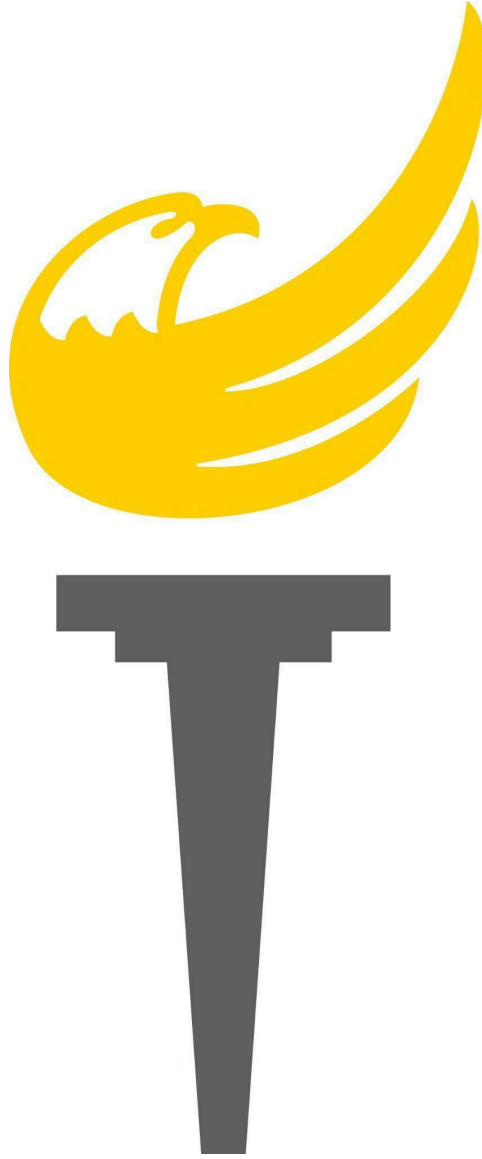


LPTexas Policy Manual



MISSION

The policies herein, as set forth by the Texas State Libertarian Executive Committee, direct the officers, staff, candidates, SLEC members, county affiliates, and volunteers of the Libertarian Party of Texas in their engagement with other Party members, as well as with the public.

The mission of the LPTexas SLEC is to actively support the political evolution toward a libertarian philosophy of government at the state and local levels by:

- Recruiting and developing qualified candidates for public office
- Developing self-sustaining county affiliates by giving them the knowledge and tools to grow and sustain membership
- Actively engage in soliciting party donations and participation
- Engage in lobbying and activism to hold the government accountable

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I. Policy Administration

- A. This policy document is maintained by the Secretary or their designee. When changes are made the updated Policy Manual will be made available to SLEC within thirty (30) days from the date of passage of the motion to amend the policy manual. A Policy Committee may make formatting changes at any time, so long as such changes do not alter the substance, meaning, or intent of any policy and so long as the committee notifies SLEC within fifteen (15) days of any formatting changes.

II. Definitions

- A. "Party" - The Libertarian Party of Texas
- B. "Party Data" - Includes, but is not limited to, any data related to any membership level as defined in Party bylaws or policy, candidate information, and personal staff information. This data does not include Party email addresses, phone numbers, or other modes of communication created by the Party to conduct its business. Nor does this data include any modes of communication that volunteer or paid staff have released to the Party for public use.

III. Organizational Policy

A. HUMAN RESOURCES

1. Staff Positions

- a) The current organizational structure for both volunteer and paid staff and the names of those people holding staff positions shall be maintained by the Secretary, or their designee, and shall be provided to any SLEC member upon their request within seven (7) days of such request.
- b) A current version of the volunteer and paid staff structure shall be made publicly available on LPTexas' website within thirty (30) days of the implementation of any changes.
- c) A means for people to apply to fill vacant positions in the organizational structure shall be maintained publicly on LPTexas' website.
- d) Prior to addition of any position into the organizational structure, a job description shall be written and approved by LPTexas' Executive Director, or in the absence of an Executive Director, the Chair or their designee. See Appendix 2: Staff Positions & Job Descriptions

2. Changes to Volunteer Organizational Structure

- a) The Chair or SLEC may make necessary changes to the volunteer organizational structure including but not limited to adding positions, removing positions, or changing the reporting structure. If such changes are made by the Chair notification will be given to SLEC immediately and SLEC may approve or deny such changes. If no action on such changes are taken by SLEC after the close of the next regular business meeting, then the changes shall be

considered approved. If changes made by the Chair are rejected by SLEC then the same change cannot be made again by the Chair for the remainder of the current SLEC term. This paragraph in no way grants power or restricts power of the Chair to make changes to the structure or employment of paid staff should any exist.

- b) Policies and motions regarding paid staff Interviews/Selection should not be considered the same as changes to volunteer organization structure.

3. Interviews/Selection

a) Departments

- (1) When an application is received, conduct a records check to determine whether the applicant has been previously terminated from a role with LPTexas and verify that they are eligible for rehire.
- (2) Interviews for department positions will be conducted by an interview panel of no fewer than three (3) people. Panel members will be selected by the Chair or designee and will consist of a combination of Party Officers, Executive Committee members, or staff members. Interviews may be conducted individually or at the same time, in person or by remote meeting. All members of the interview panel must submit interview notes in writing for reference. All members of the interview panel must agree unanimously to make an appointment, with final approval from the Chair or their designee.
- (3) When a person is being considered for a paid or volunteer staff position, SLEC shall be notified. Interviews may not proceed until 72 hours after SLEC has been notified.
- (4) In order to be eligible to be appointed as a volunteer staff member, a person must be affiliated with the LPTexas.

