assistance shall not be construed to be support for the proposal.
5. A resolution to amend the Constitution and/or Bylaws shall be submitted to the President not later than July 1 of the year in which the proposal is to be considered at the General Meeting.
6. The President shall cause the entire resolution to be published not less than thirty (30) days prior to the convening of the Annual Conference at which the proposal is to be considered at the General Membership Meeting.
7. The President shall provide either a printed copy or a copy in an electronic format of the resolution to the Board of Directors for their review and comment.
8. The resolution shall be presented at the General Membership Meeting for consideration as follows:
 - 8.1. A printed copy of the resolution shall be made available at the General Membership meeting. The President, or his/her designee, shall read the intent and maker of the resolution.
 - 8.2. The Board of Directors shall state its position with regards to the proposed amendment immediately following the first reading of the proposal. Such position may be “Recommend Approval”,

“Recommend Approval with Amendment”, “Recommend Disapproval”, or “No Recommendation”.

- 8.3. The President may permit discussion of the resolution and the presentation of amendments during the first reading.
- 8.4. A printed copy of the resolution and any amendments proposed during the first reading shall be made available at the second reading. If no changes were made after the first reading, the original copies distributed may be used to satisfy this requirement. The President, or his/her designee, shall read the intent and maker of the resolution.
- 8.5. The voting-eligible membership shall vote on the resolution and any proposed amendment(s) after the second reading.
- 8.6. The President shall permit discussion of the resolution, to include the presentation of amendments, during the second reading. In the interest of time, the President may limit the total amount of discussion but in doing so shall allow equal time for both pro and the con arguments and such time allowed shall not be less than five (5) minutes for each side.
- 8.7. The President shall call for a vote on each amendment to the proposed resolution. Such votes may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 8.8. The President shall call for a vote on the entire resolution, as amended. Such votes may be by secret ballot, by a showing of hands, or by voice subject to the requirement that only eligible voters shall cast a vote.
- 8.9. If approved, the proposed resolution, as amended, shall become effective upon the adjournment of the Annual Conference at which it was adopted except that the resolution may specify an alternate effective date.
9. The Membership Quorum may amend the language of a proposed resolution by a majority vote on each such proposed revision.
 - 9.1. The maker of such amendment shall present a written copy of the proposed amendment to the President prior to the Membership Quorum’s vote on the amendment. To the extent possible, copies of the proposed amendment shall be distributed to the Membership Quorum. However, in the interest of time, the President, or his

designee, may read the proposed amendment to the Membership Quorum.

- 9.2. Such an amendment shall not deviate substantially from the stated intent of the original resolution, nor shall it propose changes to sections of the Constitution or Bylaws that are not directly related to the sections for which the original proposed resolution intended modification.

Section 2 Plans

Purpose

To define the requirement for a strategic plan and to require the use of that plan in conducting Association business.

Authority

The President is required to set goals for the Association in accordance with Article IV, Section 1 of the Bylaws. The Board of Directors is required to review and approve the goals and objectives of the Association in accordance with Article V, Section 1.3 of the Bylaws.

Policy

1. All action taken by the Board of Directors and Committees shall conform to the goals and objectives of the Association as defined in the Strategic Plan, except as noted below:
 - 1.1. Certain on-going activities of the Association (e.g. presentation of training, and the Annual Conference) may continue from one year to the next subject to a requirement that the activity does not undergo a significant change from the prior year.
2. By its very nature, a Strategic Plan is a “living document”. Therefore, the President shall:
 - 2.1. Conduct a periodic review and updating of the current Strategic Plan.
 - 2.1.1. The Strategic Plan should identify the major goals and objectives for the Association over the next 3–5-year period of time.

- 2.1.2. In conducting the review, the President should seek participation from the Board of Directors and the General Membership.
 - 2.2 Present the updated Strategic Plan to the Board for review and approval prior to implementation.
3. The Board of Directors shall develop an Annual Business Plan and an Annual Budget that is based upon the goals and objectives contained in the current Strategic Plan.
 - 3.1. The Annual Business Plan shall identify specific goals and objectives for the Board of Officers and Directors during the coming fiscal year.
 - 3.2. The Annual Business Plan shall identify specific goals and objectives for each Committee during the coming fiscal year.
 - 3.3. The Annual Budget for the coming fiscal year shall support the accomplishment of the goals and objectives identified in the Annual Business Plan.
 - 3.4. The Annual Business Plan and Budget shall be presented to the Board of Directors for review and approval during the mid-year meeting.
 - 3.5. Should the President and the Board of Directors determine that the accomplishment of a goal and/or objective during the coming year is desirable and such goal and/or objective is not contained in the current Strategic Plan nor is it a permitted exception under Paragraph 1 above, then such goal/objective shall be specifically identified during the deliberation of the Annual Business Plan and Budget.
4. The Board of Directors shall prepare an annual report that details the accomplishments of the Association in meeting or exceeding the goals and objectives of the Strategic Plan during the prior fiscal year.
 - 4.1. This report is to be presented by the President to the Board of Directors at the Annual Conference Board meeting.
 - 4.2. This report should be placed on the Association's website.
5. The Board of Directors shall prepare a status report that identifies the progress being made toward accomplishing the goals and objectives of the Annual Business Plan and any obstacles that may prevent their successful completion by the end of the fiscal year.

- 5.1.1 This report is to be presented by the First Vice-President to the Board of Directors at the mid-year Board meeting prior to the presentation of the coming year's Annual Business Plan and Budget.

Section 3 Meetings of the General Membership

Purpose

To define the requirements for conducting meetings of the General membership.

Authority

All authority is derived from the voting membership of the Association as provided for in Article IV, Section 1 of the Constitution.

Policy

1. There shall be at least one General Business meeting at which the General Membership shall be officially constituted and "in session." Typically, the following events occur at this meeting:
 - 1.1. Elections of new officers and directors are held in accordance with the requirements of Article IV, Section 4 of this Manual.
 - 1.2. Selection site for the next conference.
 - 1.3. Reading and approval of Treasurer's Report.
 - 1.4. Resolutions to amend the Constitution and/or Bylaws of the Association receive a second reading and acted upon.
 - 1.5. Other resolutions may be considered and acted upon.
2. The President may call additional General Business meetings, as necessary, to conduct business of the Association.

Section 4 Regulatory Matters

Purpose

To establish methods by which the Association responds to regulatory matters.

Authority

Representing the interests of its members before regulatory and policy-making bodies is a primary purpose of the Association and provided for in Article I, Section 2 of the Constitution.

Policy

1. Regulatory matters are those issues that originate at or come before the U.S. Congress or Texas Legislature and various departments of the State and Federal Government that are of interest to the operation and management of property/evidence rooms and Impound facilities in the State of Texas.
 - 1.1. The Association shall not become involved in issues that are restricted to a single state (other than Texas) or a sub-division of the State of Texas.
 - 1.2. The Association shall not become involved in issues related to employment, salaries and benefits or working conditions.
2. The Board of Officers shall establish the Association's position on all regulatory matters. In doing so, the Board of Officers shall generally follow the process identified below and shall give due consideration to the following factors:
 - 2.1. The advice of the membership is expressed through an appropriate committee or advisory group.
 - 2.2. The best interests of the property/evidence community at large.
 - 2.3. The best interests of the community are served by property/evidence and impound facilities.
 - 2.4. The advice of the President or other staff.
 - 2.5. Prior positions the Association may have taken on similar or related issues.
3. In establishing committees or other groups to advise on regulatory matters, the Board of Officers shall endeavor to:

- 3.1. Seek Association members that have appropriate education and experience to be considered “subject matter experts.”
 - 3.1.1. Developing the “subject matter experts of tomorrow” also is an important function. To assist in this development, the Board of Officers is encouraged to permit members of less experience to participate in an appropriate committee as a means of helping them develop their expertise.
- 3.2 Seek members from geographically diverse parts of the state.
- 3.3 Seek members from a variety of jurisdictions to include federal, state, county and city, other special governmental agencies to include agencies that service single and multiple jurisdictions through an agreement.
- 3.4 Corporate members may be included wherein they bring expertise that would be of value to the advisory group. However, due consideration should be given to the financial interest the corporate member may have in recommending a particular position.
4. The Board of Officers is cautioned regarding changing a position adopted by the Association in the past. Such changes may lead to confusion on the part of the membership, regulatory agencies and officials, and other groups as to the reasoning behind the Association’s position and the validity of its claim to represent property and evidence management.
5. Once a position has been established on a particular matter, such a position shall be promoted by all members and staff of the Association who may be asked to represent the Association in a presentation to a regulatory body, regulatory official or any other group.
 - 5.1. No committee or sub-group of the Association shall publicly express opposition to the position adopted by the Board of Officers without first discussing the reasons for the opposition to the Board.
6. Process for developing for position paper on a matter to include “Comments” and “Reply Comments” that might be submitted on regulatory matters.
 - 6.1. The Chair of the Legal Affairs Committee shall monitor the activities of the U.S. Congress and Texas Legislature and other regulatory agencies to identify issues that might be of interest to the Association.

