

Copley Teachers' Association

Constitution and By-Laws

As presented to and ratified by the Association Membership - May, 2008

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CONSTITUTION

ARTICLE I. NAME

- 1.0 The name of this organization shall be the Copley Teachers' Association.
- 1.1 The Copley Teachers' Association, henceforth referred to as the Association, shall maintain affiliation with the North East Ohio Education Association (NEOEA), the Ohio Education Association (OEA), and the National Education Association (NEA).

ARTICLE II. PURPOSE

- 2.0 The purpose of the Association shall be to:
 - 2.0.1 Help set and promote the educational objectives of the local school system and of the state and of the nation;
 - 2.0.2 Protect the welfare and advance the professional interests of its members;
 - 2.0.3 Foster professional attitudes;
 - 2.0.4 Establish and maintain helpful, friendly relationships within the membership and school community;
 - 2.0.5 Support any active member whose professional rights and courtesies have been unethically violated; and
 - 2.0.6 Encourage active participation of its members in the solution of school problems.

ARTICLE III. MEMBERSHIP

- 3.0 All certified professionals employed by the Copley Fairlawn Board of Education, except those classified as administration, shall be eligible for active membership.
- 3.1 Active members shall be members of the Copley Teachers' Association (local), the North East Ohio Education Association (district), the Ohio Education Association, and the National Education Association.
- 3.2 All members shall abide by the Code of Ethics of the Education Profession.

ARTICLE IV. OFFICERS

- 4.0 The officers of the Association shall consist of the following:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President (for a period of one (1) year only)
- 4.1 All officers shall hold office for a one (1) year term. (August 1st to July 31st)
- 4.2 The Association President may hold office for no more than three (3) consecutive years.

ARTICLE V. EXECUTIVE COMMITTEE

- 5.0 The Executive Committee shall be composed of the officers of the Association. It shall be the executive authority of the Association.
- 5.1 The Executive Committee shall:
- 5.1.1 Be responsible for all committees of the Association, and have such policy-making authority as provided in this Constitution and By-Laws.
 - 5.1.2 Act as the authoritative voice of the Association on positions affecting the Association during the interim period between regular meetings.
 - 5.1.3 Prepare recommendations for the consideration and action of the Association.
 - 5.1.4 Carry out policies established at general membership meetings.
 - 5.1.5 Report its transactions and those of the general membership to all members.
 - 5.1.6 Direct an independent audit of the Association's financial records at regular intervals.
 - 5.1.7 Communicate with each other prior to Board of Director meetings regarding matters to be brought before the Association.
- 5.2 Vacancies shall be filled according to the following:
- 5.2.1 A vacancy in the office of President shall be filled by the Vice President who shall complete the unexpired term.

- 5.2.2 A vacancy in the office of Vice President, Secretary/Treasurer, or Building Representative shall be filled by an appointment of the President with the approval of the Executive Board. Such appointment shall be presented by the President at a regularly scheduled Executive Board meeting. Approval of the appointment shall require a two-thirds (2/3) majority of those present and voting.

ARTICLE VI. BOARD OF DIRECTORS

- 6.1 There shall be a representative body with full governing powers to be known as the Board of Directors which shall consist of:
- Building Representatives
 - The Executive Committee
- 6.2 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.
- 6.3 There shall be appropriate Association representation for each building, referred to as Building Representatives. There shall be one (1) Association representative in each building or unit of representation for every twenty (20) members or fraction thereof.

ARTICLE VII. ELECTIONS

- 7.1 The President shall appoint a Nominating Committee whose duty it shall be to present a slate of officers for each office. Candidates for office may also be submitted by a petition signed by at least fifteen (15) active members or by nomination from the floor.
- 7.2 No member shall be nominated for office without the knowledge and consent of the individual.
- 7.3 The President shall appoint an Elections Committee whose duty it shall be to conduct elections in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election.
- 7.3.1 Elections will take place no later than the first week in May and shall include a slate of officers and representatives.
- 7.4 Election of Executive Committee, Building Representatives, Negotiations Committee and Insurance Committee shall be conducted by secret ballot in each building during one school day designated by the Elections Committee. Election of teacher representatives to LPDC is determined by the By-Laws of the LPDC.
- 7.5 The Elections Committee shall report the results of the election to the total membership within a reasonable timeframe following the election.
- 7.6 Newly elected officers shall be installed at the last meeting of the school year.