4. Onboarding

- a) Within ten (10) days of the hiring or appointment of a new staff member, the Chair or their designee, shall announce to SLEC the new member's name and means by which they can be contacted in accordance with their new position.
- b) Staff members may be assigned LPTexas email address(es) with which to conduct Party business, upon the recommendation of the Department Head and budgetary approval for any license needed.
- c) Staff members shall be granted access to a portion of the SLEC forum for their department where they can post updates and communicate with SLEC. Staff members may be assigned LPTexas forum access in accordance with the "Online Forum" policy, upon recommendation of the Department Head and approval by a party officer.

- d) A staff member may be granted read only access to the private SLEC forum by a two-thirds ($\frac{2}{3}$) vote of SLEC or a majority vote of the entire membership of SLEC.

5. Volunteer Staff Position Changes

- a) Volunteer staff members may request a transfer to an open non-director position within the organization. The following rules apply:
 - (1) Intradepartmental Transfers: A volunteer staff member seeking transfer to an open position within their current department requires only the approval of the department head. Once approved, the department head must report the change to SLEC.
 - (2) Interdepartmental Transfers: A volunteer staff member seeking transfer to a position in a different department requires only the approval of the department head of the department they wish to join. A public announcement of the proposed transfer must be made via official LPTexas channels. If no competing applications are on file within 72 hours, the department head may proceed with the transfer. If one or more competing applications are received, all candidates must go through the prescribed interview process. Once a decision is made, the department head must report the change to SLEC.

6. Termination (Volunteer)

- a) When making decisions on termination, sound judgment, the Volunteer Code of Conduct, LPTexas' Statement of Principles, and employment laws should be considered, with the following procedures being followed on the final decision.
- b) Independent Contractors: The decision to terminate an Independent contractor resides with the Executive Director or Chair, or by the means adopted by any motions initiating their hire. The contractors must be notified in writing of their termination. A record of termination shall be generated and stored in a place where it will be accessible by SLEC and directors.
- c) Volunteer Staff: The decision to terminate a volunteer resides with the Executive Director or Chair. Every effort shall be made by the Executive Director or Chair to notify the volunteer of their termination. A record of termination shall be generated and stored in a place where it will be accessible by SLEC and directors.
- d) Volunteers: A non-staff volunteer may be terminated at any time by the relevant director, Executive Director, or Chair.
- e) Rehire Eligibility: If a staff member, contractor, or volunteer is terminated, or resigned in lieu of termination for any of the

reasons listed below, the staff member, contractor, or volunteer will not be considered rehire eligible:

- (1) Fraud
- (2) Misuse of Party Data
- (3) Violence
- (4) Misuse of funds
- (5) Sexual Misconduct

7. Official Communication Channels

- a) Certain channels of communication are intended for official Party actions as approved by SLEC, the Chair, or by extension Department Directors. Without prior approval from a director level staff member or above, staff members may not use Party communication channels for communication outside of the expectation of their staff position, including for the promotion of candidates or nominees to public or party office, except those nominated by the party, unless the staff member would have access to the communications channel outside of their staff position.
- b) Staff management shall use good judgment in approving such requests and take into consideration that anything posted by staff, in communication channels that are only given to individuals by virtue of their position, can and likely will be taken as a statement by staff from the organization itself. Approved posts should be in compliance with National and State Election law, LP National Governance on affiliates thereto, LPTexas Governance, and any resolutions of the convention or SLEC.

B. PARTY MEMBERSHIP

1. Voting Member

- a) Voting Membership with LPTexas is defined in Party Bylaws section III.e.1 - III.e.2.

2. Convention Member

- a) A person who is eligible to vote in an official state convention process.
- b) Must not have voted in another party's primary or convention.
- c) Must be a Voting Member as defined in LPTexas State Bylaws and have documented proof of affiliation with LPTexas.

3. Executive Committee Member

- a) A voting member of the State Executive Committee
 - (1) Advisory Member: Ex-Officio Executive Committee Member defined in section III.1.a of The Libertarian Party of Texas' Bylaws as Members of the National Committee representing Texas ex officio with voice but no vote.

(2) Committee Member: A member of an official Committee created by the State Executive Committee.

4. Funding Member

- a) A person who contributes financially to the party in an amount not less than \$25 per year is a Funding Member.
- b) An officer of the party may adjust a person's membership level (funding or sustaining), and shall provide documented cause to the State Executive Committee.
- c) Annual Member: A person who completes a one time donation of \$25 or more to the party within a year is an Annual Member. From the date of the donation, the person's status as an Annual Member shall be valid for one year.

(1) Membership level eligibility amounts

- (a) Basic Member \$25
 - (b) Bronze Member \$100
 - (c) Silver Member \$250
 - (d) Gold Member \$500
 - (e) Platinum Member \$1,000
 - (f) Diamond Member \$2,500
 - (g) Founder's Circle \$5,000
- d) Sustaining Member: A continuous subscription from initiation being automatically renewed, unless the subscriber contacts LPTexas to cancel. Membership/subscription may also be terminated within 30 days of expiration or invalidation of current payment method. The party will remind each subscriber of their automatic annual renewal 30 days prior to their renewal date. New members will be considered probationary, and not sustaining, until their subscription reaches the minimum \$25 annual donation.