- 6.1.1 The President, members of the Board of Officers and Directors, and Association members who become aware of an issue that the Chair of the Legal Affairs Committee may not be aware of shall contact the Chair on the particulars of the matter.
- 6.2 Based upon guidance that the Board of Officers may have previously given; the Chair shall review the identified issues to determine if the Association should become involved in the issue.
- 6.3 If the Chair believes the Association should become involved, the Board of Officers shall be notified with regards to the particulars of the matter.
- 6.4 If the Board of Officers concurs the Association should become involved, limits may be placed on the level of involvement.
 - 6.4.1 In the interest of time, if the Board does not respond within five working days of the notification, the Chair may assume the confidence of the Board of Officers.
- 6.5 All discussions regarding the matter and any position that the Association may take regarding the matter are *CONFIDENTIAL* working papers of the Association. Association staff members who are directly involved in the matter and members of the advisory committee are the only people who have authorized access to the information.
- 6.6 The President shall develop a preliminary position paper on the matter and distribute it to the Board of Officers and to the Chair of the Advisory Group that may have provided advice on the matter.
 - 6.6.1 The President shall establish a “response date” based upon allowing adequate time for development of a final position paper and the date by which the regulatory body has requested that comments be submitted.
 - 6.6.2 The preliminary position of the Association on the matter shall be considered *CONFIDENTIAL* work product belonging to the Association. It should not be discussed with unauthorized individuals.
 - 6.6.3 If no response is received by the “response date”, the President may assume concurrence with the position presented in the preliminary position paper.

- 6.7 The President shall prepare a final position paper on the matter and distribute it to the Board of Officers and the advisory committee that may have provided advice. The President shall identify the date by which the Association's position must be made public.
 - 6.7.1 Members of the Board of Officers and the Chair of the Advisory Committee may submit comments, as necessary, prior to the date identified by the President.
- 6.8 The President shall seek concurrence from the Board of Officers to establish the position as the "official position" of the Association.
- 6.9 The President shall make the "official position" of the Association public in an appropriate manner.
- 7.0 Process for making verbal comments regarding the Association's position on the matter.
 - 7.1 The President and the Chair of the Legal Affairs Committee are authorized to make verbal comments on an issue only in support of a position that has been previously approved by the Board of Officers.
 - 7.2 Other members of the Board of Officers who may receive a request for a verbal comment should refer the request to the above-named individuals or receive prior approval from the President to make any verbal comments.

Section 5 Financial Reporting

Purpose

To establish requirements for reporting TAPEIT's financial position.

Authority

The Constitution and Bylaws assign fiduciary responsibility for the Association's financial matters to the President and Treasurer.

Policy

1. The Association's fiscal year shall coincide with the calendar year.
2. The President or Treasurer-elect shall cause an audit to be conducted.

3. The Treasurer shall provide a financial report at each Board of Directors meeting and General Membership meeting, and as otherwise requested.

ARTICLE III: MEMBERSHIPS

Section 1 Membership Application Procedure

Purpose

To establish the procedure for submitting applications for Membership in the Association.

Authority

The general eligibility requirements and the benefits accorded to various membership categories are in Article I, Sections 1 and 2 of the Association Bylaws.

Policy

1. An initial application for TAPEIT membership shall be processed in the following manner.
 - 1.1. TAPEIT shall develop and maintain one or more “application forms” for use by individuals desiring to join the Association.
 - 1.1.1. Copies of the “application form” shall be available for completion and submission on the TAPEIT website with payment of dues via a secure process.
 - 1.1.2. Copies of the “application form” shall be published in each issue of the newsletter.
 - 1.1.3. Copies of the “application form” shall be available for mail-out or for hand out at meetings, conferences or other venues likely to be attended by individuals who would qualify to be members in the Association.
 - 1.2. Individuals seeking membership in the Association shall submit a completed “Application for Membership” to TAPEIT.
 - 1.2.1. The applicant is encouraged to submit the proper full year’s dues payment with the application in order to expedite the application process. If the applicant is uncertain as to the correct dues amount or if there are mitigating circumstances

where it is not possible to submit the payment with the application, TAPEIT will initiate an invoice upon receipt and review of the application.

- 1.2.2. All applications without proper payment shall be placed in a pending status, without issuance of any member benefits to the applicant. The process will be completed when the correct dues amount is received.
- 1.2.3. Prospective applicants registering for the annual conference will have paid for the upcoming year's dues when paying for the conference (membership dues are included in the conference fee).
 - 1.2.3.1. Prospective applicants shall complete the Application form at the time they register on the first day of the conference.
 - 1.2.3.2. If it is determined that the applicant is not eligible for membership, that part of the conference fee is refunded.
- 1.3 After the completed form and appropriate dues amount has been received and credited, TAPEIT shall determine whether the applicant meets the criteria for membership and the appropriate category of membership in accordance with Article I, Sections 1 and 2 of the Association Bylaws.
 - 1.3.1 Questions regarding eligibility or the appropriate membership category of a particular applicant shall be referred to the President.
 - 1.3.2 The President shall have five (5) days to review and comment on the new member's eligibility or appropriate category.
- 1.4 If it is determined that the applicant is not eligible for any category of TAPEIT membership, TAPEIT shall return the full amount of the submitted dues along with a letter signed by the President explaining the reason(s) for rejection of the application.
- 1.5 If it is determined the applicant is eligible for TAPEIT membership but in a different membership category than what is reflected on the application, TAPEIT shall contact the applicant and explain the justification for this determination and place the applicant in the appropriate membership category.

- 1.6 Upon determination that the applicant is eligible for the membership category being applied for, and the proper dues payment has been received, TAPEIT shall add the applicant's name and contact information to the membership database and issue an appropriate membership card.
- 1.7 If, after an applicant is accepted for membership and the membership card has been issued, it is determined that the granted membership category is not appropriate per the Bylaws, TAPEIT shall notify the member in writing about the need for a corrected membership category and that the membership card has been recalled.

2. Membership Renewal Process

- 2.1 Members automatically renew their membership upon payment of the annual conference fee. Nothing more needs to be done by the members.
- 2.2 If the member does not attend the annual conference, they must make payment by December 31st or be dropped from active membership in the Association. It is the member's responsibility to ensure payment is received so as not to lose any benefits.
- 2.3 TAPEIT shall ensure procedures are established to provide at least two notices prior to termination.
- 2.4 The Secretary shall provide the President a copy of the list of members dropped from active membership.
- 2.5 The Membership Committee chair shall also be provided with a copy of the list for follow-up.
 - 2.5.1 If the member desires to be reinstated, an administrative service fee of \$10 shall be submitted along with the membership fee.
 - 2.5.1.1 The President, based on the Membership Committee Chair's recommendation, may waive the administrative service fee.
 - 2.5.2 The Membership Committee chair shall notify the Secretary of the reinstatement in writing, attaching a letter from the President if the administrative service fee is waived.
 - 2.5.3 The Secretary shall issue a new membership card.

- 2.6 TAPEIT shall create an “Exit Survey” that seeks information regarding why an individual had dropped their membership.
 - 2.6.1 The “Exit Survey” shall be distributed to each member being dropped and returned to the Membership Committee Chair.
 - 2.6.2 The Membership Committee Chair shall analyze the survey and report to the President.
- 3 Updating a Member’s Information
 - 3.1 It is the responsibility of each member to provide updates to their contact information.
 - 3.2 Contact information can be updated by contacting the Secretary, preferably by e-mail or fax.
 - 3.3 Anyone that becomes aware of an error in a member’s information should contact the Secretary.

Section 2 Member Conduct

Purpose

To establish the following policies for the TAPEIT membership; a TAPEIT Code of Ethics, a Code of Conduct, and guidelines for use of the various electronic communications used (TAPEIT website, e-mail, facsimiles, etc.).

Authority

TAPEIT membership is required to be composed of people of good character in accordance with Article II, Section 2.1, of the Association’s Constitution.

Policy

- 1. TAPEIT Code of Ethics
 - 1.1. We, the members of TAPEIT, recognizing the important role Property & Evidence Management plays in improving the quality of life throughout the law enforcement and public communities, and in acceptance of this personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the following ethical principles:

- 1.1.1. Abide by the laws of nation, respective state and political subdivisions.
- 1.1.2. Govern our TAPEIT activities by the Constitution and Bylaws and the duly adopted policies of the Association;
- 1.1.3. Protect the safety, health and welfare of the public and proactively advocate in those areas affecting the public interest.
- 1.1.4. Manage each administrative problem objectively without discrimination.
- 1.1.5. Refrain from seeking or dispensing personal favors.
- 1.1.6. Broaden public knowledge and appreciation of the Association and its achievements.
- 1.1.7. Encourage co-workers and colleagues in their professional development; and,
- 1.1.8. Foster respectful relationships.