- 7.7 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 (1) year from the date the election was held; such ballots and other records shall be made available to OEA officers upon request for inspection and examination.
- 7.8 Non-members of the Association, including fee payers, shall not have the right to vote, hold office, or otherwise have privilege of Association membership.

ARTICLE VIII. IMPEACHMENT OF OFFICERS

- 8.0 Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession or for misfeasance, malfeasance, or nonfeasance in office.
- 8.1 Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five percent (25%) of the members.
- 8.2 If, after a due process hearing, a two-thirds (2/3) vote of the Board of Directors sustains the charge, the office shall become vacant.
- 8.3 The officer may appeal the decision to a special meeting of the general membership.

ARTICLE IX. COMMITTEES

- 9.0 The Association shall have such standing committees as are necessary to carry out the responsibilities and program of the Association.
- 9.1 Ad hoc (temporary) committees may be formed as necessary to achieve the Association program.
- 9.2 The President, with the approval of the Board of Directors, shall appoint all ad hoc committees.

ARTICLE X. DUES

- 10.0 The local Association shall have a dues structure adequate to fund an active program. The dues rate shall be established according to OEA By-Law 2-4.

ARTICLE XI. AMENDMENTS

- 11.0 An Amendment to this Constitution may be introduced at any regular meeting of the Board of Directors, to be acted upon at the next regular meeting. This Amendment must be in writing and bear the recommendation of the Constitution Committee of this organization. If favorably acted upon by the Board of Directors, a copy of the proposed Amendment, together with the recommendation of the Board of Directors, shall be sent to each member of the Association, after which it shall be submitted to a vote of the entire membership. A two-thirds (2/3) majority of those voting is required to adopt the proposed Amendment.

BY-LAWS

BY-LAW 1. MEETINGS

- 1.0 The Executive Committee may meet monthly in advance of Board of Directors meetings at the call of the President or at the request of two (2) members of the Executive Committee. The Executive Committee should discuss any critical building level concerns prior to the Board of Directors meeting.
- 1.1 At the discretion of the President, the President, Vice President, Secretary, and designated Building Representatives shall attend monthly meetings of the Superintendent's Advisory Committee.
 - 1.1.1 Building Representatives designated to attend a Superintendent's Advisory Committee meeting shall be compensated ten dollars (\$10) per person for attendance at each meeting and will be paid at the end of the year.
- 1.2 The Board of Directors shall meet once a month during the school year, with a schedule of dates approved at the first meeting of the school year. The Executive Committee may prepare a tentative agenda for each meeting.
- 1.3 The general membership meetings shall be held at least once each semester. Additional meetings may be called by the President, a majority vote of the Executive Committee, or a petition to the President signed by at least ten percent (10%) of the active membership. Such petitions shall state the purpose of the desired meeting, and the business of that meeting shall be limited to consideration of the stated purpose.
- 1.4 Building-level meetings may occur at the discretion of each building's representation, with notification to the President.

BY-LAW 2. QUORUM

- 2.0 The quorum for the Board of Directors meetings shall be one (1) more than fifty percent (50%).
- 2.1 The quorum for a general membership meeting shall be the membership present.

