

OHIO ASSOCIATION OF ADMINISTRATORS
OF STATE AND FEDERAL EDUCATION PROGRAMS

OAASFEP HANDBOOK

ORGANIZATION OPERATIONS

Revised January 30, 2013

HANDBOOK COMMITTEE CHAIR: Dr. Everett Mann

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OAASFEP HANDBOOK

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A. CHARTER DOCUMENTS

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B. VISION AND MISSION

OAASFEP

VISION

The OAASFEP provides effective leadership, professional development and legislative information on state and federal educational programs to serve all Ohio's students.

MISSION

In partnership with the ODE, legislators, and other organizations, OAASFEP will facilitate open communication, provide professional development opportunities, promote legislative inquiry, and support Ohio's school communities to foster optimal learning for all Ohio's students.

C. BOARD
ORGANIZATION/OPERATIONS

OAASFEP Board Organization

FY2014

Officers

- President
- President Elect
- Treasurer
- Secretary
- Immediate Past President

Six One-Year Representatives

- NAFEPA
- Membership
- Communications (formerly Publicity)
- Nonpublic Schools Services
- At-Large
- At-Large

OAASFEP Standing Committees FY2014—Proposed

- Conference Planning
- Handbook
- Scholarship
- State and Federal Policy Impact
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OAASFEP Liaison Positions—One Year FY2014—Proposed

- Urban
- Committee of Practitioners
- ODE
- Other Professional Education Organizations

OAASFEP Contracted Positions FY2014

- Conference Facilitator
- Conference Facilitator Clerical Assistant

*The OAASFEP Board effective June 1, 2013 will consist of the five Officers and the six one-year representatives. These eleven persons each have one vote on the Board. Standing Committee chairs, Liaisons, and Contracted positions are not on the Board and do not officially attend Board meetings unless requested.

OHIO ASSOCIATION OF ADMINISTRATORS OF STATE AND FEDERAL EDUCATION PROGRAMS

OAASFEP CONSTITUTION (Revised 1.20.12)

ARTICLE I – NAME

The name of this organization is the Ohio Association of Administrators of State and Federal Education Programs (OAASFEP).

ARTICLE II – PURPOSE

The Ohio Association of Administrators of State and Federal Education Programs (OAASFEP) shall facilitate communication among and between its members and the educational community, shall provide opportunities for its members to discuss, propose and take action on matters of common interest and concern, shall conduct programs to enhance the professional competence and status of its members, and shall support the development and enactment of state and federal legislation affecting education.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the OAASFEP shall be open to active/retired state and federal program administrators, and education personnel who have/had responsibility for the administration, implementation or coordination of state and federal education programs and others who share the interests and concerns of the Association.

Section 2. Each member of the Association shall be entitled to receive a copy of each of the publications of the Association, to vote for officers of the Association, to seek and hold elected office.

Section 3. The OAASFEP Membership List is for the use of the OAASFEP only and may not be used for personal gain or made available for commercial or solicitation purposes. An OAASFEP member may be identified as such in commercial endorsements in an OAASFEP publication and/or in connection with authorized OAASFEP inservice activities. No OAASFEP member may be identified as such for personal gain.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1. The officers of the Association shall constitute the Executive Committee.

Section 2. The officers of the Association shall be a President, a President-Elect, a Secretary, a Treasurer, and the Immediate Past President.

Section 3. The President shall serve for a period of one year and to succeed to the Office of Immediate Past President.

Section 4. The President-Elect shall be elected for a term of one year and shall succeed to the Office of President.

Section 5. The Secretary shall be elected for a term of two years.

Section 6. The elected officers shall be announced at the annual membership meeting and begin their term of office in June.

Section 7a. In June, the position of the Treasurer shall be appointed by the Executive Committee and be approved by the Board of Directors to begin term in July.

Section 7b. At the end of the calendar year, an annual audit of the financial records will be completed by a contracted CPA.

Section 7c. Following the annual audit the Treasurer shall have an annual review by the Executive Committee and based on the results of the review will continue in office.

Section 7d. The Board of Directors has the authority to review the Treasurer position at any time they deem necessary and appoint a new person if needed.

Section 8. The Executive Committee shall meet if necessary on an emergency basis and have the authority to conduct the business of the Association.