2. TAPEIT Code of Conduct

- 2.1. TAPEIT sets forth this Code of Professional Conduct to guide the professional and personal conduct of members of the Association. Members shall:
 - 2.1.1. Support TAPEIT's mission and purpose. Our mission and purpose statement articulates TAPEIT's goals, purpose and primary constituents served. Each individual member should fully understand and support the mission of TAPEIT.
 - 2.1.2. Maintain the privacy and confidentiality of where required unless disclosure is required by legal authority of information obtained during our duties. Such information shall not be used for personal benefit or released to inappropriate parties.
 - 2.1.3. Work to strengthen the Association's programs and services.
 - 2.1.4. Enhance the Associations' public standing by demonstrating the goals and accomplishments through all we say and do. A

cooperative spirit must be maintained when working with other professional and business organizations.

- 2.1.5. Apply the principle of reasonableness to guide our actions.
- 2.1.6. Ensure ethical integrity and accept responsibility for our actions.
- 2.1.7. Serve TAPEIT in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- 2.1.8. Treat each other with mutual respect and treat all persons fairly regardless of race, religion, gender, disability, age or national origin.
- 2.1.9. Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of the Association.
- 2.1.10. Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

3. Electronic Communications

- 3.1. TAPEIT establishes this set of guidelines for use of the various electronic communications (TAPEIT website, e-mail, facsimiles, etc.):
 - 3.1.1. Keep it legal – do not distribute or disseminate defamatory, infringing obscene, or other unlawful material or information. Do not use the TAPEIT website to publish or post material protected by intellectual property laws, rights of privacy or publicity or any other applicable law unless you own or control the rights thereto or have received all necessary consents. Where quotes are used or references are made appropriate credit shall be given to the original author. TAPEIT is not responsible for any use of anything you say or post. All applicable federal, state, and local laws apply.
 - 3.1.2. It is the responsibility of the sender to, when appropriate, to identify any restrictions on the distribution of information in the posting.
 - 3.1.3. Do not post any materials (including software or other information) that could harm (or is designed to harm) other

users' computers or would allow others to inappropriately access software or web sites.

3.1.4. Do not use TAPEIT electronic communications to threaten, harass, or abuse others participating in any TAPEIT communications.

3.1.5. Refrain from all expressions that reflect negatively upon yourself or others.

3.1.6. TAPEIT does not tolerate disruptive activity online, such as persistent off-topic comments and postings or statements that incite others to violate these guidelines or participate in other illegal activities.

3.1.7. Falsely impersonating a TAPEIT Officer or Board of Director member or any other person, with the intent to mislead or cause harm, is strictly forbidden.

3.2 TAPEIT reserves the right to remove any individual from the electronic communications of TAPEIT.

Section 3 Life Member Nomination Process

Purpose

To establish procedures for submitting nominations for Life Membership in the Association.

Authority

Criteria for selection and privileges accorded to members who have achieved the distinction of Life Member in the Association are in Article I, Section 3.1 of the TAPEIT Bylaws.

Policy

1. The "Life Member" designation is added to the member's current membership category title, which can be changed during the member's career, based on one's current employment status.
2. This honor shall be bestowed in the following manner:
 - 2.1 A nomination for designation as a Life Member shall only be initiated by a TAPEIT Officer or Board member.

- 2.2 The nomination shall be forwarded to the President for submission to the Membership Committee. The nomination shall be in the form of a cover letter together with a completed copy of the *LIFE MEMBER NOMINATION FORM* contained in Appendix I of this Manual.
- 2.3 The Membership Committee shall review the nomination for compliance with all applicable requirements.
- 2.4 The Membership Committee shall forward its findings and recommendations to the Board for review not later than March 1st of the calendar year of the Annual Conference at which the nomination is to be considered.
 - 2.4.1 If all the requirements are met, then the Membership Committee shall recommend the Board place the matter on the agenda for a vote on the nomination at the next Board meeting of the calendar year of the Annual Conference.
 - 2.4.2 If all the requirements are not met, but the Membership Committee finds special circumstances exist to warrant continued consideration, the Membership Committee shall recommend the Board place the matter on the agenda for a vote on the nomination at the next Board meeting of the calendar year of the Annual Conference and include the reasons of the special circumstances.
 - 2.4.3 In the event the Membership Committee finds that the nominee does not satisfy the requirements and that no special circumstances exist that would warrant continued consideration, the Membership Committee shall notify the Board that the nomination has been rejected along with a statement describing the deficiencies.
- 2.5 In the event Paragraph 2.4.1 or 2.4.2 is satisfied, the Board shall vote on the nomination at the next Board meeting of the calendar year of the Annual Conference.
 - 2.5.1 A minimum vote of two-thirds of the Board members in attendance in favor of the nomination is needed for ratification.
 - 2.5.2 In the event the minimum vote is not obtained, the nomination may proceed to the next meeting of the General Membership on a motion made by a Board member.

3. This award shall be recognized as follows:
 - 3.1 A “congratulatory letter” shall be prepared and sent to the member not later than May 1st of the calendar year of the Annual Conference wherein the member shall be recognized.
 - 3.2 The letter shall notify the member of the nomination and ratification as a “Life member”.
 - 3.3 The letter shall include an invitation to the Awards Banquet of the calendar year of the Annual Conference at which time the member shall be recognized. The letter shall state that the Association shall grant the member a complete complimentary registration for the Annual Conference, but shall not otherwise reimburse the member for any expenses.
 - 3.4 The President shall present a “Life Membership” plaque to the member at the Annual Conference.
 - 3.5 The Secretary shall update the database and issue a new membership card showing the new designation. All subsequent membership dues shall be paid for by the Association.

Section 4 Honorary Member Nomination Process

Purpose

To establish procedures for submitting nominations for Honorary Membership in the Association.

Authority

Criteria for selection and privileges accorded to members who have achieved the distinction of Honorary Member in the Association are in Article I, Section 3.2 of the TAPEIT Bylaws.

Policy

1. “Honorary Member” is a designation conferred by the President and approved by the Board to an individual, who may be a current member of TAPEIT or a non-member, based upon the individual meeting a set of guidelines established by the Association.
2. The President may confer this category of membership with the approval of the Board of Directors.

3. This membership is limited to those individuals who may have no incentive to obtain membership in any category but, by virtue of their position or accomplishments, it is in the best interest of TAPEIT that the individual have information regarding TAPEIT, including the Newsletter and other TAPEIT publications and other items of information regarding the activities of TAPEIT.
4. The Honorary Member shall not vote or hold office in any capacity, except they may serve as Ex Officio members of any committee.
5. This honor shall be bestowed if the Board of Officers passes a motion by a majority vote.
6. The term of this category shall be for a period of twelve (12) months and thereafter as the Association may determine in accordance with the provisions of this section.

Section 5 Membership Dues

Purpose

To establish the dues required for membership.

Authority

Dues rates are to be set and specified in the Policy Manual in accordance with Article II of the Bylaws.

Policy

1. Dues are due and payable for each calendar year at the Annual Conference. Any adjustment to the dues structure must be approved by two-thirds vote by the Board of Directors.
2. The dues rate for membership is \$25.00 and should be included in the annual conference fee. If a member does not attend the conference, they shall be billed and collected by:
 - 2.1. Applying for Membership Form to the Secretary.
 - 2.2. Enclosing a check made payable to TAPEIT in the amount of \$25.00; or,
 - 2.3. Be billed by the Association, payable within 60 days of the Application for Membership Form submission.

3. In accordance with Article I, Section 3.1.1 of the Bylaws, members granted the “Life Member” designation are exempt from paying dues for the life of the member or until such member resigns from the Association.

Section 6 Corporate Partnership Program

Purpose

To establish the Corporate Partnership Program.

Authority

The Board herein establishes the Corporate Partnership Program.

Policy

1. The Corporate Partnership Program is intended to recognize the total support given to the Association by its commercial (Corporate) members over the course of a twelve-month period.
2. The Corporate Partnership Program shall include four (4) levels of recognition
3. The qualifying period for calculating the total value of support provided to the Association shall be from January 1st through December 31st.
4. The following items shall be included in calculating the total dollar value of support provided to the Association:
 - 4.1 Purchase of exhibit space at the Association’s Annual Conference.
 - 4.2 Sponsorship of events and/or materials associated with the Associations Annual Conference.
 - 4.3 Sponsorships of a TAPEIT Symposium for a similar event;
 - 4.4 The value of advertising purchased in the *Property Times* newsletter.
 - 4.5 Donations.
5. The Board of Officers shall establish the benefits to be awarded to each sponsorship level.

- 5.1 The primary purpose of awarding benefits is to recognize the support provided by the corporation over the course of the year. While such benefit should be in line with the purpose of the program, it should not become the primary reason that corporations choose to participate.
 - 5.2 Corporations shall be allowed to refer to their partnership level in advertising and during the Annual Conference.
- 6. Participation in the Corporate Partnership Program is voluntary.
- 7. Companies, corporations, and other entities not participating in the Corporate Partnership Program shall nonetheless receive appropriate recognition for sponsorships, advertising and donations.

ARTICLE IV BOARD OF DIRECTORS

Section 1 Meetings

Purpose

To establish the required meetings of the Board of Directors of the Association.

