

CONSTITUTION, BYLAWS, AND
POLICIES
OF
WAYNE COUNTY JOINT
VOCATIONAL SCHOOL EDUCATION
ASSOCIATION

Spring 2021

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TABLE OF CONTENTS
Constitution

Section Title	Page Number
Preamble	2
Governance: Documents and Definitions	3
Article 1: Name	4
Article 2: Purpose	4
Article 3: Membership	5
Article 4: Officers	5
Article 5: Executive Committee	6
Article 6: Negotiating Team and Negotiations Committee	6
Article 7: Elections	7
Article 8: Officer Vacancies	8
Article 9: Executive Committee	8
Article 10: General Membership Meetings	8
Article 11: Bargaining Agreements/Negotiations	9
Article 12: Committees	9
Article 13: Dues	9
Article 14: Amendments	9
Article 15: Dissolution	9

By Laws

Article 1. Rule of Order	10
Article 2. Duties of Officers	10
Article 3. Officer Recall	11
Article 4. Duties of Area Representatives	12
Article 5. Duties of Negotiating Team	12
Article 6. Committee	12
Article 7. Dues	12
Article 8. Fiscal Year and Membership Year	14
Article 9. Reimbursement	15
Article 10 Amendments	15

Appendix

Code of Ethics of The Education Profession	16
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PREAMBLE

We, the unified members of the Wayne County Joint Vocational School Education Association (WCJVSEA) and the Ohio Education Association (OEA), in order that the Association may serve as ambassadors for Career and Technical Education in Wayne County Ohio, advance the cause of Career and Technical education for schools throughout Wayne County, promote professional excellence among educators and support staff, and promote recognition of the basic importance of the professional educator learning process, protect the rights of educators and advance their interests and welfare, secure professional autonomy, unite educators and support staff for effective citizenship, promote and protect human and civil rights for all employed at the WCSCC, and obtain for its members the benefits of an independent, united education profession, do hereby adopt this Constitution to serve as the code of regulations for the Association.

WCJVSEA CONSTITUTION, BYLAWS, AND POLICIES OF GOVERNANCE
Documents and Terms defined

The WCJVSEA is governed by the following documents:

Constitution: The official document that establishes the organization and structure of the Association. Except as noted, the Constitution may be amended by a two-thirds vote of the ENTIRE Association membership provided that proposed amendments have been previously studied by the ENTIRE membership two calendar weeks in advance of the meeting at which action is to be taken.

Bylaws: The official document that sets forth duties and responsibilities for the Association. Except as noted, Bylaws may be amended by a vote of the majority of the ENTIRE Association membership provided that proposed amendments have been previously studied by the ENTIRE membership two calendar weeks in advance of the meeting at which action is to be taken.

Policies: This official record will be maintained as a log of policies pertaining to the Executive Committee or Association. Examples of such would be standing rules, resolutions, goals, meeting formats, principles, and philosophies. Policies shall be made by a simple majority of a quorum of the Executive Committee present at an executive committee meeting called with 24 hour meeting notice.. Each policy must indicate whether it was made by the Executive Committee or by the Membership. In no case shall a policy supersede the Association's Constitution or Bylaws.

Memorandum of Understanding: This is meant to clarify the understanding of something in the contract. A nonbinding written document that states the responsibilities of each party to an agreement, before the official contract is drafted.

Memorandum of Agreement: An amendment or change to the contract, agreed to by both parties, and is in place until it expires or is renewed. An agreement is a document by which parties commit to working together to reach a common goal. The agreement then becomes a binding promise that the parties have agreed upon.

Tentative Agreement: A quorum of the membership needs to be present at the meeting to ratify the Tentative Agreement.

Ohio Education Association Education Association Elections Manual: A guide to conducting certain local association elections, contract ratification votes, and elections to accept or reject fact-finder's recommendations in accordance with the OEA Constitution and Bylaws, the federal Labor-Management Reporting and Disclosure Act, and the Ohio Public Employees Collective Bargaining Law

Quorum: At meetings called for the purpose of voting, on a collective bargaining agreement, with the administration, amendments or decisions, at least a majority of the total membership of the Association shall constitute a quorum necessary to conduct business.

