

# THE CONSTITUTION

## PREAMBLE

The purpose of this Association shall be to afford opportunities for its members to improve their professional knowledge, to foster sound educational policies, and to promote the best interest of education. We, the members of the Western Ohio Education Association, in order that the Association may serve as spokesperson for the Public Educators, within the west-central counties of the state of Ohio, do affirm and promote:

- to advance the cause and profession of Education, for all individuals; to promote the health and welfare of children and/or students;
- to promote professional excellence among Public Educators;
- to gain recognition of the basic importance of the Public Educator in the learning process and in the educational effort;
- to protect the rights of Public Educators; and advance the interests and welfare of Educators;
- to secure professional autonomy for the profession of Education;
- to unite Public Educators for effective citizenship;
- to educate, inform, and encourage an open dialogue to those issues pertaining to the profession of Education and the education of our citizenry; to promote and protect human and civil rights; and,
- to obtain for its members the benefits of an independent, United Education Profession; do hereby adopt and subscribe to this Constitution.

## ARTICLE I – NAME AND OBJECT OF THE ASSOCIATION

**Section 1.01 – Name:** The name of this organization shall be the Western Ohio Education Association. This organization may conduct business and may be known as the Western Ohio Education Association, Incorporated; Western Ohio; WOEa, Inc.; WOEa; and, the Association.

**Section 1.02 – Object of the Association:** The goals and objective of the Association shall be contained in the Preamble of this Constitution. In fulfilling the stated goals, the Association shall have all power necessary and proper to take action for the attainment of these goals and objective; to receive, hold, and administer funds and property; and, to enjoy the advantage of a non-profit corporation under the state of Ohio's laws and regulations. Nothing in this Constitution or in the By-Laws, or in the Standing Rules, or in the Policies shall be construed to prevent the Association from pursuing goals and objectives, which are consistent with stated goals and objective of the Association.

**Section 1.03 – Educators Bill of Rights:** This Association shall adopt and subscribe to the current edition of the Educators Bill of Rights, as adopted and promulgated by the Ohio Education Association (OEA) and the National Education Association (NEA). The current edition of the Educators Bill of Rights shall be contained in this Association's Appendix.

**Section 1.04 – Code of Ethics of the Education Profession:** This Association shall adopt and subscribe to the current edition of the **Code of Ethics of the Education Profession**, as adopted and promulgated by the Ohio Education Association (OEA) and the National Education Association (NEA). The current edition of the **Code of Ethics of the Education Profession** shall be contained in this Association's Appendix.

**Section 1.05 – Governance:** This Constitution, the By-Laws, the Standing Rules, the Policies, and such other actions shall govern this Association as the Representative Assembly and the Board of Directors may take consistent therewith.

## ARTICLE II – AFFILIATION

**Section 2.01 – District Affiliation:** This Association shall be a District affiliate of the Ohio Education Association (OEA), in accordance with the provisions of the Ohio Education Association’s Constitution and Bylaws, pertaining to such District affiliation. The Association shall be a District affiliate of the National Education Association (NEA), as recognized and in concert with the affiliation of the Ohio Education Association (OEA).

**Section 2.02 – Local Affiliation:** Local Associations shall affiliate with this Association, provided those Local Associations are eligible to affiliate with the Ohio Education Association and the National Education Association.

## ARTICLE III – QUALIFICATION OF MEMBERS

**Section 3.01 – Provisions of Membership:** Membership, as provided herein, shall be open to all persons actively engaged in the profession of Education and other ancillary endeavors of and for the profession of Education; or, to persons interested in advancing the profession of Education. Members of the Association shall subscribe to the goals and objectives of the Association, and to abide by its Constitution, By-Laws, Standing Rules, and Policies.

**Section 3.02 – Limitations of Membership:** The Association shall not deny membership to individuals based upon race, creed, national origin, gender, sexual orientation, nor shall any organization, which so denies membership, be affiliated with the Association.

**Section 3.03 – Classes of Membership:** Membership in the Association shall consist of the following classes – Classroom Teachers, Education Support Professionals, Higher Education, Students, Retired WOEА Members, Associate Members, Corporate Members, and Honorary Members.

**Section 3.04 – Types of Membership:** The types of membership, for the purposes of annual dues, for the classes of Classroom Teachers, Education Support Professionals, and Higher Education shall be: Active Full-Time, Active Half-Time, Active Quarter-Time. The type of membership for the Students, WOEА-Retired, Associate, Corporate, and Honorary Members shall be of a singular standard, for their respective class of membership.

**Section 3.05 – Principles of Membership:** All members shall adhere to the, **Code of Ethics of the Education Profession**, as contained in this Association’s Appendix.

**Section 3.06 – Application for Membership:** An application for membership may be subject to a review by the Association’s Board of Directors.

**Section 3.07 – Property Interest of Members:** All rights, title, and interest, both legal and equitable, of a member in and to the property of the Association shall conclude immediately and forthwith, upon the termination of the individual’s membership.

## ARTICLE IV – OFFICERS AND THE OPERATIVE ASSEMBLIES

**Section 4.01 – Officers:** The Officers of the Association, whom shall be elected, are a President, a Vice President, a Recording Secretary, and a Treasurer. There shall be an Immediate Past President.

**Section 4.02 – Qualification:** All elected Officers shall be active Educators who are in good standing with their respective Local Association, this Association, the Ohio Education Association, and the National Education Association.

**Section 4.03 – Governing Bodies:** There shall be a Representative Assembly and a Board of Directors for this Association.

**Section 4.03 – Assemblies:** There shall be a Representative Assembly and a Board of Directors for this Association.

**Section 4.04 – Function:** The Representative Assembly shall be the supreme governing body of this Association and perform such functions as stipulated in this Association’s By-Laws.

**Section 4.05 – Representative Assembly Composition:** The Representative Assembly shall be composed of shall be composed of delegates determined by procedures set forth in this Association’s By-Laws.

**Section 4.06 – Standing Rules and Policies:** The Representative Assembly shall adopt and publish Standing Rules, which govern their conduct and are consistent with the Constitution and By-Laws. The Board of Directors shall adopt and publish Policies, which govern their conduct and are consistent with the Constitution and By-Laws.

**Section 4.07 – Seating of Delegates:** The Representative Assembly shall have final jurisdiction over the seating of its Delegates.

**Section 4.08 - Committees:** There shall be such Standing, Select, and Special Committees as may be established the Representative Assembly and by the Board of Directors.

## **ARTICLE V – MEETINGS OF THE ASSOCIATION**

**Section 5.01 – Meetings:** The Representative Assembly shall conduct at least one annual session. The Board of Directors may postpone an annual session, or schedule additional sessions of the Representative Assembly, as provided in this Association’s By-Laws.

**Section 5.01.01:** The Board of Directors shall establish the date, time and location of the sessions of the Representative Assembly.

**Section 5.01.02:** The Board of Directors shall establish the date, time, and location of the meetings of the Board of Directors.

**Section 5.01.03:** The Chairpersons of such Select, Special, and Standing Committees shall establish the date, time, and location of the meetings of their respective Committees.

**Section 5.02 – Notification of Sessions and Meetings:** This Association’s Board of Directors shall establish the dates, times, and locations of this Association’s Representative Assembly sessions and Committee meetings. The Board of Directors shall implement an annual calendar for these sessions and meetings, prior to the conclusion of the second month of its operation year. Notice of sessions and meetings shall be mailed to the respective members, via the United States Postal Service. Electronic notification may be utilized for notification and courteous purposes.

## **ARTICLE VI - INITIATIVE, REFERENDUM, AND RECALL**

**Section 6.01:** Upon receipt by the Recording Secretary of a petition, signed by at least ten percent (10%) of the membership, setting forth a resolution with respect to the affairs of this Association, such matter shall be placed on the agenda of the next meeting of the Board of Directors and may be acted upon by the Board of Directors or referred by it to a special session of the Representative Assembly.

**Section 6.02:** Upon receipt by the President of a petition, signed by at least ten percent (10%) of the membership, seeking to repeal action taken by the Board of Directors or the Representative Assembly, the Board of Directors shall, within thirty (30) days, call a special session of the membership with respect to the question presented. At such meeting, if two-thirds (2/3) of the members present vote in the affirmative on the issue, the result shall be binding upon the Association and shall promptly be reported to the members of the Association through an official publication.

**Section 6.03:** Officers or Area Representatives of the Association and district representatives to OEA committees may be recalled for misfeasance, malfeasance, or nonfeasance in duty. Recall proceedings may be initiated by written petition to the Board of Directors listing the specific charge(s). A petition against an elected office or a district representative to an OEA committee must be signed by (a) one hundred (100) active members of the Association, or (b) fifty (50) Delegates of the preceding Representative Assembly, or (c) one-half (1/2) the members of the Board of Directors. Petitions against an Area Representative must be signed by (a) one hundred (100) active members of the unit he/she represents, or (b) two-thirds (2/3) of the Delegates of the preceding Representative Assembly from the unit he/she represents, or (c) half the members of the Board of Directors. A hearing on these charges shall be conducted by the Board of Directors within thirty (30) days of receipt of the petition. A two-thirds (2/3) vote of the Board of Directors shall be required to sustain the charges.

**Section 6.04:** An elected or appointed representative who has been recommended for recall shall be granted a hearing before the Board of Directors. Upon receipt by the President of an appropriate, written petition for recall, which shall include a specification of grounds which, if proven, constitute just cause for recall, the President shall serve the representative by certified mail, return receipt requested, with a true copy of the recommendation and specification of grounds for recall. The hearing shall be conducted under the Standing Rules for this Association, and the Board of Directors shall be the complainant. The Board of Directors, after examination of the testimony, evidence, arguments of the parties, and any objections, shall render a decision containing its finding and conclusions, which shall be entered into the minutes of the Board of Directors. The Board of Directors may acquit the representative or may recall the representative. The vacancy created by the recall shall be filled pursuant to this Association's By-Laws.

## **ARTICLE VII – DISSOLUTION AND DISPOSITION OF PROPERTY**

**Section 7.01:** The Association may be dissolved by a three-fourths (3/4) vote of the total number of Delegates to the Representative Assembly.

**Section 7.02:** The interest of a member in the property of the Association is limited to its use for Association purposes. If the Association is dissolved, all its property not needed for the payment of its debts and expenses shall be transferred or conveyed to one or more organizations that engage in activities related to the advancement of education and teacher interests or development that qualify for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954 (or similar statutes hereafter enacted). The Board of Directors shall select the organization(s) to which such transfer or conveyance is made and shall determine how the property is apportioned between them. In the absence of such a selection or determination by the Board of Directors, a court of competent jurisdiction may make it.

**Section 7.03:** This document shall be the code of regulations of the incorporated Association, as a non-profit corporation under the laws and regulations of the State of Ohio and these By-Laws shall be the bylaws of the corporate entity.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

**Section 8.01 – Rules of Order:** The current edition of, **Robert's Rules of Order, Newly Revised**, shall be the parliamentary authority for this Association on all questions not covered by the Constitution, Bylaws, Standing Rules – as adopted by the Representative Assembly, and Policies – as adopted by the Board of Directors, and

for the Select, Special, and Standing Committees of this Association. A Committee of the Whole shall subscribe to this Article.

**Section 8.02 – Quorum:** A quorum shall be necessary for the Representative Assembly, the Board of Directors, and any Committee of this Association to conduct official business.

**Section 8.02.01:** A quorum, for the Representative Assembly, shall consist of the number of accredited Delegates present and voting; for the Board of Directors and any Committee of this Association, a majority of the body attending and voting at any meeting; and, where notification has been previously provided, via the United States Postal Service. Electronic notification may be utilized for courteous purposes and for Committees of this Association.

## **ARTICLE IX – AMENDMENT OF THE CONSTITUTION**

**Section 9.01 – Initiation:** An amendment to this Association’s Constitution may be initiated either by:

- A. By petition of one hundred (100) active members of this Association, provided that no more than sixty (60) signatures are from the same unit of representation to the Representative Assembly; or,
- B. An amendment may be initiated by a two-thirds (2/3) affirmative vote of this Association’s Board of Directors.

**Section 9.02 – Reading:** Any amendment shall be read in two (2) consecutive Board of Directors meetings. The text of the proposed amendment shall be distributed to each Delegate to this Association’s Representative Assembly, at least ten (10) days before the convening of the Representative Assembly. A proposed amendment to the Constitution may be debated, revised, and/or modified by the Delegates at the Representative Assembly, before voting.

**Section 9.03 – Adoption:** The adoption of a Constitutional amendment shall be by a vote of at least two-thirds (2/3) of the properly seated Delegates, present and voting, at this Association’s Representative Assembly.

**Section 9.04 – Affiliate Precedence:** In the event a conflict occurs between this Association’s Constitution and of that of the Ohio Education Association, the Ohio Education Association’s Constitution shall take precedence.

**Section 9.04.01:** In the event this Association’s Constitution is in conflict with Federal or State Law, those Articles in conflict will become null and void. The corrections and implementing language shall be submitted to the next session of this Association’s Representative Assembly for remedy.

**Section 9.05 – Implementation:** An amendment to this Association’s Constitution shall become effective at the conclusion of that session of the Representative Assembly, at which that amendment was ratified.

# THE BY-LAWS

## ARTICLE I – AFFILIATION

**Section 1.01:** Provisions of the Association By-Laws shall be in keeping with the Constitution and By-Laws of the Ohio Education Association, related to District affiliates.

## ARTICLE II – MEMBERSHIP

**Section 2.01:** Membership may be obtained in the Association by paying the dues as stated in these By-Laws and meeting the eligibility requirements stated in this article.

**Section 2.02:** Eligibility for active membership shall be open to any person employed by an educational institution, agency, or organization in this District, including those on layoff and official leaves of absence, who agree to the Code of Ethics adopted by the Ohio Education Association. Active members shall also be members of the National Education Association, the Ohio Education Association, and Local Association, where eligible for membership.