Authority

The meetings of the Board of Directors are authorized by Article VIII, Section 2.2 of the Association Bylaws.

Policy

1. Annual Conference Board Meeting(s).
 - 1.1 The Annual Conference Board meeting shall be held prior to the convening of the Annual Conference. Meetings may be held during the Annual Conference as necessary.
 - 1.2 The Annual Conference Board meeting shall be held in the same city as the Annual Conference.
2. Mid-year Board Meeting.
 - 2.1 The mid-year Board meeting shall be scheduled for and convened in March.
 - 2.2 The location of the meeting shall be determined to accommodate most of the Board. Attempts will be made to convene the meeting at the site of the Annual Conference.
3. Other Board Meetings.
 - 3.1 The President may schedule other Board meetings throughout the year as necessary.
 - 3.2 Notice of the meeting shall be at least two weeks and include the time and location.
 - 3.3 The notice shall include the agenda and support materials.
 - 3.4 All meetings should be open to the General Membership and announced on the Association's website.

3.4.1 Association members attending as observers shall not be permitted to be present during meetings designated as an Executive Session.

3.4.2 Neither the Association nor the Board of Directors shall be obligated to provide prior notice or documentation of agendas, etc. to members attending the meetings of the Board of Directors solely as observers.

Section 2 Minutes

Purpose

To establish a policy for recording and retaining official minutes of the TAPEIT Board of Directors.

Authority

The meetings of the Board of Directors are authorized by Article VIII, Section 2.2 of the Association Bylaws.

Policy

1. The minutes of these meetings shall constitute the official record of actions taken and decisions made.
2. The President shall designate a staff member to serve as clerk of record who will record all minutes of the Board of Directors.
 - 2.1 The Sergeant at Arms will normally be responsible for the recording of the meetings.
 - 2.2 The Secretary will normally be responsible for transcribing the recordings and providing the minutes in written form to the Board of Directors.
3. In accordance with Robert's Rules of Order, as mandated by the Constitution and Bylaws of the Association, minutes will be a record of what was done by the official body, not what was said by the individual members.
4. A draft of the minutes shall be distributed to the Board members within 60 days of the meeting.
 - 4.1 This method will result in the approval of the minutes at meetings being a formality, saving valuable time.

- 4.2 This is the proper time to notify the Board members of any corrections that should be made to the minutes.
5. Recordings of the meetings shall be maintained by the Secretary until the minutes have been officially approved.
6. Upon approval of the minutes, the recordings shall be destroyed and the approved minutes retained as the only official record of the action taken at the meetings.
7. Official minutes of meetings shall be retained for the life of the Association.

Section 3 Procedures for Declaring Candidacy

Purpose

To establish procedures for members to declare their candidacy for opening on the Board of Officers and Board of Directors and to certify their eligibility to do so.

Authority

Association members desiring to declare their candidacy for election on the Board of Officers or Board of Directors must satisfy certain minimum qualifications as defined in Article IV and Article V of the Association Bylaws.

Policy

1. The Nominations Committee shall certify that a member desiring to declare their candidacy satisfies the minimum qualifications.
2. A member desiring to declare their candidacy shall submit a statement of their qualifications in accordance with the procedures identified below. They may not officially declare their candidacy until certified by the Nominations Committee.
3. A member who has declared his/her candidacy for an opening on the Board of Officers or Board of Directors and/or a member who is considering candidacy in the future should avail themselves of opportunities to enrich their knowledge of the issues affecting property and evidence management and their knowledge of Association operations. In addition to the minimum qualifications, members should consider:
 - 3.1 Actively participating in Association committees.

- 3.2 Attending Board of Directors meetings as an observer. The Board of Directors meets at least twice a year and are open to all members except those times when the Board of Directors goes into Executive Session.
- 4. Members who desire to declare their candidacy for an opening on the Board of Officers or Board of Directors, other than current officers and directors, shall comply with the following procedure:
 - 4.1 Members shall prepare the *Declaration of Candidacy* form contained in Appendix II of this Manual.
 - 4.2 The members shall discuss their candidacy with their employer with a particular emphasis on the support from the employer. The member shall obtain concurrence from their employer, as evidenced by the employer completing the *Employers Concurrence of Candidacy* contained in Appendix III of this Manual.
 - 4.3 The member shall submit the *Declaration of Candidacy* and *Employers Concurrence of Candidacy* to the Chairperson of the Nominations Committee in any manner the candidate may find appropriate.
 - 4.3.1 An original signature is required on both documents.
 - 4.3.2 The signatures on each document shall be notarized.
 - 4.3.3 The Nominations Committee shall receive both forms no later than the close of business on September 1st of the year the member desires to declare their candidacy. If the date falls on a holiday or weekend, the due date is extended until the next regular business day.
 - 4.3.4 In the event any member of the Board of Directors receives an application from a member desiring to declare their candidacy, they shall forward the packet to the Chairperson of the Nominations Committee.
 - 4.4 The Nominations Committee shall review each application submitted to ensure compliance with the Constitution and Bylaws.
 - 4.4.1 In the event an application is found to be lacking required information, the Chairperson shall contact the applicant to satisfy all requirements.

- 4.4.2 If the applicant is found to be unqualified, the Chairperson shall notify the applicant. A separate notification shall be made to the Board of Directors.
 - 4.4.3 If the applicant is found to be qualified, the Chairperson shall notify the applicant. A separate notification shall be made to the Board of Directors.
- 4.5 Upon notification from the Chairperson that the applicant is eligible, the applicant may formally announce their candidacy for the office indicated, may begin their active campaign, and may otherwise participate in all activities as a “declared candidate.”
- 4.6 Upon notification from the Chairperson that the applicant is eligible, the Board of Directors shall approve the Chairperson adding the applicant’s name to the list of nominees appearing on all ballots for that office.
- 4.7 The Chairperson shall forward the original application to the Secretary who shall maintain the complete application for the duration of the members’ tenure on the Board of Directors. Thereafter, those documents shall be handled in accordance with the Records Retention Policy of the Association.
- 5. Current members of the Board of Directors desiring to declare their candidacy for the same or next higher office shall comply with the following procedure:
 - 5.1 Members of the Board of Directors at the time this Policy Manual is accepted and approved shall be “grandfathered” and not required to submit any forms as described above.
 - 5.2 The members shall notify the Chairperson of the Nominations Committee of their intent to declare their candidacy for the same or next higher office. An e-mail submittal is interpreted as complying with a written declaration.
 - 5.3 The Chairperson shall notify the Board of Directors of the members’ intent to declare their candidacy for the same of next higher office.
 - 5.3.1 The Chairperson shall review the member’s qualifications when the member’s intent is to declare their candidacy for the next higher office.

- 5.3.2 If the member does not satisfy the requirements for the next higher office, the Chairperson shall notify the member and the Board of Directors.
6. In the event there are no eligible candidates for an office, and it becomes necessary to accept nominations from the floor at the Annual Conference, then the following procedure shall be followed:
- 6.1 To the extent it is known that there are no eligible candidates for an office prior to the start of the Annual Conference, the Board of Officers shall advertise this fact to the membership through notices in the Association Website and by other such means as they find appropriate to generate an interest amongst the general membership for someone to declare their candidacy.
- 6.2 The President shall make an announcement during the opening event of the Annual Conference that nominations will be accepted from the floor prior to the Association Business meeting.
- 6.2.1 Nominations from the floor shall be submitted in writing to any member of the Board of Directors.
- 6.2.2 All nominations shall be collected by the Chairperson of the Nominations Committee 24 hours prior to the Association Business meeting.
- 6.3 The Nomination Committee shall interview each individual nominated to ensure they meet the eligibility requirements and have them complete the Declaration of Candidacy form, if they desire to accept the nomination. If the nomination is not accepted, or the individual does not meet the eligibility requirements, the Chairperson shall notify the individual who nominated the applicant.
- 6.4 The Chairperson of the Nominations Committee shall prepare a list of those individuals that meet the eligibility requirements and accepted the nomination and provide the list to the President.
- 6.5 The President shall provide each candidate time to address the general membership either prior to the beginning of the Business meeting or during the meeting, but prior to the election.
- 6.6 The list of candidates should be posted on the entrance to the General Session conference room prior to the beginning of the Business meeting, or as early as possible.

- 6.7 The elected candidate shall submit a completed *Employers Concurrence of Candidacy* form within 30 days after the Annual Conference. Failure to do so shall prove the candidate ineligible and the candidate gaining the next highest number of votes shall be contacted for completion of the *Employers Concurrence of Candidacy* form. The candidate shall then have 30 days to submit the completed form.
- 6.8 If the candidate fails to return the completed form and/or does not accept the position, the President shall appoint an individual to fill the vacant position until the next Annual Conference.
- 6.8.1 The individual appointed shall meet the minimum qualifications for the position.

Section 4 Procedures for Elections

Purpose

To establish procedures for the election of members to the Board of Officers and Directors.

Authority

The process for the elections is authorized in Articles IV and V of the Association Bylaws.

