

**OTA**

**Oregon TRIO Association**

**Policy Manual**

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## **POLICY MANUAL**

## **OTA Policy #1**

The intent of this manual is to provide guidance, stability, and continuity to the Board of Directors of OTA. The president shall assign a member of the Board to be the custodian of the Policy Manual.

The custodian's responsibility shall be as follows:

1. To reflect changes and addition to the Policy Manual as directed by the Board.
2. To ensure that each member of the Board has an updated copy of the Policy Manual
3. To provide, upon request, information regarding OTA policies contained herein to the general membership

### **MODIFICATIONS AND AMENDMENTS:**

This manual may be revised, modified, or changed upon the approval of a majority of the Members of the Board. (**NOTE:** This is interpreted to mean a majority of the total membership of the Board of Directors, not a majority of those who may be present at a given meeting.)

## **BOARD OF DIRECTORS MEETING**

## **OTA Policy #2**

The Board of Directors shall meet a minimum of three times annually. Official meetings of the Board shall be conducted on the following schedule:

1. Annual NAEOP Fall Conference Board Meeting
2. Winter Board Meeting
3. Summer Board Meeting

Board of Directors meetings held in conjunction with Fall conference shall be for a maximum of one half day. The Winter and Summer Board meetings shall be for a maximum of one day.

By majority of vote of the quorum, the Board of Directors shall determine the site of the Winter and Summer Board meetings.

By a majority vote of the Members of the Board, (a) a regularly scheduled Board meeting may be canceled, postponed, prolonged, or otherwise altered and (b) special meetings of the Board may be called. Monthly meetings will be held using an online conference call system like Wiggiio.

## **BUDGET PROCEDURES**

## **OTA Policy #3**

### **A. Preparation of an Annual Budget**

The President Elect shall prepare an annual budget for approval at the fall meeting of the Board of Directors. Such a budget shall divide income and expenditures related to different activities into separate cost categories as is necessary to meet OTA obligations and to comply with standard accounting practices.

## **B. Budget Modifications**

As required by change in the OTA financial position, budget modifications, may from time to time be recommended by the Board, or by the President or Treasurer. All such budget changes must be approved by the Board of Directors of OTA.

## **C. Receipt & Disbursement of Oregon TRIO Association (OTA) Funds**

The receipt and disbursement of OTA funds are the responsibility of the Treasurer.

### **1. Bank Accounts**

No agreement to open any OTA bank account shall be entered into without the specific approval of the Board of Directors. The Treasurer may recommend use of specific banking facilities, based upon such factors as physical convenience, responsiveness to business from communities of diversity, general lending policies, and advantages to OTA in return for the use of OTA funds.

### **2. Receipt of Funds**

Monies received by OTA shall be deposited by the Treasurer or his/her designee in an account authorized by the Board of Directors. No expenditures shall be made from collections. (Reference: Approval of Disbursements below – 3: a, b, c, d.)

#### **a. Custody and Safekeeping of Collections**

If moneys are required to be held by staff or board members, reasonable care shall be taken to protect these funds. Conference chairpersons should use a safety deposit box to ensure such safekeeping.

#### **b. Bad Checks**

Checks are accepted by OTA subject to the maker's bank honoring demand for payment. If a check is not honored, it is the responsibility of the Treasurer to use all reasonable diligence to collect the amount due from the maker.

### **3. Disbursal of Funds**

All checks drawn on OTA funds shall be signed by any of the authorized signatories, to include the President, President Elect, Treasurer, or a proxy appointed by the Board of Directors. No disbursement shall be made except on presentation of written invoice or expense report or to meet an on-going OTA obligation evidenced by a receipt or other written documentation.

#### **a. Approval of Disbursements**

Prior to payment, the cost categories and sub-account against which payment is to be made shall be affixed to the file copy of the invoice or the receipt. Upon payment, the date of payment and check number shall also be affixed to this file copy. Only officially appointed project coordinators shall have the authority to approve disbursements, and then, only within their assigned cost categories. All other payments are allowable when approved by the Treasurer and authorized signer, within limitations as defined in item 3d.