**Section 2.03:** Active membership shall be required in order to hold office, vote, or otherwise represent the Association.

**Section 2.04:** Student membership shall be open to any undergraduate or graduate student enrolled in a teacher education program in an accredited college or university in this district and who maintains membership in the Ohio Student Education Association. Such member shall not currently hold nor previously have held an employment contract with any educational institution, which would qualify the student for an active membership.

**Section 2.05:** Eligibility for retired membership shall be open to any person receiving retirement benefits from the State Teachers Retirement System of Ohio or the School Employees Retirement System, who agrees to the Code of Ethics of the Education Profession, adopted by the Ohio Education Association and this Association. Retired members shall be members of the National Education Association, the Ohio Education Association, and Local Association, where eligible for membership.

**Section 2.06:** Corporate membership is available to those business entities, which supports the principles and goals of the Association. Corporate members shall be eligible for membership upon the approval of the Board of Directors.

**Section 2.07:** Associate membership shall be open to those credentialed educators and other school employees who are employed to work less than quarter-time, providing they also are members of their affiliated Local Association, the Ohio Education Association, and the National Education Association, where eligible. Additionally, Associate membership shall be open to any person who is interested in advancing the cause of Public Education, but who is not employed by an educational institution, agency, or organization, and who is not eligible for any other class of membership in the Association.

**Section 2.08:** Honorary membership may be granted to any educator or friend of Education not eligible for active membership, by majority vote of the Board of Directors.

**Section 2.08.01:** Honorary members are eligible to attend social, instructional, or other affairs as authorized by the Board of Directors.

**Section 2.08.02:** Honorary membership shall be for life unless otherwise provided for by the Board of Directors.

### **ARTICLE III – OFFICIAL, FISCAL, AND MEMBERSHIP YEAR**

**Section 3.01:** The Official Year, Fiscal Year, and Membership Year for this Association shall be concurrent and for that calendar, which has been adopted and implemented by the Ohio Education Association.

**Section 3.02:** All terms of Officers and outstanding Committee appointments shall coincide with this Association's Official Year. All Officers shall serve until their successors are duly elected and qualified.

### **ARTICLE IV – DISTRICT ASSOCIATION BOUNDARIES**

**Section 4.01:** The Association shall be composed of members, as stated in Article II, of these By-Laws, in the counties located within west-central Ohio.

**Section 4.02: Membership:** The territory of the Western Ohio Education Association shall be comprised of the following counties: Auglaize, Darke, Greene, Mercer, Miami, Montgomery, Preble, and Shelby.

### **ARTICLE V – REPRESENTATIVE ASSEMBLY**

**Section 5.01: Governing Body:** There shall be a Representative Assembly, which shall be the supreme, governing body of this Association.

**Section 5.02 – Membership:** The Representative Assembly shall be composed of active United Education Profession-members in good standing elected from their respective Local Associations and affiliated with this Association.

**Section 5.03 – Delegates:** All Delegates certified to OEA as OEA Representative Assembly Delegates shall be certified as such to the WOEa Recording Secretary and shall be full Delegates to the WOEa Representative Assembly. These Delegates shall be employed within the Western Ohio Education Association District.

**Section 5.03.01 – Distribution of Vote:** Each Delegate shall have one (1) vote.

**Section 5.04 – WOEa Classroom Teacher District Delegates – WOEa Active Member District Delegates:** Units, for the purpose of electing Delegates to the Representative Assembly, shall be Local Associations in the WOEa District affiliated with the WOEa, the OEA, and the NEA.

**Section 5.04.01 – Basis of Representation:** The basis of representation shall be one Delegate and one Alternate Delegate for each unit of 50 active members or major fraction thereof, except that each Local Association shall be entitled to at least one Delegate and one Alternate Delegate.

**Section 5.04.02 – Election:** Delegates shall be elected annually by the Local Professional Association. Elections shall be held by October 10 of each year. Names of candidates elected as Regular and Alternate Delegates shall be certified to the Recording Secretary by the committee conducting the election, by October 15. Only active members of the WOEa, the OEA, and the NEA shall be entitled to vote for Delegates. In addition to such elected Delegates, the members of the Board of Directors of WOEa shall be non-voting Delegates to the Representative Assembly.

**Section 5.04.03:** The District Delegates under the one-person, one-vote concept shall be in addition to the OEA Delegates elected under Section 4-9 of the OEA Bylaws.

**Section 5.04.04:** Education Support Professional members shall be elected to the Representative Assembly in accordance with Section 5.03 and 5.03.01.

**Section 5.04.05 – Higher Education District Delegates – Basis of Representation:** The basis of representation shall be one (1) Delegate for each fifty (50) active members of the Association or major fraction thereof, except that the Higher Education District Delegates shall be entitled to at least one (1) Delegate and one (1) Alternate Delegate.

**Section 5.04.06 – Selection:** Delegates and Alternate Delegates shall be selected by a plan devised by the Higher Education Class, within the WOE. Such selection shall be held twenty (20) or more days prior to the first Representative Assembly of the Official Year of the WOE. The committee conducting the selection, within five (5) days after such selection, shall certify names of selected Regular and Alternate Delegates to the Recording Secretary.

**Section 5.05 – Student District Delegates:** Allocation of Delegates shall be based on Student membership in the WOE. Those Student Members shall be counted whose current District and State Annual Dues have been paid, or are in the process of collection.

**Section 5.05.01 – Basis of Representation:** The basis of representation shall be one (1) Delegate and one (1) Alternate Delegate for each 165 Student Members of the WOE, or major fraction thereof, except that the Student Member Class shall be entitled to at least one (1) Delegate and one (1) Alternate Delegate.

**Section 5.05.02 - Selection:** Delegates and Alternate Delegates shall be selected by a plan devised by the Ohio Student Education Association, within the WOE. Such selection shall be held twenty (20) or more days prior to the first Representative Assembly of the Official Year of the WOE. The committee conducting the selection within five (5) days, after such selection, shall certify names of selected Regular and Alternate Delegates to the Recording Secretary.

**Section 5.06 – WOE Retired District Delegates:** Allocation of Delegates shall be based on WOE Retired members in the WOE. Those WOE Retired members shall be counted whose current District and State Annual Dues have been paid, or are in the process of collection.

**Section 5.06.01 – Basis of Representation:** The basis of representation shall be one (1) Delegate and one (1) Alternate Delegate for each one hundred sixty-five (165) WOE Retired Members of the WOE, or major fraction thereof, except that the WOE Retired Class shall be entitled to at least one (1) Delegate and one (1) Alternate Delegate.

**Section 5.06.02 – Selection:** Delegates and Alternate Delegates shall be selected by a plan devised by the WOE Retired. Such selection shall be held twenty (20) or more days, prior to the first Representative Assembly of the Official Year of the WOE. The committee conducting the selection within five (5) days after such selection shall certify names of selected Regular and Alternate Delegates to the Recording Secretary.

**Section 5.07 – Voting:** Only certified Delegates shall have the right to vote in the Representative Assembly. Association members who are not Delegates shall have the right to speak on any issue before the Representative Assembly, but shall not have the right to make motions or to vote.

**Section 5.07.01 – Ballots:** The ballots that are cast in the elections at the WOE Representative Assembly will be kept for one (1) year, then destroyed.

**Section 5.08 – Sessions of the Representative Assembly:** There shall be at least one annual meeting of the WOE Representative Assembly, at such time(s) as the Board of Directors may designate.

**Section 5.08.01 – Special Sessions:** Special Sessions of the Representative Assembly shall be called only for the purpose of acting upon problems of an emergency nature. Such sessions may be called by the Board of Directors and shall be called within twenty (20) days after receipt of a written petition, signed by at least twenty percent (20%) of the Delegates of the WOE Representative Assembly.



**Section 5.09 – Convention Planning Committee:** The Convention Planning Committee is charged with the responsibility of planning the WOEa Representative Assembly. This committee shall work in conjunction with the host facility to plan for registration, voting, distribution of materials, and any other necessary organizational requirements. This committee shall work with the WOEa Office Manager, the President, and the Credentials Committee.

**Section 5.09.01 – Credentials Committee:** Fifteen (15) days or more, prior to the Representative Assembly, the President shall appoint a Credentials Committee of seven (7) members from the Delegates' lists, as certified by the Local Associations. Each OEA electoral unit, shall be represented on the committee, by at least two (2) members. This committee shall meet at least five (5) days prior to the Representative Assembly, to examine and pass upon the credentials of Delegates, and shall prepare a report of the certified Delegates.

**Section 5.10 – Organization:** In the absence of the President of this Association, the Vice President shall preside at the sessions of the Representative Assembly. In the absence of both the President and Vice President, the Immediate Past President shall preside. In the absence of those three officers, the Recording Secretary shall call the meeting to order and the Assembly shall elect a chairperson. The first order of business of the Assembly shall be the report of the Credentials Committee. The Representative Assembly shall be the final authority on the validity of credentials.

**Section 5.11 – Quorum:** A quorum of the Assembly shall be the number of accredited delegates present and voting.

## **ARTICLE VI – OFFICERS AND COMMITTEES**

**Section 6.01:** The Officers of the Association shall be a President, a Vice President, a Recording Secretary, and a Treasurer, each of who may not be elected to more than three (3) two-year terms in the office, to which elected. All Officers shall be active members of the United Education Profession.

**Section 6.02:** The President and the Vice President shall be elected during the odd-numbered years. The Recording Secretary and the Treasurer shall be elected during the even- numbered years.

**Section 6.03:** The net compensation for WOEa Officers shall be as follows: WOEa President shall be compensated \$4,000 per year, the Vice President shall be compensated \$2,500 per year, the Secretary shall be compensated \$1,000 per year, and the Treasurer shall be compensated \$1,750 per year.

**Section 6.04:** Members of the Board of Directors shall be the President, Vice President, Recording Secretary, Treasurer, the Immediate Past President, one representative from each of the seven WOEa Representative Areas, the OEA Board of Directors members representing the OEA Electoral Units within the WOEa District, any At-Large OEA Board of Directors member, any NEA Director elected from WOEa, and a representative from each of the following categories: Education Support Professionals, At-Large, Retired, WOEa Higher Education, and Students.

**Section 6.04.01:** Area Representatives, the At-Large Representative, and the Education Support Professionals Representative, shall be elected at the WOEa Representative Assembly for a term of three years not to exceed two (2) consecutive terms.

**Section 6.04.02:** WOEa Representative Area I will be composed of Auglaize, Mercer, and Shelby Counties. The Area Representative for Representative Area I shall be elected in 2005, and every three (3) years thereafter.

**Section 6.04.03:** WOEa Representative Area II will be composed of Darke and Miami Counties. The Area Representative for Representative Area II shall be elected in 2006, and every three (3) years thereafter.

**Section 6.04.04:** WOEa Representative Area III will be composed of Jefferson Twp. Local, New Lebanon,

Brookville, Trotwood-Madison, Valley View, Preble County Schools, and Educators of Montgomery County. The Area Representative for Representative Area III shall be elected in 2005, and every three (3) years thereafter.

**Section 6.04.05:** WOEa Representative Area IV will be composed of Mad River Local., Huber Heights, Vandalia-Butler, Northmont, Northridge, and Miami Valley Career Technology Center. The Area Representative for Representative Area IV shall be elected in 2006, and every three (3) years thereafter.

**Section 6.04.06:** WOEa Representative Area V will be composed of Centerville, Kettering, Oakwood, West Carrollton Schools, and Miamisburg. The Area Representative for Representative Area V shall be elected in 2005, and every three (3) years thereafter.

**Section 6.04.07:** WOEa Representative Area VI will be composed of Greene County. The Area Representative for Representative Area VI shall be elected in 2004, and every three (3) years thereafter.

**Section 6.04.08:** WOEa Representative Area VII will be composed of Dayton Public Schools. The Area Representative for Representative Area VII shall be elected in 2004, and every three (3) years thereafter.

**Section 6.04.09:** The Education Support Professionals Area Representative will be any active WOEa member employed in an Education Support Professional position. The Area Representative for the Education Support Professionals shall be elected in 2004, and every three (3) year thereafter.

**Section 6.04.10:** The At-Large Area Representative shall be elected to represent the entire WOEa membership. The Area Representative for the At-Large shall be elected in 2006, and every three (3) years thereafter.

**Section 6.04.11:** Each year the Board of Directors shall appoint a Student Area Representative as a voting member of the Board of Directors.

**Section 6.04.12:** The OEA Board of Directors members representing the OEA Electoral Units within the WOEa District shall be elected, after the manner and for the term, prescribed by the Constitution and Bylaws of the Ohio Education Association.

**Section 6.04.13:** The Higher Education and the Retired WOEa Area Representatives shall be elected from their respective domains of membership, after the manner and for the term prescribed by their respective Constitutions, By-Laws, Standing Rules, or Guidelines.

**Section 6.04.14: Alternate Area Representative to the Board of Directors:** Should the elected Area Representative be unable to recommend an Alternate Area Representative, as stated in the following, the WOEa President may recommend an Alternate Area Representative. The WOEa Board of Directors shall approve the appointment of the recommended Alternate Area Representative. The Alternate Area Representative shall serve for temporary absences only and not for more than three (3) consecutive meetings.

**Section 6.04.15:** In the event that any WOEa Area Representative is unable to attend a Board of Directors meeting, that WOEa Area Representative may recommend a Local Officer from that area to serve as an Alternate Area Representative.

**Section 6.04.16:** In the event that the WOEa Higher Education Area Representative is unable to attend a Board of Directors meeting, the WOEa Higher Education Area Representative may recommend a Local Higher Education Officer in WOEa to serve as an Alternate Area Representative to that meeting.

