

Florida Chapter Association of Public Safety Communications Officials, International **POLICY MANUAL**

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Florida Chapter Association of Public Safety Communications Officials International Policy Manual

Section 1.0 AUTHORITY OF POLICY MANUAL

1.1 The Florida Chapter Executive Board shall vote to authorize and amend this Policy Manual on a regular basis. The Policy Manual exists to provide direction on various business and procedural matters affecting the organization. The Policy Manual is also used to provide direction on how the organization will implement various elements of the organizations Constitution and Bylaws. Any contractual relationship between the Florida Chapter and another entity must be acknowledged in the Policy Manual.

1.2 The Policy Manual shall be approved and amended by the Florida Chapter Executive Board on a regular basis, on an as needed basis and as requested by the Chapter President or the Executive Board.

1.3 The Policy Manual is subordinate to the Constitution and Bylaws and any conflict between the Policy Manual and the C&B must be resolved in favor of the C&B.

Section 2.0 FINANCIAL ISSUES

2.1 Bank Accounts

The organization shall maintain various bank accounts which allow for the tracking and monitoring of the Chapter's funds.

2.1.1 Type of Accounts Maintained

The organization shall maintain a General Checking account and a Conference Account. The General Checking account is designed to hold all Chapter funds minus those funds which are set up to operate the Chapter Conference. Placing funds into a separate Conference Account allows for better tracking and reconciliation of conference expenses and profit. Net profit from a conference is moved into the main General Checking account. A "starting balance" may be left in the Conference Account in order to keep the account active and to provide sufficient funds for the start up of the next conference.

2.1.2 Signature Authority on bank accounts

Any check written on the General Checking account requires the signature of the Treasurer and the signature of another member of the _____

Any check written on the Conference Account requires the signature of the Conference Chair and the signature of another member of the _____

2.1.3 Credit Card Acceptance Issues

The organization has elected to enter into a contractual relationship with a credit card processing company, allowing the Chapter to process invoices via Master Card and Visa. The current agreement is maintained by the Treasurer and a copy of the agreement is on file with the Chapter Secretary.

2.2 Reports from Treasurer

2.2.1 Required Reports

The Chapter Treasurer shall provide a full report on the status of the organizations funds at the Annual Conference and at the Annual Business meeting. A full report shall consist of the current fund balance in each account and identification of all activity for each account. A summary report may be provided during Executive Board meetings and at other times when requested by the Chapter President.

2.2.2 Duty to immediately report irregularity

The Chapter Treasurer must immediately notify the Chapter President of any irregularity with the organizations bank accounts.

2.3 Audits

2.3.1 Annual Audit of Chapter Account

The organization shall conduct an annual internal audit of the General Checking account. This audit shall be performed within four weeks of the election of the Chapter President in order that the new incoming President shall have a full accounting of the organizations financial status. The audit shall be scheduled by the Chapter President and will include the following members: Chapter President and two members of the chapter who are not on the Executive Board appointed by the President. The Chapter Treasurer shall be a non-voting member, staff member, to the audit committee and shall prepare information and participate in the audit. The Audit Committee shall examine the expenditures and income of the chapter and present a written report on their findings to the Executive Board and to the full membership at the annual business meeting.

2.3.2 Annual Audit of Conference Account

The organization shall conduct an annual internal audit of the Conference Account. This audit shall be performed within eight weeks of the close of the annual conference. This audit is designed to review the expenses and revenues of the annual conference with the new incoming conference team. The audit shall be scheduled by the Chapter President and will include the following members: Chapter President, Treasurer, New Conference Chair. The Past President, Past Conference Chair, and Past Conference Oversight Board

Member shall serve as non-voting members. The Past Conference Chair shall prepare information and participate in the audit. The Conference Audit Committee shall examine the expenditures and income of the Conference and present a written report on their findings to the Executive Board and to the full membership at the annual business meeting.

2.3.3 External Audits

The Chapter shall engage the services of a professional CPA firm to audit the organizations finances for the following reasons:

- (a) Every five years
- (b) When the organization elects a new Treasurer
- (c) When deemed necessary by the Executive Board
(example: to resolve a possible financial irregularity)

2.4 Reimbursement

2.4.1 Reimbursement Guidelines/Amounts

The organization shall set the following guidelines that will be used to reimburse chapter members following authorized business travel.

Breakfast: \$5

Lunch: \$ 10

Dinner: \$ 15

Mileage:

Tolls:

Each year, the Executive Board shall vote to set the travel reimbursement schedule in order to provide assistance to the Executive Board members traveling to the National Conference. The amount of assistance and eligibility for assistance will be based on a review of the organizations budget.