#### **b. Timing of Request for Reimbursement**

All requests for reimbursements for OTA business expenses must be received by the Treasurer within forty-five (45) days of the completion of the activity. Exceptions to this shall be appealed to the Board. This includes bills for goods or services, officer or committee functions, and the like.

c. **Personal Orders**

The OTA organization shall not purchase any goods or services for the personal use of employees or Board Members, nor shall discounts on personal purchases be sought from OTA vendors for Board Members or staff.

d. **Expenditures Limitation for all Account/Expenditures in Excess of Budget**

The Board must approve the disbursement of funds against any cost category that exceeds one hundred and twenty-five percent (125 %) of the annual budgeted amount for that cost category and also exceeds the budgeted amount by one hundred dollars (\$100.00---see OTA Policy 7).

**D. FINANCIAL REPORTS**

Standard financial reports will be prepared quarterly for each Board meeting, and distributed by the Treasurer to the Board of Directors. Included in the Financial Reports shall be a comparison of the amounts expended with amounts budgeted.

**E. INQUIRIES CONCERNING FINANCIAL REPORTS**

Board members, and other interested parties, having questions concerning the OTA financial reports, shall relay those questions in writing to the Treasurer and the President. The Treasurer and President shall review the question, and prepare a reply within thirty (30) days of receipt of the inquiry.

**MEMBERSHIP FEES**

**OTA Policy #4**

*Article III, Section 1 of the OTA Constitution describes two categories of membership. The Board of Directors is responsible for setting the membership fees (Article II, Section 3.a.). The Board of Directors hereby sets the membership fee as follows:*

**INDIVIDUAL MEMBERSHIPS**

**Types of Individual Memberships**

***Active TRIO Members (AT)***

Active TRIO members shall be personnel employed by projects authorized by the Title IV of the Higher Education Act of 1965 (including subsequent re-authorizations or other Acts designed to perpetuate TRIO services).

***Active Non-TRIO Members (ANT)***

Active Non-TRIO members shall be persons whose purpose, goals, and objectives are consistent with those specified in the Association's Constitution.

**Individual Membership Fees**

**Conference Registration**

**Active TRIO and Active Non-TRIO persons who pay either a one day or a full conference registration fee for the NAEOP fall conference become individual Members in OTA.**

**Individual Membership Fees**

Active TRIO and Active Non-TRIO persons may become Individual Members by paying the Treasurer the Individual Membership Fee set by the Board. The

current fee is \$50. (**Individual memberships are an “unallowable cost” and cannot be paid with grant funds.**)

### **Individual Membership Period**

Membership becomes effective **the first day of the NAEOP fall conference for fall conference registrations or fees received before the start of the fall conference.**  
For registrations or fees paid after the start of fall conference membership becomes effective the day payment is received by the Treasurer. All individual memberships expire the day before the start of the next fall conference.

### **Individual Membership Benefits**

- Can vote and fully participate in the business of OTA.
- Is eligible to vote in OTA elections.
- Is eligible to run for and serve as an Association officer.

## **PROJECT MEMBERSHIP**

### **Eligibility**

Project members shall be Title IV funded TRIO programs that operate within Oregon.

### **Project Membership Fee**

The current Project Member Fee is \$200.

### **Project Membership Period**

Project memberships become effective on January 1 and end on December 31.

### **Project Membership Benefits**

- Attendance of **two people from the project** at an OTA grant writing workshop. The two people can be from the project or the institution or one from each.
- Only OTA members can nominate potential recipients for the OTA TRIO Achiever’s Award, the OTA Scholastic Achievement Awards, and the Policy Seminar Alumni.
- OTA members can apply to receive partial funding of the travel cost for the following OTA award recipients to come to the Fall NAEOP or the Spring OTA conference when project and/or institutional funds are not sufficient:
  - 1) NAEOP & OTA TRIO Achiever's Award (Fall/Spring)
  - 2) NAEOP Pearl Hill Scholarship (Fall)
  - 3) NAEOP COE Policy Seminar Alumni Travel (March)
  - 4) NAEOP & OTA Scholastic Achievement Awards (Fall/Spring)
- Project students are eligible for OTA corporate scholarships.
- Discounted rates at OTA professional development seminars

## **MEMBERSHIP**

## **OTA Policy #5**

Official Membership List. The official membership list shall be maintained by the President-Elect, chair of the Membership Committee.

