

**CONSTITUTION AND BYLAWS
of the
OHIO VALLEY EDUCATION ASSOCIATION**

Adopted: April 1, 1975
Revised: October 21, 1983
Revised: November 4, 1992
Revised: September 25, 2002
Revised: March 26, 2003
Revised: January 2005
Revised: April 2017 (approved April 2018)

CONSTITUTION

Article 1: Name

Section A The name of this organization shall be the Ohio Valley Education Association (OVEA), which shall maintain affiliation with the Southwestern Ohio Education Association (SWOEA), Ohio Education Association (OEA), and the National Education Association (NEA).

Article 2: Purposes

Section A The purpose of this association shall be to promote the educational objectives of the local school system and of the state and nation; to protect the welfare and advance the interests of its members; to foster professional attitudes; and to establish and maintain helpful, friendly relationships within the membership and school community.

Article 3: Membership

Section A Any person holding a valid Ohio teacher's certificate / licence and employed by the Adams County/Ohio Valley Board of Education may become an active member of this association by paying annual dues as stipulated in the By-laws of the Constitution.

Section B The membership shall be composed of educators of non-administrative duties. An administrator shall be defined as anyone who has the responsibility to evaluate a person for salary or position.

Section C Active members of the local association shall have unified membership with the SouthWestern Ohio Education Association (SWOEA), Ohio Education Association (OEA), and the National Education Association (NEA).

Section D All members shall abide by the code of Ethics of the Education Profession.
(See Appendix A)

Article 4: Officers and their Duties

Section A The officers of this association shall be a President, a Vice-President, a Secretary, and a Treasurer.

Section B The president shall preside at all meetings of the association and of the Executive Committee and shall be an ex-officio member of all committees. The president shall

be responsible for calling special meetings and coordinating the association's activities.

Section C The President of the association shall be responsible to see that a web site for the association is maintained with a up-to-date information.

Section D The Vice-President shall preside in the absence of the President.

Section E The Vice-President shall chair an audit committee of no less than three members of the association to audit the association's books and certify that the books balance without any irregularities, no later than April 1.

Section F The Secretary shall keep a record of the proceedings of all meetings of the association and f the executive committee. He/She shall handle the correspondence of the association. All books, records, and supplies shall be kept in order that they are usable and may be passed on satisfactory to his/her successor. he/She shall prepare a duplicate of the minutes of each meeting and distribute copies to the members of the Executive Committee at the next meeting.

Section G The treasurer shall receive all monies belonging to the association, shall make payments when authorized by the Executive Committee, shall keep an itemized account of receipts and expenditures and shall make reports of the balance at regular meetings. He/She shall file a written report semiannually. He/She shall submit an estimated budget for the current year by the November Executive Meeting.

All checks issued must be signed be the Treasurer and countersigned by the President or the Vice-President. The Treasurer shall serve as chairperson of the Budget Committee and as membership chairperson for the association. The Treasurer shall be responsible for filing all required IRS forms. The Treasurer shall have the association books ready for audit by March 1.

Section H The President, Vice-President, Secretary and Treasurer shall be elected for one-year terms, all elected officers should attend leadership training if available.

Section I Any candidate for office shall be a member of the Ohio Valley Education Association.

Section J If the office of the President becomes vacant, the Vice-President shall automatically assume the Presidency for the remainder of the term.

Section K If the office of the Vice-President becomes vacant, a special election shall be held to fill the position of Vice President for the remainder of the term.

Section L If the office of the Secretary or Treasurer becomes vacant, the duration of the unexpired term shall be filled by appointment of the President, with the approval of the Executive Committee.

Section M The Association shall have a webmaster position. This position will be filled by the President or by a member of the association appointed by the association President.

Section N Any office that is evacuated due to the deconsolidation will be filled for the remainder of the term by the election process.

Section O The officers of the association shall be allowed a monthly expense account to help defray expenses incurred, which will be approved by the Executive Committee.

