

# **BPW/OHIO PAC**

## **Policies and Procedures**

### **A. Purpose**

1. BPW/Ohio's political action committee (BPW/Ohio PAC) was established to provide BPW/Ohio members with a way to legally endorse and contribute financial support to candidates for state office.
2. BPW/Ohio PAC is a separate legal entity from BPW/Ohio and must remain so due to federal regulations concerning not-for-profit organizations.
3. Contributions to BPW/Ohio PAC are solicited and disbursed in accordance with the Ohio Revised Code and guidelines established by the Ohio Secretary of State.

### **B. Structure**

1. The BPW/Ohio PAC Committee shall be comprised of a Chair, a Treasurer, a Deputy Treasurer, a Secretary, and a minimum of three (3) other members. Whenever possible, members should represent each region of the state. No member shall serve for more than three (3) consecutive terms, except in the case of the Treasurer and Deputy Treasurer as allowed in B3 and B4. Members of the committee must be BPW/Ohio members in good standing.
2. The BPW/Ohio PAC Chair shall be appointed by BPW/Ohio's President Elect and will serve during that individual's year as President of BPW/Ohio. The Chair shall:
  - a) Recruit members from at least three (3) regions to serve as members of the committee.
  - b) Forward all candidate application forms to the other committee members.
  - c) Hold meetings as needed to conduct business and select candidates to support.
  - d) Send reports of the meetings to the current BPW/Ohio President.
  - e) Promptly remit to the BPW/Ohio PAC treasurer all contributions received for BPW/Ohio PAC for depositing into the BPW/Ohio Pac bank account.
  - f) Assist the BPW/Ohio Legislation Chair plan the State Legislative Platform meeting.
3. The Treasurer, who must be registered as such with the Ohio Secretary of State's office, may remain in office for several years (at the discretion of the sitting State President and the BPW/Ohio PAC Chair. The Treasurer shall:
  - a) Submit all reports to the Ohio Secretary of State as required by state law.
  - b) Brief all incoming BPW/Ohio PAC Chairs on the functions and requirements of the BPW/Ohio Pac.
  - c) Maintain the BPW/Ohio PAC bank account, performing monthly reconciliations of its balance.
  - d) Send financial reports to the current BPW/Ohio PAC Chair upon request.
  - e) Abide by the procedures listed in the following section, C. Finance.
  - f) Promptly deposit all funds received from the BPW/Ohio PAC Chair into the BPW/Ohio PAC bank account.
  - g) Shall serve as an ex-officio member of this committee.
4. A Deputy Treasurer, who must be registered as such with the Ohio Secretary of State's office, may remain in office for several years (at the discretion of the sitting State President and the BPW/Ohio PAC Chair). The Deputy Treasurer shall:
  - a) Work closely with the BPW/Ohio Pac Treasurer to ensure that in the event that the Treasure is unable to perform her duties the Deputy Treasurer shall be able to continue business as usual.
  - b) Shall serve as an ex-officio member of this committee.

5. BPW/Ohio's Legislative Consultant shall serve in an advisory capacity as an ex-officio member of this committee. The Legislative Consultant shall not be a voting member of the committee.
6. The committee shall elect a Secretary. The Secretary shall:
  - a) Take minutes of all meetings of the BPW/Ohio PAC Committee.
  - b) Maintain a record of the candidate applications received.
  - c) Reports of all activities (detailing funds raised, endorsements, and contributions) will be prepared for the BPW/Ohio President and be made available to her, in writing, within a month of the committee's meeting.
7. Members will familiarize themselves with the "Ohio Campaign Finance Reporting Handbook", available from the Secretary of State's office and conduct committee business as a totally separate entity from BPW/Ohio. Care should be taken not to use BPW/Ohio stationary or to in any way mix the business of the two organizations.
8. Members will meet, as needed, to select candidates and to determine amounts to be contributed. Meetings can be held electronically (i.e., via video conferencing or email).

### **C. Finance**

1. BPW/Ohio PAC funds shall not be co-mingled with BPW/Ohio funds.
2. All financial records for BPW/Ohio PAC shall be maintained by the BPW/Ohio PAC Treasurer and provided annually (or upon request) to the BPW/Ohio Treasurer (for submission with other BPW/Ohio materials for review by the appointed Financial Review Committee) and to the BPW/OHIO PAC Chair and the BPW/Ohio President.
3. Contributions to BPW/Ohio PAC must be from individuals; they do not need to be members of BPW/Ohio. No contributions may be accepted from corporate entities, fiduciaries, local organizations, or regions.
4. The PAC committee shall determine how much is to be contributed to each candidate.
5. Contributions from BPW/Ohio PAC to any one recipient per calendar year shall not exceed the amount provided for in the Ohio revised Code.

### **D. Procedures**

1. Only candidates for state office, who support BPW/Ohio's objectives and legislative agenda, may be endorsed.
2. Endorsements and contributions will be made on a non-partisan basis and will be decided upon evidence of each candidate's support of BPW/Ohio's objectives and legislative agenda.
3. Candidates who wish to receive financial contributions must:
  - a) be formally nominated by a local organization in the area of the candidate's legal residence or by BPW/Ohio officers of the region with which that local is affiliated.
  - b) complete both a candidate endorsement questionnaire and a platform endorsement form.
4. In the case of an incumbent a candidate must have a voting record that reflects support of BPW/Ohio's objectives and legislative agenda.
5. BPW/Ohio Executive Committee and Regional and Local officers, as well as the candidate and/or candidate's campaign committee, will be notified of the committee's decision concerning endorsement and/or funding.
6. Campaign contributions can be made during both primary and general election periods, within the limitation of funds available to BPW/Ohio PAC and the Ohio Revised Code.
7. Candidates and/or their campaign committees will need to make separate application for contributions and/or endorsement in each of the campaign periods.
8. Local BPW/Ohio members shall be encouraged to seek out and recruit suitable candidates for endorsement or support.