Fraction Thereof: A proportion of the total. It can be used as up to and including the next value. So we would have 1 representative for every 10 members of a unit, or fraction thereof, so you would get one representative at 1 - 10 members, but 2 representatives at 11 - 20 members, and so on.

WCJVSEA CONSTITUTION

Article 1 – Name

The name of this organization shall be the Wayne County Joint Vocational School Education Association, hereinafter referred to as the “Association,” which shall maintain affiliation with the East Central Ohio Education Association, Ohio Education Association, and the National Education Association.

Article 2 – Purpose

Section 1. Recognizing that this school is unique not only in its educational goals and methodology but also in the make-up of its staff, the Association is formed to promote the objectives of the Wayne County Schools Career Center while promoting the interests of its members.

Section 2. The Association shall represent the membership in all aspects of collective bargaining as outlined in the negotiated agreement.

Section 3. The Association shall work to foster professional attitudes, establish helpful, friendly relationships, and work toward the continued improvement of the educational opportunities for staff and students.

Section 4. The Association may assist civic organizations and the community whose interest also concerns education by promoting all aspects of our educational programs.

Section 5. The Association shall maintain affiliation with the Ohio Education Association (OEA), which will serve as the designated representative with SERB, East Central Ohio Education Association (ECOEA), and the National Education Association (NEA), (NEA). If the Association membership desires to dissolve these affiliations, it must do so according to applicable labor laws.

Article 3 – Membership

Section 1. The membership shall be open to all certified, classified, and part time persons employed at the WCJVSD. The membership year of the Association shall be September 1 to August 31.

(a) Membership may not be denied on the basis of age, ancestry, sex, race, color, creed, religion, sexual orientation, marital status, national origin, residence, disability, economic status, or degree of association activity.

Section 2. Active membership in the Association shall be defined in the negotiated agreement.

Section 3. It is the obligation of each member to fulfill his/her responsibilities as negotiated.

Section 4. All members will be members of the OEA/NEA/District Associations.

Section 5. Non-members of the Association, including fee payers (if applicable), shall not have the right to vote, hold office, or otherwise have privilege of Association membership.

Section 6. All members shall abide by the Code of Ethics of the Education Profession.

Section 7. According to procedures adopted by the Association, the WCJVSEA Executive Committee may censure, suspend from membership, or expel any member for one or more of the following reasons:

(a) Flagrant or continued violation of recognized professional standards, including, but not limited to, the provisions 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.

(d) Personal advocacy of, or membership in, an organization, which advocates changing the form of government of the United States by unconstitutional means.

Section 8. All members will retain their right of due process when expulsion of membership transpires.

Section 9. The Executive Committee may reinstate members previously suspended or expelled.

*The NEA Code of Ethics can be found in the appendix of this Constitution and Bylaws.

Article 4 – Officers of Executive Committee

Section 1. The EXECUTIVE officers of the Association shall be The President, Vice-President, Secretary, Treasurer, and Parliamentarian. (SEE BY LAWS ARTICLE 7 SECTION 3) Executive Officers shall receive reimbursement of association dues up to \$599.00 in the form of a stipend at the end of the school, upon successful completion of their elected term.

Section 2. Qualifications: To be eligible to be an Officer of the Association, a person shall have been a member of OEA and NEA for at least two years. To be President, a person must also have been a member of WCJVSEA for at least two years.

Section 3. Terms of Office: Unless altered by Article 8, all Officers shall serve one-year terms and may be re-elected.