Section 9. If the President is unable to complete the term of office, the President-Elect shall automatically be inducted as President to fill the remainder of that term. If the President-Elect is unable to complete the term of office as President-Elect,

the Board of Directors will select someone to fill that office. If the Secretary is unable to complete the term of office, the President shall appoint a person to complete the un-expired term, subject to the confirmation by the Board of Directors.

ARTICLE V – BOARD OF DIRECTORS

Section 1. The Board of Directors, the governing body of the Association, shall consist of the Executive Committee, appointed and elected positions as described in the OAASFEP Handbook.

Section 2. Newly elected officers/appointees will assume their responsibilities during the June meeting of the Board of Directors.

Section 3. If a member of the Board of Directors, other than the members of the Executive Committee, or the Past President, is unable to complete the term of office, the President of the Association shall appoint a person to serve the unexpired term, subject to confirmation by the Board of Directors.

Section 4. As the governing body of the Association, the Board of Directors shall have full authority to:

- Implement this constitution,
- Establish the annual membership fee,
- Determine the membership year,
- Approve all expenditures and monthly financial statements,
- Enter into contracted service(s) as and when needed for the business operations of the OAASFEP,
- Set the date of the annual membership meeting, and
- Conduct other necessary business of the organization.

Section 5. The Board of Directors shall meet at least four (4) times a year.

ARTICLE VI – NOMINATIONS/ELECTIONS

Section 1. In November of each year, the President shall appoint an ad hoc Nominations/Elections Committee to consist of five (5) including the Immediate Past President who shall serve as chairperson.

Section 2. The Nominations/Elections Committee shall select a nominee for each open position to be brought before the full board at least one month prior to the

annual membership meeting.

Section 3. Nominations for officer(s) shall be open to current members of OAASFEP who are active/retired education personnel who have/had responsibility for the administration or coordination of state and federal education programs.

Section 4. The nominee(s) will be presented at the annual membership meeting for approval.

ARTICLE VII – RULES OF ORDER

Section 1. *Robert's Rules of Order*, usually applied informally, shall govern the conduct of all business of the Board of Directors.

Section 2. Meeting of the Board of Directors shall be convened and chaired as follows: President, President-Elect, Secretary, Treasurer, Past President. At least two officers must be present for an official meeting to occur.

ARTICLE VIII – AMENDMENTS

Section 1. Proposed amendments to this constitution may be presented:

1. In writing and signed by 15 members of the Association at least 20 days prior to a Board of Directors meeting to be placed on the agenda for consideration, or
2. By any member of the Board of Directors at any meeting of the Board of Directors.

Section 2. Any amendments to this constitution so presented shall be placed on the agenda of the next meeting of the Board of Directors for consideration. If approved by two-thirds of the Board of Directors present, the amendment shall be submitted for approval by the simple majority of the J membership present at the annual membership meeting.

OAASFEP PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Serve on the OAASFEP Board of Directors and the Executive Board to plan, organize, and complete the various tasks of the association.
2. Preside over the summer meeting of the Board of Directors to begin term and assume responsibilities.
3. Serve for a period of one year to succeed to the Office of Immediate Past President.
4. Convene and preside over all meetings of the organization:
 - a. Board of Directors meetings at least four (4) times per year,
 - b. Executive Committee meetings as and when needed,
 - c. Annual business meeting.
5. Establish sub-committees with potential to address new business items.
6. Serve on the OAASFEP Conference Planning Committee and work in partnership with the conference planner/facilitator.
7. Preside over the OAASFEP Fall Coordinators Conference and the OAASFEP Title I/Federal Programs Spring Conference.
8. Appoint an ad hoc Nominations/Elections Committee to consist of five (5), including the Immediate Past President, who shall serve as chairperson (in November).
9. Be an ex officio member of all standing committees and shall have the general powers and duties of management usually vested in the office of president of an association. May facilitate designated committee work.
10. Oversee and follow the Constitution of the organization.
11. Have the opportunity to attend the NAFEP Conference

OAASFEP PRESIDENT-ELECT

DUTIES AND RESPONSIBILITIES:

1. Serve on the OAASFEP Board of Directors and the Executive Board to plan, organize, and complete tasks of the association.
2. The President Elect shall be elected for a term of one year and shall succeed to the office of President.
3. If the President is unable to complete the term of office, the President-Elect shall automatically be inducted as President to fill the remainder of that term.
4. Serves on the Fall and Spring Conference planning committee.
5. To assist in presiding at the General Sessions at the Fall and Spring Conferences.
6. Plan and lead the upcoming summer meeting of the Board of Directors and assume the duties and responsibilities of President.
7. To shadow and learn the job of the President.
8. May facilitate designated committee work.
9. Performs any other duties as assigned by the President.
10. May attend the NAFEP Annual Conference.