**Section 6.04.17:** In the event that the WOEa Education Support Professional Area Representative is unable to attend a Board of Directors meeting, the WOEa Education Support Professional Area Representative may recommend a Local Education Support Professional Officer to serve as an Alternate Area Representative to that meeting.

**Section 6.04.18:** In the event that the WOEa Student Area Representative is unable to attend a Board of Directors

meeting, the WOE Student Area Representative may recommend a Local Student Officer in WOE to serve as an Alternate Area Representative to that meeting.

**Section 6.04.19:** In the event that the WOE Retired WOE Area Representative is unable to attend a Board of Directors meeting, the WOE Retired WOE Area Representative may recommend a Retired WOE Officer in Retired WOE to serve as an Alternate Area Representative to that meeting.

**Section 6.04.20:** In the event that the WOE At-Large Area Representative is unable to attend a Board of Directors meeting, the WOE At-Large Area Representative may recommend a Local Officer in WOE to serve as an Alternate Area Representative to that meeting.

**Section 6.05:** The Western Ohio Education Association shall bond the Treasurer in such sum, as the Board of Directors shall determine.

**Section 6.06:** All Select committees shall be appointed annually by the President with the approval of the Board of Directors.

**Section 6.06.01:** Special committees for limited terms and purposes may be appointed as needed by the President, with the approval of the Board of Directors, and shall report regularly to the Board of Directors.

**Section 6.07:** Appointments to the OEA Committees shall be made by the President with the approval of the Board of Directors. The President, with the approval of the Board of Directors, shall make appointments to the OEA functional bodies.

**Section 6.08:** All elected Officers and Board of Directors members shall assume their duties on the first day of the Official Year, following their election.

## **ARTICLE VII – DUTIES OF OFFICERS, REPRESENTATIVE ASSEMBLY, AND THE COMMITTEES**

**Section 7.01:** The President shall preside at all meetings of the Board of Directors and at all sessions of the Representative Assembly. The President shall, upon assuming office, be declared elected first alternate to the unit member(s) of the OEA Board of Directors. The President shall perform all duties, which ordinarily pertain to the office.

**Section 7.02:** The Vice President shall, in the absence of the President or in case of a vacancy in office, assume the duties of the President. The Vice President shall, upon assuming office, be declared second alternate to the unit members(s) of the OEA Board of Directors.

**Section 7.03:** The Immediate Past President shall, in the absence of the President and the Vice President, or in the case of concurrent vacancies in these offices, assume the office President for the remainder of the term or until the next Representative Assembly, whichever comes first.

**Section 7.04:** The Recording Secretary shall keep a record of the proceedings of the Western Ohio Education Association Board of Directors and shall be responsible for the maintenance of the records of the Representative Assembly. The Secretary shall, upon assuming office, be declared the fourth alternate to the unit member(s) of the OEA Board of Directors.

**Section 7.05:** The Treasurer shall be responsible for receiving all monies, paying authorized bills, and keeping a record of all receipts and expenditures. The procedures for carrying out these responsibilities shall be subject to the approval of the Board of Directors. The Treasurer shall arrange for an annual audit of books by a certified public accountant. Such audit shall be published. The Treasurer shall, upon assuming office, be declared the third alternate to the unit member(s) of the OEA Board of Directors.

**Section 7.06:** The Board of Directors shall meet monthly during the school term or at the call of the President and

shall be the agency through which policies of the Association shall be put into effect. The Committee shall be responsible for the program; the arrangements for staffing a WOEa Office, serve as the nominating committee, and shall perform all other duties, which ordinarily pertain to the Board of Directors. A quorum for Board of Directors meetings shall be a majority of the Committee's present and voting members.

**Section 7.07:** The Board of Directors may, by a two-thirds (2/3) majority vote, recommend for recall a representative from WOEa to an OEA Committee. The charges for recall will be misfeasance, malfeasance, or nonfeasance. The district representative will have the basic due process rights of notice, specification of charges, and a full and fair hearing before the Board of Directors before a vote is taken to consider recall.

**Section 7.08:** The Board of Directors shall, by a two-thirds (2/3) majority vote of those present and voting, resolve questions and interpretations of the Constitution, the By-Laws, the Standing Rules, and the Policies.

**Section 7.09:** The Representative Assembly shall serve as the governing body of the WOEa and shall perform the following duties:

**Section 7.09.01:** Receive and act upon reports from the committee on credentials, the Board of Directors, and regular committees of the Association and special committees authorized by the Representative Assembly.

**Section 7.09.02:** Pass upon and approve the annual budget.

**Section 7.09.03:** Determine and formulate policy, project programs of activity, and establish services to be offered by the Association.

**Section 7.09.04:** Make all rules and regulations for its own operation subject to the provisions of this Constitution.

**Section 7.09.05:** Enact such other measures as may be necessary to achieve the goals and objectives of the Association, which are not in conflict with the Constitution.

**Section 7.09.06:** Elect the Officers of the Association, the Area Representatives to the Board of Directors, and the OEA Board of Directors members representing the OEA Electoral Units within the WOEa District.

**Section 7.10:** The Standing, Select, and Special committees shall perform the duties assigned to them and shall report to the Board of Directors.

## **ARTICLE VIII – NOMINATIONS AND ELECTIONS**

**Section 8.01:** Nominations for the offices of President, Vice President, Recording Secretary, Treasurer, Board of Directors members from the WOEa Representative Areas, members to be elected from At-Large, and Education Support Professionals categories shall be by letter of intent signed by the candidates and sent to the Recording Secretary of the WOEa, on or before March 1. The letter shall contain nominee's name, home address, home phone number, school position, and local association name. Each candidate shall be in good standing and an active member of the UEP.

**Section 8.02:** Nominations may also be accepted from the floor of the Representative Assembly.

**Section 8.03:** The election shall be held by secret ballot at the WOEa Representative Assembly on or before May 15 each year. The conduct of the election and the counting of the votes shall be under the direction of the Tellers Committee, appointed by the President, with the approval of the Board of Directors.

**Section 8.04:** In the event after nominations are closed and there is only one candidate on the ballot for an office, the secret ballot election shall be dispensed with and the unopposed candidate shall be declared elected to the office. Write-in voting shall be prohibited in all elections covered in Article VII, Section 7.01.

**Section 8.05:** A candidate for any position who receives a plurality of the votes cast, shall be declared elected.

**Section 8.06:** Results of the election of officers and others, shall be Published within one (1) month of the election.

## **ARTICLE IX – VACANCIES**

**Section 9.01:** In case the President is unable to take office or is unable to complete his/her term, the Vice President shall fill or complete the uncompleted term.

**Section 9.02:** In the event the Vice President cannot serve, the Board of Directors by a two-thirds (2/3) vote shall appoint an Acting President to fulfill the unexpired term. The presiding officer in this interim shall be the senior member of the Board of Directors. In the event this should occur the Presiding officer shall call a special meeting of the Board of Directors within fifteen (15) days to appoint an Acting President.

**Section 9.03:** In the event of a vacancy on the Board of Directors, the Board of Directors shall appoint a successor no later than thirty (30) working days to fill the unexpired term.

**Section 9.04:** In the event of a vacancy in the position of the WOEa Office Manager, the President shall assume the position of Interim WOEa Office Manager. The President shall appoint a standing committee, known as the Search Committee, within fifteen (15) working days from the Board of Directors members to publicize the vacancy, interview candidates, and recommend to the Board of Directors a successor for this position. This process shall be completed within ninety (90) days following the appointment of said standing committee. The Vice President shall be appointed as the chairperson of the Search Committee.

**Section 9.05:** In the event of a vacancy in the position of WOEa Representative to an OEA Committee, the President shall appoint a successor with the approval of the Board of Directors. A person appointed to fill a vacancy shall serve the unexpired term.

**Section 9.06:** Any official or representative who fails to perform his/her duties through misfeasance, malfeasance, or nonfeasance may be removed, after a due process hearing, by a two-thirds (2/3) vote of the entire Board of Directors.

**Section 9.07:** Vacancy on the Board of Directors shall be declared if a Board of Directors member from a WOEa Representative Area is no longer employed in the Area from which they were elected.

## **ARTICLE X – MEMBERSHIP DUES**

**Section 10.01:** The annual dues of the Association shall be:

A.	Full-Time Teachers	\$11.00
B.	Half-Time Teachers	\$ 5.50
C.	Quarter-Time Teachers	\$ 2.75
D.	Full-Time ESP's	\$ 5.50
E.	Half-Time ESP's	\$ 2.75
F.	Quarter-Time ESP's	\$ 1.38
G.	Associate members	\$ 5.50
H.	Student members	\$ 1.00
I.	Corporate members	\$50.00
J.	Honorary members	Gratis

**Section 10.02:** Dues of the staff members, active members who are contracted to teach half-time or less and are

not paid full-time salaries, or who are Education Support Professionals, shall be one-half (1/2) the dues established.

**Section 10.03:** Dues of the staff members, active members who are contracted to teach quarter-time or less and are not paid half-time salaries, or who are Education Support Professionals, shall be one-half (1/4) the dues established.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

**Section 11.01 - Rules of Order:** The current edition of, **Robert’s Rules of Order, Newly Revised**, shall be the parliamentary authority for this Association on all questions not covered by the Constitution, Bylaws, Standing Rules – as adopted by the Representative Assembly, and Policies – as adopted by the Board of Directors, and for the Select, Special, and Standing Committees of this Association. A Committee of the Whole shall subscribe to this Article.

**Section 11.02 - Quorum:** A quorum shall be necessary for the Representative Assembly, the Board of Directors, and any Committee of this Association to conduct official business.

**Section 11.02.01:** A quorum, for the Representative Assembly, shall consist of the number of accredited Delegates present and voting; for the Board of Directors and any Committee of this Association, a majority of the body attending and voting at any meeting; and, where notification has been previously provided, via the United States Postal Service. Electronic notification may be utilized for courteous purposes and for Committees of this Association.

## **ARTICLE XII – AMENDMENT OF THE BY-LAWS**

**Section 12.01 – Initiation:** An amendment to this Association’s By-Laws may be initiated either by:

- A. By petition of one hundred (100) active members of this Association, provided that no more than sixty (60) signatures are from the same unit of representation to the Representative Assembly; or,
- B. An amendment may be initiated by a two-thirds (2/3) affirmative vote of this Association’s Board of Directors.

**Section 12.02 – Reading:** Any amendment shall be read in two (2) consecutive Board of Directors meetings. The text of the proposed amendment shall be distributed to each Delegate to this Association’s Representative Assembly, at least ten (10) days before the convening of the Representative Assembly. A proposed amendment to the By-Laws may be debated, revised, and/or modified by the Delegates at the Representative Assembly, before voting.

**Section 12.03 – Adoption:** The adoption of an amendment to this Association’s By-Laws shall be a majority vote of the properly seated Delegates, present and voting, at this Association’s Representative Assembly.

**Section 12.04 – Affiliate Precedence:** In the event a conflict occurs between this Association’s By-Laws of that of the Ohio Education Association, the Ohio Education Association’s By-Laws shall take precedence.

**Section 12.04.01:** In the event the Association’s By-Laws are in conflict with Federal or State Law, those Articles in conflict will become null and void. The corrections and implementing language shall be submitted to the next session of this Association’s Representative Assembly for remedy.

**Section 12.05 – Implementation:** An amendment to this Association’s By-Laws shall become effective at the conclusion of that session of the Representative Assembly, at which that amendment was ratified.

Adopted 11-05, 12-07, 3-08, 4-14

# THE STANDING RULES

## STANDING RULE ONE – CREDENTIALS

- SR 1.01:** The Credentials Committee shall be responsible for supervision of the accreditation of Delegates and Alternates at the sessions of the Representative Assembly.
- SR 1.02:** Each Delegate and Alternate shall be certified to the Board of Directors of WOEa at least 15 days before the Fall session of the Representative Assembly.
- SR 1.03:** Only a qualified Alternate may take the place of an absent Delegate.
- SR 1.04:** If a Delegate arrives late, (ref. § 2.03) and a duly qualified Alternate has been registered in his place, the Alternate shall continue in his place.
- SR 1.05:** If a registered Delegate leaves before the close of the session, an Alternate cannot take his place.

## STANDING RULE TWO – REGISTRATION

- SR 2.01:** Registration procedures at the session shall be under the immediate supervision of the Credentials Committee.
- SR 2.02:** Delegate registration shall begin at 4:30 p.m. on the day of the Representative Assembly session and continue until one hour after the Representative Assembly begins..
- SR 2.03:** If a Delegate gives prior notice of his intended absence, the Credentials Committee shall register his Alternate in his place on arrival.
- SR 2.04:** If a delegate stating his intended absence has given no prior notice, the Credentials Committee shall seat his Alternate one half hour after the beginning of the Representative Assembly.
- SR 2.05:** Registration shall be delayed, up to one hour, past the one hour deadline in SR2.02, for any Delegate(s) having professional responsibilities connected with the teaching position, who shall have notified, in writing, to the WOEa Office Manager, of the reason for such delay and the expected time of arrival, at least 24 hours prior to the Representative Assembly.
- SR 2.06:** Delegates and Alternates will be recognized by the presence of their names on the list of certified Delegates, compiled by the Credentials Committee, from the certification sent from individual units.

## STANDING RULE THREE – SEATING OF DELEGATES, ALTERNATES, AND GUESTS

- SE 3.01:** The auditorium-seating plan shall provide two distinct sections. The Delegates will be seated in the forward section. Alternates, guests, and observers shall be seated in the remainder of the auditorium.
- SR 3.02:** Admittance to the Delegate section shall be by badge.
- Section 3.03:** All Delegates, Alternates, and special guests of the assembly shall be provided badges appropriately marked to indicate such status.
- SR 3.04:** Special guests of the Representative Assembly shall be seated at an area designated for them on or near the platform.
- SR 3.05:** The Ushers, appointed by the President, shall have the responsibility for admitting only the authorized

persons to the Delegate seating section. The Ushers shall be responsible for closing the doors and maintaining the enclosed assembly during a roll call vote, until dismissed by the President.

