

POLICY MANUAL

THE TEXAS CHAPTER OF THE ASSOCIATION OF PUBLIC-SAFETY COMMUNICATIONS OFFICIALS-INTERNATIONAL, INC.



As amended by the Texas APCO Executive Board on January 19, 2017.

ARTICLE I MANUALS

Section 1.1 Establishment of the Policy Manual

This Policy Manual is established to define the policies, practices, and procedures that are essential to the proper conduct of the organization.

Section 1.2 Amendment

The authority to establish new policies, amend, or delete sections of this Policy Manual is generally vested in the Board of Officers unless otherwise provided in this Policy Manual. Any modifications involving Board of Officer approval shall require a two-thirds majority of the whole Board. Any change to the manual shall be communicated to the membership at the next general business meeting.

ARTICLE II MEETINGS

Section 2.1 Parliamentary Rules

“Robert’s Rules of Order Newly Revised” shall govern all meetings.

Section 2.2 Meeting Times and Locations

Notification of the time and location of the business meeting at each conference shall be made before the opening of the conference. Notification shall, at a minimum, be made on the Texas APCO website. Any changes to the location must be made during general sessions of the conference.

ARTICLE III REGULATORY MATTERS

Section 3.1 Regulatory Matters Defined

Regulatory Matters are defined as those issues that originate at or come before the State Legislature, the Commission on State Emergency Communications, the Texas Commission of Law Enforcement, or any other regulatory body in the State of Texas. Texas APCO shall not become involved in issues relating to employment, salaries and benefits, or working conditions. Texas APCO shall not publicly oppose any position of National APCO.

Section 3.2 Position Determination

The Board of Officers shall establish Texas APCO’s position on all regulatory matters. In doing so, they shall generally follow the process identified below and shall give due consideration to the following factors:

- The best interests of the citizens of the state to whom public safety agencies provide service.
- The best interest of the public safety community at large.
- The advice of the membership as expressed through an appropriate committee, task force, or advisory group.

- Prior positions that the organization may have taken on the same or related issues.

ARTICLE IV FINANCIAL REPORTING

Section 4.1 Fiscal Year

The fiscal year shall extend from January 1 of one calendar year to December 31 of the following calendar year.

Section 4.2 Fiscal Audits

The President shall audit the account of the Secretary/Treasurer annually and cause an audit of the financial records to be made every two years by a Certified Public Accountant. Such audit shall be completed within six months after the end of the fiscal year. The Board of Officers, at its discretion, may order an audit of the financial records at any other time.

ARTICLE V CONFLICT OF INTEREST

Section 5.1 Definitions

The following definitions are for the purposes of this Policy Manual and the Bylaws:

- Interested Person - Any Officer of the Board or member of a committee or anybody with Board delegated powers, who has a direct or indirect financial interest in a matter under consideration.
- Significant Personal Interest – A person has a significant personal interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which Texas APCO has a contract, transaction, arrangement, or competes for services; or
 - b. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Texas APCO is negotiating a contract, transaction, or agreement; or
 - c. A party to any action, suit, or proceeding that is pending or has been settled within the past five years that is adverse to the interests of Texas APCO or any entity with which Texas APCO has a contract, transaction, or arrangement.
- Compensation – Direct and/or indirect remuneration as well as gifts or favors that are substantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the applicable body decides that a conflict of interest exists.
- Family – A “family” member means:
 - a. The interested person’s spouse, a legally recognized domestic partner, or a “significant other” person of the same household; or
 - b. A brother, sister, parent, grandparent, child, grandchild, great grandchild, niece or nephew of, or the object of a guardianship by the interested person or this person listed in section “a” of this definition; or

- c. The spouse, a legally recognized domestic partner, or a “significant other” person of the same household of an individual listed in section “b” of this Article.

Section 5.1.1 Serving on other Public Safety Non-Profit Boards

Members of the Texas APCO Executive Board shall not serve on other Public Safety Non-Profit Boards during their term(s) on the Texas APCO Executive Board without written permission from the Executive Board. The Executive Board shall immediately remove any Executive Board member found to be in violation of this policy as well as request the resignation of an Executive Board member from The Texas APCO Board. Candidates for office of the Texas APCO Executive Board will be disqualified if currently holding a position or running for office for other Public Safety Non-Profit Boards.

