

I. INTRODUCTION

A. GENERAL

This chapter operations manual contains statements of policies and procedures, which are designed to be a working guide for supervisory and staff personnel in the day-to-day administration of the organization's programs.

These written policies are intended to increase understanding, eliminate the need for personal decisions on matters of established policy and to help to assure uniformity of procedures throughout the organization. It is the responsibility of each member of the governance team, of program Directors, of management and of staff to administer these policies in a consistent and impartial manner.

All established policies and procedures are subject to change and further development in the light of experience. Each member of the volunteer and employed management team can assist in keeping our programs up to date by making recommendations for modifications which would improve chapter operations. The Board of Directors shall resolve any questions, clarification or interpretations.

Implementation of policies and procedures contained in this manual shall be the PROPOSED responsibility of the Board of Directors, all elected Officers, the Executive Director and all program Directors. Those people all have individual and collective responsibility to explore all means to promote and improve programs in which TPVA has a vested interest by promoting effective communications among the leadership and the membership, ensuring the maintenance of a sound financial management program and the delivery of variable programs which benefit the members of the TPVA and other members of the disabled community.

B. PURPOSE

The purpose of this Chapter Operations manual, known as the Standing Rules of the Corporation or as the SRC, is to promulgate standard policies and procedures to be used in the day-to-day conduct of business within the TPVA.

C. APPLICABILITY

Unless otherwise specified, the policies and procedures set forth in this manual are applicable and binding in facets of Chapter operations, and shall be adhered to by all employees, volunteers and representatives of the Chapter.

D. REVISIONS

1. The Standing Rules of the Corporation (SRC) may be amended, altered or repealed by a majority vote of the Board of Directors present at any regular or special meeting and after having been discussed and approved at a previous meeting of the Corporation.
2. Suggested revisions to the SRC shall be submitted to the Resolutions Committee in writing, and in the form of a written resolution.

3. Resolutions format:

- a. The basic format of a Resolution is the name of the individual submitting the Resolution, followed by the title of the resolution (usually this subject matter). There are two or three blank lines, followed by the text of the Resolution. It starts with, "whereas,". This phrase is followed by a brief sentence which makes a point not considered previously. When done, this sentence is ended with a "; and." The previous "whereas," is followed with another "whereas," and on this line the next point is written, and this sentence ends with "; and", instead of a period (.). The "whereas," paragraphs continue in this fashion until all points defining the reason for the Resolution have been made, with the last "whereas," paragraph ending with a period (.). Once again approximately 3 lines or left blank and then the next paragraph are started. This is the paragraph which tells the reader where the change is needed in the SRC and how to achieve that change. This sentence starts off with "now therefore be it resolved," and is followed by the location of what needs to be changed) i.e.: ARTICLE I. INTRODUCTION, SECTION D. REVISIONS), of the TPVA SRC.). The sentence following "the location" part of the sentence, states, what needs to be changed in the SRC, and how to best achieve that goal. This is followed by a copy of that portion of the SRC this Resolution would replace, as it currently appears in the SRC. Then there are two blank lines, and then the sentence stating, "with the adoption of this resolution, the TPVA SRC will state:" which is followed by two blank lines, and then, "the third line starts with an open quotation marks, followed by the changes to the SRC, and the period (.) At the end of the last sentence is followed with close quotation marks. This is followed by three blank lines. The next paragraph starts with "And Be It Further Resolved, that when adopted, these changes will be entered into the Texas Chapter, TPVA SRC, and become effective immediately." Below the above paragraph are a couple of blank lines and the following three lines:
4. All revisions to the Standing Rules of the Corporation (SRC) shall be submitted to either the Chapter President, a Member of the Board of Directors, or a Resolutions Committee member whereupon it will be forwarded to the Resolutions Committee as a whole, and whose duty it is to insure the suggested Resolution is in the proper format by amending it if necessary without losing or altering the intent of the resolution, and ensuring that it is in compliance with the PVA Administrated guide, TPVA Bylaws, Roberts Rules of Order, and Standing Rules of the Corporation.
 5. Anyone who submits a resolution which is thereafter rejected by the SRC Committee will receive a letter stating the reason for its rejection.
 6. The President (or with his authorization) the Administrative Assistant will assign numbers to all resolutions for presentation to the Board of Directors meeting(s).
 7. Require all individual's, who submit a Resolution, will have their name appear on the Submitted by line.

8. Resolutions generated and endorsed by the SRC Committee, as a whole, will be indicated by, "SRC Committee". Appearing on the "Submitted By" line.
9. After the SRC Committee has endorsed a resolution, it will be forwarded to the President to be numbered, and brought before the TPVA Board of Directors.
10. The TPVA Board of Directors, after discussing the merits of the submitted Resolution, decides whether or not it is to be adopted, and be entered into the TPVA, SRC."

II. PVA's KEY OBJECTIVE

The key objective of the Paralyzed Veterans of America is to take those actions necessary to restore spinal cord injured or diseased veterans' bodies and life potentials as close as possible to those Americans not suffering spinal cord dysfunction. This will be accomplished by the coordinated efforts of the PVA organization through programs:

- To advocate for and monitor the delivery of high quality and appropriate health care, benefits and services.
- To assist in identifying and securing veterans' benefits and other benefits for spinal cord injured and diseased veterans and others as appropriate.
- To promote medical research to cure spinal cord dysfunction and other related problems.
- To educate society on the attitudinal, physical and legal barriers which confront persons with disabilities and to influence the removal of those barriers.
- To provide information to and opportunities for health promotion, recreation, employment, sports, services and camaraderie for spinal cord injured and diseased veterans and others as appropriate.
- To provide for cooperation with and seek the support of other groups and individuals that share PVA's objectives.

III. GOVERNANCE

A. Authority

The Board of Directors is the governing body of the Texas Chapter, Paralyzed Veterans of America (hereafter referred to as TPVA) in every respect. Actual authority is set forth in the National and Chapter Bylaws.

B. Nominations and Elections

1. The Officers and board Directors of the TPVA Board of Directors shall be elected by General Mail Ballot sent to all active voting members in good standing of TPVA.
2. The President, Secretary and #1 Position Board Director election shall be held in even numbered years and terms shall start on October 1st for a period of two [2] years. The Vice President, Treasurer, #2 Position and #3 Position Board Director election shall be in odd numbered years, and terms shall start on October 1st for a period of two [2] years.

3. The Board of Directors shall appoint a Nomination Committee, at the October Board meeting in each year, to oversee the General Mail Ballot process in accordance with the Chapter Standing Rules of the Corporation (SRC.)

a. Eligibility

Any voting members of TPVA that are certifiable by National PVA [Art. III Governance; Section C Certification) and are members in good standing are eligible for nomination for any position on the TPVA Board of Directors.

b. Nominations

1. Nominations will open after the October Board of Directors Meeting and will close at the end of the April Board of Directors Meeting.

2. The Nomination Committee will prepare announcements for the Chapter Newsletter soliciting potential candidates with the requirements for nomination.

- The nominations shall be submitted in writing to the nomination committee and include the date of the nomination, name of nominee, the position nominated for and the individual doing the nomination.
- Nominations may be mailed, faxed, emailed or delivered in person.
- Incumbents shall have to be nominated within the guidelines of the SRC.

3. The nomination committee shall prepare a package, to be mailed to each potential candidate, to include the following:

A. Letter asking the candidate if they accept or decline any nomination that they have received. If no verification of acceptance is received, by the postmark time indicated, that nominee will be considered as NOT accepting the nomination.

B. Requesting that a short bio/fact sheet, including what they have done for TPVA /PVA, what direction they would like to see TPVA move in. Noting that the will be edited for slander and vulgarity only, and if no fact sheet is returned, that a statement to that effect will be noted.

C. A postage paid self-addressed envelope clearly marked for the election committee.

D. A post mark date for that return.

E. A letter to each nominee that was not deemed qualified for candidacy and the reason.

F. Prepare a report for the Board of Directors reporting all potential candidates for the election, reporting those that were deemed not qualified for the election and the reason. All nominees shall be reported in one of the above categories.

c. Election Committee

1. Employees of TPVA, PVA, nor any candidates for a position on the TPVA Board of Directors may serve on this committee, nor may they participate in the counting or verification of the ballots. With the exception that the Chapter Secretary shall serve as the Chair of this committee.
2. This committee is responsible for preparing the ballot, mailing it to all members eligible to vote, ensuring the ballots are safely kept from tampering, counting the ballots and reporting the results to the Board of Directors in accordance with the following:
 - A. Prepare a ballot that is secure and suitable for mailing.
 - Each ballot shall be printed on an original corporate letter head.
 - The ballot will be designed to accommodate the number of candidates in each category, and candidates will be drawn by lot for placement on the ballot.
 - "The ballot shall have a write in space for each category of Officers and three (3) spaces for the category of Board Director."
 - "The ballot shall have a write in space for each category of Officers and a write in space for each Board Director position on the ballot."
 - The ballot shall have a write in space for each category of Officers and a write in space for each Board Director position on the ballot.
 - Each page required for the ballot will be signed by the Chapter Secretary and the Chapter Seal affixed over the signature.
 - B. Prepare a voting package suitable for mailing. This package will contain the following:
 - A cover letter, explaining the exact procedure for completing the ballot, and what will constitute an undesirable ballot that will not be counted, and a return postmark date.
 - The ballot.
 - A return self-addressed stamped envelope clearly marked ballot.
 - A plain white envelope, stamped with a signature line for voting verification only.
 - C. Returned ballots shall be held in a safe, secure environment, to prevent tampering, until the election committee meets for verifying and tallying the votes.
 - D. The Secretary shall serve for the purpose of recording the tally of the election. The Teller's Report of the election shall be in accordance with Roberts Rules of Order, Newly Revised.
 - The Secretary shall verify the signatures on the return envelopes, as to being a voting member;
 - The Secretary shall give guidance as to the validity of the ballots, if a question arises;
 - The Secretary shall not participate in the actual counting of the ballots, nor allow anyone not assigned to the election committee to participate in the counting of the ballots;

- The Secretary shall council the committee on the proper procedures prior to the established date of counting.
- E. The following criteria will be used for validating of the ballots:
- A total number of all ballots received shall be noted;
 - Ballots without a postmark shall be invalid;
 - Ballots not postmarked by the published return date shall be invalid;
 - Ballots that cannot be verified as voting members shall be invalid;
 - Ballots that are copied, do not have the Secretaries signature, or do not have the TPVA Seal shall be invalid;
 - Ballots that are not marked properly for the respective office [nothing checked, more than applicable candidates checked, etc.] shall be invalid for that office only.
3. This committee is also responsible for any runoff election that may be required.
- A. The committee will report the winning candidates and select Candidates for the runoff ballot using the criteria in Article III, Section B, Paragraph 4 Election Criteria of the Chapter Standing Rules of the Corporation (SRC).
- B. The committee may solicit the withdrawal of candidates in order to avoid a runoff ballot.

d. Election Criteria

1. OFFICER POSITIONS: For any of the Officer positions on the TPVA Board of Directors will be selected by plurality. If there is a tie the candidates that received an equal number of votes will be placed on a runoff ballot. The candidate that receives the most number of votes will then be selected as the winner.
2. BOARD DIRECTORS: The three Board Directors positions on the TPVA Board of Directors will be elected by plurality. If there is a tie the candidates that received an equal number of votes will be placed on a runoff ballot. The candidate that receives the most number of votes will then be selected as the winner.

e. Mail Ballot Calendar

1. The Election Committee will conduct a general mail ballot within one month (30 days) of the April Board of Directors Meeting with the ballots due to return within three weeks (21) days. The votes will be tallied within two weeks (14 days) of their return date. The ballots for a runoff election will be prepared and mailed within three weeks (21 days) of tallying the ballots in the first general election. The runoff ballots will be due within two weeks (14) days from the date mailed from the chapter office.