**SR 3.06:** Delegates who have returned reservations shall be issued tickets to the assembly. These tickets shall permit Delegates to be dinner guests of the WOEa. Dinner tickets shall be provided to all WOEa guests as directed by the WOEa President.

#### **STANDING RULE FOUR – PARLIAMENTARY PROCEDURES, RESOLUTIONS AND NEW BUSINESS**

**SR 4.01:** The sessions of the Representative Assembly shall be conducted in accordance with the provisions of the WOEa Constitution and By-Laws. Cases not covered otherwise, shall be governed by the current edition of, **Robert's Rules of Order, Newly Revised.**

**SR 4.02:** There shall be an official Parliamentarian, to whom questions may be directed through the Presiding Officer only. If deemed advisable by the Presiding Officer, a question may be referred to the Rules Committee for interpretation.

**SR 4.03:** The Standing Rules of the Representative Assembly shall be adopted by a majority vote of the Representative Assembly, present and voting, following the report of the Credentials Committee at the opening session of the assembly.

**SR 4.04:** A Standing Rule of the Representative Assembly may be suspended, rescinded, or amended after adoption, by a two-thirds majority vote of the Assembly present and voting.

**SR 4.05:** The Rules Committee shall be comprised of the senior OEA Board of Directors member in WOEa, the Immediate Past President, two senior Area Representatives from the Board of Directors, and the Chairperson of the Constitution and By-Laws Committee.

**SR 4.06:** All speakers must identify themselves by name, association, and purpose for speaking.

**SR 4.07:** No member shall speak more than twice to the same question or more than three minutes at one time, unless permission is granted by a majority vote of the Representative Assembly.

**SR 4.08:** No member shall yield the floor directly to another Delegate, except for the remainder of his unused time.

**SR 4.09:** At least one speaker for and one speaker against shall be afforded an opportunity to speak to each issue prior to calling the question to end debate.

**SR 4.10:** A person gaining recognition to speak to a motion may not immediately offer a motion to close debate.

**SR 4.11:** Voting, other than elections, shall be by voice except when a division has been called.

**SR 4.12:** Non-Delegate members of WOEa shall have the same privilege of speaking to any issue before the assembly as a Delegate, but shall not have the right to make motions or to vote.

**SR 4.13:** A roll call shall consist of a count of standing Delegates on each side of a question. Board of Directors members designated by the Presiding Officer shall take the count and the tally shall be made and announced by the Presiding Officer.

**SR 4.14:** Reports of the Committee on Rules and Procedures and Credentials shall be acted upon by the vote of the Representative Assembly. Reports of other committees and persons shall be made for information only for the assembly.



**SR 4.15:** Resolutions pertaining to the procedural operation of the assembly or policies of the Association shall be presented in writing to the Presiding Officer, prior to action of the assembly on such issues.

**SR 4.16:** Items presented to the assembly for action under New Business shall be presented in writing and shall show the name of the sponsor and the name of the seconder.

**SR 4.17:** Items of New Business will be presented as indicated on the agenda.

**SR 4.18:** When a substitute motion has been made and accepted as in order by the Chair, it shall take precedence over the pending main motion and may be refined or amended. The Chair will return to the original motion only if the substitute motion has not been enacted.

**SR 4.19:** A quorum for conduct of business by the assembly shall be the number of accredited Delegates present and voting.

### **STANDING RULE FIVE – DISTRIBUTION AND CLEARANCE OF MATERIALS**

**SR 5.01:** General distribution of materials to members of the assembly, guests, and observers on the premises by the assembly shall require clearance of the Board of Directors.

**SR 5.02:** Campaign materials shall not be of a materialistic nature.

**SR 5.03:** Campaign materials may be distributed in the seating area of the Representative Assembly. No materials may be placed in the registration area or worn in the polling area.

**SR 5.04:** Election materials shall be posted in a designated place. Materials must be removed at the end of the assembly session.

**SR 5.05:** Identification as to the source and sponsorship must appear on materials other than those directly related to the function of the Assembly and must have prior approval by the President before being distributed.

### **STANDING RULE SIX – BUDGETARY CONSIDERATIONS**

**SR 6.01:** If it is determined that the motion requires an expenditure of funds which is not already budgeted, the makers of the motion must indicate the budget item or items to be amended in order to maintain a balanced budget.

### **STANDING RULE SEVEN – ELECTION PROCEDURES**

**SR 7.01:** Nominations and election procedures for all WOEa officers and Board of Directors members shall be in accordance with the WOEa Constitution and By-Laws. Letters of intent must be postmarked by March 1.

**SR 7.02:** The Committee of Tellers shall be responsible for the conduct of the election and the counting of ballots. (Constitution Article VI, Section 4.)

**SR 7.03:** All elections of officers and Board of Directors members shall be by secret ballot at the WOEa Representative Assembly on or before May 15.

**SR 7.04:** OEA Board of Directors members representing the OEA Electoral Units within WOEa shall be elected in accordance with the OEA Standing Rules, Constitution, and Bylaws.

**SR 7.05:** Each candidate for office of President may speak for not more than five (5) minutes. Each candidate for office of Vice President, Recording Secretary, Treasurer, Area Representative, and OEA offices may speak for not more than three (3) minutes. A candidate's representative may speak for them. There shall be no

nominating or seconding speeches for any candidate.

**SR 7.06:** Candidates for offices other than President, Vice-President, Recording Secretary, and Treasurer shall be recognized from the platform.

**SR 7.07:** Each candidate shall be issued candidate's identification.

**SR 7.08:** In the event there are fewer than two letters of intent submitted for each position, the Nominating committee shall provide for at least two candidates for each elective office. (Constitution Article VI, Section 2.)

**SR 7.09:** A candidate receiving a plurality of votes cast shall be declared elected.

**SR 7.10:** The results of the election of officers and Board of Directors members shall be announced as soon as possible following the close of the polls and the results shall be published within one month of the election.

**SR 7.11:** A run-off election shall be held at the conclusion of the tallying and as soon as practical after the conclusion of the first balloting.

**SR 7.12:** An automatic recount will be held if the difference in the number of votes between candidates is two percent or less of the voting delegates. If the difference is more than two percent, a request for a recount must be made by the candidate and approved by the Assembly.

**SR 7.13:** If the intent of the voter is not clear on a ballot, that vote shall be counted as an illegal non-vote. If a mistake is made marking a ballot, a new ballot must be obtained from an Election Committee member.

**SR 7.14:** Candidates shall designate, in writing, the name of their Observer for ballot counting. The name of the Observer must be submitted to the Chairperson of the Convention Planning Committee before the close of registration.

**SR 7.15:** Delegate badges shall be issued only upon submission of delegate credentials and delegates shall receive their voting credentials card at this time.

**SR 7.16:** Voting credentials cards must be exchanged for the appropriate ballots.

**SR 7.17:** Any stray marks on a ballot will void that ballot. If a delegate makes a mistake in marking the ballot, that voided ballot may be exchanged for a new one from any member of the Tellers Committee.

**SR 7.18:** Ballots for each elective position shall be printed on different colors with each having its distinctive color. Amendments to the Constitution and By-Laws shall be printed on their own distinctive ballot.

**SR 7.19:** The Tellers Committee shall be responsible for compliance with Rules for Elections and Campaigns.

**SR 7.20:** Campaign expenses shall be limited to an amount for WOEAs Officers and Area Representatives, as set forth by this Association's Board of Directors. Candidates for the OEA Board of Directors shall be limited to the amount stated in the OEA Standing Rules.

**SR 7.21:** All candidates shall file an expense report prior to the opening of the polls. Report to be filed with Tellers Committee Chairperson. The appropriate form shall be furnished to the candidate by the WOEAs.

**SR 7.22:** The Tellers Committee may remove candidates from the ballots for flagrant, willful attempts to circumvent the Campaign Rules. The Committee shall report all infractions to the delegates prior to the opening of the polls.

**SR 7.23:** The Board of Directors shall meet to determine any violation of election procedures and to settle any

challenge. Any five (5) delegates and/or the Tellers Committee may present these questions to the Board of Directors.

**SR 7.24:** Any challenge or discrepancy not covered in the foregoing shall be brought to the Board of Directors for resolution.

**SR 7.25:** Materialistic gifts shall not be distributed. Each candidate will be provided space for one poster. There shall be no other posting of campaign materials.

**SR 7.26:** While the polls are open, there shall be no campaign materials displayed in the polling area.

**SR 7.27:** Upon request of the candidate, they shall be supplied a list of Delegates from the WOEa Office.

**SR 7.28:** Candidates, at the office cost, upon a written request, may purchase mailing labels.

**SR 7.29:** The Tellers Committee may require any Delegate to submit proof of identity if a member of the Committee suspects the voting credentials card is incorrect.

**SR 7.30:** Upon receipt of a Letter of Intent, WOEa shall send to the candidate an information form to be completed for publication use.

**SR 7.31:** Upon acceptance by the Nominations and Elections Committee, a candidate shall be mailed the same information form for publication use.

**SR 7.32:** Information about each candidate shall be distributed at the Representative Assembly to Delegates.

**SR 7.33:** In the event a candidate does not submit a complete information form by the specified date, the newsletter shall list only the name of the candidate and the office for which they are a candidate.

**SR 7.34:** All ballots returned whether marked, unmarked or voided, pertaining to the election shall be retained for a period of not less than one year. All ballots shall be destroyed after the one-year period of retention.

## **STANDING RULE EIGHT – STATE OFFICE CANDIDATES**

**SR 8.01:** All known candidates for state office who have screened with the WOEa Screening Committee shall be invited to attend and address the Representative Assembly. Each candidate may speak for not more than three (3) minutes. A vote on endorsement, if there is one, shall be at the Representative Assembly following all candidates' presentations and the report of the WOEa Screening Committee.

## **STANDING RULE NINE – RULES OF PROCEDURE FOR A DISCIPLINARY HEARING**

**SR 9.01:** The Board of Directors shall designate a member of the Board of Directors to serve as a Hearing Officer to conduct a hearing on the statement of charges. The Hearing Officer will have the advice of the OEA/NEA Legal Counsel while conducting the hearing. The Hearing Officer shall:

- A. Adhere to standards of impartiality and orderly consideration of evidence;
- B. Make every effort to promote fair and objective conduct of proceedings;
- C. The Hearing Officer shall not, without the approval of the parties, disclose to third parties any evidence, argument, or discussion pertaining to the hearing; and,

D. Neither party shall communicate privately with the hearing officer.

**SR 9.02:** Hearings shall be held at such reasonable time and place, designated by the Board of Directors, as may be consistent with the nature of the proceedings. The parties shall receive written notice of the date, time, and place of the hearing. The primary responsibility for presentation of testimony and evidence supporting the complaint and in opposition to the complaint shall rest upon the complainant and respondent, respectively, or their designated representatives, if any. Attendance at the hearing shall be limited to the Board of Directors, appropriate WOE and OEA/NEA staff, the recorder, the witnesses, if any, the parties, and their counsel or designated representative. It shall be discretionary with the Hearing Officer to determine the propriety of the attendance of any other persons. The Hearing Officer shall have the power to require the retirement of any witness except the complainant and respondent during the testimony of other witnesses. All testimony shall be under oath or affirmation.

**SR 9.03:** The hearing shall be conducted in an informal, but professionally dignified manner. The hearing officer shall permit:

- A. Opening oral statement by a representative of the profession or complainant.
- B. Opening oral statement by the respondent or his/her representative, unless he/she chooses to reserve the right to make an opening statement after the case in behalf of the professional or complainant has been presented.
- C. Presentation of evidence, witnesses, and arguments in behalf of the profession or complainant. The respondent may be called to testify as upon cross-examination.
- D. Cross-examination by the respondent.
- E. Opening oral statement by the respondent or his/her representative, if he/she has reserved the right to make a statement at this time.
- F. Presentation of evidence, witnesses, and arguments by the defending party.
- G. Cross-examination by the profession or complainant.
- H. Presentation of rebuttal evidence by a representative of the profession or complainant, including witnesses, restricted solely to matters raised in the presentation of the respondent.
- I. Summation by the representative of the profession or complainant.
- J. Summation by the respondent or his/her representative.

**SR 9.04:** Each party should depend on direct examination of his/her own witnesses for presentation of facts. After a witness is identified and qualified as an authority on the facts to which he/she will testify, the witness should be permitted to tell his/her story largely with out interruption. The Hearing Officer may participate in the examination of parties or witnesses in order to clarify the issues and bring to light all relevant facts

**SR 9.05:** The Hearing Officer shall accept any evidence deemed pertinent and shall rule on procedural questions. Documents presented as evidence should be physically presented to the Hearing Officer, with a copy made available to the other side. An oral explanation of the significance of each document submitted should be included in the presentation of evidence.

**SR 9.06:** Every witness is subject to cross-examination. Among the purposes of such cross-examination are disclosing of facts the witness may have not related; correcting misstatements; placing facts in perspective; reconciling contradictions; and attacking reliability and credibility of witnesses.

**SR 9.07:** The parties should enter the hearing room with the intention of conducting themselves in a professionally dignified manner. The hearing should be informal enough for effective communication, but without loss of that basic sense of order that is essential in every forum of adjudication.

**SR 9.08:** Both sides shall be given equal opportunity for a closing statement of reasonable duration. The fact situation should be summarized, issues emphasized, and arguments of the other side refuted.

**SR 9.09:** A stenographic or electronic transcription of the proceedings shall be made by a professional court reporter designated by the hearing officer. No one other than the designated reporter may chronicle the proceedings.