(1) Membership level eligibility amounts

- (a) Basic Member \$5
 - (b) Bronze Member \$10
 - (c) Spirit of Texas Member \$18.36
 - (d) Silver Member \$25
 - (e) Gold Member \$50
 - (f) Platinum Member \$100
 - (g) Diamond Member \$250
 - (h) Founder's Circle \$500
- e) Lifetime Member: A person who financially contributes to the party a one-time donation in the amount of \$1836 shall be recorded as a Lifetime Member in perpetuity. Such Lifetime Members shall be recognized as such, and shall be granted any benefits, perquisites, or entitlements as may be established by LPTexas from time to time for as long as they live. Further, each such Lifetime Member shall receive a document signed by all

then-current officers of LPTexas certifying their Lifetime Member status.

- (1) The Officers and Development Department are authorized to offer an introductory alternate donation level of \$1500 from the establishment of this membership level through December 31st, 2021, at which point this clause shall be removed and said authorization revoked. Lifetime Memberships established pursuant to this temporary authorization shall have the full recognition and privileges of Lifetime Memberships established at the \$1836 rate.

5. Volunteer Member

- a) A person who donates to the LPTexas with their time and effort in an official capacity.
- b) Departmental Member: An appointed member of the State Organization Chart as outlined in the policy manual.

6. Affiliate Member

- a) A member of an affiliate (e.g. county) organization who has gone through an official process of affiliation in compliance with affiliate and state bylaws as well as Texas state laws and Election Code.
- b) Affiliate Executive Member: A member of an affiliate's (e.g. county's) executive committee as defined by the county, who has gone through an official process of appointment in compliance with affiliate and state bylaws as well as Texas state laws and Election Code.
- c) Affiliate Voting Member: A member of an affiliate organization who has the authority to vote at a regular business meeting as determined by the affiliate's bylaws.

C. COUNTIES

1. Provisional Appointment Cutoff

- a) Temporary county affiliates may be established up to thirty (30) days before the deadline for county affiliates to post notice of precinct conventions for any applications submitted at least forty-five (45) days before the deadline for county affiliates to post notice of precinct conventions. After the deadline has passed the processes will not resume until after the adjournment of the state convention unless authorized by a motion of SLEC.

2. Provisional County Affiliate Process

- a) Interviews for County Chair positions will be conducted by an interview panel of no fewer than three (3) people, and must include the Affiliate Support Department Director or a designee from the Affiliate Support Department and two of the following: an Officer, any other SLEC member, a County Chair or a member of the Affiliate Support Department.

- b) Interviews may be conducted individually or at the same time, in person or by remote meeting. All members of the interview panel must submit interview notes for reference. All members of the interview panel must agree unanimously to make the temporary appointment, with final approval from the Chair.
- c) No Temporary County Chair appointment will be made without verification of the applicant's voter registration in the applicable county and active Voting Membership status.

3. County Bylaws Template

- a) The Secretary shall maintain a county bylaws template as approved by the SLEC. This bylaws template shall be used as the official bylaws of any newly established temporary county affiliate, and it shall provide a process for the affiliate to amend their bylaws.
- b) This county bylaws template shall be made available upon request to any Voting Member of LPTexas.

D. COALITIONS

1. Any member of SLEC may initiate the process to establish a formal coalition with another organization. Members not on SLEC that would like to see a formal coalition established will need to find a member of SLEC to initiate and follow through on the process on their behalf.
2. The Secretary, or their designee, shall maintain a Coalition Agreement that includes the following information:
 - a) Names of the partnering organizations,
 - b) Points of contact with the partner organizations,
 - c) Coalition goals and expectations,
 - d) Formation date and termination/renewal date
 - (1) Coalitions automatically sunset after three (3) years.
 - (2) At the end of any coalition agreement, the current points of contact for the organizations can renew the agreement by signing a renewal agreement that establishes new dates and indicates any changes to the goals and expectations between the organizations.
 - e) SLEC shall, by vote, approve an organization as a coalition partner and a member of SLEC to serve as point of contact for LPTexas prior to the completion of a coalition agreement. The Chair shall announce to SLEC when the coalition agreement has been completed and the agreement shall be stored on LPTexas' file storage platform.
 - f) SLEC may terminate any coalition agreement with a two-thirds ($\frac{2}{3}$) vote at any time.

IV. Records Policies

A. PROPER RECORDS OF OFFICIAL PARTY BUSINESS

1. Official Party Business Requiring Documentation

- a) Party Conventions
- b) County Business Meetings
- c) All Interim Changes of County Leadership
- d) All Interim Changes of County Bylaws
- e) State Executive Committee Meetings
- f) Disaffiliation and Resignation
- g) All Other Records Officially Describing Decisions of the State Executive Committee

2. Proper County Convention Records

- a) Per LPTexas Bylaws, and Texas Election Code, a County Party must hold Precinct and County Conventions in order to maintain affiliation. District Conventions must also be held when nominating candidates whose district crosses county lines.
- b) Proper documentation of Precinct, County, and District Convention records includes all of the items listed below:

(1) Precinct:

- (a) Signed Precinct Convention Roster (including Oath of Affiliation) and Minutes
- (b) Oaths of Affiliation for all Additional Delegates Elected at Precinct Convention must be signed prior to County Convention to be a qualified participant in the County Convention

(2) County

- (a) Roster of Participants
- (b) County Convention Minutes, including all mandatory orders of business:
 - (i) Election of County Officers
 - (ii) Nomination of any candidates for public office, if applicable
 - (iii) The initial adoption of, approved amendments to, or re-affirmation of County Bylaws
 - (iv) Election of delegates to the State and District Conventions
- (c) Signed Oaths of Affiliation for anyone elected as a County Officer, if not captured at Precinct Convention
- (d) Signed, or otherwise certified, copy of the current County bylaws

- (e) E-mail address and/or phone number for all members of the current County Executive Committee
- (f) Signed Oaths of Affiliation for anyone elected as a delegate to the State or District Convention, if not captured at Precinct Convention
- (g) Full contact information for all persons elected as delegates to the State or District Convention

(3) District

- (a) District Convention Roster and Minutes
- (b) Certification forms for all Nominees to public office (Sec. 181.068)
- (c) A roster of the attending delegates of the District Convention including their full names and county affiliate

3. Distribution of SLEC Applicant Information

- a) Upon an applicant for a position on SLEC completing the documentation required to meet the qualifications of State Executive Committee Members, the Secretary, or their designee, shall send all qualifying information and the applicant's contact information as provided in their application, to the County Chairs of all affiliated counties within seven (7) days of completion of all requirements, and those county chairs shall be responsible for disseminating the information to their membership.
- b) Ahead of State Convention, all SLEC applications received from January 1 of the convention year to seven (7) days before the State Convention calls to order shall be posted publicly, with any address or contact information removed.

4. Required Documentation for State Convention

- a) Per LPTexas Bylaws proper documentation of conventions must be submitted to the State Chair within a timely manner. For the purposes of credentialing delegates to the State Convention, the Precinct and County Convention documentation must be submitted within 14 days of the County Convention.
 - (1) Signed Precinct Convention Roster (Texas Election Code Sec. 181.067)
 - (2) Signed Oaths of Affiliation for all Precinct Convention Participants (Bylaws, Sec. 162.007)
 - (3) Names of all elected delegates to the State Convention (Bylaws)
 - (4) Signed Oaths of Affiliation for anyone elected as a delegate to the State or District Convention (Texas Election Code Sec. 162.001)

5. Required Documentation for Maintaining Affiliate Status

- a) Per LPTexas Bylaws, a copy of the current Bylaws must be on file with, or submitted to, the State Chair.
- b) The result of the County Convention, which includes the election of officers, must be submitted to the State Chair (Bylaws). This record should include the full name, e-mail address and/or phone number of the County Chair, and any other elected Officers.

6. Proper State and County Business Meeting Records

- a) Minutes from State and County business meetings should contain a record of topics discussed, and actions taken, during a meeting. It is not necessary to include everything said by the members; however, any official business conducted should be recorded.
- b) Proper documentation of State and County business includes, but is not limited to, the following:
 - (1) date, time, and place of the meeting;
 - (2) whether the meeting is a special meeting or a regular meeting;
 - (3) a statement of when and how the meeting was called if bylaws contain official notice requirements;
 - (4) the names of all attendees;
 - (5) whether or not a quorum is established;
 - (6) any actions taken;
 - (7) the result of any votes, and, where applicable, a record of each member's vote; and 8. the name, e-mail address and/or phone number of the person who recorded the minutes.
- c) Changes to County Executive Committee members or roles shall be communicated to the Records Department of LPTexas with supporting documentation.

7. Disaffiliation and Resignation

- a) Upon the disaffiliation of a county, the State Chair shall notify SLEC and the last known officers of that county of the disaffiliation and the reasoning for it. If LPTexas does not have contact information for the last known officers of the county, such information shall be provided to SLEC in the notification of disaffiliation.
- b) To resign, a County Chair shall submit to the State Chair a written resignation including the effective date of the resignation, and a signature if submitted on paper.

B. DATA STORAGE AND USE

- 1. Party Data shall be maintained securely under the direction of the IT and Records Departments.

2. Under the oversight of the executive officers of the Party, Party Data may be shared as needed with the State of Texas for official purposes. As needed, a Party Officer may approve to share Party Data with members of SLEC, Party staff, the Party's nominated candidates, and Party affiliates provided the data recipients have a valid Non-Disclosure Agreement ("NDA") on file.
3. Party Data shared with coalition organizations or other group entities unaffiliated with the Party must be clearly defined and approved by the SLEC before sharing.
4. Other staff may be authorized to release party information with written and documented approval from a Party Officer.

V. SLEC Policies

A. SLEC MEMBERSHIP

1. Residency

- a) For the purposes of SLEC membership, residency is determined by the address on the voter's registration card.
- b) No longer meeting the residence requirement to serve on SLEC creates an automatic vacancy of that SLEC position.

2. Verification of Residence (SLEC Members)

- a) The Secretary, or their designee, shall verify that each person elected to SLEC is registered to vote in the region for which they have been elected.

