

CONSTITUTION AND BYLAWS
OHIO ASSOCIATION
OF
SCHOOL PERSONNEL ADMINISTRATORS

ARTICLE I – NAME

The name of this association shall be the Ohio Association of School Personnel Administrators (OASPA).

ARTICLE II – AFFILIATION

The Association shall be affiliated with the American Association of School Personnel Administrators (AASPA).

The Ohio Association for Employment in Education (OAE) shall be a standing committee of the Association with the primary goal of building collaborative relationships through professional development and promotion of sound and ethical practices in hiring, training and retaining education professionals.

The Ohio Educator Recruitment Consortium (OERC) shall be a standing committee of the Association with the primary goal of providing its members with the tools they need to meet the challenges of educator shortages in Ohio's schools.

ARTICLE III – PURPOSES

Section 1

The Association is organized and shall at all times be operated exclusively for educational and charitable purposes as described in Section 501 (c) (3) of the Internal Revenue Code of 1954 and the Regulations thereunder.

Section 2

In furtherance of the foregoing purposes, the Association shall:

- A. Foster the staffing of school systems with the highest qualified individuals available through:
 - 1. Encouragement of the use of definite criteria providing high standards for recruitment, selection, retention and promotion of all school personnel.

2. Promotion of high-quality training, professional development and certification/licensure practices.
 3. Cooperation with school, college, university and other placement agencies.
- B. Encourage and assist in the development and utilization of sound school personnel/human resources administration practices through:
1. Support of laws and procedures designed to promote positive employer-employee relations.
 2. Assisting members in becoming knowledgeable in the legal aspects of employer-employee relations and the administration of employee agreements.
- C. Advance the cause of public education generally through:
1. Use of current best practices, resources and professional standards for human capital leadership in education.
 2. Improvement of the competency of school personnel/human resources administrators.
 3. Collaboration with other professional state administrator groups and with regional and national school personnel/human resources administrator associations.

Section 3

The Association shall not engage, otherwise than as an insubstantial part of its activities, in activities which in themselves are not in furtherance of the purposes described in Section 1. above.

ARTICLE IV – MEMBERSHIP

Section 1

Classes – There are five classes of membership; namely: Active, Retired, Honorary/Life, Institutional and Associate.

Section 2

Active – For those school executives with major responsibility for school district staff personnel/human resources administration or those whose assigned work is primarily concerned with personnel/human resources functions in the public schools of the State of Ohio. Membership shall also be available to Ohio college career services professionals who, as part of their position, assist educators in obtaining employment. Only active members shall have the

right to vote or hold elective office.

Section 3

Retired – Any retiring member is eligible for retired membership provided they have had ten years or more of active membership in the Association all or part of which immediately precedes his/her retirement. Retired members shall be entitled to participate in all activities of the Association except voting and holding elective office.

Section 4

Honorary/Life – Honorary/Life Membership may be accorded to persons who have distinguished themselves in school personnel/human resources work. Honorary/Life members shall be entitled to participate in all activities of the Association except voting and holding elective office.

Section 5

Institutional – Institutional Membership may be accorded to Ohio public school districts that have multiple employees whose assigned work is primarily concerned with personnel/human resources functions who would benefit from active participation in the Association's activities. All participating employees from these districts shall have the right to vote or hold elective office.

Section 6

Associate - Professionals associated with employment in an educational environment or supporting educational environments and for individuals whose assigned work includes personnel functions in other educational institutions; and non-administrative employees with primary responsibility for some aspect of human resource functions. Associate members shall be entitled to participate in all activities of the Association except voting and holding elective office.

Section 7

Membership Year – The membership year for OASPA shall extend from July 1 through June 30.

Section 8

Admission to Membership

- A. Application for active membership shall be made to the Treasurer accompanied by the membership fee.

- B. Honorary/Life Membership is accorded upon recommendation of the Executive Committee and approval by majority vote of the active membership present and voting at the business meeting of an annual conference. Any active member wishing to nominate a candidate for Honorary/Life Membership should submit the name of the person concerned to the Executive Committee for consideration.

Eligibility for Honorary/Life Membership shall be determined by the Executive Committee. Criteria shall include:

1. Consistent and active participation in the Association over a considerable period of time.
2. Evidence of having made useful contributions to the Association, especially by having held responsible offices in the Association.
3. Disassociation from the Association for good and sufficient reason, such as retirement acceptance of another position not directly involved in personnel/human resources administration, ill health, or other cause.

Non-members who have made an outstanding contribution to the Association and/or school personnel/human resources administration may be accorded Honorary/Life Membership.

- C. The Treasurer is authorized to issue certificates of membership to all applicants qualified for active and retired membership. They shall refer all others to the Executive Committee for its consideration and disposition.

Section 9

Termination of Membership

- A. An active member terminates their active membership upon failure to pay the annual dues or upon resignation.
- B. Any member may be removed from membership for cause upon recommendation of the Executive Committee and a majority vote of the members present and voting at the business meeting of the annual conference.