Membership Committee. OTA's policy encourages every program within the state to become a Project Member as defined in the OTA Constitution, Article III, Section 1.c. In addition, OTA's policy encourages every TRIO program staff person to become a member of OTA. The president-elect shall serve as membership chair and shall select members of the committee. The chair and his/her committee shall correspond with and encourage program directors, staff, and other interested persons within the region to actively participate in OTA and to seek additional funds in their budgets to enable their projects to become Project Members.

### **Board Member Travel Expenses**

### **OTA Policy #6**

OTA is a professional organization that interacts on a local, regional and national basis with other TRIO programs and associations. Inasmuch as OTA is a member of the Northwest Association of Educational Opportunity Programs (NAEOP), OTA shall provide travel expenses for Board members or their designees to facilitate said Board members' ability to carry out OTA business.

Such travel may be for the purpose of attending NAEOP Board meetings, OTA Board meetings, and other travel, which may be approved by the Board.

This policy provides opportunities for OTA members who otherwise may not have the resources to support travel in order to participate in leadership positions.

OTA commits itself toward fully funding the president in NAEOP Board of Directors' meetings. Participation will allow OTA leadership opportunities for members from institutions that may not be able to support national travel.

All travel will be reflected in the approved OTA budget.

### **General Travel Guidelines**

#### **Mileage**

- a. Mileage reimbursement is limited to the shortest distance between locations.
- b. Mileage reimbursement is paid at the prevailing federal mileage rate published by the IRS. The mileage rate is currently set at 57.5 cents per mile (**current**).

#### **Hotel**

- a. Members may be reimbursed for hotel if they travel on OTA business more than 150 miles one way.
- b. Hotel costs should be at the lowest feasible government or conference rate.
- c. The cost of hotel rooms shared by persons carrying out OTA activities will be split equally. The cost for a room shared with others maybe reimbursed up to the cost for single occupancy.
- d. The maximum cost for a hotel room is limited to the state government high cost rate.

#### **Meals**

The per diem meal allowance is based on the federally defined dollar amount allowed for meals. That per diem is currently set at **\$46 per day – Breakfast: \$10.00, Lunch: \$15.00, and Dinner: \$ 21.00.**

#### **Airfare**

- a. Board members required to attend OTA Board meetings and who travel more than 250 miles one way may be reimbursed for the cost of airfare and an additional night's lodging.
- b. With prior Board approval, members may be reimbursed for airfare if they are required to travel on OTA business more than 250 miles one way.
- c. Airfare is limited to the most economical coach fare and a 30 day advanced purchase if feasible.

#### **Shuttle and Cab Fares**

- a. OTA will pay shuttle and/or cab fare, whichever is least expensive, for Board members to travel from an airport to a meeting site and to return.

#### **Car Rental**

- a. Cars may be rented for OTA business with prior approval of the Board.

#### **Specific Travel Guidelines**

- a. Travel to OTA Board Meetings  
OTA will try to fund all travel to Board meetings but will utilize the following priorities if there is insufficient funding:

##### **Winter and Summer Board Meetings**

1. Airfare
2. Lodging
3. Mileage
4. Shuttle or Cab Fare
5. Car Rental
6. Meals

##### Conference Board Meetings

1. Lodging
2. Meals

- b. There are specific travel guidelines for TRIO Achievers and Scholastic Achievers in Policy #12 and for the Policy Seminar in Policy #13.

### **REIMBURSEMENT PROCEDURES**

### **OTA Policy #7**

OTA shall reimburse its members for authorized expenditures incurred on behalf of the Association. Such expenditures must be reflected in the approved budget. Expenditures of less than \$100 (one hundred dollars) may be reimbursed with the approval of the president. Expenditures in excess of \$100 (one hundred dollars) must receive approval from a majority of the members of the Board of Directors.

