

THE HANDBOOK
FOR
NORTH CENTRAL OHIO EDUCATION ASSOCIATION

Approved by Board of Directors November 6, 2008

- 2/24/11 / 2010 Fall RA

1-1 STANDING RULES OF THE BOARD OF DIRECTORS

- 1-1.01 Meetings will be conducted according to Robert's Rules of Order, Newly Revised.
- 1.02 A quorum shall consist of the sum of the members present and voting. (BL 4-1)
- 1.03 Regular meetings of the Board of Directors shall be held on the first Thursday of each month from September through April (except December) and the second Thursday in May at a time and place designated by the President. Any regularly scheduled meetings may be rescheduled by vote of the Board of Directors. Emergency meetings may be called with five days notice by the officers of the NCOEA or by a petition signed by one half of the Regional Representatives.
- 1.04 An agenda for each Board of Directors meeting shall be prepared by the President and distributed at least seven days before the meeting to the Committee and to others expected to attend. (Bylaw 3-2)
- 1.05 The Board of Directors may initiate the recall of an officer. (Bylaw 6-4)
- 1.06 The Board of Directors shall certify to the OEA President by May 1 each year the NCOEA-OEA State Committee members from the winners of the balloting at the NCOEA Representatives' Assembly. Should a vacancy occur during the term of office, the Board of Directors will recommend qualified replacements to the OEA President. (See also Bylaw 6-1, 6-2)
- 1.07 The Board of Directors shall implement action on the directives from the Representatives Assembly as quickly as possible (consistent with logic and reason) as, in the opinion of the Committee, will lead to successful implementation of the intent of the motion. (Bylaw 4-1)
- 1.08 It shall be the intent of the Board of Directors to maintain a meeting place at the headquarters' building of the OEA Representative Assembly. (See SOP 4-2 Representative Assembly OEA and 4-7 Expenditures Authorized)
- 1.09 The Board of Directors shall authorize the employment of all paid employees of the Association and have the final approval and/or rejection of all negotiations conducted in the name of the Association. (BL 4-1d; see also 4-8 Employment)
- 1.10 The Board of Directors shall receive reports from the Committee Chairpersons and adopt any that require action together with any necessary motions to implement that action.
- 1.11 Amendments to the Standing Rules or any part of the Handbook of the NCOEA Board of Directors shall be made by a majority vote of a quorum present during a regular meeting.

- 1.12 Official committee action (e.g. making and seconding motions, table discussion, and voting) shall be by Board of Directors members only: President, Immediate Past President, Vice President, Secretary, representatives to OEA Committees, and each of the Regional Representatives. Non-voting members may enter into the discussion of the committee.
- 1.13 Mileage expenses shall be reimbursed at the IRS rate per mile.

2-1 NCOEA REGIONAL UNITS (Representatives on NCOEA Board of Directors)

Ashland - 3

Ashland City Teachers Association
 ASHCO MR/DD Education Association
 Ashland Vocational Teachers Association
 Hillsdale Education Association
 Loudonville-Perrysville Education Association
 Mapleton Teachers Association

Crawford – 3

Buckeye Central Education Association
 Bucyrus Education Association
 Bucyrus Organization of School Support
 Colonel Crawford Education Association
 Crestline Education Association
 Galion Education Association
 Wynford Education Association

Huron – 3

Monroeville Teachers Association
 New London Education Association
 Norwalk Teachers Association
 South Central Education Association
 Western Reserve Education Association
 Willard Education Association

Knox - 2

Centerburg Teachers Association
 East Knox Education Association
 Fredericktown Education Association
 Knox New Hope Center
 Mount Vernon Education Association

Mansfield - 3

Mansfield School Employees Association

Morrow - 1

Cardington-Lincoln Faculty Association
 Highland Education Association
 Mt. Gilead Teachers Association

Richland – 5

Crestview Teachers Association
 Education Association of Pioneer
 Lexington School Support Association
 Lexington Teachers Association
 Lucas Teachers Association
 Madison Local Education Association
 Plymouth Education Association
 Shelby Association of School Support
 Shelby Education Association

2-2 NCOEA - WHAT IS IT?

The NCOEA is an intermediate structure between local associations and the OEA. The geographic area of the NCOEA consists of six counties (Ashland, Crawford, Huron, Knox, Morrow, and Richland) and its 37 local AFFILIATES.

The purpose of the NCOEA is to work with local associations to fulfill the purpose by:

- (1) providing a democratic avenue for discussion of and resolution of our professional concerns,
- (2) electing responsible representative(s) to the OEA Board of Directors and the OEA Committees.
- (3) calling state-wide attention to local concerns and problems,
- (4) helping coordinate OEA sponsored activities intended to benefit local associations,
- (5) electing representatives to OEA committees.

The NCOEA Constitution provides a formal framework for the organization. NCOEA leadership is divided into three groups: the Officers, the Board of Directors, and the Representative Assembly.

I. The Officers shall consist of:

the President
the Vice President
the Secretary
the Past President

II. The Board of Directors performs the ordinary business of the NCOEA between the Representative Assemblies. The Board of Directors shall be composed of the officers, representatives of each region within the NCOEA, and representatives to OEA Committees.

