

OHIO ASSOCIATION of
DEVELOPMENTAL DISABILITIES PROFESSIONALS

CONSTITUTION AND BYLAWS

Adopted 1983
Revised 2007
Revised 2010

CONSTITUTION OF THE OHIO ASSOCIATION OF DEVELOPMENTAL DISABILITIES PROFESSIONALS

PREAMBLE

We, as members of the United Education Profession, unite to advance the growth of the education and habilitation of individuals with developmental disabilities and to provide a collective voice for the professional, paraprofessional, and support staff working with persons with developmental disabilities, hereby adopt this constitution.

BILL OF RIGHTS

This organization recognizes the EDUCATORS' BILL OF RIGHTS as stated in the CONSTITUTION OF THE OHIO EDUCATION ASSOCIATION.

This organization recognizes the CODE OF ETHICS of the Education Profession.

ARTICLE I

NAME, GOALS AND OBJECTIVES

AUTHORITIES FOR GOVERNANCE

- Section 1.** Name: The name of this department shall be THE OHIO ASSOCIATION OF DEVELOPMENTAL DISABILITIES PROFESSIONALS.
- Section 2.** Goals and Objectives: The goals of this department shall be as stated in the PREAMBLE.
- Section 3.** Governance: This department shall be governed by this constitution, the by-laws, and in accordance with the CONSTITUTION OF THE OHIO EDUCATION ASSOCIATION.

ARTICLE II

MEMBERSHIP AND VOTING

- Section 1.** Membership: Membership shall be open to any member of the UNITED EDUCATION PROFESSION, or Ohio Education Association- Retired and shall abide by CODE OF ETHICS of the Education Profession.
- Section 2.** Voting: The one member, one vote principle for representation of its governing bodies shall apply. Elections shall be conducted in accordance with the by-laws.

Section 3. Election of Officers: All elections shall be conducted with open nominations and secret ballot in accordance with by-laws.

Section 4. Classification of Officers: The officers of this organization shall be Chairperson, Vice-Chairperson, Secretary and Treasurer.

ARTICLE III

EXECUTIVE COMMITTEE

Section 1. Executive Committee: The Executive Committee shall be composed of the officers, and the immediate past-chairperson, and the President or designee from each County Board of DD Association.

Section 2. It is the policy of this Association and it shall take all legally permissible steps through the year 2004 to achieve governance and delegate representation of ethnic minority at least proportionate to the ethnic minority membership in the Association.

ARTICLE IV

COMMITTEES

Section 1. Committees: All Committees shall be appointed in accordance with the By-laws.

ARTICLE V

DUES

Section 1. Dues: The Executive Committee shall determine the dues structure to adequately fund a quality program.

ARTICLE VI

MEETINGS

Section 1. Meetings: There shall be a minimum of three meetings per year to conduct election of officers and maintenance of business items.

ARTICLE VII

ORGANIZATIONAL YEAR

Section 1. Organizational Year: The fiscal and membership year shall be September 1 through August 31.

ARTICLE VIII

AMENDMENT OF CONSTITUTION AND BY-LAWS

- Section 1.** Proposal of Amendments: The Constitution may be amended by a majority of the members voting at the annual meeting. Proposed amendments shall be circulated by mail to each County Board of DD Association and OADDP Executive Committee members no later than 10 days prior to the annual meeting.

ARTICLE IX

RATIFICATION OF THE CONSTITUTION

- Section 1.** Ratification: Ratification of this constitution and by-laws shall become effective upon acceptance of the OEA Executive Committee.

**BY-LAWS OF THE OHIO ASSOCIATION OF
DEVELOPMENTAL DISABILITIES PROFESSIONALS**

1. EDUCATORS' BILL OF RIGHTS

1.1 Proclamation:

The Proclamation of the Ohio Association of Developmental Disabilities Professionals shall be as stated in the OEA Constitution and By-laws.

1.2 Rights as a Professional:

Rights as a Professional shall be as stated in the OEA Constitution and By-laws.

1.3 Rights as an Employee:

Rights as an Employee shall be as stated in the OEA Constitution and By-laws.