Policy

1. The Officers and Board of Directors positions eligible for election shall be announced one year in advance (a year is defined as the interval between annual conferences) at the regularly scheduled General Membership Meeting
2. Nominations shall be submitted by a member of the Association or submit their nomination to the Nominations Committee or any officer or board of director no later than February 15th of the year in which they seek office. Nominations accepted after that date may be considered by the Nominations Committee.
3. A candidate package (Appendix IV) must be completed and submitted before the Nominations Committee will consider the candidate. The Nominations Committee shall report the names of the candidates for office to the Officers and Board of Directors at the next regularly

scheduled Board & Officer meeting, usually held in February or March of each year.

4. The Nominations Committee shall first determine if the nominee is eligible to hold an Officer or Board of Director position, in accordance with Articles IV and V of the By-laws. Once those minimum requirements are satisfied, a background investigation shall be completed on each candidacy package submitted. This includes, but is not limited to, contacting the nominee's supervisor, police chief, sheriff, references, and interviewing the nominee.
5. The Nominations Committee shall complete all background investigations at the next regularly scheduled Board & Officer meeting, usually held in June of each year. The Nominations Committee shall submit the names of those candidates they determine to be the best qualified to the Board and Officers.
6. The Nominations Committee shall provide a picture and biography of each candidate to the Webmaster for publication. A voting ballot shall also be included in the same edition of the newsletter. Members attending the next scheduled annual conference shall submit their voting ballot at the time of registration, or before the end of the first day of the conference. Members unable to attend the next scheduled annual conference may submit their voting ballot to the Secretary or any Officer or Board of Director. **NO VOTING BALLOTS WILL BE ACCEPTED AFTER 6:00 pm ON THE FIRST DAY OF THE ANNUAL CONFERENCE.**
7. Nominations from the floor shall not be considered, unless all candidates withdrawal their names from consideration prior to the first day of the annual conference.
8. The Nominations Committee shall tally all ballots submitted timely and the voting results shall be announced at the Annual Awards Banquet or other social function prior to the last day of the annual conference.
9. In the event of a tie, a "run-off" election will be conducted at the regularly scheduled General Membership meeting. Voting ballots will be distributed to every member in attendance at the meeting. The Nominations Committee shall tally the voting results and announce the winner at the Annual Awards Banquet or other social function prior to the last day of the annual conference.

Section 5 Impeachment Processing Procedures

Purpose

To define the procedures to be followed in the event a member of the Board of Directors is accused of improper conduct.

Authority

A member of the Board of Officers and Board of Directors may be removed from office as authorized in Article VI of the Bylaws.

Policy

1. Impeachment is the process by which accusations of misconduct are filed against members of the Board of Directors. The word “impeachment” implies only an accusation, which then must be investigated and adjudicated through a careful process that protects both the interests of the Association and the rights of the individual.
2. A member of the Board of Directors may be impeached for reasons of malfeasance (an act that is positively unlawful), misfeasance (the doing of a lawful act in an unlawful or improper manner), or nonfeasance (failure to perform a duty) of duty or for committing such other act(s) which brings discredit upon the Association.
3. Persons, either members of the Association or other persons, may accuse a member of misconduct by submitting a written accusation to the President. If the accusation is against the President, the written accusation may be submitted to the First Vice-President, or any other member of the Board of Directors not involved in the accusation.
4. Upon receipt of the accusation, an investigation into the accusations shall be conducted as follows:
 - 4.1 The President (First Vice-President if the accusation is against the President) shall immediately notify the accused and the Board of Directors by letter.
 - 4.2 The senior member of the Board of Directors not accused shall appoint an “Investigation Committee” consisting of three (3) individuals. Attempts will be made to appoint at least one individual that has not served on the Board with the accused. If necessary, the senior member shall consult with the other Board members not accused of selecting qualified individuals.

- 4.3 The Investigation Committee shall review the facts and circumstances relating to the accusations and draw conclusions as to the merit of the accusations. The Committee shall prepare a written report on its findings and include a specific recommendation as to whether the accused should be impeached.
- 4.4 If the Investigation Committee determines the allegations are without merit, no further action is required. A letter shall be written and sent by the senior member of the Board of Directors to the accused so stating the Committee's findings.
- 4.5 If the Investigation Committee determines the allegations are with merit, the senior member of the Board of Directors shall schedule and conduct a meeting of the Board of Directors and the accused within 14 days of receipt of the final report, at a location readily available to the accused. The Chair of the Investigation Committee shall present the findings of the investigation, and the accused shall be given an opportunity to respond. All the Board of Directors shall be present at the meeting. (A copy of the written report, along with the findings and recommendations shall be distributed to the Board of Directors and the accused at least 10 days prior to the meeting.) The accused may be represented at the meeting by legal counsel, at their own expense. If the accused decides not to attend, the meeting shall continue with the information presented.
- 4.6 Upon receiving all documentary and testimonial evidence, the senior member of the Board of Directors shall suspend the meeting, and the Board of Directors shall go into Executive Session for deliberation. Only the Board of Directors may attend this meeting. The Chair of the Investigation Committee and the accused shall not be present at the Executive Session. All discussions during the Executive Session shall remain strictly confidential.
- 4.7 Once the Board of Directors decides on the allegations, the meeting shall resume with the accused present. A motion shall be made and passed by two-thirds of the Board of Directors. If the Board determines the allegations are without merit, the accused shall be informed, and no further action is required. If the Board determines the allegations are with merit, the senior member of the Board of Directors shall immediately remove the accused from office.
- 4.8 The Board of Directors may also vote to "admonish" the accused upon a finding that the accused committed the act contained in the impeachment, but such act was not of the severity to remove the accused from office.

- 4.9 In the event the accused is removed from office, the President shall cause to be published on the TAPEIT website (social media) a statement that the officer was removed from office for cause as determined by the Board of Directors. The details of the accusations and the results of the investigation shall not be released to the public and all individuals involved should refrain from discussing the matter.
- 4.10 In the event the accused is “admonished,” the President shall cause to be published on the TAPEIT website a statement that the officer was admonished for cause as determined by the Board of Directors. The details of the accusations and the results of the investigation shall not be released to the public and all individuals involved should refrain from discussing the matter.

ARTICLE V COMMITTEES

Section 1 Standing Committees

Purpose

To provide for the establishment of certain required committees (to be known as Standing Committees) of the Association to advise the Board of Officers either regarding issues of operation of the Association and/or with regard to significant issues affecting the Property and Evidence community.

Authority

The President is authorized to establish committees in accordance with Article VII of the Association Bylaws.

Policy

1. At the beginning of each fiscal year, standing committees shall be identified in Paragraphs 2 - 8 of this section.
 - 1.1 Appointment of members to serve on each committee shall be at the discretion of the President with concurrence of a majority vote of the Board of Directors and subject to restrictions herein.
 - 1.1.1 In making such appointments, the President and the Board should consider the advantages of maintaining a historical perspective of the committee's activities by appointing members with prior experience on the committee and providing for a fresh perspective by appointing new members to the committee.
 - 1.1.2 Members may be appointed from any membership category, except as may be otherwise restricted herein. Members may also be appointed from amongst individuals who are not members of the Association when such an individual has the potential for making a significant contribution to the function of the committee.
 - 1.1.3 A procedure shall be implemented for seeking volunteers to serve on the standing committees. Such a procedure shall include a notification process for eligible persons encouraging them to volunteer for one or more committees.

- 1.2 Appointment of a “Chair” for each standing committee shall be at the discretion of the President with concurrence of a majority vote of the Board of Directors.
 - 1.2.1 The “Chair” of each committee shall be a member of the Association in good standing.
 - 1.2.2 In the event none of the current members of the committee are willing or qualified to serve as “Chair”, then the President shall appoint an individual with concurrence of the majority vote of the Board of Directors.
- 1.3 The Chair of each standing committee shall be empowered to:
 - 1.3.1 Divide the committee into sub-committees as a means of furthering the business of the committee.
 - 1.3.2 Exclude the participation of any committee member in the activities of the committee when, in the Chair’s opinion, a conflict of interest will exist. The Chair shall discuss this with the affected member and, if there is a disagreement, consult with and seek the advice of the President.
- 1.4 The Board of Officers shall cause a set of goals and objectives to be established for each standing committee at the beginning of each fiscal year.
 - 1.4.1 The Chair of each standing committee shall provide, at a minimum, with a bi-annual report on the progress of the goals and objectives of the respective committee.
- 1.5 The Board of Officers shall provide monies to support each standing committee’s activities.
 - 1.5.1 In general, monies shall be provided to allow the standing committees to meet periodically throughout the year.
 - 1.5.2 The Committee may seek funding for the Committee’s activities, upon approval from the Board of Officers, from sources other than the Association. Such sources may include grants and donations to the extent that acceptance of such grant and donation does not carry the stigma of a conflict of interest or the appearance thereof.
- 1.6 The “Chair” of each standing committee shall serve as the “staff contact”.

2. Membership Committee

2.1 The Membership Committee shall:

- 2.1.1 Provide guidance and support to the Board of Officers in attracting new members and promoting the Association.

