



THE ASSOCIATION FOR EDUCATION AND REHABILITATION  
OF THE BLIND AND VISUALLY IMPAIRED OF OHIO (AERO)

# Policy Manual

## Table of Contents

Section One: AERO Scholarships .....	2
Personnel Preparation Scholarship Information .....	4
Personnel Preparation Scholarship Application .....	5
David H. Newmeyer Member Grant Information .....	6
Section Two: Divisions .....	7
Section Three: Fiscal Policies .....	8
Section Four: Awards .....	9
The J. Kenneth Cozier Memorial Award Script .....	11
The Judy Cernkovich Excellence in Education Award Script ..	13
Award Nomination Form .....	15
Section Five: Elections: .....	17
Section Six: Conference Speakers .....	19
Section Seven: AERO Job Descriptions .....	21

*This Policy Manual is available in Braille and Large Print, upon request. Please contact the Chapter President for information.*

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## Section One: AERO Scholarships

### Guidelines for AERO Scholarships

- I. All Scholarships awarded will be in compliance with the By-Laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO).
- II. AERO has established the following scholarships and member grants:
  - a. **Personnel Preparation Scholarship** - One (1) \$500 scholarship, awarded on a yearly basis, for an Ohio resident who is attending college and majoring in a field related to visual impairments. These fields include, but are not limited to, Rehabilitation Counseling, Vision Rehabilitation Therapy, Orientation & Mobility or Education of Students with Visual Impairments. Applicants must be admitted to an undergraduate or graduate program at an accredited college or university. Undergraduate applicants must be of at least a junior standing. All applicants must have a minimum GPA of 3.0 in the major field of study. Applicants must be residents of the State of Ohio, but need not be enrolled in a program within Ohio and be a member in good standing of AER. A student may receive this scholarship only one (1) time. Application deadline is September 30 of the application year to be awarded at the Fall Conference.
  - b. **David H. Newmeyer Member Grant**—The purpose of this grant is to provide up to four (4) \$250 grants per fiscal year (January to January) to AERO members currently involved in the education and/or rehabilitation of persons who are blind and/or visually impaired. These grants must be used for research, conference registration fees and/or travel expenses relating to conference participation or to purchase materials for clients or students. Members may receive a Member Grant one (1) time every three years. Member grants will be reviewed at the quarterly board meeting until four grants are awarded.
- III. Final decisions shall be made by members of the Scholarship Committee and presented to the Board at quarterly board meetings.

IV. The scholarships and/or grants are given on a yearly basis, based on the fiscal ability of AERO, as determined by the Executive Board.



## Personnel Preparation Scholarship Information

**Description:** A \$500 scholarship, awarded on a yearly basis, for an Ohio resident who is attending college and majoring in a field related to visual impairments. These fields include, but are not limited to, Rehabilitation Counseling, Vision Rehabilitation Therapy, Orientation & Mobility or Education of Students with Visual Impairments. Applicants must be admitted to an undergraduate or graduate program at an accredited college or university. Undergraduate applicants must be of at least a junior standing. All applicants must have a minimum GPA of 3.0 in the major field of study. Applicants must be residents of the State of Ohio, but need not be enrolled in a program within Ohio and be a member in good standing of AER. A student may receive this scholarship only one (1) time.

**Selection:** Selection is based on the evaluation of the materials submitted for examination by the AERO Scholarship Committee appointed by the AERO Board.

**Deadline:** September 30 of application year to be awarded at the fall conference.

**To Apply:** Submit the following information with your completed application form:

- Most recent transcript(s)
- Letter from your institution indicating your admission in good standing into an undergraduate or graduate program in the field of visual impairments.
- Three (3) letters of recommendation, at least one (1) that is not related to your college/university
- A short description of personal volunteer or paid work with individuals who have visual or other disabilities. You may include any activities from high school days until the present time. Experiences may involve such work as a reader, teacher's aide, camp counselor or member of a consumer or professional organization related to the field.
- A short essay (not to exceed 250 words) explaining why you have chosen your specific field as your profession and what you would like to contribute to the field.

