



CONSTITUTION
of the
ASHLAND CITY TEACHERS ASSOCIATION
(Adopted May, 2007)

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of the
Ashland City Teachers Association**

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**Constitution Bylaws
of the
Ashland City Teachers Association**

(Adopted May, 2007)

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**Constitution
of the
Ashland City Teachers Association**

(Adopted May, 2007)

Article I: Name

Section A. The name of this organization shall be the Ashland City Teachers Association.

Section B. The Ashland City Teachers Association, henceforth referred to as the Association, shall maintain affiliation with the North Central Ohio Education Association (NCOEA), the Ohio Education Association, and the National Education Association.

Article II: Purpose

Section A. The purpose of the Association shall be to:

- 1. Help Set and promote the educational objectives of the local school system and of the state and of the nation;**
- 2. Protect the welfare and advance the professional interests of its members;**
- 3. Foster professional attitudes;**
- 4. Establish and maintain helpful, friendly relationships within the membership and school community.**

Article III: Membership

Section A. All members of the teaching profession that are employed by the Ashland City Schools Board of Education, except those classified as administration, shall become active members of the Association upon the payment of dues per annum as designated by the Association.

Section B. Active members shall be members of the Ashland City Teachers Association, the North Central Ohio Education Association (NCOEA), the Ohio Education Association, and the National Education Association.

Section C. All members shall abide by the Code of Ethics of the Education Profession.

Article IV: Officers

Section A. The Officers of the Association shall be President, Vice President, Secretary, Treasurer, and Immediate Past-President.

Section B. All Officers shall hold office for a two-year term. The President and Secretary shall be elected in odd years. The Vice President and Treasurer shall be elected in even years.

Article V: Executive Committee

Section A. The Executive Committee shall be composed of the officers of the Association and association representatives.

Section B. The Executive Committee shall:

- 1.** Act as advisors to the officers, assign duties, be responsible for all committees of the Association, and have such policy-making authority as provided in this Constitution and Bylaws.
- 2.** Act as the authoritative voice of the Association on positions affecting the Association during the interim period between regular meetings.
- 3.** Prepare recommendations for the consideration and action of the Association.
- 4.** Carry out policies established at general membership meetings.
- 5.** Report its transaction and those of the general membership to all members.
- 6.** Direct an independent audit of the Association's financial records at regular intervals not to exceed two (2) years.

Section C. There shall be on association representative in each building or unit of representation for every 20 members or fraction thereof.

Section D. It is the policy of this Association, and it shall take all legally permissible steps to achieve governance and delegate representation of ethnic minority at least proportionate to the ethnic minority membership in the Association.

Section E. Certified member(s) shall be elected to the Executive Committee in proportion to their respective membership in the Ashland City Teachers Association.

Article VI: Elections

- Section A.** The President shall appoint a Nominating Committee whose duty it shall be to present a slate of officers (candidates) for each office. The names submitted by the Nominating Committee may be supplemented by nominations from the floor. Candidates for office may also be submitted by a petition signed by at least fifteen (15) active members.
- Section B.** No member shall be nominated for office without the knowledge and consent of the individual.
- Section C.** The President shall 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.
- Section D.** Elections of officers and Executive Committee members shall be conducted by secret ballot in each building during one-two school day(s) designated by the Elections Committee.
- Section E.** The Elections Committee shall report the results of the election to the total membership within five (5) calendar days following the election.
- Section F.** Newly elected officers shall be installed and assume their office on May 1st of the year of the election.
- Section G.** All ballots (marked, unmarked, and voided) and 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; and such ballots and other records shall be made available to OEA officers upon request for inspection and examination.
- Section H.** Non-members of the Association, including fee payers, shall not have the right to vote, hold office, or otherwise have privilege of Association membership.

Article VII: 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 (25) percent of the members.
- Section C.** If, after due-process hearing, a two-thirds (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 VIII: Committees

- Section A.** The Association shall have such standing committees as are necessary to carry out the responsibilities and program of the Association.
- Section B.** Ad hoc (temporary) committees may be formed as necessary to achieve the Association program.
- Section C.** All committees shall be appointed by the President with the approval of the Executive Committee.

Article IX: Dues

- Section A.** The local association shall have a dues structure adequate to fund an active program. The dues rate shall be established according to OEA Bylaw 2-4.

