

# STANDING RESOLUTIONS

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## OHA MANAGEMENT

### 1) OFFICERS AND COUNCIL

3-3-17

Council adopted a **Conflict of Interest Statement** to be signed by current officers and Council members.

7-17-17

Council adopted a **Council Roles and Responsibilities** policy describing the activities of Council members.

10-5-99

It is the Sense of the Council that the incoming Council members and officers should be assigned liaison responsibilities immediately upon election and that both the outgoing and incoming liaisons should attend the appropriate committee meetings at the annual meeting.

2-25-07

It was moved, seconded, and carried that Council liaisons are non-voting ex officio members of the committee to which they are appointed. (Sharpless/Austin)

10-5-99

It is the Sense of the Council that the Vice President/President Elect be kept free of committee liaison responsibilities.

2-8-03

It was moved, seconded, and carried that the Past President will be expected to attend the midwinter meeting as a non-voting member and provide continuity. (Diaz/Ali)

10-18-08

It was moved, seconded and carried that beginning with the 2009 Annual Meeting, Council will meet on Saturday. Time will be allocated for the Council to meet with the chairs or designated representatives of each committee for substantive discussion of the committee's work and concerns. (Frisch/K'Meyer)

2-6-71

It was moved, seconded, and carried that OHA reimburse Council and Officers for the following expenses at the Midwinter Meeting: direct transportation at tourist rates, ground transportation, lodging (including an extra night's lodging when travel schedules dictate).

2-18-84

It was moved, seconded, and carried that the reimbursement of expenses at the Annual Meeting for Council members be set at one-half round-trip transportation, full lodging, and subsistence (\$20 per day) from the beginning of the Council sessions up to the start of the Annual Meeting.

2-26-05

It was moved, seconded and carried that the mileage reimbursement reflect the current federal standard effective October 1, 2005. (Sharpless/Nasstrom)

2-16-14

It was moved, seconded and carried to raise the OHA per diem for travel to \$50 per day.

2-28-2020

It was moved, seconded and carried that the reimbursement of expenses at the Annual Meeting for Council members be set at one-half round-trip transportation, two nights lodging, three days of per diem at \$50 per day when meals are not provided, one-half of ground transportation costs, and half of other expenses required for Council members to reasonably travel to the Annual Meeting.

It was moved, seconded and carried that the reimbursement of expenses at the Midwinter Meeting for Council members include round-trip transportation, lodging (including an extra night's lodging when travel schedules dictate), per diem up to \$50 per day when meals are not provided, ground transportation costs, and other expenses required for Council members to reasonably travel to the Midwinter Meeting.

## 2) OFFICE MANAGEMENT

3 -2-01

It was moved, seconded and carried that the Executive Director be bonded. (Benmayor/King)

10-24-06

It was moved, seconded, carried that as the professionalization of the Association continues it will conduct annual evaluations of all paid personnel. (Jefferson/Ali)

3-13-2004

It was moved, seconded, and carried that the OHA eliminate the process of officially appointing liaisons to other organizations. (Larson/Hardy)

2-15-14

Council adopted a partnership protocol called **Guidelines for Evaluating Partnership and Special Project Opportunities**.

2-6-71

It was moved, seconded, and carried that any bill for attending special meetings or incurring other expenses in representing OHA before other groups must be cleared in advance by the Finance Committee.

10-22-7

It was moved, seconded, and carried that the Director(s) be reimbursed for all expenses associated with the Annual Meeting.

10-17-95

It was moved, seconded, and carried that all OHA airfare expenditures will be reimbursed only the amount of the excursion airfares except in extenuating circumstances.

#### **a) Website**

10-10-2000

It was moved, seconded, and carried to adopt the following policy to guide the awarding of links from the OHA website to other sites:

It is the policy of the Oral History Association that the OHA website will be linked only to non-profit institutions which are members of the Association.

Applications for linkage will be screened by the OHA executive director and linkage will be awarded as deemed appropriate.

All other applications for linkage will be forwarded to the H-Oralhist for action.

2-22-19

It was moved, seconded, and carried to accept a privacy policy that met the GDPR guidelines and to implement its use on the organization's website. The full policy can be found at this link: <https://www.oralhistory.org/about/association-business/>

10-16-20

Logo policy: It was moved, seconded, and carried to accept the following logo policy:

Only those with partner memberships are welcome to use the OHA logo as an affiliation. This usage, however, does not imply endorsement. No other membership level may use our logo without our express permission. Any use of our logo must follow our Statement of Diversity and Inclusivity.

