

CONSTITUTION & BY LAWS OF THE
OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS
ADOPTED DECEMBER 6, 1990
Revised February 16, 2006
Revised May 5, 2012
Revised October 1, 2013
Revised on May 2, 2014
Revised on May 1, 2015
Revised September 20, 2019
Revised September 17, 2021

CONSTITUTION

Article I. Name

The name of this association shall be the Ohio Association of Pupil Services Administrators (OAPSA).

Article II. Purpose

The purpose of this association shall be to provide administrators of pupil services with an opportunity to:

1. Promote and strengthen the coordination of pupil services so that the needs of children and youth can be met more effectively.
2. Develop and promote improved standards of professional competence in the administration of pupil services.
3. Develop and promote improved standards of professional competence within the various areas of pupil services.
4. Promote and strengthen the necessary cooperative relationships between pupil services and other phases of the school district's programs.
5. Promote and strengthen the necessary cooperative relationships between pupil services and related community services.
6. Discuss common concerns and exchange information regarding pupil services policies and procedures.
7. Encourage the development of policies and procedures at state and national levels which will promote desirable pupil services practices, especially through the promotion of affiliate relationships with the Council for Exceptional Children (CEC), Council of Administrators of Special Education (CASE), and the National Association of Pupil Services Administrators (NAPSA).

Article III. Membership

- Section 1. Membership in the Ohio Association of Pupil Services Administrators shall be open to Pupil Services Administrators/Supervisors/Coordinators from City, Local, Exempted Village School Districts, Educational Service Centers, State Support Teams, Community or Private Schools, or County Developmental Disabilities (DD) Programs who have district/agency-wide responsibility for one or more of the following school services: attendance and student accounting, guidance, nursing, school psychology, school social work, exceptional or special education, pupil assessment, at-risk programs, discipline, gifted/talented programs, federal or state grants, or related service(s), (e.g. SLP, OT, PT).

- Section 2. The Treasurer of the association shall screen all regular, honorary and associate membership applications, make periodic reviews of the continuing eligibility of the members and make recommendations to the Executive Board.
- Section 3. Members who retire and who were active members of the association the year prior to retirement shall become honorary life members of the association with all privileges of membership except voting and holding office. Such honorary members shall not pay dues. (Does not apply to retirees who have taken a position that is eligible for membership.)
- Section 4. Individuals who are professionals employed in the field who support the purpose of OAPSA as identified in Article II, and who don't meet the criteria for membership as described in Section 1 and Section 3, but want to receive communications, access resources and/or be actively involved with the OAPSA organization shall be eligible for membership as associate members. Dues will be the same as those eligible for membership in Section 1 with all privileges of membership except voting and holding office.
- Section 5. Supplemental membership in CEC, CASE and NAPSA will be encouraged and supported by the Executive Board via combined membership drives and/or communications throughout the school year.

Article IV. Officers

- Section 1. The officers of the Ohio Association of Pupil Services Administrators shall be a President, President-elect, Past President, Secretary, Treasurer, and Communications Officer.
- Section 2. The officers of the association shall be elected by the membership at the annual spring meeting in the following manner:
- (a) The President-elect shall automatically become President of the association one year after the commencement of the term of office as President-elect, or upon the death or resignation of the President.
 - (b) The Secretary shall serve a one-year term
 - (c) The Treasurer shall serve a two-year term and shall not be in the succession of officers and have no term limit.
 - (d) At the end of term for the Secretary the Secretary will automatically become President-elect unless he/she elects not to.
 - (e) The Communications Officer shall serve a two-year term and shall not be in the succession of officers and have no term limit
 - (f) In the event an officer is unable to complete his/her term of office or succession of office, the President shall appoint a replacement.
 - (g) The election shall occur in the manner deemed appropriate by the Executive Board, whether by paper or electronic ballot, in person, by mail, electronically, or a combination of methods.
- Section 3. The Executive Board shall consist of the officers of the association. Executive Board members will maintain active membership status in OAPSA, CEC, CASE, and NAPSA as a condition of office.

Section 4. Any officer or member of the Association may be suspended or removed by a two-thirds (2/3) vote of the Executive Board, if in their judgment the best interest of the Association would be served thereby. Such vote may occur in-person, by mail, or electronically. Grounds for suspension or removal include, but are not limited to: failure to perform officer responsibilities; lack of participation; failure to pay dues; failure to maintain eligibility for membership and/or misconduct in office. Prior to suspension or removal, any officer or member shall be notified in writing of the proposed removal. A member who is suspended or removed will not receive a refund of dues.

