

ADMINISTRATIVE POLICY

Organizational Standardization

I. POLICY STATEMENT

The structure of IONL is presented through a consistent framework to provide standardization across national, state, and district interactions. The structure addresses bylaws, tax exempt status, organizational charts, and orientation to utilization of services and resources.

II. PROCEDURES

A. Tax Exempt Status

1. Tax exempt status is encouraged and a template provided to districts by the Treasurer to enable them to apply for education grants and district functions.
2. The Board will consider monetary assistance when petitioned by a district for tax exempt start-up cost during the application process.

B. Bylaw Alignment and Consistent Application

1. IONL Bylaw Committee will review AONL Bylaws, IHA stance, IONL Board recommendations, and member requests for edit in the annual review of IONL Bylaws and when proposing bylaw revision to the Board.
2. Annual Bylaws will be posted to the IONL website following membership approval for district and member access.
3. Districts will submit district bylaw revisions as they occur to the IONL Chief Executive Officer for posting and Bylaw Committee consistency review.

C. Structural and Organizational Chart

1. The IONL Organizational and Membership Structure Charts will be reviewed annually by the Bylaws Committee for edit recommendations to the Board.
2. Charts will be available on the website for use in orientation of new Organization and Board members.

D. Member Engagement

1. Each new Organization member will be contacted by the Chief Executive Officer or Board designated individual to assist in smooth entry into membership, website access, and access to their district. A district map is maintained on the website.
2. Materials specific to orientation will be maintained electronically, reviewed and updated by the IONL secretary and Chief Executive Officer.

3. A member may request Orientation materials in hard copy format.

E. Services and Resources

1. Guidance will be provided on the IONL website for existing members seeking to increase IONL involvement, participate in governance, or locate opportunities for committees, mentoring, research, strategic plan activities, and new programming.
2. The website and annual IONL Committee sign-ups will include an explanation of purpose, time, cost, and method of interaction.
3. Each District is responsible for maintaining history and documents. When requested, IONL will assist with options for retention.

Originated by Marcia Tracy for Strategic Planning and reviewed by Bylaws Committee
Approved by the Board August 24, 2017; Revised 08/14/2020