3. Filing Residency Query

- a) A SLEC members' residency may be challenged by any voting member of the party by submitting such challenge to any SLEC member.
- b) The member to whom the challenge was submitted shall notify the rest of SLEC within seven (7) days of receipt of the challenge.
- c) Within seven (7) days of the notification to SLEC, the Secretary, or their designee, shall reach out to the member in question to obtain proof of residency.
- d) If, within thirty (30) days of the communication from the Secretary, or their designee, the member in question submits a document from the list of proving documents below that contains their name and the address on their voter registration, their residency shall be considered valid and the challenge defeated.

(1) Documents proving residency

- (a) Driver's License or State Issued ID
- (b) Utility Bill less than 90 days old
- (c) Lease/Deed
- e) If, within thirty (30) days of the communications from the Secretary, or their designee, the member in question does not

provide such proof, the challenge to their residency shall be upheld and shall have been determined not to be a resident of the region to which they were elected.

B. STANDING COMMITTEES

1. Any standing committee formed shall be chaired by a current member of the SLEC unless decided otherwise by majority vote of the SLEC.
2. Standing committees do not include the convention committees of bylaws, platform, and credentials.

C. SLEC COMMUNICATION

1. Online Forum

- a) Any online communication system created for the express use of the LPTexas State Libertarian Executive Committee should have membership comprised of only the following individuals:
 - (1) Members of the LPTexas State Libertarian Executive Committee
 - (2) LPTexas Staff
 - (3) One or more list/group administrators appointed by the State Chair
 - (4) Individuals with ex-officio status by virtue of representing Texas on the Libertarian National Committee
 - (5) Read-only access for members of committees or departments who are not members of SLEC.
- b) List/group administrators are empowered to invite, add, or remove members from online discussion/distribution groups as needed to comply with 1-5 above. The State Libertarian Executive Committee may at its discretion vote to add non-SLEC individuals to online discussion/distribution lists, but current members of SLEC may not be removed, except at their own request.

2. Meeting Notice

- a) Proper notice of meetings shall be sent by e-mail to the SLEC member distribution list, as maintained by the Party, and also by announcement on the SLEC forum. SLEC members are responsible for keeping email addresses current, and checking the SLEC forum.

3. Alternative Communication Channels

- a) All written communication channels, as of the adoption of the motion, sponsored by the party for communication between SLEC, committees of SLEC, or committees of the convention with the exception of the Credentials and Convention Planning Committees shall be read only by the general membership unless designated as a matter of executive privilege, or otherwise specified by LPTexas governing documents or voted by 2/3rds of SLEC.

*This policy is explicitly not to be read to include the forwarding emails used for outside communication to those groups named above unless those become a primary communication channel in the future, as the Yahoo email list was before the forum was established.

D. CONFLICT OF INTEREST

1. The Secretary shall maintain a Conflict of Interest disclosure document, as approved by the SLEC, that assists in disclosing potential or known conflicts of interest that may exist among party officers, employees, contractors, SLEC representatives, or volunteers with regard to their party function and positions.
2. The Secretary shall maintain a list of declared conflicts of interest and promptly notify SLEC of any changes. The Secretary shall also promptly provide the list to any member of the party upon written request.
3. For purposes of this policy, the following circumstance shall be deemed to create a conflict of interest:
 - a) A party officer, employee, contractor, SLEC representative, or volunteer (or an immediate family member of the forgoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Libertarian Party of Texas.
 - b) Definitions:
 - (1) An "Immediate Family Member" is a spouse, parent, child, or sibling of a party officer, employee, contractor, SLEC representative, or volunteer.
 - (2) "Material Financial Interest" is a financial interest of any kind, which, in view of all circumstances, is substantial enough that it would, or reasonably could, affect a party officer, employee, contractor, SLEC representative, or volunteer's judgment.

E. NON DISCLOSURE AGREEMENT

1. The Secretary shall maintain a "Non Disclosure Agreement", also known as an "NDA" or "Confidentiality Agreement", document which shall be approved by the SLEC. It shall establish the scope and use of relevant party data for party officers, SLEC representatives, employees, volunteer staff, contractors, and volunteers with regard to their party function and positions.
2. Non Disclosure Agreements shall clearly indicate:
 - a) all signers with dates signed,
 - b) the period the agreement covers,
 - c) the reason for which it is being signed,
 - d) the description of data being shared,
 - e) the scope and limitations of use for any party data shared, and

- f) what the signer must do with any held party access or data at the end of the agreement period.

F. Authorized Contracts

1. Any contracts authorized by SLEC and made accessible for SLEC's ongoing review shall persist from one SLEC body to the next until the contract is ended.

VI. Special Projects

- A. Special Projects are any LPTexas-sponsored activities, initiatives, or events that require their own funding outside of the existing LPTexas budget.
- B. Directed Donations are funds given to LPTexas for specific purposes outside of a general donation.
- C. A majority of LPTexas Officers, or of SLEC, may establish a Special Project by submitting a Special Project Plan to the SLEC Forum. This plan must include the following information, as well as any additional relevant details.
 1. What is the explicit purpose of this Special Project?
 2. What are the expected costs to the Party, including any specified expenditure amounts requiring approval?
 3. Will directed donations be accepted for this Special Project?
 4. What is the ending date of the Special Project, or is it meant to be perpetual?
 5. Who will be the point person(s), lead(s), director(s), contact(s), and/or responsible party for this Special Project?
 6. What will be done with any remaining funds from this Special Project upon its termination?
 7. How will the success of this Special Project be measured?
- D. Special Projects should have their own budgets, which should include detailed listings of expenditures and payees. Directed Donations may only be made to established Special Projects.
- E. Spending authorization of Directed Donations is granted upon approval of, and in accordance with the Special Project Plan.
- F. Active special projects shall be tracked by the Secretary, and a list of Special Projects shall be provided to SLEC members upon request.

