

OHIO ASSOCIATION of
SPECIAL NEEDS DEVELOPMENTAL DISABILITIES PROFESSIONALS

CONSTITUTION AND BYLAWS

Adopted 1983
Revised 2007
Revised 2010
Revised 2014
Revised 2016
Revised 2018

**CONSTITUTION OF THE OHIO ASSOCIATION OF
SPECIAL NEEDS 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 **special needs developmental disabilities** and to provide a collective voice for the professional, paraprofessional, and support staff working with persons with **special needs 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 **SPECIAL NEEDS 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, and At-Large Representative(s) elected by and from **OASNP** **OADDP** members working in OEA School District Locals.

Section 2. It is the policy of this Association and it shall take all legally permissible steps 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 **OASNP** ~~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
SPECIAL NEEDS DEVELOPMENTAL DISABILITIES PROFESSIONALS**

1. EDUCATORS' BILL OF RIGHTS

1.1 Proclamation:

The Proclamation of the Ohio Association of **Special Needs 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.

3.3 Election of School District Representatives

- a. Notice of elections shall be mailed to School District Members with notice of annual meeting.
- b. School District Members may obtain and file a declaration of candidacy on the **OASNP** **OADDP** website.
- c. Ballots will be sent one month prior to the Annual Meeting.
- d. All ballots must be returned by the Annual Meeting.
- e. All ballots, marked, unmarked and voided, and all other records pertaining to the election of School District Representatives 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. School District Representatives shall assume responsibility immediately at the Annual Meeting.

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.
- d. Three At-Large Representatives elected by and from **OASNP** **GADDP** members working in OEA School District Locals.

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, Collective Bargaining, Communication, Public Relations, Membership, Professional Issues, Elections, Budget, Audit, and Constitution & Bylaws.

6.2 Goals of Committees shall be:

- a. Funding – To improve knowledge of funding of programs and services for persons with **special needs** **Developmental Disabilities**, including County Board of DD funding.
- b. Local Assistance – To encourage information sharing among **Special Needs** **DD** Professionals in County Board of DD Locals and Local School Districts.
- c. Legislative: To represent **Special Needs** **DD** Professionals in County Boards of DD and Local School Districts with respect to legislation, including candidate endorsement/campaigning, FCPE fund collections, levy/bond campaigning, seeking membership involvement in relevant local, state, and national political affairs.

- d. Collective Bargaining: To research materials that will assist in designing more effective and serviceable collective bargaining agreements for **Special Needs DD** Professionals in County Boards of DD and Local School Districts.
- e. Communication: To correlate and disseminate information gathered by the committee in the form of a newsletter, website, and other digital communications.
- f. Public Relations – Promotes **OASNP OADDP** to the general community.
- g. Membership – Markets **OASNP OADDP** membership to **Special Needs DD** Professionals in local school districts and CBDDs. Maintains membership rolls, conducts and/or assists with membership drives, works in conjunction with the treasurer.
- h. Professional Issues – Responds to legislative and professional challenges; standards for services, staff, programs, and providers; viability of CBDDs; etc.
- i. Elections –Protects the integrity of an election or vote and ensures that elections are conducted in accordance with the guidelines set forth in the OEA Election Manual and with local, state, and national constitutions
- j. Budget - Prepares a budget giving estimates of income and expenditures, including a separate estimate for each committee, for the future fiscal year.
- k. Audit - Checks accuracy of accounting procedures.
- l. Constitution and Bylaws – Reviews and submits C&B to OEA when amended or every five years and maintains compliance with the OEA Model Constitution and Bylaws for Local Associations.

6-3 Necessary sub-committees may be appointed, as needed, by the **OASNP OADDP** chairperson and approved by the **OASNP OADDP** Executive Committee. Ad hoc, or temporary committees, may be created and disbanded to deal with short-term issues and projects. Each committee chairperson should have a written list of responsibilities and be responsible to the **OASNP OADDP** Board of Directors/Executive Committee.

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* **Newly Revised**.

9. AMENDMENTS

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