ALPHA DELTA STATE OHIO EDUCATIONAL FOUNDATION (ADSOEF)

MEETINGS POLICY

OPERATING POLICY

Effective Date: 6/29/2018

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I. ANNUAL MEETING OF ADSOEF

A. The Annual Meeting of ADSOEF shall occur at a time designated by the Board of Directors (BOD). Written notice stating the place, date, and time of the Annual Meeting shall be given at least four (4) weeks prior to the meeting. (ADSOEF *Bylaws*, ARTICLE VII, Section B**,** 3)

B. Annual Meeting date and time, Minutes from the previous Annual Meeting, the tentative Annual Meeting Agenda, the meeting location, and the budget for the next fiscal year shall be posted at least four (4) weeks prior to the upcoming Annual Meeting in *Foundation Matters* and on the ADSOEF.

C. Members participate in the nomination and election of ADSOEF's BOD, based on the term of rotation at the Annual Meeting. (ADSOEF *Bylaws*, ARTICLE III, Section B, 4; and ARTICLE V, Section B, 2, 3, 4). The list of candidates for elected Directors' positions shall be posted at least four (4) weeks prior to the Annual Meeting on the ADSOEF website and published in *Foundation Matters*.

D. Members present at any properly announced meeting shall constitute a quorum. All issues shall be decided by a simple majority of those present at the meeting in which the vote takes place. Each member shall be entitled to one vote on each matter submitted for action to the members. Proxies or proxy voting shall not be permitted. (ADSOEF *Bylaws*, ARTICLE VII, Section B, 2)

II. BOARD OF DIRECTORS MEETINGS

ADSOEF BOD shall meet in accordance with directives in ADSOEF *Bylaws*. (ADSOEF *Bylaws*, ARTICLE VII, Section C)