3. Nominations Committee

3.1 The Nomination Committee shall:

- 3.1.1 Seek qualified candidates for the positions of Board of Officers and Board of Directors.
- 3.1.2 Review the qualifications of individuals seeking candidacy for election to the Board of Officers and Board of Directors and certify the eligibility of each candidate.

3.2 The “Chair” of this committee shall be the most recent past President serving on the committee.

4. Technician Certification Committee

4.1 The Technician Certification Committee shall:

- 4.1.1 Provide guidance and support to the Board of Directors in matters dealing with the certification process.
- 4.1.2 Design and implement the process for a statewide certification, recognized by all agencies.
- 4.1.3 Maintain an up-to-date certification process in keeping it current with legislative updates.
- 4.1.4 Promote active participation in the certification of all property technicians.

4.2 The “Chair” of this committee shall be a member of the Board of Directors.

5. Scholarship Committee

5.1 The Scholarship Committee shall:

- 5.1.1 Design and make recommendations to the Board of Directors relating to revisions and updates to the criteria and selection of possible recipients.
 - 5.1.2 Review all applications submitted to ensure the minimum requirements are met.
 - 5.1.3 Evaluate the submitted applications and score them accordingly in accordance with the established scoring system.
- 5.2 Refer to Article X, Section 3 of this Manual for bestowal of award process.
- 6. Property Technician of the Year Committee
 - 6.1 The Property Technician of the Year Committee shall:
 - 6.1.1 Review all submitted applications for the minimum requirements.
 - 6.1.2 Evaluate the submitted applications and score them accordingly in accordance with the established scoring system.
 - 6.2 Refer to Article X, Section 2 of this Manual for bestowal of award process.
- 7. Grant Committee
 - 7.1 The Grant Committee shall:
 - 7.1.1 Review all submitted applications for the minimum requirements.
 - 7.1.2 Evaluate the submitted applications and score them accordingly in accordance with the established scoring system.
 - 7.2 Refer to Article X, Section 5 of this Manual for bestowal of award process.
- 8. Legal Affairs Committee
 - 8.1 The Legal Affairs Committee shall:

- 8.1.1 Seek Association members that have appropriate education and experience to be considered “subject matter experts.” Developing the “subject matter experts of tomorrow” also is an important function. To assist in this development, the Board of Officers is encouraged to permit members of less experience to participate in an appropriate committee as a means of helping them develop their expertise. Corporate members may be included wherein they bring expertise that would be of value to the advisory group. However, due consideration should be given to the financial interest the corporate member may have in recommending a particular position.
- 8.1.2 The Chair of the Legal Affairs Committee shall monitor the activities of the U.S. Congress and Texas Legislature and other regulatory agencies to identify issues that might be of interest to the Association.

ARTICLE VI TRAVEL

Section 1 General Travel Policy

Purpose

To establish a policy for reimbursement of travel expenses incurred by members of the Association while on official business for the Association.

Authority

The President of TAPEIT is authorized to incur reasonable and proper personal expense in the conduct of TAPEIT's business subject to reimbursement and to authorize reimbursement of reasonable and proper personal expenses by others in the conduct of Association business in accordance with Article VIII, Section 4 of the Bylaws.

Policy

1. It is the Association's policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by members of the Association while conducting official Association business. Expense reimbursement will be paid when consistent with this policy and when the trip had been properly approved prior to incurring the expense.
 - 1.1 The Board of Officer may permit, at its discretion, "after-the-fact" payment of travel expenses that was made without prior approval.
2. Prior approval for travel expenses shall be submitted in writing to the President and should be itemized.
 - 2.1 Upon approval, the requestor shall be provided with the tax exempt number for sales tax purposes.
3. The following guidelines shall define "reasonable and proper" expenses that may be reimbursed:
 - 3.1 Transportation
 - 3.1.1 Members are encouraged to utilize the most economical mode of transportation consistent with the purpose of travel.
 - 3.1.2 Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare.

- 3.1.3 Local travel via bus, rail, taxi, shuttle and/or subway shall be reimbursed for the actual amount, including tips.
- 3.1.4 The use of rental vehicles is discouraged and shall receive prior approval from the President. An exception to receiving prior approval is in the event of an emergency; however, all attempts should still be made to contact the President prior to renting the vehicle.
- 3.1.5 The use of privately-owned vehicles is authorized except the cost shall not exceed the cost if such travel was made via a commercial carrier. The “per mile” reimbursement amount shall be based upon state guidelines.
- 3.1.6 Incidental expenses such as tolls and parking fees shall be reimbursed.
- 3.1.7 Proof of expense receipt shall be submitted with the request for reimbursement except in circumstances in which the mode of travel was bus or subway or other means which do not provide a receipt and the occurrence is less than \$10.

3.2 Lodging Expenses

- 3.2.1 Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable security, comfort and cleanliness either at or near the place of the Association business being conducted. Members are encouraged to utilize the “government rate” and other discounts whenever available.
- 3.2.2 Members are not required to share a room with others. If a family member or other person not eligible for reimbursement of expenses accompanies the member, the member shall pay any increase in the room rate resulting from that person’s occupancy.
- 3.2.3 The length of stay shall be based upon the needs of the Association consistent with the availability of transportation. Members may extend a stay by one night in order to receive a transportation discount provided such extension will result in an overall reduction in the total expense of the trip. Members may extend a stay for purposes of travel when the total length of business being conducted and travel to/from their home on that same day will exceed 12 consecutive hours and/or the start time of the Association business is

such that the member would be required to depart their home before 0600 hours.

3.2.4 Receipts for all lodging shall be submitted.

3.3 Meal Expenses

3.3.1 Actual meal expenses shall be reimbursed for the member not to exceed \$30 per meal, not including tip. Such reimbursement shall not include the cost of alcoholic beverages.

3.3.2 Receipts for meals shall be submitted when exceeding \$7.50 per meal, not including tip.

3.4 Incidental expenses, including but not limited to those listed below, that are consistent with the Association business being conducted shall be reimbursed:

3.4.1 Meeting registration fees

3.4.2 All hotel charges relating to the Association business being conducted

3.4.3 Long distance, local telephone charges, including hotel usage fees relating to the member's normal employment while traveling on Association business.

3.4.4 Long distance, local telephone charges, including hotel usage fees associated with one call home per day, not to exceed 10 minutes duration.

3.4.5 Laundry and dry cleaning when the total trip exceed seven (7) days or when an accident requires cleaning/repairs to present a professional appearance at Association business.

4. Expenses that are not allowed include, but are not limited to, the following:

4.1 Personal telephone use except as provided above.

4.2 Television movies.

4.3 Exercise facility usage fees.

4.4 Tours and entertainment except as an official part of the Association business being conducted.

Section 2 Board of Directors Travel

Purpose

To establish a policy for reimbursement of expenses incurred by the Board of Directors.

Authority

The President of TAPEIT is authorized to incur reasonable and proper personal expense in the conduct of TAPEIT's business subject to reimbursement and to authorize reimbursement of reasonable and proper personal expenses by others in the conduct of Association business in accordance with Article VIII, Section 4 of the Bylaws.

Policy

1. Members of the Board of Directors are required to travel to meetings and other functions in order that they may properly perform the duties of their office. Such travel may include but not limited to:
 - 1.1 Travel to participate in meetings of the Board of Directors.
 - 1.2 Travel to participate in meetings of committees and projects.
 - 1.3 Travel to represent the Association at meetings of other organizations.
 - 1.4 Travel to represent the Association before the Texas State Legislature or other entities.
2. Travel expenses for the Board of Directors shall be reimbursed in accordance with the General Travel Policy, except as noted below.
3. Exceptions to the General Travel Policy include, but not limited to:
 - 3.1 Lodging Expenses
 - 3.1.1 Members of the Board of Directors may use an upgraded room at other meetings and functions when such use is appropriate to the Association business being conducted.
 - 3.2 Meal Expenses

- 3.2.1 Members of the Board of Directors are authorized to pay the meal expenses of any other person when such payment is related to Association business.

3.3 Entertainment Expenses

- 3.3.1 Members of the Board of Directors are authorized to incur entertainment expenses when such expense is related to conducting Association business. Such expense may include alcoholic beverages to the extent that such use is incidental to the event.

Section 3 Past President Travel

Purpose

To establish a policy for reimbursement of travel expenses incurred by Past Presidents to Association related business.

Authority

The President of TAPEIT is authorized to incur reasonable and proper personal expense in the conduct of TAPEIT's business subject to reimbursement and to authorize reimbursement of reasonable and proper personal expenses by others in the conduct of Association business in accordance with Article VIII, Section 4 of the Bylaws.

Policy

1. Past Presidents shall be reimbursed for travel expenses incurred to attend meetings in accordance with the General Travel Policy. Such meetings should include:
 - 1.1 Annual Conference – arrival on the day prior to the first Board of Directors meeting and departure on the day following the Awards Banquet.
 - 1.2 Mid-Year Meeting – in accordance with the Board of Directors policy.
 - 1.3 Committee Meetings – when serving on the committee, in accordance with the Board of Directors policy.
 - 1.4 The President may authorize reimbursement for additional days of travel, as necessary, to permit participation by the Past Presidents

in other meetings and/or events associated with Association business.