Section 5.2 Addressing the Conflict of Interest

In connection with any actual or possible conflict of interest, an interested person must immediately disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the members of the applicable body considering the proposed transaction or arrangement. Meeting policy shall follow:

- An interested person may make a presentation at the applicable 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.
- The presider (or in cases involving the presider, the next highest ranking disinterested person) of the applicable body shall, if appropriate, appoint a disinterested person or group of people to investigate alternatives to the proposed transaction or agreement.
- After exercising due diligence, the applicable body shall determine whether Texas APCO can obtain, with reasonable efforts, a more advantageous transaction or agreement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the applicable body shall determine by a majority vote of all disinterested persons whether the transaction or arrangement is in Texas APCO’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 into the transaction or arrangement.

Section 5.3 Violations

If the applicable body has reasonable cause to believe its 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. If, after hearing the member’s response and making further investigation, the applicable body determines the member has failed to disclose an actual or possible conflict of interest, it shall immediately inform the Board of Officers.

Section 5.4 Enforcement of Violations

Disinterested members of the Board of Officers shall render a decision regarding the failure to disclose and shall take appropriate disciplinary and/or corrective action.

ARTICLE VI MEMBERSHIP

Section 6.1 Code of Ethics

We, the members of Texas APCO, recognizing the important role Public Safety plays in improving the quality of life throughout the State of Texas, 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:

- Abide by the laws of the United States of America, the State of Texas, and all political subdivisions of the State of Texas.
- Govern our activities by the Bylaws and the duly adopted policies of Texas APCO.
- Protect the safety, health, and welfare of the public and proactively advocate in those areas affecting the public interest.
- Manage each administrative problem objectively without discrimination.
- Refrain from seeking or dispensing personal favors.
- Broaden public knowledge and appreciation of Texas APCO and its achievements.
- Encourage colleagues and co-workers in their professional development.
- Foster respectful relationships.

Section 6.2 Code of Conduct

Members shall:

- Support Texas APCO's mission and purpose.
- Maintain the privacy and confidentiality of information where required unless disclosure is required by legal authority.
- Work to strengthen Texas APCO's programs and services.
- Enhance Texas APCO's public standing by demonstrating its goals and accomplishments through all we say and do. A cooperative spirit must be maintained when working with other professional and business organizations.
- Apply the principle of reasonableness to guide our actions.
- Ensure ethical integrity and accept responsibility for our actions.
- Serve Texas APCO in a loyal and honest manner and shall not knowingly be a party to any illegal or improper activities.
- Treat each other with mutual respect and treat all persons fairly regardless of age, race, color, religion, national origin, political affiliation, sex, sexual orientation, marital status, or disability.

- Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, the independence or objectivity of Texas APCO.
- Agree to undertake only those activities that they can reasonably expect to complete with professional competence.

Section 6.3 Chapter Life Member Designation

The Chapter Life Member distinction is a designation that is added to the member's current membership category title. To qualify for this distinction, a member must, as a minimum, meet the following requirements:

- Has been an APCO International member for at least fifteen years.
- Has been a Texas APCO member for at least five years.
- Be a member in good standing at the time of the award; and
- Has made at least five of the following major contributions to Texas APCO and/or National APCO:
 - Served a full term as Chapter President.
 - Served on the Board of Officers for at least four years.
 - Served a two year term as Executive Council Representative.
 - Served at least two years as a Group Leader.
 - Served at least four years as a Commercial Advisory Council (CAC) member.
 - Served as Local Area Frequency Advisor for at least four years.
 - Served as a Regional or National APCO Annual Conference Chair.
 - Served as Texas APCO Conference Chair.
 - Served as Texas APCO Conference Committee Chair, after serving on a conference committee.
 - Served as National APCO Standing Committee or as a Chair.
 - Served as Texas APCO Standing Committee Chair, after serving on one of the standing committees (A list of standing committees can be found in Article VIII, Section 8.1).
 - Major contribution to the art of communications at the Chapter or National Level.
 - Served at least two (2) years as an active engaged member of a committee identified in this Policy Manual. Membership on each Committee shall constitute a single contribution.

This honor shall be bestowed upon qualified members upon nomination by the Board of Officers and majority approval of the Membership Quorum. Texas APCO shall pay Chapter Life Member's annual dues to National APCO and registration to Texas APCO conferences.

Section 6.4 Chapter Honorary Membership

Chapter Honorary Member is a designation awarded to any non-member who has made a significant contribution to the objectives of Texas APCO. The term of this category shall be for a period of twelve months.