Reimbursement of expenditures will be made according to the following procedure:

1. Complete and submit the following documents to the President:
  - a. A signed reimbursement form
  - b. A signed travel time & effort form
  - c. Copies of agendas or itineraries from the activity



2. The treasurer shall issue a check within ten working days after receiving the above documents from the President.
3. Cash advances are available by submitting a Request for Reimbursement “Cash Advance” form to the treasurer. A completed reimbursement form must be submitted with the appropriate receipts and/or documentation within seven working days of the expenditure.
4. Travel expenses will be reimbursed at the following rates:
  - a. hotel at the lowest conference rate
  - b. airfare at the most economical coach fare, 30 day advanced purchase with a Saturday night stay if feasible
  - c. meals at \$46 per day

### **ANNUAL SPRING CONFERENCE**

### **OTA Policy #8**

Traditionally the Association conducts one conference per year: the Annual Spring Conference. The Board of Directors determines the conference sites.

Each conference is under the direction of the current OTA president and may be planned and executed by Co-Chairs of his/her choice. Co-Chairs shall serve a two-year term with Year 1 dedicated to serve as Committee Chair-Elect and Year 2 as Committee Chairperson or the chairs shall include at least one person with previous service on the committee. A major purpose of OTA conferences is to raise funds for the operation of OTA. Funds are raised through membership dues, conference registrations and various fundraising activities.

**Spring Conference.** The purpose of the Annual Spring conference is to inform Association members of the happenings and progress of the Association, to conduct Association business, to present a variety of workshops and presentations, and to raise funds.

**Conference Chairperson.** When possible, the President and the Conference Chairperson shall receive complimentary hotel accommodations and conference registration. The general duties of a conference chair are detailed in the Conference Manual.

### **Suggestions for Organizing OTA Conference Finances**

The purpose of these guidelines is to provide fiscal accountability for OTA, fiscal flexibility for conference committees, and clarification of associated responsibilities.

#### **1. Budget & Expenditures**

- A.** Upon approval by the Board of a written conference budget, OTA will provide the conference committee with up to \$2500 for conference expenses. **These funds are to be put in a conference checking account and used for ITEMS OF UNDER \$500 such as printing forms and conference programs, speakers' travel expenses, postage, gifts to VIP's and conference committee members, name tags, etc.**
- B.** Conference expenses **EXCEEDING \$500** per item such as conference food service charges, keynote speaker fees, etc., will be paid by the Treasurer through the OTA general account.

- C.** Conference expenses exceeding 125% of the approved budget must have prior approval of the Board.
- D.** The conference committee will include a full accounting of expenditures from the conference account, including receipts for all expenditures, in its final conference report.
- E.** AV expenses are limited to overheads and flip-charts. Presenters will need to contact conference chairs for other AV needs, but as a general rule, OTA will not provide AV equipment to conference presenters.

## 2. **Registration & Membership Lists**

- A.** Conference registration forms and checks will be sent to the conference committee chair or OTA treasurer.
- B.** The registration checks will be made out payable to OTA.
- C.** Registration checks and a copy of the registration form will be forwarded to the treasurer for deposit in the OTA general account.
- D.** The conference committee will track the registrations, including new memberships.
- E.** OTA members will receive a discount determined by the conference committee.
- F.** A late fee will be imposed on registrations received within 14 days of the conference date.

## 3. **Reconciliation of Expenditures**

- A.** The conference committee and the treasurer will reconcile the treasurer's deposits and the conference committee's expected revenue from registrations, etc.
- B.** The treasurer will provide the conference committee a full accounting of all conference expenditures from the general account for inclusion in the conference final report.

## 4. **Reports, Records, & Outstanding Items**

- A.** The conference committee's final report will include an accounting of all conference revenues and expenditures and will be presented to the OTA Board no later than the second board meeting after the conference.
- B.** Conference records will be turned over to the treasurer when the conference committee's final report is approved by the Board.
- C.** The treasurer will pursue outstanding debts and pay appropriate refunds and outstanding bills for the conference after the conference committee's final report is approved unless directed otherwise by the Board.

