

OAEA Policies & Procedures

General Association Policy

1. The Ohio Art Education Association does not discriminate against any person on the basis of race, color, gender, national origin, disability, religion, veteran status, or age.
2. The Board of Directors will address goals and strategies in January each year: prioritize goals, assign responsibilities, and create benchmarks for goals in relationship with any existing Strategic Plan.
3. A copy of the annual goals and the Strategic Plan shall be given to all Board members. The President shall place a copy of all planning documents in the OAEA archives.
4. All members of the OAEA Executive committee will maintain current membership in the NAEA.
5. Board Agreement Forms will be completed by all members of the Board of Directors at the January Board meeting.
6. New board members will complete the Conflict of Interest form at the start of their term of office.

Policy Concerning NAEA Policy Concerning

1. OAEA President will facilitate transfer of contact information for President- Elect with NAEA.
2. OAEA President will maintain all correspondences with NAEA.
3. OAEA President is responsible for attending the Western Region Awards Ceremony and presenting Ohio awards recipients honor.
4. OAEA President will keep members apprized of NAEA news items through reports given at Board meetings and forwarding of email announcements received from NAEA.
5. Delegates Assembly:
 - A. Ohio will be represented in Delegates Assembly by the current President and the President-Elect (when there is one) and the Immediate Past President (when there is not).
 - B. Duties at Delegates Assembly include: Be present for all roll calls, cast Ohio votes at Delegates Assembly functions.

C. Delegates may participate in obtaining and distributing Ohio tokens at NAEA Conference and provide Ohio's contribution to any Western Region fundraising activities (expense approval of Executive committee).

D. For these services, the two OAEA delegates will receive reimbursement for travel expenses, NAEA registration, Western Region ceremony, reasonable hotel accommodations, and meals upon prior approval by the Executive committee.

6. The President will attend the Western Region Presidents Forum representing Ohio.

7. The OAEA President may invite NAEA Board members to attend OAEA Board meetings.

8. Ohio Awards chairperson will be responsible for submitting appropriate paperwork for Ohio Art Educator, etc., nominees to NAEA in compliance with their requirements.

9. Ohio YAM chairperson will be responsible for submitting appropriate paperwork to NAEA in compliance with their requirements for YAM solicitations.

Policy Concerning the Executive Committee

1. Approve the site and Chair of Professional Development opportunities.

2. As a member of the Executive Committee, the Parliamentarian will be responsible for updating Blue Books and transferring them to the new Board members.

3. The President-Elect will give a gift of appreciation of up to \$50.00 to the outgoing President at the annual Conference during a dinner function.

4. In the event of a vacancy on the Executive Committee, the President, with the approval of the Executive committee, shall appoint a member to complete the remaining term of the vacated position. Re-election for the vacated position will take place at the usual time.

5. In the event of a vacancy on the Board of Directors, the President, with approval of the Executive committee, shall appoint a member to fulfill the remainder of the term for the vacated position.

6. In the event of change in an appointed position, the President, with the approval of the Executive committee, shall appoint a member to fulfill the remainder of the term of the vacated position.
7. The Parliamentarian will be responsible for maintaining records of the Board Agreement Forms and distributing the forms to the Board.
8. The President will set the calendar no later than September for the following year.
9. President will make contact with STRS for meeting dates and arrangements and hotel for lodging arrangements/dates.
10. A summer annual retreat may be scheduled for the Executive committee by the President as needed.
11. The President shall invite newly elected OAEA officers to the December Executive Committee meeting to ensure a smooth transition.
12. President shall prepare listing of presidential appointments to be approved at the January Executive committee meeting.
13. The President may appoint additional members to the executive committee upon approval by the Executive Committee.