**SR 9.10:** Briefs may be filed only with the consent of the Hearing Officer.

**SR 9.11:** Should any party to the controversy fail to appear at the hearing, the Hearing Officer may postpone, dismiss, or proceed with the hearing. The failure of the complainant to appear in person or by counsel shall be grounds for dismissal of the complaint; otherwise, a decision based upon a hearing shall not be made solely on the default of a party. The Hearing Officer shall require the other party to submit such evidence as he/she may have for the making of a decision. A complainant shall have the right to withdraw a complaint at any time prior to the close of the hearing; a complainant may, with leave of the Board of Directors, withdraw a complaint at any time thereafter, but prior to the issuance of a decision by the Board of Directors. All proper travel expenses of the respondent and complainant incurred, as a result of the hearing, including hotel and meals, may be borne by the Board.

**SR 9.12:** Attorneys' fees for the complainant and respondent will be borne by them. Either party may apply to the WOECA for financial assistance.

**SR 9.13:** The parties may provide, by written agreement, for the waiver of oral hearing. In such event, the proceedings shall be conducted in the manner specified by the Board of Directors, which may include the acceptance of an agreed statement of facts.

**SR 9.14: Findings and Conclusions** – The Board of Directors, after examination of the testimony, evidence, arguments of the parties, and any objections, shall render a decision containing its findings and conclusions, which shall be entered into the minutes of the Board of Directors. The Board of Directors may acquit the accused or may find that accused guilty of the charges. All decisions finding the accused guilty shall be by a majority vote. Upon a finding of guilt, the Executive Board, shall, by secret ballot, vote to censure, suspend, or expel the guilty party from the WOECA membership. Censure and suspension require a majority vote of those present and voting; expulsion requires a two-thirds vote of those present and voting. The results of the votes shall be entered into the minutes and such discipline shall be effective from the time entered into the minutes. A copy of the findings and conclusions and discipline imposed shall be served upon all parties of record by registered mail.

## **STANDING RULE TEN – AMENDMENT TO THE STANDING RULES**

**SR 10.01:** An amendment to the Standing Rules shall be made by a majority vote of a quorum present during a regular session of the WOECA Representative Assembly.

***Adopted: March 2008***

# THE POLICIES

## POLICY ONE – BOARD OF DIRECTORS

**Policy 1.01:** All members of the Board of Directors shall be able to use a voucher for reimbursement for expenses for meetings that were attended with Representative Area Leaders to enhance/explain WOEa projects/causes.

**Policy 1.02:** Gifts shall be cause for a donation to be collected for such occasions as the Board of Directors desires to define. Gifts/donations shall not exceed the total collection.

**Policy 1.03: OEA Board of Directors Members** - WOEa shall assume the expenses of the OEA Board of Directors members at WOEa functions where they represent the WOEa.

**Policy 1.04:** United Education Profession (UEP) members shall be welcome to attend any regular meetings of the Board of Directors.

**Policy 1.05:** All reports from WOEa Area Representatives and Committee Chairpersons for the Board of Directors shall be written and prepared for distribution at the meetings.

**Policy 1.06:** All non-elective Board of Directors appointments shall be on an annual basis.

**Policy 1.07:** WOEa shall supply the President with business cards.

**Policy 1.08:** Upon retirement from the office of WOEa President, the President shall be awarded a lifetime membership in WOEa-R to become effective upon the Past President's retirement from his/her active education position.

**Policy 1.09:** Keys for admission to the office shall be routinely issued annually to the incumbent officers – President, Vice President, Recording Secretary, Treasurer, Immediate Past President, and the Chairs of all Select Committees of the WOEa.

**Policy 1.10:** The WOEa Office Manager shall be assigned no work by anyone other than the WOEa President. All requests for WOEa Office Manager services shall be cleared through the President. Exceptions will be typed copy of committee meeting notices (and their cancellations), which may be routinely sent out by the WOEa Office Manager, upon adequate notification by the committee chairperson.

**Policy 1.11:** Travel expenses of the WOEa Office Manager shall be taken from the Board of Directors budget.

**Policy 1.12:** The President and WOEa Office Manager shall have full sets of keys for all office equipment and furniture.

**Policy 1.13:** The WOEa Office Manager shall have a list of all persons currently holding keys to the office and/or equipment.

**Policy 1.14:** The official address that shall be employed by any Officer and Committee member of this Association, for communication purposes with this Association's affiliates, shall be the headquarters' address for this Association.

**Policy 1.15:** The bonding of positions, as stipulated by either this Association's governance documents, or by the OEA and NEA requirements, shall be administered through the NEA bonding service.

## POLICY TWO – COMMITTEES

**Policy 2.01:** The Standing Committees, with their associated Select Committees, for this Association, are enumerated, with their respective charge and duties, as cited in this section.

**Policy 2.02:** Each committee shall have basic representation as follows: one Chairperson, one Board of Directors Liaison (may be the same person), at least seven (7) Area members (one from each of the seven WOEAs Representative Areas) and may have, when possible, one WOEAs Retired member, one Higher Education member, one Student member, one Education Support Professional member, and one minority member. All appointments to committees are subject to the approval of the Board of Directors.

**Policy 2.03:** Chairpersons, or their designees, of the WOEAs Standing Committees shall report, in writing, to the Board of Directors after each committee meeting, and shall be responsible for a written report for each Representative Assembly. Reports to the Board of Directors and to the Representative Assembly should include attendance of those Committee members.

**Policy 2.04:** Chairpersons of the WOEAs Standing Committees who do not schedule and fully prepare at least one conference/workshop/program during the year, shall be replaced as Chairperson, unless their entire committee agrees by consensus, that there have been extenuating circumstances.

**Policy 2.05:** Appointees to the WOEAs Standing Committees who do not report absences and/or who do not attend a meeting for three (3) consecutive meetings shall be replaced on such committee.

**Policy 2.06:** Minutes of the committee meetings, shall be transmitted to the Board of Directors; flyers to the Local Presidents and/or general membership, and reports to the Representative Assembly shall be filed with the committee's general file.

**Policy 2.07:** No person shall chair more than one Standing or Select WOEAs committee.

**Policy 2.08 – Business, Support, and Administration Committee (BSA):** This standing committee shall be responsible for recommending to the WOEAs Board of Directors, and other entities of the WOEAs, the creation of WOEAs Policies that promote WOEAs strategic plan that ensure:

- A. The administration of an adequate and appropriate:
  1. Financial management system, including reviewing and recommending to the Board of Directors action related to the WOEAs proposed biennial budget; reviewing expenditures at each committee meeting; acting on requests for expenditures for which funds have not been budgeted; recommending to the Board of Directors transfers from the contingency funds; recommending to the Board of Directors requests for the WOEAs to borrow funds; and, ensuring that an annual audit is commissioned and performed.
  2. Personnel management system, including reviewing the WOEAs President's recommendation to promote or hire an individual into professional staff or management staff position;
  3. Strategic planning system that is collaborative, data-driven, and involves the WOEAs stakeholder groups;
  4. Service delivery system that assist UniServ and Regional Coordinating Councils in meeting the responsibilities as delineated in the Ohio Education Association Mobilization and Services Delivery Plan (AMSDP); and, consider proposed changes in the AMSDP.

- B. The collection and dissemination of related information.
- C. Adequate appropriate training.
- D. The WOEa regularly assesses the quality, effectiveness, and focus of the WOEa's business, support, and administrative functions, using the Balanced Scorecard or other appropriate assessment process; and, reports those results to the Board of Directors.
- E. Working with the appropriate staff liaison to perform the Board of Directors responsibilities and functions.
- F. Performing other duties as assigned by the President and Board of Directors

**Policy 2.08.01:** The Select Committees, with their scope of charge and duties, for the Business, Support, and Administration Standing Committee, are enumerated within this section.

**Policy 2.08.02 - Audit and Budget Committee:** Responsible for the fiscal analysis and fiscal management recommendations for this Association;

**Policy 2.08.02.01:** The Audit and Budget Committee shall be constituted of the current officers: President, Vice President, Recording Secretary, and Treasurer, the Immediate Past President, the WOEa Office Manager, and other advisory members as appointed by the President or Board of Directors for their expertise.

**Policy 2.08.02.02:** The Audit and Budget Committee shall meet in early spring, prior to the Spring Representative Assembly, to formulate a Temporary Budget. Such proposed budget shall be presented To the Board of Directors at a regularly scheduled meeting at least one month prior to the Spring Representative Assembly for their approval and/or revisions.

**Policy 2.08.02.03:** The Audit and Budget Committee shall meet in September for the purpose of reviewing the Temporary Budget adopted at the Spring Representative Assembly. Revisions must be presented to the Board of Directors at the October meeting for approval and/or revisions for presentation as a Final Budget proposal to the Fall Representative Assembly.

**Policy 2.08.02.04:** The Audit and Budget Committee shall implement a Budget Development Process in order for the WOEa Annual Budget to be implemented. The Audit and Budget Committee, by a simple majority of those present and voting, to consider and incorporate the method to develop and recommend the WOEa Annual Budget, may modify the dates illustrated in the model, which is included in this Association's Appendix.

**Policy 2.08.02.05:** The checking and savings account balances shall be sufficient to cover the routine Voucher expenses for six months, in advance, and including any encumbrances.

**Policy 2.08.02.06:** The WOEa Audit and Budget Committee shall invoke, as their guiding investment principle, that all assets of the WOEa, eligible for investment purposes, shall sustain the investment practices of safety, liquidity, and yield.

**Policy 2.08.02.06.01:** The WOEa Audit and Budget Committee shall determine, when the assets are available, to invest unencumbered assets into investment instruments, that afford the WOEa a short-term (thirty-day to twelve-month investments) gain on its assets. These investment instruments shall be Certificates of Deposit, U.S. Government Securities, or other investment instruments that have been accorded the highest rating by Standard & Poor's and/or Moody's Investment Services, as deemed appropriate by the WOEa Audit and Budget Committee.



**Policy 2.08.02.06.02:** Investment instruments that are executed by the WOEА shall conform to the Signature sequence stipulated in the Policies for this Association.

**Policy 2.08.02.07:** Two Officers shall sign checks, and other drafts, written for the Association. Those Officers shall routinely be the Treasurer and the President.

**Policy 2.08.02.07.01:** The Treasurer shall sign all checks except in an emergency, as proclaimed by the President.

**Policy 2.08.02.07.02:** Other persons authorized to sign checks shall be, the Vice President, and the Recording Secretary.

**Policy 2.08.02.07.03:** The sequence of check signing shall be as follows:

- A. Treasurer and President
- B. Treasurer and Vice President
- C. Treasurer and Secretary
- D. President and Vice President
- E. President and Secretary
- F. Vice President and Secretary

**Policy 2.08.03: Awards and Grants Committee** – Responsible for the creation, implementation, and continuance of appropriate commendations to recognize the esteemed accomplishments of both individuals and organizations, which advance the profession of Education. This committee shall research, enumerate and communicate those grant programs available for affiliates of this Association.

**Policy 2.08.03.01: Leader of Distinction Award** – The WOEА Leader of Distinction Award was established in commemoration of the 40<sup>th</sup> Anniversary of the WOEА to honor WOEА members who have exemplified lifelong dedication to the Education profession. This honor is accorded to people who have held membership during their active professional years. It is awarded annually at the Fall Representative Assembly. The following criteria are used in the selection process:

1. Service to WOEА – Officer, Board of Directors, Committee members, other service as can be substantiated;
2. Service to other professional Education Associations (Local, State, and National);
3. Service to other professional organizations;
4. Other community service; and,
5. Evidence of lifelong dedication to the profession of Education.

**Policy 2.08.03.02: Friend of Education Award** – The WOEА Friend of Education Award recognizes a person and/or organization whose leadership, acts, and support have contributed to the improvement of public education on a statewide and/or national level. Any officer or member of the Board of Directors of the Western Ohio Education Association may submit a nomination.

**Policy 2.08.03.03: Nominations** – Are accepted through June 1 each year with selections to be determined In August. Anyone may nominate by completing the appropriate nomination form.

**Policy 2.08.04: Constitution, By-Laws, Standing Rules, and Policies Committee (CBSRP)** – Responsible for the ongoing review of the WOEА’s governance provisions; reviews other affiliates governance documents, so that the WOEА is current in it’s adoption of the articles, conditions, specifications, and language which provides the basis of leadership and management for this Association, on behalf of and for it’s members.

**Policy 2.08.05: Convention Planning Committee (CP)** – Assists the President with the arrangements for each session of the Representative Assembly. This committee certifies and registers Delegates to the Assembly for each Local. Tellers count ballots, supervise elections, and report results to the Assembly. Ushers direct Delegates, Alternates and guests to proper areas; count standing votes of Assemblies and distributes materials.

**Policy 2.08.06: Newsletter Committee** – This committee shall inform the membership of events of the Association and related articles pertinent to Educators. A minimum of eight (8) newsletters shall be published each year. A newsletter shall be published and distributed at least fifteen (15) days before each session of the Representative Assembly.

**Policy 2.08.06.01:** Newsletters for the general membership shall be transmitted to the Building Representative in each school building or other location designated by the local association president. WOEa shall have labels on each newsletter indicating the number of copies for each building and the name of the association representative, if such information has been provided to WOEa by the Local President.

**Policy 2.08.06.02:** Each high school building and each junior high/middle school shall be entitled to at least four copies of the building edition newsletter. Each elementary school shall be provided with at least two copies of the building edition newsletter.

**Policy 2.08.06.03:** The Fall Conference Program newsletter shall be sent to each building and other Designated location in quantities for each professional staff member to have his/her own copy.

**Policy 2.08.06.04:** Newsletter shall also be sent to the regular mailing list.

**Policy 2.08.06.05:** Advertising will be accepted for the WOEa Official Newsletter. The rate for a full-page advertisement shall be \$500.00 with lesser size advertisements proportionate in cost. All decisions pertaining to ads shall be made by the Chair/Editor. This shall include the prerogative to waive or reduce rates for a specific ad.