ARTICLE VII PURCHASING AND CONTRACTING

Section 1 Purchasing Procedure

Purpose

To establish the process by which TAPEIT initiates efficient and effective purchasing of our products and services.

Authority

Those authorized to make purchases on behalf of TAPEIT shall be the President and designated Board of Directors.

Policy

1. The following are the purchasing levels and those authorized to make purchases for items.
 - 1.1 Purchases of items costing less than \$250 may be made without the Board of Directors approval. All Board of Officers and Directors are authorized at this level. Non-Board members may not make purchases without the approval of the President.
 - 1.2 Purchases of items costing more than \$250 but less than \$500 may be made with the President's approval.
 - 1.3 Purchases over \$500 require a simple majority vote by the Board of Directors. **EXCEPTION:** Purchases made for purposes of travel to conduct Association business may be approved by the President.
 - 1.4 An approved receipt must be presented for reimbursement for all purchases.
2. Competitive pricing shall be conducted for all purchases over \$1,500, except for purchases relating to the TAPEIT website. At least two bids must be obtained. It is strongly recommended that competitive pricing be obtained for any purchase of over \$1,000.

Section 2 Contracting

Purpose

To establish guidelines regarding the Association entering into contracts.

Authority

The Association has the authority to enter contracts for services received to further Association business.

Policy

1. The Association will, at times, need to contract with various businesses and/or entities that commit to the Association to obtain services from them. Examples include, but are not limited to hotels, website service, printing of training and/or annual conference materials, retaining legal counsel.
2. The President is the only authorized agent of the Association to sign contracts. The President may delegate this authority on a case-by-case basis.
3. In the event circumstances arise that require the Association to enter a contract, with no concern as to the cost to the Association, the following procedures shall be followed:
 - 3.1 The entire contract shall be reviewed by the President and/or a member of the Board of Directors familiar with contracts.
 - 3.2 If necessary, the Board of Directors may request a presentation on the product or services by the business attempting to sign a contract with the Association.
 - 3.2.1 In situations of a site for the Annual Conference, all attempts should be made for a representative of the Association to conduct a site visit, prior to the signing of the contract. In the event this is not possible, all information regarding the hotel (meeting rooms, sleeping rooms, parking, hotel layout, etc.) should be obtained from the hotel and distributed to the Board of Directors for review.
 - 3.3 In all situations, attempts to negotiate various issues of the contract shall take place in order that the Association obtain the “best possible offer” from the business. Under no circumstances shall the

Association member authorized to negotiate receive any personal benefit or “favor” from the business.

- 3.4 The “negotiator” shall keep in contact with the President during the negotiation process, providing updates. If the President is the “negotiator,” contact shall be kept with the Board of Directors.
- 3.5 At the point of the contract process that the “negotiator” is satisfied that the terms of the contract are the “best offer,” the President shall send the contract to the Board of Directors for a majority vote.
- 3.6 Upon receiving the appropriate number of votes, the President shall sign the contract.
- 3.7 At anytime during the process the President and/or the Board of Directors feel it is necessary, legal counsel may be retained to review the contract in accordance with Article VIII of this Manual.

ARTICLE VIII LEGAL COUNSEL

Section 1 Accessing Legal Counsel

Purpose

To establish policy concerning accessing legal counsel for matters affecting TAPEIT.

Authority

The Board of Directors is permitted to retain legal counsel when necessary to conduct Association business.

Policy

1. Legal Counsel may be retained for matters of a regulatory nature, i.e. Occupations Code, Code of Criminal Procedure, as well as, matters concerning compliance of state statutes relating to non-profit organizations, audits, contracts, etc. The President may authorize retaining legal counsel on a case-by-case basis.
2. In the event legal counsel is necessary, the Board of Directors shall select an attorney familiar with Texas law in that specific discipline.
3. In the event circumstances present itself, the Board of Directors may vote on placing legal counsel on retainer for a 12-month period, renewed annually. A contract shall be drawn up between TAPEIT and the selected attorney. Retainer funds shall be paid to the contracted attorney.

ARTICLE IX RECORDS MANAGEMENT

Section 1 Records Management

Purpose

To prescribe general guidelines for a Records Management Program, to include processes for the Association, retention period and eventual disposal of all categories of records of TAPEIT.

Authorization

It is recognized that TAPEIT records are of central importance to the attainment of the Association's objectives. TAPEIT recognizes that the membership has a right to expect, and the Board of Directors have a right to foster an efficient and cost effective organization.

Policy

1. TAPEIT's policy is to comply with all Federal and State statutes for the organization, filing and retention of records.
2. The President shall establish a Records Management and Retention Program. The program shall comply with all Federal and State regulations.
 - 2.1 A member of the Board of Directors shall be appointed by the President to ensure compliance with all applicable regulations.
 - 2.2 The appointed member shall keep abreast of updates to regulations effecting the Records Management and Retention Program and in cooperation with the Association's Records Custodian, ensure compliance.
3. The Secretary of the Association is designated as the Records Custodian. The Treasurer shall be responsible for maintaining applicable documents and in a manner prescribed by the Secretary.

ARTICLE X AWARDS

Section 1 Awards Policy

Purpose

To establish a policy with regards to awards made for significant accomplishments to the Association or the advancement of Property and Evidence Management.

Authority

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XI of the Association Bylaws.

Policy

1. It is the policy of this Association to recognize the contributions of its members, by individuals who may not be members, and by other entities who have performed outstanding service to the Association or to the field of Property and Evidence Management.
2. The Board of Directors may create awards in accordance with the following guidelines.
 - 2.1 Individual(s) proposing the creation of a new award shall submit a proposal to the Board of Officers and should include the following:
 - 2.1.1 The reason(s) for a new award is needed.
 - 2.1.2 A "Name" for the new award.
 - 2.1.3 The "Purpose" for the new award.
 - 2.1.4 The "Criteria" used for selecting recipients for the new award.
 - 2.1.5 A recommendation with regard on how nominations should be submitted and the review process for such nominations.
 - 2.1.6 A recommendation for the type of award to be presented, i.e. certificate, plaque, commemorative item, etc.
 - 2.1.7 A recommendation for a possible sponsorship for the new award. A recommendation that the Association be the sponsor is acceptable.

- 2.1.8 A recommendation regarding when and where the award should be presented.
- 2.2 The Board of Directors shall review the proposal and may make any changes to the proposal as necessary.
 - 2.2.1 The Board of Officers may seek advice from any committee or other entity, as they deem appropriate.
 - 2.2.2 As part of their review, the Board of Officers shall consider the fiscal impact of the new award. Such an estimate shall include the actual cost of the award, the cost of soliciting nominations, and travel costs for the recipient and/or presenter in making the award presentation.
- 2.3 The Board of Officers shall vote to either accept or deny the proposal. Such action should require a majority vote.

Section 2 Property Technician of the Year

Purpose

To establish policy with regards to the Property Technician of the Year Award.

Authority

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XI of the Association Bylaws.

Policy

1. The *Property Technician of the Year* award is given each year to an individual whose service to their employer and the community they serve over the current year has been deserving of recognition. Nominations for the award must be received for a current member of the Association and they have personal knowledge of the nominee's accomplishments.
2. Process for bestowal of the Award:
 - 2.1 The Awards Committee shall solicit nominations in an appropriate manner.
 - 2.2 The Committee shall evaluate the submitted applications and score them accordingly in accordance with the established scoring system. The President shall then approve the recommendation

based upon the raw score tabulations of the Committee and the recommendation from the Chair.

2.2.1 In the event the President does not approve the recommendation, a conference shall be conducted between the President and the Chair to resolve the issue(s).

2.2.2 If a resolution is not reached, the President shall forward the raw score tabulations and the Chair's recommendation to the Board of Directors for a vote. A simple majority vote by the Board of Directors is needed for final determination on the recipient.

2.2.3 In the event of a tie, the President shall vote as the tiebreaker.

2.3 Once the selection is made, the President shall notify the nominator and nominee, in writing, of the selection.

2.4 The award shall be presented by the President at the Annual Conference during the year in which the submissions were received.

Section 3 President's Choice

Purpose

To establish policy regarding the President's Choice Award.

Authority

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XI of the Association Bylaws.

Policy

1. The *President's Choice* award is made each year to an individual whose service to the Association has been deserving of recognition. The recipient of this award shall be kept confidential between the President and the Board of Directors until the award presentation at the Annual Awards Banquet, held during the Annual Conference.
2. Process for the bestowal of this Award:

- 2.1 The President shall consider the contributions made and the service provided to the Association by the individual being considered.
- 2.2 Upon selection of the individual, the President will confer with the Board of Directors for approval. Any means deemed appropriate will be used to maintain the confidentiality of the recipient.
 - 2.2.1 In the event the selected individual is a member of the Board of Directors, all communications between the President and the Board of Directors shall “exclude” the selected individual.
 - 2.2.2 In the event the Board of Directors does not agree with the President’s choice, or feels an individual is more deserving of the award, the President shall confer with one or more of the members of the Board of Directors to determine the reason(s) and offer an alternative selection, if necessary.
- 2.3 Upon agreement between the President and the Board of Directors, the President shall discreetly make attempts to invite the recipient’s Chief of Police/Sheriff or other person to witness the presentation of the award.
- 2.4 The award shall be presented by the President at the Annual Conference.