The Board of Directors shall meet monthly to execute the decisions of the Representative Assembly, to write letters, to pay bills, to transmit communications, to act for local associations, and to serve as a liaison between local associations and the OEA. The Board of Directors shall also discuss and try to resolve problems.

An executive secretary-treasurer shall be employed as a business manager, custodian of funds, and custodian of all official records.

III. Two Representative Assemblies shall be held each year. Representatives to the Assemblies represent the affiliated locals (one delegate for each fifty members or fraction thereof). They shall be elected in the locals by secret ballot for a term of one year. (BL 9-3, BL 9-5)

The Representative Assemblies shall elect officers, elect representatives to OEA committees, set policy for the NCOEA, and resolve critical issues.

Amendments to the constitution or bylaws are made in the following manner:

- A. Proposed amendments are read to the Representative Assembly preceding the one in which it will be acted upon or by a majority vote of the Board of Directors. (C IX-1)
- B. Proposed amendments must be published 15 days before the Representative Assembly which will act upon it. (C IX-2)
- C. A constitutional amendment must be approved by 2/3 of the Representative Assembly. (C IX-4)
- D. A bylaw must be approved by simple majority of the Representative Assembly. (C IX-5)

3-1 PRESIDENT

- 3-1.01 The President is an officer of the NCOEA. (C-IV)
- 1.02 The President is a voting member of the Board of Directors. (C-VII-2)
- 1.03 The President shall be the executive officer and official representative of the Association and fulfill special requests of NCOEA/OEA/& CentWest. (BL 3-2)
- 1.04 The President shall conduct meetings. (BL 3-2)
- 1.05 The President shall prepare the agenda for the Representative Assembly and the Board of Directors meetings. (BL 3-2)
- 1.06 The President shall appoint a Public Relations and Publications Chairperson. (BL 3-2)
- 1.07 The President shall appoint a Nominations and Elections Chairperson and appoint members to the NCOEA Standing Committee. (BL 3-2) The President shall also appoint a Credentials Committee subject to approval of the Board of Directors. (BL 9-10)
The president shall appoint members to any vacancies on standing committees. (BL 3-2)
- 1.08 The President shall execute policy of the Association. (BL 3-2)
- 1.09 The President shall appoint Ad Hoc Committees when necessary. (BL 4-6)
- 1.10 The President shall serve as a voting delegate to the NCOEA Representative Assembly.

- 1.11 The President shall appoint a committee yearly to audit the records of the Association. (BL 10-1)
- 1.12 The President shall designate the time and the place for Board of Directors meetings. (SR 1.03)
- 1.13 The President shall preside at all delegate briefings and at caucus sessions for the NCOEA's delegates to the OEA Representative Assembly.
- 1.14 The President or his/her designated representative shall represent the NCOEA at the DLC/UniServ/ & RCC Council meetings.
- 1.15 The President shall appoint an acting Secretary if necessary. (BL 3-9)
- 1.16 The President shall upon election be declared first alternate to the OEA Board of Directors. (BL 3-7)
- 1.17 The President shall attend District President meetings with the OEA officers.
- 1.18 The President shall submit a monthly written report of association related activities.
- 1.19 The President shall write a President's column in Chalkdust.
- 1.20 The President will make an attempt to schedule at least once a year to meet with local leaders in their local area. The purpose would be social in nature to bring in "new blood" and share old "war stories."
- 1.21 The President shall serve from June 1 to May 31. (BL 1-1)

3-2 VICE PRESIDENT

- 3-2.01 The Vice President is an officer of the NCOEA (C-AIV)
- 2.02 The Vice President is a voting member of the Board of Directors. (C-AVII-2)
- 2.03 The Vice President shall assume the duties of the President in case of disability, resignation, request, or absence. (BL 3-3)
- 2.04 The Vice President shall be chairperson of the Constitutional Proposals Committee. (BL 3-4)
- 2.05 The Vice President shall also revise and administer the distribution of the Executive Committee Handbook including the SOP's, Constitution and Bylaws, Standing Rules, OEA Constitution and Resolutions, the directory, and other documents deemed necessary. (BL 3-4)
- 2.06 The Vice President shall serve on the Convention Planning Committee. (BL 3-4)

- 2.07 The Vice President shall serve as a voting delegate to the NCOEA Representative Assembly. (BL 9-9)
- 2.08 The Vice President shall upon election be declared elected second alternate to the OEA Board of Directors. (BL 3-6)
- 2.09 The Vice President shall serve from June 1 to May 31. (BL 1-1)

3-3 RECORDING SECRETARY

- 3-3.01 The Recording Secretary is an officer of the NCOEA. (C-AIV)
- 3.02 The Recording Secretary is a voting member of the Board of Directors. (C-AVII-2)
- 3.03 The Recording Secretary shall keep records of all official meetings of the Association. (BL 3-8)
- 3.04 The Recording Secretary shall maintain a current Handbook of the Board of Directors including the Constitution and By-laws, Standing Rules, Policies, Minutes, Attendance, and other governing documents of the association of the current year and past year.
- 3.05 The Recording Secretary shall send by e-mail the minutes of the past meeting to the executive secretary/treasurer within 2 weeks of the meeting.
- 3.06 The Recording Secretary shall assume duties as directed by the President. (BL 3-8)
- 3.07 The Recording Secretary shall serve as a voting delegate to the NCOEA Representative Assembly. (BL 9-9)
- 3.08 The Recording Secretary shall serve from June 1 to May 31. (BL 1-1)