Article V. Committees

The Executive Board shall establish such committees or other units as are needed for carrying out the work of the association.

Article VI. Meetings

Conferences, workshops, and other meetings of the association shall be held at such time and place as shall be determined by the Executive Board.

Article VII. Amendments

- Section 1. Amendments to this constitution may be proposed by the Executive Board or by an individual member provided the signature of at least ten members are presented. The copy of the amendment proposed by the individual must be presented to the Executive Board at least 30 days prior to a regularly scheduled association meeting. A copy of the proposed amendment shall be included in the call of the meeting. An affirmative vote of 2/3 of all members present and voting, or 2/3 affirmative vote by mail/e-mail of the members of the association actually voting shall be necessary for the adoption of an amendment.
- Section 2. By-laws may be adopted, amended or repealed at any time, by use of a ballot provided by the Executive Board, provided such addition, amendment, or deletion receives a majority vote of the total ballots cast. Such ballot may be distributed and votes cast in any manner deemed appropriate by the Executive Board, including in-person, via mail, electronically, or a combination of methods. The proposed addition, amendment, or deletion must have been submitted to the membership in writing at least 30 days before being voted upon.

BYLAWS

Article I. Dues

- Section 1. The annual dues of this association shall be established by the Executive Board.
- Section 2. No person shall attain membership or shall be a candidate for office in the association without payment of the prescribed dues. Ex-officio and honorary life members shall not be charged annual dues.

Article II. Executive Board

- Section 1. The Executive Board shall conduct the business of the association between meetings of the association and shall be empowered to fill any vacancy which may occur among the officers of Executive Board during a term or office; such appointment to be in effect until the next annual election.
- Section 2. The Executive Board shall meet the evening prior to each regularly scheduled meeting of the association. Required hotel rooms and meeting registrations will be paid for by OAPSA.

Article III. General Duties of Officers

- Section 1. The President shall preside at all meetings of the association. The President shall appoint all committees unless otherwise specified in the motion establishing such committees. The President shall supervise all activities of the association. The President shall also serve as chairperson of the Executive Board and shall be a member “ex-officio” of all committees.
- Section 2. The President-elect shall perform the duties of the President in the President’s absence. The President-elect shall serve as program chairperson.
- Section 3. The Secretary is the recording officer of the association and shall be responsible for keeping the records of the association and the minutes of its meetings. The Secretary shall send out proper notices of all called meetings and conduct such other correspondence as is necessary.
- Section 4. The Treasurer shall be responsible for the funds of the association. The Treasurer shall make disbursements from the funds of the association upon approval by the Executive Board and shall keep an accurate account of all funds received and disbursed. The Treasurer shall prepare a report of the finances of the association for each regularly scheduled meeting. The Treasurer shall serve as Membership chairperson.

Section 5. The Communications Officer shall be responsible for maintaining the OAPSA web site, e-mail distribution list, and shall manage electronic communication among members.

Section 6. The Past President shall serve as a resource to the Executive Board, chair the Nominating Committee, the History Committee and chair Audit Committee.

Article IV. Committees

Section 1. There shall be an Audit Committee, a History Committee, and a Nominating Committee. The Chairperson of each committee will maintain active membership status in OAPSA, CEC, CASE, and NAPSA as a condition of being chairperson.

Section 2. The Executive Board shall form and appoint members to other OAPSA committees as needed.

Section 3. The President shall appoint members of all committees to represent OAPSA on external committees, boards, or other organizations.

Article V. Audit

An Audit Committee shall examine the financial records annually and report its findings to the Executive Board.

Article VI. Rules of Order

Roberts' Rules of Order Revised, by Henry Martin Roberts, shall govern the proceedings of the association not otherwise specified in the Constitution and By-Laws.

Article VII. Quorum

A quorum shall consist of 20 percent of the membership of the organization as listed 30 days before any meeting. A majority of members of the Executive Board shall constitute a quorum for Executive Board meetings.

Article VIII. Fiscal Year

Section 1. The fiscal year shall be July 1 to June 30.

Section 2. The terms of the newly elected officers shall begin at the close of the membership meeting during the month of May.

Article IX. Membership Year

Section 1. The membership year shall correspond to the academic year.

Section 2. An official membership roster shall be compiled by the Treasurer at least 30 days before the December meeting of the organization.