Section 4. The term of office is defined as beginning at the last general membership meeting of the school calendar year until the elections of the last general membership meeting of the next school year. Any officer unable to complete their term shall share the stipend at the end of the school year. The ratio of stipend share will be determined based on the number of months of service in that position

Article 5 - Executive Committee

Section 1. The Executive Committee shall be composed of the Officers of the Association and representatives from each area: Certified Career Tech, Certified Academic, Certified Other, Certified Non-Teaching, Part time Certified, Classified, and Part-Time Classified, plus two representatives elected at large. All members of the Executive Committee must be members of the Association. The president may speak on issues under consideration, but shall not vote. The president must vote, however, to break a tie.

Section 2: Upon the Executive Committee shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except as stated otherwise in the Constitution and Bylaws; provided

that they may at any time refer any matter to the entire membership for general consideration, with the Committee prescribing the manner of voting thereon.

Section 3: The Executive Committee shall:

- (a) Serve as the agency through which the policies of the Association will be put into effect and have general supervision of all activities sponsored by the Association.
- (b) 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;
- (c) Act as the authoritative voice of the Association on positions affecting the Association during the interim period between General Membership meetings;
- (d) Prepare recommendations for consideration and action of the Association.
- (e) annually review ratio for representation before the spring ballot.

Section 4: Areas of Representation

- (a) Representation on the Executive Committee shall be determined by the number of members enrolled in each of the following areas: Certified Career Tech, Certified Academic, Certified Other, Certified Non-Teaching, Part time Certified, Classified, and Part-Time Classified, plus two representatives elected at large. Representation will be based on the number of staffing positions as of April 15.
- (b) Area representatives shall be elected to a one-year term during a general membership meeting called in the spring. There shall be one representative in each unit of representation for every ten (10) members or fraction thereof.
- (c) In case of a vacancy, the position shall be filled by a special election by the area concerned.
- (d) It is the policy of this Association that it shall take all legally permissible steps to achieve governance and delegate representation of ethnic minorities at least proportionate to the ethnic minority membership in the Association.

Article 6– Negotiating Team and Negotiations Committee

Section 1. Professional Negotiating Committee. Individuals are elected to this committee. Representation on this committee shall be based on the procedures used for selecting Area Representatives. The President and Vice–President are also members of this committee. Committee members shall be selected in the Spring prior to a negotiating year.

Section 2. Negotiating Team. A six member negotiating team will consist of the president and one representative elected by each member’s bargaining unit: classified, certified trade, certified academics, non teaching certified and part time member of association. To be eligible for the negotiating team a person shall have served as a present or past member of the negotiating committee. Terms of office will be for two contract negotiations sessions and members may be re-elected. Nominations for vacancies will be made in the Fall of the school year that negotiation will take place. A team member may be replaced by recommendation of a majority of the Executive Committee and vote of the membership. The seventh member shall consist of OEA Labor Relations Consultant (LRC), unless the executive committee votes for other legal representation.

Section 3. The negotiating team will conduct all ratifications of collective bargaining agreements in accordance with the guidelines for ratification of collective bargaining agreements and fact finder reports as set forth in the OEA Elections Manual. (9-2(g) OEA by-laws)

Section 4. The negotiating team will receive reimbursement of association dues up to \$599.00 stipend at the end of the school, up upon successful completion of their elected term.

Article 7– Elections

Section 1. The president shall appoint an Elections Committee Chair whose duty shall be to present a slate of officers for each office in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election. A committee of not less than three or more than five members shall prepare the ballot of candidates at least 30 days prior to the election. No nominee for office shall serve on this committee, nor shall they be responsible for any part of the ballot or participate in the counting process.

Section 2 The Election Committee shall prepare a ballot of candidates (officers, area representatives and delegates) which must have the approval of the Executive Committee. If the election is for a year that includes contract negotiations, the ballot shall also include candidates for any vacancies on the Negotiating Committee or the Negotiating Team. A ballot for the Negotiating Committee that is not representative of the staff as determined by the area rep selection process must be approved by the Executive Committee. A ballot for the Negotiating Team must be approved by the Executive Committee.

Section 3. Additional qualified candidates may be placed on the ballot upon presentation of a petition signed by at least fifteen active members of the Association fifteen days prior to the election.