Article 5: Executive Committee

Section A The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer, Immediate Past President, and elected Building Representatives. They shall serve until their successors are elected and installed at the April Executive Committee Meeting.

Section B The Executive Committee shall serve as the agency through which the policies of the association will be put into effect, and it shall have general supervision of all the activities sponsored by the association.

Section C The Executive Committee shall strive to meet monthly during the school calendar as a single representative body. Additional meetings may be called by:

- A. The President or
- B. Building reps from three or more buildings

Section D Business of the Executive Committee may be conducted only at those meetings where a quorum is present. A quorum shall consist of representation from a majority of the following (seven) buildings: three high schools, three elementaries, and CTC.

- 1. West Union High
- 2. North Adams High
- 3. Peebles High
- 4. West Union Elementary
- 5. North Adams Elementary
- 6. Peebles Elementary
- 7. Career Technical Center

Section E Each building shall have up to three Building Representatives. Each school shall conduct an annual election in March. The Building Representative will be elected by a simple majority of the constituents of that building. Duties of each building Representative shall be as follows:

1. To attend meetings of the Executive Committee and to report recommended policies and other actions of the Executive Committee to members in their building within three working days.
2. To transmit proposals and recommendations from the members in their building to the Executive Committee for its consideration on a form attached in the Appendix B.
3. To act as membership chairperson for their building.
4. To assist the nominating committee in the disruption and collection of Ballots.
5. To act as a consultant to individual members who wish to write a grievance or who seek assistance from the association.
6. May attend one informational training session before October.

Section F Each Building Representative will, in Executive Committee meetings, where representative voting is needed, cast one vote for each member of the Ohio Valley Local Education Association which is being represented by that person.

Section G Equal representation will be guaranteed every member of the Ohio Valley Education Association regardless of race, color, creed, or sex.

Section H Should Ethnic minority representation on the Executive Committee be less than equal to the ethnic minority makeup of the general membership, a special election shall be called by the President to fill as many at-large equal minority seats on the committee as are needed to fulfill the above.

Article 6: Elections

Section A The OVEA officers or designee shall open nominations to all members and prepare a slate of nominees for each office. All nominees shall be contacted before their names are placed on the ballot.

- Section B Candidates may be placed on the ballot by the OVEA officers or designee. Additional candidates may be nominated from the floor.
- Section C The annual election of officers shall be conducted by secret ballot distributed at the time of the election. Building Representatives whose names appear on the ballot should strive to find two members, whose names do not appear on the ballot, to conduct the election and count the votes. All ballots shall be turned in to the President after the election. The election shall occur prior to the end of March.
- Section D The annual election of delegates to District and State Representative Assemblies shall be conducted by secret ballot distributed by the Association President to the Building Representatives prior to the election. The election shall be conducted in accordance with the regulation of the Constitution of the Ohio Education Association (OEA).
- Section E Newly elected officers shall assume their offices on June 1 and serve through May 31.
- Section F All ballots marked, unmarked and voided, as well as all other records pertaining to the election of officers of this association and OEA and NEA delegates and alternates, shall be preserved for one year from the date the election was held. Such ballots and other records shall be made available to OEA officers upon request for inspection and examination.
- Section G The President shall strive to appoint an Elections Committee whose duty it shall be to conduct elections in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election. No nominee for office shall serve concurrently on the Elections Committee.

Article 7: Committees

- Section A The President, subject to the approval of the Executive Committee, shall appoint all standing and special committees.
- Section B The association shall have the following standing committees:
1. Communications/Public Relations (Executive Committee)
 2. Insurance
 3. Membership and New Teachers (President and Treasurer)
 4. Negotiations

5. Elections - charged with the responsibility to protect the integrity of an election or vote and ensure that an election is conducted in accordance with the local, state, and national constitutions.
6. Sick Bank
7. Labor Management Committee (LMC)

Section C The duties of these committee shall be such as are determined by the Executive Committee.

Section D Temporary committees shall be established and maintained as deemed necessary by the Executive committee.