2. Prior notice of not less than one week (7 days) nor more than two months (60 days) shall be given members preceding a General Mail Ballot. This notice may be published in the official newsletter of the Chapter and/or disseminated by direct mail.

C. Certification

1. As required by PVA National Headquarters. That any individual not having their National Certification upon being elected to a BOD position shall only set on the BOD as an ex-officio Officer, and not have a vote on the BOD until the certification process is completed. It is the policy of TPVA that no member be appointed as a Director without completion of the membership certification.
2. In order to certify membership eligibility, the individual must submit to the Chapter Secretary, copies of documentation, which verifies their medical condition and their military service. Once the Chapter Secretary has verified that the individual is eligible for membership in PVA, the documentation must be forwarded to the PVA National Secretary for certification at that level.
3. All documentation concerning membership certification shall be handled with the strictest confidence.

D. Responsibility

1. It is the responsibility of every member of the BOD to attend all regular and special meetings of that BOD. If they are unable to attend, they shall notify the President or the Secretary, and their absence will be excused only by the decision of the Chapter President.
2. Generally, the Board of Directors responsibilities are to:
 - Attend all regular and special meetings of the BOD,
 - Establish policy,
 - Approve the hiring and termination of the Executive Director,
 - Monitor all Chapter finances,
 - Create and update a long-term plan for the Chapter,
 - Adopt key operating policies and procedures,
 - Approve Contracts as appropriate,
 - Assist other Board Members
 - Be available to serve on committees
 - Monitor policy implementation by the Executive Director and other members of staff and program Directors.
 - Have a working knowledge of Roberts Rules of Order, Texas Chapter Bylaws, Texas Chapter Standing Rules of the Corporation [SRC], PVA Administration Manual, Chapter Administration Guide, and be familiar with other PVA National Publications as may be required.

E. Duties and Tasks

1. The following are the positions on the TPVA Board of Directors and the tasks for which each is responsible, the President, Vice-President, Secretary, and Treasurer.

A. President:

- Supervise and control business
- Preside at meetings
- Represent the Chapter
- Prepare an annual report
- Appoint committees
- Supervise the Executive Director
- Prepare a monthly report for the Chapter Newsletter
- Prepare a written report for BOD meetings
- Oversee the BOD

B. Vice-President:

- Prepare to assume the Presidency
- Prepare a monthly report for the Chapter Newsletter
- Prepare a written report for BOD meetings

C. Secretary:

- Keep complete records
- Record and publish meeting minutes
- Member Certification
- Sound and recording equipment
- Prepare a written report for BOD meetings

D. Treasurer:

- Financial Officer for the Chapter
- Responsible for funds
- Oversee deposits and disbursements and the accounting
- Submit financial reports
- Prepare a written report for BOD meetings

E. National Director:[Ex-officio Member]

- Chapter representative to PVA
- Prepare a written monthly report for the Chapter Newsletter
- Prepare a written report for the BOD meetings
- Report to the BOD

F. Board Director:

- Be knowledgeable of PVA and TPVA affairs such as: Policies and programs, Contracts, By-laws, Spending
- Report to the BOD and membership

G. Immediate Past President [Ex-officio Member]

- Give background and experience
- Serve as the BOD may direct

- H. Executive Director [Ex-officio Member]
- Prepare a monthly article for the Chapter Newsletter.
 - Prepare a written report for all BOD meetings
- I. Program Directors: [Ex-officio Member]
- All program Directors shall be appointed by the President and ratified by the Board of Directors:
1. Program Directors are as follows:
 - Sports and Recreation
 - Legislative
 - Advocacy
 - Membership
 - MS
 - Satellite Directors
 - Government Relations
 2. Program Directors are to be ex-officio members of the Board of Directors;
 - Shall submit a comprehensive report for inclusion into the Board of Directors packet;
 - Need not attend every BOD Meeting, but when deemed necessary by the BOD's, through the President, will be required to attend at the expense of the Chapter;
 - May request that they be allowed to attend any BOD Meeting, if they feel it is essential to the program(s) they administer, through the Chapter President, and upon approval expenses will be paid for by the Chapter.
 - Shall oversee programs within accordance of the rules set by PVA and TPVA.
- J. Point of Contact Representative: [Ex-officio Member]
- Attend VISIN Quarterly Meetings [if geographically possible]
 - Attend local hospital monthly meetings
 - Work with the Satellite Director[s]
 - Prepare Chapter New Letter Article
 - Prepare written BOD report
 - Attend BOD meetings
- K. Executive Committee:
- The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer.
 - The Executive Committee shall not have the power to develop or initiate policy, procedure and/or programs that would change the way the Corporation currently does business.

- The executive Committee shall have the power, between meetings, to enter into contractual agreements and to conduct such business that is deemed necessary to achieve the needs of the corporation.

F. Meetings:

1. A detailed board packet will be mailed to all Board Members and Program Directors. The packet will include the following:
 - Opening letter
 - Agenda
 - Recognition of Proxies
 - Minutes not yet approved
 - Directives
 - Officers Reports
 - Executive Director
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - NSO reports
 - National Director
 - Program Directors reports
 - Satellite
 - Sports
 - Membership
 - MS
 - Advocacy
 - Legislative
 - Government Relations
 - Committee Reports
 - LRP
 - Bylaws/SRC
 - Finance
 - Lake Property
 - Others
 - Old Business
 - New Business
 - Adjournment
2. This list is not all inclusive nor is it meant to set a required order. It may added to or the order changed to accommodate the needs of the meeting.
3. After the board meeting, it is the secretary's responsibility to promptly type, or have typed, the minutes and review them. After review, the minutes will be sent to all Board of Directors for review and approval.

4. Meetings of the Board of Directors are to held monthly. Face-to-face meetings will be held in the time frame of January/February, again in April/May, again in July/August and finally in October/November at a location specified by the Board of Directors. Teleconferences will be held in between the face-to-face meetings. Special meetings may be called as required and will be done in accordance with the Chapter Bylaws.

G. Committees

Standing committees will be appointed by the President and ratified by the Board of Directors.

"Non-substantive Committees - When a committee is to make non-substantive recommendations or decisions on a matter, it should give members of the organization an opportunity to appear before it and present their views on the subject at a time scheduled by the committee. During actual deliberations of the committee, only committee members have the right to participate in the decision making process. Guest may be present in observe the process, but not participate in it. (Examples of non-Substantive committees are, but not limited to, a Building modification Committee, Fund Brazing Committee, Standing Rules Committee, etc.,)

Substantive Committees - when a committee is to make substantive recommendations or decisions on an important matter, it should give members of the organization an opportunity to appear before it and present their views on the subject at a time scheduled by the committee. During actual deliberations of the committee, only committee members have the right to be present. The only exception to this rule is when the Committee deems that the presence of a particular individual (s) is necessary to complete the task charged to it by the board of directors. "Examples of Substantive Committees are, but not limited to, a Election Committee, Investigative Committee, Personnel Review Committee, etc.,)

H. Ex-officio Members of The Board

I. Meetings

1. A detailed board packet will be mailed to all Board Members and Program Directors. The packet will include the following:
 - Opening letter
 - Agenda
 - Recognition of Proxies
 - Minutes not yet approved
 - Directives
 - Officers Reports
 - Executive Director
 - President
 - Vice-President
 - Secretary

- Treasurer
 - NSO reports
 - National Director
 - Program Directors reports
 - Satellite
 - Sports and Recreation
 - Membership
 - MS
 - Advocacy
 - Legislative
 - Government Relations
 - Committee Reports
 - LRP
 - Bylaws/SRC
 - Finance
 - Lake Property
 - Others
 - Old Business
 - New Business
 - Adjournment
2. This list is not all inclusive nor is it meant to set a required order. It may added to or the order changed to accommodate the needs of the meeting.
 3. After the board meeting, it is the secretary's responsibility to promptly type, or have typed, the minutes and review them. After review, the minutes will be sent to all Board of Directors for review and approval.
 4. Meetings of the Board of Directors are to held monthly. Face-to-face meetings will be held in the time frame of January/February, again in April/May, again in July/August and finally in October/November at a location specified by the Board of Directors. Teleconferences will be held in between the face-to-face meetings. Special meetings may be called as required and will be done in accordance with the Chapter Bylaws.

J. Committees

Standing committees will be appointed by the President and ratified by the Board of Directors.

- The President may appoint, and have ratified by the Board of Directors, other committees to assist him in his duties.
- At least one member from the Board will serve on each committee.

IV. ETHICS/CODE OF CONDUCT

A. Conflict of Interest

1. All Board of Directors shall not participate in any conflicting transaction, which will potentially negatively impact the interest of the corporation.
 - As used in this section, conflicting interest transaction means any of the following:
 - A loan or other assistance by a corporation to a Director of the corporation or to any entity in which a Director of the corporation is a Director or Officer and has a financial interest.
 - A guaranty by a corporation of an obligation of a Director of the corporation or of an obligation of an entity in which a Director of the corporation is a Director or Officer, or has a financial interest.
 - A contract or transaction between a corporation and a Director of the corporation or between the corporation and an entity in which a Director of the corporation is a Director or Officer, or has financial interest.
 - Conflicting interest transaction shall not include any transaction between a corporation and another entity that owns, directly or indirectly, all the outstanding shares of the corporation or all of the outstanding shares or other equity interests of which are owned, directly or indirectly by the corporation.
2. No conflicting interest transaction shall be void or avoidable or be enjoined set aside, or give rise to an award of damages or other sanctions in a proceeding against a Director, solely because the conflicting interest transaction involves a Director of the corporation or entity in which a Director of the corporation is a Director or Officer or has a financial interest or solely because the Director is present at or participates in the meeting of the corporations board of Directors or of the committee of the board of Directors which authorizes, approves, or ramifies the conflicting interest transaction solely because the Directors vote is counted for such purpose if:
 - The material facts as to the Director's relationship or interest as to the conflicting interest transaction are disclosed or are known to the board of Directors or committee in good faith, entitled to vote thereon, and the board of Directors or committee in good faith authorizes, approves or ramifies the conflicting interest transaction by the affirmative vote of a majority of the disinterested Directors, even though the disinterested Directors are less than a quorum, or;
 - The conflicting interest transaction is fair to the corporation.
3. Common or interested Directors may be counted in determining the presence of a quorum at the meeting of the board of Directors or a committee, which authorizes, approves or ramifies the conflicting interest statement.

4. A board of Directors or committee thereof shall not authorize a loan, by the corporation to a Director of the corporation or to an entity in which a Director of the corporation is a Director or Officer or has a financial interest, or a guaranty by the corporation of an obligation of a Director of the corporation or of an obligation of an entity in which a Director of the corporation is a Director or Officer or has a financial interest, pursuant to paragraph 1 until at least ten (10) days after written notice of the proposed authorization of the loan or guaranty has been given to the Directors who would be entitled to vote thereon if the issue of the loan or guaranty were submitted to a vote of the Directors.
5. The Corporation shall not make loans to its members, Officers, Directors, members or employees. Any Director who votes for or assents to the making of such a loan, and any Officers who participates in the making of such a loan, shall be jointly and severally liable to the corporation for the amount of such loan until the repayment thereof.