This honor shall be bestowed upon qualified individuals upon nomination by the Board of Officers and majority approval of the Membership Quorum. Texas APCO shall pay the Honorary Member's dues (Member category) to National APCO for one year.

Section 6.5 Membership Dues

Each member of Texas APCO shall pay his/her dues to National APCO unless otherwise noted in this Policy Manual. Any change in Tier Levels for membership dues must be made at the Spring Conference business meeting and must be approved by a majority of the Membership Quorum.

Section 6.6 Member Financial Assistance

Texas APCO may provide financial support to current members and/or their immediate family who have experienced a life changing or life interfering event. Upon approval by majority of the Board of Officers, \$100.00 may be given to the member and/or their immediate family. Upon 2/3 approval of the Board of Officers, up to \$250 may be given.

Section 6.7 Membership Voting Rights

Only members in the "Full Member" category may vote in the Membership Quorum; may enjoy all benefits and privileges and may serve in any capacity in the Chapter, except where otherwise limited. Proxy voting is not allowed.

ARTICLE VII BOARD OF OFFICERS

7.1 Meetings

The Board of Officers shall meet bi-annually, but may convene more frequently as the body itself may agree. The Board of Officers may meet at such other times and places as necessary to conduct the business of Texas APCO. Meetings held other than at the Spring or Fall Conferences may be conducted via teleconference and/or other electronic means. A majority of the Board shall be necessary to constitute a quorum for the transaction of business.

7.2 Minutes

Minutes of all official meetings of the Board of Officers shall be recorded to provide a permanent, written record of actions taken, decisions made, and a listing of items discussed. All minutes of the Board of Officers shall be reviewed and approved by the Board utilizing the following rules:

- Within five (5) days of the conclusion of the meeting for approval, copies of the minutes taken shall be forwarded to each Board Officer.
- Each Board Officer shall make any corrections necessary and return their corrections within five (5) business days of receipt.
- The Board of Officers shall approve the minutes, as corrected, at their next meeting. The President may allow electronic approval of the minutes.
- Provide minutes at each successive meeting and posting to the chapter website within two (2) weeks of the meeting.

- All minutes shall be retained for the life of Texas APCO, stored by the Secretary/Treasurer and also forwarded to National APCO.

7.3 Procedures for Declaring Officer Candidacy

The Nominations Committee shall certify that members desiring to declare their candidacy for office satisfy the minimum qualifications defined in Article V of the association Bylaws. Members desiring to declare their candidacy shall submit a statement of their qualifications in accordance with the procedures identified below:

- Members other than current Board Officers who satisfy all of the minimum requirements for office as contained in the Bylaws and who desire to declare their candidacy for an opening on the Board of Officers shall:
 - Prepare the *Declaration of Candidacy* contained in Appendix III herein.
 - Discuss the candidacy with his/her employer with a particular emphasis on the support required from the employer. The member shall obtain concurrence from said employer, as evidenced by the employer completing the *Employer's Concurrence of Candidacy* contained in Appendix II herein.
 - Submit the *Declaration of Candidacy* and the *Employer's Concurrence of Candidacy* to the President in any manner the candidate may find appropriate.
 - An original signature is required on each document.
 - The signature on each document shall be notarized.
 - The President must receive these documents not later than 45 days prior to the Opening of the Annual Spring Conference of the year in which such member wishes to declare his/her candidacy.
- The President shall notify the Chair of the Nominations Committee in an appropriate manner, providing the following information:
 - The name of the member desiring to declare candidacy together with the individual's e-mail address and daytime telephone number.
 - The office for which the individual is declaring candidacy.
 - A statement regarding receipt of a properly executed *Employer's Concurrence of Candidacy*.
 - Verify candidate is a current active member in good standing.
- The Nominations Committee shall review the information provided by the President to ensure compliance with the Bylaws and Policy Manual and shall take the appropriate action:
 - If the application is found to be lacking some required item of information, the Chair of the Nominations Committee shall contact the member in an attempt to satisfy all requirements.
 - If the applicant is found to be unqualified, the Chair of the Nominations Committee shall so notify the member. The Chair shall also notify the President.