ARTICLE V – DUES AND FEES

Section 1

Individual Membership – Annual membership dues shall be paid by each active member. Any changes in dues shall be recommended by the Executive Committee and adopted by a majority vote of the active members present and voting at the business meeting of the annual conference.

In order to be acted upon at the business meeting, the recommendations for changes in dues must be published and distributed to the active membership present at the annual conference prior to the annual business meeting.

Section 2

Institutional Membership – Annual membership dues shall be paid by each active school district electing Institutional Membership in lieu of Individual Memberships. Any changes in dues shall be recommended by the Executive Committee and adopted by a majority vote of the active members present and voting at the business meeting of the annual conference. In order to be acted upon at the business meeting, the recommendations for changes in dues must be published and distributed to the active membership present at the annual conference prior to the annual business meeting.

Section 3

Conference Registration – Individual registration fees shall be established by the Executive Committee. The fees shall be paid as part of the registration procedure for the annual conferences. All members from districts electing Institutional Membership shall pay individual registration fees to be eligible for attendance at conferences.

Section 4

Assessments – Assessments may be added upon recommendation of the Executive Committee provided that these are approved by a majority vote of the active membership present and voting at the business meeting of the annual conference and provided that the specific assessments and the reason(s) thereof are set forth in writing to the members present and not less than 24 hours before the time of the annual business meeting.

Section 5

Exemption of Retired Members – Retired members shall be exempt from payment of membership dues, special assessments and conference registration fee.

Section 6

Exemption of Honorary/Life Members – Honorary/Life members shall be exempt from payment of membership dues, special assessments and conference registration fee.

ARTICLE VI – OFFICERS

Section 1

The elected officers of the Association shall be the President, a President-Elect, Secretary and Treasurer.

Section 2

The officers shall be elected at the annual fall conference. The President-Elect shall automatically succeed to the office of President.

Section 3

The elected officers shall take office at, the close of the annual fall conference at which their election takes place and, shall hold office for their stated term or until their successors have been elected and authorized to take office. The term of office shall be one year.

Section 4

If an elected officer dies, resigns, or is unable to complete their term of office, a replacement shall be chosen by the Executive Committee to complete the unexpired term of office.

ARTICLE VII – DUTIES OF OFFICERS AND EXPENDITURES

Section 1

A. Duties

1. The President shall preside at the annual conferences following their election and at any special meeting called during the interim between their election and the next fall conference. As chief executive of the Association, they shall appoint and supervise all committees and their work and perform such other duties as pertains to the office.
2. The President-Elect shall assume and perform the duties of the President during the President's absence. During their term of office, the President-Elect shall work with the Immediate Past President to provide leadership in membership development activities of the Association.
3. The Secretary shall keep the minutes of each business session of the annual conferences and each Executive Committee meeting and will forward approved

minutes to the Treasurer who will retain them on permanent file.

4. The Treasurer shall act as the fiscal officer of the Association. They shall deposit all dues and fees and shall pay all bills approved by the Executive Committee.

Section 2

B. Expenditures

1. The Executive Committee shall review and approve all bills for payment.
2. All elected officers shall serve without compensation.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

A nominating Committee shall be appointed by the Executive Committee to recommend at the Annual Fall Meeting a slate of candidates for the office of President-Elect, President, Secretary and Treasurer. The Nominating Committee shall be composed of members whose geographical location throughout the State represents Northern Ohio, Central Ohio and Southern Ohio.

Nominees for the position of President-Elect annually shall represent a different section of the State in the following annual rotational order: Northern, Central and Southern. This rotational procedure will ensure each year the President will represent a different geographical section of the state.

ARTICLE IX – EXECUTIVE BOARD

Section 1

The elected officers, the Immediate Past President and appointed regional representatives shall constitute the Executive Board.

Section 2

The Executive Board shall have the authority to act on such other matters that do not require action of the membership according to the Constitution and Bylaws, which include the appointment of regional representatives to the Executive Board.

Section 3

- A. The Executive Board shall have the authority to contract with an Executive Director to manage the operations and logistics of the OASPA conferences and workshops, newsletters and other assignments as outlined in the job description.

1. The Executive Director shall be provided with an annual evaluation of their performance.
2. The stipend for the Executive Director shall be determined annually by the Executive Board.

ARTICLE X – MEETINGS

Section 1

The Association shall meet in conference in the spring and fall of each year. The Association shall have an annual business meeting during the fall conference.

Section 2

The time and place for holding the annual spring and fall conferences shall be determined by the Executive Committee.

ARTICLE XI – COMMITTEES

The need to establish committees may be initiated by the General Membership, the Executive Committee and the President. The President shall appoint and supervise any/all committees.

ARTICLE XII – DISSOLUTION

In the event of dissolution, the assets of the Association remaining after the payment of all the Association's liabilities shall be distributed by the final Executive Committee only to organizations exempt under or described in Section 501 (c) (3) of the Internal Revenue Code or the corresponding provisions of a future United States Revenue Law.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with this constitution and Bylaws and 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) shall 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) shall have been submitted to the active members present at the annual conference at least 24 hours prior to the voting on the proposed amendment(s) and provided also that the proposed amendment(s) shall have been approved by the Executive Board.

Approved: September 25, 2025