Article X. Funds

- Section A** All money collected by the Association shall be deposited in Association accounts. Payments from these accounts shall be made with a check by the Treasurer. All checks are to be attested to by the President of the Association or an auditor appointed for that duty.
- Section B** A budget approved by the Executive Committee must be presented to the membership by May 31st and upon adoption it shall be effective for one year from the beginning of the following school year.
- Section C** The Executive Committee shall have authority to approve routine expenditures in accordance with this budget.
- Section D** The membership and fiscal year shall be the same as those of the OEA and NEA.

Article XI: Amendments

- Section A.** Amendments to this Constitution may be made by a two-thirds (2/3) majority of those voting at any regular meeting provided that the amendments have been introduced and read by the Secretary at the preceding regular meeting and that copies of proposed amendments have been distributed to all members for discussion.

Bylaw 1 : Meetings

- Section 1-1.** The Executive Committee shall meet monthly or at the call of the President.
- Section 1-2.** The general membership meetings shall be held at least once each semester. Additional meetings may be called by the President, a majority vote of the Executive Committee, or a petition to the President signed by at least ten (10) percent of the active membership. Such petitions shall state the purpose of the desired meeting and the business of that meeting shall be limited to consideration of the stated purpose.

Bylaw 2 : Quorum

- Section 2-1.** The quorum for the Executive Committee meetings shall be one more than fifty (50) percent.
- Section 2-2.** The quorum for a general meeting shall be 10 percent of the membership of the Association. The quorum for a special meeting shall be those members present and voting.

Bylaw 3 : Duties of Officers

- Section 3-1.** President
- A.** Preside over all Association meetings and prepare their agendas.
 - B.** Represent the Association on all matters of Association policy.
 - C.** Serve as ex-officio member of all Association committees.
- Section 3-2.** Vice President
- A.** Preside over Association meetings in the absence of the President.
 - B.** Perform such other duties as delegated by the President.
- Section 3-3.** Immediate Past President.
- A.** Preside over Association meetings in the absence of the President and the Vice President.
 - B.** Serve as a consultant to the Executive Committee.

Bylaw 3 : Duties of Officers (Continued)

Section 3-4.

Secretary

- A. Keep accurate minutes of all official meetings of the Association.**
- B. Maintain official files of the Association.**
- C. Edit and Publish the Association newsletter.**
- D. Prepare ballots and conduct elections for Association representatives to NCOEA, OEA, and NEA.**
- E. Perform such other duties as delegated by the President.**

Section 3-5.

Treasurer

- A. Hold the funds of the Association and disburse them upon authorization of the Executive Committee.**
- B. Maintain records of receipts and disbursements.**
- C. Maintain membership rolls.**
- D. Prepare financial reports for meetings of the Executive Committee and an annual financial statement to be distributed to the membership.**
- E. Prepare for an independent audit as authorized by the Executive Committee.**
- F. Shall be bonded.**
- G. Chair the Budget Committee.**
- H. Perform such other duties as delegated by the President.**

Section 3-6.

Association Representatives

- A. Report recommended policies and other actions of the Executive Committee to members in his/her building or unit of representation.**
- B. Transmit proposals and recommendations from members in his/her building or unit of representation to the Executive Committee for its consideration.**
- C. Assist the membership in the collection of dues.**
- D. Assist the elections committee in the collection of ballots.**

Bylaw 3 : Duties of Officers (Continued)

- E. Attend all official meetings of the association or provide an alternate in his/her absence.
- F. Act as a consultant to the individual member who has a professional problem and, when necessary, seek needed assistance from the Association.

Bylaw 4 : Committees

Section 4-1. There shall be the following committees:

Negotiations – assess membership concerns prior to bargaining, develop initial proposals of the Association, and provide additional advice and input, upon the request of the bargaining team, during active negotiations.

Elections – charged with the responsibility to protect the integrity of an election or vote and ensure that an election is conducted in accordance with local, state, and national constitution.

Grievance – maintenance of, and membership advocacy in, grievance procedure.

Professional Development – pre-service, continuing, and in-service educational opportunities.

Local Professional Development Committee – Four members of the ACS District LPDC. Members determine the criteria for renewal of licenses and certificates, approve Individual Professional Development Plans, approve work completed for renewal and send appropriate documentation to the Ohio Department of Education.

Communications – membership newsletter, press releases, public relations, promotion of understanding, unity, and communication among all groups in the school and school district communities.

Legislative – candidate endorsement/campaigning, EPAC fund - collections, levy/bond campaigning, seek membership involvement in relevant local, state, and national political affairs.