OAASFEP IMMEDIATE PAST PRESIDENT

DUTIES AND RESPONSIBILITIES:

1. Serve on the OAASFEP Board of Directors and the Executive Board to plan, organize, and complete the various tasks associated with the duties of the Immediate Past President.
2. Lead by example and demonstrate appropriate representation of the Association membership.
3. Provide guidance for the President and President-Elect
4. Serve as Liaison for Conference Facilitation during Fall and Spring Conferences.
5. Chair Nominations Committee.
6. Know the issues and be familiar with financial reports before the Board meetings.
7. Serve as a member of the Executive and Governance Committees.
8. Seek and respect the opinions of other Board members.
9. Identify and recruit new members to strengthen the Association.
10. May facilitate designated committee work.
11. Perform other duties as assigned by the President.
12. May attend the NAFEP Annual Conference.

OAASFEP SECRETARY

DUTIES AND RESPONSIBILITIES:

1. Serves on the OAAFEP Board of Directors and the Executive Board to plan, organize, and complete tasks of the association
2. Records all business conducted at all meetings.
3. Reads all minutes for clarification.
4. Prepares, revises, edits, and proofreads all minutes.
5. Sends minutes to all Board members
6. Maintains database of all Board members' contact information.
7. Serves on the Fall and Spring Conference planning committee.
8. May facilitate designated committee work.
9. Performs any other duties as assigned by the President.
10. May attend the NAFEP Annual Conferences

OAASFEP TREASURER

DUTIES AND RESPONSIBILITIES:

1. Serve on the OAASFEP Board of Directors and the Executive Board to plan, organize, and complete the various tasks associated with the job of Treasurer.
2. Compile data for and consult with the CPA for filing yearly federal and state and income taxes.
3. Compile data for and consult yearly with CPA for preparation, mailing, and filing of 1099 Forms for all paid employees and presenters.
4. Consult and meet with the board's Attorney as needed to complete and file the required documentation for procuring and maintaining federal and state Non-public Tax Exempt status.
5. Consult with the board's Attorney on legal matters as they may arise concerning non-profit regulations.
6. Correspond with board members, contractors, conference attendees, school districts, and government agencies as needed via e-mail, phone, FAX and USPS.
7. Issue OAASFEP W-9 Forms as requested by local school district Treasurer's.
8. Make all OAASFEP banking of deposits.
9. Balance the General Register on a monthly basis.
10. Prepare and mail Invoices.
11. Responsible for all Accounts Payable including Contracts, Conference Expenses, Presenters, monthly expenditures, etc.
12. Maintain and enter data into the General Ledger on a weekly basis, including all JETPAY thru Chase Bank.
13. Prepare, present, and maintain Fiscal Reports to the OAASFEP Board of Directors.
14. Maintain the OAASFEP P.O. Box.

Duties and Responsibilities Con't

15. Prepare and maintain the OAASFEP Membership Lists for Spring and Fall of each year and send to the Membership Chairperson, the Publicity/Informer person, and First Class Conferences.
16. Prepare the NAFEPA membership for spring and fall of each year and send to the NAFEPA Chairperson and the Membership Chairperson at NAFEPA along with payment to NAFEPA for each member.
17. Make all travel arrangements for OAASFEP Board Members attending the NAFEPA Conference, the Brustein & Manasevit Forum, and any other conferences that may be attended by Board members.
18. Continue the process of scanning and filing OAASFEP documents from past years.
19. May facilitate designated committee work.
20. Perform any other duties as designated by the President.
21. May attend the NAFEPA Annual Conference.

MEMBERSHIP REPRESENTATIVE

Duties and Responsibilities:

1. Serve on the OAASFEP Board of Directors to plan, organize, and complete tasks of the association.
2. Maintain membership lists of OAASFEP members and OAASFEP NAFEPA members.
3. Develop and recommend a plan of action to the Board of Directors for retaining and increasing state and national memberships in the associations.
4. Performs any other duties as assigned by the President.
5. May attend the NAFEPA Annual Conference.
6. Appointment is for one year.