- If the applicant is found to be qualified, the Chair of the Nominations Committee shall so notify the member. The Chair shall also notify the President.
- Upon notification that the member is eligible, the Board of Officers shall add that member to the list of candidates appearing on all ballots for that office and shall otherwise afford the individual all rights and privileges of a candidate.
- Upon notification that the member is eligible, such applicant may formally announce his/her candidacy for office, may begin an active campaign, and may otherwise participate in all activities as a “declared candidate”.

In the event there are no eligible candidates for an office and it becomes necessary to accept nominations from the floor at the Spring Conference, then the following procedures shall be followed.

- The President shall make an announcement during the opening event of the Spring Conference that nominations will be accepted from the floor during the business meeting.
- Candidates nominated and elected following this procedure must show proof of meeting the eligibility requirements and furnish the necessary documents within 30 days of the conclusion of the Spring Conference.

APPENDIX I

DESIRABLE ATTRIBUTES

To effectively serve the organization, candidates should consider their background, education, and experience with regard to the following desirable attributes:

1. **Leadership Skills:** Texas APCO is a sizable not-for-profit corporation. Many of the Association's members volunteer their time and talent toward helping the Association achieve its goals. Candidates should consider their ability to serve as a top-level executive of such an organization.
2. **Budgeting Skills:** Texas APCO has a large budget that supports widely varied goals and objectives. Candidates should consider their ability to develop and administer such a budget.
3. **Contracting Skills:** Officers on the Board should be familiar with the development of contracts for goods and/or services to include negotiating such contracts. They also should be familiar with the administration and enforcement of such contracts.
4. **Meeting Skills:** Officers on the Board either conduct meetings or represent Texas APCO in various meetings. Candidates should consider their inter-personal skills, negotiating skills, ability to work with a varied group of individuals, and ability to bring such a varied group to consensus.
5. **Communication Skills:** Officers on the Board represent Texas APCO in a variety of ways. These may include speaking to both large and small groups of people; presenting Texas APCO's viewpoint to elected and appointed officials both verbally and in writing; and preparing statements and articles for publication in magazines, newspapers, and other media. Candidates should consider both their public speaking and writing skills.
6. **Ability to travel:** Officers on the Board represent Texas APCO at a variety of meetings and other functions which require travel throughout the state of Texas and the United States.

APPENDIX II

TIME COMMITMENT

To effectively serve Texas APCO, the Officers on the Board must dedicate a significant amount of time to the endeavor. In addition to frequent meetings with other Officers and various committees to discuss business matters, Officers are required to represent Texas APCO at various meetings and functions held by others. Candidates should consider the following:

1. Participation in the required meetings may consume various periods of time. Most are of one or two days in length; some are for an entire week; and a few are for a longer period of time.
2. Participation in the required meetings may require travel on Saturdays, Sundays, and/or Holidays.
3. To help minimize travel, some meetings may be conducted using telephone conference call facilities. Nonetheless, these meetings require time out of an Officer's day and may last for a period of two or more hours.
4. The scheduling of most of these meetings is not a matter that can be controlled by the Officer. The Officers, however, have some flexibility as to which Officer(s) should attend a specific meeting or function.
5. Officers on the Board are required to review large volumes of e-mail, regular mail, and other printed material. Officers are expected to respond to such material in a timely manner.
6. The commitment of time will extend over the entire period of time for which the Officer will serve. Normally, the time commitment is less while serving in the lower offices and increases as one moves upward toward becoming the President.
7. In considering the time commitment, members should include an evaluation of how it will affect their normal job duties, how it will affect their employer, and how it will affect their family and loved ones.

APPENDIX III

DECLARATION OF CANDIDACY

I have read Article V of the Texas APCO Bylaws and satisfy all requirements for serving as the _____ contained therein.

Furthermore, I have read Appendix I (Desired Attributes) and fully understand the background, education, and experience necessary to serve as a Board Officer. I believe I possess most, if not all, of those desirable attributes.

Furthermore, I have read Appendix II (Time Commitment) and fully understand the time commitment required as a Board Officer and hereby commit to satisfying those requirements over the term of my office.

Furthermore, I have discussed my candidacy with my supervisor and/or manager including a discussion of the support required from my employer. My employer has acknowledged its willingness to provide that support as evidenced by the attached *EMPLOYER'S CONCURRENCE OF CANDIDACY*.