2.4.2 Process for Request/Approval for Reimbursement

Chapter members seeking reimbursement for travel related expenses shall complete a Request for Reimbursement Form provided by the Chapter Treasurer and shall attach appropriate documentation for any non-meal related expenses. The Chapter President shall approve all Reimbursement Requests. While the President may approve travel reimbursement that did not receive prior approval, there is no requirement to do so.

2.5 Expenditure Limits

2.5.1 Expenditure Limit of Conference Chair

The Conference Chair is authorized to approve payments identified in the Conference Manual and other necessary charges deemed necessary to conduct

the conference. Any expense greater than \$ 2,000 must be approved by the Chapter President.

2.5.2 Expenditure Limit of Committee Chairs

Committee Chairs are authorized to approve payments of up to \$ 500 from within their approved Committee budgets, with concurrence from their Executive Board oversight member. Any expense greater than \$ 500 must be approved by the Chapter President up to their spending limit. Authorization for payment shall be made in writing by the Committee Chair to the Treasurer, with a copy to the Chapter President.

2.5.3 Expenditure Limit of Chapter President

The Chapter President is authorized to approve expenditures of up to \$ 2,000. Any expense greater than \$ 2,000 must be approved by the Executive Board. Authorization for payment shall be made in writing by the Chapter President to the Treasurer, with a copy to the Executive Board.

2.5.4 Expenditure Limit of Chapter Officers

The **Chapter Secretary** is authorized to approve payments of up to 1,000 from within their approved budget. Any expense greater than \$ 1,000 must be approved by the Chapter President up to their spending limit. Authorization for payment shall be made in writing by the Chapter Secretary to the Treasurer, with a copy to the Chapter President.

The **Chapter Treasurer** is authorized to automatically approve payments for any contractually obligated expense incurred by the organization. The Chapter Treasurer shall insure that all of the required documentation and authorizations are received before processing any payments.

2.5.5 Expenditure Limit of Executive Board

The Chapter Executive Board quorum shall authorize any expense of more than \$ 2,000.

2.6 Annual Budget

2.6.1 Prepared by Treasurer

The Chapter Treasurer shall prepare a recommended budget for the organization in June of each year, following receipt of the annual conference profits. This budget shall identify all known and projected expenses for the coming year, and shall include a budget line item for any Chapter Committee that requests and receives approval for funding. The budget shall contain a description of any recurring expenses which shall be automatically paid by the Treasurer without further approval.

2.6.2 Approved by Executive Board

The budget shall be reviewed by the Chapter President and approved by the Executive Board.

3.0 Chapter Committees

3.1 Standing Committees

The following committees shall be considered standing committees and shall be active at all times: Chapter Audit, Conference Audit, Bylaws, Nominating, Newsletter, Training, Disaster, Conference. Within thirty days of being elected to office, the Chapter President shall appoint a Chair to each committee and appoint a member of the Executive Board as Committee Oversight Liaison, (not applicable for Audit committees or Nominating Committee). Within sixty days of their appointment, the Committee Chair and the Board Oversight shall develop a annual work plan for the committee, which includes any requested funding. Committee Annual work plans shall be reviewed by the President and approved by the Executive Board. Each Committee Chair shall prepare a written report on the status of their committee, which will be presented at the Annual Business meeting and at the Annual Conference Business meeting. Written reports shall be filed with the Chapter Secretary.

3.2 Ad Hoc Committees

The following committees shall be considered Ad Hoc committees and shall be activated by the Chapter President at whatever point deemed necessary: Fire/EMS, Law Enforcement, Historical, Membership, Automation, Standards, 911. If activated, the Chapter President shall appoint a Chair to each committee and appoint a member of the Executive Board as Committee Oversight Liaison. Within sixty days of their appointment, the Committee Chair and the Board Oversight shall develop a work plan for the committee, which includes any requested funding. Committee work plans shall be reviewed by the President and approved by the Executive Board. Each Committee Chair shall prepare a written report on the status of their committee, which will be presented at the Annual Business meeting and at the Annual Conference Business meeting. Written reports shall be filed with the Chapter Secretary.

3.3 Special Committee & Task Forces

The Chapter President is authorized to create any special committee or task force that may be needed by the organization in order study a particular issue or problem. The Chapter President shall provide direction to the Special Committee or Task Force regarding required reports and work plans.

4.0 Chapter Records/Documents

4.1 Statement of Ownership

Chapter officers and members will have in their possession and control various official documents of the organization. These records continue to be the property of the Florida Chapter and shall be returned upon request of the Chapter President or Chapter Executive Board.