BY-LAW 3. DUTIES OF OFFICERS

3.0 The President shall:

- 3.0.1 Preside over all Association meetings and prepare their agendas.
- 3.0.2 Represent the Association on all matters of Association policy.
- 3.0.3 Serve as ex-officio member of all Association committees.
- 3.0.4 Serve as a liaison between members and school administration.
- 3.0.5 By virtue of his/her office, the President may serve as a delegate or appoint a designee to attend the NEOEA, OEA (and NEA, if desired) Representative Assembly.
 - 3.0.5.1 The member serving as a delegate shall be compensated for attending NEOEA Representative Assembly at twenty dollars (\$20) per meeting attended per delegate.
 - 3.0.5.2 Reimbursement for attending OEA Representative Assembly for voted member serving as delegate shall be set at the hotel rate, and attendees shall be compensated fifty dollars (\$50) per person for costs associated with attending the meeting, such as meals and traveling expenses.
- 3.0.6 Forward any formal or potential grievance situations to the Vice President at the appropriate level.
- 3.0.7 Be compensated at three percent (3.0%) of the current base salary and shall be paid at the end of the school year.

3.1 The Vice President Shall:

- 3.1.1 Preside over Association meetings in the absence of the President.
- 3.1.2 Perform such other duties as delegated by the President.
- 3.1.3 Attend monthly board meetings and report findings to Executive Committee.
- 3.1.4 Be responsible for language and procedures for any formal grievances at his/her building. The Vice President shall advise and update the President of the progress of any potential or active grievance.
- 3.1.5 Serve as liaison between members and school administration.
- 3.1.6 Serve as a delegate to the NEOEA, if so appointed.

3.1.6.1 The member serving as a delegate shall be compensated for attending NEOEA Representative Assembly at twenty dollars (\$20) per meeting attended per delegate.

3.1.7 Be compensated at two percent (2.0%) of the current base salary and shall be paid at the end of the school year.

3.2 **The Secretary shall:**

3.2.1 Keep accurate minutes of all Executive Committee, Board of Directors, Superintendent's Advisory Committee and General Membership meetings of the Association.

3.2.2 Prepare and present minutes to membership following Board of Directors meetings.

3.2.3 Maintain official files of the Association.

3.2.4 Perform such other duties as delegated by the President.

3.2.5 Be compensated at one and one-half percent (1.5%) of the current base salary and shall be paid at the end of the school year.

3.3 **The Treasurer shall:**

3.3.1 Hold the funds of the Association and disburse them upon authorization of the Executive Committee.

3.3.2 Maintain records of receipts and disbursements.

3.3.3 Maintain membership rolls.

3.3.4 Prepare financial reports for meetings of the Executive Committee to be included at the following Board of Directors meetings, and an annual financial statement to be distributed to the membership.

3.3.5 Prepare for an in-house audit as authorized by the Executive Committee.

3.3.6 Chair the Banquet Committee and Budget Committee (ad hoc committee).

3.3.7 Be compensated at one and one-half percent (1.5%) of the current base salary and shall be paid at the end of the school year.

3.4 **A Building Representative shall:**

- 3.4.1 Report recommended policies and other actions of the Executive Committee to members in her or his building.
- 3.4.2 Transmit proposals and recommendations (known as Building Concerns) from members in his/her building to the Executive Committee in advance of its monthly meetings for their consideration.
 - 3.4.2.1 All Building Concerns must be sent to the President via inter-office mail or e-mail two (2) days in advance of a Board of Directors meeting in order to be discussed or acted upon at that Board of Directors meeting.
- 3.4.3 Assist the membership committee in the collection of dues.
- 3.4.4 Assist the elections committee in the collection of ballots.
- 3.4.5 Attend all Board of Directors meetings of the Association or provide an alternate in his/her absence.
 - 3.4.5.1 Upon designation by the President, attend Superintendent's Advisory Committee meetings.
- 3.4.6 Act as a consultant to the individual member who has a professional problem and, when necessary, seek needed assistance from the Association.
- 3.4.7 Serve as interior public relations person in the preparation and execution of Association communications, publicity, notices and campaigns.
- 3.4.8 Place a copy of the monthly Board of Directors meeting minutes in the mailboxes of Association members or distribute them via e-mail to each member.
- 3.4.9 Be compensated twenty dollars (\$20) per Board of Directors meeting attended and shall be paid at the end of the school year.
 - 3.4.9.1 Compensation of a Building Representative shall be increased ten dollars (\$10) per person per meeting in a building for each vacant Building Representative position at that building.