B. Dress Code

It is expected that all members of the TPVA will present a clean and neat appearance and appropriate attire for the function attended.

C. Behavior

TPVA members will conduct themselves in a manor to bring credit upon TPVA and PVA.

TPVA members will not participate in civil disobedience with any representation of TPV or PVA by statement, clothing or badges.

TPVA members will not participate in political activities (i.e. rallies, fund raisers, polling or office work) with any representation of TPVA or PVA by statement or clothing or badges.

D. Harassment

It is expected that TPVA members will refrain from the practice of unlawful workplace harassment. This includes sexual harassment. Any harassment includes unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or disability that has potential to create a hostile work environment. This policy also prevents any retaliation against any member or individual.

E. Member in Good Standing

1. A member in good standing is defined as follows:
 - One whose payment of Chapter Assessments are timely;
 - There are no outstanding accounts due to the Corporation;
 - Whose conduct is to the Corporation's benefit;
 - Whose action enhances the Corporation;

- And aids in the achievement of its goals;
 - And is not, nor ever has been in violation of any provisions in bylaws, rules or regulations as adopted by the TPVA Board of Directors.
2. Failure of any member to meet the standards of the Member in Good Standing statement as described above, may result in action in accordance with Article III, Section 5 of the Bylaws of the Corporation. All complaints as to members conduct shall be addressed in writing in accordance with Article V, Section C of the SRC.

V. LEGAL MATTERS

A. Contracting

TPVA has the authority to enter into any legal contract for services, goods or equipment as deemed necessary and appropriate for chapter operations. All such contracts shall require review and recommendation of the Executive Director, if applicable, prior to commitment.

B. Corporate Counsel

The corporate legal counsel for the TPVA shall be an attorney-at-law who is licensed to practice law in the State of Texas, but that person need not be in active practice, that corporate counsel shall be under contract with or available to TPVA. The Corporate Council shall be recommended by the Executive Director and/or the President to the Executive Committee for consideration before the Presidents hiring of the Corporate Council. The corporate counsel may be a member of the PVA with careful consideration of any conflict of interest policies.

C. Complaint Procedures

The following sets forth the policy and procedures to be followed by the Executive Committee adjudicating complaints against the Chapter, an employee, or against individual members of the TPVA. These rules shall be construed to secure the just, speedy and inexpensive determination of every proceeding while fully protecting the rights of all parties involved therein. Confidentiality shall be of the utmost importance and only those involved shall have access to any of the information.

Section 1, Complaints:

Any Chapter member of PVA or any individual member of PVA may bring a complaint against any chapter member or any individual member for violation of the duties and obligations of PVA members as set forth in National PVA's

Chapter Administrative Guide. Such complaints shall be submitted in writing to the President of TPVA and shall clearly describe the specific nature of the complaint, provide supporting data for the allegations made therein and identify the name(s) of the individuals bringing the complaint. If the complaint is against the President of TPVA, the complaint should be submitted to the Chapter Board of Directors, through the Vice-President of TPVA.

Section 2, Duty of the President:

The President or Vice President if the complaint is against the President shall review all complaints thoroughly, ensuring that they comply with submission requirements. After discussing the complaint with the submitter and with the individual against whom the complaint is made, he/she shall then submit the complaint to the Executive Committee.

Section 3, Authority of the Executive Committee

The Executive Committee shall investigate and take action on any formal complaint filed against the chapter or against an individual member. The Executive Committee shall have the authority to reprimand, suspend, expel or take any other reasonable action against any member found to have violated membership duties or obligations. The Executive Committee of the TPVA shall only have authority to suspend or expel a person from membership in the chapter, not from National PVA. The findings and actions of the Executive Committee shall be subject to a review and approval of the Board of Directors.

Section 4, Procedure:

The Executive Committee shall appoint, on a case-by-case basis, a person to handle the filing of the complaint and the representation of interests of the petitioner. If the petitioner so desires one.

Section 5, Notice and Investigation Committee:

Within seven (7) days following receipt of the complaint, the Executive Committee shall furnish (by registered or certified mail) a copy of the complaint to the member against whom the complaint was made and to the President of the TPVA. Within the same time period, the Executive Committee shall appoint an Investigative Committee composed of three members of the TPVA none of whom shall be parties to the complaint, with the chair being one of Board Directors. The Investigative Committee shall gather all facts pertinent to the complaint through review of documents and/or interview of persons with knowledge of facts relevant to the complaint, and shall seek a response to the complaint from the members against whom the allegation(s) are made. The Investigative Committee shall prepare a written report summarizing its findings and setting forth the evidence supporting those findings. This report shall be submitted to the Executive Committee within 30 days following appointment of the Investigative Committee. The Executive Committee may solicit additional information in order to clarify the report. The Executive Committee shall then present these findings and their recommendations to the Board of Directors for review and approval.

Section 6, Right of Appeal:

Any person who has been the subject of disciplinary action in a formal complaint proceeding shall have the right to appeal such action to the Chapter Board of Directors or to the National President of PVA.

Section 7, Procedure of Levels:

Only if the Chapter Board of Directors cannot satisfy the complaint or issue, then the Chapter President or appropriate representative shall take it to the next level (National) through the National Vice-President Liaison.

D. Chapter Van Use

Express use to carry out Chapter approved functions which may involve transportation of “qualified” members to/from functions as the need or circumstances permit. “Qualified” members are those able to travel without the need for a medical attendant who would otherwise be reasonably transportable.

1. Uses of the Chapter Van is prohibited without the authorization of the Chapter President or Executive Director or the TPVA BOD.
 - In the event of conflicting needs for use of the Chapter Van, either with a Satellite Event or a Chapter Event, the Chapter President/ED would have the final decisions to which events it would be used at.
 - The decision would be based on what would bring the most exposure, with input of the requesting parties.
2. Drivers who are designated by the TPVA BOD, TPVA Officers, Appointees and those TPVA employees designated by the President, BOD, or Executive Director.
 - Designated drivers must show proof of a valid drivers license;
 - Must be listed on the Designated Drivers form, attachment “10;
 - Must be listed on the vehicle insurance policy.
3. There will be no exceptions to the operational policy regarding drivers qualifications.
 - No one other than those designated drivers shall ever be given permission to drive the van for any purpose.
4. Van will always have a full tank of gas and normal oil changes at selected intervals fulfilling required maintenance.
5. Van interior will always be cleaned after each use [removal of trash] and exterior wash as necessary to maintain a clean appearance.
6. Wheelchair secure system and seatbelts must be functional and use is mandatory each time the Van is used or passengers transported.
7. A complete safety and operational checklist inspection must be documented prior to each trip, attachment 11.
8. The Chapter will not be held liable for any incidental injuries, loss or damage of personal property as a result of the use of the Van, other than the usual insurance coverage, resulting from an accident or theft.
9. A “Waiver of Liability” shall be part of these guidelines and acknowledged by all passengers/driver prior to each trip or use, attachment 12.
10. In no case shall the Van be used as a medical transportation system.
11. A TPVA Corporate Credit Card will be used for fuel and maintenance expenses.
12. Persons under the influence of alcohol or illegal drugs are expressly forbidden in operating the Van.
 - All passengers are subject to the same restrictions.
 - Abusive behavior or language will not be tolerated.

- All violations will be subject to immediate rejection of use.
 - There will be no tobacco use [smoking or chew].
 - There will be no alcohol consumption [including open containers] at any time in the Van.
13. Any individual cited for a vehicle code violation or traffic/parking fine will be personally and financially responsible for payment of the fine and may be subject to revocation of privileges.
 14. TPVA Trip Ticket/Logs will be used and documented for accounting purposes, attachment 13. Trip Ticket/log will be returned to the Chapter Office after each use.
 15. The driver shall be held responsible for any and all irresponsible acts or damage to the Van resulting from intentional or willful acts of misconduct. The same rule applies to passengers.
 16. The driver shall be responsible for using the most direct route of travel to the destination.
 17. The use of the van for personal use or for personal gain is prohibited.
 18. The van shall not be used to attend events or activities [or parked at an establishment] that would cause public embarrassment or considered detrimental to the good name of TPVA.
 19. Drivers are responsible for notifying the Chapter Office when maintenance is necessary or otherwise due.
 20. Prior approval is needed by the President, TPVA BOD or Executive Director for repairs on the vehicle or accessible equipment can be performed.

VI. EXPENSES

A. Authority for Approval:

The Chapter President, Treasurer or the Executive Director has the approval authority over travel decisions and expense reports.

B. Reimbursable Expenditures:

1. Requests for official travel reimbursement or other out-of-pocket expenses by authorized TPVA representatives will be submitted for review and approval on the appropriate TPVA expense reporting form within 15 business days following completion of travel or at the close of the month, whichever is later. Expense related reimbursements may be submitted at the close of the month in which expense was incurred or earlier if deemed appropriate.
2. Any “open” reimbursable items not submitted within thirty (30) days following the month incurred, will only be eligible for points consideration.
3. “Open” reimbursable items not submitted within ninety (90) days of incurred expense will not be eligible for any consideration.

C. Non-Reimbursable Expenditures

- Traffic fines/parking tickets
- Flight insurance
- Headphones on airplanes
- Loss of personal property
- Magazines, newspapers, books
- Airline or restaurant club memberships
- Maintenance or car repairs
- Personal toiletries
- Luggage
- Tobacco or related products
- Alcohol Beverages
- Mileage to and from monthly satellite forums

D. Entertainment

Any outings for refreshments or meals (cocktails, breakfast, lunch, dinner, hors d'oeuvres) with other organizations or individuals to promote PVA/TPVA or to solidify unity between organizations may be considered business entertainment or "Public Relations." A BER must be submitted with the purpose of the expense and the individuals attending the function along with receipts.

NOTE: In room movies, in room bar drinks are not reimbursable.

E. Fees

Fees imposed on electing to travel on an earlier flight if conditions or circumstances warrant may be favorably considered. Ensure all appropriate receipts are available to file with the expense report. Fees of any other nature will be considered on a case by case basis.

F. Frugality Plan

It is imperative that one who spends chapter funds be prudent when requesting reimbursement for expenses. Such reimbursement for expenses does not give one a license to be extravagant when less expensive travel, lodging, meals, etc., are available and equally adequate. One should use chapter funds in the same manner that personal resources would be used. Any questions regarding a particular expense or the amount of reimbursement requested, the decision of the BOD will prevail.

G. Record Keeping

All employees and those who perform volunteer work for the TPVA are required to maintain their own expense voucher. Volunteers report hours and travel time or mileage on volunteer time sheets. All other expenses and those with receipt(s) must be attached to a completed Business Expense Report (BER). These forms will be used by the Administrative Assistant and the Chapter Treasurer to verify valid reimbursable expenses and to request payment for expenses incurred while performing work for the chapter. A separate form will be required for each trip or reimbursement requested.

H. Mileage Reimbursement

Employees who claim reimbursement for mileage must submit completed Employee Mileage Report to their immediate supervisor the last working day of the month for approval. The supervisor and/or program Director will complete the TPVA Check Request Form indicating approval of mileage as shown.