4.1.1 Documents Control

Each Executive Board member and each Committee Chair, or other member of the organization who shall receive and maintain official chapter documents shall complete a Documents Control form. This form shall be provided by, and filed with, the Chapter Secretary and will include the following information:

- + Name of Chapter member who has control of the documents
- + General description of the Chapter documents in their possession
- + General location of the documents at the members work or home location
- + Statement acknowledging that these documents are the property of the organization and that they must be returned upon leaving office, or upon request by the organization.
- + Statement authorizing the members employer to grant access to the records and to release the records.

4.2 Record Transition Policy

Upon leaving office, Chapter officers and members shall transfer all organizational documents to either their successor or to the Chapter Secretary in a reasonable period of time.

4.3 Record Retention Policy

The organization shall comply with all applicable rules and regulations regarding records retention for 501C3 agencies. The Chapter Secretary is the officially designated Records Custodian for the organization. Chapter officers and members shall forward all original official documents or copies to the Chapter Secretary in June of each year. Official documents include outgoing and incoming correspondence, work plans, contracts, bank statements, and other documents which document the work of the organization.

4.3.1 Storage and Retention Periods before destruction

The Chapter Secretary shall implement the organizations Records Storage and Retention program. Destruction of documents shall occur only when authorized by applicable policy and procedure, and after notification is made to the Executive Board.

4.4 Correspondence/Official Statements

4.4.1 Authority of Executive Board Members

Executive Board members, including the Chapter President and Executive Council member, are authorized to speak on behalf of the Chapter and represent the views of the organization as is necessary to conduct business, including the preparation of necessary correspondence.

4.4.2 Conflicting Views

Each member of the organization shall represent the official position of the organization when acting in their official capacity as a Chapter member. If a chapter member desires to take a position that is different from the adopted position of the organization, they must indicate that they are speaking as an individual. If the organization has not adopted an official position on an issue, any member speaking on behalf of the Chapter must so indicate.

4.4.3 Significant Correspondence

Copies of significant correspondence shall be provided to all members of the Executive Board in a timely manner.

4.5 Newsletter

The organization shall publish a Newsletter, called the APCO Round-Up, on a quarterly basis. The newsletter editor, who is the Chair of the Newsletter committee, shall set the publication schedule and shall notify the Executive Board and the Committee Chairs of submission deadlines. Executive Board members and Committee Chairs are the primary source of input for the Newsletter and should always submit information for each publication.

4.5.1 Statement of Advertising

The organization shall accept advertising in the newsletter with the following stipulations: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

4.6 Maintenance of Business Licenses, Required Reporting to State

The organization shall maintain appropriate business licenses and shall comply with any mandatory reporting imposed by local, county, state, or federal agencies.

4.6.1 Post Office Box

The Chapter Secretary shall maintain the official post office box for the organization, which shall be the address of record for all official forms, applications, and contracts.

4.6.2 Filing with State of Florida

The Chapter Secretary shall file any necessary business licensure paperwork required by the State of Florida for a 501C3 entity. The Chapter

President shall be notified of these filings and of any problems or issues that arise.

4.6.3 Filing with Internal Revenue Service

The Chapter Treasurer shall file all necessary reports and forms with the Internal Revenue Service. The Chapter President shall be notified of these filings and of any problems or issues that arise.

5.0 Conference Manual

(insert Tom Sorley's Conference Manual here)

6.0 Executive Board

6.1 Meetings

The Executive Board shall meet in person quarterly. Two of the meetings shall occur in conjunction with the Annual Business meeting and the Annual Conference. The Chapter President shall prepare an agenda for each quarterly meeting, and the Chapter Secretary shall take Minutes of each quarterly meeting. Business may also be conducted whenever necessary, including conference calls and by EMAIL. Executive Board members have an obligation to participate to the fullest extent possible in all chapter business.

6.2 Special Duties & Obligations

Chapter members may have special duties and obligations related to their position in the organization. Duties beyond those listed in the chapters Constitution and Bylaws are listed here:

6.2.1 Chapter President

6.2.2 President Elect

The President Elect shall have oversight over the Bylaws Committee and shall be responsible for monitoring needed changes to the C&B.

6.2.3 Secretary

The Chapter Secretary shall monitor the membership of the organization and shall mail a "welcome" letter to each new member. Any member that drops their membership from the organization shall also receive a letter from the chapter.

6.2.4 Treasurer

6.2.5 Executive Council Member

6.2.6 Executive Board At Large Members

6.2.7 New Elected Officer Training

Newly elected members to the Executive Board shall attend a half day training and orientation session that normally occurs in the morning on the day following the close of the Annual Conference.