### **ANNUAL SPRING STUDENT LEADERSHIP CONFERENCE**

### **OTA Policy #9**

The Oregon TRIO Association (OTA) organizes an annual Student Leadership Conference (SLC) designed to develop essential leadership skills in students for their future success. Conference workshops are aimed at teaching participants how to develop skills in specific areas of leadership so that they may integrate them into their daily lives, to bring about changes in their communities, families and for their own personal growth. We also aim to encourage students to explore their academic and career interests in pursuit of their goals and their future success.

The conference takes a hands on and practical approach to learning by presenting participants with choices, providing them with the opportunity to ask questions, encouraging dialogue among themselves, and helping students to better understand their role as leaders and the various ways leadership might present itself.

The leadership conferences will take on a student advocacy focus with the goal of engaging their federal legislator and/or legislative aide with TRIO students without losing sight of the main purpose, which is to teach students about the qualities and skills needed for effective leadership. The events will be organized by district, with each District Representative establishing their own district committee to plan a district-wide event during the month of April when representatives are not “in session” and will be back in the state and districts.

General duties of a District Representative in planning the SLC Advocacy event, including planning tips, checklists, key actions, deadlines, etc. are detailed in the SLC Event Tool Kit.

### **OTA OPERATIONAL FUNDS**

### **OTA Policy #10**

OTA Operational funds are deposited to and dispersed from the OTA general account. The board, at its discretion and upon the approval of a majority of the full membership of the Board, shall direct the treasurer to invest surplus funds in interest bearing accounts. The purpose of such investments shall be to earn additional funds for the Association and to safe-keep OTA monies. All investments shall be immediately available without delay, unreasonable waiting periods, or penalties for early withdrawal.

At each Board meeting and each business meeting of the Association, the treasurer shall prepare a report that presents a graphic history of OTA funds, subsequent additional funds invested and a profile of interest earned. This report will provide the Board with information needed to review the investments and to make decisions regarding the retention, expansion, withdrawal, etc., of such funds. The report will also provide information needed to review the need to diversify investments or to seek the services of other investment firms.

### **FUNDRAISING ACTIVITIES**

### **OTA Policy #11**

The purpose of fundraising activities is to acquire funds needed for the successful operation of the Oregon TRIO Association and funds needed to carry out the tasks of OTA as defined and described in the Constitution and by the Board of Directors.

Fundraising activities will be carried out at the direction and discretion of the Board of Directors through the duly appointed **Fundraising Committee** or through other vehicles deemed appropriate by the Board.

The membership in general benefits from the proceeds of fundraising activities. This benefit may be in a direct fashion, such as acquiring the services of speakers and conference presenters who are not members of OTA and who require a fee for their services, or in an indirect fashion, such as providing for the expenses incurred by OTA members in conducting the affairs of the Association. Such benefits shall be defined by the Board of Directors.

## **TRIO ACHIEVER AWARDS**

## **OTA Policy #12**

The TRIO Achiever Awards provide the Association the opportunity to recognize current and/or former TRIO participants who have made outstanding contributions to society. Selection of the recipient shall be made by the Awards Committee Chair duly appointed by the president and the District Representatives.

The chair of the Awards Committee (or his/her designate) shall: (a) develop application forms, procedures, timelines, etc.; (b) will devise clear scoring criteria for evaluating the applications; (c) provide technical assistance to help project directors to complete their applications for the TRIO Achievers' Award. (d) assist recipients of awards with travel to the COE or NAEOP Conference [when appropriate] and/or to the OTA conference [when appropriate].

Applications submitted by the nominators must contain sufficient information as per the guidelines to allow selection committee members to conduct a meaningful evaluation of qualifications. Assistance provided shall be for the purpose of guiding nominators in elaborating their student's backgrounds, achievements, involvement in TRIO, etc. Such assistance shall also ensure that applications are submitted in compliance with deadlines, proper letters of support, endorsements, etc. The Committee shall notify the recipient in writing two months prior to the awards banquet.

**COE Travel for National TRIO Achiever Recipients.** OTA shall fund travel for the recipient of the TRIO Achiever Award to attend the COE Conference in the amount listed below:

1. Up to \$500 for airfare arranged 30 days in advance (no changes), at lowest possible rate.
2. Two nights lodging to coincide with airfare and banquet.
3. Per diem of \$40 for 3 days maxim.
4. Fifty dollars (\$50.00) for miscellaneous expenses.