**Policy 2.08.07: Nominations and Elections Committee** – This committee shall conduct the nomination process and election, as stipulated in this Association's By-Laws. The committee will find qualified candidates for the various positions to be elected at the Spring Representative Assembly. The committee will begin to function as soon as practical after its appointment.

**Policy 2.08.07.01:** The Nominations and Elections Committee shall coordinate the nomination and election process with the Credentials Committee. The Tellers shall enumerate the ballots cast. Ballots shall be maintained in accordance with this Association's Record Retention Schedule.

**Policy 2.08.08: Public Relations Committee** – Implements methods to increase awareness of WOEa by the public, media, and WOEa members. Creates, implements, and delivers media advisories and news releases, regarding WOEa activities, and assists with a grant program for Local Associations affiliated with the WOEa.

**Policy 2.08.09: Resolutions Committee** – This committee shall review and recommend the WOEa platform for the OEA Representative Assembly. In addition, this committee shall examine proposals for resolutions, before the Representative Assembly and the committee is responsible for ensuring that the proposals are printed for distribution.

**Policy 2.08.09.01:** The WOEa members who serve on the OEA Resolutions Committee shall be responsible for new business items at the Spring WOEa Representative Assembly.

**Policy 2.08.10: WOEa-Retired** – This committee shall function in the capacity as a counsel for this Association. WOEa-Retired shall maintain a separate treasury to collect revenue and disperse expenditures for its own responsibilities to its mission and objectives. This Association recognizes the value of the experience that the members of this committee bring to this Association.

**Policy 2.09 – Collective Bargaining Committee (CB):** This standing committee recommends to the Board of Directors and other appropriate WOEAs entities the creation of WOEAs Policies and programs that promote WOEAs professional strategies for negotiation, and that ensure:

- A. The administration of a collective bargaining program that meets the needs of Local Associations
- B. The administration of adequate and appropriate strategies that assist Local Associations address collective bargaining issues; e. g., strategy development, contract language development, crisis planning and assistance, etc.; and, the collection and dissemination of related information.
- C. Adequate and appropriate training.
- D. The WOEAs regularly assesses the quality, effectiveness, and focus of the WOEAs collective bargaining programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- E. Working with appropriate staff liaison to perform the committee’s responsibilities and functions.
- F. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.09.01:** The Select Committees, with their scope of charge and duties, for the Collective Bargaining Select Committee, are enumerated within this section.

**Policy 2.09.02: District Governmental Costs Survey Committee (DGCS) –** Responsible for the collection of data that directly relates to the governmental and quasi-governmental assessments that are directly collected from the citizens within the WOEAs District. Each Local Association affiliate shall be included in this survey. The results of this survey are reported to the Board of Directors.

**Policy 2.10 – Information Systems Committee (IS):** This standing committee recommends to the Board of Directors and other appropriate WOEAs entities the creation of WOEAs Policies and programs that promote WOEAs professional strategies for information systems, and that ensure:

- A. The information and technology system of the WOEAs meets the needs of Local Associations and affiliates.
- B. The administration of adequate and appropriate communication and information technology strategies and the collection and dissemination of related information.
- C. Adequate and appropriate training.
- D. The WOEAs regularly assesses the quality, effectiveness, and focus of the WOEAs information and technology programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- E. Working with appropriate staff liaison to perform the committee’s responsibilities and functions.
- F. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.10.01:** The Select Committees, with their scope of charge and duties, for the Information Systems Select Committee, are enumerated within this section.

**Policy 2.10.02: The Information Systems Grant Writing Committee –** This committee shall investigate, review, determine, prepare, and submit applications to acquire grants and other sustenance programs that support the acquisition and training for equipment, software, and other materials that enable this Association to

implement and maintain a technological information system for the Association and its affiliates.

**Policy 2.11 – Local Development and Training Committee (LDT):** This standing committee recommends to the Board of Directors and other appropriate WOEa entities the creation of WOEa policies and programs that promote WOEa’s professional strategies for development and training, and that ensure:

- A. The administration of a District and local development and training program that meets the needs of the Local Associations and affiliates that supports the strengthening of the Local Associations in accordance with the OEA’s Building Effective Locals initiative.
- B. The administration of adequate and appropriate strategies that assist Local Associations and affiliates address organizational development issues and the collection and dissemination of related information.
- C. Adequate and appropriate training.
- D. The WOEa regularly assesses the quality, effectiveness, and focus of the WOEa’s development and training programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- E. Working with appropriate staff liaison to perform the committee’s responsibilities and functions.
- F. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.11.01:** The Select Committees, with their scope of charge and duties, for the Local Development and Training Select Committee, are enumerated within this section.

**Policy 2.11.02: Instruction and Professional Development (IPD) –** Reviews disseminates information about current professional development issues and learning opportunities from OEA/NEA. Plans and implements programs for the professional development needs of WOEa members.

**Policy 2.11.03: WOEa-OEA Commission and Committee Members –** The OEA Constitution establishes WOEa Representatives to the OEA Committees. The responsibilities noted here are germane to the WOEa. Each WOEa-OEA Committee member shall submit written reports to the Board of Directors and Representative Assembly; shall attend Board of Directors meetings; and, shall be voting Delegates to the WOEa Representative Assembly. Each WOEa-OEA Committee member shall assist the President in the promotion and implementation of workshops and professional development. Each WOEa-OEA Committee member shall present the opinions and reactions of the WOEa at OEA Committee meetings. WOEa-OEA Committee members are voting members of the Board of Directors.

**Policy 2.11.04.01:** WOEa Representatives appointed to OEA Committees shall be responsible for chairing a committee of this Association’s that corresponds to the OEA Committee on which they serve.

**Policy 2.11.04.02:** Persons appointed from WOEa to serve on OEA Committees, and who attend less than half of the regularly scheduled commission/committee meetings and/or who do not report to the WOEa Representative Assembly, shall be replaced at the end of the year. This shall be accomplished, through request, by the OEA Board of Directors Members from the WOEa, per the OEA Constitution and Bylaws.

**Policy 2.12 – Member Rights and Protection Committee (MRP):** Recommends to the Board of Directors and other appropriate WOEa entities the creation of WOEa Policies and programs that promote WOEa’s membership rights and protection for Educators, and that ensure:

- A. The administration of a member rights and protection program that meets the needs of the Local Associations and affiliates, and include:

1. A lobbying and political action program that provides thorough analysis of legislative issues and related dissemination;
  2. The training in contract bargaining and enforcement and related strategy development; and,
  3. A human and civil rights program that educates employees and members and promotes diversity in the OEA and members' lives through education.
- B. The administration of adequate and appropriate strategies that assist Local Associations and affiliates, address member rights and protection issues, and the collection and dissemination of related information.
- C. Adequate and appropriate training.
- D. The WOEА regularly assesses the quality, effectiveness, and focus of WOEА's member rights and protection programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- E. Working with appropriate staff liaison to perform the committee's responsibilities and functions.
- F. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.12.01:** The Select Committees, with their scope of charge and duties, for the Member Rights and Protection Select Committee, are enumerated within this section.

**Policy 2.12.02: Human and Civil Rights Committee** – Shall defend Educators, schools, and the profession of Education against unjust attacks. This committee shall study, evaluate, and recommend programs and/or activities designed to promote an understanding of cooperation in our lives through education. It shall also seek to develop, recommend, and cooperative programs and/or activities designed to address specific concerns of women and minority educators, to the Association.

**Policy 2.12.03: Legislative and Governmental Services Committee** – This committee shall coordinate legislative and political information in the district; relay legislative and political information to local legislative Chairpersons and to the membership; develop programs of legislative activity subject to the approval of the Board of Directors; be available to any of the Local Associations in the district as a resource; and, plan activities for the Fund for Children and Public Education.

**Policy 2.12.04: Peace and International Relations Committee** – This committee shall research, develop, coordinate, and implement procedures that promote those programs and activities that enhance and sustain international understanding and harmony.

**Policy 2.13 – Organizing Strategy Committee (OS):** This standing committee recommends to the Board of Directors and other appropriate WOEА entities the creation of WOEА Policies and programs that promote WOEА's organizational functions, and that ensure:

- A. The administration of internal and external organizing programs that meet the needs of the Local Associations and affiliates that support the growth of the Association.
- B. The administration of a political action program that strives to achieve the Association's legislative agenda; increases member involvement in local and state political action activities, including contributing to the Ohio Education Association's Fund for Children and Public Education; and, integrates with and supports the goals established by the Ohio Education Association Fund for Children and Public Education Council.

- C. The administration of adequate and appropriate organizing strategies and the collection and dissemination of related information.
- D. Adequate and appropriate training.
- E. The WOEa regularly assesses the quality, effectiveness, and focus of WOEa's organizing programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- F. Working with appropriate staff liaison to perform the committee's responsibilities and functions.
- G. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.13.01:** The Special Committees, with their scope of charge and duties, for the Organizing Strategy Select Committee, are enumerated within this section.

**Policy 2.13.02: Community Relations Committee** – This committee shall have as the purpose to improve the image of school employees and public schools; to establish the local association as the voice for better teaching and learning in the community; to encourage members to take a more active role in their association; to increase association membership; to build stronger rapport between members and parents; to let the community know the association cares about improving education; and, to correct misunderstandings caused by misinformation or lack of information.

**Policy 2.13.03: Interpersonal Relations Committee** – This committee plans activities/projects to foster improved understanding and relationships among WOEa members and the larger communities; and, to further harmony between and appreciation for students with diverse cultural backgrounds.

**Policy 2.13.04: Leadership Development Committee** – Develops strategies to encourage participation in OEA/NEA leadership development activities by WOEa members. Proposes and identifies conferences are planned to offer opportunities to learn the organizational structure of the professional association and to develop skills for leaders at all levels.

**Policy 2.13.05: Professional Services Evaluation Committee** – This committee consists of the Elected Officers and one member who is not an Officer. The objective of this committee is to design and implement an evaluation of those professional services, which are being expended for this Association, and on behalf of the membership. The WOEa Office Manager shall serve as a Consultant to this committee.

**Policy 2.13.06: WOEa Fund for Children and Public Education Screening Committee** – This committee shall convene to review and interview those candidates for public office who have qualified to be on the General Election Ballot.

**Policy 2.13.06.01:** The WOEa shall participate in a cooperative effort for screening candidates for public office. A common site is to be used by the adjacent districts, with each district having separate locations for their screening committee process on the common site.

**Policy 2.13.06.02:** In the event that there is (are) unopposed races(s), screening will consist of the qualified candidate(s) for the ballot, by completing a screening questionnaire for the screening committee.

**Policy 2.13.06.03:** Expenses of the screening committee shall be attributed to within this Association's budget.

**Policy 2.13.06.04:** The report of this screening committee shall be made at the Representative Assembly.

**Policy 2.13.07: WOEa OEA/NEA Candidate Screening Committee** – This committee shall convene to review and interview those candidates who have qualified to be on the Ohio Education Association and/or the

National Education Association Ballot.

**Policy 2.13.07.01:** The WOEa shall participate in a cooperative effort for Screening OEA/NEA candidates. A common site is to be used by the adjacent districts, with each district having separate locations for their screening committee process on the common site.

**Policy 2.13.07.02:** In the event that there is (are) unopposed races(s), screening will consist of the declared or potential candidate(s) completing a screening questionnaire for the screening committee.

**Policy 2.13.07.03:** In order to address the Representative Assembly, a candidate or potential candidate for OEA/NEA office must have been screened previously by the screening committee.

**Policy 2.13.07.04:** Expenses of the screening committee shall be attributed to within this Association's budget.

**Policy 2.13.07.05:** The report of this screening committee shall be made at the Representative Assembly.

**Policy 2.14 – Professional Efficacy Committee (PE):** This standing committee recommends to the Board of Directors and other appropriate WOEa entities the creation of WOEa Policies and programs that promote WOEa's professional efficacy functions, and that ensure:

- A. The existence of a professional development program that meets the needs of the Local Associations and affiliates that supports the professional growth of the members of the Association.
- B. The administration of adequate and appropriate strategies that assist the Local Associations and affiliates to address professional development issues and the collection and dissemination of related information.
- C. Adequate and appropriate training.
- D. The WOEa regularly assesses the quality, effectiveness, and focus of WOEa's professional development programs, using the Balanced Scorecard or other appropriate assessment process, and reports those results to the Board of Directors.
- F. Working with appropriate staff liaison to perform the committee's responsibilities and functions.
- G. Performing other duties as assigned by the President and Board of Directors.

**Policy 2.14.01:** The Select Committees, with their scope of charge and duties, for the Professional Efficacy Select Committee, are enumerated within this section.

**Policy 2.14.02: Instruction and Professional Development** – This committee shall study, evaluate, promote and recommend cooperative programs for the improvement of instruction, pre-service and in-service education. Shares information about current professional development issues and learning opportunities from OEA/NEA. Plans and implements programs for the professional development needs of WOEa members.

**Policy 2.14.03: Professional Conference Day** – The Professional Conference Day Committee shall be responsible for all facets of the annual Professional Conference Day.

**Policy 2.14.03.01:** Members of the committee shall be: at least two from each WOEa Representative Area, one from each special subject area group, representatives from the WOEa IPD and TEPS committees, and the Professional Conference Day Chairperson appointed by the WOEa President.

**Policy 2.14.03.02:** In accordance with the motion from the FALL 1983 Representative Assembly, no other group shall be co-sponsors of the WOEa Professional Conference Day.

**Policy 2.14.03.03:** The Professional Conference Day Committee shall establish the date of the annual Professional Conference Day, be responsible for notifying all superintendents, Local Presidents, UniServ Councils and chairpersons, the Regional Coordinating Council and its Chair, Higher Education groups, and Parochial and Private schools of this date. This date is established as the first Friday in October after the first full week of school – Fall Representative Assembly 1996.