Advertising policy: It was moved, seconded and carried to accept the following advertising policy at this link: <https://www.oralhistory.org/oha-advertising-and-logo-policies/>

#### **b) Archive**

2-12-88

It was moved, seconded, and carried that the University of North Texas be designated as the permanent repository for the OHA archives; and that in the event UNT wishes to terminate this relationship or is unable to fulfill its archival obligations, the university archivist will be responsible for the expeditious transfer of all OHA archives to the new repository designated by OHA.

1-22-77

It was the sense of Council that all tapes of Workshop and Colloquium sessions should be stored as part of the OHA archives at North Texas State University.

### 3) COMMITTEES

#### a) General policies

3-13-2004

It was moved, seconded, and carried to maintain only the following standing committees: Education, Finance, International, Diversity, Emerging Professional, Membership, Nominating and Publications (Sharpless/Ali)

3-13-2004

It was moved, seconded, and carried that the following be designed as single purpose committees: Scholarship, Awards, Digital Technology and New Media, and Institutional Review Board Issues (Sharpless/Rogers)

2-12-88

It was moved, seconded, and carried that all members of committees must be members in good standing of OHA and that no individual can sit simultaneously on two standing committees.

2-21-92

It was moved, seconded, and carried that the chair of each committee shall circulate committee reports to all members of the committee.

2-24-96

It was moved, seconded, and carried that Midwinter committee reports include budget requests.

10-18-95

It was moved, seconded, and carried that committee budgets are to cover basic operating expenditures necessary to facilitate the work of the committee, including postage, long-distance telephone, photocopying, and supplies. The committee may request other uses of the committee's budget subject to approval of the Council.

2-22-86

It was moved, seconded, and carried that any committee which generates revenue must file a financial report at the end of the fiscal year.

10-24-06

It was moved, seconded, carried that OHA committees will recruit applicants, review applications, interview and make recommendations to Council for approval for any paid position. Upon positive action by Council, the Executive Director(s) will issue a contract, which must be signed before any nominee can act in their capacity and be paid. (Nasstrom/Ali)

3-22-13

It was moved, seconded and carried that awards committees go to staggered, three-year appointments. The longest serving person on the committee would chair.

2-19-94

It was moved, seconded, and carried that for purposes of determining eligibility to serve in an OHA elected position, an individual must have a current membership in the individual category;

to serve on a standing or ad hoc committee, with the exception of the awards selection committee, an individual must have a current membership through an individual or partner membership.

## **b) Standing Committees**

### **i) Committee on Diversity**

2-24-89

It was moved, seconded, and carried that all OHA committees and activities reflect ethnic and gender diversity in their composition and implementation. The Council charged the Committee on Multicultural Uses of Oral History to identify members who could serve on committees.

2-24-89

It was moved, seconded, and carried that all Annual Meeting Program Committees include a member of the Committee on Multicultural Uses of Oral History and/or a member of one of the multicultural communities located in the area where the meeting is being held.

2-24-89

It was moved, seconded, and carried that the Committee on Multicultural Uses of Oral History will organize and sponsor sessions on issues of multiculturalism for Annual Meeting programs.

2-25-89

It was moved, seconded, and carried that the Committee on Multicultural Uses of Oral History develop a plan and budget for increasing attendance at Annual Meetings of lower-income community historians.

2-16-90

It was moved, seconded, and carried that the Committee on Multiculturalism make recommendations to the President for membership on the Annual Meeting Program Committees and on standing committees as vacancies occur.

3-18-99

It was moved, seconded, and carried to change the name of the "Multiculturalism Committee" to "Committee on Diversity".

### **ii) International Committee**

**10-17-89**

It was moved, seconded, and carried that the International Committee draw up guidelines for the selection and funding of foreign participants at Annual Meetings of OHA.

2-24-07

It was moved, seconded, and carried that the responsibility for awarding the International scholarships will reside with the International Committee and final awards should be made by May 1<sup>st</sup>. (Sharpless/Yow)

### **iii) Membership Committee**

2-21-15

It was moved, seconded, and carried to include the mentor program as part of the membership committee.

#### **iv) Scholarship Committee**

2-1-91

It was moved, seconded, and carried to establish a committee to plan and implement a scholarship program. The committee's first task would be to propose procedures for announcing the availability of scholarship funds, the number and amounts of scholarship awards, procedures and criteria for reviewing applications and selecting recipients.

2-24-07

It was moved, seconded, and carried that the Scholarship Committee include the following members: Liaison from Council, Chair of the Diversity Committee, Chair of the Education Committee and Chair of Program Committee, or a designated representative, and be charged with the responsibility of selecting all scholarship recipients for the annual meeting (Sharpless/Horowitz)

10-18-08

It was moved, seconded and carried that the chair of the Scholarship Committee shall be a current member of the OHA Council. (Horowitz/K'Meyer)

2-1-91

It was moved, seconded, and carried that future membership renewal and application forms contain a blank for voluntary contributions to student scholarships.

