

Ohio Educational Service Center Association

OESCA

Constitution & Bylaws

- Amended September 15, 2010 -

ARTICLE I – Name

This organization shall be known as the Ohio Educational Service Center Association.

ARTICLE II – Purpose

The Ohio Educational Service Center Association (OESCA) represents the governing boards, superintendents, teachers, supervisors and other personnel of Ohio's Educational Service Centers and seeks to promote excellence in education through the quality services provided by its member organizations.

OESCA and its members provide leadership and services that enable school districts to increase student achievement and improve Ohio's educational system.

ARTICLE III – Membership

Section 1. Membership in OESCA is an organizational membership consisting of each Educational Service Center.

Section 2. Active voting membership in this organization shall be open to ESC Superintendents as the representative of each Educational Service Center.

Section 3. Association Honorary memberships may be extended on an annual basis to any person approved by a majority vote of the Executive Committee. Any superintendent of an active member ESC can suggest a person for honorary membership to the Executive Committee. An honorary member may participate in the programs and activities of the Association, but cannot hold office or vote on any Association business.

Section 4. All active members of this organization shall, upon retirement from active service under the State Teachers Retirement System, or other Ohio public pension system servicing education professionals, automatically become honorary members and eligible for retiree membership privileges.

Section 5. Any employee of an Educational Service Center may become an associate member. The associate member may participate in organization activities but does not have voting powers and cannot hold office.

ARTICLE IV – Officers and Their Duties

Section 1. List of Officers. The officers of this Association shall be a President, President-elect, secretary, and past-President.

Section 2. President. The President shall preside at all meetings of the Association, shall be a member of and preside over the Executive Committee meetings, and shall be an ex-officio member of all committees. The President is also responsible for the annual evaluation of the Executive Director. The President also serves as the arbiter of any violations of Association rules and the OESCA Code of Professional Ethics.

Section 3. President-elect. In the absence of the President, or in case of his inability to serve, the President-elect shall assume the duties of the President. The President-elect shall be a member of the Executive Committee and he/she shall assume the presidency at the conclusion of the President's term of office.

Section 4. Secretary. The Secretary shall keep a record of the proceedings of each meeting of the Association and of the Executive Committee. The Secretary shall be a member of the Executive Committee and he/she shall assume the President-Elect position at the conclusion of the President-Elect's term of office.

Section 5. Executive Committee.

- a. The Executive Committee shall consist of one (1) representative elected from each of the sixteen (16) established geographical regions, the OTESCA President or their designee, the President, the President-elect, Secretary and the immediate Past-President. The Executive Committee is the mechanism through which members have a voice in the Association's operation.
- b. When the Association is not in session, the Executive Committee shall be the final authority in all matters pertaining to the policy of the Association, and in all matters vital to the interest of the Association.
- c. The Executive Committee must confirm of all committee appointments made by the President.
- d. The Executive Committee must approve any and all official position statements of the Association on proposed legislation and/or statewide education issues that directly impact the membership.
- e. The Executive Committee shall meet in August, September, November, January, March, April and June. Additional meetings may be called by the President or 25% of the Executive Committee members.

Section 6. Term of Office.

- a. The President and the President-elect shall be elected for a term of one (1) year. The President is eligible for re-election as President if the President-elect is ineligible or unable to serve as President. The President is eligible for election as Secretary at the expiration of two (2) years following his/her term as President. The term of office all OESCA officers shall begin July 1.
- b. Regional Representatives to the Executive Committee shall be elected for off-setting, two year (2) year terms as follows:

Odd Numbered Years: Regions 1, 3, 5, 7, 9, 11, 13, 15

Even Numbered Years: Regions 2, 4, 6, 8, 10, 12, 14, 16

- c. Elections to Executive Committee shall be conducted within the region of representation with all active members of the Ohio Educational Service Center Association being eligible to vote and to be elected.
- d. Duly elected regional representatives to the Executive Committee shall begin their term on July 1 following their election.
- e. The President may appoint the committees necessary to carry out the functions of the Association. All appointed committees shall serve for a term not longer than the term of the President or be ad hoc unless otherwise provided for in Article X.

ARTICLE V – Dues

Section 1. Annual dues for active members of this Association shall be established by the Membership and Special Projects Committee, formally adopted by the Executive Committee and approved by the membership at the spring business meeting of the Association. Dues shall be payable at the beginning of the membership year. The membership year shall commence on July 1 and end on June 30 of each year.

Section 2. Honorary members shall pay no dues.

Section 3. Associate members shall pay no dues.

Section 4. Retiree member dues shall be established by the Membership and Special Projects Committee, formally adopted by the Executive Committee and approved by the membership at the spring business meeting of the Association. Dues shall be payable at the beginning of the membership year. The membership year shall commence on July 1 and end on June 30 of each year.