Policy Concerning Meetings of the Board of Directors and Executive Committee Board and Executive Committee Meetings

1. The President shall notify each Board member either in writing or by email notification of the board meetings at least 14 days prior to the meeting.
2. All speakers need pre-approval of President to be placed on the meeting agenda.
3. The President may invite non-Board members to the board meetings and Executive Committee meetings as needed or as deemed appropriate.
4. It is suggested that RD-elects be invited to the January and September Board meeting, Regional Exhibition chairs be invited to the September Board meeting, and regional membership chairs be invited to the May Board meeting.
5. Attendance at Board meetings is expected. Report absences as follows:

- Regional Directors report attendance status to 1st Vice-President ; PR/Advocacy chairs report to 2nd Vice-President
- Divisions report to Past President
- All other report directly to the OAEA President.

First VP, Second VP and Past President report their findings to the OAEA President. In the event of an absence, stress the importance of having a representative fill the position and cast votes on behalf of the absent member.

6. Co-chairing of positions on the Board of Directors is acceptable. However, co-chairs must be reminded that they are holding one position on the board and will share responsibilities and benefits of that one position on the board, i.e. one vote on the Board, 1 mileage reimbursement to be shared between the 2 people, division of the job responsibilities.
7. Ride sharing to meetings is highly encouraged. Mileage will be paid to drivers based on the current zone system schedule established and voted in by the Executive committee.
8. Board members are encouraged to attend all OAEA functions including Conference, leadership academy, art exhibitions, and regional activities as appropriate.
9. Board minutes are to be sent to Board members two weeks after the meeting.
10. Board handouts are to be mailed/emailed to absent members by the OAEA secretary.
11. Current reports are transferred to the Historian for inclusion in the archives by the OAEA secretary after each meeting.
12. Include motions, who made and seconded them and the vote count in the minutes.
13. Lunch for the board meetings is the responsibility of the Elected Board member. A voucher/receipt not to exceed a reasonable amount will be submitted by the Elected Board member to cover the costs.
14. It is the responsibility of the President to inform interested parties of the result of a proposal addressed to the Executive Committee.

Policy Concerning Officer Nominations Elections Nominations for Elections

1. Immediate Past President chairs the nominations committee.
2. Two additional members are appointed to the committee by the President.

These may include the membership chair and the Parliamentarian.

3. The Parliamentarian calls for nominations in the summer/spring issue of the *Artline* with a reminder notice in the fall issue.

4. The office rotation includes President-Elect, First Vice-President, and Treasurer in odd numbered years; the Secretary and Second Vice-President in even numbered years.

5. The Parliamentarian will prepare the candidate statements to be placed on the ballot. The information will be presented in a fair and equal manner according to the following outline:

- Nominee: Name you wish to have on the ballot
- OAEA Position for which you are nominated
- Current Position / Title
- Education (Degrees, schools, and dates, plus any additional training)
- Number of Years as OAEA Member
- OAEA Offices Held (with dates)
- NAEA Offices Held (with dates)
- OAEA Honors / Awards (with dates)
- Education Honors / Awards (with dates)
- Exhibitions / Publications (with dates)
- OAEA Office Goals (for your term of service)

6. The Parliamentarian will report election results to the President. The printed election results will be placed into the archives by the Parliamentarian. The President will inform each candidate of the results of the election.

7. Actual ballot counts will not be announced to anyone besides the Nominating Committee and the President.

8. OAEA will accept the policy of NAEA with regard to elections and nominating procedures. That is:

- No member of the Nominating / Elections Committee may be a nominee for a position. If that members name is submitted as a nominee, that person will resign from the Nomination / Elections Committee. The President will name another member for the committee at that time.
- It is the policy of OAEA that candidates refrain from participation in or support of campaigning practices. No “campaigning” by the nominee is permitted. Nominees may not contact members by phone, email, or letter in regards to the election, except to respond to inquiries. That includes emails, phone calls, or mailings to membership of region or from a Board roster.

- A “Get out the Vote” campaign is prohibited unless the materials present all candidates for the office equally and are sent to all members eligible to vote for that office.