**Policy 2.14.03.04: The Professional Conference Day Committee** shall establish, prepare, and publish Guidelines For the implementation of the day, the procedures for registration, the procedures and persons responsible for publication and information, and the forms necessary to conduct the implementation.

**Policy 2.14.04: Teacher Education and Professional Standards Committee** – This committee shall promote improved standards in teacher education. It shall develop a cadre of members to assist in evaluations, studies, investigations, and improvement of teacher education programs and standards. Researches and implements continuing education of teachers, the processes by which Educators are credentialed(certified or licensed), and the standards by which the college/university educate teachers. Employs methods to enhance the Local Professional Development Committee.

**Policy 2.15: District Leaders’ Council (DLC)** – This standing committee is composed of those District leaders affiliated with the OEA. This committee shall work to better serve the interests of the members through the interchange of ideas, sharing of programs and plans, and cooperation within the organizational structure of the Ohio Education Association. The WOEa members, who serve on this committee, are those Elected Officers of this Association. The WOEa President is the voting Delegate for this committee. When the WOEa President is unable to attend a meeting of this committee, the President shall designate an Elected Officer to vote on the President’s behalf.

**Policy 2.15.01:** WOEa shall pay dues assessed by the District Leaders Council when such dues shall be expended for the business of the council and/or for the benefit of WOEa delegates/participants.

**Policy 2.16: Regional Coordinating Council** – This standing committee is the Region Five Coordinating Council, which is a body of representatives selected by OEA affiliates within a designated area and responsible for coordinating, with the OEA and those respective Districts, the setting of goals, the allocating of resources, and the assessing of services within a specified area.

**Policy 2.16.01:** WOEa shall pay dues assessed by the Regional Coordinating Council when such dues shall be expended for the business of the council and/or for the benefit of the WOEa delegates/participants.

**Policy 2.17: UniServ Council WOEa Representatives Committee** – This standing committee shall have as the function to collaborate with this Association’s affiliates within each of the respective UniServ Councils that serve within the WOEa District. WOEa Representatives shall attend those meetings and report to the Board of Directors information and topics germane to the UniServ mission.

**Policy 2.17.01:** WOEa shall pay dues assessed by the UniServ Council when such dues shall be expended for the business of the council and/or for the benefit of the WOEa delegates/participants.

**Policy 2.18 – Special Committee:** A Special Committee may be convened at the request of either the President or of the Board of Directors, by a simple majority vote of those present and voting. The purpose and scope of the special committee shall be enumerated. The composition of the special committee shall be defined. The budget of the special committee shall be so determined and shall have those funds necessary allocated for its function. The term of the special committee shall be for a defined period, which shall not exceed twelve (12) months.



## POLICY THREE – FISCAL PROTOCOL

**Policy 3.01:** Local Leaders' Dinners, Professional Seminars, Workshops, conferences, etc. There shall be NO REFUND made for any members failing to show for an advance reservation. Names of those No-shows will be sent to Local Association Presidents if such advance reservations are paid by that Local Association. PHONE RESERVATIONS that are not paid when due will preclude any further phone reservations from that individual or Local Association.

**Policy 3.02:** All Board of Directors members and Committee Chairpersons shall file a monthly voucher expense.

**Policy 3.03:** WOEa Representation - Members who are requested to attend functions and are designated as a representative of WOEa shall have all necessary expenses paid by WOEa.

**Policy 3.04:** Any person whose expenses are paid by WOEa shall furnish a written report to the Board of Directors at their next monthly meeting or no later than 45 days following the function attended.

**Policy 3.05:** Funding Association Functions - Funding attendance at Association functions shall conform to the daily expense limitations and these expenses shall be limited by funding allocation limits set by the individual WOEa committees or by the Board of Directors.

**Policy 3.06:** Committee Expenses shall include mileage and meals for the chairperson, members, specific mailings (not included in general membership mailings) and for preparations of workshops/conferences, and attendance for said committee members at the planned functions. Tuition fees for college credits must be borne by the individual.

**Policy 3.07:** Workshop/conferences and local leaders' dinners shall be funded from the fees charged for the event and the committee budget.

**Policy 3.08:** When the committee anticipates exceeding the budget, the WOEa Board of Directors shall be so informed and approval must be obtained prior to final commitment of funds in excess of budget.

**Policy 3.09:** Expenses - Any person on official WOEa business shall have those actual and necessary encumbered by the WOEa. In order for a person on official business of the WOEa to be reimbursed, that person shall fully complete and file an Expense Voucher Report for reimbursement of expenses that were incurred, while on official business of the WOEa. The Board of Directors shall consider approval for reimbursement of those expenses exceeding those listed in 8.06.02. An original receipt shall be required and filed with the fully completed Expense Voucher Report. Handwritten and/or non-itemized receipts may require the Payee to substantiate and clarify further those expenses, which are being submitted, before reimbursement can proceed.

**Policy 3.10:** Limits:

- A. Meals and Incidental Expenses (M&IE)
  - 1. Breakfast: \$6
  - 2. Lunch: \$9
  - 3. Dinner: \$20
  - 4. Incidental Expenses: \$7
  
- B. Incidental Expenses shall be limited to:
  - 1. Fees and tips for waiters, baggage handlers, and similar service providers.
  - 2. Laundry, dry cleaning, and shoe-care expenses.
  
- C. Mileage: Travel shall be paid at the prevailing rate listed in the current edition of IRS Publication

1542. Travel is permitted from point of departure; e.g., residence or work location; to the destination point; e.g. location of meeting; and, return to the member's legal residence. Vehicle mileage and transportation by a local transit authority (bus, trolley, subway) shall not require receipts.

- D. Lodging: The WOEА shall encumber the full expense of lodging for its members who are on official business for the WOEА. Lodging expenses shall only be contained to "standard" room accommodations. Should a member who is physical challenged and/or medically fragile, and requires special services of the lodging facility; those extraneous charges shall be included as fully encumbered expenses. Room Service, Viewing of Premium Television Services, Use of Internet Service, and Use of Room's Telephone for personal telephone calls are not subject as encumbered expenses by the WOEА. The Board of Directors shall approve a Hospitality Suite, if deemed necessary. Members of the WOEА that are on business that is ancillary to the mission and purpose of the WOEА, shall be reimbursed in accordance to the limitations contained in the current edition of IRS Publication 1542, should the Board of Directors accord prior approval.

**Policy 3.11:** Checks that are issued for reimbursement shall be transmitted to the Payee by First Class Mail, via the United States Postal Service. The Payee may request to personally retrieve the Reimbursement Check from the WOEА, which will not be subject to any expense incurred upon the WOEА. It is incumbent and the responsibility upon the Payee to provide the correct address, telephone number, and e-mail address so that the Reimbursement Check may be transmitted correctly to the Payee.

**Policy 3.11.01:** The Payee shall have thirty (30) calendar days to cash and/or deposit a Reimbursement check; e.g., Reimbursement Check date is July 1; Payee will have through July 31 to cash and/or deposit the Reimbursement Check. Should the thirty (30) day period be exceeded, a financial institution may refuse to cash and/or accept for deposit the Reimbursement Check. A Reimbursement Check that has exceeded its thirty (30) day limitation, the Payee shall present the original Reimbursement Check to be re-issued. Expenses that have been incurred by the Payee for the re-issuance of a Reimbursement Check that has expired shall not be incurred by the WOEА. Any Reimbursement Check that has been misplaced or lost, and cannot be retrieved by the Payee, the WOEА shall re-issue a Reimbursement Check, less the fee for the stop payment of the original Reimbursement Check. A Reimbursement Check that has been stolen, shall be reissued for the original amount to the Payee, providing the Payee provides a copy of the written incident report, as reported to a law enforcement agency or school district, of the event which caused the Reimbursement Check to have been stolen.

**Policy 3.11.02:** Reimbursement Check, when transmitted by the WOEА, shall be accompanied by a copy of the Expense Voucher Report that was fully completed and filed by the Payee.

**Policy 3.11.03:** An Expense Voucher Report shall be fully completed and signed by all parties that were involved in the business transaction, before any reimbursement for expenses, that were incurred, can be issued. The WOEА reserves the right to audit the Expense Voucher Report, as deemed necessary and appropriate. Expenses not reported within 60 days of incurring the expense will not be reimbursed. The Expense Voucher Report that shall be utilized by the WOEА is portrayed in this Association's Appendix.

**Policy 3.12:** The WOEА shall not permit the reimbursement of alcoholic beverages, tobacco products, personal gaming, or expenses incurred while participating in an illicit activity, as governed by Federal, State, and/or Local Statutes.

**Policy 3.13:** Unit Delegates and scholarship recipients from WOEА – WOEА shall pay for the expenses of the Unit Delegates and scholarship recipients to the OEA Representative Assemblies until such time as OEA assumes and pays these expenses. Each delegate shall be funded thusly:

- A. Fall Representative Assembly: Mileage shall be paid at the prevailing IRS rate, breakfast, lunch (if not provided by OEA), and dinner.
- B. Spring Representative Assembly: Mileage shall be paid at the prevailing IRS rate, two breakfasts,

two lunches (if not provided by OEA), and two dinners and one overnight. These expenses to conform to WOEa policies on expenses.

C. This funding shall be paid ONLY if the unit delegate(s) is (are) not funded by their local association.

**Policy 3.14:** NEA Representative Assembly Scholarships shall be funded as follows: Fourteen (14) scholarships, two (2) for each WOEa area, will be funded annually up to \$1,000 for each delegate, not to exceed the OEA At-Large reimbursement when combined with local funding. The scholarship recipient must provide verification of the amount of local funding in the form of a copy of the documentation provided the local's treasurer. Delegates must submit requests for funding prior to the Monday before the May Board of Directors meeting. Once a deadline is past, no further applications will be considered. Generally, expenses will be paid by the applicant and reimbursed by WOEa. In addition to completing the WOEa voucher, applicants must complete a report form to assist WOEa in knowing the value of event to the recipient and to WOEa. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years. WOEa will notify local presidents regarding the scholarships WOEa awards to members of that local.

A. Priorities

1. Area Representatives in second year of term
2. Cluster delegates
3. New delegates

**Policy 3.15:** Mid-Atlantic Scholarships shall be funded as follows: Five (5) scholarships will be funded to a maximum of \$1000 each with priority given to the officers. As an additional consideration, at least one (1) scholarship should be given to a new participant. This scholarship shall cover registration, transportation, and meals not covered by the conference. Participants must submit requests for funding prior to the Monday before the November Board of Directors meeting. Once a deadline is past, no further applications will be considered. Generally, expenses will be paid by the applicant and reimbursed by WOEa. In addition to completing the WOEa voucher, applicants must complete a report form to assist WOEa in knowing the value of event to the recipient and to WOEa. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years. WOEa will notify local presidents regarding the scholarships WOEa awards to members of that local.

**Policy 3.16:** Leadership Summer Conference Scholarships shall be funded as follows: Twenty-one (21) scholarships will awarded for registration and lodging directly billed by OEA. Applicants must complete a report form to assist WOEa in knowing the value of event to the recipient and to WOEa. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years unless the cancellation was due to circumstances beyond the control of the recipient. WOEa will notify local presidents regarding the scholarships WOEa awards to members of that local.

A. Deadlines

1. Priority Deadline: the Monday before the April Board of Directors meeting
2. Final Deadline: the Monday before the May Board of Directors meeting

B. Priorities

1. The seven (7) WOE Area Representatives will be eligible to receive a scholarship in the first year of their election to the WOE Board of Directors. If an Area Representative is unable to use his/her scholarship, first priority will be given to those who request a scholarship from that area.
2. Members who have never before attended
3. Date of request (those requests received earlier receive higher priority.)

**Policy 3.17:** WOE will provide scholarships to the NEA ESP Conference to participants who request funding prior to the Monday before the November WOE Board of Directors meeting. Once a deadline is past, no further applications will be considered. Generally, expenses will be paid by the applicant and reimbursed by WOE. In addition to completing the WOE voucher, applicants must complete a report form to assist WOE in knowing the value of event to the recipient and to WOE. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years. WOE will notify local presidents regarding the scholarships WOE awards to members of that local.

A. Priorities

1. WOE ESP At-Large in second year of term
2. Chair of WOE ESP Committee in first year of term
3. WOE Officer who is an ESP
4. ESP who has not previously attended

**Policy 3.18:** WOE will provide scholarships to the OEA ESP Conference to participants who request funding prior to the Monday before the October WOE Board of Directors meeting. Once a deadline is past, no further applications will be considered. Generally, expenses will be paid by the applicant and reimbursed by WOE. In addition to completing the WOE voucher, applicants must complete a report form to assist WOE in knowing the value of event to the recipient and to WOE. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years. WOE will notify local presidents regarding the scholarships WOE awards to members of that local.

A. Priorities

1. WOE ESP At-Large in first year of term
2. Chair of WOE ESP Committee in second year of term
3. WOE Officer who is an ESP
4. ESP who has not previously attended

**Policy 3.19:** WOE will provide no more than 10 scholarships per RCC conference. Generally, expenses will be paid by the applicant and reimbursed by WOE. In addition to completing the WOE voucher, applicants must complete a report form to assist WOE in knowing the value of event to the recipient and to WOE. If there are more applicants than scholarships, a waiting list will be maintained should there be any cancellations. If a scholarship recipient does not use an awarded scholarship, that member will be excluded from consideration for future scholarships for a period of 3 years. WOE will notify local presidents regarding the scholarships

WOEA awards to members of that local.