Section 5. Business member dues shall be established by the Membership and Special Projects Committee and formally adopted by the Executive Committee. Dues shall be payable at the beginning of the business member membership year which shall commence on January 1 and end on December 31 of each year.

ARTICLE VI – Membership Meetings

Section 1. Regular Meetings. The Association shall hold (2) regular membership business meetings annually at a time and place designated by the Executive Committee.

Section 2. Special Meetings. Special membership or sectional meetings may be called by the President upon his/her own initiative and must be called by the President upon request of the Executive Committee or upon a written request signed fifty percent (50%) of the active members.

Section 3. The Executive Committee shall meet at the call of the President.

- a. A quorum consisting of a majority of members must be present for voting purposes.
- b. Meetings may take place face-to-face in person or through electronic means utilizing teleconference, video conference, or other technologies as necessary and appropriate.

ARTICLE VII – Vacancies

Section 1. Vacancies occurring on any appointed committee may be filled by the President with the concurrence of the Executive Committee.

Section 2. Vacancies occurring on the Executive Committee of any regional representative shall be filled by conducting a special election in that region. If consensus is not reached in a region, the President of the Association shall appoint the representative with concurrence of the Executive Committee. Executive Committee

Section 3. If a vacancy should occur in the Presidency, it shall be filled by having the President-elect assume that office.

Section 4. If a vacancy should occur in the office of President-elect, it shall be filled by having the Secretary assume that office. The Executive Committee office of Secretary will be temporarily filled by an appointment by the Association President with the concurrence of the Executive Committee until the next regular election of the Association.

ARTICLE VIII – Election of Officers

Section 1. The election of officers for the Association shall take place at the spring meeting. Members not able to attend the spring conference may request an absentee ballot from the Secretary twenty (20) days before the conference. All absentee ballots must be in the hands of the Secretary before the final day of the conference.

If circumstances warrant, the Executive Committee may conduct the election by mail or otherwise modify the procedure to ensure that a fair and impartial election is held.

Section 2. A nominating committee consisting of the OESCA officers and Executive Director shall nominate one (1) candidate for the office of Secretary and submit the name at the regular spring meeting of the Executive Committee and Membership.

All candidates shall have given their consent to the nomination.

Section 3. A candidate's name may be added to the ballot by presenting a written request to the Secretary no later than forty-five (45) days before the scheduled election, supported by the signature of at least ten (10) members representing a minimum of four (4) different Association regions.

Section 4. In the event that the annual spring meeting is not held the President-elect shall assume the Presidency on July 1 and the Executive Committee shall conduct the election of a Secretary by mail.

ARTICLE IX – Committees

Section 1. Critical Issues Committee

- a. The President shall appoint a chairperson or co-chairpersons for the Critical Issues committee.
- b. The President and Committee Chair shall appoint members to the Critical Issues Committee. Committee membership shall include a broad representation of ESC personnel, as appropriate, that represent the various service and program areas within Ohio's 56 ESCs.
- c. The Critical Issues Committee shall function as follows:
 1. Identify Key Legislative Priorities.
 2. Prepare a legislative platform to be presented to the Executive Committee.
 3. Study proposed legislation and make recommendations to the Executive Committee and/or the membership.

4. Create Political Action Agenda.
 5. Design and Implement Legislative Action Plan.
 6. Work to promote or defeat proposed legislation in accordance with established Association positions.
 7. Work with the State Department of Education, The Buckeye Association of School Administrators, The Ohio Association of Local School Superintendents, The Ohio School Boards Association, The Ohio Congress of Parents and Teachers and/or other organizations in securing the best possible legislation for the support of public education.
 8. Make regular reports to the Executive Committee.
- d. The Critical Issues committee shall establish such rules, meeting dates, and procedures as needed to ensure maximum effectiveness.
- e. Responsibilities of Critical Issues Committee Members Include:
1. Be an active member and participant.
 2. Commit to meeting at least 4 times each year.
 3. Support the legislative agenda and action plan of the Association.
 4. Work to promote or defeat proposed legislation in accordance with established Association positions on said proposals.
 5. Make regular reports to Executive Committee and to membership at annual meetings.

Section 2. Best Practices & Technical Assistance Committee

- a. The President shall appoint a chairperson or co-chairperson for the Best Practices and Technical Assistance Committee.
- b. The President and Committee Chair shall appoint members to the committee. Committee membership shall include a broad representation of ESC personnel, as appropriate, that represent the various service and program areas within Ohio's 56 ESCs.
- c. The Role of the Best Practices and Technical Assistance Committee is to:
 1. Create system of technical assistance that enables ESCs to improve performance.
 2. Design an accountability system that is measurable and appropriate.
 3. Market the value of the accountability system for ESC viability.
 4. Create a statewide "Best Practice" learning network.
 5. Design a system to ensure the effective use of national role models of "best practice" for continuous improvement.
 6. Investigate and identify methods to increase/leverage ESC staff, resources, and revenue

7. Identify federal, state and local revenue sources.
- d. Responsibilities of this committee and its members include:
 1. Be an active member and participant.
 2. Commit to meeting at least 4 times each year.
 3. Make regular reports to Executive Committee and to membership at annual meetings.