Applications should be submitted according to website specifications at:

[www.aerbvohio.org](http://www.aerbvohio.org)



**Personnel Preparation Scholarship Application**

**General Information:**

Name: \_\_\_\_\_  
  Last    First    (Middle Initial)

Permanent address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

**Academic Data:**

Institution to which you have been admitted:  
\_\_\_\_\_

Graduate Level \_\_\_\_\_ Undergraduate Level: \_\_\_\_\_

Coordinator/Director of program: \_\_\_\_\_

Office Phone: \_\_\_\_\_

**Type of Program:**

- \_\_\_\_\_ Vision Rehabilitation Therapy                          \_\_\_\_\_ Orientation and Mobility  
\_\_\_\_\_ Rehabilitation Counseling                                  \_\_\_\_\_ Teacher Education  
\_\_\_\_\_ Other

**Grade Point Average:**

Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

**Anticipated Date of Graduation:** \_\_\_\_\_



## David H. Newmeyer Member Grant Information

**Description:** The purpose of this grant is to provide up to four (4) \$250 grants per fiscal year to AERO members currently involved in the education and/or rehabilitation of persons who are blind and/or visually impaired. These grants must be used for research, conference registration fees and/or travel expenses relating to conference participation or to purchase materials for clients or students. Grant money will be awarded at the completion of the professional development activity, when receipts are submitted to the AERO Treasurer. Members may receive a Member Grant one (1) time every three years.

**Selection:** Selection is based on the evaluation of the materials submitted for examination by the AERO Executive Board.

**Deadline:** Up to a maximum of four (4) awarded per fiscal year, with no deadline to apply. Applications are considered at quarterly board meetings.

**Qualifications:** Applicants must meet the following qualifications to apply for a Member Grant:

- Member in good standing of AERO for a minimum of two (2) consecutive years.
- Current provider of services to individuals who are blind or visually impaired.
- Have not received a Member Grant within three (3) years of application.

**To Apply:** Applications shall be in the form of a letter or written request to the AERO Board. All requests should include:

- How you plan to use the money (for example: attendance at a specific conference, travel costs including hotel costs, transportation and meal reimbursement relating to a conference, registration fees or a class you will attend, etc.).
- How you or your students will benefit from the plan.
- An outline of expenses.
- How you will share your experience with other AERO members (for example: write an article for AEROGRAM, present at conference, present at a board meeting, etc.).

Applications should be submitted according to website specifications at:

[www.aerbvohio.org](http://www.aerbvohio.org)

## **Section Two: Divisions**

### Guidelines for AERO Divisions

- I. All Division activities will be in compliance with the By-laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO).
- II. Membership in the Divisions is open to all members who pay AER dues.
- III. The officers of the Divisions shall be Chair, Chair-Elect, Secretary, Treasurer and Past-Chair as determined by divisions.
- IV. Each Division shall hold a minimum of one (1) business meeting at the annual AERO Conference for the purpose of electing officers.
- V. AERO shall allocate \$750 per Division per year for Division workshops.
  - a. To apply for this money, the Division Chair, outlining the contents of the workshop and/or speaker presentation, shall submit a written request to the AERO Executive Board. Upon approval of the board, money will be distributed as appropriate.
  - b. Each Division is responsible for keeping accurate records (with receipts) of how the money is spent and submit these records to the AERO Treasurer, to maintain the AERO accounting books. This money may also be used to pay for a speaker at the Division's conference meeting.
  - c. The AERO Board reserves the right to limit availability of these funds, dependent upon treasury balance.
  - d. The AERO Board reserves the right to deny funds if the written request presented by the Division Chair is not approved by a majority vote.

