

CONSTITUTION AND BYLAWS  
OHIO ASSOCIATION  
FOR  
EMPLOYMENT IN EDUCATION

ARTICLE I – NAME

The name of this organization is the Ohio Association for Employment in Education.

ARTICLE II – AFFILIATION

This organization is affiliated with the American Association for Employment in Education

ARTICLE III – PURPOSES

Section 1. This non-profit organization is organized exclusively for educational and charitable purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. In furthering the aforementioned purposes, this organization will:

A. Promote ethical practices in education career services activities such as:

- i. Following standards set forth in the Buckley Amendment to The Family Educational Rights and Privacy Act of 1974.
- ii. Providing assistance and information equally to all persons without discrimination regarding sex, race, creed, national or ethnic origin in compliance with Title IX of the Education Amendments of 1972.
- iii. Promoting non-discriminatory referral and hiring practices in education.

B. Promote dialogue and cooperation between college career services offices and school personnel administrators.

C. Provide assistance to persons involved in education career services in colleges and universities in Ohio by:

- i. Assisting members in becoming knowledgeable in the legal aspects of the hiring process.
- ii. Providing opportunities for professional development.

iii. Providing opportunities to develop professional relationships with school personnel administrators in Ohio.

#### ARTICLE IV – MEMBERSHIP

Section 1. Membership will be open to persons involved in teacher training and education career services at colleges and universities in Ohio.

Section 2. The membership year will extend from August 1 to July 31.

Section 3. Membership will be extended to eligible applicants upon receipt of the current membership fee and application.

Section 4. The annual individual membership fee is \$50. Any changes in dues will be recommended by the Executive Board and adopted by the members present at the annual business meeting at the fall conference.

#### ARTICLE V – FINANCIAL CONCERNS AND ASSETS

Section 1. The fiscal year will be August 1 to July 31 which coincides with membership year.

Section 2. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under

section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## ARTICLE VI – OFFICERS

Section 1. The Executive Board of the Association will consist of the President, President-Elect, Past President, Secretary, and Treasurer. All Executive Board Members will serve without compensation.

Section 2. The office of President-Elect will be elected at the annual business meeting at the fall conference. The President-Elect will automatically succeed to the office of President, and the President to the office of Past President. In order to provide continuity, the Treasurer and Secretary will be asked to serve a term of at least three years.

Section 3. The elected officers will take office at the close of the annual fall conference at which their election takes place. They will hold office for one year or until their successors have been elected and authorized to take office.

Section 4. If an elected officer is unable to complete his/her term of office, the current officers will succeed as outlined above. In the case of Secretary, Treasurer, or Past-President position, the Executive Board will select a replacement to complete the term of office.

## ARTICLE VII – DUTIES OF OFFICERS

### Section 1. Duties

A. The President will preside at the annual conferences following the election, and at OAEE Executive Board meetings and at any special meeting. The President will share responsibility with the OASPA President for presiding over joint OAEE/OASPA Board meetings. The President will coordinate the logistics and facilities for the conferences. As chief executive of the Association, the President will appoint and supervise all committees and perform other pertinent duties.

B. The President-Elect will assume the duties of President in the President's absence. The President-Elect will also serve as program chairperson for OAEE "break-out" sessions at the annual conference.

C. The Secretary will compile and maintain the minutes of the annual OAEE Business Meeting, OAEE Executive Board meetings, and will share the responsibility of taking minutes with the OASPA Secretary for the joint OAEE/OASPA Board meetings. The Secretary will develop and tally conference evaluation forms. The Secretary will also maintain all historical records for the Association including: Association Bylaws and Constitution, Association Business Meeting minutes, Executive Board meeting agendas and minutes, conference programs and evaluations, treasurer reports, Hazel Brown Award recipients, newsletters, meeting minutes, Association membership lists, and any other documents pertinent to the Association.

D. The Treasurer will act as the fiscal officer and will collect and deposit all dues and pay all bills approved by the Executive Board. The Treasures will serve as the Statutory Agent for all state and federal tax and incorporation issues including the filling of all tax and related forms. The Treasurer will also maintain a list of active members and furnish a financial report for each conference. The Treasurer also has the responsibility of collecting conference registrations, providing a list of conference attendees and furnishing financial statement for each conference and for each fiscal year-end.

E. The Past President will serve as the organization's liaison to the external web master. The Past President will manage membership initiatives including updating the list of potential members and providing the OASPA Executive Director with appropriate membership updates after each conference.

Section 2. The Executive Board will review and approve all bills for payment.

## ARTICLE VIII – NOMINATIONS

The Executive Board will act as the nominating committee and recommend a slate of candidates to be presented at the annual business meeting at the fall conference. The Board will attempt to assemble a slate, which is diverse in terms of geographic regions of Ohio and the size and type of institution.

## ARTICLE IX – EXECUTIVE BOARD

Section 1. The Executive Board will have the authority to act on other matters as do not require action of the membership according to the Constitution.

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## ARTICLE X – MEETINGS

Section 1. The Association will meet in conference in the spring and fall of each year.

Section 2. The time and place for holding the annual conferences shall be determined by the Executive Board.

Section 3. The Executive Board will meet a minimum of two times per year.

Section 4. Minutes will be taken during all board meetings and the annual business meeting. The minutes will document all actions voted on by the board members and/or organization members including approval of payments.

## ARTICLE XI – COMMITTEES

The need to establish committees may be initiated by the General Membership, the Executive Board and President. The President will appoint and supervise all committees.

## ARTICLE XII– DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised will govern this Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution and Bylaws with any special rules of order the Association may adopt.

## ARTICLE XIV– AMENDMENTS

The Constitution and Bylaws may be amended only at a business meeting of the Association's annual conference as follows:

A. By a two-thirds vote of the active members present and voting, provided the proposed amendment(s) have been sent to each active member prior to the first day of September preceding the annual conference; or

B. By a three-fourths vote of the active members present and voting, provided the proposed amendment(s) have been submitted to the active members present at the annual conference at least 24 hours prior to the vote and provided also that the proposed amendment(s) have been approved by the Executive Board.

Revised 9-30-10

In witness whereof, we have hereunto subscribed our names this 30 day of September, 2010.

SIGNATURES of officers.

President

Hilles Hughes

President- Elect

Jean Wyer

Past President

Gerri Sullivan

Secretary

Nancy Larker

Treasurer

Charlene Walker

Ohio Association for Employment in Education

EIN # \_\_\_\_\_