A. Priorities

1. Mileage and hotel for those more than 50 miles from conference ite
2. New participants
3. Fair distribution of WOEAs Areas

**Policy 3.20:** Routine Vouchers may be paid by the reasonable action of the Treasurer to keep payments timely and the association's credit rating in good condition. Such Routine Vouchers are:

1. Rent
2. Phone bills
3. Paper supplies
4. WOEAs Office Manager supplies (pencils, typewriter ribbons, etc.)
5. Postage meter
6. Insurance and inventoried items
7. Maintenance agreements on equipment not over ten years old
8. Committee workshop/conference rental fees (if budget allocation is sufficient to cover).
9. Employee salary

**Policy 3.21:** All vouchers submitted by committee persons shall be signed by the committee chairperson before submission to the President.

**Policy 3.22:** There shall be support for the Doris L. Allen Minority Caucus Memorial Function at the OEA Fall Representative Assembly and the OEA Awards Banquet at the OEA Spring Representative Assembly.

**Policy 3.23:** Candidate Support - WOEAs Candidates who run for state office and/or national office, which represent Ohio, and are endorsed by WOEAs, will be supported in this effort according to these guidelines:

1. Gasoline
2. Meals for self and one other campaign official
3. Room for candidate (if necessary due to distance)
4. Postage for one mailing
5. Expense of two fliers
6. Posters
7. Stick-on badges
8. Bills to be submitted within sixty days of the close of the campaign.

**Policy 3.23.01:** This fund will be supported by non-business related income.

**Policy 3.24:** UniServ Grants shall be allocated to each UniServ Council in amount of \$500 upon request of each council. Partial UniServ Councils shall be eligible for \$250 grants. WOEAs shall be included in the promotional materials as a sponsor for these functions.

**Policy 3.25:** Membership Promotion Grants – WOEAs will provide an item imprinted with WOEAs logo/info to every Western/OEA affiliate for distribution to their staff members during the first week of school.

**Policy 3.26:** The compensation for the WOEAs Office Manager shall begin for each Fiscal Year on the third Friday in September. There shall be twenty-six (26) pay periods, payable on a Bi-Weekly basis, for the WOEAs Office Manager. Should the WOEAs Office Manger vacate the position, a final payment shall be issued and delivered based upon the number of hours, which that person had worked.

**Policy 3.27:** The Elected Officers of the WOEa shall receive as compensation the net amount as prescribed by the WOEa Constitution. The Elected Officers compensation shall be distributed on a Quarterly basis, beginning with each Fiscal Year. The First Quarter stipend shall be paid on or before December 15th; the Second Quarter stipend on or before March 15th; the Third Quarter stipend on or before June 15th; and, the Fourth Quarter stipend on or before September 15th as a final payment. Quarterly stipend payments shall be divided by one-fourth (1/4) of the total stipend. All duties shall have been faithfully fulfilled before release of the stipend to the Elected Officer. Elected Officers may have the option of receiving their stipend on a Semi-Annual basis (with each payment divided by one-half (1/2) of the total stipend) or Annual basis (total amount of annual stipend). Should an Elected Officer vacate their Office, a pro-rated stipend shall be calculated and delivered as a final payment.

**Policy 3.28:** The Western Ohio Education Association (WOEA), to the extent possible, may participate in financial transactions utilizing its financial institutions ability to receive and transfer monies, utilizing the transfer of funds electronically. The Western Ohio Education Association may permit other entities the ability to deposit funds into a Western Ohio Education Association account, provided approval of such a deposit transaction has been accorded by the WOEa Budget Committee.

**Policy 3.29:** An organization or person that has been approved to electronically deposit funds into a WOEa financial account shall only be limited to transactions where the deposit of funds shall be the only method available to that approved entity. The WOEa shall not permit an entity to have approval to withdraw funds electronically from any financial account that has been established or being maintained by the WOEa, other than routine financial institution maintenance fees by that respective financial institution, where a WOEa financial account has been established.

#### **POLICY FOUR – DEADLINES PROTOCOL**

**Policy 4.01:** The postmark date shall be accepted as conforming to deadlines for all registration processes and election processes for the WOEa.

#### **POLICY FIVE – MAILING LISTS PROTOCOL**

**Policy 5.01:** All mail sent to membership groups shall be sent to the WOEa Board of Directors members, to all OEA At-Large Board of Directors members, and to the Professional Staff within WOEa. All mail sent through the headquarters' office must be approved through the President.

**Policy 5.02:** A copy of mailings for conferences, seminars, and newsletters shall be sent to the persons and/or the outlets contained on the current MEDIA LISTING maintained in the WOEa office. When requested by the Public Relations Chairperson, the mailing shall also go to the Chamber of Commerce offices listed in the file.

**Policy 5.03:** Members who correspond via electronic mail (E-mail) shall provide this Association with their current primary electronic mail address that is non-business, nor non-school related. This Association shall incur any liability when a member violates their business or school internet use policy by receiving such electronic correspondence from this Association.

#### **POLICY SIX – STRS COUNSELING**

**Policy 6.01:** WOEa shall make the office facilities available for STRS counseling with WOEa members.

## **POLICY SEVEN – SUPPORT FOR OTHER NON-UEP GROUPS AND ASSOCIATIONS**

**Policy 7.01:** WOEa shall support other groups and associations, which will benefit WOEa members if these other non-UEP groups cover at least six (6) of the eight (8) counties of WOEa.

## **POLICY EIGHT – CONFERENCE ROOM PROTOCOL**

**Policy 8.01:** The Board of Directors shall have first priority in the use of the Conference Room.

**Policy 8.02:** Committees and programs sponsored by the district association shall have priority over other groups in use of the conference room. The conference room shall be reserved for standard committee meeting nights unless WOEa Office Manager is notified of a cancellation or change.

**Policy 8.03:** The WOEa conference room shall be available to any UEP group within the WOEa District. Use must be scheduled through the WOEa Office Manager.

**Policy 8.04:** Any other person or group affiliated with the UEP who desires to use the conference room is responsible for checking the calendar, for contacting the committee chairperson(s) to determine actual use of the room, and for writing the group's name on the calendar in the correct space, indicating name of the group and time of meeting, as well as notifying and scheduling through the WOEa Office Manager.

**Policy 8.05:** If another group outside the UEP desires to use the WOEa Office, the following procedures must be followed:

- A. A request must be made to the President or his/her designee for approval and the room must be scheduled through the WOEa Office Manager.
- B. Scheduling preference will be given to WOEa Committees and UEP affiliated organizations.
- C. A representative of WOEa must be present with any group for the duration of the meeting.

**Policy 8.06:** Other persons needing keys for admission to the office for meetings or other WOEa work shall make arrangements with the President or the WOEa Office Manager to obtain the keys. Such persons shall be responsible for returning the keys as soon as possible after securing the office and the building. They must also make sure the coffee pot and lights are turned off if they have been used, and the code-a-phone on "Auto." The office should be left in the condition it was found--ready to use.

**Policy 8.07:** The WOEa Office Manager shall be responsible for keeping a record of all temporarily loaned office keys, including the name, address, home phone number and local association of the person holding the key(s). Each key shall be given (or mailed) to the responsible person in an envelope ready to be returned back to the office. Included in the envelope shall be a copy of all Policies and a statement for the key release notice, which includes the time and date of returning, the key(s) back to the office. Keys shall be returned through the mail slot at the office.

## **POLICY NINE – OFFICE PROTOCOL**

**Policy 9.01:** Office equipment may be used by WOEa members at the discretion of the President and/or the WOEa Office Manager.

**Policy 9.02:** Any group(s) other than WOEa committees shall pay to the Association the WOEa cost for materials used.

**Policy 9.03:** Manuals for proper use of office equipment will be kept in a folder containing all manuals for equipment in a central location in the office that will be announced to all committee chairpersons.

**Policy 9.04:** Board of Directors and other committee members shall be charged actual cost for any paper, copies, or other materials used for any reason other than official WOEa business.

## **POLICY TEN – RECORD RETENTION SCHEDULE**

**Policy 10.01:** The Record Retention Schedule shall be in effect for those records being created and maintained by the Western Ohio Education Association, for the stipulated period of time. The schedule shall be contained in this Association’s Appendix.

**Policy 10.02:** As prescribed by law or current record retention best practices, documents may be recorded on an electronic media format for the retention of such documents, as prescribed in 19.01. Those documents, which are subject to the Record Retention Period, shall be maintained in a fire-proof storage cabinet at the WOEa Headquarters office.

**Policy 10.03:** Any and all documents that are recorded on an electronic media format shall include a statement and be notarized by an Ohio Notary Public. A sample document is contained in this Association’s Appendix.

**Policy 10.04:** Any permanent document maintained by the Western Ohio Education Association may be transmitted to the Ohio Education Association, and/or its Successors and Assigns, should the Ohio Education Association have a Document Repository available for such storage.

**Policy 10.05:** Final disposition of records being maintained by the Western Ohio Education Association shall have a record of disposal created and maintained. Records that are scheduled to be disposed shall be disposed of during January of the following year of the record’s final disposition date; e.g., a record that concludes its retention period requirement in 2008, shall be disposed of in January 2009. A copy of a Disposition Records Log is contained in this Association’s Appendix.

## **POLICY ELEVEN – ELECTRONIC MEETING PROTOCOL**

**Policy 11.01:** As necessary, electronic voting may be permitted for business being conducted by this Association’s Board of Directors.

**Policy 11.02:** The President of the WOEa shall serve as the Presiding Officer electronic meetings of the Board of Directors.

**Policy 11.03:** A proposed timeline for discussing and acting on a resolution/motion shall be established by the President and communicated to the Board of Directors at the beginning of the processing of any resolution/motion received, based on the following considerations:

- A. The content, urgency for acting on the resolution/motion, and internal and external timing demands;
- B. If there is time and/or need for a draft of the resolution/motion to be made available so members of the Board of Directors can suggest changes or to request clarification from the member submitting the resolution/motion;
- C. The time when the Board of Directors membership shall be notified of the resolution/motion using this Association’s communication vehicle available to all members of this Association’s Board of Directors; and,
- D. The proposed timeline may be modified by the Board of Directors on resolutions/motions based on the complexity and number of secondary motions that need to be discussed and voted upon.



**Policy 11.04:** The process for discussing and acting on resolutions/motions shall include the following:

- A. The resolution/motion shall be posted and discussion shall begin.
- B. At a designated time, discussion on the main motion shall stop and secondary motions shall be presented and acted upon.
- C. After the period for secondary motions has been completed, the resolution in its final form shall be posted for discussion and voting and no additional secondary motions shall be allowed.

**Policy 11.05:** Proposed secondary motions shall be submitted to the President and be made available as well to each member of the Board of Directors, within the required time limits. The President, in consultation with the Elected Officers of this Association, shall have the authority to consolidate, reword, prioritize, or choose not present to the Board of Directors, any secondary motions that are submitted. The President, in consultation with the Elected Officers, may prioritize and present more than one secondary motion at a time. Prioritization shall be based on parliamentary principles and efficient and effective conduct of Board of Directors business. The decision to not present a secondary motion to the Board of Directors can only be made after notification to the Board of Directors with the opportunity of the members to object. If two-thirds (2/3) of the members of the Board of Directors object to having the secondary motion not be presented, that particular secondary motion shall be presented to the Board of Directors.

**Policy 11.06:** The President shall have the authority to move to postpone an electronic resolution/motion to the next face-to-face meeting of the Board of Directors, based upon the following criteria:

- A. Complexity and number of secondary motions applied to the main motion; and/or,
- B. Determination by the President or majority of the Elected Officers that it is in the best interest of this Association to postpone taking action on the resolution/motion.

**Policy 11.07:** When posting an electronic message to a resolution/motion, members of the Board of Directors shall use a format that includes:

- A. A heading indicating the resolution/motion number;
- B. Whether they are speaking for the motion (pro), or in opposition to the motion (con);
- C. Asking for information (point of information); and,
- D. A closing for each message that includes the member's name and title.

**Policy 11.08:** Each message posted by a member of the Board of Directors shall be a message written by the member. Forwarding a message from a non-member of the Board of Directors is prohibited.

**Policy 11.09:** Voting shall be conducted only during the voting period, which shall be a minimum of seven (7) days for main motions and three (3) business days for secondary motions. The deadline date for voting shall be transmitted to those members of the Board of Directors.

**Policy 11.10:** The President shall have the authority to rule that a message is out of order and notify the Board of Directors of that ruling.

**Policy 11.11:** For those resolutions/motions that address issues related to a specific WOECA committee, the Chair of that body shall be subscribed to the WOECA Board of Directors e-mail list for the period of discussion of that

resolution/motion. The Chair shall be able to provide clarification and information to the Board of Directors through the President of the WOEa, but may not enter into debate or vote, unless authorized to do so by this Association's Constitution, By-Laws, Standing Rules, or Policies.

**Policy 11.12:** Any appeal from the decision of the President, must be submitted to the Recording Secretary of this Association. The Recording Secretary shall then forward the appeal to the Chair of the Constitution, By-Laws, Standing Rule, and Policies Committee. The Constitution, By-Laws, Standing Rules, and Policies Committee shall make the decision on the appeal within three (3) business days and report its decision to the Board of Directors, via the e-mail list.

**Policy 11.13:** A quorum shall be defined for electronic meetings as fifty-one percent (51%) of the members of this Association's Board of Directors eligible to vote. The number of votes cast, including abstentions determines verification of a quorum.

**Policy 11.14:** The Recording Secretary shall present a written copy of the Minutes of an Electronic Meeting at the next face-to-face meeting of this Association's Board of Directors.

## **POLICY TWELVE – AMENDMENT TO THE POLICIES**

**Policy 12.01:** An amendment to the Policies shall be presented to the Board of Directors. The proposed amendment shall be considered for enactment at a subsequent meeting of the Board of Directors. The enactment of a proposed amendment shall be made by a majority vote of a quorum present during a regular meeting of the Board of Directors.