Section 4 Scholarship

Purpose

To establish policy with regards to the Scholarship Award.

Authority

The Association is authorized to present awards to those who have performed outstanding service in accordance with Article XI of the Association Bylaws.

Policy

1. Each year Scholarships will be awarded to Association members and their dependent children that are enrolling or have enrolled in higher education courses and meet the Scholarship requirements. The Association shall award one scholarship in the amount of \$2,500.00 each year, which shall be known as the Kolene Dean Scholarship. The association shall award 2 scholarships each year in the amount of \$500.00, as selected by the Awards Committee.

- 1.1 Funds not allocated by the Awards Committee will be returned to the Awards fund for that Fiscal Year.
2. Process for bestowal of this award.
 - 2.1 The Awards Committee shall review all applications submitted to ensure the minimum requirements are met.
 - 2.2 The Chair of the Awards Committee shall present the recommendation to the President. The President shall then approve or disapprove the recommendation.
 - 2.2.1 In the event the President does not approve the recommendation, a conference shall be conducted between the President and the Chair to resolve the issue(s).
 - 2.2.2 If a resolution is not reached, the President shall forward the Chair's recommendation to the Board of Directors for a vote. A simple majority vote by the Board of Directors is needed for final determination on the recipient.
 - 2.3.3 In the event of a tie, the President shall vote as the tiebreaker.
 - 2.3 Once the selection is made, the President shall notify the applicant, in writing, of the selection.
 - 2.4 The time, date and location for the presentation shall be scheduled by the President. The location of the presentation will dictate which media will be notified to receive coverage of the presentation.
3. The Association shall fund this award by transferring the necessary amount to the Awards Fund each year.

Section 5 Grants

Purpose

To establish a policy regarding the award of monetary grants to agencies.

Authority

The Association is authorized to present monetary grants to agencies in accordance with Article XI of the Association Bylaws.

Policy

1. Monetary grants may be awarded to agencies of which Association members in good standing are employed. These grants are not required to be repaid.
2. Grants may be awarded to agencies to assist in:
 - 2.1 Purchasing equipment designed exclusively for use in Property and Evidence Management.
 - 2.2 Subsidizing agency funds to be utilized exclusively for Property and Evidence Management training purposes.
3. At the Association's discretion, the recipient agency may be required to "match" the amount donated by the Association.
 - 3.1 In the event the recipient agency is required to "match" donated funds, a letter from the Chief of Police/Sheriff guaranteeing money is budgeted for the project, shall be submitted prior to executing the donation.
 - 3.2 In the event the letter is not received in the specified period, no further consideration shall be given to the donation.
4. Process for bestowal of this award:
 - 4.1 The Awards Committee shall review all applications submitted for the calendar year.
 - 4.2 The evaluation and scoring of each application shall be in accordance with the established process.
 - 4.3 The Chair of the Awards Committee shall present to the President the raw score tabulations and their selections. The President shall then approve the expenditures and forward his approval to the Treasurer for disbursement of funds.
 - 4.4 Once the selection is made, the President shall notify the applicant, in writing, of the selection.

- 4.5 The time, date and location for the presentation shall be scheduled by the President. The location of the presentation will dictate which media will be notified to receive coverage of the presentation.
 - 4.6 The recipient shall provide the Association with certification signed by the Chief of Police/Sheriff of the use of the funds at the time the funds are used. Any misuse of the award shall constitute a breach of contract, and the recipient shall be required to repay the full amount.
5. The Association may contribute up to \$3,000 per fiscal year or increase this amount at the discretion of the board to the funding for grants from several sources, to include, but not limited to:
- 5.1 Donations
 - 5.2 Other appropriate fundraising activities
 - 5.3 Operating Funds, as necessary

Designated funds in the amount of \$500 will be awarded by the Awards Committee to the requesting Agencies meeting the Grant requirements

Funds not allocated by the Awards Committee will be returned to the Awards fund for that Fiscal Year.

ARTICLE XI Conflict of Interest Policy

Section 1 Purpose

The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (T.A.P.E.I.T.) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2 Definitions

2.1 Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who have direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- 2.2.1 An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- 2.2.2 A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- 2.2.3 A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Organization is negotiating a transaction or arrangement.
- 2.2.4 Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- 2.2.5 A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3 Procedures

3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, 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.

3.3 Procedures for Addressing the Conflict of Interest

- 3.3.1 An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- 3.3.2 The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- 3.3.3 After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- 3.3.4 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter the transaction or arrangement.

3.4 Violations of the Conflicts of Interest Policy

- 3.4.1 If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- 3.4.2 If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines whether the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- 4.1 The names of the people who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- 4.2 The names of the people who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5 Compensation

- 5.1 A voting member of the governing board receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- 5.3 No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives

compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6 Annual Statements

Each director, principal officer, and member of a committee with delegated powers shall annually sign a statement which affirms such a person:

- 6.1 Has received a copy of the conflicts of interest policy,
- 6.2 Has read and understands the policy,
- 6.3 Has agreed to comply with the policy, and
- 6.4 Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7 Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- 7.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- 7.2 Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflecting reasonable investment or payments for goods and services, further charitable purposes and do not result in insurance, impermissible private benefit or an excess benefit transaction.

Section 8 Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

APPENDIX I

LIFE MEMBER NOMINATION FORM

Name of Nominee: _____

Nominee's Department & Phone: _____

Name/phone Nominating Member: _____

Qualifications:

Nominee has been a member of TAPEIT since: _____ (10 yrs required)
and/or;

Nominee has made at least 5 major accomplishments that have contributed to TAPEIT in accordance with the requirements of Article I, Section 3.1.3 of the Bylaws as noted below. For each accomplishment, list the appropriate sub-paragraph. Provide supporting details, as necessary. Additional accomplishments may be attached.

1. Sub-paragraph ____: _____

2. Sub-paragraph ____: _____

3. Sub-paragraph ____: _____

4. Sub-paragraph ____: _____

5. Sub-paragraph ____: _____

Membership Committee Recommendation: _____ (date)

Approval by Board: _____ (date)

APPENDIX II

DECLARATION OF CANDIDACY

I have read Article VI, Section 1 of the Association's Bylaws and satisfy all requirements for serving on the Board of Officers or Board of Directors contained herein. I believe I possess most, if not all, of the desirable attributes.

Furthermore, I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required by my employer. My employer has acknowledged their willingness to provide that support as evidenced by the attached *Employers Concurrence of Candidacy*.

If my nomination comes from the floor during the Annual Conference, I understand I shall submit the *Employers Concurrence of Candidacy* within 30 days of the Annual Conference. Furthermore, I understand that my failure to submit this form within the prescribed time shall be the cause for my elected position to be withdrawn.

Therefore, I hereby submit my name as candidate for the office identified below for election in the year listed.

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____ AGENCY: _____

E-MAIL ADDRESS: _____

DAYTIME PHONE: _____

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: _____

Candidates for Officer positions are required to have been a member in good standing for at least four consecutive years and attended at least three General Membership meetings in the last four years; Candidates for Director positions are required to have been a member in good standing for at least two consecutive years and attended at least one General Membership meeting in the last two years. List the years you have been a member, and the General Membership meetings attended.

Member _____ - _____ Membership Meetings _____, _____, _____, _____

SIGNED: _____ DATE: _____

APPENDIX III

EMPLOYERS' CONCURRENCE OF CANDIDACY

_____ has discussed his/her desire to declare his/her candidacy for election to the Board of Officer/Directors of the Texas Association of Property and Evidence Inventory Technicians (TAPEIT). As the candidate's employer, I am keenly aware of the value in TAPEIT's mission and the honor of TAPEIT's service.

During the discussion, we reviewed the candidate's need for strong support from his/her employer to effectively serve on the Board of Officers/Directors. This support includes, but is not limited to the following:

1. The commitment of a significant amount of time to the performance of their duties. This may include travelling away from the workplace, the cost of which will be paid by TAPEIT and therefore is not a responsibility of the employer.
2. The need for the candidate to have access to telephone, facsimile, and mail services at the workplace during their normal duty hours. TAPEIT will provide Board members reimbursement for these expenses, if needed.
3. The need for the candidate to have access to an e-mail account during their normal duty hours that allows for incoming messages with attachments to be delivered to the candidate individually.

I hereby agree to provide the support identified above. I concur with his/her becoming a candidate for office in TAPEIT and, if elected, serving a full term of office as a member of the Board of Officer/Directors.

SIGNED: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____

AGENCY NAME: _____