Volunteers who claim reimbursement for mileage must submit a Volunteer Time Sheet to the Treasurer. The Treasurer will verify that hours and miles reported are correct by signing the time sheet. The TPVA check request Form will be signed by the appropriate and authorized personnel for any mileage reimbursements.

I. Per Diem

Many times, chapter representatives will be issued per diem checks in advance of travel. It is the policy of this chapter to require a completed BER within fifteen (15) business days of the representative's return from the trip.

Expenses allowable under an advance per diem do not include items of clothing purchased while at the meeting, souvenirs, gifts, local tours or other personal items not related to the meeting. These are considered personal expenses and are not reimbursable

J. Allowable Expenses

Types of expenses for which one may be reimbursed [or used against an advance per diem] is based on normal conditions experienced during travel or in performance of volunteer activities. Occasions may arise which will require expenses not typically encountered. In such instances, obtain a receipt and discuss the expense with the President, Treasurer, or Executive Director.

K. Mileage

For information purposes, the following are examples of reimbursable mileage, this list is not intended to be all inclusive:

- Travel to and from one's home and the chapter office when actually performing volunteer work
- Travel to and from one's home and/or chapter office to a medical center to conduct a volunteer hospital visit.
- Round trip mileage for attending meetings/seminars/workshops when the activity is part of ones job as chapter Officer, appointee, volunteer or employee. (Excluding mileage to attend a regularly scheduled monthly satellite forum to which a person is a member, and usually is the closest Satellite to that individual's place of residence.)
- NOTE: The cost of car repairs, traffic violations fines, towing and impound fees or parking fines during PVA related travels are not reimbursable expenses.
- Mileage will only be paid to one individual per vehicle, and by the most direct route.

L. Commercial Transportation

- Authorized travel for long distances will normally be by air. The Chapter and/or National PVA will provide airline reservations for such travel. If one prefers to travel by private vehicle, the maximum amount he/she may be reimbursed is the price of coach airfare on previously approved, specified dates. You must also document the total number of round trip miles on your expense report.
- Airport shuttle fees are reimbursable.
- Reasonable taxi fares are reimbursable for travel during business, but only when such transportation is the only accessible and practical mode of transportation. Such reimbursement would also include a reasonable tip.
- Mass transient fare is reimbursable for travel when conducting TPVA business or volunteer work. Vehicle Lease or Rental is a nonrefundable expense. (The exception to this rule is in the event of an emergency or an extremely unusual circumstance, in which case a request may be granted. Persons requesting grants and recipients must abide by the following constraints.)
 - a. The approval of the Chapter President, or a majority vote of the board of directors must be obtained prior to the leasing/rental of a vehicle.
 - b. Given sufficient prior notice, The BOD may allow for deviation of the rule to include consideration of members or PVA members under unique or extenuating circumstances.
 - c. The merits of each occurrence will be evaluated on the basis of specific circumstances and its relationship to TPVA programs.
 - d. All requests are to be submitted prior to the day of lease/rental. Notice may be given by phone, email, a letter or FAX. (As soon as possible any request should be mailed in writing to the Chapter President in care of the TPVA Office West, Houston, TX
 - e. Vehicle Rental/Lease insurance (which is offered at the time of the contract) should be discussed in advance to determine if it is a necessary expense (based upon the traveler, the location and any other extenuating circumstances).
 - f. Traveler is responsible for paying the motor vehicle rental agency directly. Rental vehicles must not be charged in the TPVA Chapter name unless previously authorized or arranged by the TPVA BOD.
 - g. All documentation will be submitted on the TPVA Business Expense reporting form, accompanied with original receipts, and in accordance with the Standing Rules of the Corporation (SRC). This documentation will be mailed to the TPVA Office within fifteen (15) days of the conclusion of the event. The documentation will include a written explanation with the reason for and need of a rental/lease vehicle.
 - h. Once the complete documentation packet is received, it shall be reviewed by the TPVA BOD, and the individual will be notified of the BOD decision in writing. If necessary, an invoice for the amount due to Chapter will be included with the decision."

M. Meals

Any group outings for refreshments or meals (cocktails, breakfast, lunch, dinner, hors d' oeuvres) are considered to be "Public Relations" events. Authorized attendees who host or opt to pay the bill, for such events must submit these expenses on an expense report. Receipts, along with proper documentation must be included in the report.

N. Parking Fees

Parking fees will be reimbursable when required for TPVA business. Such an authorized expense would include parking meter fees and/or parking lot fees. Fines for parking violations are not reimbursable.

Short-term and long-term airport parking is a reimbursable expense, when on Chapter business. Some airport parking fees may be exempt when the vehicle is displaying a "DV" or other appropriate license plate.

O. Telephone Expenses

Long distance call made while out-of-town for business should be kept to a minimum. If the occasion arises to contact the office while out of town, call using the toll-free chapter phone number.

- All attempts at communication should be made to use the most economical method, [i.e., internet, email, toll free numbers.]

Whenever possible, long-distance business calls should be made from the chapter office or if available, a satellite office.

P. Lodging

Lodging costs need to be pre-authorized by the President or Executive Director. While traveling on chapter business, lodging for a chapter representative is reimbursable. The traveler must maintain a record and obtain receipts. In some cases, the traveler will be required to pay for lodging from their per diem, in other cases, the room will be charged to the chapter and/or National office. The Travel Reservation Form [National PVA] will indicate which status you are traveling under.

You are responsible for paying incidentals, room and tax for any days over and above the specified travel days.

Lodging will be reimbursed only at a reasonable rate. However, actual cost reimbursement will not be questioned when lodging at a particular function is specified (i.e.: convention.)

Q. Organizational Membership/Representation:

It is desirable to provide PVA representation to other organizations, especially those which are for the benefit of veterans and the disability community. At every opportunity, TPVA should attempt to be represented in those organizations and agencies involved in transportation, accessibility, advocacy, legislation, recreation,

employment, health care and other matters of concern to veterans and disabled persons.

- 1. General:** Any person who serves as a representative of TPVA is the voice and the vote of the Chapter. With that in mind, all representatives shall use caution to ensure that misrepresentation do not occur. Should there be any question relative to the chapter's vote or voice in the matter of business being conducted, the TPVA shall discuss the matter with the President and /or the Board of Directors, if time does not permit such discussions, the representative shall abstain from participation in that matter of business. In such a case, if the matter has important bearing on the Texas State Chapter and its membership, the chapter representative shall suggest that the item of business be tabled pending clarification. In any situation where personal opinion does not coincide with that of the TPVA's Board of Directors, the decision of the board shall prevail and shall serve to dictate the chapter's position. Misrepresentation by any member of the TPVA will result in sanction by the Board of Directors.

- 2. Government Agencies:** Active participation in government agencies will usually require an appointment by the Governor or some other government official in order to serve as a board member or committee member. Such appointments of TPVA members should be sought at every opportunity and at every level of statewide government. It is imperative that applications and recommendations for appointments be in the best interests of TPVA by ensuring that the best possible representation is provided. Particularly, appropriate government bodies for TPVA representation would include but are not limited to the following:
 - Mass transportation agencies;
 - Building/construction agencies;
 - Veterans affairs advisory committees;
 - Boards who consider employment rights;
 - Special event planning committees;
 - Any other governmental body or agency where accessibility, civil rights, human rights and benefits for veterans and/or the disabled community might be a matter of discussion or concern.

The selected Official Chapter Representatives shall be active participants in efforts relative to pending new or revised legislation throughout every session of the Texas State Legislature. Likewise, TPVA should make every effort to keep itself informed and when appropriate, be a vocal participant in similar matters of the County and local community levels throughout the state.

- 3. Veterans' Organizations:** TPVA members are encouraged, when eligible, to be active participants in other veterans' service organizations of their choice. When TPVA representation is requested at other such organizations, and no member of TPVA has been designated as a representative to those organizations, the Chapter President shall be the official representative until one is appointed by the

President. The most viable representative in those organizations would be a PVA member who is also a member of the particular organization.

4. **Disability Organizations:** TPVA should be represented (or at least have a working relationship) with such local organizations as the Multiple Sclerosis Society, American Association of Retired Persons, Independent Living Programs, etc., if a TPVA member is eligible for such an appointment. Otherwise, the President shall serve as the TPVA representative until he/she appoints a member as the official representative.
5. **Payment of Dues:** Payments of dues for individual involvement in any organization are the responsibility of the TPVA Member. However, if any chapter member is appointed to serve as a direct representative of TPVA, the chapter will pay duties and initiation fees. Such payments of dues will actually constitute a chapter membership rather than an individual membership in the organization. The Chapter shall pay annual dues for participation in any coalitions or organizations.

R. Travel Guidelines:

1. **Attendance at Convention(s) and Seminar(s):** It is imperative that TPVA be represented at meetings, seminars, workshops and conventions conducted by the Paralyzed Veterans of America's Headquarters and other organizations. Such representation is particularly important relative to the activities of organizations and agencies within the State of Texas who is involved in veterans affairs and legislation/advocacy for the disabled.
2. **Paralyzed Veterans of America Headquarters, Conventions, Board Meetings and Seminars:** The PVA Convention is conducted annually at locations, which are announced at least one year prior to the event. Attendance at the convention by the Chapter's National Director is an absolute requirement in that he/she is the chapter's representative to the PVA National Board of Directors. Expenses for the National Director's attendance at the Annual Convention and the Mid-Year meetings of the Board of Directors are paid by the National Organization and include aid/attendance expenses when the National President has approved such. TPVA's President should attend the PVA National Convention whenever possible. Unless otherwise specified, the Chapter shall pay all expenses for the President's attendance at the convention and mid-year board meeting, to include approved aid/attendance expenses (if requested). Those allowable expenses shall include travel, lodging, meals, per diem, program fees, and other necessary expenses, which are directly related to the President's attendance and participation. Expenses for and aid/attendant will be paid in accordance with established TPVA policy. At the discretion of the Board of Director's and when considered in the best interest of the TPVA other persons may be approved for attendance at the specific PVA events at the Chapter's expense.

The national organization conducts various seminars and workshops, which are structured for the benefit of PVA chapters. When considered beneficial and appropriate, the chapter Officer or appointee whose responsibilities within the chapter are commensurate with the topic of the workshop or seminar should represent TPVA at such events. Such representation shall be at the decision of the Board of Directors to include selection of the person to attend. All expenses for such representation shall be paid for by TPVA to include aid/attendant expenses when criteria for such has been complied with. At personal expenses chapter members are encouraged to attend all national organization conventions, seminars and workshops when possible.

- 3. Conventions, Seminars and Events of Other Organizations:** Only under specific circumstances will TPVA pay expenses for attendance at conventions of organizations other than PVA, if the convention is held locally TPVA representation may be desirable or beneficial and such a decision will be made by the Board of Directors. Obviously, attendance at personal expense is always encouraged, especially at conventions of other veterans' service organizations, which are closely affiliated with advocacy, legislation, research and other matters of concern for the paralyzed community. Under no circumstances will a TPVA member serve or attempt to serve as a vocal or voting representative of the TPVA without express approval of the Executive Director and/or the Chapter President.

The same policy applies to other organizational seminars, workshops, and other events such as that which is set forth for attendance at conventions of other organizations. Most local functions, which are for the benefit of veterans and/or appointees, will occasionally be asked to attend such events at chapter expense, but no fees or others expenses will be paid by the TPVA without prior approval. No person shall serve or attempt to serve as a vocal or voting representative of TPVA without expressed approval of the Executive Director and/or the Chapter President.