2. MEMBERSHIP

2.1 Membership:

Members shall belong to the United Education Profession or the Ohio Education Association- Retired.

2.2 Rights and Limitations:

The right to vote and to hold elective office or appointed position shall be limited to members.

2.3 Membership Year:

The membership year shall be September 1 to August 31.

2.4 Membership Dues:

The Executive Committee shall determine the dues structure to adequately fund a quality program.

3. ELECTIONS

3.1 Election of Officers:

a. Notice of elections shall be mailed with notice of annual meeting.

- b. Nominations shall be accepted from the floor at the meeting.
- c. Anyone nominated must accept nomination.
- d. Elections shall be held by secret ballot at the meeting.
- e. All ballots, marked, unmarked and voided, and all other records pertaining to the election of officers of this Association and OEA and NEA delegates and alternates shall be preserved for one year from the date the election was held and such ballots and other records shall be made available to OEA offices upon request for inspection and examination.
- f. In the event that no one receives a majority vote, a run-off election shall be held between the two highest vote getters.
- g. Officers shall assume responsibility immediately.

3.2 Term of Office:

Term of office shall be two years.

4. OFFICERS

4.1 The officers of this organization shall be: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

4.2 Duties of Officers:

- a. Chairperson shall:
 - 1. Call and preside over all meetings of the organization.
 - 2. Appoint all members of standing committees, who shall be approved by the Executive Committee prior to becoming functional.
 - 3. Appoint special committees, which shall be approved by the Executive Committee prior to their becoming functional.
- b. Vice-Chairperson shall:
 - 1. Perform duties of the chairperson in his or her absence.
 - 2. Perform other duties as assigned by the Chairperson.
- c. Secretary shall:
 - 1. Conduct correspondence of the organization at the direction of the Chairperson or the Executive Committee.
 - 2. Keep a record of all proceedings of the organization.

3. Forward copies of such minutes to all members of the Executive Committee.
 4. Notify members of all meetings.
 5. Send notification of upcoming election, with notice of the annual meeting thirty days in advance of such date.
 6. Provide copies of the Constitution and By-laws to members as requested.
- d. Treasurer shall:
1. Have charge of all funds of the organization.
 2. Disburse funds on official order of the Executive Committee.
 3. Prepare the annual budget.

5. EXECUTIVE COMMITTEE

5.1 Members of the Executive Committee:

The members of the Executive Committee shall consist of:

- a. Elected officers.
- b. Immediate past Chairperson.
- c. The President or designee from each County Board of DD Association.

5.2 Duties of the Executive Committee:

The duties shall be to:

- a. Conduct the business and affairs of the department in accordance with the Constitution and By-laws.
- b. Approve the annual budget.
- c. Approve disbursement of funds as defined in the budget.
- d. Establish an annual dues structure to adequately fund a quality program.
- e. Appoint and approve committees upon recommendation of the chairperson.
- f. Prepare the agenda for the meetings.
- g. Act as governing body between meetings.
- h. Meet as necessary to properly conduct business as determined by the officers.
- i. The Executive Committee shall periodically report organizational activities to the general membership of the organization.

6. COMMITTEES

6.1 The Subcommittees of this organization shall be: Finance, Local Assistance, Legislative, Contract, and Communication.

6.2 Goals of Committees shall be:

- a. Funding – To improve knowledge of County Board of DD funding.
- b. Local Assistance – To encourage information sharing among County Board of DD locals.
- c. Legislative: To represent County Board of DD locals with respect to legislation.
- d. Collective Bargaining: To research materials that will assist in designing more effective and serviceable collective bargaining agreements for County Board of DD locals.
- e. Communication: To correlate and disseminate information gathered by the committee in the form of a newsletter.

7. EMERGENCY MEETINGS

7.1 Emergency Meetings:

The Chairperson or five members of the Executive Committee shall call emergency Meetings. Such members must state purpose of the meeting two weeks prior to the meeting.

8. CONDUCTION OF MEETINGS

8.1 Robert's Rules of Order:

All meetings shall be conducted according to *Robert's Rules of Order*.

9. AMENDMENTS

9.1 The By-laws of the organization may be amended by a majority of the members voting at the annual meeting.