Section 4. The annual election of officers and area representatives shall take place during the Spring. Elections at a general membership meeting by written ballot with results announced before adjournment.

Section 5. Elections of officers and Executive Committee members shall be conducted by secret ballot in the area determined by the Executive Committee during one school day designated by the Nominating/Elections Committee.

Section 6. The candidates receiving a greatest number of the votes cast at the election shall be elected. If there is a tie vote for any office, a revote shall be taken within one week, (7 days) providing all participants consent to be placed on the ballot again. The ballot will include only those who are tied. The tie will be broken by a majority vote.

Section 7. The newly elected officers shall be installed and assume duties of their office at the conclusion of the election meeting.

Section 8. The Election Committee shall report the results of the election to the local membership within five (5) calendar days following the election.

Section 9. All ballots (marked, unmarked, and voided) and all other records pertaining to the election of officers of the Association and OEA and date the election was held; shall be made available to OEA (and NEA) officers upon request for inspection and examination. (These records will be preserved, maintained and kept for a minimum of one year.)

Article 8 - Officer Vacancies

Section 1. Whenever the office of President becomes vacant, the Vice-President shall automatically assume the presidency.

Section 2. No member shall be nominated for office without the knowledge and consent of the individual.

Section 3. Whenever the office of Vice-President becomes vacant, a special election shall be held within 30 days.

Section 4. Whenever the office of President and Vice-President shall become vacant, the remaining members of the Executive Committee shall choose one of its members to serve president pro tempore until a special election is held within 30 calendar days.

Section 5. Whenever the office of Secretary, Treasurer, or Parliamentarian shall become vacant, a special election shall be held within 30 days.

Article 9 - Executive Committee Meetings

Section 1. The Executive Committee shall meet at least once each month during the school year and at any other time at the call of the president.

Section 2. A Majority of the Executive Committee members present at any regular or special meeting shall constitute a quorum in order to conduct business. In the event of a special meeting, reasonable attempts must be made by the President (or designee) to contact all Executive Committee members.

Section 3. Association members may attend Executive Committee Meetings. In the event that an Executive Session is called, non-Executive Committee members will move to another location and be called back into the meeting at the conclusion of the Executive Session.

Article 10- General Membership Meetings

Section 1. The general membership meetings shall be held twice a year, with one in the fall and one in the spring. 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.

Section 2. Special general membership meetings must be called within ten school days at the written request of ten percent of the membership. Business to come before the special meeting must be stated in writing and shall be sent to each member.

Section 3. Quorums at meetings called for the purpose of voting, on a collective bargaining agreement, with the administration, amendments or decisions, at least a majority of the total membership of the Association shall constitute a quorum necessary to conduct business.

Article 11- Bargaining Agreements/Negotiations

Section 1. The Association must approve each bargaining agreement separately by a majority vote of each separate unit's total membership. To establish a quorum to conduct business, 50% of the entire membership needs to be present. Any contract not ratified by its membership would enter into an impasse stage and would proceed according to OEA procedures led by WCJVSEA LRC.

Article 12 – Committees

Section 1. All chairpersons and committee members (with the exception of the Professional Negotiations Committee which is elected by the membership) shall be appointed by the President, with the approval of the Executive Committee.

Section 2. Powers and duties of the committees shall be designated in the Bylaws; additional powers and duties shall be assigned by the President as needed.

Article 13– Dues

Section 1. The WCJVSEA shall have a dues structure adequate to fund an active program. The dues rate shall be established according to Bylaws.

Section 2. Every Member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.

Article 14 – Amendments

Section 1. This Constitution may be amended by a vote of two-thirds of the entire Association membership at any regular or special meeting, with a quorum to do business of the same provided that proposed amendments have been previously reviewed by the Executive Committee and offered to the membership two calendar weeks in advance of the meeting at which action is to be taken.