- 4. Payment of Expenses:** Payment of approved expenses for members of TPVA to attend convention, seminars and workshops shall be in accordance with the established procedures for travel expenses to include advance payments (per diem).
- 5. National Service Officer Attendance:** The National Service Officer is an employee of the national organization of PVA and TPVA has no control over attendance to any national or local event. It may be appropriate on occasion however, to ask the National Service Officer to attend a local event as representative of the TPVA. In such instances (unless otherwise specified by the national organization) TPVA may pay all expenses associated with such attendance.
- 6. Public Relations:** It is the responsibility of every Officer, Director, program Director and employee to ensure the good name of the TPVA. In that regard, all

who represent the chapter in a media event shall use precaution when stating the position of the TPVA in any matter. When contacted by the media, the person taking the call shall notify the Executive Director and/or the Chapter President. All releases shall require the approval by the Executive Director and/or the Chapter President.

As a member of TPVA any time such member is in the public eye as a representative of TPVA there should be a general code of conduct. Any conduct that could jeopardize or degrade the reputation and standards of PVA and/or TPVA should be discouraged at all times.

VII. FINANCIAL

A. Accounting

The TPVA fiscal year shall begin on the first day of October and end on the last day of September of each year. The Corporation shall establish uniform bookkeeping procedures, subject to all laws (local, state, federal) and in accordance with generally accepted accounting principles for a 501©3 non-profit organization.

B. Audits

1. Annual Independent Audit: As required by National PVA, an annual independent audit shall be conducted of all chapter financial matters. That audit shall be completed and submitted to National PVA on or before the established submission deadline. The Chapter Treasurer shall be responsible for completion of the annual audit.
2. Other Audits: An audit of financial matters of any chapter program or chapter event/function may be conducted at any time designated by the Board of Directors. The Chapter Treasurer shall make recommendations for such audits to the board.

C. Chapter Treasurer

The Chapter Treasurer shall be the Chief Financial Officer of TPVA. Direct responsibilities shall include, but not necessarily be limited to:

- Receive and receipt for all monies belonging to the chapter;
- Shall maintain checking and other bank accounts as may be determined by the Board of Directors;
- Make disbursements and investments of chapter funds in accordance with the regulations and policies established by the Board of Directors;
- Supervise the maintenance of all chapter accounting records;
- Supervise preparation of the Chapter Annual Budget;
- Make recommendations to the Board of Directors relative to financial matters;
- Render assistance to the auditing firm which conducts the annual Chapter Independents Audit;
- Supervise monthly reconciliation of chapter financial records;
- Shall have the authority to contract for bookkeeping services;

- Shall recommend any auditing firm for approval by the Board of Directors;
- Shall chair the Finance Committee, when one exists.

D. Budget

The chapter shall operate with an annual budget, which is approved by the National Office. The budget shall be prepared by the Chapter Treasurer and Chapter Bookkeeper and shall be approved by the Board of Directors. The budget shall dictate the financial expenditures authorized for the applicable year. Under no circumstances shall the expenditures exceed income for any single year unless authorized by the Board of Directors from unrestricted equity.

1. **Input Procedures:** Each Officer, program Director and employee shall be involved in budget preparation by submitting the monetary requirements for their area of responsibility during the year for which the budget is being formulated. Under no circumstances shall any individual determine the requirements for any program without input from the person who is responsible for that program. In the event of disagreement on the amount of a program budget, the Board of Directors shall resolve the issue.
2. **Approval by the Board of Directors:** Prior to submission for National PVA approval the Chapter Board of Directors shall give the chapter budget. Any change made by the BOD to the budget submitted by a program Director shall require a two-thirds (2/3) vote of the board.
3. **Submission to National PVA:** The Chapter Treasurer, Executive Director, Bookkeeper and/or the Chapter President shall be responsible for completion of the formulation and approval process of the Annual Budget in order that it will be submitted to National PVA prior to the deadline for submission. The budget shall not be officially adopted until approval is received from PVA National Headquarters.
4. **Budget Management:** It shall be the responsibility of each program Director and supervisor to ensure that his or her expenses do not exceed the amount in the annual budget.
5. **Program Allocation Procedures:** Each program Director shall submit their financial requirements for inclusion in the Annual Budget. Normal day-to-day indirect expenses in the operation of the chapter office (i.e., occupancy expense and utilities) shall be applied to all programs on an equal basis without regard for the direct expenses of that program.
6. **Credit Account Policies and Procedures:** The chapter is authorized to maintain credit accounts with those businesses that provide supplies to the TPVA. The Board of Directors shall determine who is authorized to utilize those credit accounts, and such authorization should be limited to as few personnel as practical. All credit account invoices shall be paid in a timely and prudent matter.

7. Corporate Credit Cards: TPVA shall be authorized to hold corporate credit card accounts as determined by the Board of Directors. When such accounts have been approved, the number of credit cards available for use shall be limited to only the number absolutely necessary.
8. Reports: The Chapter Treasurer shall oversee the preparation of reports of a financial report, which are required by the National Office of PVA or by the Chapter Board of Directors. All such reports shall be presented and submitted no later than the established deadline dates. Any request for an extension in the deadline for submission of a chapter report to National PVA shall be approved in advance by the Board of Directors.
9. Frugality Plan: All persons who obligate or use chapter funds shall do so prudently and responsibly. In every instance, expenses shall be limited to only those, which are necessary for the function of any chapter program or event.
10. Payroll Procedures: Employee payroll procedures can be found in the TPVA Personnel Policies and Procedures Manual.
11. Check Issuance Policies: When an invoice or other billing is received, it is the responsibility of the appropriate program Director to complete a check request form. This form is self explanatory. Any special instructions should be outlined in the comments section of the form. The program Director must then forward the check request to the treasurer for certification of availability of funds in the budget. If the item has not been specifically spelled out in the budget, the comments section should include a short explanation showing who provided approval. Example: BOD authorized a grant of \$100 to a member at a meeting; the authorization would be explained by listing the BOD Minutes date and/or the resolution/motion number, if applicable. Once the treasurer has approved the request, it will then be forwarded to the bookkeeper for processing of the payment.

E. Maginot Program

Scope: The Texas Chapter PVA is extremely grateful to Mr. Phillip Maginot for designating the Texas Chapter as a primary recipient for his estate. Mr. Maginot named the Texas Chapter to receive substantial funds. Our Board of Directors chose to honor Mr. Maginot by carefully designating primary use of these funds for membership-related expenses.

Use: TPVA has devised innovative ways of using the monies for the greatest membership benefit. An initial plan covering ten years was crafted that allocated funds in the following manner:

1. Sports: Provide an annual fully paid sports sponsorship in the name of Mr. Maginot to a TPVA member [including an attendant, if eligible] to attend the Winter Sports Clinic [WSC], the National Veterans Wheelchair Games [NVWG], Hunting and Shooting Program, or other organized event.

- A. Memorabilia was developed highlighting the sponsorship.
- B. WSC/NVWG's—The TPVA BOD will, under the direction of the TPVA Sports Director in advance of the WSC, review all submitted WSC applicants for consideration of selection of the Maginot Scholarship [fully paid expenses]. The TPVA BOD shall discuss and select the applicant.
 - 1. Selection consideration can include, but is not limited to the following:
 - a. Open to all regular members of TPVA, excluding BOD members;
 - b. Sports points are not a qualifying factor;
 - c. Member needs to submit a letter of interest to attend and a completed events application prior to the TPVA deadline date for consideration under this program;
 - d. This is applicable only to those who have not or may not have accumulated sufficient points for eligibility;
 - e. The BOD may allow for reasonable deviation of selection criteria to include consideration of members or potential members under unique or extenuating circumstances;
 - f. The Sports Director will inform the applicant of the scholarship and coordinate the forwarding of the Maginot Memorabilia to the applicant prior to event;
 - g. Chapter will publish an announcement in the Chapter Newsletter in the October/November issue for the WSC and in January/February for the NVWG's. Additionally, each notice will include information pertaining to sponsorships for the Hunting and Shooting Program and other organized events available throughout the year.
- C. Recreation—Funds have been set aside to allow for purchase and replacement of recreational and sports equipment.
 - 1. Consideration has been given for reimbursement of expenses for members from out of town;
 - 2. Receipts for fuel and overnight lodging must be furnished to the TPVA Chapter Accountant or Treasurer;
 - 3. Members must request, through the Chapter Office, for hotel and other items prior to travel;
 - 4. These funds are limited and require prior review and approval;
 - 5. This section of the program will be suspended when available funds are expended.
- D. Quality of Life—Funds provided to benefit the SCI/D inpatient at ALVAMC, San Antonio, TX and the MEDVAMC, Houston, TX.
- E. Public Relations/Community—Purchase of TPVA assets [i.e. mini-van, etc.] that will greatly enhance our member and community outreach capability.
- F. Portfolio—Careful consideration has also been given to the development of a conservative investment portfolio allowing for future growth and estate preservation.

VIII. EQUIPMENT

A. Assignment

1. Authority to Issue: Authority to issue control or use of any TPVA related equipment or resource is within the responsibility of the President or Executive Director. If control or use is for an extended period of time, it is appropriate to document the transaction through use of a "letter of receipt", which will detail conditions of the issue.

B. Responsibilities

1. Safekeeping: It is expected that any TPVA related equipment or resource is reasonably protected and secure by the recipient or person of custody during the period of issue or use. A demonstrated or known lack of safekeeping controls may be reason for denial of use.
2. Sensitive Documents and Materials Handling
 - a. Documents and Materials
 - 1) The classification of "sensitive" can be designated by the President, the Board of Directors, or the Executive Director.
 - 2) Under no circumstances whatsoever is sensitive material to be removed from the office, or copied.
 - 3) NO more than two (2) items can be checked out at any time (i.e.: all of the ballots would be one item, all of the return envelopes would be another item, etc. It does not matter if it is just one person, or two or three people, only two items will be checked out at any given time.) Once these are returned and checked in, two more items can be checked out.
 - 4) Certain documents or materials automatically receive the classification of "Sensitive Documents or materials" by virtue of their very nature. Why (Examples: Election Documents and Materials, Bids, Personal Information of Members, or Office staff, etc.)
 - b. Handling
 - 1) The President will appoint a member of the board of Directors, and with the board's confirmation that member will be designated Sensitive Documents and Materials Handler. The President may also direct the Executive Director to appoint an individual in the office as being in charge of Sensitive Documents and Materials.
 - 2) A sign-out list will be maintained by the issuer of any sensitive item(s) that is checked out.
 - 3) Whoever is placed in control of sensitive documents or materials is responsible for maintaining the security of those items. This includes but is not limited to, the locking up, issuing, return, care, and securing of those sensitive documents and materials, including all Checkout Lists.
 - 4) The issuer or their representatives will stay with the sensitive documents or materials from the time they are checked out, until they are signed back in.

- 5) The Checkout List will contain the item(s) being checked out, the signature or initials of the person checking out the item (in their own handwriting), and the time the item was checked out.
 - 6) Before the issuing person will initial the returned item on the checkout list as having been returned, they will make certain that nothing has changed, been modified, or is missing from the item(s) that was checked out. If everything is correct and accounted for, the issuer will inspect the checkout list itself for signatures and checkout times. Reconfirming that everything is correct, the issuer is then ready to take responsibility for the item by signing it in.
- c. Resecuring Issued Items
- 1) When issued items have been returned, and the issuer has reviewed and signed for those items, the issuer will immediately return those items to their secured point of origin. Only then can additional item(s) be checked out.
 - 2) If checked out documents or material came from a storage container or box, and the inquirer has finished reviewing the material required from that container, the items including the checkout list should be returned to that box and the box sealed.

