

OpMan 11 – Purposes and Responsibilities

Effective Date: November 14, 2014
Updated: February 1, 2017
Administrative Review: February 2, 2021

1. **PURPOSE:** To establish an AOC Operations Manual as set forth in the AOC Constitution and Bylaws.
2. **GENERAL:** The AOC Operations Manual shall be composed of functional area sections (each section called an OpMan). These OpMan sections will contain standing policy to control, regulate and govern various aspects of the Association's operations.
 - A. The AOC Bylaws shall take precedence over the AOC Operations Manual. It is the responsibility of any AOC regular member to bring conflicts forward.
 - B. The AOC Operations Manual incorporates all currently adopted AOC Board of Directors (BoD) approved OpMans as implementing instruments of the AOC Bylaws until such time as they are revised.
3. **APPLICABILITY:** The AOC Operations Manual will apply to the AOC HQ office, regions, and chapters unless specifically excluded.
4. **RESPONSIBILITIES:**
 - A. **AOC EXCOM:** AOC Operations Manual implementation and oversight.
 - B. **AOC BoD:** Approve revisions to the AOC Operations Manual except those of an administrative nature.
 - C. **Governance Committee:** AOC Operations Manual review authority against the AOC Bylaws. Recommends resolution options to the appropriate Committee and Board of Directors. See OpMan 13 – Bylaws - Appendix B for assigned OpMan(s) to each Committee.
5. **OPERATIONS:**
 - A. The EXCOM has authority to approve AOC Operations Manual guidance pertaining to national office administrative matters. All other revisions to the AOC Operations Manual must be approved by the Board of Directors.
 - B. Any AOC regular member is authorized to submit a proposed AOC Operations Manual revision to the Board. Regions and chapters may issue supplementary guidance. Copies must be furnished to the AOC HQ office.
 - C. AOC governing and operating documents, in their current versions, as approved by the Board of Directors from time to time, shall be included in the AOC Operations Manual without further Board action.
 - D. The AOC Executive Director is empowered to format and organize the AOC Operations Manual and to edit included documents for the purpose of clarity or grammar which do not alter the meaning, spirit or intent of the Board of Directors. Moreover, the Executive Director shall conduct an annual administrative review of all OpMans and note such review by applying a completion (effective) date. The Governance Committee will ensue OpMan content compliance as directed by the AOC Board of Directors guidance on an annual basis as well.