#### **c) Nominating Committee (elected committee) and elections**

10-5-99

It is the Sense of the Council that the incoming First Vice President be liaison to the Nominating Committee and attend its meeting at the annual meeting.

2-3-83

Council passed a resolution recommending that the Nominating Committee consult the Council and the membership for suggestions when selecting a slate of nominees. The Nominating Committee shall give due consideration to the diversity of the Association in order that all constituencies shall be represented in its governance.

10-25-79

Council decided that all official phone calls of the Nominating Committee must be logged and reported to the Executive Director(s) by the committee chairperson.

11-6-90

It was moved, seconded, and carried that every member of the Nominating Committee must be involved in the committee's final deliberations. The chair of the Nominating Committee may not

report a final slate of nominees until each and every member of the committee has been involved in discussion and polled.

10-25-79/11-6-90

It was moved, seconded, and carried that the incoming chairperson of the Nominating Committee be informed that the selection of candidates for the Nominating Committee is the prerogative of Council; and that the new Nominating Committee be informed that it should present its slate of candidates for officers and Council to the President by the date of the Midwinter Council Meeting.

10-26-94

It was moved and seconded that addenda be added to the time frame: the Nominating Committee and Council can offer to extend a two-week grace period to pay dues to potential nominees; and at the beginning of the OHA annual meeting, the chair will post election results with a notation of when they are effective.

10-7-03

It was moved, seconded, and carried to ask the Nominating Committee to appoint at least two alternatives in the event that a candidate withdraws.

10-13-87

It was the sense of Council that the vote tally be reported to Council, not to the candidates or membership, but that the information should be available to any member upon request from the Executive Director(s).

10-26-94

It was moved, seconded, and carried that the *Oral History Association Newsletter* publish election results each year.

#### **4) MEMBERSHIP**

5-3-2012

It was the sense of Council that the membership dues for individuals should be raised to \$75 beginning January 1, 2013. The student rate will remain at \$35.

10-24-06

It was moved, seconded, carried that the Life Membership be increased to \$1000, effective immediately. (Nasstrom/Roque)

10-17-15

It was moved, seconded, and carried to create a new category of membership called Partner Membership for organizations in order to facilitate communication between OHA and institutions. The annual rate will be \$450.

9-18-84



It was moved, seconded, and carried that persons who join OHA at the time of the Annual Meeting or during the period following the Annual Meeting should be considered a member for the following year.

10-13-18

It was moved, seconded, and carried to revise the membership structure for individuals: Student/Community Practitioners- \$35, Emerging Professionals/Independent Practitioners- \$75, and General- \$100.

10-16-16

Membership adopted the revised **OHA Policy on Public Resolutions** to guide the process of making resolutions at the annual business meeting.

10-19-19

An updated harassment policy was moved, seconded and carried at the Business meeting. The full policy can be found here: <https://www.oralhistory.org/oha-harassment-policy-and-procedures/>

2-28-20

The Code of Conduct was updated and passed with the following language:

Attendees and exhibitors at the annual meeting of the Oral History Association agree to abide by the [OHA Statement on Diversity and Inclusivity](#).

Attendees also agree that the annual meeting is a harassment- free event for all participants, regardless of gender identity, gender expression, sexual orientation, race, religion, national origin, physical appearance, disability, or other group identity as per the Association's policy on harassment [insert link to policy at oralhistory.org here]

Attendees and exhibitors understand that the following acts constitute violations of the Oral History Association's policy on harassment: Use of abusive or derogatory verbal comments, slurs, epithets, or discriminatory images in public or online spaces; threats or acts of violence, intimidation, or stalking; harassing use of photography or recording; purposeful and repeated acts of misgendering; or inappropriate physical contact or unwelcome sexual attention.

If you are being harassed or witness harassment, please contact an Oral History Association staff person or council member immediately

## 5) FINANCE

### i) Finance Committee and policies

10-14-15

Council adopted the following guidelines for the committee:

The Finance Committee consists of six members appointed sequentially to terms of no more than three years. Each year the sitting OHA president shall appoint two new members for three year terms, and may appoint additional members if necessary to bring membership of the committee to six. Committee terms begin with the commencement of the president's term and last for three years, unless filling a vacant seat in which case the appointment shall be equal to the unexpired term remaining for that position. The members in their second year of service on the committee are committee co-chair.