Article 8 Impeachment of Officers

Section A Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession or for misfeasance, malfeasance, or nonfeasance in office.

Section B Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five percent of the members.

Section C If, after a due-process hearing, a two thirds ($\frac{2}{3}$) vote of the Executive Committee sustains the charge, the office shall become vacant.

Section D The officer may appeal the decision to a special meeting of the general membership.

Article 9 Constitution

Section A This Constitution shall become effective immediately upon the adoption by a simple majority vote at a meeting of the general membership.

Article 10 Amendments

Section A No alterations, additions, deletions, or amendments shall be made to this Constitution or the following By-Laws except by a vote of a simple majority of all members voting at any regular association meeting, any special meeting, or any election specified for that purpose.

Section B Proposed changes in this Constitution or Bylaws shall be presented in writing to the membership at least ten (10) days prior to the time of voting.

BY-LAWS

Article 1: Meetings

Section A At least one general membership meeting per year shall be held. Meeting dates will be determined by the Executive committee. The membership will be notified of the meeting dates at least two weeks in advance.

Section B The President shall have the power to change the date and time of meetings and all members and all members shall be notified of such changes at least two weeks in advance.

Article 2: Quorum

Section A Business of the Association may be conducted only at those meetings when a quorum is present. A simple majority of the Association members present at the meeting shall constitute a quorum.

Article 3: Authority

Section A The authority for the conduction of all meetings shall be "Robert's Rules of Order."

Section B The President shall have the option to appoint a Parliamentarian who shall serve as an interpreter in matters of parliamentary procedure.

Article 4: Dues

Section A The Local Association will have a dues structure to fund adequately a quality program. The local dues rate for the succeeding year shall be determined by the April meeting of the Executive Committee.

Section B Every member shall also pay the dues required by the district, state, and national association with which this local is affiliated.

Section C The association shall annually enter into a Dues Transmittal contract with the Ohio Education Association.

Section D Local association officers (OVEA President, Vice President, Secretary, and Treasurer) will be reimbursed the full amount of their dues for the year that they are elected. The OVEA President will receive \$100 per month for cellular phone Reimbursement for the year that he/she is elected.

Article 5: Delegates to the Representative Assembly

- Section A The President and Vice-President shall be delegates to the District and State Representatives Assemblies. Additional delegates shall be nominated and elected according to the procedure described in Article VI of this Constitution in accordance with the regulations of the Constitution of the Ohio Education Association
- Section B One delegate to the Ohio Education Association and one delegate to the Southwestern Ohio Education Association shall be elected to serve a two-year term.
- Section C Delegates to the National Education convention shall be the delegates to the State Representative Assembly who received the most votes.

Article 6: Reimbursement

- Section A The association shall pay for room, meals, mileage, and registration fees for members attending district or state education association sponsored workshops, conferences, and/or seminars as funds allow with the approval of the Executive Committee.
- Section B Any member requesting the association to reimburse expenditures for a workshop, seminar, and/or conference must obtain prior approval of said workshop, seminar, and/or conference by the Executive Committee. Before any reimbursement occurs, vouchers must be submitted for all allowable expenditures including any expenses paid by other entities.

Article 7: Fiscal Year

- Section A The fiscal year and membership year of the association shall be September 1 to August 31.

Article 8: Dissolution

- Section A In the event of the dissolution of the Ohio Valley Local Education Association, all of the assets remaining shall be distributed to-Venture Productions, Inc.

Article 9: Contract Negotiation

- Section A When voting on any changes in the general contract, a five (5) day waiting period must be allowed for review of changes before a general membership vote can be Taken.

Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The code of Ethics of the Education Profession indicated the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of the Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

COMMITMENT TO THE STUDENT

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to simulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the students from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
 - a. Exclude any student from participation in any program.
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Appendix B

PROPOSAL RECOMMENDATION to the OVEA Executive Committee

Proposal/Recommendation:

Rationale:

Signature: _____

BR Signature: _____

Date Submitted: _____