3.5 **The Immediate Past President shall:**

- 3.5.1 Preside over Association and Executive Board meetings in the absence of the President and Vice President.
- 3.5.2 Serve as Parliamentarian for Association and Executive Board meetings.

- 3.5.3 Serve as consultant to the Executive Board and to the President.
 - 3.5.4 Be compensated at one percent (1.0%) of the current base salary and shall be paid at the end of the school year.
- 3.6 Compensation for Executive Committee members and Building Representatives may be altered at the beginning of each year by the Board of Directors.

BY-LAW 4. COMMITTEES

4.0 Membership on each committee is open to all members of the Association, and every effort will be made to have the committee chaired by a member of the Executive Committee. The President will serve as ex-officio member of all committees. Each committee shall meet as is necessary to accomplish the purpose of the committee. There shall be the following committees:

4.1 **Negotiations Committee:**

4.1.1 The Negotiations Committee assesses membership concerns prior to bargaining, develops initial proposals of the Association, and provides additional advice and input upon the request of the bargaining team during active negotiations.

4.1.2 The Negotiations Committee shall be composed of up to two (2) faculty members from each elementary building and up to three (3) faculty members from both the middle school and high school. Additional members shall be chosen to represent district-wide interests of Special Education, Tutors, Art/Music/Physical Education, Vocational Education, Supplemental Contracts/Academic and Supplemental Contracts/non-Academic. Further members of the Negotiations Committee may be appointed at the discretion of the Executive Committee.

4.1.3 It shall be the duty of this committee:

- to compile a list of negotiable items;
- to survey staff and establish a priority listing of the items; and
- to keep the staff informed about their activities.

4.1.4 **Bargaining Team:**

4.1.4.1 It shall be the duty of this committee to select from their membership a five (5) member Bargaining Team, with one of these five (5) members designated as an alternate member of the team. This team shall handle all direct negotiations with the Copley Board of Education. Every effort will be made to have at least one member of this Bargaining Team from the previous year's team.

4.1.4.2 Necessary sub-committees may be appointed, as needed, by the committee chairperson.

4.1.4.3 The Bargaining Team shall each receive as compensation five percent (5.0%) of the new contract base salary, except for the alternate, who shall receive two percent (2.0%) of the new contract base. The aforementioned compensation shall be paid in equal installments over the duration of the Negotiated Agreement.

- 4.1.4.4 In non-negotiation years, members of the Negotiations Committee shall have met a least one time by March, allowing for any membership surveys to be approved by the Executive Committee and prepared for the April general membership meeting and elections. Compensation for the Negotiations Committee shall be set at twenty-five dollars (\$25) per person for participation with the committee for all years except for the year prior to negotiations (henceforth to be known as a Prep Year).

In a Prep Year, the Negotiations Committee shall each receive fifty dollars (\$50) for participation with the committee, providing the person has attended a minimum of 75% of the Prep Year meetings.

The Executive Committee must, in advance, approve extra compensation for additional meetings in non-negotiation years.

- 4.1.1.5 The President shall appoint a chair of the Negotiations Committee. The Negotiations Chair shall receive an additional stipend of fifty dollars (\$50) during a Prep Year for serving as Negotiations Committee chair.

- 4.1.1.6 The Bargaining Team will be established and in place by October 30th of a negotiations year.

4.2 **Communications Committee:**

- 4.2.1 The Communications Committee will be responsible for disbursing membership news via paper or electronic transmissions, press releases, school-community relations and maintenance of the Copley Teachers' Association website.

- 4.2.1.1 The CTA website will contain information as deemed necessary by the Communications Committee with the approval of the Executive Committee.

- 4.2.2 The Communications Committee shall consist of up to one member per building who shall be appointed by the President with approval of the Board of Directors.

- 4.2.3 Members of the Communications Committee shall receive twenty-five dollars (\$25) per person per year for participation with the committee.

- 4.2.4 The Executive Committee must, in advance, approve extra compensation for duties beyond regular committee duties.