The Finance Committee makes a report to the OHA Council's fall meeting on the budget for the subsequent year. In order to make this report, the budget will be sent to the Finance Committee no later than Sept. 15.

The Finance Committee makes a report to the OHA Council's midwinter meeting with its assessment of the OHA's financial practices and policies, including: 1) review of the endowment performance, investment allocation, and percentage of draw of the previous year; 2) review of the OHA's financial performance in the prior year; and 3) other matters that the committee deems relevant to these objectives or is asked to address by the OHA Council. In order to make this report, at least three weeks prior to the Council's midwinter meeting the Finance Committee will receive information specifying the OHA's expenditures and revenue in the prior year as compared to the line items in the approved budget for that year, the investment allocation of the OHA's endowment, and the amount withdrawn from the endowment in the prior year.

The Finance Committee will review bids solicited for the OHA's biennial audit as well as the full results of the audit when completed and report to the Council on its findings.

3-3-17

Council adopted **Fiscal Policies and Procedures** and **Designated Discretionary Fund** documents to guide OHA financial management.

10-13-98

It was moved, seconded, and carried that the Executive Director(s) will provide the Finance Committee with annual updates of OHA's financial history.

4-7-72

It was moved, seconded, and carried that OHA engage in no agreements involving OHA funds without a written understanding covering all non-routine expenses which will be charged to OHA particularly labor costs.

11-10-72

It was moved, seconded, and carried that official representation of OHA require the written approval of the President with the advice and consent of the Council as needed. In cases involving approval of expenditures of OHA funds, Council action is required.

2-18-95

It was moved, seconded, and carried that any committee or individual, with the exception of the Committee on Endowments and *Review* advertising manager, must have the written permission of the Executive Committee to raise special funds outside the OHA budget. The potential fund

raiser must present (1) a brief statement of the project; (2) a sample solicitation letter, and (3) a list of recipients of such letters. This information shall be provided to the committee's Council liaison, who will then share it with Council for approval. When letters are sent, copies should be sent to both the committee's liaison and the Executive Director(s).

1-19-94

It was moved, seconded, and carried that a 10 percent fee be charged on invoices that are more than 60 days overdue.

3-19-98

It was moved, seconded, and carried that some of OHA's contracts be examined by an attorney. The executive committee will decide which contracts over \$10,000 must go to an attorney. The Executive Director(s) can decide whether contracts under \$10,000 need consultation.

2-26-05

It was moved seconded and carried to create a Council discretionary fund with an annual budget of \$500 (Larson/Jefferson)

## **ii) Endowment**

2-21-87

It was moved, seconded, and carried that Council establish an endowment to assure long-term financial stability. It was moved, seconded and carried that the following serve as guidelines for establishing and operating this endowment:

1. All life memberships and unrestricted gifts received during the 1986 Annual Meeting and all future life memberships and unrestricted gifts will be added to the Endowment Fund.
2. The Finance Committee will designate a percentage of OHA's annual surplus for the Endowment Fund.
3. All interest accrued from the Endowment Fund will revert to the Endowment Fund.

11-3-93

It was moved, seconded, and carried to officially set up a separate bank account for the Endowment Fund.

2-24-07

It was moved, seconded, and carried to combine the Ross Fund Endowment money into the general Endowment Fund. OHA will continue to provide a monetary prize to the award recipient of the Martha Ross Teaching Award. (Horowitz/ Yow)

10-9-13

Council adopted the following recommendations from the Finance Committee to guide the endowment:

1. The Endowment and Operating Surplus should remain separate from one another with different investment objectives and strategies.

2. The Operating Surplus should be managed to maximize OHA effectiveness and to assist with short-term special projects. An amount equal to the projected annual budget should be kept in cash; or, if interest rates warrant, short-term CDs (3 or 6 months) so the organization always has the cash it needs should there be some interruption in operating income. Amounts in excess of the annual budget could be placed in one year CDs or other short-term interest bearing instruments to permit ready access to these funds if needed, or designated for special uses as the Council so decides. The Council may make transfers from the Operating Surplus to the Endowment if it so chooses.

3. The Endowment is to be managed to support the OHA in perpetuity with no more than 5% of the value at the end of one year available to withdrawn in the next. The investment objective should be to have between 60 and 70% in bond or equity funds and the remainder in cash instruments. Re-balancing in that range should take place annually. The Council should designate a regular use for the funds generated by the Endowment, and promote that objective in fund appeals to the membership. The objective should be for there to be ongoing solicitation of funds for the Endowment, motivated by the virtuous ends to which it is being used. At its discretion the Council could segment annual Endowment income between this regular use and a "rainy day" fund set aside for special projects.