## **Section Three: Fiscal Policies**

### Guidelines for AERO Fiscal Policies

- I. All Fiscal Policies will be in compliance with the By-laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO).
- II. AERO shall reimburse the President and President Elect, for their expenses to AER International Conference. Reimbursement shall include conference fees and lodging. Additional reimbursement for travel costs should be reviewed each year in regards to available funds. All reimbursement is conditional on available funds and budget guidelines.
- III. AERO shall pay for the AERO Past-President's (Conference Planner) room and registration at the annual AERO State Conference if and when it is a multi-day event.



## Section Four: Awards

### Guidelines for AERO Awards

- I. All awards will be presented in compliance with the By-laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO).
- II. AERO has established the following four (4) awards:
  - a. **The J. Kenneth Cozier Memorial Award**—In memory of Mr. J. Kenneth Cozier, this award was established in 1975 and is the highest honor presented by the AERO organization. Candidates must be active or recently retired professionals with at least five (5) years of experience in the field of education or rehabilitation of people who are blind or visually impaired. Candidates should demonstrate integrity, exemplary character and dedication that epitomize the spirit and quality of service to people who are blind or visually impaired. They must have made an outstanding contribution to the field as a result of leadership and support. They must maintain the goals and objectives of the AERO professional organization and maintain membership within the organization. This award will be given at the AERO fall conference in even number years
  - b. **The Judy Cernkovich Excellence in Education Award** - In honor and memory of Mrs. Judy Cernkovich, this award was established in 2007 to honor an Ohio educator who has proved to be outstanding in the field of Special Education for Students who are Visually Impaired. Candidates must be active or recently retired professionals in the field and must have made an outstanding contribution to the field as a result of leadership and teachings. Candidates should demonstrate integrity and dedication to the field of education. Candidates must be members in good standing of AERO. This award will be given at the AERO fall conference in even numbered years.
  - c. **The AERO Student of the Year Award** - This award was created to recognize an outstanding high school or college student who is blind or visually impaired from the state of Ohio. Candidates must demonstrate a commitment to achieve educational, personal and social goals. Nominated by their teachers, rehabilitation specialists, families or community, these

students should be well-rounded examples of individuals who have overcome personal obstacles to achieve success. This is an annual award.

- d. **The AERO Special Recognition Award**—This award was established to acknowledge either an individual or a group who has shown exemplary service to the field of blindness and visual impairment. It encompasses a variety of possible nominees that include, but are not limited to, volunteers, employers and groups that focus on the needs of individuals who are blind or visually impaired. Some examples of possible nominees may include teacher aides, volunteers, local interest groups, employers and local community groups. Consider people and groups who have assisted with fund raising, transcribing, transportation, reading or administrative support. Consider employers who have hired significant numbers of individuals with visual impairments, made major adaptations to a work site, been deeply involved in rehabilitation efforts or, in some way, have risen above the norm. This is a unique recognition award that can honor anyone throughout the state of Ohio who has had a positive influence on our field. This is an annual award.

III. All awards will be presented at the annual AERO Meeting, held at the fall conference, either annually or biennially as stated in previous sections. Nominations should be submitted to the board no later than August 1 of the presentation year.

IV. Final decisions regarding Awards shall be made by the Awards Committee, prior to the fall conference meeting held in October of each calendar year; updates on nominations will be presented to the board at quarterly board meetings.

V. Awards are presented on an annual or biennially basis as determined by the AERO Executive Board.

*(Script to be read at awarding of)*

### ***The J. Kenneth Cozier Memorial Award***

In 1978 the J. Kenneth Cozier Memorial Award was created by OAWB (Ohio Association of Workers for the Blind) Executive Board to honor the memory of a man with numerous accomplishments on behalf of Ohioans who were blind or visually impaired. Mr. Cozier, who lost his left eye at the age of two, both parents at the age of nine and all but five percent vision in his right eye in 1950, did not let his visual disability interfere with his accomplishments.

A successful businessman and human service leader, Mr. Cozier was a trustee of the Cleveland Sight Center, the American Foundation for the Blind, the National Accreditation Council for Agencies Serving the Blind, the Helen Keller National Center for Deaf-Blind Youths and Adults and the Ohio Commission for the Blind. He was an advocate and a respected professional in the field of blindness and visual impairments.