NAFEPA REPRESENTATIVE

Duties and Responsibilities:

1. Serve on the OAASFEP Board of Directors to plan, organize, and complete tasks of the association.
2. Serve as the key communication link with the OAASFEP NAFEPA members through the Monday News items, conference information, newsletters and the web page to help support members.
3. Participate in the monthly conference call meetings of the NAFEPA Board of Directors.
4. Promote NAFEPA with active recruitment and efforts to retain members.
5. Attend and participate in the annual NAFEPA conference in Washington DC.
6. Attend and participate in NAFEPA Board Workshops
7. Performs any other duties as assigned by the President.
8. Appointment is for one year.

COMMUNICATIONS REPRESENTATIVE

Duties and Responsibilities:

1. Serve on the OAASFEP Board of Directors to plan, organize, and complete tasks of the association.
2. Collect information for, edit, format, prepare, post on website, and send to list serve newsletter on a quarterly basis.
3. Research, plan, edit, post to, and maintain website.
4. Take photos at conferences and other times as needed, edit photos, add to website, and make available to Board and others.
5. Performs any other duties as assigned by the President.
6. May attend the NAFEPA Annual Conference.
7. Appointment is for one year.

NONPUBLIC SCHOOLS SERVICES REPRESENTATIVE

Duties and Responsibilities:

1. Serve on the OAASFEP Board of Directors to plan, organize, and complete tasks of the association.
2. Maintain contacts with local, state, and federal officials on Nonpublic Schools Services policies and programs.
3. Work with nonpublic schools and public schools on OAASFEP program content and structure/format to meet Nonpublic Schools Services professional development needs.
4. Performs any other duties as assigned by the President.
5. May attend the NAFEPA Annual Conference.
6. Appointment is for one year.

AT-LARGE REPRESENTATIVE (2)

Duties and Responsibilities:

1. Serve on the OAASFEP Board of Directors to plan, organize, and complete tasks of the organization.
2. Be available and willing to accept critical OAASFEP work as determined by needs of the association.
3. Performs any other duties as assigned by the President.
4. May attend the NAFEPA Annual Conference.
5. Appointment is for one year.

OAASFEP LIAISON
URBAN / SCHOLARSHIP / ODE /
OTHER PROFESSIONAL EDUCATION ORGANIZATIONS

Duties and Responsibilities:

1. Serve as the contact for OAASFEP with/on _____.
2. Report on _____ to the OAASFEP Immediate Past President and/or Board of Directors monthly and at other times as necessary.
3. Attend Committee meetings, Board meetings, and Conferences as requested.
4. Performs any other duties as assigned by the President.
5. Appointment is for one year.

OAASFEP Ad Hoc and Standing Committees

Conference Planning / Handbook / Scholarship / State and Federal Policy Impact / Nominations and Elections

The Executive Committee shall have the power to form ad hoc committees, while the Board of Directors may form either ad hoc or standing committees as needed to carry out the business of the Committee and/or the Board. The Standing Committees of the Board may include the following: Conference Planning, Handbook, Scholarship, State and Federal Policy Impact, and Nominations and Elections. Members in good standing may serve on any committee and shall be appointed by the President with the advice and majority consent of the other Executive Committee members.

The President Elect shall serve as the chair of the Conference Committee. The Immediate Past President shall serve as the chair of the Nominations and Elections Committee. The President shall appoint chairs of the other committees with the advice and majority consent of the other Executive Committee members.

Duties and Responsibilities of Standing Committees:

Conference Planning: The Conference Planning Committee shall plan the various activities of the conferences for the Association. This responsibility includes, but is not limited to, developing the schedule of activities and obtaining speakers, materials, and sponsors.

Handbook: The Handbook Committee shall prepare and provide for the maintenance of the Handbook for OAASFEP organization and operations. The Handbook Committee will oversee a process for this.

Scholarship: The Scholarship Committee shall develop, organize, and implement the scholarship competitions and issue scholarships that are sponsored by OAASFEP and/or NAFEPA.

State and Federal Policy Impact: The State and Federal Policy Impact Committee shall keep the Association informed of state and federal legislative matters as they relate to educational issues. They may provide input for a NAFEPA legislative position paper as well as other education association legislative position papers. Such papers would utilize suggestions and comments from the OAASFEP Board of Directors.