Policy Concerning Election for Regional Directors, PR Chairs and Division Chairs

1. Central, East Central, Eastern, North Central and Northwest shall conduct Regional Director elections during even-numbered years, with terms beginning in odd numbered years.
2. Northeast, Southeast, Southwest and West shall conduct Regional Director elections during odd-numbered years, with terms beginning in even numbered years.
3. Central, East Central, Eastern, North Central and Northwest shall conduct PR Chair elections during even odd-numbered years, with terms beginning in even numbered years.
4. Northeast, Southeast, Southwest and West shall conduct PR Chair elections during even-numbered years, with terms beginning in odd numbered years.
Division Chairs.
5. Division Chairs will be elected during their division meetings held at the annual OAEA Conference. Elections will take place during even-numbered years for: Middle, Secondary, Museum, and Student divisions. Elections will take place during odd-numbered years for: Elementary, Supervision, Higher Education and Retired divisions.

Policy Concerning Awards

1. Awards chair is appointed by the OAEA president with approval of the Executive Committee and shall oversee all awards including Ohio Art Educator of the Year, OAEA Service Awards, OAEA Division Awards, and Regional Outstanding Art Teacher Awards.
2. Awards chair shall update all awards forms annually and provide them to the Regional Directors and put them on the OAEA website for the membership by the September meeting.
3. Regional Directors will collect all paperwork and documentation involving the awards and pass them on to the Awards Chair by February 14.
4. Awards Chair will prepare a bio of each service award nominee and a ballot for the March meeting. Ohio Art Educator of the Year nominee bio's and ballot will be included in the Summer *Artline*.

5. Awards chair will report results to the President and membership and post on the website.
6. Awards Chair will work with the Professional Standards Committee in collecting nominations for Division Awards, selecting award winners, and presenting the awards at the Annual Conference.
7. Awards Chair will oversee the awards process during the Annual Conference, especially Thursday night when the awards are presented. This will include preparing bios and supplying photos for the Conference brochure, preparing the PowerPoint, and orchestrating the presentation of the awards in cooperation with the Conference Coordinator.
8. Ohio Art Educator of the Year and Division Award information will be submitted to NAEA by the published National deadline.

Ohio Art Educator of the Year

Nominations for OAEA Educator of the Year Award are the responsibility of the Awards Chairperson of OAEA. The following procedures should be maintained:

1. Accept nominations from the membership i.e. official nomination form and support letters.
2. Meet with the Nominations/Elections Committee for initial approval of the nominees.
3. Present the names of approved nominees to the Professional Standards Committee for their official acceptance.
4. Prepare biographical sketches of the nominees to be included in the *Artline* after the March Board meeting.
5. Prepare electronic ballots after the March board meeting. Webmaster & Awards Chair work together to accomplish this task.
6. Awards chairperson will report results to the involved nominees and President.
7. The results will be placed in the archives by the Awards chairperson.

Policy Concerning Finances

1. Mileage will be reimbursed for Board and Executive Committee members to attend Board and Executive committee meetings. (.24/mile as of 2004)
2. Mileage may be paid regionally from regional funds with the prior consent of the regional director.

3. Mileage will be reimbursed to Fellows attending the May / June meeting.
4. Mileage may be paid to speakers or guests at Board meetings who have been invited / approved by the president.
5. Co-chairs will divide the mileage reimbursement for the attendance at Board meetings. The first person listed for the position will be considered the primary contact and will receive the mileage reimbursement. It will be their responsibility to split the reimbursement with their co-chair.
6. Mileage may be paid to the President upon attendance at events to officially represent OAEA, such as Conference planning meetings, exhibitions and award receptions. Attendance by the President (in the capacity of a member only and not presiding as President) at events sponsored by OAEA will not be reimbursed, i.e. attending a workshop in another region as a participant.
7. A voucher/receipt not to exceed a reasonable amount will be submitted by the Elected Board member to cover the costs of board meeting luncheons.
8. An honorarium may be given to the following positions for the extraordinary time commitment of these positions:

Treasurer	\$2000.00
Conference Coordinator	\$3000.00
Webmaster	\$750.00
Conference Registrar	\$1000.00
Membership Chair	\$1500.00
<i>Artline</i> Editor	\$500.00
Workshop Chair	\$500.00
Conference Program Booklet	\$500.00
On-line Communications	\$200.00

Revised: 12/12

9. Conference registration, lodging and mileage and parking may be paid for Executive Committee Members from general fund.
10. Conference registration, lodging, mileage, and parking may be paid for positions of Conference Commercial Exhibitions Chair and Conference Registrar.
11. The Local Conference Committee may register for Conference at the reduced Conference rate. In addition, lodging for the Local Conference Chair may be paid based on available fund.
12. Travel funds within the region for regional activities will be at the discretion of the Regional Directors.
13. All vouchers must be approved by the President before payment by the Treasurer.

14. Equipment purchased with Association monies costing \$250.00 or more will be catalogued by the Treasurer. Report of purchase of these items will be made to the IRS as necessary. Records for these items will be maintained by the Treasurer for a period of at least 5 years, at which time, value, and condition will be determined.
15. Monies made by the local Conference committee as Conference proceeds must be spent by the end of the next calendar year.
16. Annual regional subsidies will be \$250.00 PLUS \$7.00 of the active dues x regional membership during each membership year. Membership numbers will be calculated by May 31 and amounts added to regional accounts for that year.
17. For accounting and IRS purposes, OAEA maintains the following categories as top priority:
 - Supplies - awards - stationary
 - Postage
 - Printing - newsletters - communications
 - Meeting expenses - refreshments - workshop leader fees (other than an OAEA member)
 - Telephone
 - Travel - .24 per mile
 - Rental - space - equipment for special meetings / activities
 - Legal and accounting fees
18. Make sure that regional monies are benefiting the majority of the total membership within the total population of the region.
19. Regional monies can be appropriated for exhibition use (Professional / student / STRS - but not separately financed exhibitions)
20. Regional awards activities (as sponsored by OAEA - OAT, Service Awards, etc...) may be paid for with regional monies.

Policy Concerning Membership

1. OAEA Membership Chair shall make available the membership list to current OAEA Board members and additional lists shall be made available only on prior approval of the Executive Committee.
2. OAEA membership lists will not be made available to outside parties, unless specific approval is given by the Executive Committee.

3. Each region shall be notified of their membership count at the January Board meeting (for budget purposes) and at the May/June Meeting (for the purpose of OAT numbers).
4. OAEA Past President shall distribute a board roster to Board members.
5. Membership Chair organizes data, records and maintains contact with Honorary Life Members.
6. Honorary Life Members: Additions to this group may be considered at the Executive Committee meeting each January. Honorary members are considered active members of the OAEA. Criteria for Honorary membership selection may include:
 - OAEA Retired member
 - Longtime membership in the Association
 - Considerable contributions to the Association
 - Names of Honorary Lifetime members are listed in the March *Artline*, (including any newly designated members).
7. Membership Chair shall coordinate Circa Award membership list. Chair will also be responsible for Circa Society presentations and announcements at the annual Conference. An *Artline* article may be included in the January *Artline*.
8. Up-to-date membership records will be available online to regions in order to determine validity of participants in regional exhibitions and activities. It will be the responsibility of Regional Exhibition Chairs to verify the membership status of participants in their regions. Non-members and their students will be disqualified for participation in any OAEA sponsored events, including but not limited to the College Student Art Exhibit, College Student Scholarship competition, YAM/YPAE/HS Art Exhibitions, the annual Conference, leadership opportunities, regional workshops, and holding any regional or state level officer position of OAEA.
9. At the September meeting, a printed list of members, membership forms, and a CD of the membership database should be placed into the archives for the previous year.
10. The OAEA membership year is October 1 through September 30.
11. The Membership Chair will place a membership listing in the archives at the end of the membership year (October).