4. Currently the entire Endowment of approximately \$216,500 is in accounts earning virtually no interest, including a Vanguard money market account. The prudent course would be to invest 60% of these funds into mutual funds over the next year in four quarterly installments, i.e. investments in November, February, May, and August of around \$32,400 each. We recommend the Index 500 fund and European Stock Index fund, and a short-term bond or growth/income fund within the Vanguard group if more diversity is sought, with the remaining Endowment amount held within a money market fund or short-term fixed interest investments. At the discretion of the Executive Director all holdings can be in Vanguard, e.g. Vanguard mutual fund, money market, and bonds or CD purchased through Vanguard, to facilitate fund management. In August 2014 the performance of these funds can be evaluated and future actions decided.

## OHA PROGRAMS

### 1) Annual Meeting

#### a) Site Selection

2-23-89

It was moved, seconded, and carried that whenever possible the Site Selection Committees consider labor relation policies of prospective hotels.

2-21-16

Council adopted the following site selection guidelines:

1) Whenever possible, the Association will only enter into contracts with businesses and agents who reflect the ethical values of the Association, including our support for the unionization rights of all employees. The Executive Office will review and approve contracts for entertainment, publicity, accommodations, and other services in advance of their signing, considering the fiscal health of the Association, the labor practices of employers/contractors, and the larger commitments of the Association. When selecting sites for the annual meeting, Council will strongly prefer contracts with unionized hotels or hotels recognized for their fair labor standards. We will include information about this preference in the requests for proposals we distribute to the convention industry as we search for sites.

2) Whenever possible, incorporate the following language in contracts for our annual meetings for 2018 and beyond:

EXCUSED NON-PERFORMANCE DUE TO LABOR DISPUTE. Notwithstanding anything in this Agreement to the contrary, if performance hereunder would foreseeably involve the Oral History Association in or subject it to the effects of a boycott, strike, lockout, picketing or other labor dispute and the Oral History Association therefore withholds, delays or cancels performance, it shall have no liability there from, provided that the Oral History Association may not withhold, delay or cancel performance based upon a labor dispute involving its own employees. In the event of a cancellation under this Section, neither the Oral History Association nor its members shall have any future obligation under this Agreement, and any deposits or other payments made to the Hotel by the Oral History Association or its members to reserve rooms or other space for use, and/or for services to be provided, shall promptly be refunded to the Oral History Association or its members. This Section shall supersede all other provisions of this Agreement and shall be construed and enforced in accordance with the laws of the State of the Oral History Association's home state.

NOTIFICATION OF LABOR DISPUTE. The Hotel agrees to notify the Oral History Association in writing within ten (10) days after it becomes aware of any labor relations dispute involving the Hotel and its employees including, but not limited to, union picketing, the filing of an Unfair Labor Practice charge by a union, the expiration of a negotiated labor contract, an existing or impending strike or lockout or any other matter which could reasonably be construed as a labor-management relations dispute.

#### b) Roles and responsibilities

9-24-97

It was moved, seconded, and carried that all Annual Meeting planning functions previously ascribed to the president shall now be those of the president-elect in consultation with the president and all financial decisions must be communicated in writing to the president and Executive Director(s).

10-5-99

It was moved, seconded, and carried that the vice-president elect submit for Council's approval at Mid-winter meeting a detailed annual meeting budget, including attendance estimates, projected income sources, and expenditures, and that this budget be discussed and approved by Council prior to Council's consideration of the annual budget.

### **c) Program, Program Chairs, and Program Committee**

2-2-79

It was moved, seconded, and carried that OHA pay the expenses (transportation, food, lodging) for headline speakers.

3-20-98

It was the sense of Council that providing services for various kinds of special needs is appropriate, with active outreach to hearing- and sight-impaired constituencies, and that this become part of Annual Meeting planning.

2-23-08

It was moved, seconded and carried that the resolution of 11-6-90 regarding the 2-year presenter rule be eliminated and replaced by the following:

The program committee shall give strong preference to people who did not present in the previous year's annual meeting. (Jefferson/Austin)

1-16-81

John A. Neuenschwander presented the following draft for Council approval: The Oral History Association allows members of the audience to tape record presentations at the Annual Meeting. If you do not wish to have your presentation tape recorded, you should so inform your session chairperson so that the audience may be properly alerted.

2-12-88

It was moved, seconded, and carried that the New Members Reception shall be a permanent part of Annual Meeting programs.