Nominations and Elections: The Nominations and Elections Committee shall select a slate of nominees to be brought before the full board at least one month prior to the annual business meeting. These nominees must be current members of OAASFEP. Additional nominees will be accepted from OAASFEP members through the OAASFEP newsletter, the "Informer." The slate of officers, including newly nominated officers, will be presented to OAASFEP members at the annual business meeting for approval.

OAASFEP Code of Ethics

As a nonprofit organization at the forefront of state and federal education programs, OAASFEP's policy is to uphold the highest legal, ethical, and moral standards. Our members support OAASFEP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

OAASFEP will comply with all applicable laws and regulations and expects its officers, board members and contractors to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Officers, board members and contractors should not use their positions to obtain unreasonable or excessive services or expertise from OAASFEP's members or their places of employment.

In general, the use of good judgment based on high ethical principles will guide officers, board members and contractors with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of OAASFEP. Officers, Board members and contractors should raise any such concerns with the president or the treasurer of OAASFEP.

In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

OAASFEP Confidentiality

Confidentiality is a hallmark of professionalism. OAASFEP officers, board members, and contractors:

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or firms acquired by OAASFEP officers, board members and contractors in dealing with outside firms on behalf of OAASFEP is treated as confidential and not disclosed.

OAASFEP Conflict of Interest

Officers, board members and contractors have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which OAASFEP wishes its business to operate. The purpose of these guidelines is to provide general direction so that officers, board members and contractors can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an officer, board member or contractor is in a position to influence a decision that may result in personal gain or gain for a relative as a result of OAASFEP's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the officer, board member or contractor is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an officer, board member or contractor has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an officer, board member, contractor, or a relative has a significant ownership in a firm with which OAASFEP does business, but also when an officer, board member, contractor, or a relative receives any kickback, bribe, substantial gift (\$25.00 or more), or special consideration as a result of any transaction or business dealings involving OAASFEP.

A conflict of interest statement will be completed annually (), and submitted to the treasurer. The treasurer will provide a status report at the next Executive Committee meeting, following the submission deadline.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

OAASFEP Board Calendar

Executive Board

- Meeting at spring conference
- Meeting at fall conference
- Other

Board

- Meeting at spring conference
- Meeting at fall conference
- Other

Annual Conferences

- Spring
- Fall

Annual General Membership Meeting

- Spring Conference

OAASFEP Committee Work

At the annual summer business meeting of the Board of Directors, the Board will review the recommendations of each committee. These recommendations will include, but are not limited to, action plans; committee budgets; attendance at national events, workshops and forums; timelines; and evaluation tools. Committee recommendations are contingent upon board approval. Once Board approval has been received, the committee chair is responsible for facilitating the committee work and ensuring that all policies and procedures are followed.

OAASFEP Scholarship Program

OHIO ASSOCIATION OF ADMINISTRATORS OF STATE AND FEDERAL EDUCATION PROGRAMS

Purpose

The purpose of the OAASFEP scholarship program is to financially support post-secondary education for qualifying Ohio high school seniors who are planning to attend a college/university located in the state of Ohio for the fall semester to major in the field of education.

Eligibility

Members of OAASFEP may nominate one candidate from their Ohio district/school for the OAASFEP state scholarship program. Qualifying candidates are submitted to the appropriate OAASFEP representative serving on the Scholarship Committee.

D. FISCAL POLICIES and PROCEDURES

Financial Audit

The financial records of OAASFEP shall be audited annually by an independent CPA firm that has a significant group of nonprofit clients. The executive committee shall be responsible for selecting the audit firm to conduct the annual audit. If the same audit firm conducts the audit for more than five consecutive years, the executive committee shall review the firm's services and decide if the firm or the audit needs to rotate.

The audit firm will not be hired to perform non-auditing services, except for tax preparation and Form_____ preparation and shall not perform substantial services for any officer, board member and/or contractor personally. The audit firm shall be engaged to provide annual audit findings to the executive committee, and if needed, to the board.

OAASFEP Membership

Membership in OAASFEP shall be open to active/retired state and federal program administrators, and educational personnel who have/had responsibility for the administration, implementation or coordination of special state and federal education programs and others who share the interests and concerns of the Association.

The annual OAASFEP membership fee is \$25.00.

