Alpha Delta State Ohio Educational Foundation (ADSOEF)

DOCUMENTS PROCESS POLICY

OPERATING POLICY

Effective Date: 2/18/2019

Review Date(s): 3/20/2023; 09/18/2023; 11/16/2024; 01/19/2026; 10/19/2026

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Number of Pages: 2

I. PURPOSE

The Board of Directors (BOD) of ADSOEF shall have a *Board of Directors Handbook: A Guide to Governing and Operating* that contains all BOD policies, procedures, *Bylaws* and other documents as deemed appropriate by the BOD.

Policy and Procedures development follows an established format to provide uniformity, to enhance readability, and to make it easier to locate and refer to topics and subtopics.

All ADSOEF members are accountable for following all policies.

II. POLICY AND PROCEDURES DEVELOPMENT AND REVISION

A. Committee members are responsible for developing committee-specific policy and, if relevant, committee procedures.

B. The Governance Committee develops policies and, if relevant, procedures that affect all committees.

C. The BOD is responsible for reviewing and approving policies and procedures.

D. All policies shall be written following the format prescribed in DOCUMENTS PROCESS PROCEDURES.

E. The BOD welcomes the identification of potential policy issues by ADSOEF members. If the need for a new policy or to revise or delete an existing policy or procedure is identified by any ADSOEF member, the member shall bring it to the attention of any Director or Governance Committee member who will forward it to the BOD Chairman.

F. The BOD Chairman may present the policy or procedure issue to the full BOD or assign it to the appropriate committee or to the Governance Committee for further consideration.

G. When seeking approval for policies and procedures, or to revise existing policies and procedures, the following applies.

1. Committees shall email the proposed documents to the Governance Committee Chairman for review by the Governance Committee.

2. If not approved as written or amended, proposed policies or procedures shall be returned to the appropriate committee for suitable revision and resubmitted to the Governance Committee Chairman.

3. Upon final review by the Governance Committee, the committee originating the document/s shall submit a motion for approval to the BOD Chairman for action by the BOD.

III. POLICY AND PROCEDURES DISTRIBUTION

A. The Governance Committee is responsible for maintaining and providing two (2) up-to-date hard copies of the *Board of Directors Handbook: A Guide to Governing and Operating* held by the BOD Chairman and the Governance Committee Chairman.

B. The BOD Chairman is responsible to forward policies approved by the BOD to the ADSOEF Webmaster for posting on the ADSOEF website in PDF format.

C. Policies may be accessed by Directors, any ADSOEF member, and the general public on the ADSOEF website.

D. Procedures may be accessed by Directors via electronic media.

IV. POLICY AND PROCEDURES REVIEW

A. ADSOEF policies and procedures shall be reviewed each fiscal year as scheduled. The review process shall be coordinated by the Governance Committee. Any changes, additions, or deletions of policies and procedures shall follow the practices outlined in this policy for review, approval, and distribution.

B. Members shall be notified annually about new, revised and deleted policies utilizing electronic mail, the ADSOEF website, or in the ADSOEF Report presented at the Annual Meeting.