In addition to his many achievements and awards earned throughout his career, Mr. Cozier was the recipient of the highest honor awarded in the blindness field. The Migel Medal, presented by the American Foundation for the Blind (AFB), recognizes outstanding service in the field. The Migel Medal, named for the late M.C. Migel, the first chairperson of AFB, was established in 1937 to honor professionals and volunteers whose dedication and achievements have improved the lives of people who are blind or visually impaired on a national level. Mr. Cozier was awarded this prestigious title in 1975.

In recognition of his accomplishments, AERO has named its highest honor after this memorable man. The “**J. Kenneth Cozier Memorial Award**” will continue to reflect the accomplishments of Mr. Cozier and will encourage professionals to strive for the highest levels of success in the field of Blind Rehabilitation. This honor will be awarded by the Awards Committee of AERO to be presented at the Statewide AERO Conference in even numbered years

Candidates for the J. Kenneth Cozier Memorial Award must be active or recently retired professionals with at least five (5) years of experience in the field of education or rehabilitation of people who are blind or visually impaired. Candidates should demonstrate integrity,

exemplary character and dedication that epitomize the spirit and quality of service to people who are blind or visually impaired. They must have made an outstanding contribution to the field as a result of leadership, support and maintain the goals and objectives of the AERO professional organization and maintain membership within the organization.

*(script to be read at the awarding of)*

***The Judy Cernkovich Excellence in Education Award***

The Judy Cernkovich Excellence in Education Award has been established to honor an Ohio educator who has proved to be outstanding in the field of Special Education for Students who are Visually Impaired. The candidate must be an active or recently retired professional in the field, who maintains membership in AER and must have made an outstanding contribution to the field as a result of leadership and teaching. The candidate should demonstrate integrity and dedication to the field of education.

This award is named for Judy Cernkovich, an inspirational teacher who surpassed the definition of excellence during her time as an educator in the field. Having earned an undergraduate degree in Elementary Education and a Master's Degree in Special Education, Judy went on to earn her certification as a Teacher of Students with Visual Impairments from the University of Toledo in the early 1980's. As a TVI, she not only established, but expanded quality services for infants, preschoolers and their families throughout 22 rural counties in Northwest and West Central Ohio.

Judy was a member of AER Ohio chapter, having served on the AERO Executive Board for many years, including a term as President. She served as a member of the Educational Products and Resources Evaluation Team for the American Printing House for the Blind (APH) and was active with the APH Babies Count program. She was a member of CEC (write out) and NAEYC (write out) and established herself as a worthy presenter on both the university and professional levels.

In recognition of her excellence, Judy earned the 2006 Pauline M. Moor Award presented by the AER International Organization, the 2006 AER Itinerant Teacher Award presented by Division 16 of the AER International Organization, the 2006 AERO Educator of the Year Award, the 2003 Preschool Visually Impaired Teacher of the Year Award presented by CEC/DVI, the 2001 J. Kenneth Cozier Memorial Award presented by AERO and the 2000 President's Award presented by AERO. Her many accomplishments reflected her unparalleled dedication to her work with Ohio's children.

Judy's sense of humor, flexibility, problem solving abilities and philosophy of a "support, not intrude" approach to education made a difference in the lives of hundreds of children and families throughout Ohio. Her dedication, energy and passion for the field of visual impairments made a difference in the lives of hundreds of professionals throughout the country. She was a highly respected early childhood professional on both a local and national level for her unwavering efforts on behalf of her students and their families.

The "**Judy Cernkovich Excellence in Education Award**" will continue to reflect the accomplishments of Judy and will encourage professionals to strive for the highest levels of success in the field of Teaching Children with Visual Impairments. This honor will be awarded at the AERO fall conference in even numbered years.