MEMBERSHIP APPLICATION

Visit www.oaasfep.net for the Ohio Association of Administrators of State and Federal Education Programs for the membership new/renewal application.

OAASFEP TRAVEL PROCEDURES

Effective Date: January, 2012

TRAVEL GUIDELINES

Expectation: Reasonable travel expenses for Board Members within established OAASFEP guidelines will be reimbursed with proper documentation.

Individuals traveling at OAASFEP's expense should exercise good judgment and bear in mind OAASFEP's charitable purpose. OAASFEP reserves the right to deny reimbursement of expenses that are incurred in violation of this handbook, including any expenses that are not reasonable under the circumstances (e.g., considered lavish or extravagant).

Purpose: To provide guidelines for cost-effective expenses management of reasonable travel-related expenses, and to identify reimbursable versus non-reimbursable expenses.

Scope: These procedures apply to Board Members who travel on behalf of OAASFEP.

Prior Approval: All travel must be approved in advance along with estimates of all costs. Requesting advanced payment, 80% of the estimate, must also be preapproved along with estimates of all costs. Requests for reimbursement should not exceed the estimate--- and if they do, an explanation must be included.

Procedures – Expense Guidelines

1. Air-Travel – Airline reservations should be based on the following criteria:
 - Timeliness: To take advantage of the lowest available fares, air travel must be planned and booked as far in advance of travel as possible.
 - Expediency: Board Members must be booked to reach their destination as quickly and directly as possible.
 - Cost: Consistent with OAASFEP's not-for-profit status, Board Members must always fly coach class, or its equivalent.
 - Cancellations and Changes: Cancellations and changes that inflate the cost of travel should be avoided, as much as possible.
 - Missed connecting flights: When a connecting flight is missed due to mechanical difficulties, weather, etc., the responsibility to rebook rests on the carrier whose flight has been delayed. Most carriers will book travelers to their final destination on the next available flight, even if it is not on their airline.
2. Lodging – Lodging arrangements should be based on value, convenience, and what is reasonable for the location.
3. Meals – Board Members are generally responsible for obtaining their own meals while traveling. Consistent with the highest allowable current per diems, OAASFEP will generally reimburse Board Members per day for meals and incidental expenses if these are approved in advance. Receipts can also be provided.

Following are guidelines for requesting reimbursement of travel meal expenses:

- A valid receipt is a register receipt or a copy of the dinner check; Detachable receipts from dinner checks are not valid receipts.
 - Tips should not exceed 20% of the meal, not including tax.
4. Alcoholic Beverages: OAASFEP does not support the use of OAASFEP funds to purchase alcoholic beverages, and the cost of alcoholic beverages will not be reimbursed.
 5. Vehicle Rentals: Advanced arrangements should be made and the following guidelines observed:

- It is the responsibility of the Board Member signing the rental contract to be familiar with the agreement and its restrictions.
 - Vehicle selection should be based upon the most cost-effective class that satisfies requirements. Normally, this will be a mid-size car.
 - To avoid future liability, the car should be examined before acceptance to ensure that any existing damage is documented.
 - To avoid excessive refueling charges, vehicles should be refueled prior to return.
 - The rental agreement should be retained for attachment to the invoice.
 - Parking or speeding violations are the responsibility of the Board Member.
6. Telephone: A brief notation should be made on the invoice of the nature of all business calls being charged to OAASFEP. Wherever possible, such calls should be made at the lowest available calling rate.
7. Miscellaneous Expenses: Other reasonable business expenses not categorized above will be reimbursed with valid receipts.
8. Non-Reimbursable Expenses: Some expenses are not considered valid business expenses by OAASFEP, yet may be incurred for the convenience of the Board Member. Since these are not paid on behalf of OAASFEP, they are not reimbursable. At all times, the not-for-profit status of OAASFEP must be kept in mind.