3-4 IMMEDIATE PAST PRESIDENT

- 3-4.01 The Immediate Past President is an officer of the NCOEA. (C-AIV)
- 4.02 The Immediate Past President is a voting member of the Board of Directors. (C-AVII-2)
- 4.03 The Immediate Past President is a voting delegate to the NCOEA Representative Assembly. (BL 9-9)
- 4.04 The Immediate Past President shall be the chairperson for the District Workshop Committee. (BL 3-5)
- 4.05 The Immediate Past President shall upon taking office be elected third alternate to the OEA Board of Directors. (BL 3-6)

- 4.06 The Immediate Past President shall serve after the expiration of his/her term as president for a maximum of two 2-year terms. (BL 3-5)

3-5 EXECUTIVE SECRETARY-TREASURER

- 3-5.01 A written contract shall be negotiated between the association and the Executive Secretary-Treasurer stating the length of term and salary.
- 5.02 The Executive Secretary-Treasurer will be responsible for the accounting of all expenditures and receipts of the North Central Ohio Education Association. This will include establishing as necessary and maintaining bank depositories and checking accounts and recording all financial transactions.
- 5.03 Records will be maintained in proper order for yearly auditing. The Executive Secretary-Treasurer is bonded by the National Education Association.
- 5.04 Invoices will be distributed by and submitted to the Executive Secretary-Treasurer who will prepare pay orders for all funds distributions. Pay orders will be signed by the Executive Secretary-Treasurer and one member of the Executive Committee.
- 5.05 A monthly financial report will be prepared and submitted at Board of Directors meetings.
- 5.06 An annual financial report shall be prepared for the NCOEA fiscal year, listing balances, expenses and income for the year. This report shall be presented to the Board of Directors for approval. The report will then be presented by the Executive Secretary-Treasurer to the NCOEA Representative Assembly for its approval. Financial records will be audited at the close of each fiscal year.
- 5.07 The Executive Secretary-Treasurer will be responsible for preparing the minutes of the Board of Directors meetings and distributing them by mail to the Executive Committee members, local presidents and other committee members as directed by the Board of Directors. (Note: Minutes of the Board of Directors meetings are to be recorded by the Recording Secretary, who in turn sends a copy to the Executive Secretary-Treasurer for distribution.)
- 5.08 An agenda of the Board of Directors meetings will be mailed to Executive Committee members at least seven (7) days before the meetings. (Note: The President shall prepare the agenda and send a copy to the Executive Secretary-Treasurer for distribution.)
- 5.09 The Executive Secretary-Treasurer will be responsible for all correspondence related to official business of the Association.

- 5.10 The Executive Secretary-Treasurer will secure and keep up-to-date mailing information of local associations, local presidents, NCOEA delegates to the OEA Representative Assemblies, delegates to the NCOEA Representative Assemblies and the officers and members of the NCOEA Board of Directors and will produce an NCOEA directory based on the above information.
- 5.11 Since there is a periodic turnover of officers, the Executive Secretary-Treasurer shall be the liaison and consultant on finances of the NCOEA and as fiscal officer, shall be called upon by the Board of Directors for advice on financial feasibility of committee proposals, thus maintaining a check on finances and holding expenditures within budgeted amounts.
- 5.12 The Executive Secretary-Treasurer will be responsible for preparing the annual budget in cooperation with the President and the Board of Directors.
- 5.13 The Executive Secretary-Treasurer shall attend all Board of Directors meetings and shall be available to meet with committee members and officers at other times as necessary. The Executive Secretary-Treasurer shall also assist in the securing of a place for meetings at the direction of the Board of Directors.
- 5.14 The Executive Secretary-Treasurer will be responsible for securing stationery and other supplies for the NCOEA Board of Directors.
- 5.15 The Executive Secretary-Treasurer will secure a caucus room for NCOEA to use at OEA Representative Assemblies and any other reservations deemed necessary.
- 5.16 The Executive Secretary-Treasurer will maintain and provide storage for the file cabinet, the Executive Secretary-Treasurer's computer, copy equipment, answering machine (when not installed in the home of the president) and any other property of NCOEA.
- 5.17 The Executive Secretary-Treasurer shall assist officers and committee chairpersons in providing mailing lists and recommending forms to be used.
- 5.18 The Executive Secretary-Treasurer will provide payout and travel vouchers for the Board of Directors in a timely fashion.
- 5.19 The Executive Secretary-Treasurer will notify each local association of provisions for payment of inservice programs, academy and workshop scholarships, and furnish guidelines and vouchers for their payment.
- 5.20 The Executive Secretary-Treasurer will assist in clerical revisions of the Executive Committee handbooks.
- 5.21 The Executive Secretary-Treasurer will assist in the operation of the NCOEA Representative Assemblies by notifying presidents of the need for local elections of representatives, maintaining representative lists and assisting in the registration of representatives at the Assemblies.