Policy Concerning the OAEA Archives

1. The archives are officially maintained and organized by the OAEA Historian and the OAEA Secretary.

2. Items to be included in the archives:
 - Regional newsletters, collected by year through the First Vice-President
 - Strategic Plan and Goal Statements
 - Agendas, meeting minutes, correspondence conducted by the President in the name of the organization
 - Membership list, board roster
 - Annual calendars of OAEA
 - *Artline* issues, Journal issues
 - Exhibition catalogues, invitations, and participant lists
 - Financial records

Policy Concerning Scholarships

1. Scholarship monies awarded by OAEA may be used at the discretion of the winner of the award.
2. Scholarship monies awarded by the OAEF must be assigned directly to the university/college of the winner's choice and not to the winner personally.
3. The Chair of the Student Scholarship Committee will be the Higher Education Division Chair.
4. The Student Scholarship Committee shall consist of the following chairs: Supervision, Retired, and, Museum. Co-chairs may cast one vote.
5. Scholarship recipients will be recognized at the Annual Conference.

Policy Concerning Divisions

1. The Past President shall Chair the Professional Standards Committee.
2. Division Chairs will plan Conference divisional meetings and coordinate the collection of updated roster and awards information.
3. By the end of the Annual Conference it is the responsibility of the current divisional chair to report the updated roster information to the immediate Past President of OAEA.
4. The Supervision Division name changed to "Supervision/Policy/Administration" (approved May 20, 2009)

Policy Concerning the Professional Standards Committee

1. Immediate Past President acts as the chair and liaison to the Executive Committee.
2. For the purposes of organizational goal setting, the ODE Visual Arts Consultant and the Ohio Alliance Representative may be included in the committee.
3. OAEA Executive Committee may sponsor Professional Development opportunities for members.
4. OAEA President appoints coordinator of Professional Development activities with recommendations by the Professional Standards Committee.

Policy Concerning OAEA Publications

1. The *Artline* and the OAEA Journal shall be copyrighted (Board Action March 21, 1980).
2. Editorial Board shall consist of OAEA members.
3. The OAEA Constitution will be available on the OAEA Website.
4. OAEA will maintain a www.oaea.org website
5. An Acceptable Use Policy will be determined by the Communications Committee and approved by the Executive Committee.
6. Acceptable Use Policy and Guidelines for OAEA all Communications (Website, *Artline*, Digital Communications and Journal): Before publication / posting, it is the responsibility of the editor(s) of each publication to check all materials for compliance with the Acceptable Use Policy and Guidelines.

For All Communication Media

Content: Only information related to art education, oaea events, and advocacy may be included on the Website, *Artline*, Digital Communications and Journal.

Region and Division columns and web pages should only contain region and division information as it relates to oaea events and advocacy.

Workshops that relate to professional development will be included in OAEA print and digital publications at the editor's discretion. Other items such as camps, children's art classes, etc. will not be included unless they are a paid advertisement.

Artwork: Student artwork should only be identified by the first name and school unless they have won a competition such as YAM or Art Criticism.

Photographs: Images of a *teacher* should be identified by full name, school, and region. Images of a *student* should only be identified by first name, school, and region.

Specifically for the Website

Publication dates: Information given to the editor should be uploaded to the Website in a timely fashion.

Content: the following should be available for the general membership:

- Constitution and Bylaws
- Board Job Descriptions
- Organizational Structure
- Calendar
- Prevailing Procedures / Policy
- Executive Committee Meeting Minutes
- Board of Directors Meeting Minutes
- Membership Information

The following special designations should be listed:

- Positions held (President, 1st VP, 2nd VP, Secretary, etc. . .)
- Circa Members with years of service
- NBCT that are also OAEA members with year of award
- Distinguished Fellows
- Various Award Winners (Ohio Art Educator of the Year, OAT, Divisional awards.
- Undergraduate Scholarship winners
- Accomplishments of members not related to OAEA will NOT be included.