C. Return

All equipment and property purchased by the Texas Chapter, Paralyzed Veterans of America is, and remains the property of the Texas Chapter, PVA unless otherwise indicated in writing and on Chapter letterhead paper.

All equipment [i.e. computers, printers etc.] issued to Board Members or Program Directors, or Members shall be signed out in a log maintained by the Treasurer, Short-term loans of sporting equipment shall be maintained by the issuing authority [i.e. Program or Satellite Director] on the Equipment Check-out form, and a copy will be forwarded to the Treasurer.

Board Members, Program Directors, Satellite Directors, and Office personnel will be expected to return all equipment issued to them, within seven [7] working days of when their term has expired, upon their replacement if not reelected or reappointed, or if Their replacement will not sign an affidavit accepting the responsibility for the equipment charged to their care. If requested to turn in the equipment by the Texas Chapter Board of Directors; or if the Chapter is closed by the paralyzed Veterans of America, this rule applies.

Any Member issued equipment (sports or otherwise) will always surrender that equipment at the time specified on the form or when requested to do so by the issuing authority.

The period of time an individual can maintain possession of a piece of equipment can be extended with the approval of the issuing authority, and the signing of a new form showing this extension.

The individuals checking out the equipment shall be responsible for inspecting that equipment for any problem(s) or flaws when it is issued to them and note all deficiencies on the form, before signing it. All issued equipment will be inspected on return, and the equipment shall be expected to be in good condition with consideration for reasonable wear,

It is the responsibility and liability of the person issued equipment to ensure that the equipment is in good condition and in good working order prior to turning it in.

The Treasurer, [or his designated representative], along with individual turning in equipment, shall be responsible for inventorying and inspecting and reissuing it.

D. Insurance

As a minimum, the Chapter will have and maintain property insurance, general liability insurance, Director's and Officer's liability insurance and other insurance as deemed necessary and appropriate. The Chapter will also take advantage of the National level insurance (i.e., Sports insurance) when appropriate.

E. Inventory

1. Equipment: Office equipment owned and maintained by TPVA shall be those normal items of equipment, which are deemed necessary for the administration of the chapter. This might include such items as typewriters, copy machines, postage meter machines, adding machines, calculators, computers, printers and office furniture. It may also include some sports or recreation equipment that would be common to all members for use, such as air rifles, javelins, discs, shot-put balls etc.

The purchase of any major item of office furniture be shall only upon approval of the BOD. When the chapter employs an Executive Director, that person shall have some discretionary authority for purchase as prescribed by the BOD. Upon receipt of the equipment, a record of the serial number or any other identifying information must be maintained in the official office inventory listing.

Physical inventories will be conducted a minimum of once a fiscal. These inventories shall be a "sighted" inventory and signed by the designated authority. All offices shall submit their inventories to the Chapter Treasurer.

2. Supplies: As a general rule, only one designated person, usually the administrative assistant shall order office supplies. All who require office supplies shall inform the purchaser when the need arises for supplies required in performing their assigned duties and responsibilities.

As normal routine, supplies shall be ordered from the supplier on a monthly basis. Only in the event of an emergency or unique circumstances, shall supplies be ordered more frequently.

Those who use office supplies shall not hoard items. Generally, supplies shall be stored in a common supply area where chapter employees, Officers and volunteers can obtain them as needed.

3. Postal Procedures

- a. Incoming: The office receptionist shall open all incoming mail except that which might be marked “personal” or “for the eyes of” or any other restrictive marking on the outside of the parcel or envelope. Once opened, mail will be stamped with a received date stamp and routed to the appropriate office, program Director, or administrative assistant. If there is any question about which individual should receive the mail, any Officer or program Director may make that determination. If the mail is addressed to a particular person by name, the mail will be routed to them.
4. Outgoing: Only official chapter mail should be posted on the chapter postage machine. Use of that or any other means of chapter postage posting for personal mail will be cause for sanction.

F. Communication Policy

1. Memorandums: memorandums are less formal than a business letter. The function of a memorandum (or memo) is exclusively for use within the organization, including National PVA, other PVA Chapters and within TPVA. This format should never be used to communicate with persons outside the organization. Memos may be placed on TPVA letterhead or on blue PVA letterhead (created by National for memorandums). They shall always be typewritten. Though a memo is type written, it differs from a formal letter in several ways:
 - It does not include a mailing address;
 - It does not include a signature.
2. Business Letter: The business letter is the most formal and most used form of written communication. It is the only format to be used for communications with persons outside the organization (the exception would be a hand written thank you card).

A copy notation lets the receiver know who, other than the addressee, received a copy of the letter.

 - The notation “cc:” stands for carbon copy, but this is still used even when the copy is made by another process;
 - The notation “bc:” stands for blind copy, and appears only on the copy, not on the original copy. This is used when you do not want the addressee to know that you have sent a copy to someone else.
3. Copies of Correspondence: Copies of all correspondences on chapter letterhead will be maintained in the TPVA Official Correspondence Folder. When a fax transmittal is made, the hard copy must follow to mailing address of record. Copies of official faxes must also be maintained in the official correspondence folder.
4. Authority: All Officers, members of the BOD and Program Directors shall have the authority to correspond with individuals and entities outside the chapter and with PVA National Headquarters, but they shall do so only in the most professional manner.

5. Internal: Internal correspondence are those notes, memoranda, letters and other means of communications between the Officers and other volunteers within the chapter.
6. External: External communications are those, which are completed by a member of the TPVA with a person or entity outside the chapter. Such external communications should be professional in every way, and shall be prepared on chapter letterhead, and if there is any question as to the necessity for the communication, it shall be approved in advance by the Executive Director or the Chapter President

No external communications shall be made which might misrepresent the chapter or the national organization. When in doubt, permission shall be obtained before sending such a communication.

As a member of the National PVA Board of Directors, the Chapter National Director shall have the authority to communicate with any national Officer or other member of the National BOD and National Staff without prior approval of any member of the chapter leadership.

7. Electronic Communication (E-mail): Electronic communications may be internal or external. The same policy shall apply to electronic communications as apply to written correspondences. Whenever possible a chapter update of upcoming events will be transmitted via electronic mail to all interested parties which have provided the necessary information for such to be accomplished.

IX. PROGRAMS

All applications, either letter of request or application package shall be reviewed by the appropriate program Director and/or the Chapter Secretary, or Membership Director and the Chapter Treasurer to determine if the applicant is:

- A member of TPVA;
- A member in good standing with no outstanding funds due to TPVA
- If an athlete, if they qualify as a Novice or have the required points;
- If they meet the criteria as set forth for the program that is applied for
- For athletes a letter and a copy of the rules and guidelines shall be sent by mail to each applicant, and followed up by a phone call to all Novices, to ensure that they understand the rules and guidelines.
- If athlete is Chapter Certified for attendant care.

A. Sports

Objective: To improve the quality of life of paralyzed veterans by assisting in the expansion of both the quality and quantity of opportunities in sports and recreation, especially those activities which enhance lifetime health and fitness.

Purpose: This program and its guidelines are written for the purpose of rewarding Members who volunteer their time for the purpose of attending events under funding from TPVA.

1. Points

This program and the guidelines are written for the express purpose of rewarding those members who volunteer their time for the purpose of attending events under funding from TPVA.

- A. All athletes shall have to accumulate points to be eligible for Chapter sponsorship in attending events, with the exception of Novices as described in paragraph 2.
- B. Accumulation of points are for a calendar year from March 31st of one year until April 1st of the following year.
- C. The accumulation of 75 points per year per event will be required to attend approved events under Chapter sponsorship.
- D. Points are earned and accumulated as and by an individual and are not transferable from one individual to another individual, nor may they be carried over into the next fiscal year as designated for points.
- E. Points shall be turned into the Chapter Office, via the Chapter Sports Director, by the 10th of each month.
- F. Points are accrued in the following manner:
 - Participate in TPVA Veterans Day Parade 20 points
 - Participate in TPVA Memorial Day Activities 20 points
 - Participate in PVA/TPVA Awareness week Events 15 points
 - Participate full term as an approved member on any TPVA Committee 15 points
 - Attend a Chapter BOD Meeting—BOD members excluded 10 points
 - Recruit a voting TPVA member 10 points
 - Participate in an organized TPVA fund raising event 10 points
 - Write an article for the Chapter News Letter, must be published—BOD Members excluded 10 points
 - Sign up a local school for PVA Poster/EssayContest. Points awarded each year the school participates 10 points
 - Attend a Satellite Membership Forum—Satellite 5 points
 - Volunteer at Chapter/Satellite Offices 5 points
 - Volunteer at MEDVAMC/AMVAMC 5 points
 - Participate in a local community event—requires prior BOD approval 5 points
 - Communicate with an elected official—send copy along with the volunteer sheet 5 points
 - Assist with the set-up/running of a local TPVA event—events lasting more than one [1] day may earn additional points 5 points
- G. Participation in the TPVA volunteer point system requires all documentation to be within the TPVA guidelines as detailed in the SRC.

- H. Volunteer Point/Hour sheets are due in the Chapter Office by the 10th of each month, otherwise no credit will be earned.
- I. Points will not be awarded retroactively, late or delayed submission unless extenuating circumstances exist and is approved by the TPVA BOD
- J. Volunteers should always communicate and coordinate with the Chapter Office on attending or having participation.
- K. Volunteers should periodically verify that all points were properly submitted and recorded.
- L. There is no reimbursement for food or lodging expenses if an overnight stay is incurred without the express prior approval of the TPVA BOD.

2. Novices

- A. A novice is defined as an individual never having attended any sport or recreation event as a participant, and will continue that status for year from the date of their first event. [i.e. If they attend the NVWG's that would begin their year as a novice and would continue until the next scheduled NVWG's, or if they attended the WSC that would begin their calendar year as a novice.]
- B. Novice's would be eligible to attend as many different events that they feel they would be interested in, i.e.: bass trail event, trap shoot event, WSC, NVWG's etc. Once an event has been attended they would no longer be considered as a Novice for that event and would need points to attend that event again.
- C. After one calendar year from the first event their status as a Novice would end.

3. Uniform

- A. Athlete's uniform will consist of a TPVA shirt and dark pants.
- B. Athletes are responsible for maintaining their uniforms in a manner in which it is clean, neat and reflects well on the team image.
- C. Athletes shall wear team uniforms as set forth in the following paragraphs.

4. Mileage

- A. Mileage is payable only to one individual per vehicle.
- B. Is payable on round trip mileage not to exceed the cost of one airfare from Houston to the event destination.
- C. Request for mileage , or airfare shall be submitted in writing to the Chapter Sports Director no less than forty-five [45] days prior and no more than sixty [60] days prior to an event.
 - Request shall state license number of vehicle, athlete to receive mileage check, and number and names of driver and passengers.
 - Mileage will be paid upon submission of a written expense report due to Chapter within fifteen [15] days upon completion of the event.