Family and friends of the Achiever are invited to attend but are entirely responsible for their own expenses.

## **OTA Travel for TRIO Achiever & Scholastic Achievement Award Recipients.**

The cost for TRIO Achievers to attend the OTA Conference is the responsibility of the individual project that nominated the candidate. Candidates are encouraged to attend the conference if possible, but no person shall be eliminated or discouraged from applying for the award on the basis of being unable to attend. The Achiever does not need to be present to receive the award.

Should the project be unable to fund part or all of the cost to attend the OTA Conference for an Achiever not able to attend without financial assistance, OTA will make available funds for expenses using the following guidelines:

1. One night's lodging, single rate.
2. Per diem of \$40, 2 days maximum.

3. Fifty dollars (\$50.00) for miscellaneous expenses and ground transportation.
4. Two (2) meal tickets.
5. The Treasurer shall distribute these funds.

Family and friends of the Achiever are invited to attend but are entirely responsible for their own expenses.

### **OTA Policy Seminar Guidelines & Policy**

### **OTA Policy #13**

#### **Purpose of Policy Seminar:**

COE (The Council for Opportunity in Education) is the national organization, headquartered in Washington, D.C., which represents institutions of higher education, administrators, counselors, teachers, and students in the federal TRIO programs across the U.S. COE's principal concern is sustaining and improving educational opportunity program services, and advancing equal educational opportunity in America's colleges/universities. The COE Policy Seminar enables participants to learn how to impact federal policy as it affects low-income students and to visit congressional representatives and their staff.

#### **Purpose of Travel Alumni Award:**

This Travel Award is to facilitate OTA alumni to attend the COE Annual Policy Seminar in Washington, D.C. It is crucial for each state to send at least one alumnus to the Policy Seminar. Congressional leaders prefer to hear about the impact TRIO has had on individuals from the individual that was impacted.

#### **Role of State President:**

- Inform constituents of the importance of the Policy Seminar
- Schedule Congressional visits for Policy Seminar
- Serve as Team Leader at Policy Seminar
- Follow-up with thank-you letters to Congressional members

\*Note that the state president is responsible for making sure the above duties are carried out, but they may select others to assist or perform the actual duties.

#### **Inform constituents of the importance of the Policy Seminar**

The President should stress the importance of the Policy Seminar and encourage state members to get involved. Involvement can include: nominating alumni to attend Policy Seminar, contacting state and federal officers to express the positive effects of TRIO, attending Policy Seminar and inviting state and/or federal officers to visit your programs.

#### **Solicit and select Policy Alumni to attend Policy Seminar – make travel arrangements for selected alumni**

The Awards Committee is responsible for developing a process for identifying and selecting an alumni representative to attend the Policy Seminar.

#### **Standard Guidelines**

##### **1. Eligibility Criteria**

Nominator:

- Must be a current member of OTA & NAEOP

- TRIO program must be a current Project Member
- Nominator must have support of Project Director

**Alumni:**

- Must be an alumni of a TRIO project in Oregon
- Must be a registered Oregon voter
- Preferably not a permanent staff member of a TRIO project
- Must demonstrate personal achievement as a direct result of participation in TRIO program (presidents may want to consider how the alumni achievements helped others to achieve)
- Must be able to attend Policy Seminar as scheduled

## **2. Budget**

### **Alumni Travel**

NAEOP has budgeted \$2000 to cover the travel expenses of one alumnus per state with the exception of WA which has been budgeted for two alumni.

- Round-trip airfare (arranged two weeks to 30 days in advance to get lowest possible rate)
- Up to 4 nights lodging with the seminar depending on travel dates
- Per diem of \$40 – 5 days maximum
- Up to \$80 for miscellaneous expenses
- Up to \$30 for congressional reception

Expenses are not to exceed \$2000 without the approval of the **NAEOP** board. The President is responsible for submitting a detailed expense record, receipts (except for per diem) and remaining balance to **NAEOP**.