VII. Financial Policies

A. BUDGET

The budget and any spending authorizations in effect at the time of the closing of the LPTexas State Convention will remain in effect until SLEC meets formally and amends them.

B. EXPENDITURES & INVOICES

All party expenditures shall have an invoice or other detailed record indicating their purpose, and it shall be maintained by the Treasurer for at least six (6) years. Such records shall be accessible for review by any SLEC member that has signed an NDA.

C. FUNDRAISING

1. Fundraising at Events

- a) At any event where LPTexas will or could be raising funds, only the Treasurer and/or the Treasurer's designee(s) will be authorized to handle funds. Any money collected will be deposited in a locked collection box for the duration of the event and remain there until such funds can be deposited in the appropriate LPTexas bank account. In between fundraising events, the Treasurer or the Treasurer's designee will maintain responsibility for depositing funds, and keeping the lock box. Possession of the lockbox, and therefore responsibility for the funds in it, can be transferred by way of a signed transfer of possession that will be kept in the lockbox.

D. CASH RESERVE

1. The Libertarian Party of Texas shall maintain a cash reserve of not less than \$5,000 at all times, unless modified by an action of the State Libertarian Executive Committee.
2. The cash reserve shall not be considered "cash on hand" for the purposes of spending against a budget or authorization. The cash reserve shall be kept in a savings account, separate from checking or spending accounts. The authorization to reduce or spend the cash reserve, shall require the approval of the State Libertarian Executive Committee.
3. Additional funds above \$5,000 may be placed into the reserve at the discretion of SLEC, the State Chair, or the Executive Director, but funds once placed into the reserve may not be spent, transferred or otherwise spent without approval of the State Libertarian Executive Committee.

E. SPECIAL FUNDS

1. Convention Fund

- a) LPTexas will maintain a Convention Fund for the sole purpose of funding state conventions. All proceeds from each State Convention must be deposited into this Convention Fund.
- b) Additional monies may be deposited into the Convention Fund account at any time. The Convention Fund account must be held separately from other LPTexas accounts. All monies from the Convention Fund account may only be spent on State Convention expenses, unless otherwise approved by a 2/3 vote of the entire SLEC body.

2. Legal Fund

- a) The Libertarian Party of Texas shall maintain a legal fund for the purpose of collecting direct donations to defend against legal challenges brought against LPTexas or its interest and/or initiating legal proceedings at the direction of SLEC. The legal fund is subject to a minimum reserve of not less than \$6,500, which

may only be expended for defensive legal action, and with majority approval of LPTexas Officers or SLEC. See: Legal Fund Special Project

3. Legislative Action Fund

- a) This Special Project authorizes the Development Department to raise funds to provide compensation and expenses for lodging, travel, etc. for one or more individuals to provide full-time representation as a Legislative Coordinator for LPTexas at the Texas Capitol any time the Texas Legislature is in session, under the specific direction of the Political Action Director and the general supervision of the Chair of LPTexas. See: Legislative Action Special Project

F. CHECK CANCELLATION AND REISSUE

1. In the event a check drawn on a LP Texas bank account is lost or destroyed, the Payee must notify the party by submitting a lost check request to the Treasurer. The Treasurer and/or Treasurer's designee(s) shall contact the Payee via email of the receipt of the request and the date of that email shall be considered the date of notification. The Treasurer or designee shall begin research within 3 calendar days after notification and may initiate a Stop Payment and subsequent reissue within 14 calendar days after notification. LPTexas reserves the right to deduct any bank fees associated with the Stop Payment from the original check amount.
2. In the event the check clears the bank before the stop payment is issued, the time frames in this policy do not apply and re-issuance may not be an appropriate action.

G. REIMBURSEMENT

1. All expenditures for the party made by a person other than a party officer or department head, as authorized by the Treasurer, must be given a purchase order identification number, also known as "PO", that is associated with the expected cost, reason, and date of purchase. An invoice shall be submitted that contains the purchase order number. All requested purchase orders shall be tracked by the Treasurer and/or designee(s). Such purchase orders shall be accessible for review by any SLEC member that has signed an NDA.