It was moved, seconded and carried that the recipient of the Research Fund be required to present a paper at the next appropriate Annual Meeting. *The Oral History Review* reserves the right of refusal to an article produced from this research. (Jefferson/Ali)

10-24-06

It was moved, seconded, carried that Program co-chairs are not authorized to enter into contractual agreements related to services for the annual meeting. (Jefferson/Nasstrom)

10-28-04

It was moved, seconded and carried that beginning with the 2005 Annual Meeting, Program Chairs will be given ½ airfare, two nights lodging and complimentary registration. (Sharpless/Larson)

It was moved, seconded, and carried that OHA is committed to broadening leadership opportunities for persons without institutional support. To that end, Program Chairs may petition the OHA for financial assistance on the basis of income lost as a direct result of work related to the Annual Meeting. (Nasstrom/Hardy)

#### **d) Local Arrangements Committee**

2-22-96

It was moved, seconded and carried that beginning with the 2005 Annual Meeting, Local Arrangements chairs would be given two nights lodging and complimentary registration (Sharpless/Alvarez)

2/28/2020

It was moved, seconded and carried that, beginning with the 2020 Annual Meeting, Local Arrangements chairs would be given complimentary registration only to the meeting. This rescinds the previous resolution passed in 1996.

#### **e) Sponsorship**

9-29-83

It was moved, seconded, and carried that third party sponsorship of events at the Annual meeting be subject to Council approval.

2-12-88

It was moved, seconded, and carried that OHA policy continues to be to invite state and regional groups to be co-sponsors of Annual Meetings that fall within their boundaries. The terms of the co-sponsorship will be worked out from meeting to meeting.

#### **f) Registration**

2-24-07

It was moved, seconded, and carried that the Executive Committee will set the fees for the Annual Meeting. (Sharpless/Hardy)

10-23-07

It was moved, seconded, and carried to add an option on the Annual Meeting registration form to allow current and past members to join at the normal membership rate. (Horowitz/Yow)

10-9-96

It was moved, seconded, and carried that the president and the program chairs have the authority to waive annual meeting fees.

1-16-81

It was moved, seconded, and carried that OHA waive registration fees for press representatives at future Annual Meetings, and that OHA invite representatives of appropriate publications to attend these meetings.

2-22-96

It was moved, seconded, and carried that OHA refund Annual Meeting registrations up to the Thursday of the week preceding the Annual Meeting, less a 10 percent processing fee.

2-22-96

It was moved, seconded, and carried that Executive Director(s) may make refunds after that date based on her/his discretion minus a 20 percent processing fee.

## 2) Scholarships

10-18-95

It was moved, seconded, and carried to establish a scholarship fund and that the 10 percent of the Annual Meeting net profit be put into scholarships each year.

10-18-95

It was moved, seconded, and carried to approve the following recommendations for scholarships:

A. Eligibility. Anyone who has not received an OHA scholarship in the past is eligible to apply for scholarship funds. Preference will be given to students, community oral historians, and applicants from underrepresented groups (racial-ethnic minorities, gays and lesbians, working-class people, people with disabilities, and others). The scholarship application will include a statement of interest in oral history, a statement of financial need, including the amount requested, and a statement of the benefits to the applicant's community. A three-person committee, consisting of a member of the **Committee on Multiculturality**, [is this actually the Diversity Committee?] a member of the program committee, and a member of the OHA Council, will make the awards. The committee will have the discretion of deciding how many awards of what size to make.

B. Publicity. The availability of OHA scholarship funds and the criteria for their award should be publicized throughout the association in the *Oral History Association Newsletter*, with the calls for papers, in printed conference materials, through all committees of the association, through all affiliate organizations, and on OHA-Listserv.

C. Endowment. A scholarship program should be included in the OHA's long-range endowment plan.

2-28-09

It was moved, seconded and carried to accept the following guidelines for awarding of scholarships to the OHA Annual Meeting (K'Meyer/McLellan).

*For presenter scholarships (diversity and regular):* Papers must demonstrate superior oral history methodology and research to qualify for a grant. Those that qualify should receive funding in



some proportion to need. Grants need not match the grant request but should instead reflect the committee's decisions regarding the number of grants that can be awarded and the resulting amounts that are possible.

*For non-presenter scholarships:* Funded applications should show how the person would benefit from attending AND how such attendance would further oral history among a particular community or audience. In other words, there should be some manner in which the recipient is able to contribute to a larger world of oral history research and practice as a result of participation in the meeting.

*For education:* Funded applications would show how the person will draw on the experiences at the conference to expose students at the elementary, secondary or college level to oral history. Preference should be given to teachers, but the recipients can also serve in other educational capacities.