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

PRINTED NAME: _____

MEMBERSHIP NUMBER: _____

E-MAIL ADDRESS: _____

DAYTIME TELEPHONE NUMBER: _____

OFFICE FOR WHICH I DESIRE TO BE A CANDIDATE: _____

FOR THE ELECTION OCCURING IN THE YEAR: _____

Candidates for Executive Council Representative are required to have held elected office within a Chapter for a minimum period of two years. Provide a brief description of the most recent offices held and the terms of office satisfying this requirement:

List the most recent Annual Conferences attended:

I am a member of the Association in good standing and I am a citizen of the United States of America.

SIGNED: _____ **DATE:** _____

APPENDIX IV

EMPLOYER'S CONCURRENCE OF CANDIDACY

_____ has discussed the desire to declare candidacy for election as the _____ of the Texas Chapter of the Association of Public-Safety Communications Officials. As the candidate's employer, I am keenly aware of the value in Texas APCO's mission and the honor of APCO service.

During our discussion, we reviewed the candidate's need for strong support from the employer to effectively serve as an elected Officer on the Board. This support includes, but may not be limited to, the following:

1. The commitment of a significant amount of time to the performance of one's duties as a Board Officer. This may include travel away from the workplace. It also may include time during the normal workday while at the workplace. The commitment of time will extend over the entire period that an individual serves as an Officer on the Board.
2. The need for the candidate to have access to telephone, facsimile, and mail services at the workplace during normal work hours.
3. The need for the candidate to have access to an e-mail account during normal work 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 my employee becoming a candidate for office in Texas APCO and, if elected, serving a full term as an Officer on the Board.

SIGNED: _____ **DATE:** _____

PRINTED NAME OF AGENCY REPRESENTATIVE: _____

AGENCY NAME: _____

ARTICLE VIII COMMITTEES AND TASK FORCES

Section 8.1 Standing Committees

The Board of Officers shall establish at the beginning of each fiscal year the Standing Committees, to include Awards Committee, Bylaws Committee, Nominations Committee, Frequency Coordinator Committee, Historical Committee, Technical Committee, Educational Committee, and Membership Committee. The Board of Officers shall establish the goals and appoint the members of each committee at the beginning of each fiscal year. In appointing members to serve on these committees, the Board of Officers should consider the advantages of both maintaining a historical perspective of the committee's activities by appointing members with prior experience on the committee and providing for a fresh perspective toward the committee's activities by appointing new members. In making such appointments, the Board of Officers should endeavor to seek members from geographically diverse areas of the state; members from a variety of jurisdictions including state, county and local agencies and to include large, medium and small agencies; and members from a variety of disciplines to include all types of public safety agencies.

The general goals and objectives of each committee are as stated:

- Awards Committee – Coordinate and promote Texas APCO's annual awards programs.
- Bylaws Committee – Maintain the Bylaws and Policy Manual to ensure the documents are up to date and that they properly reflect the actions of the Membership Quorum and/or the Board of Officers.
- Nominations Committee – Review the qualifications of individuals seeking to be a candidate for election as a Board Officer and certify the eligibility of such members. Serve as "Sergeant-at-arms" at all official meetings of the Membership Quorum to ensure that only members eligible to vote participate in a voting process; committee members shall count the ballots for the election of any member as an Officer. Membership in the Nominations Committee is restricted to members who have served a full term as a Chapter President.
- Frequency Coordinator Committee – Conduct the Chapter's Frequency Coordination Program. Towards this end, the committee shall formulate the standards and procedures for efficient and effective frequency coordination.
- Historical Committee – Provide guidance and support to the Board of Officers on matters related to preserving items of historical significance to Texas APCO. Promote the preservation of historically significant items concerning Texas APCO.

- Technical Committee – Provide pertinent information to the membership concerning technical issues as they apply to public safety communications. The committees shall encourage professional development and innovations in the field of public safety communications and develop conference programs of benefit to the membership.
- Educational Committee – Assist in the solicitation, evaluation and scheduling of programs for Texas APCO conferences. Develop, aid, and oversee special programs such as radio technician certification, dispatcher training, and others of benefit to the public safety communications.
- Membership Committee – Encourage active membership in Texas APCO, recruit new members and member organizations to publicize the benefits of the affiliation.

Section 8.4 Special Committees and Task Forces

The President may establish special committees and task forces as he/she may determine necessary. The President shall notify the Board of Officers when he/she creates or disbands a special committee or task force. In general, the difference between a “special committee” and a “task force” is the amount of time the group is expected to be in existence. A special committee may be expected to be in existence for a period greater than two years. A task force may be expected to be in existence for a period of less than two years.