Budget – prepares a budget giving estimates of income and expenditures (including a separate estimate for each committee) for the future fiscal year.

Audit – checks accuracy of accounting procedures.

Section 4-2. Necessary sub-committees may be appointed, as needed, by the committee chairperson.

Bylaw 5 : Bargaining and Contract Ratification

- Section 5-1.** The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President and Executive Committee.
- A.** If the President is not an active member of the bargaining team, the Bylaw 5 : Bargaining and Contract Ratification (Continued)
 - B.** Members of the bargaining team need not necessarily be from the negotiations committee.
 - C.** Necessary sub-committees may be appointed, as needed, by the committee chairperson.
 - D.** The bargaining team shall have the authority to bargain in good faith; make proposals, counterproposals, and concessions; and make tentative agreement on a contract with representatives of the Board of Education.
 - E.** While negotiations are in progress, periodic reports to members may be made by the bargaining team.
- Section 5-2.** In preparation for bargaining, negotiations committee shall make reports and recommendations to the Executive Committee.
- Section 5-3.** The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB)
- Section 5-4.** Written copies of the tentative agreement summary should be given to the general membership prior to ratification.
- Section 5-5.** A vote on a tentative agreement to the contract or on a fact-finding report shall be made by written ballot.
- A.** No absentee or proxy votes will be allowed on contract ratification votes or fact-finding reports.
 - B.** The first vote on contract ratification or fact-finding report will be to accept or reject the contract/report as presented.
 - C.** All ballots used in a vote regarding a contract ratification or fact-finding report, after tabulation, will be sealed and retained by the Association Treasurer for three (3) years or duration of contract, whichever is greatest.
 - D.** The President will communicate required details of the ratification vote to the employer's designated representative.

Bylaw 5 : Bargaining and Contract Ratification

- Section 5-6.** The designated representative for the Association is authorized to give timely notice of intent to strike to the Board of Education and SERB upon approval of the membership and in keeping with provisions of ORC 4117.14(D)(2).
- Section 5-7.** Non-members of the association are not eligible to vote on a fact finder's report or contract ratification.

Bylaw 6 : Dues

- Section 6-1.** The dues rate for the succeeding year shall be determined by the May meeting of the Executive Committee.
- Section 6-2.** Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.
- Section 6-3.** The association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

Bylaw 7 : Membership Year

- Section 7-1.** The membership year of the Association shall be September 1 to August 31 or as otherwise established for the membership year by OEA and NEA.

Bylaw 8 : Expulsion of Members

- Section 8-1.** According to procedures adopted by the Association, the Executive Committee may censure, suspend from membership, or expel any member for one or more of the following:
- A.** Violation of the Code of Ethics of the Education Profession.
 - B.** Conviction of a felony.
 - C.** Actively engaging in, or actively supporting activities directed against the constitutional purposes of the Association to bring about changes in the Association by means other than those that are consistent with the Association's Constitution.
- Section 8-2.** The Executive Committee may reinstate members previously suspended or expelled.

Bylaw 9 : Due Process

- Section 9-1.** The Association guarantees that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

Bylaw 10 : Authority – Parliamentary Procedure

Section 10-1. Robert’s Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise provided in this constitution, bylaws, or standing rules.

Bylaw 11 : Amendments

Section 11-1. Amendments, alterations, additions, or deletions to these bylaws shall be made by a majority vote of the total active membership of the Association.

Section 11-2. Changes shall be proposed upon the initiative of the Constitution Committee or upon presentation to the Executive Committee of a petition signed by twenty (20) percent of the current active membership. All proposed changes shall be submitted in writing to all active members at least ten (10) days prior to action.

Bylaw 12 : Dissolution of Association

Section 12-1. A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signature of three-fourths (3/4) of the total membership of the Association.

Section 12-2. Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.

Section 12-3. The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.

Section 12-4. The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.

Section 12-5. In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to “United Appeal of Ashland County” provided that it is an entity recognized as exempt from Federal taxation. In the event that “United Appeal of Ashland County” is not then recognized as tax exempt, such assets shall then pass to the “Ashland County Humane Society” provided that it is recognized as exempt from Federal taxation.

Bylaw 13 : Enabling Provision

Section 13-1. This Constitution and these Bylaws shall become effective June 1, 2007 following their adoption, and shall remain in effect until amended according to the regulations herein provided.