



OPERATING POLICIES AND PROCEDURES FOR CHAPTERS OF PREVENT BLINDNESS, OHIO AFFILIATE

Prevent Blindness, Ohio Affiliate (PBO) may from time to time establish and operate chapters within a specified geographical area to carry out its purposes where the PBO Board of Directors directs the establishment of such a chapter. Chapters shall not be separately incorporated entities, but shall be a part of PBO. All paid staff at chapters shall be employees of PBO. All income received by chapters from all sources shall be remitted to PBO. PBO shall fund an approved annual budget for expenditures of each chapter. Such budget shall include an amount, to be determined from time to time by the Board, to be used at the discretion of the chapter to fund programs within categories approved by PBO. Each chapter shall be operated by, and reflected in the annual budget of PBO. The corporate structure, activities and financial relationship between PBO and its local chapters shall be established and determined by the Board in its discretion. Chapter chairs shall be invited to serve on the Board of Directors.

Adopted by the PBO Board of Directors 5-15-2000.

Chapter Name:

The name of the chapter organization shall be (geographic area as approved by PBO Board) Ohio Chapter, Prevent Blindness, Ohio Affiliate. The establishment of this chapter must be approved by the Prevent Blindness, Ohio Affiliate Board of Directors. This chapter will function under a set of operating policies and procedures approved by the Prevent Blindness, Ohio Affiliate Board of Directors.

Purpose and Scope:

It shall be the purpose of this chapter to carry out the objectives of Prevent Blindness, Ohio Affiliate within the geographic limits approved by the PBO Board of Directors in accordance with the principles, policies and regulations of the Prevent Blindness, Ohio Affiliate Board of Directors as set forth in its charter and bylaws and to that end shall:

- Assess community needs and implements program services that meet needs within the statewide strategic priorities.
- Raise funds from a broad base of sources: individuals, corporations, foundations and organizations.
- Recruit volunteers to accomplish objectives.

Chapter Executive Council:

Section 1 - Composition

The membership of the executive council shall include the officers of the chapter, the chairs of all standing committees and members at large, all of which serve without compensation. No paid staff member shall be elected to the council. Members shall be selected to represent the various needs and interests of the area served and approved by Prevent Blindness, Ohio Affiliate.

Section 2 - Responsibilities

All activities of the chapter shall be implemented by the executive council and its committees. Said activities must conform and be in harmony with the policies of Prevent Blindness, Ohio Affiliate.

Section 3 - Vacancies

Vacancies on the council shall be filled by a majority vote of the council members.

Section 4 - Regular and Special Meetings

The council shall meet regularly, but not less than quarterly, including an annual meeting. Special meetings of the council may be held upon the request of the chair or a majority of the members of the council. Regular and special meetings shall be called with not less than 15 days prior notice. A majority of the total council membership shall constitute a quorum.

Section 5 - Annual Meeting

There shall be an annual meeting of the council of the chapter. The purpose of the annual meeting shall be to evaluate the progress of the chapter, to formulate plans for the following year, to receive and act upon reports and other such transactions as may be brought before the meeting (operating plans, strategic plans and budgets), and shall include the election of council members and officers. A majority of the council members of the chapter shall constitute a quorum. The annual meeting will be announced at least 30 days before such meeting.

Section 6 - Election of Council Members

A slate of individuals for election to council membership shall be prepared by the nominating committee. This slate shall then be presented to the membership at the annual meeting for action. Members shall be elected to a one-year term with no restriction on the number of terms they may serve.

Section 7 - Duties and Responsibilities

Under authority delegated by the Prevent Blindness, Ohio Affiliate board of directors, the council shall have the responsibility for developing those sources of income necessary for its support; for establishing within the policies and practices of Prevent Blindness, Ohio Affiliate, the content and direction of activities; for reviewing and approving an annual budget and for annually electing members and officers.

Officers:

Section 1 - Officers and Qualifications

The officers of the chapter shall be a *Chair, Vice-Chair (optional), Treasurer and a Secretary*, each of whom shall be elected by the council members at its annual meeting, and shall serve for one year or until his successor is chosen. Officers may be elected for up to three successive terms. Also, the Immediate Past Chair and Chair-Elect shall be a member of the Executive Council.

Section 2 - Duties of the Chair

The chair shall be the chief volunteer officer of the chapter and shall preside at all meetings of the council. The chair shall have general and active management of the business of the chapter, and shall see that all plans of the council are carried into effect. The chair shall be an ex-officio member of all standing committees. The chair shall appoint such committees or task forces as are necessary to carry out the purposes of the chapter and shall serve on the PBO board of directors.

Section 3 - Duties of the Chair-Elect and Vice Chairman

The Chair-Elect or in his absence, the Vice-Chairman, shall perform the duties and exercise the powers of the Chairman in his absence and such other duties as may be assigned from time-to-time by the Chairman.

Section 4 - Duties of the Secretary

The Secretary shall give or cause to be given adequate notice of all meeting of the council, shall assure that all proceedings of those meeting are recorded and shall perform all the usual duties connected with the office of secretary.

Section 5 - Treasurer

The Treasurer shall be responsible for reporting fiscal position of the Chapter at all regular Chapter meetings and for planning the annual budget in partnership with the Chapter Director and PBO Budget and Finance Committee. The Treasurer serves as a member of the PBO Budget and Finance Committee. All revenue received by the Chapter will be recorded and banked by the PBO State Office and disbursements will be made by same

Section 6 – Immediate Past Chair

The Immediate Past Chair shall be a member of the Executive Council and also chair the Nominating Committee.

Section 7 - Chapter Director

The chapter may have a director who shall be the chief professional officer of the chapter and a member of the PBO office staff reporting to the Prevent Blindness, Ohio Affiliate CEO. Selection, performance evaluation and dismissal of the chapter director shall be a function of the CEO with input from the chapter council leadership.

Subject to the general direction and control of the Prevent Blindness, Ohio Affiliate CEO, the Chapter Director shall have the power to appoint and remove other employees and to direct their work.

Membership:

The membership of the chapter is composed of the active volunteers who serve on either the council or on any of the special or standing committees. There are not special requirements for membership other than a desire and ability to participate actively in the business of the chapter. Members may be called upon to assist the operation of the chapter through involvement on committees, as officers of the chapter or council members at large.

Committees:

Section 1 - Nominating Committee

The chair shall appoint a nominating committee of not less than three members who shall prepare a slate of names for election of new council members at large and officers, committee members and present said slate at the annual meeting. The Chair of the chapter nominating committee will serve on the PBO Nominating Committee.

Section 2 - Other Committees

Other committees shall be appointed and disbanded as deemed necessary by the council. The chair shall appoint the committee chairman to a term of one year. Committee chairmen, will recruit

additional committee members as deemed necessary with approval by the chair. The Chairs of other committees will be invited to serve on the appropriate PBO Committee.

Miscellaneous:

Section 1 - Voting

All decisions of the chapter shall be by a majority vote of the council. The chair shall have the right to vote.

Section 2 - Dissolution

The chapter understands that the board of directors of Prevent Blindness, Ohio Affiliate reserves the right to dissolve any established chapter at any time for its own reasons.

Amendment:

These operation rules and regulations may be amended from time-to-time by the board of directors of Prevent Blindness, Ohio Affiliate.