Section 3. Public Relations & Marketing Committee

- a. The President of the Association shall appoint a chairperson of the Public Relations & Marketing Committee.
- b. The President of the Association and Committee Chair shall appoint at least 8 members representing the 16 regions (1 representative for every two regions) of the State. Committee membership shall include a broad representation of ESC personnel, as appropriate, that represent the various service and program areas within Ohio's 56 ESCs. *(Additional members may be added by a majority vote of the committee.)*
- c. The committee shall plan and carryout activities to enhance the image of ESC office operations, ESC governing boards and superintendents and other personnel, and the services delivered by ESCs.
- d. The Committee shall prepare an annual Public Relations & Marketing plan and present it to the Executive Committee for approval at the annual fall conference each year.
- e. Additional Roles of the PR & Marketing Committee include:
 1. To create a marketing plan and materials for OESCA and ESC's in general.
 2. To maintain updated files of ESC marketing materials.
- f. Responsibilities of the Committee and its members include:
 1. Be an active member and participant
 2. Commit to attend at least 4 meetings per year.
 3. Serve as a liaison between OESCA and each ESC as assigned.
 4. Make regular reports to the Executive Committee and to membership at annual meetings.

Section 4. Strategic Partnerships Committee

- a. The President of the Association shall appoint a chairperson for the Strategic Partnerships Committee.

- b. The President of the Association and Committee Chair shall appoint members to serve on the committee. Committee membership shall include a broad representation of ESC personnel, as appropriate, that represent the various service and program areas within Ohio's 56 ESCs. (*additional members may be added by a majority vote of the committee*).
- c. The role of the Strategic Partnerships Committee is to:
 - 1. Screen potential business partners.
 - 2. Identify and evaluate partnership opportunities for OESCA.
 - 3. Make recommendations to Executive Committee.
 - 4. Actively advocate to increase the capacity of member ESCs to provide cost-effective, quality services.
 - 5. Build strategic partnerships to advance OESCA's organizational priorities and to establish recognition of OESCA's value by state policy makers, allied organizations, and key local and regional stakeholders.
- d. Committee and Committee Member Responsibilities Include the following:
 - 1. Be an active member and participant.
 - 2. Commit to meeting at least 4 times each year.
 - 3. Make regular reports to Executive Committee and to membership at annual meetings.

Section 5. Membership and Special Projects Committee.

- a. The President of the Association shall appoint the chairperson of the Membership and Special Projects Committee.
- b. The President of the Association and the Committee Chair shall appoint committee members. Committee membership shall include a broad representation of ESC personnel, as appropriate, that represent the various service and program areas within Ohio's 56 ESCs.
- c. The role of the committee shall include:
 - 1. Determine Membership Eligibility Requirements Consistent with the Constitution and Bylaws.
 - 2. Establish Membership Dues.
 - 3. Maintain and Broaden Membership.
 - 4. Track Membership and Make Recommendations for Improving Member Services.
 - 5. Identify Alternative Revenue Sources.
 - 6. Support Annual Conferences and Workshops.
 - 7. Make Reports to Executive Committee.
 - 8. Market Association to members, key regional and local stakeholders.

- d. Responsibilities of the committee and its membership shall include:
1. Be an active member and participant.
 2. Commit to meeting at least 4 times each year.
 3. Make regular reports to Executive Committee and to membership at annual meetings.

ARTICLE X – Quorum

Section 1. A quorum for an Association meeting shall consist of a minimum of twenty-five (25) voting members. If the superintendent of the active voting member cannot attend he/she may appoint a proxy to vote on their behalf. Notice of a proxy vote must be provided to the Association President at least 48 hours in advance by writing.

Section 2. A quorum for all executive, standing and ad hoc committee meetings shall consist of a majority of its membership.

ARTICLE XI - Amendments

Section 1. Proposed amendments to this Constitution may be presented in writing at the November, January or March meeting of the Executive Committee by any five (5) or more members.

Section 2. Proposed amendments to this Constitution may be presented in writing at any regular meeting of the Executive Committee by a Constitution Committee duly appointed by the President of the Executive Committee.

Section 3. The proposed amendment shall be voted on at the next regular meeting of the Association provide it occurs at least forty (40) days after the presentation of said proposed amendment.

Section 4. A complete copy of the existing sections to be amended and the proposed changes shall be mailed to all members at least thirty (30) days before the election.

Section 5. A majority vote of the active members favoring the proposed amendment shall be necessary for adoption.

Section 6. Any adopted revision to this constitution shall become effective immediately unless otherwise stated.