5. NVWG's and WSC

- Chapter will pay hotel cost for only the athletes. Chapter will not be responsible for caregivers/spouses rooms or meals. On double occupancy athlete will be responsible for ½ of the room rate for caregivers or spouses, with the exception of caregivers certified by chapter prior to registering for the games. [NOTE: only one individual other than the athlete will be paid for under any circumstances]
- Chapter will be responsible for the cost of travel for the athletes only, with the exception of those caregivers certified by and approved by chapter.
- Chapter will be responsible for all costs of sending a Novice to the games including a caregiver/spouse and limited subsistence. [NOTE: only one individual other than the athlete will be paid for under any circumstances} Due to the airlines charging for baggage the chapter shall expend funds to cover normal baggage requirements for all Novices and authorized caregivers/spouse that attend events.
- The Board shall, when it deems necessary assess a Participation Fee" on the athlete's and/or their caregivers/spouses to attend a designated NVWG or WSC, or Other Events.
- Failure to attend after registration to either the NVWG the WSC or Other Event shall result in a review by the Board to discern if the member needs to send a request for refund of Chapter's expended funds, if not recouped otherwise. Failure to pay this request could affect your funding for future events and /or affect your status as a member in good standing, as stated in the SRC (ART. IV, Sec E)."
- Athletes will attend all meetings, registration, classification, ceremonial events, functions and other occasions as may required by the team staff.
- Athletes will arrive on time and in proper attire for all required meetings, events and other official functions.
- Athletes must notify appropriate team staff whenever illness or injury or other emergencies prevent participation in a scheduled event.

6. HUNTING AND SHOOTING PROGRAM

- A. PURPOSE; to provide opportunities for members to return to or become involved in outdoor activities such as recreational or competitive shooting and hunting.
- B. EQUIPMENT; all equipment, weapons, gear, ammunition, etc., will be provided for participants. Although individuals may bring there own weapons or ammunition, but it must be approved by the hunt organizer or range master. All equipment loaned to individuals shall remain the property of TPVA and be returned in good shape immediately after the hunt or range day.
- C. SAFETY; a individuals participating in this program shall abide by all State and Federal laws concerning fire arms and hunting (i.e. hunting laws, weapon registration etc.)
 - All participants shall be evaluated at a range, by program coordinator or designated safety officer, for ability to properly and safely handle

the firearms to be used during competitions, recreational events, or hunts, prior to the hunt or event.

- Any equipment or firearms, including Archery equipment, modified or reconfigured for any reason, shall be evaluated by a designated program safety officer or gunsmith to ensure proper and safe function prior to use. **No safety mechanism shall be altered or disabled on any firearm or equipment.**
 - All participants shall complete, as prescribed by Texas Parks and Wildlife, a firearms safety course.
 - Any individual creating any type of unsafe environment, whether a participant, caregiver, volunteer or any other person shall be removed from the activity and participation until it can be ensured that the safety of the environment can be maintained.
- D. PARTICIPATION; this program is open to all TPVA members. Priority will be given to Novices. Participation is on a space available basis, and individuals under medical care or supervision shall be approved by appropriate medical staff.
- E. POINTS; the following is a list of points required for participation if any type of Chapter funds are used, with the exception of Novices, in these events:
- One day hunts 25 points
 - Overnight hunts including travel and meals 50 points
 - Range Days season, (06-11) 25 points
 - All points shall be earned and turned into Chapter in accordance with the SRC.
- F. A registration sheet shall be maintained for each event and all participants and volunteers shall be required to sign in.
- G. This program may be suspended or closed by a two-thirds (2/3) vote of the Board of Directors.
- H. Any reimbursable expenses not submitted within thirty (30) days following the month incurred, will only be eligible for points consideration. (**ARTICLE VI. EXPENSES SECTION B. Reimbursable Expenditures:, Subsection2.**)

NOTE: Maginot Program -(TPVA member's should be aware that this program exists.)

The TPVA BOD will, under the direction of the TPVA Sports Director in advance of the event, review all submitted applicants for consideration of selection of the Maginot Scholarship [fully paid expenses]. The TPVA BOD shall discuss and select the applicant.

- Open to all regular members of TPVA, excluding BOD members;
- Sports points are not a qualifying factor;
- Member needs to submit a letter of interest to attend and a completed events application prior to the TPVA deadline date for consideration. (**ARTICLE VII. FINANCIAL, E. Maginot Program, 1. Sports) A. WSC/NVWG's,**)

7. FISHING AND OUTDOOR SPORTS PROGRAM

- a. **PURPOSE:** The purpose of the "Fishing and Outdoor cat sports Program" is to provide opportunities for members - to return to or become involved in outdoor activities such as developed recreational or competitive fishing, boating, camping or outdoor sporting activities.
- b. **EQUIPMENT:** all equipment, fishing rods, reels, tackle, gear, bait, life jackets, etc., not provided by the TPVA (i.e. fishing, boating, camping equipment), must be provided by the participants and it must be approved by the outdoor sports organizer or Texas Parks and Wildlife.
 1. All equipment loaned to individuals shall remain the property of TPVA, be returned in good shape immediately after the fishing or outdoor sports event, and any user of TPVA equipment must comply with all guidelines set forth in ARTICLE VI EQUIPMENT.
- c. **SAFTEY** - all individuals participating in this program shall abide by all local, State and Federal Laws concerning fishing, boating, camping and water sporting (i.e. TEXAS PARKS AND WILDLIFE regulations, registration, etc.,...), and have all licenses and stamps required by this sport.
 1. All participants shall be evaluated by program coordinator or designated safety officer, for ability to properly and safely handle the equipment to be used during competitions, recreational, or outdoor sporting event, prior to the tournament or event.
 2. Any equipment, including archery equipment, modified, configured for any reason, shall be evaluated by a designated program safety officer, to ensure proper and safe function prior to use. **NO SAFETY MECHANISM SHALL BE ALTERED OR DISABLED ON ANY EQUIPMENT**, at any time.
 3. All participants shall complete any and all subscribed Texas Parks and Wildlife Safety Course.
 4. Any individual creating any type of unsafe environment, whether a participant, caregiver, volunteer or any other person shall be removed from the activity and participation until it can be ensured that the safety of the environment can be maintained.
- d. **PARTICIPATION;** this program is open to all TPVA members. Priority will be given to Novices. Participation is on a space available basis, and individuals under medical care or supervision shall be required to have prior approval by appropriate medical staff, before participating in any event (s).
- e. **POINTS;** The following is a list of points required for participation if any type of Chapter funds are used, with the exception of Novices, in these events:
 1. One day event 25 points
 2. an overnight event including travel and meals 50 Points
 3. All points shall be earned and turned into Chapter in accordance with the SRC.

- f. A registration sheet shall be maintained for each event and all participants and volunteers shall be required to sign in.
 - g. This program may be suspended or closed by a two-thirds (2/3) vote of the Board of Directors.
 - h. Any reimbursable expenses not submitted within thirty (30) days following the month incurred, will only be eligible for points consideration. (ARTICLE VI. EXPENSES, SECTION B. REIMBURSABLE EXPENDITURES: SUBSECTION 2.)
8. Other Events
 - a. Chapter will be responsible for Novices only in attending other sports/recreational events, IE: bass trail, air rifle event, billiards, bowling, etc. This list is not all-inclusive but construed to be a representation.
 - b. Chapter will expend funds for Novices as stated in ART. IX Programs; Section 5, NVWG/WSC; Subparagraph 3.
 - c. Individuals not attending the games may request in writing a grant for the event they would like to attend. This grant would not exceed \$1500.00 and would only be granted one time in a calendar year. (Chapter will expend more, see about funds for Novices as stated in ART. IX, Programs; Section 5, NVWG/WSC; Subparagraphs C. and D.)
 - d. A written request as described in paragraph 8 shall be submitted.
9. Expenses
 - a. Expenses not covered at any event would be parking fees, hotel rooms in route, meals in route, laundry/dry cleaning, extra incidentals such as sodas, bottled water, movies and other items determined by the Chapter Financial Officer.
 - b. Advance Funding for Other Events. TPVA members applying for and approved for participation in Other Events as per the SRC may through use of a TPVA Check Request Form request advance funding of their projected expenses up to 80% of total costs. Expense reports and receipts are required upon completion of the event and any remaining expense entitlement will be paid at that time. In the event an overpayment occurs through the advance payment of funds, the member is required to refund the overage to the Texas Chapter PVA at the time the final expense report is submitted.
10. Event Packages and Requests
 - a. Event applications shall have all required information completed. Those that are not complete shall be returned to the applicant and considered rejected.
 - b. Completed applications shall be in the Chapter Office by the date designated by the Chapter Sports Director. Those not in will not be considered and the applicant notified as such.
 - c. Written requests for events not having an application package shall be submitted for the Board of Directors approval/disapproval with all of the following information:
 - Title of event, event date, event location
 - Name of athlete
 - List of all expenses
 - List of all donations from outside sources

- Name of caregiver or spouse if it applies
 - Total amount of monies requested from Chapter
 - A doctor's statement of fitness to participate in a sports event. This statement would not be required for an event as a spectator such as a baseball game, play, opera, etc.
- d. Those requests not submitted within the guidelines and timelines described previously will not be accepted.
 - e. Chapter shall notify the applicant as to the status of their request as soon as possible.
11. Hotel Reimbursement for NVWG's/WSC
- a. The Chapter will charge the cost of the unused hotel/motel room to the athlete that completed and sent in an application and failed to attend that event.
 - b. If failure to attend is beyond the athletes control they must notify the Chapter as soon as possible, but no later than the day prior to day of travel. Notice may be given by phone, email, letter or FAX.
 - c. Written documentation shall follow within fifteen [15] days with the reason for not attending. The reason for not attending shall be reviewed by the TPVA BOD.
 - d. Individuals will be notified of the BOD decisions, and if required an invoice for the amount due to Chapter will be included.
 - e. If an amount is due to chapter, the athlete will not be eligible for funding by TPVA for any event and may have their member in good standing status affected.
12. Code of Conduct
- a. Participants Actions:
 - All events shall be attended as scheduled, with the exception of illness or injury;
 - Members shall conduct themselves in an appropriate manner and to bring credit upon PVA and TPVA.
 - Participants should, if appropriate, wear a chapter shirt to all events.

All members should realize that the Chapter has the final decision on all athletes, programs and events. That all of the above and approval to attend is dependant on available funds. That there will be no exceptions, except as stated, unless approved by the Board of Directors.
- B. Satellite Office Policies and Procedures:
1. The satellite office program is an extension of the Texas Chapter Office and is a program to ensure the large geographic area membership has equal access to all programs administered by the Chapter.
 2. The corporation has the authority to establish and/or dissolve any satellite program office and furthermore the Corporation shall have complete and total control over any satellite program office.
 3. Operation: Each satellite office program will have a Program Director appointed within the rules as set forth by TPVA.
 - The Program Director will be directly responsible to the TPVA Board of Directors;

- Satellites will maintain outreach programs at all South Texas Health Care Services and Military Care Facilities.

4. Funding

- Each Satellite Program Director will be issued an American Express Company Credit Card in the amount of \$2,000.00 for use in emergencies and as may be determined by the Board of Directors of TPVA;
- Satellite Program Directors will only be responsible for those programs the Chapter deems necessary and Chapter will ensure that all mandated programs are funded;
- Satellite Program Directors shall submit an estimate, annually, to the Chapter Treasurer outlining estimated costs of the program they manage;
- All funding requests shall be submitted with enough time for the Chapter Board to review and either approve or deny, in the most expedient method possible. The Chapter will have final authority over all such requests.
- Governance: Any grievance against Texas Chapter shall be reviewed on a case by case basis with all concerned parties presents at a Board of Directors Meeting to resolve the issue. Under no circumstances shall any satellite program Director disregard nor disobey Chapter or PVA National policies and/or procedures.