Article 15 – Dissolution

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

Section 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 5. In the event of dissolution of the association, all assets of this organization remaining after payment of all obligations shall be distributed to WCSCC BOE for the purpose of Student Scholarship provided that it is an entity recognized as exempt from Federal taxation. In the event that WCSCC BOE is not recognized as tax exempt, such assets shall then pass to Hospice of Wayne County provided that it is recognized as exempt for Federal taxation. (9-2(b) OEA By-laws)

BYLAWS

Article 1 – Rule of Order

Section 1. Robert’s Rules of Order, Revised, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws and such Policies as the Executive Committee may adopt. The Executive Committee may set time limitations to public participation and may limit public participation to specific portions of the agenda.

Section 2. Rights of Members – Every member shall have the right to express views or opinions during Executive Committee Meetings and General Membership Meetings; such expression shall follow the meeting format and is subject to Robert’s Rules of Order.

Article 2 – Duties of Officers

Section 1. All Executive Committee Members – It shall be the responsibility of all Executive Committee Members to provide the leadership required for the Association to uphold the purpose of the WCJVSEA as defined in Article 2: Purpose and Article 4: Officers of the Constitution.

Section 2. Action Consensus – In the event that action is required by the Association, it shall be the President’s responsibility to seek the input of the Executive Committee members and OEA Representative, prior to any negotiation on behalf of the association with the Superintendent or Board of Education.

Section 3. The President shall: preside at all meetings of the Association and of the Executive Committee, be an ex-officio member of all committees, be responsible for calling special meetings, establish the agenda for both regular and special meetings, appoint members of Association committees, appoint members to sit on WCJVS district committees, coordinate the Association activities, inform Executive Committee members of leadership development opportunities and encourage interested members to participate in those leadership program, represent or appoint a representative to attend each OEA Service Council Meeting, represent the WCJVSEA at WCJVSD Board of Education Meetings, and serve as the OEA Delegate(or designee) to the Representative Assemblies.

Section 4. The Vice-President shall: preside or act in the absence of the president and handle other such duties as the President may direct, serve on the Rights and Responsibilities Committee, the Negotiating Committee, and the Constitution / Bylaws and Policies Committee, serve as the OEA Delegate to the Representative Assemblies, and coordinate the tuition reimbursement program with the assistance of the Treasurer.

Section 5. The secretary shall: Take minutes and record the actions at all association meetings, prepare minutes for approval at next association meeting, post all minutes and agenda for association members to view, distribute to each member of the Association the proceedings of all meetings of the association, keep all books, records, and supplies that are the property of the association in such order that they are usable and may be passed on satisfactorily to the secretary’s successor, serve as the first alternate to the OEA Delegate to the Representative Assemblies.

Section 6. The Treasurer shall: receive all monies belonging to the Association, make payments when properly authorized, keep an itemized account of receipts and expenditures, make reports of the balance at regular meetings, file a written report annually, prepare the annual budget, and present the budget for approval at the General Membership Election meeting in the Spring or at some meeting designated by the executive committee, (This budget may include any proposed dues reimbursement for officers and negotiating team

members), assist the Vice-President in the coordination of the association's tuition reimbursement program by checking and signing off forms before they are submitted to the WCSJVSD treasurer, be covered by a bond, serve as the second alternate to the OEA Delegate to the Representative Assemblies, and deliver membership forms to all new members who qualify under the recognition clause of the negotiated agreement, at the beginning of the school year.

Section 7. The Parliamentarian shall advise the presiding officer concerning questions of parliamentary procedure and shall serve on the Constitution, Bylaws, and Policies Committee.

Section 8. No business or financial transaction involving a member of the Executive Committee or agent of the association, or their immediate family, shall conflict with the fiduciary responsibility or such persons to the association. Such relationships with members of the executive committee include relationships with any person that would reasonably be expected to affect the person's judgment with respect to the transaction or conduct in question in a manner adverse to the association. ORC 4117.19 © 2

Article 3 – Officer Recall

Section 1 – Whenever a majority of the Executive Committee agrees that an officer has been grossly negligent of the duties defined in these bylaws or is otherwise incapacitated, they may recommend that the office be declared vacant and that it be filled according to the Constitution.