- 5.22 The Executive Secretary-Treasurer shall receive letters of intent to run for an office and direct them to the Nominating Committee; also receive and so direct nominations for officers.
- 5.23 The Executive Secretary-Treasurer shall maintain resources and historical materials of the NCOEA as directed by the Board of Directors.
- 5.24 The Executive Secretary-Treasurer shall be responsible for editing, printing and distribution of the handbook for the NCOEA Representative Assemblies.
- 5.25 The Executive Secretary-Treasurer shall attend the following meetings: (a) NCOEA Board of Directors meetings, (b) NCOEA Representative Assemblies, (c) OEA Representative Assemblies, (d) District Leaders Council meetings, (e) all other NCOEA workshops or conferences.
- 5.26 The Executive Secretary-Treasurer shall make arrangements for refreshments for NCOEA Board of Directors meetings.

3-6 NCOEA REGIONAL REPRESENTATIVES

- 3-6.01 Regional Representatives shall be voting members of the NCOEA Executive Committee and of their regional committee. (CAVII-2)
- 6.02 Each region shall elect one representative for every two hundred fifty members or any fraction thereof. (BL 8-3)
- 6.03 Regional Representatives shall meet with the local association presidents within their region when necessary. (BL 8-4)
- 6.04 Regional Representatives shall contact each local president monthly concerning possible business items to be presented at the Board of Directors meeting. The Regional Representative will report back to the local president on the decisions of the Board of Directors relating to those items of business.
- 6.05 Regional Representatives may chair the meetings of regional committees whenever it is necessary to resolve regional business.
- 6.06 Regional Representatives shall serve as voting members to the NCOEA Representative Assembly. (BL 9-8b)
- 6.07 Regional Representative may conduct and establish agendas for regional briefings for delegates to the NCOEA Representative Assembly. (BL 8-5)
- 6.08 Regional Representative reports to the NCOEA Board of Directors will be distributed in writing. In the interests of an efficient use of time reports should highlight:
 - (a) What is essential to the common good?
 - (b) What will probably benefit a majority of those hearing the report?

(c) What is expected and/or logical?

Suggested report issues for Regional Representatives include:

- (a) Local contract settlements – germane details
- (b) Labor strife: locals in impasse, in mediation, with potential or in actual strike situations
- (c) Education levy passages or defeats
- (d) Grievances with *direct and important implications* for other locals
- (e) Locals presenting FRIEND OF EDUCATION AWARDS
- (f) Issues, concerns, questions that local presidents have expressed and/or asked to be presented
- (g) Local responses to specific issues NCOEA has attempted to survey or about which the District is trying to get information out to the locals
- (h) Right-wing attacks – or any attacks by any one or group – on our association, its members, or public education
- (i) Particularly successful FCPE drives
- (j) Significant educational support or attacks by local politicians, especially needing a response by NCOEA
- (k) Censorship issues/attacks

6.09 Regional Representatives shall serve a two year term beginning on June 1 after their election.

3-7 NCOEA REPRESENTATIVE TO THE OEA BOARD OF DIRECTORS, AND NCOEA REPRESENTATIVE TO OEA-RETIRED ADVISORY COUNCIL

3-7.01 The Term of office is three years.

7.02 A. The NCOEA-OEA Board of Directors member(s) represents the NCOEA on the OEA Board of Directors.

B. The OEA-Retired Division Representative represents the NCOEA on the OEA-Retired Advisory Council.

7.03 Prepares written reports to the NCOEA Board of Directors. OEA Board of Directors reports shall be presented monthly in writing.

7.04 Is a voting member of the NCOEA Board of Directors.

7.05 Serves as a voting delegate to the NCOEA Representative Assemblies.

3-8 NCOEA-OEA COMMITTEE RESPONSIBILITIES

3.8.01 NCOEA-OEA Committee members are established by the OEA Constitution. The responsibilities noted here are peculiar to the NCOEA.

- 8.02 Each NCOEA-OEA Committee member shall submit written reports to the Executive Committee, shall attend NCOEA Board of Directors meetings, and shall be voting delegates to the NCOEA Representative Assembly. (BL 9-9)
- 8.03 Each Committee member shall assist the Immediate Past President in development of workshops and professional development.
- 8.04 Each NCOEA-OEA Committee member shall present the opinions and reactions of the NCOEA at the State Committee meeting.
- 8.05 NCOEA-OEA Committee members are voting members of the NCOEA Executive Committee. (BL 7-1)

NCOEA-OEA STANDING COMMITTEES

- 8.06 CONVENTION PLANNING COMMITTEE
- A. Term: Three (3) years.
 - B. The chairperson of this committee shall be the NCOEA representative to the OEA Convention Planning Committee.
 - C. This committee is responsible for making all plans, arrangements, deadlines for reports, for getting approval of the budget, and for approving the handbook before printing for the NCOEA Representative Assembly. The handbook will be distributed by the Executive Secretary.
- 8.07 RESOLUTIONS COMMITTEE
- A. Term: Three (3) years.
 - B. The chairperson of this committee shall be the NCOEA representative to the OEA Resolutions Committee.
 - C. This committee shall draw up the NCOEA platform and screen proposals for resolutions prior to the Delegate Assembly and the committee is responsible for seeing that the proposals are printed in the handbook.
- 8.08 LEGISLATIVE COMMITTEE
- A. Term: Three (3) years.
 - B. The chairperson of this committee shall be the NCOEA Representative to the OEA Legislative Committee.
 - C. 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 NCOEA Board of Directors; be available to any of the local associations in the district as a resource person; plan FCPE activities.