*For graduate students:* To be eligible, graduate students must 1) not live in the city or area near the annual meeting; 2) be registered for study in a graduate program. Such grants would be awarded based on the quality of the project, and at a fixed level such that need does not factor into the amounts allocated.

3-19-11

It was moved, seconded and carried that scholarships to the annual meeting in categories designated by standing resolutions will be included in the budget approved each year. In addition, the budget shall include a fund for general presenter scholarships representing 10% of the revenue of the previous annual meeting. (Frisch/Benmayor)

2-21-15

10-24-06

It was moved, seconded, carried that at least \$3000 be designated for international scholarships for each OHA annual meeting beginning with 2007. (Larson/Roque)

2-28-09

It was the sense of Council that an amount be allocated to graduate students. This was included in the 2009 budget that was approved.

3-19-11

It was moved, seconded and carried that a scholarship category be established for undergraduate students. (Benmayor/Larson)

9-23-97

It was moved, seconded, and carried up to \$1,000 will be allocated to defray the travel expenses of multicultural participants in the Annual Conference. The funds are allocated at the discretion of the president-elect and the program committee co-chair in consultation with the chair of the Multicultural Committee.

10-7-03

It was moved, seconded and carried to establish a scholarship of \$500 each year for K-12 teachers and/or students to attend the annual meeting. (Benmayor/Ali)

10-29-10

It was moved, seconded and carried to allocate \$500 for community historian scholarships. (K'Meyer/Benmayor)

3-19-11

It was moved, seconded and carried that a scholarship category be established for non-presenter scholarships. (Frisch/Lee)

### **3) Publications**

#### **a) Oral History Review**

11-3-73

It was moved, seconded, and carried that the *Review* editor be given the discretion to permit reprints by other journals of articles in OHA publications.

2-26-05

It was moved, seconded, and carried to establish 3-year contracts for the OHR editors. (Larson/Ali)

2-26-05

It was moved, seconded and carried to waive the annual meeting registration fees for the Oral History book review and media review editors. (King/Benmayor)

10-28-04

It was moved, seconded, and carried that OHA pay transportation to the Annual Meeting for the book review editor of the *Oral History Review*.

11-1-05

It was moved, seconded and carried that Council will provide direction to the OHR and will seek to enhance the intellectual profile and expand the visibility of the journal. Toward that goal, a member of Council will serve on the Editorial Board. (Nasstrom/Larson)

#### **b) Newsletter**

10-22-02

It was moved, seconded and carried that the OHA Newsletter be placed on the OHA website for one year and that an on-line Newsletter archive be created. (Hardy/King)

10-17-89

It was moved, seconded, and carried that OHA reimburse the *Newsletter* editor for travel expenses to Annual Meetings beginning with the 1989 meeting.

#### **c) Pamphlets**

10-18-87

It was the sense of Council that authors be paid a flat fee per pamphlet.

2-8-03

It was moved, seconded and carried that compensation for the authorship of pamphlets be negotiated with OHA and a contract signed in which terms are clearly stated. All contracts will be approved by Council. (Hardy/Rogers)

10-7-03

It was moved, seconded and carried that a stipend between \$1500 - \$2500 will be offered to authors and editors of each future pamphlet published by the OHA. (Hardy/Benmayor)

9-12-74

It was moved, seconded, and carried that the Finance Committee determine the price of all OHA publications.

3-2-2018

Host University check policy: Any check written by the executive director to the host university over \$1000 must be signed by the OHA President or other OHA-designated signatory.

#### **4) Award and Grant Programs**

11-3-93

It was moved, seconded, and carried to establish a book award.

11-3-93

It was moved, seconded, and carried to establish an article award.

11-3-93

It was moved, seconded, and carried to establish a public presentation award.

11-3-93

It was moved, seconded, and carried that awards consist of one-year memberships in the OHA and a certificate, and that awards be announced in appropriate publications.

2-17-95

It was moved, seconded, and carried to establish a project award and two teaching awards: pre-collegiate and post-secondary. It was moved, seconded, and carried that each award include: a one-year membership to OHA, complimentary registration to the OHA meeting at which the award will be given, two complimentary tickets to the meal function where the award will be given, and an award certificate or plaque.