Section 8.3 Committee Chairs

The Board of Officers shall appoint a Chair for each Standing Committee. The Chair is empowered to:

- Divide the committee into sub-committees, task groups, or other sub-divisions as a means of furthering the business of the committee.
- 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, seek the advice of the President or President-Elect, both of whom may seek advice from all remaining Board Members.

Each Chair shall also submit a report to the President and Board of Officers bi-annually or at any other time as requested by a Board Member on the progress of the Committee.

ARTICLE IX TRAVEL GUIDELINES

Section 9.1 General Travel Policy

It is Texas APCO’s policy to provide payment and/or reimbursement for reasonable and proper travel expenses incurred by Board Officers while conducting official business. However, the Board of Officers may suspend or restrict this policy as necessary due to budget constraints. The following guidelines define reasonable and proper expenses that may be reimbursed:

- Transportation expenses will cover travel to participate in meetings/conferences both within the State of Texas and outside the State of Texas as deemed necessary.
 - Board Officers shall utilize the most economical mode of transportation consistent with the purpose of the travel.
 - Travel via commercial airline shall be reimbursed for the actual amount based upon coach class airfare. Extending a trip an extra day or two in order to qualify for cheaper airfare is permitted provided the airfare savings will offset the extra cost for lodging.
 - Travel via commercial carrier other than commercial airline (bus, train, etc.) shall be reimbursed for the actual amount subject to a requirement that the amount shall not exceed the amount that would have been paid if travel had been via commercial airline.
 - Travel via bus/subway/taxi/rental car shall be reimbursed if required to participate in the meeting/conference. Taxi service to and from the airport/hotel will be reimbursed.
 - The use of rental vehicles is discouraged but will be reimbursed if necessary to carry out Texas APCO business.
 - The use of privately-owned vehicles is permitted except that the cost of such travel shall not exceed the amount that would have been paid if such travel had been made via commercial airline. Per- mile reimbursement will be equal to the state/federal requirements/given to government employees.
- Lodging expenses shall be reimbursed for in and out-of-state travel.
 - Lodging expenses shall be reimbursed based upon a standard room in a facility providing reasonable comfort, security, and cleanliness either at or near the place of the business being conducted. Officers are encouraged to use “government rate” whenever available. The President is permitted the use of an upgraded room at Texas APCO conferences. This room shall include a sitting area within which small meetings may be conducted and a sleeping area that is separated from the sitting area by a closable door.
 - If a family member or other person not eligible for travel reimbursement accompanies the Officer, the Officer shall pay any increase in the room rate resulting from that person’s occupancy.
 - The length of stay shall be based upon the needs of Texas APCO business being conducted consistent with the availability of transportation. Officers may extend a stay for purposes of travel when the total length of the business being conducted plus travel time to/from their home on that same day will exceed 15 consecutive hours.
- Meal expenses shall be reimbursed for Board-related activities only.
 - In recognition of the need for the Board of Officers to participate in meal functions that provide “good will” relationships, Board Officers may purchase meals for other individuals, if they are promoting Texas APCO business. Board Officers are expected to exercise prudent judgment in their expenditures.
- Receipts for any and all expenses charged to a Texas APCO credit card shall be submitted to the Secretary/Treasurer within 10 business days of purchase. Use of the Texas APCO credit card for personal expense is prohibited; should such expense occur the purchaser will reimburse Texas

APCO within 3 business days of the charge. Texas APCO credit cards are subject to surrender at any time for reasons deemed necessary by a majority vote of the current and active Board.

- Incidental expenses shall be reimbursed for event registration only.
- Expenses not allowed include, but are not limited to:
 - Personal telephone usage.
 - Laundry and dry cleaning.
 - Television movies.
 - In-room internet access.
 - Exercise facility usage.
 - Tours and entertainment except as an official part of Texas APCO business being conducted.

Section 9.2 Board Approved Conference Expenses

At the discretion of the Board of Officers, certain expenses for dignitaries who attend Texas APCO conferences may be reimbursed. Examples of dignitaries include the Texas APCO Frequency Advisor, National APCO Board Officers, National APCO staff, officers of other APCO chapters, or officers of other public safety organizations. Taking the budget and reasonableness of the expenses, the Board may approve any or all of the following expenses:

- Lodging at the conference hotel.
- Meals while attending the conference.
- Conference registration.