NCOEA-OEA CORE FUNCTION COMMITTEES

- 8.09 COLLECTIVE BARGAINING
- A. Term: Three (3) years
 - B. The chairperson of this committee shall be the NCOEA Representative to the OEA Collective Bargaining Core Function Committee.

- C. This committee shall be responsible for recommending to the OEA Board of Directors and other appropriate entities the creation of OEA policies that ensure the planning, implementation, and regular assessment of a collective bargaining program that meets the needs of local affiliates.

8.09 MEMBER RIGHTS AND PROTECTION

- A. Term: Three (3) years
- B. The chairperson of this committee shall be the NCOEA Representative to the OEA Member Rights and Protection Core Function Committee.
- C. This committee shall be responsible for recommending to the OEA Board of Directors and other appropriate entities the creation of OEA policies that ensure planning, implementation, and regular assessment of a member rights and protection program that meets the needs of local affiliates by addressing such issues as lobbying, political action, contract bargaining and enforcement and related strategy development, human and civil rights diversity.

8.10 PROFESSIONAL EFFICACY

- A. Term: Three (3) years
- B. The chairperson of this committee shall be the NCOEA Representative to the OEA Professional Efficacy Core Function Committee.
- C. This committee shall be responsible for recommending to the OEA Board of Directors and other appropriate entities the creation of OEA policies that ensure planning, implementation, and regular assessment of a professional development program that assists local affiliates to address professional development issues, promotes the OEA's legislative agenda, and meets the needs of locals and supports the professional growth of members.

8.11 LOCAL DEVELOPMENT AND TRAINING

- A. Term: Three (3) years
- B. The chairperson of this committee shall be the NCOEA Representative to the OEA Local Development and Training Core Function Committee.
- C. This committee shall be responsible for recommending to the OEA Board of Directors and other appropriate entities the creation of OEA policies that ensure planning, implementation, and regular assessment of a statewide local development and training program that meets the needs of and strengthens local affiliates in accordance with the OEA's effective locals initiative.

8.12 ORGANIZING STRATEGY

- A. Term: Three (3) years
- B. The chairperson of this committee shall be the NCOEA Representative to the OEA Organizing Strategy Core Function Committee.
- C. This committee shall be responsible for recommending to the OEA Board of Directors and other appropriate entities the creation of OEA policies that ensure planning, implementation, and regular assessment of an internal and external organizing program that meets the needs of local affiliates and supports their development.

3-9 NCOEA BOARD OF DIRECTORS LIMITS OF RESPONSIBILITY AND DEFINITIONS

- 3-9.01 The NCOEA Board of Directors shall consist of the President, Vice-President, Recording Secretary, Immediate Past President, the District's OEA Executive Committee member(s), the NCOEA Representatives elected from each of the Seven (7) Regions, and the chairpersons of the NCOEA-OEA Committees, and one member-at-large from each of the following units: Retired Teachers, Higher Education Personnel, Teacher Education Students, Education Support Professionals; and any officially recognized OEA caucus (OEA Women's Caucus and DLAMC).
- 9.02 The Executive Board shall implement motions and resolutions approved by the Representative Assembly. (BL 4-1)
- 9.03 Devise and put into operation other measures not inconsistent with the objectives of the Association. (BL 4-1)
- 9.04 Set the time and approve all necessary arrangements for the Representative Assembly. (BL 4-1)
- 9.05 Employ all persons of the Executive Staff, set their salaries, and define their duties. (BL 4-1)
- 9.06 Present an annual report to the Representative Assembly of all activities of the Association. (BL 4-1)
- 9.07 Interpret the Constitution and Bylaws. (BL 4-1)
- 9.08 Have power by reasons of national emergency or natural calamity to suspend or eliminate any scheduled meetings of the Representative Assembly. (BL 4-1)
- 9.09 Establish and maintain procedures for granting or withdrawing units of representation. (BL 4-1)
- 9.10 Approve appointments of all committees except where otherwise ordered by the Representative Assembly or otherwise provided by the Constitution or Bylaws. (BL 4-1)
- 9.11 Receive and review all reports and programs of the various committees and commissions of the NCOEA. (BL 4-1)
- 9.12 Recognize Board of Directors members when they have served on the committee a minimum of four (4) years with a plaque to be given at the May meeting.