10-18-95

It was moved, seconded, and carried to approve the following criteria for naming awards after individuals:

1. The person for which an award is named must be someone whose work in oral history is worthy of OHA recognition. It must be high-quality work and work carried out in an ethical manner. However, contemporary professional standards, developed as oral history has matured as a field, cannot always be applied to previous practitioners. The OHA should not, in other words, be guilty of presentism in assessing the work of someone for whom the association might consider naming an award.
2. While the initiative for naming an award after someone can come from anyone within the association, the Awards Committee and the OHA Council must approve the naming of any award after any person.
3. Naming an award after someone is not contingent upon the availability of an endowment for this specific purpose. This does not preclude the establishment of such an endowment, however; in fact, the OHA encourages this. However, endowing an award in one's own name or in someone's honor still requires the approval of the Awards Committee and the Council.
4. A person after whom an award is named can be living or deceased. However, a living person cannot endow an award in his/her name in his/her lifetime.
5. At this time, the OHA discourages the establishment of any new awards in someone's honor, either endowed or unendowed.
6. It is suggested that the work of any person for whom an award is named in some way be similar to the nature of the work the award recognizes. It is further suggested that named awards should eventually come to represent as many sectors of the OHA and oral history work as possible, e.g. library and archive-based work, academic research, community base and/or advocacy work, et cetera.

10-18-95

It was moved, seconded, and carried to adopt the following revised criteria for books and articles:

1. Contribution to socio/historical inquiry
2. Contribution to the practice of oral history
3. Adherence to sound methodology in the conduct of interviews, including the deposit of completed interviews in a public repository for subsequent use and reinterpretation, where appropriate
4. Skillfulness and originality of presentation.

9-23-97

It was moved, seconded, and carried that the Executive Director(s) provide Council a copy of all reports from awards committee chairs with recommendations, if any, for changes in awards procedures. Decisions made in March would affect awards given eighteen months later.

3-19-98

It was moved, seconded, and carried that OHA prize committees may give honorable mentions for the OHA awards.

3-19-98

It was moved, seconded, and carried that the honorable mentions consist of a letter from the OHA.

3-19-98

It was moved, seconded, and carried that honorable mentions be limited to one or no more than 5 percent of the total number of submissions. Sharpless is to communicate to the award committees for the 1998 cycle.

10-10-00

It was moved, seconded, and carried that the precollegiate teaching award be renamed the Martha Ross Teaching Award.

3-8-02

It was moved, seconded, and carried that the Project Award be named the Elizabeth B. Mason Project Award. (Hansen/Benmayor)

2-26-05

It was moved, seconded, and carried to establish a \$200 award for the Martha Ross Teaching Award on a permanent basis. (Jefferson/Ali)

10-23-07

It was moved, seconded, and carried to change the language of the project award criteria from "under and over 6K" to "small and major projects". (Hardy/Nasstrom)

2-28-09

It was moved, seconded and carried to establish a biennial Vox Populi award for outstanding Achievement in the collecting and use of oral histories of individuals or organizations, whose work has contributed to change for a better world. The award will consist of free registration, and a \$200.00 cash award (Yow/K'Meyer).

10-29-10

It was moved, seconded and carried to change the Vox Populi Award from a biennial award to an annual award. (Benmayor/K'Meyer)

10-13-2011

It was moved, seconded and carried to convert all awards to an annual award cycle with the exception of the Martha Ross Teaching Award and the Postsecondary Teaching Award. (Boyd/Benmayor)

2-28-2020

The following three Standing Resolutions were moved, seconded and carried:

Standing Resolution #1 rescinds previous SRs and makes the awards follow a calendar year (January 1 to December 31), meaning all articles, books, etc. that are considered in one year must have been published in the previous calendar year.

Standing Resolution #2: All award winners receive a plaque, one year's membership, and free registration to the conference (this includes multiple authors/creators). The exception is the Stetson Kennedy award which comes with a \$200 award, funded by the Day of Giving, and the Martha Ross award for \$200. This rescinds all previous SRs.

Standing Resolution #3: recreates the Mason Multi-Media Awards. This is the language for the new award:

The Oral History Association established the Mason Multi-Media honorific awards to recognize an outstanding oral history projects, collections, exhibits, and multimedia presentations for the public. Up to three awards will be given each year. Qualifying projects may be any of the following:

- Oral History Project or Collection (physical and/or virtual)
- Exhibitions (physical and/or virtual)
- Documentary or Performance (podcasts, films, theatrical productions, mobile applications, etc.)

The OHA welcomes nominations for projects with an institutional affiliation, including those undertaken by libraries, archives, colleges and universities, museum and historical organizations, community-based institutions, and others; as well as those undertaken by academic scholars, independent researchers, and ad hoc groups. The awards will not be given to an ongoing project or oral history program, although they may be given to a distinct project or interview series within such a program. We encourage nominations from both large and small oral history projects. Entries are welcome from around the world but must be submitted in English.

04-2-2020

It was moved, seconded and carried that the Emerging Crisis Grant does not support indirect costs.