- a). A petition, describing the gross negligence or the incapacity, must be signed by a 2/3 majority of the Executive Committee and presented to the officer.
- b). Officers must be given the opportunity of due process in accordance with 9-2(b) OEA by-laws by;
 1. Receiving written notice of the charges and basis for those charges
 2. Right to see and hear evidence against them
 3. Right to representation
 4. Allotted time to examine or cross examine witnesses
 5. Provided the opportunity to present evidence to rebut charges
- c). If a majority of the Executive Committee still wishes to proceed with a recall, a membership meeting shall be called (with members being properly notified) for the purpose of voting on recalling the officer (declaring the office vacant). At such a meeting, the Executive Committee shall present and explain its:
 - 1) recommendation; 2) the officer and/or any member of the Executive Committee in support of the officer, may speak in response to the Executive Committee's recommendation. 3) After these presentations, the membership shall cast written Votes.
- d). If a majority of the membership votes to recall the officer, that office shall be declared vacant and shall be filled according to the Association's Constitution and Bylaws.
- e). The officer may appeal the decision to the general membership at a special meeting.

Article 4 - Duties of Area Representatives

Section 1. The duties of the area representatives shall be as follows:

- (a) Report recommended policies and other actions of the Executive Committee to members in their area.
- (b) Transmit and/or present proposals and recommendations from members in their area to the Executive Committee for its consideration.
- (c) Encourage attendance at Association meetings.

Article 5 - Duties of Negotiating Team

Section 1. The team will serve as spokesperson to administration in all matters prepared by the negotiating committee. The Negotiating Team shall participate at negotiating committee meetings.

Article 6 –Committees

Section 1. The Association shall have the following standing committees, with others to be added as the need arises. Committee Chairs will be appointed by the Association President with approval of the Executive Committee.

- (a) Membership and Website Committee - It shall work to inform the Association membership by explaining to all faculty members its purpose, and services available. It shall work with the administration in orienting new teachers. It shall develop and maintain a website as a resource for the members.
- (b) Professional Rights and Responsibilities Committees: (Vice President is Chair)
 - 1. To provide consultation service to members and assist in resolving grievances and complaints according to board policy procedures.
 - 2. Matters brought to this committee must be in writing and signed by the concerned member or members.
 - 3. The Committee shall review the written request to determine if there is a contract violation. A written reply will be given by the committee, in a reasonable time, to the concerned member or members.
 - 4. Protect the integrity of the negotiated agreement, which may include filing grievances on behalf of the Association.
- (c) Motivation, Morale and Staff Recognition Committee
 - 1. Set up and promote a social calendar for the year.
 - 2. Honor retirees.
 - 3. Provide support to members during illness or loss of family members
- (d) Scholarship Committee.
 - 1. Establish qualification guidelines for applicants
 - 2. Produce applications for the Association Scholarship.
 - 3. Make recommendations for the amount of scholarship.
 - 4. Select the recipient.

(e) Professional Negotiations Committee

Representation shall be based on the procedure used for selecting area representatives. This committee shall be elected by the membership for two contract-negotiating sessions. Nominations for vacancies will be made for the Spring election prior to a negotiations year. The new Committee starts its service immediately following the Spring elections.

1. Committee shall elect the chairperson from its ranks each year. The chair shall serve as an alternate to the Negotiating Team if an emergency arises; if the Chair is not able to serve on the Negotiations Team, the Committee shall select another of its members to serve on the Team. If the Negotiations Team has a second or third vacancy due to an emergency/resignation, the Negotiations Team shall select Team replacements from within its Committee.
2. Association members shall be polled for items to be negotiated.
3. Committee shall set guidelines and priorities for the team.
4. A four-member panel will be selected by and within the negotiating committee for consultation by the team if needed.

(f) The Election Committee.