3-10 NCOEA REPRESENTATIVE ASSEMBLY RESPONSIBILITIES AND DESCRIPTION

- 3.10.01 There shall be a Representative Assembly held in the fall of each year and there shall be a Representative Assembly held in the spring of each year. (BL 9-1)
- 10.02 The fall assembly will be the primary business meeting, at which time business will include but not be limited to resolutions, adopting budgets, conducting an OEA Delegate Briefing, legislation, and conduct any other business. (BL 9-1)
- 10.03 The spring assembly shall elect NCOEA officers, NCOEA representatives to OEA Committees, adopt the budget, conduct an OEA Delegate Briefing, and conduct any other necessary business. (BL 9-1, 9-2)

3-11 NCOEA STANDING COMMITTEE RESPONSIBILITIES

- 3-11.01 The standing committees of the NCOEA shall be the Nominations and Elections Committee, the Retirement Committee, the Constitutional Proposals Committee, the Inservice Committee, the Public Relations and Publications Committee, the Professional Services Evaluations Committee, and the District Workshop Committee.
- 11.02 The Nominations and Election Committee members will be named by the president in June. 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.
- 11.03 The Vice President shall chair the Constitutional Proposals Committee. This committee shall, at the direction of the Representative Assembly or at the direction of the NCOEA Board of Directors, prepare constitutional amendments for the consideration of the Delegate Assembly. The Constitutional Proposal Committee shall continuously review the Constitution and Bylaws, proposing changes as necessary.
- 11.04 The Public Relations and Publications Committee shall be appointed by the president. This committee shall include the “Chalkdust” editor and webmaster.
- 11.05 The District Workshop Committee shall be chaired by the Immediate Past President. The duties of this committee may include Presidents and Local Leaders workshop.
- 11.06 Professional Services Evaluations Committee consisting of all officers plus one member who is not an officer be appointed to handle evaluations for our professional services.

3-12 MEMBERSHIP DEFINITION

- 3-12.01 BYLAW 2-1 - Active members shall be those who fulfill educational roles recognized and described by the OEA Constitution, including those who are on official leaves of absences and those who are unified members of the local association, where eligible, the OEA and the NEA.
- 12.02 BYLAW 2-4 - Education students may become student members of the Association by payment of established dues. They are eligible to attend functions open to regular members.
- 12.03 BYLAW 2-3 - Retired teachers may become retired members of the Association if they are members of the OEA and NEA Division of Retired Teachers and by payment of established dues. They are eligible to attend functions open to all regular members.
- 12.04 The dues for membership are:
 - A. \$13.00 for active educators working full-time
 - B. \$6.50 for active educators working half-time or less
 - C. \$6.50 for Education School Professionals working full-time
 - D. \$3.25 for Education School Professionals working half time or less
 - E. \$1.00 for retired members
 - F. \$1.00 for student members

3-13 **“CHALKDUST” EDITOR**

- 3-13.00 The “Chalkdust” editor will serve as a member of the Public Relations and Publications Committee.
- 13.01 The “Chalkdust” editor will be responsible for gathering articles and information to be used in “Chalkdust”. The editor will edit the articles for publication.
- 13.02 The “Chalkdust” editor will gather newsletters from local associations as a source of information for “Chalkdust” articles.
- 13.03 The “Chalkdust” editor will set the format for the publication; that format must be approved by the Board of Directors.
- 13.04 The “Chalkdust” editor will be responsible to arrange printing and distribution of the “Chalkdust” with approval of the Board of Directors.
- 13.05 The Board of Directors will have an opportunity to review each issue of “Chalkdust” before distribution. The Board of Directors will have final responsibility for contents of the publication. The Board of Directors has veto power over the distribution of all “Chalkdust” issues.
- 13.06 At least five (5) issues of “Chalkdust” will be printed each year.

13.07 The editor, or the editor's designee, shall attend all Board of Directors meetings and Representative Assemblies.

4-1 ELECTIONS AND RECALL (S.O.P.)

- 4-1.01 Nominations for NCOEA Officers, NCOEA-OEA Board of Directors representatives, and Regional Representative shall be governed by bylaws 6-1 and 6-2.
- 1.02 Recall of an officer shall be governed by bylaw 6-4.
- 1.03 Regional Representatives may be recalled for misfeasance, malfeasance or non-feasance of duty. Such a recall of a Regional Representative shall be governed by provisions of NCOEA bylaw 8-6

4-2 REPRESENTATIVE ASSEMBLIES

4-2.10 NCOEA Representative Assemblies (S.O.P.)

- 2.11 The Convention Planning Chairman and the Representative Assembly Committee have the responsibility of planning the Assemblies.
- 2.12 The NCOEA Fall Assembly shall be in November. The date and place should be set by the previous May.
- 2.13 The date and place of the Spring Assembly should be set by November.
- 2.14 The NCOEA president or the president's designee shall contact persons to (1) give the invocation or words of inspiration; (2) lead the Pledge of Allegiance; (3) serve as parliamentarian; (4) act as a timer.
- 2.15 The Convention Planning Committee shall assist the Executive Secretary Treasurer in preparing the Representative Assembly.
- 2.16 The Convention Planning Committee shall contact persons to give the following reports: (1) Board of Directors, (2) Financial, (3) OEA, (4) Workshops, (5) NEA, (6) NCOEA-OEA Committees.

4-2.20 OEA Representative Assemblies

- 2.21 OEA Representative briefing shall be held in conjunction with the NCOEA Representative Assembly.
- 2.22 NCOEA-OEA Representatives-at-Large shall be reimbursed in accordance with the guidelines in SOP 4-7.08.