### **OTA President Travel**

OTA will supplement travel expenses for the President to attend the leadership institute, the policy seminar, and the Department of Education seminar if the costs exceed the allowance given by NAEOP. Refer to Policy #7 for reimbursement procedures.

## **3. Calendar Guideline**

- Send out notification for constituents to identify possible alumni – prior to the NAEOP Fall Conference
- Deadline for constituents to submit nomination – December 15th
- Request advance from NAEOP treasurer to cover travel expenses – prior to February 10<sup>th</sup> (usually takes place at Winter NAEOP board meeting)
- Identify selected alumni – January 15th
- Make Travel Arrangements by – February 1<sup>st</sup>
- Complete Policy Registration by earlybird deadline of Jan 30<sup>th</sup> for lower rate
- Request advance from NAEOP treasurer to cover travel expenses – prior to February 10<sup>th</sup> (usually takes place at Winter NAEOP board meeting)

### **Schedule Congressional visits for Policy Seminar**

The President is responsible for scheduling congressional visits for OTA. The President will receive an email from COE requesting that appointments be confirmed by a particular deadline. The deadline is usually around March 10<sup>th</sup>. COE also provides you with tips for scheduling congressional visits as well as a list of names, phone numbers and emails of your congressional members if needed. This information may also be obtained from your state legislative website.

### **Serve as team leader during policy seminar**

State presidents are expected to serve as a team leader at the policy seminar. The responsibilities of the team leader are:

- Attend a Team Leader Orientation usually scheduled for Sunday night of the Policy Conference
- Plan and hold a short meeting with your Team members prior to hill visit, to share information and plot strategy for hill visits.
- Insure that the Question and Answer form (provided to you at orientation meeting) is completed for each visit.
- Report consolidated information gathered from Question and Answer form to the NAEOP president following the visits.

### **Follow-up with thank-you letters to congressional members**

Send follow-up thank-you letters to the congressional members during the week of March 31<sup>st</sup>

## **BOARD COMMUNICATIONS**

### **OTA Policy #14**

Each district representative on the board of Directors shall organize an efficient, functional, method of communication among his/her constituency. This method may include telephone, mail, email, listserv, and internet communication. Each district representative is responsible for gathering information for the OTA Factbook presented to Congress.

## **NOMINATING COMMITTEE**

### **OTA Policy #15**

Article V, Sec. 4a of the OTA constitution requires that the Past-President chair the Nominating Committee. The Nominating Committee shall be composed of a minimum of three additional persons selected by the chair. These members shall represent the region geographically.

The duties of the Nominating Committee are as follows:

1. Establish a timeline for conducting the nomination process.
2. Hold nominating meetings at the OTA spring conference.
3. Select a slate of candidates for each constitutional office standing for election by requesting nominations from the membership at large. The Nominating Committee makes every effort to present a minimum of two nominees for each position standing election.
4. After a person has been nominated, the Nominating Committee will:
  - a. Inform the person of his/her nomination
  - b. Explain the requirements of the office, such as: attendance at official Board Meetings; expenses, if any, relating to the position; travel and time commitment of the office; etc.

- c. Confirm that the person accepts the nomination
  - d. Encourage the nominee to campaign among members of the Association.
5. In the event that no person is nominated or accepts the nomination for a particular office, the Nominating Committee will conduct a search of the membership for candidates.

## **VOTING PROCEDURES**

## **OTA Policy #16**

Members attending the Fall NAEOP conference and paid project members may vote. All OTA members shall elect the President-elect, Secretary, Treasurer, and Alumni Representative. Only TRIO members from the specific districts may vote for their representative. Voting will occur online within one month prior to the Fall NAEOP conference.

### **Tallying the Votes**

1. After voting has ceased, the chair of the Nominating Committee will select a minimum of two additional persons to assist in counting the ballots.
  - a. The chair shall call out the votes, and the first assistant shall verify that the name is correct.
  - b. The second assistant shall record the vote on a tally sheet, and verify that the vote was correctly recorded.
2. The chair of the Nominating Committee shall inform the president of the election results. He/she shall notify each candidate of the outcome of the election prior to announcing the outcome to the general membership of the Association.