Articles: Information related to regions and divisions can be posted by the region or division on their own page of the Website.

Advertising: The OAEA Website will include ads from appropriate vendors (art suppliers, art magazines, universities, etc...) To be displayed on the main OAEA Website. The income generated will help support the cost of maintaining the site.

In addition, a Google search option will be available on the main OAEA page to search the site and the web. Depending on the use, this may provide some income to support the cost of maintaining the site.

Specifically for the *Artline*

Publication Dates: The OAEA *Artline* newsletter will be published through print or electronic means at least four times per year. Submission deadlines are determined by the Editor. These deadlines are firm. Submissions received after the deadline date may not be added to the newsletter. Publication will occur approximately six weeks following the submission deadline.

Content: The OAEA *Artline* newsletter shall contain information related to art education, OAEA events, and advocacy. The newsletter shall also contain President's message, Regional news, Divisional news, Teacher Features, OAEA calendar, Student art work, Advertisements, Honors / Awards, Exhibition Announcements / Workshops, and Book Reviews. Subsequent information may be included at the editor's discretion (Teacher Features are procured by Regional Directors, one per issue on a rotating basis.)

Articles: Regional Director's and Division Chair's news/articles should include a photograph of the author and should have a maximum of 300 words. All submissions must be typed and double-spaced, sent via email with an attached file or sent on a disk/cd. The submissions should also contain first and last name of author, title, date submitted, region/division name, telephone number/email address. It is suggested that January articles should be written by the outgoing officer.

Student Artwork: Student artwork will be used at the Editor's discretion and as space allows. Student's artwork may be sent via high quality, black and white hardcopy or digitally via cd or email. Student's artwork should be identified by student's first name only, grade level, media, teacher, school, and region.

Advertising: The OAEA *Artline* newsletter shall contain advertisements from recognized art suppliers, children workshops/classes, and/or art affiliated companies at a paid expense. Advertisers may purchase advertising space in the newsletter. The price shall vary according to the size of the advertisement as well as the frequency of the advertisement publication. All the above advertisement terms are on file with the Editor.

Specifically for the Journal (publication suspended 2009)

Publication Dates: The number and timing of the Journal's publication is dependent upon receipt of sufficient quality manuscripts. Given sufficient submissions, the Journal is published twice a year (Autumn and Spring).

Editorial Board Make-up: The Journal Editor(s) appoint at least 3 OAEA members to serve as members of the Editorial Board. Appointments are for 3 years. Editorial Board members must be OAEA members and currently employed as art teachers, arts administrators, or art education professors. Editorial Board members are selected based upon their demonstrated ability to review scholarly manuscripts, communicate

effectively with the authors and editors, and their familiarity with current issues and literature in the field of art education.

How Articles Are Selected: The Editorial Board reviews submitted manuscripts. Each reviewer will identify a paper as either “accepted,” “accepted with revisions,” or “rejected.” In the event that the reviewers are not in agreement, the Journal Editor(s) reserve the right to either accept or reject an article. Each author receives a letter from the Journal Editor(s) summarizing the reviewers’ remarks and decisions. Accepted articles can be rejected at any time of the author fails to meet the revision suggestions and timeline outlined by the Journal Editor(s) and Editorial Board.

OAEA Membership Guidelines: Manuscript authors do not need to be members of OAEA. Editorial Board members must be OAEA members at the time of their appointment.

Advertising: Ads are not accepted for publication in the OAEA Journal.

Policy Concerning STRS Arts Advisory

1. The chair of the committee will be appointed by the President of OAEA.
2. Members of the committee shall include: President of OAEA, Exhibition Chair of OAEA, and the Chair of the Committee.
3. Members may not request reimbursement from OAEA for expenses which are reimbursed by STRS.