4-3 REPRESENTATIVE ASSEMBLY DIRECTIVES

- 4-3.01 Resolutions or motions passed by the Representative Assembly that require action by the Board of Directors shall be acted upon in the following manner:
 - 3.02 The member making the motion may be invited to either write a letter expressing his reasons for making the motion, or be invited to testify before the appropriate committee of the Association as to the reasons for the motion.
 - 3.03 The President, or the Board of Directors, may appoint a person or persons to suggest appropriate action by the officers of the Association that would lead to fulfillment of the intent of the motion.
 - 3.04 The Board of Directors shall implement action as quickly as is consistent with logic and reason that, in the opinion of the Committee, will lead to successful implementation of the intent of the motion.

4-4 NCOEA SCHOLARSHIP FUND GUIDELINES

- 4-4.01 As approved by the 1982 NCOEA Fall Representative Assembly (RA) and revised by the 1989 Spring RA, the NCOEA Scholarship Fund shall be in the amount of one thousand (\$1,000.00) plus fifty cents (50) per member.
 - 4.02 The Scholarship Fund shall provide a minimum of seven (7) scholarships for the OEA Leadership Academy. The remainder of the fund may provide for attendance at OEA/NEA workshops/conferences or may provide additional scholarships to the Leadership Academy.
 - 4.03 Money from the Scholarship Fund shall pay for registration and housing fees when housing is necessary.
 - 4.04 An individual may receive only one scholarship/grant per school year.
 - 4.05 Payment from the Fund shall be made directly to OEA or as reimbursement to the individual upon presentation of receipts.
 - 4.06 The NCOEA Board of Directors has the final approval over all applications. Priority will be given to first time applicants. If the Board of Directors must act on any application, such action will occur at the Board of Directors meeting prior to the registration deadline or the workshop or the Leadership Academy.
 - 4.07 Application for Scholarship Funds must be made on the approved NCOEA forms.

- 4.08 Completed Leadership Academy applications must be turned in before the beginning of the last Board of Directors meeting in May. Action will be taken on the application at the NCOEA Board of Directors meeting prior to the registration deadline for the workshop or Academy. Scholarship applications for other approved OEA/NEA events will not be accepted prior to thirty (30) days preceding the Board of Directors meeting.
- 4.09 Applicants should be members of NCOEA, but exceptions can be made in the case of locals in the process of organizing (at the discretion of the Board of Directors).
- 4.10 If there are budgetary constraints, the number of applicants approved may be limited. Priority shall be given to applicants from locals having the greatest need.
Tier 1: For any one event such as the Leadership Academy, each local will be eligible for two (2) scholarships.
Tier 2: If funds are still available in the Leadership Training budget accounts and additional applicants remain, locals would be eligible for further participants on a pro-rated basis of one additional scholarship per 100 members: Any local with at least 101 members would receive one additional scholarship (total of 3); Any local with at least 201 members would receive one additional scholarship (total of 4); Any local with at least 301 members would receive one additional scholarship (total of 5).
Tier 3: If funds are still available in the Leadership Training accounts and additional applicants remain the funds would be divided among the remaining applicants (up to the amount granted in Tiers One and Two).
- 4.11 Applicants will be notified by the Executive Secretary-Treasurer concerning the action taken by the Board of Directors.
- 4.12 Application forms and copies of the guidelines will be sent to local presidents annually. Additional copies will be available upon request through Executive Committee members or the Executive Secretary-Treasurer.
- 4.13 Information concerning the Scholarship Fund and availability of forms will be periodically published in *Chalkdust*.
- 4.14 If a scholarship recipient does not attend the approved conference and does not send an alternate to said conference, then the scholarship recipient is responsible for reimbursing the NCOEA the amount of the scholarship.
- 4.15 Anyone receiving an NCOEA Scholarship/Grant has to make a donation to FCPE (Fund for Children and Public Education) for that current year.

4-5 FRIEND OF EDUCATION AWARD

4-5.01 The Ohio Education Association states that the purpose of the “Friend of Education Award” is to recognize an individual or organization that has made a significant contribution to the school district and/or education profession. It is also designed to help weld the local association to community leaders and project to the community the concerns of educators. The North Central Ohio Education Association wishes to support actively this endeavor and to present a district award.

5.10 CRITERIA

5.11 The individual or organization must be outside the school district education community. (Teachers, administrators, school boards, etc. shall be excluded).

5.12 The contributions of the individual or organization must be significant to at least one local in our district, and the contribution shall be long-term and on-going, impacting upon large numbers of students in the district(s).

5.13 Our district will award a maximum of six (6) Friend of Education awards per year. It is recommended that no more than one (1) per county be awarded.

5.20 LIMITATIONS

5.21 Each local shall nominate only one person or organization per year.

5.22 Each nominee must have been chosen for a similar award from the nominating local within the past 12 months.

5.30 SELECTION PROCESS

5.31 All applications shall be completed by February 28 and returned to the NCOEA Executive Secretary-Treasurer or designee.

5.32 The “Friend of Education Award” Committee shall review the applications and make their selections (maximum of three) by the March Board of Directors meeting. The Award Committee may contact the local districts for additional information about their award candidates.

5.33 At the March Board of Directors meeting the selection(s) shall be approved or rejected by the vote of the Board of Directors.

5.34 Presentation of the Award(s) shall be done in a meeting of the organization or a group to which the recipient belongs, at the NCOEA Spring Assembly, and/or at another appropriate place or time.