## Nomination Form for AERO State Awards

### I wish to make a nomination for the following award: (check one)

- The J. Kenneth Cozier Award (must be AER member or a member in good standing upon retirement)
- The Judy Cernkovich Excellence in Education Award (must be an AER member)
- The AERO Student of the Year Award
- The AERO Special Recognition Award

Name of Nominee: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Job Title/Place of employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

### For Student of the Year Only

Grade & School (Please specify High School or College):  
\_\_\_\_\_

Please respond to the following:

1. Why do you consider this person/group to be outstanding?
2. Describe the person's significant work history, experience, and education as it relates to the nomination. For **Student of the Year** nominations please specify information relevant to the nominee's education that highlights achievements.
3. List the nominee's membership in school, volunteer, professional and/or community activities and organizations.
4. List any previous honors, awards or other forms of recognition received by the nominee.
5. For the **J. Kenneth Cozier Award** only, please describe the nominee's past and current work, volunteer responsibilities, and length of service. In detail, what has the nominee accomplished in the total field during his/her career thus far?
6. Please feel free to add any additional information that you feel will add to the description of your nominee.

**This nomination is submitted by:**

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Job title/Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Signature: \_\_\_\_\_ (Date): \_\_\_\_\_

**Application Deadline is August 1**

Applications should be submitted according to Website Specifications at:

[www.aerbvohio.org](http://www.aerbvohio.org)



## Section Five: Elections

### Guidelines for AERO Elections

- I. All election activities will be in compliance with the By-Laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO). Per the AERO By-laws, terms of office will begin in November of election year at the close of conference.
- II. Beginning in January of 2008, nominations and elections will be handled by the AERO President-Elect. An election committee of AERO Board Members may be created to assist the President-Elect with the process.
- III. The office of President Elect, President and Past President are one year terms. The offices of Treasurer and Secretary are two year terms. All Board member positions are two year terms.
- IV. The elections of AERO shall occur in July of the calendar year.
  - a. Even election years: President Elect, Treasurer, Secretary & four (4) Board Members
  - b. Odd election years: President Elect, & Four (4) Board Members
- V. Division Representatives shall be elected biennially, at the AERO Conference. Each Division shall hold a minimum of one (1) business meeting at the annual AERO Conference.
- VI. The election process shall correspond with AER National Elections, according to the following timeline:

<i>April:</i>	Open nominations Contact individuals to run for AERO Board
<i>May:</i>	Finalize nominations Request for biographies of nominees
<i>June: 1<sup>st</sup></i>	Biographies are due
<i>15<sup>th</sup></i>	Biographies are published in June AEROGRAM Ballot is created and sent electronically to AERO Membership
<i>July:</i>	Ballots must be returned by July 15 <sup>th</sup> Results are reported to National AER Organization
<i>August:</i>	Results are announced at Quarterly AERO Business Meeting

**Letters are drafted and sent to new Board Members**

<i>September:</i>	Election Results are published in September AEROGRAM
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*October:* New Board Member Elects are invited to Quarterly Meeting Welcome Packets Distributed/Directory Updated

*November:* AERO State Conference  
New Positions begin at the Close of Conference/Turn Over Meeting  
Recognition of departing members/welcome to new members

*December:* Past President is responsible for final AEROGRAM VII. Once a member is elected to the board, attendance is expected at quarterly board meetings. After a board member misses two (2) consecutive meetings, the board will review the member's attendance record. The AERO Board then has the option to ask the board member to resign and to appoint a replacement board member to finish that term. The secretary will monitor each board member's attendance and keep attendance records.