Policy Concerning the OAE Foundation

1. Board of Trustees for the OAEF:
 - Shall meet on an annual basis
 - Additional members will be selected from the membership of OAEA Fellows
 - Include the Treasurer of OAEA
 - President of the Foundation must also be a Fellow of OAEA.
2. Communication of the Executive Committee of OAEA with the OAEF will be through the President of the Foundation. Communications should be recorded in writing.
3. In the event of the need for emergency funds to operate the Ohio Art Education Association (OAEA), the OAEA has the right to borrow monies from the OAEF.
4. OAEA requests for funds from the Foundation shall be made in writing from the OAEA President, with approval of the OAEA Executive committee, to the OAEF President and the chair of the Fellows.

5. Responses concerning requests to the OAEF should be made within four weeks from the date of the initial request. Discussions regarding the request may be conducted between members of the OAEF Board via email or phone. This will provide for a decision to be reached in a timely manner.
6. The OAE Foundation president will notify the Columbus Foundation via a letter stating that two-thirds of the OAE Foundation Trustees approve the release of the requested funds. A check from the Columbus Foundation will be sent to the Ohio Art Education Association.
7. Repayment procedures of monies borrowed will be determined by a mutual agreement of the OAE Foundation Board of Trustees and the Executive Committee of OAEA.

Policy Concerning OAEA Professional Development Conference

1. Executive committee members may receive complimentary registration and lodging at the state Conference based on available finances.
2. Local Committee members pay the student rate for Conference registration. Local committee members must be current OAEA members.
3. Executive committee reports shall be published annually in the Conference Book. All members of the executive committee must prepare a report.
4. Conference Coordinator will monitor all expenses of the Annual Conference and report directly to the OAEA Treasurer. No reimbursement will be made for expenses sent directly to the Treasurer.
5. Local fundraising at the Annual Conference will be shared 50/50 between the local committee and the Board of OAEA. The OAEA portion of the funds may be donated to the OAE Foundation.
6. Presenters for Conference must be a member of OAEA at the time of submitting the proposal and presenting the workshop at Conference.
7. The Conference leadership team will consist of a team led by the Conference Coordinator and Local Committee Chair. Other members include state and local appointed committee members.
8. Non-member volunteers may be utilized for the Conference on a limited basis as determined by the Conference Committee on a yearly basis.
9. In general, OAEA members shall not be paid to be presenters at the Conference.

Document Destruction Prohibited

No officer, director, employee or agent of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case.

Retaliation Against Whistleblowers Prohibited

No officer, director, employee or agent of the Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense.

Conflict of Interest Policy

OAEA directors, officers, committee members, staff, and other volunteers, while acting on behalf of OAEA, should avoid conflicts of interest. Even the appearance of a conflict of interest should be avoided. All actions should be based solely on the best interests of OAEA, in accordance with applicable state and federal laws and regulations. Actions should not be influenced by personal considerations.

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise, in the outcome of any transaction or matter involving OAEA. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter in a manner adverse to OAEA.

Depending upon the immediacy and seriousness of the conflict, a number of resolutions are possible. If the conflict is minimal, it may be cured through nothing more than disclosure of the interest and a pledge to remain objective and neutral to it. Other conflicts are more serious and may require the board or committee member to remove themselves from any involvement in the association's discussions or decision making on the matter. (This is called recusal.) In rare cases, conflicts are so immediate and serious that resignation from the board, committee, or other association assignment is the only prudent means of avoiding the conflict.

It is the prerogative of the board, not the individual, to determine how severe a conflict is and the appropriate steps that must be taken to remedy it.

Interests do not often, per se, create actual conflicts. Individuals often have fully legitimate responsibilities to more than one board or organization. It is generally only when some specific issue arises in which both organizations have a direct interest that

an actual conflict exists. It is important to stress that the existence of a conflict of interest and the actions taken to resolve that conflict are **not** punitive or a negative reflection on the affected board or committee member's ethics, commitment to OAEA, or judgment.

If an individual has a conflict of interest or potential conflict of interest in connection with any OAEA transaction or matter, he or she should immediately notify the President, Executive Director, or other appropriate OAEA representative.