VIII. APPENDICES

Appendix 1: Revision History

Date	Description
December 10, 2005	Initial Adoption
September 23, 2006	Added cash reserve policy
September 4, 2010	Added contract approval & privacy policy
July 4, 2011	Added marketing committee & update privacy policy per 22 Jan 2011 minutes. Added annual goals requirement per June 11, 2006 minutes. Incorporate Confidentiality Agreement adopted 9/4/2010.
December 8, 2012	Added section regarding updates as per April 9, 2011 SLEC minutes. Changed "Bylaws" to "Rules as per July 9, 2011 SLEC minutes. Removed section regarding Marketing Committee as per October 15, 2011 SLEC minutes. Removed Cash Reserve Policy section as per October 15, 2011 SLEC minutes. Added Party Organization Section as per December 8, 2012 SLEC minutes. Added Procedure For Adoption Of Annual Goals as per December 8, 2012 SLEC minutes.
July 26, 2014	Removed "and committees" from the sentence in the "General Section" of the Privacy Policy that "All candidates and committees must sign" a confidentiality agreement as per January 22, 2011 SLEC minutes.
July 26, 2014	Reinstated the Policy Manual for 2014-16 including all changes indicated above.
December 6, 2014	Deleted section related to Operations Committee (OpComm) Deleted section related to Annual Goals Deleted references to ombudsman because there is no ombudsman, and this role is replaced by the Legal Committee Deleted section titled "Libertarian Party of Texas Organization" Corrected numerous informational and typographical errors
August 15, 2015	The Policy Committee crafts new policy manual.
November 14, 2015	Added Membership Definitions Updated Interview Policy
January 16, 2016	Added Convention Fund and Meeting Notice Policies
March 23, 2016	Appendix 5 - Job Descriptions: The title IT Manager was changed to IT Director, per SLEC decision on 3/21/16
June 25, 2016	Added: Financial Policies > Check Cancellation and Reissue Added: SLEC Policies > Standing Committees Added: Organizational Policies > Human Resources > Changes to Volunteer Organizational Structure Amended: Organizational Policy > Party Membership > Funding Member > Sustaining Member Amended: SLEC Policies > SLEC Membership > Verification of Residence (SLEC Members)
September 17, 2016	Amended: PARTY MEMBERSHIP > Funding Member (Whitney Bilyeu)
December 17, 2016	Added: Records Policies > Proper Records of Official Party Business (Whitney Bilyeu)

January 3, 2017	Updated: Jobs Appendix to reflect most recent changes. (Arthur Thomas IV)
March 1, 2017	Inserted a Rule Reference under Vacancies: <i>III.4.j. Voting in Meetings</i>
May 3, 2017	Updated: job description to represent current structure (Arthur Thomas IV)
June 30, 2017	Amended: Staff E-mail Policy - to remove expectation of LPTexas e-mail address assignment Added: Legislative Agenda Policy Added: Volunteer Staff Position Changes Removed: Policy on New Coalitions Added: Specials Projects Policy Removed: Majority vote requirement from SLEC vacancy policy Amended: Temporary County Chair Policy - to reflect voter registration requirement (Whitney Bilyeu)
July 1, 2017	Amend: Campaign Coordinator -> Candidate Coordinator, Legislative Coordinator -> Legislative Administrator. (Arthur Thomas IV)
October 24, 2017	Add: Party Policy Position Section + Ballot Access (Whitney Bilyeu)
March 38, 2018	Add: Financial > Budget (Arthur Thomas)
September 12, 2019	Add: Vision Statement / Update Branding
November 12, 2019	Update: Donor levels adjusted lower (Arthur Thomas)
October 3, 2020	Update: Amend Organizational Staff List (Whitney Bilyeu)
October 29, 2020	Add: Special Project appendix / Legal Fund
December 13, 2020	Add: Legal Fund (Whitney Bilyeu)
February 18, 2021	Add: Contract Fundraiser position to org chart (Whitney Bilyeu)
May 8, 2021	Add: Legislative fund and new membership levels (Arthur Thomas IV)
May 22, 2021	Removed: Vision Statement, Vacancies, Ballot Access, Legislative Agenda Updated: Member definitions, policy admin, staff positions, org policies, data use, operations manual name Added: Definitions Moved: Conflict of Interest, Confidentiality, Special Projects, and other forms to separate documents. May 18, 2021 SLEC Minutes (Arthur Thomas IV)
Oct 22, 2021	Added: Lifetime Membership Aug 21, 2021 SLEC Minutes (Arthur Thomas IV)
Feb 2, 2022	Update: staff positions after noticing they are not recorded properly - moved all under ED & fixed "social media manage" title. (Arthur Thomas IV)
Feb 12, 2022	Update: IT Department dissolved; Systems Administrator and Webmaster moved under Operations Department (Whitney Bilyeu)
April 6, 2022	Update from Feb 12, 2022 SLEC Meeting: <ul style="list-style-type: none"> • Added counties, coalitions sections, numbering, & temporary bylaws • Update Conflict of Interest, NDA and Data Storage • Moved Special Projects and Special Funds to their own sections • Updated Reimbursements • Update Department, Staff Positions, & Termination • Added Expenditures & Invoices

July 2, 2022	Update: language update to match LPTexas bylaws Added: policy regarding distribution of SLEC applicant information
November 19, 2022	Incorporated changes from SLEC Meeting
January 17, 2024	Incorporated changes from forum votes & meetings
June 6, 2024	Update: Sections 7.6 and 7.7 Incorporated changes from forum vote
August 3, 2024	Update: Appendix 2: Staff Positions & Job Descriptions
November 22, 2024	Added: Code of Conduct
December 13, 2024	Updated: Section 3.1.4 Onboarding Code of Conduct
February 1, 2025	Updated: 5.3.3 Alternative Communication Channels Added: 5.6 Authorized Contracts
August 6, 2025	Updated: 3.1.3 Interviews/Selection, 4.1.3 Distribution of SLEC Applicant Information, 5.1.1 Residency, 5.1.2 Verification of Residence, 5.1.3 Filing Residency Query
October 15, 2025	Updated: 3.1.5 Volunteer Staff Position Changes, 3.4 Coalitions, 4.1.2 Proper Convention Records, 4.1.7 Disaffiliation and Resignation
April 27, 2026	Renumbering & Minor Changes

Appendix 2: Staff Positions & Job Descriptions

Job Descriptions will be appended to a hard copy of this document as needed, but maintained on the party file system. They are listed here for reference.