## **Section Six: Conference Speakers**

### Guidelines for Conference Speakers

- I. All conference activities will be in compliance with the By-laws of the Association for Education and Rehabilitation of the Blind and Visually Impaired of Ohio (AERO).
- II. A Call for Papers will be distributed to encourage people to present at the AERO conference. People who submit a Call for Papers will not be paid for presentations.
- III. Only speakers who are invited to present by the Conference Chair will be offered reimbursement for expenses or an honorarium. Reimbursement is not provided to all invited speakers and will be determined on an individualized basis. Divisions who wish to invite outside speakers at cost, should present proposals to the Conference Chair in a timely manner to determine if funds are available.
- IV. The amount of money allocated for speakers will be determined by a majority vote of the AERO Board on a yearly basis. The current Treasurer's report will be taken into consideration, prior to a final decision. Conference Chair will make the final determination on the amount individual presenters will be paid based upon available monies; every effort should be made to insure consistency.
- V. Any speaker requesting reimbursement for travel expenses and/or an honorarium may be required to present at more than one session. Division chairs are encouraged to select speakers who are AERO members and encourage them to submit a Call for Papers.
- VI. Prior to commitment all potential presenters will be asked to submit availability, special requests and cost involved to have them present, along with a curriculum vita/resume and abstract of presentation. All presenters who have handouts must present handouts to the Conference Chair one (1) month prior to the conference for transcription into Braille and Large Print formats.
- VII. The Conference Chair will make final decisions on presenters. A Conference Committee may be appointed to review proposed presentations. This committee would be given the responsibility of assisting the Conference Chair in determining which speakers would be of interest to the AERO membership and conference theme.

VIII. Any unusual requests for funding not specified in this policy must be presented to the AERO Board for approval.

## Section Seven: AERO Job Descriptions

### **President:**

- Selects dates and location for board meetings
- Prepares agenda and chair board meetings, including business meeting at state conference
- Appoints standing and ad-hoc committees
- Serves as spokesperson for the chapter/handles correspondence to the AERO board and disseminates as needed
- Develops and disseminates quarterly newsletters
- Attends AER conferences and AER-lift webinars

### **Past President:**

- Chairs AERO annual conference (including but not limited to: contract confirmation, communication with conference site, identification of speakers, development of conference program, delegation of board member roles; provides updates on conference planning at board meetings)

### **President-Elect:**

- Assists president and past president as necessary
- Chairs elections: Identifies nominees for executive board and board member positions, disseminates election material to membership, and tally results.
- Conducts AERO board meeting in the event the president is unable to attend

### **Secretary:**

- Records minutes at board meetings, including business meeting at state conference
- Disseminates minutes to board members via email or posts
- Disseminates business meeting minutes to membership at state conference
- Maintains minutes and records

### **Treasurer:**

- Records financial transactions
- Disseminates treasurer's report to AERO board and membership
- Monitors funds (pays bills and provides payments, reimbursements as needed)
- Balances account
- Submits annual financial report to AER
- Files annual tax form with IRS
- Submits annual state non-profit financial report

### **Board Member:**

- Serves 2-year term
- Participates in quarterly AERO board meetings
- Participates in appointed committees as needed

- Participates in planning of annual conference

**Division Chair:**

- Chairs division meeting at annual conference
- Participates in quarterly AERO board meetings
- Provides division update/report at board meetings
- Participates in conference planning (seeks input from division members about potential topics/speakers. works with conference chair on recruiting speakers for state conferences)
- Holds additional workshops throughout the year (optional)
- Communicates with Division members through AERO-Gram newsletter articles

**Scholarship Committee:**

- Maintains forms and records of scholarships and recipients
- Publicizes and disseminates scholarship information to members, schools, teachers, etc.
- Reviews applications, determines and notifies recipient of scholarship
- Provides updates at board meetings

**Legislative Chair:**

- Monitors legislative actions, takes appropriate action if required
- Provides legislative updates at board meetings

**Membership Chair:**

- Maintains list of current and lapsed AERO members
- Sends out welcome postcards to new AERO members
- Considers and implements new ways to maintain members/attract new members
- Contacts lapsed members
- Provides updates at board meetings

**Website/ Communications/ Public Relations Chair:**

- Records updates/changes needed to website
- Serves as liaison to web master; provides list of changes/updates to web master
- Monitors changes/updates to website to ensure accuracy
- Uses the AERO email to disseminate information

**Awards Committee Chair:**

- Provides updated application for website and print copies for conference or requests
- Gathers committee to review applications and chooses award winners
- Orders awards and coordinates their presentation at conference award banquet