C. Attendant Services:

Any member, Board Director, Program Director, or Athlete must be certified by TPVA under the following guidelines to be able to claim reimbursement for attendant care services for approved functions.

1. Certification:

- A TPVA Attendant Certification Application must be submitted to the Chapter at least thirty [30] days prior to any approved event.
- Forms may be requested from the Chapter Office;
- Upon receipt of the application in the Chapter office it shall be forwarded on to the PVA National Office for their approval.
- a. A letter notifying the applicant of the Board of Directors decision will be sent to the applicant with a copy to the Chapter Treasurer.
 - Once an application is approved it will remain in effect unless otherwise notified.
- b. An individual may be “disenrolled” from this program if it is determined that they are in violation of any rules or regulations of the Texas Chapter, PVA;
- c. All applications shall be reviewed on an annual basis by the Treasurer and may request through the Board of Director’s, a new evaluation.

D. Funding:

1. A standard daily fee shall be set by the TPVA Board of Director’s, and fee will be paid directly to the attendant and a corresponding 1099 will be issued at the end of each year.
2. Individuals shall be authorized full payment of contracted services and assistance as deemed necessary, less any amount paid by any other source.
3. If necessary travel expenses may be authorized for an attendant

4. All payments of TPVA Attendant Funds will be on a reimbursement basis, upon submission of all the proper paper work.
5. Advanced payments will only be made if authorized and will be subject to submission of the same paper work requirements as for reimbursement. Funds not expended are due to the Chapter upon submission of the expense report. Failure to reimburse Chapter of any unexpended funds will result in the inability to be funded or reimbursed any further monies, and may affect your member in good standing status.
6. Individuals who have been approved and have acquired the assistance of their spouse or a personal attendant for travel purposes may be authorized reimbursement of expenses as follows:
 - Transportation as designated by TPVA, not to exceed one round trip coach airfare.
 - Out of pocket expenses are established at fifty percent [50%] of the room rate with a minimum of \$35.00 per day.
 - A separate Chapter Expense Report shall be filed by the attendant within fifteen [15] days of the incurred expense.
 - Out of pocket expenses shall consist of reasonable travel (taxi, etc.) expenses, food, tips or gratuities and additional lodging expenses with prior approval.
 - Original detailed receipts must be provided for all expenditures over ten [10] dollars. Where receipts are not possible, expenditures must be itemized on the expense report [i.e. tips].
 - If authorized mileage, vice airfare, for travel, spouse or attendant will not receive additional mileage for their travel. However, reasonable expenses for additional food or lodging may be approved.
 - In cases of an emergency debilitating condition [broken limb, hospitalization, etc.] the Chapter must be notified immediately and a decision shall be made on the extension of time and benefits.
7. This program may be suspended or closed by a 2/3 vote of the Board of Directors.

E. Associate Membership Program

This program is designed to allow individuals and corporations to join the Texas Chapter, PVA as an associate member, that do not qualify as regular members in accordance with PVA and Texas Chapter Bylaws and guidelines. The following guidelines will be adhered to:

1. Those individuals or corporations that desire to assist TPVA through donations or volunteer work may be eligible under this program.
2. Associate members shall not hold a vote in PVA or the Texas Chapter and shall not be eligible to hold a BOD position.
3. Individuals desiring membership under this program shall submit a written request to the BOD requesting Associate Membership.
4. The BOD of TPVA will approve/disapprove all requests for associate membership with a majority vote.
5. Individual associate members will be issued a membership card from TPVA. Corporate members will receive a certificate stating such and a membership card to their designated individuals.

6. All bylaws, rules and regulations would apply equally to associate members.
7. All associate members will receive the Chapter Newsletter, the PN and an invitation to the Annual Jack Sanders Banquet and other social functions [i.e.: Christmas parties, etc.].
8. Dues shall be \$25.00 annually for individual members and \$50.00 annually for corporate membership, to help offset the cost of printing subscriptions and mail-outs.
9. Associate members shall not be eligible for funding to events sponsored by PVA [i.e.: WSC, NVWG;s, Bass Trails, etc.].
10. Associate members may be eligible to participate in events sponsored by TPVA upon approval of the BOD of funds in the budget, or to participate in events such as Family Weekend, Kids Day and so forth.
11. The TPVA shall have the authority to suspend or expel any associate member with a 2/3 vote, for any justifiable reasons.
12. TPVA may suspend or close this program for any reason with a majority vote of the Board of Directors.

F. Membership

- Chapter Officers, Directors, members and volunteers can all be active in the recruitment of new/potential members. Use of hospital liaison activities, outreach and community programs and nationally directed PVA Awareness Week activities can be tools go enhance Chapter recruiting efforts.
- The Chapter Membership Director will report monthly on the status of membership and advise on recruitment efforts overall.
- The Chapter Membership Director or other authorized representative will coordinate membership activities with the National Office as required in the PVA Chapter Administration Manual and Administrative Guide.

1. Veterans Assistance:

- a. The TPVA Member must be a voting member, in good standing, for a period of six [6] months for those transferring from other chapters, for those newly joining members it would be on a case by case basis.
- b. Assistance to any chapter member shall be once a fiscal year, with a monetary limit not to exceed five hundred dollars [\$500.00].
 1. An exception to this rule being the purchase of assistive driving devices such as hand controls, etc:
 - Such items may be paid for in its entirety;
 - Must be submitted for consideration by the TPVA Board of Directors in accordance within the rules of the SRC;
 - Member must not be eligible for VA assistance for these items;
 - Must be certified or licensed to use hand controls or other assistive devices that are requested;
 - Must sign a waiver of liability and responsibility.
- c. No cash payment will be made to the member. Payment will be by check and only to vendors, after review and if approved by the TPVA BOD.

- d. Requests may be made by telephone to a TPVA BOD member in emergency situations. All requests will be submitted or followed up [i.e.: emergency situations] in writing to the TPVA BOD with an explanation and any available invoices, bills, estimates of repair, approximate cost of food items, etc. Items covered under this program include utility, electric, telephone, home repair/modification, basic food items, hospital, medical equipment or supplies, veteran's primary vehicle emergency repair.
 - e. Assistance may also be directed through community counseling, welfare or other such social programs or organizations as a first measure.
 - f. When budgeted amount for the fiscal year has been exhausted, the Veterans Assistance Program will be suspended until the start of the next fiscal year.
 - g. Any debt incurred through gambling, alcohol, illegal drugs, or illegal activities will not be covered under this program.
 - h. Any member found to be using this program for other than the intended purpose, shall not be eligible for future use of this program, may be subject to repayment of funds expensed and may have their member in good standing status affected.
 - i. This program may be suspended or dissolved at any time by a 2/3 vote of the Bod.
2. Hotel/Motel Cost Assistance
- a. Member must be a voting member of TPVA, in good standing, for a period of six [6] months for those members transferring in from other chapters, for individuals newly joining PVA Texas Chapter eligibility will be determined on a case-by-case basis.
 - b. Assistance under this program, to any member, shall be limited to a maximum of three [3] hotel/motel stays per fiscal year.
 - c. Members must live a minimum of one fifty miles away from the VAMC where their appointment is scheduled.
 - d. Member must have a verified outpatient appointment prior to 0900 or later than 1500.
 - e. Member must contact chapter no less than two [2] weeks prior to and no earlier than thirty [30] days prior to the date of stay requested for reservations.
 - f. Member and either a spouses or caregivers stay will be covered by chapter. All other individuals will be the responsibility of the member.
 - g. Member must stay in the hotel/motel designated by the chapter.
 - h. The chapter will be responsible for the rate of the room and any applicable taxes. Meals and sundries will be the responsibility of the member.
 - i. Any member found to be using this program for other than the intended purposes shall not be eligible for further use of this program, and may be subject to repayment of funds expended. Abuse or misuse of this program may affect their member in good standing status.
 - j. When the budgeted amount for this program is expended the program will be suspended until the start of the next fiscal year budget.
 - k. This program may be suspended or closed for any reason by a 2/3 vote of the BOD.

3. Family Hotel Assistance

This program is designed to assist members immediate family with hotel expenses when visiting with an inpatient spouse that is a voting member of TPVA, or as a newly admitted patient to the SCI/D unit.

- a. This program will be administered through the Chapter Office and:
 - Individuals must use the hotel designated by the Chapter Office;
 - Individuals must contact the Chapter Office for prior permission to use this program.
- b. Individuals must live a minimum of 150 miles from the VAMC used.
- c. There is no “Fisher House” or like facility available, or there are no rooms available if such a facility exists.
- d. The individual using this program must be immediate family, i.e.; spouse, parent, grandparent, etc.
- e. a maximum of six [6] nights per year may be allowed, but not consecutively. A maximum of two [2] nights consecutively may be allowed. Under extenuating circumstances, consecutive nights beyond two [2] may be approved by the BOD.
- f. Newly admitted patients [new injuries, out of area veterans] would be eligible for this program, under a case by case basis after review by the TPVA EC.
- g. Misuse of this program may be cause for denial of further funding for any program funded by TPVA and may also affect the members member in good standing status.
- h. this program will be suspended when the allocated funds are expended until the beginning of the next fiscal year budget.
- i. This program may be suspended or closed by a majority vote of the TPVA BOD

4. Recreational Event Reimbursement

- a. A onetime fiscal year event will be reimbursed, in an amount not to exceed \$80.00, to a voting member of the Texas Chapter in good standing.

D. Advocacy/Legislative:

The Chapter will maintain a viable advocacy and legislative program advocating on the behalf of TPVA membership. In the absence of a paid Government Relations Director, the Chapter and Satellite locations will, as resources permit, identify and resolve architectural barrier issues and form a coalition with like disability organizations.

At least annually, the Chapter will send representatives to the National Chapter Advocacy/Legislation Seminar.

Locally, the Chapter will work to create general public awareness of PVA and TPVA goals and advocacy and legislative activities and involve general membership in activities related to the same.

E. Awards

RESERVED

X. PERSONNEL

Policies and information pertaining to full time staff will be contained in the Personnel Policies and Procedures Manual.

XI. FORMS

All forms entered into the SRC shall be approved by the BOD and labeled as an attachment:

Attachment:

- 1 Expense Report [front]
- 1A Expense Report [back]
- 2 Check Request
- 3 Resolution Form
- 4 Letter Head
- 5 Attendant Care Request Form [front]
- 5A Attendant Care Request Form [back]
- 6 Associate Member Certificate [corporate]
- 7 Associate Member Card [individual and corporation]
- 8 Associate Membership Request Form
- 9 Memorandum Form
- 10 Authorized Drivers List
- 11 Operational Checklist
- 12 Waiver of Liability
- 13 Trip Ticket/Log
- 14 Document Review Request Form
- 15 Equipment Check-Out Form

XII. ABBREVIATIONS

BER	_____	Business Expense Report
BOD	_____	Board of Directors
NVWG's	_____	National Veterans Wheelchair Games
POC	_____	Point of Contact
TPVA	_____	Texas Chapter Paralyzed Veterans of America
WSC	_____	Winter Sports Clinic

REVISED JANUARY 31, 2011