

OHIO ASSOCIATION OF MR/DD PROFESSIONALS

CONSTITUTION AND BYLAWS

Organization Date: 1983

# CONSTITUTION OF THE OHIO ASSOCIATION OF MR/DD PROFESSIONALS

## PREAMBLE

We, as members of the United Teaching Profession, unite to advance the growth of the education and habilitation of mentally retarded/developmentally disabled individuals and to provide a collective voice for the professional and paraprofessional staff working with mentally retarded/developmentally disabled persons, 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 MR/DD 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 TEACHING PROFESSION, and shall abide by the 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

BOARD OF GOVERNORS

- Section 1. Board of Governors: The Board of Governors shall be composed of officers, at large members, and immediate past-president.
- Section 2. Administrative Representation: Administrator member(s) shall be elected to the representative governance body in proportion to the administrative membership in the Ohio Association of MR/DD Professionals.
- Section 3. It is the policy of this Association and it shall take all legally permissible steps through the year 1999 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 Board of Governors 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 quorum of two-thirds of the members voting at the annual meeting. Proposed amendments shall be circulated by mail to 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 MR/DD PROFESSIONALS

#### 1. EDUCATORS' BILL OF RIGHTS

##### 1.1 Proclamation:

The Proclamation of the Ohio Association of MR/DD 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 Teaching Profession.

##### 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 Board of Governors shall determine the dues structure to adequately fund a quality program.

#### 3. ELECTIONS

##### 3.1 Nominating Committee and Election of Officers:

a. The nominating committee, appointed by the Chairperson and approved by the Board of Governors, shall consist of the immediate past chairperson

and three appointed members.

- b. The nominating committee shall submit a slate of officers and at large members, one from each MR/DD Association, at least thirty days prior to the annual meeting.
- c. The secretary shall be instructed to mail this information to the membership with an announcement of the meeting.
- d. Nominations shall be accepted from the floor at the meeting.
- e. Elections shall be held by secret ballot at the meeting.
- f. 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.
- g. In the event that no one receives a majority vote, a run-off election shall be held between the two highest vote getters.
- h. 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 Board of Governors prior to becoming functional.
- 3. Appoint special committees which shall be approved by the Board of Governors 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.
- 3. Become a member of the Nominating Committee.

c. Secretary shall:

- 1. Conduct correspondence of the organization at the direction of the Chairperson or the Board of Governors.
- 2. Keep a record of all proceedings of the organization.
- 3. Forward copies of such minutes to all members of the Board of Governors.
- 4. Notify members of all meetings.
- 5. Send notification of the nominating committee report, 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 Board of Governors.
3. Be a member of the Budget Committee.

## 5. BOARD OF GOVERNORS

### 5.1 Members of the Board of Governors:

The members of the Board of Governors shall consist of:

- a. Elected officers.
- b. Immediate past Chairperson.
- c. Elected at large members, one from each MR/DD Association.

### 5.2 Duties of the Board of Governors:

The duties shall be to:

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

## 6. COMMITTEES

### 6.1 The Committees of this organization shall be: Finance, Member Information/Local Assistance, Legislative, Contract, and Communication.

### 6.2 Goals of Committees:

- a. Finance - To achieve greater knowledge of state finances for the 169 Programs throughout the state.
- b. Member Information/Local Assistance - To create more awareness of MR/DD Programs and provide these Programs with materials and information pertinent to their needs. To coordinate Program Information and needs with OEA staff and ascertain where common guidelines may be developed.
- c. Legislative - To monitor and advise membership of new Legislative Policies

or Rule changes relevant to MR/DD Programs.

- d. Contract - To research materials that will assist in designing more effective and serviceable Agreements for MR/DD Programs (Contracts, Ohio Civil Service Laws & Rules, 169 Rules and Regulations, State Rules and Standards)
- e. Communication - To correlate and disseminate information gathered by the committee in the form of a newsletter.

## 7. EMERGENCY MEETINGS

### 7.1 Emergency Meetings:

Emergency Meetings shall be called by the Chairperson or five members of the Board of Governors. Purpose of the meeting must be stated by such members 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 quorum of two-thirds of the members voting at the annual meeting.