5.35 All award recipients shall receive recognition from NCOEA.

- 5.36 If a selection is rejected at the March Board of Directors meeting, the Friend of Education Committee shall review the applications again and recommend a new selection at the April meeting.

4-6 GUIDELINES FOR LOCAL ASSOCIATION INSERVICE PROGRAM REIMBURSEMENTS

- 4-6.01 Once each school year, the North Central Ohio Education Association will reimburse local associations up to one dollar (\$1.00) per member, based on the previous year's membership as listed by the Ohio Education Association, for inservice programs, if the following requirements are met:
- A. Planning for the inservice program(s) should be in conjunction with the NCOEA affiliated local, and teachers should be involved in the planning process.
 - B. Application for the reimbursement money should be made by the president of the affiliated local. The application shall be made prior to April 30.
 - C. Written and/or oral credit of NCOEA's financial reimbursement should be a part of the inservice(s).
 - D. Reimbursement will not exceed the total costs of the inservice(s) for the year. The check will be made payable to the local association only. No checks will be made payable to individuals or to boards of education.
 - E. Application for payment **MUST** be on the NCOEA voucher form for inservice reimbursement. It **MUST** be signed by the local association president.

4-7 AUTHORIZED EXPENDITURES (S.O.P.)

- 4-7.01 Payment for AUTHORIZED expenditures may be made with valid vouchers without the individual approval of the Board of Directors. One time expenditures will not be listed in this section.
- 7.02 The Executive Secretary-Treasurer shall pay expenses from the appropriate budget item, for legitimate expenses incurred by officers of the Association during an official discharge of their duties upon receipt of a valid voucher for such expenses.
- 7.03 VALID VOUCHERS for expenses shall include a description of the purpose of the meeting, distance to and from the meeting place, and an itemized list of other expenses incurred. All vouchers must be signed by the officer or person requesting reimbursement and the Executive Secretary.
- 7.04 Mileage expenses shall be reimbursed at the IRS rate per mile.

- 7.05 The Executive Secretary shall act as the official fiscal officer and shall be bonded. The bonding fee shall be paid by the Association unless paid by OEA.
- 7.06 DISTRICT LEADERS COUNCIL shall be supported with a self-assessed fee as determined by the District Leaders Council and approved by a majority vote of the Board of Directors.
- 7.07 Financial support for projects, awards, displays, etc., shall be awarded if prior approval is given by the NCOEA Board of Directors.
- 7.08 All NCOEA members fulfilling approved NCOEA district responsibilities shall be reimbursed for any necessary travel expenses according to guidelines which are consistent with the OEA rates for meals and lodging.
- 7.09 It is the responsibility of NCOEA members to fulfill their commitments to reservations. Without cancellation in a timely manner, the member shall be responsible for reimbursing the NCOEA the loss incurred.

4-8 EMPLOYMENT PROCEDURES (S.O.P.)

- 4-8.01 EMPLOYMENT of all paid employees of the Association shall be on an annual basis except those hired for temporary purposes.
- 8.02 A WRITTEN CONTRACT shall be issued to such employee which has been agreed to by both the employee and the Association by the signature of the employee and by the President on behalf of the Board of Directors.
- 8.03 AUTHORIZATION of all such employment is by a majority vote of the Executive Committee. (See SOP 1-1.09)
- 8.04 NEGOTIATIONS of the terms of the contract may be by either party; but such negotiation must be concluded and final disposition agreed upon by at least thirty days before the expiration of the current employment of the person(s) involved in the contract. In matters of contractual dispute, the majority vote of the Board of Directors shall determine the final disposition.
- 8.05 EXCEPTIONS to the annual contract etc., are to be those employees who are hired for temporary purposes, for emergencies as defined by action of the Executive Committee, or by the Executive Secretary-Treasurer for any purpose which he/she deems necessary for the fulfillment of dictates made by either the Board of Directors or the Representative Assembly, but which may not exceed the budget item allotted for such purposes without prior approval of the Board of Directors.

4-9 PRINTED DISTRIBUTIONS

4-9.01 Minutes

9.02 OFFICIAL MINUTES OF THE ASSOCIATION shall be recorded by the elected Secretary and transmitted in the most convenient form to the Executive Secretary-Treasurer.

9.03 Preparation for duplicating and distribution shall be done by the Executive Secretary-Treasurer.

9.04 Minutes of Board of Directors meetings shall be distributed to:

- (1) Members of the Board of Directors
- (2) Appointed officials expected to attend the Board of Directors meeting
- (3) Appropriate OEA persons

9.05 The NCOEA Board of Directors minutes mailed out shall include a summary of all reports and/or a complete report if requested by the maker of the report.

9.06 A brief summary of the minutes of all NCOEA Board of Directors meetings shall be made by the secretary and given to the “Chalkdust” editor. (BL 7-3)

9.10 BOARD OF DIRECTORS HANDBOOKS (S.O.P.’s and Constitution & By-laws)

9.11 Handbook will be reviewed annually by the handbook committee.

9.12 A handbook will be issued to each member of the Board of Directors at the beginning of his or her term.

Latest additions made and approved by Board of Directors November 6, 2008