The president shall appoint an Elections Committee whose duty it shall be to conduct elections in accordance with the OEA Election Manual and to resolve all challenges or protests to an election. A committee of not less than three or more than five members shall prepare the ballot of candidates at least 30 days prior to the election.

1. Poll membership for a list of candidates for offices.
2. Present the ballot 30 days prior to the date of elections in Spring.
3. Oversee the election process.
4. Communicate the results of the election.
5. Notify general membership of available committee positions and ask for representatives.
6. Create a policy for absentee provisions and alternative voting procedures for voting on contracts during a calamity. All policies need to be approved by the Executive Committee 30 calendar days prior to an election.

(g) The Constitution, Bylaws, and Policies Committee (VP and Parliamentarian must serve)

The committee keeps the constitution, bylaws and policies up-to-date, ensuring that all executive committee members have a current copy of each. An annual review of the constitution, bylaws and policies is conducted by this committee, which recommends needed changes to the Executive Committee.

(h) Learning Here Tomorrow (LHT) Committee

This Committee is charged with keeping current with trends in learning and leadership (within Wayne County, the state of Ohio and the nation) and to seek and implement innovative actions and solutions to problems (based on data driven evidence) that may impact decisions on student learning and staff development. This committee is open to all members of the Association. This

committee is not subject to WCJVSEA Constitution or Bylaws but rather to the mandates/policies under which the State of Ohio or which are part of the negotiated agreement.

Section 2. The duties of the committees shall be as above with others to be recommended by the president or the committee members themselves. These additional duties shall be approved by the Executive Committee.

Section 3. There may be additional committees either mandated by the Federal Government, state of Ohio, or which are part of the negotiated agreement. These committees are not subject to WCJVSEA Constitution or Bylaws but rather to the mandates/policies under which the committee was created. However, the Association has both an opportunity and responsibility to participate in these committees. The Association's Policy/By laws section contains current information regarding these committees.

Section 4. The make-up of all committees, where applicable, will use the following guidelines:

- a) The length of service would be a commitment of two (2) consecutive years, and members may reapply after their term expires.
- b) Applications to committees would be available to all general membership during the first two (2) weeks in fall.
- c) The announcement of committee members to be announced at the fall general membership meeting.
- d) The duty to notify the general membership of available positions will be that of the nominating committee.
- e) A committee rotation procedure must be established in the first year of the adoption of this section and whenever necessary.
- f) Where committee membership is limited and there are more applicants than available positions, the executive committee will choose the new member(s).

Article 7 – Dues

Section 1. OEA/NEA dues are predetermined. The local dues for membership in this Association shall be set annually by a vote of the Association at the time of elections in the Spring.

Section 2. The Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

Section 3. The Executive Committee (President, Vice-President, Secretary Treasurer and Parliamentarian) and the Negotiations Team during the year of negotiations shall receive a reimbursed stipend of their association dues up to \$599.00 at the end of the school year upon successful completion of their term. Any officer unable to complete their term shall share the stipend at the end of the school year. The ratio of stipend share will be determined based on the number of months of service in that position

Article 8 – Fiscal Year and Membership Year

Section 1. The Association's fiscal year runs from July 1st to June 30th.

Section 2. Individual membership begins with completion of the OEA registration form. At that time, individuals' select "continuing membership" or "annual renewal."

Article 9 – Reimbursement

Section 1. Association members shall be reimbursed for expenses incurred in the performance of their responsibilities, providing such expense was approved prior to the expenditure, by the Executive Committee.

Article 10 – Amendments

Section 1. This Constitution may be amended by a vote of two-thirds of the entire Association membership at any regular or special meeting, with a quorum to do business of the same provided that proposed amendments have been previously reviewed by the Executive Committee and offered to the membership two calendar weeks in advance of the meeting at which action is to be taken.

End

APPENDIX

Code of Ethics of the Education Profession Revised and ADOPTED IN 2010 BY OEA

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals. 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 the 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 indicates 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 this 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 stimulate 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 student 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 noneducator 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.

Adopted by the NEA 1975 Representative Assembly, amended 2010