Following is a list of items to be used as a guide to expenses that are not reimbursable:

- Airline or travel insurance
- Airline or travel lounge clubs
- Shoe shine/laundry/dry-cleaning (except for extended travel on behalf of OAASFEP beyond 5 days)
- Personal entertainment (e.g., bar bills, in-flight or in-room movies)
- Books, magazines or newspapers
- Theft or loss of personal property or luggage
- Doctor bills, prescriptions, or other medical services
- Parking tickets, traffic tickets or car towing if illegally parked
- Health club and spa fees
- Baby sitter or pet care fees
- Barbers and hairdressers
- Taxis for sightseeing or tour fees
- Excessive tips

OAASFEP MILEAGE REIMBURSEMENT GUIDELINES

*The use of personally owned vehicles is provided for in the OAASFEP HANDBOOK. Mileage reimbursement rates and rules are based on both State and Federal regulations. The following is a summary of these rates and rules:

Rates

The rate of allowance is the “standard mileage” reimbursement rate for which a deduction is allowed for the purposes of federal income tax. (NRS 281.160)

This rate for travel will apply to the use of a POV. It will not apply to POV travel outside a 500-mile radius from Columbus, OH.

The rate of travel outside the 500-mile radius and/or if driving a rented vehicle is one half the rate established by NRS 281.160.

Acceptable Mileage Expenses

- * **Travel Inside Ohio-** You may claim mileage for travel to **OAASFEP** board related events, meetings, or conferences. These miles are reimbursable at the rate established above. Mileage should be calculated by recording the actual mileage odometer or by using Map Quest.
- * **Travel Outside Ohio-** You may claim mileage reimbursement for travel within a 500 mile radius of Columbus, OH. This travel must be for NAFEPA, Brustein & Manasevit, other board-approved events, meetings, or conferences. These miles are reimbursable at the rate established above and based upon the use of a POV.
- **Travel Outside the 500-mile Radius-** You may claim mileage outside the 500-mile radius of Columbus, OH. This travel must be for NAFEPA, Brustein & Manasevit, other board-approved events, meetings, or conferences. These miles are reimbursable at the rate established above.

This is a summary of the typical types of travel incurred by most OAASFEP board members requesting mileage reimbursement. If you have any questions regarding these rules or travel not covered above, please contact the President or Treasurer.

Any conference a Board Member wishes to attend on behalf of OAASFEP, outside of those list above, needs prior approval of the Executive Committee within 30 days of the event. The Executive Committee has the right to limit conference attendance.

OAASFEP Other Expenses

Travel and other authorized expenses incurred in carrying out OAASFEP business may be reimbursed via a properly executed payment request form. Travel made at OAASFEP expense should be authorized by the board, for a specific travel purpose, or in an approved budget of OAASFEP.

OAASFEP Travel Expense Reimbursement

OAASFEP's board reimbursement policy shall be reviewed annually by the treasurer and the board. The organization's travel mileage reimbursement shall be equal to the current IRS reimbursement amount.

So that the amount of the reimbursement is not considered taxable income to the recipient, OAASFEP will reimburse lodging expense on an actual basis provided that the amount is reasonable and receipts are attached.

The organization will reimburse members traveling on official organization business the cost of round-trip coach-class travel, housing cost, meals, and other expenses as approved. Guest travel, housing, and meals are generally not reimbursable.

Prior Approval/Reimbursement Form: Prior Approval Reimbursement form including all anticipated expenses must be submitted at least 30 days prior to travel. Any actual expenses which exceed the pre-approved amount by more than 10% must be re-approved by the board before payment will be made.

Travel: Round-trip airfare for an OAASFEP board member will be reimbursed up to a maximum of economy coach class, and local transportation to and from the airport. Round-trip transportation reimbursement by other means will NOT exceed the above amount as determined by the treasurer.

Additional Expenses: Additional expenses, such as un-included meals, luggage costs, and parking, must be prior approved and will be reimbursed at the actual rate.

Reimbursement is allowed for reasonable, ordinary, and necessary expenses incurred in connection with approved expenses or travel on behalf of OAASFEP. Any exception to this policy must be approved by the OAASFEP president. **Failure to submit the appropriate paperwork and corresponding documentation within 30 days of the expense may cause reimbursement to be denied.**

OAASFEP Financial Reports

The Treasurer will provide financial reports to the OAASFEP Board of Directors and the Executive Board including but not limited to: fall conference expenditures and receipts, Spring conference expenditures and receipts, monthly expenditures and revenue, and monthly checking account and savings account expenditures, receipts, and balances.

OAASFEP Investments

OAASFEP's policy is to use investments to maximize the returns on OAASFEP's excess cash balances, while reasonably controlling the risk of loss and maintaining an acceptable level of liquidity in those investments to meet OAASFEP's operating needs.

To this end, OAASFEP will track, through its financial reports and investment authorizations, the credit risk, concentration of credit risk, and interest rate risk related to its investments.