- Chair o Executive Director
 - Bookkeeper
 - CRM Systems Coordinator
 - Historian
 - IT Coordinator o IT Associate o IT Associate o IT Associate
- Legislative Action Director
 - Deputy Legislative Action Director
 - Legislative Coordinator o Legislative Liaison o Legislative Liaison o Legislative Liaison
 - Outreach Coordinator o Outreach Liaison o Outreach Liaison
 - Volunteer Coordinator - Volunteer Liaison
- Campaign Support Director
 - Deputy Campaign Support Director
 - Data Analyst
 - Data Analyst
 - Candidate Support Liaison
 - Candidate Support Liaison
 - Candidate Support Liaison
- Affiliate Support Director
 - Deputy Affiliate Support Director
 - Affiliate Support Specialist
 - Affiliate Support Specialist
- Communications Director
 - Deputy Communications Director
 - Social Media Coordinator o Social Media Associate o Social Media Associate
 - Media and Publications Associate o Media and Publications Associate
 - Communications Specialist
 - Communications Specialist
 - Graphic Design Specialist

- Development Director
 - Deputy Development Director
 - Membership Specialist
 - Development Specialist
(Contract Fundraiser)
 - Development Specialist
(Contract Fundraiser)
 - Donor Management Coordinator
 - Donor Management Associate
 - Donor Management Associate
- Events Director
 - Deputy Events Director
 - Events Associate
 - Events Associate
 - Events Associate

Appendix 3: Staff Code of Conduct

Code of Conduct for Volunteers within the Libertarian Party of Texas

The Libertarian Party of Texas (LPTexas) is committed to fostering a professional, ethical, and inclusive environment for all volunteers. This Code of Conduct establishes clear expectations and guidelines to ensure that all volunteers, while acting in their official capacity as a volunteer, align with our mission to advance liberty and individual rights.

1. Commitment to the Mission

While acting in their official capacity, volunteers must actively support the principles outlined in the LPTexas Platform and work to advance the organization's mission. All actions should reflect positively on LPTexas and align with its stated values and goals.

2. Professionalism and Respect

Volunteers are expected to act with integrity, maturity, and courtesy. This includes:

- Treating others—colleagues, members, and the public—with dignity and respect.
- Refraining from inappropriate behavior, such as harassment, excessive profanity, or conduct that harms LPTexas's reputation.
- Maintaining a cooperative and constructive attitude in all interactions.
- Zero tolerance for sexual harassment or inappropriate conduct, including unsolicited sexting, lewd comments, or any behavior of a sexual nature that makes others feel uncomfortable or unsafe

3. Conduct in Official Capacities

While acting in their official capacity, volunteers must:

- Avoid internal factionalism or disputes that could disrupt LPTexas's cohesion. Constructive feedback should be shared through appropriate channels.
- Focus on Libertarian efforts and avoid providing direct support or resources to candidates or organizations of other political parties.
- Maintain professionalism on social media when using any account that publicly states affiliation with LPTexas (e.g., listing a volunteer role in a bio). Volunteers should avoid posting content that could damage the reputation of the organization or contradict its values.
- Refrain from performing official duties while under the influence of drugs or alcohol

to the extent that it impairs professionalism, judgment, or effective communication. Volunteers representing LPTexas must not exhibit visible signs of intoxication, such as slurred speech or erratic behavior.

Volunteers are free to act independently on their own time but must ensure their official actions align with LPTexas's mission and values.

4. Confidentiality

Volunteers may have access to sensitive information, including membership lists, donor data, and strategic plans. This information must remain confidential and be used only for authorized purposes.

5. Conflict of Interest

Volunteers must disclose any potential conflicts of interest, including personal, financial, or political relationships that could influence their ability to act in the best interest of LPTexas.

6. Safety and Compliance

Volunteers are responsible for creating a safe environment and following all applicable laws, regulations, and organizational policies. This includes adhering to safety protocols during events and ensuring lawful conduct in all activities.

7. Prohibited Conduct

At no time shall volunteers engage in behavior that could damage the reputation of the party, including:

- Misrepresentation of LPTexas or its positions.
- Inappropriate use of funds, materials, or property.
- Harassment, sexual misconduct, or violence

8. Reporting Issues or Conflicts

Volunteers should report issues, conflicts, or violations of this Code of Conduct to their immediate supervisor or director. If unresolved, the matter should be escalated to the Executive Director (XD), and then, if necessary, to the Chair.

If the concern involves someone in the reporting chain, volunteers are not required to report it to that person and may escalate the matter directly to the next level in the chain or to the Chair.

Non-Retaliation Policy

LPTexas prohibits retaliation against any volunteer who, in good faith, reports a violation of this Code of Conduct, misconduct, or other concerns. Volunteers who retaliate against individuals for reporting such issues will be subject to disciplinary action, up to and including termination of their volunteer role.

9. Termination of Volunteer Roles

LPTexas reserves the right to terminate a volunteer's involvement for failure to adhere to this Code of Conduct or for any behavior that jeopardizes the mission, values, or reputation of the organization.

10. Acknowledgment and Agreement

All volunteers are expected to abide by this Code of Conduct as a condition of their service. As part of the onboarding process, the LPTexas Policy Manual will be sent to the volunteer by the Secretary or their designee.