The board authorizes the treasurer to make investments of available monies in:

- A. bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
- B. savings accounts, money market accounts, or certificates of deposit issued by a state or nationally-chartered bank or a state or Federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government.

OAASFEP Federal and State Filings

Each year the Treasurer will:

- Compile data for and consult with the CPA for filing yearly federal and state income taxes.
- Compile data for and consult yearly with CPA for preparations, mailing, and filing of 1099 Forms for all paid employees and presenters.
- Consult and meet with the board's Attorney as needed to complete and file the required documentation for procuring and maintaining federal and state Non-public Tax Exempt status.
- Consult with the board's Attorney on legal matters as they may arise concerning non-profit regulations.

OAASFEP Financial Controls

Debit/Credit Card Use

To facilitate the business of OAASFEP the treasurer has the use of a business debit/credit card. Any and all transactions must be used for the purchase of goods and services related to the business of the organization and its endeavors.

The debit/credit card may be used for approved OAASFEP purposes only. No prior approval is needed for individual purchases under \$500. For individual purchases over \$500.00:

- Written approval from a majority vote of the executive committee required; email approval is acceptable.
- All original receipts must be scanned into the appropriate files of the organization to document any and all purchases made via the business debit/credit card.

E. PERSONNEL POLICIES AND PROCEDURES

OAASFEP Contracts

The Treasurer will maintain the original signed contracts once they have been approved by the Board of Directors and signed by the President and contractors.

OAASFEP Vendor Policy (including presenters)

Proposals that are submitted by an exhibitor, vendor, publishing company or other similar company needs to be developed, submitted and presented with an Ohio school or school district.

Proposals must also share in the presentation how the product or service resulted in school improvement, impacted instruction, changed behavior or assisted with successful reform in a school or school district.

Proposals must address the “learning targets” for the conference, and should enable participants to gain new knowledge, tools, resources, strategies, practices or perspectives during the session.

A presentation team may consist of a maximum of five (5) presenters.

All proposals must follow the Guidelines and Proposal Submission requirements, must provide a clear presentation title and succinct description, and must be submitted by the identified due date.

Whistleblower

General

OAASFEP Code of Ethics and Conduct (“Code”) requires officers, board members and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, board members and contractors to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer, board member or contractor who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse consequence. This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

The Code addresses the organization’s open-door policy and suggests that representatives share their questions, concerns, suggestions, or complaints with someone who can address them properly. Representatives are required to report suspected violations of the Code to the organization’s compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an individual is not satisfied or uncomfortable with following the organization’s open-door policy, individuals should contact the organization’s compliance officer directly.

Compliance Officer

The organization’s compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the executive committee. The compliance officer has direct access to the executive committee of the board of directors and is required to report to the executive committee at least annually on compliance activity. The organization’s compliance officer is the president of the organization.

Accounting and Auditing Matters

The executive committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The

compliance officer shall immediately notify the executive committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 14 days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Record Retention and Document Destruction

OAASFEP takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of officers, board members and/or contractors to follow this policy can result in possible civil and criminal sanctions against OAASFEP and its officers, board members and/or contractors and possible disciplinary action against responsible individuals. Each officer, board member and/or contractor has an obligation to contact the president or treasurer of a potential or actual litigation, external audit, investigation, or similar proceeding involving OAASFEP. The information listed in the retention schedule below is intended as a guideline and may not contain all the records OAASFEP may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the president.

From time to time, the president may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the president.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Journal entries	Permanent
	Bank deposits and statements	7 years
	Charitable organizations registration statements (on-line at Michigan small business site)	7 years

File Category	Item	Retention Period
	Chart of accounts	7 years
	Expense reports	7 years
	General ledgers and journals (includes bank reconciliations, and fund accounting by month)	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	Permanent
	Withholding tax statements	7 years
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed
Communications	A backup set should be kept for all of these documents	
	Press releases	Permanent
	Annual reports	Permanent (5 copies)
	Other publications	7 years
	Photos	7 years
	Press clippings	7 years

File Category	Item	Retention Period
Consulting Services	Consulting contracts/filed	7 years after all obligations end
Technology	Software licenses and support agreements	7 years after all obligations end
Library	Other foundations' annual reports	2 years
	Directories and periodicals	2 years
General Administration	Correspondence — president, consultant and general	7 years