4.3 **Constitution Committee:**

- 4.3.1 The Constitution Committee is responsible for the annual review of the Constitution and By-Laws and the recommendation of revisions to the Executive Committee. The committee shall meet on a biannual basis. Amendments to the Constitution and By-Laws are to be sent to the Executive Committee in order to be discussed with the general membership.
- 4.3.2 The Constitution Committee shall consist of one (1) Primary, one (1) Middle School and one (1) High School representative and shall be appointed by the President with approval of the Board of Directors.
- 4.3.3 Members of the Constitution Committee shall receive twenty five dollars (\$25) per person per year for participation with the committee.

4.4 **Banquet Committee:**

- 4.4.1 The Banquet Committee is responsible for the Association's participation in the Staff Recognition Banquet, including gifts for retiring teachers and service awards for existing staff.
- 4.4.2 The Banquet Committee shall consist of up to one (1) member per building and shall be appointed by the President with the approval of the Board of Directors. The Treasurer serves as chair of the Banquet Committee.
- 4.4.3 Members of the Banquet Committee shall receive twenty-five dollars (\$25) per person per year for participation with the committee.

4.5 **Insurance Committee:**

- 4.5.1 The Insurance Committee is responsible for the analysis and information sharing of district insurance programs. Five (5) members of the committee shall be elected and serve as Copley Teachers' Association representatives to the district Insurance Committee. Each building shall have one (1) representative on the committee.
- 4.5.2 Stipends for participation with this committee are set and paid by the district.
- 4.5.3 The Insurance Committee may meet separately from the district committee and include members that do not meet with the district committee. Members unable to attend district meetings of the Insurance Committee should provide for substitute coverage for those meetings.

4.6 **LPDC:**

4.6.1 The district is responsible for maintaining the Local Professional Development Committee (LPDC). Five (5) teacher members of the LPDC are elected to represent each building in the district. LPDC By-Laws determine the qualifications, term of office and election to office for members of the committee. Compensation for participation with this committee is determined and paid by the district.

4.7 **Elections Committee:**

4.7.1 The Elections Committee is charged with the responsibility to protect the integrity of an election or vote and ensure that an election is conducted in accordance with local, state and national Constitutions.

4.8 Necessary subcommittees may be appointed, as needed, by the committee chairperson.

4.9 A committee meeting is defined as either a gathering of committee members in a physical location at a set date and time, or a meeting may be held as a series of e-mail communications among members of the committee. All official committee e-mails will include a cc: to the committee chair and the President.

4.10 Compensation for committee participation may be altered at the beginning of each year by the Board of Directors.

BY-LAW 5. BARGAINING AND CONTRACT RATIFICATION

5.0 The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President and approved by the Board (See Bargaining Team, By-Law 4, Section A-1).

5.0.1 The Bargaining Team shall have the authority to:

- bargain in good faith;
- make proposals, counterproposals and concessions; and
- make tentative agreement on the contract with representatives of the Board of Education

5.1 While negotiations are in progress, periodic reports to members may be made by the bargaining team.

- 5.2 The duties of alternate members of the Bargaining Team will include, but not be limited to:
 - 5.2.1 Attending all bargaining sessions
 - 5.2.2 Taking careful and detailed notes of the bargaining sessions
 - 5.2.3 Preparation of communications approved by the bargaining team to be sent to the Communications Committee and distributed to the membership.
- 5.3 In preparation for bargaining, the Negotiations Committee shall make reports and recommendations to the Board of Directors.
- 5.4 The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB).
- 5.5 Written copies of the tentative agreement summary should be given to the general membership three (3) days prior to ratification, except in an emergency situation.
- 5.6 A vote on a tentative agreement to the contract or on a fact-finding report shall be made by written ballot, after a recommendation of each member of the Negotiations Team to the Board of Directors to accept or reject. The Board of Directors will then advise the membership to accept, reject, or no recommendation.
 - 5.6.1 No absentee or proxy votes will be allowed on contract ratification votes or fact-finding reports.
 - 5.6.2 The first vote on contract ratification or a fact-finding report will be to accept or reject the contract/report as presented.
 - 5.6.3 All ballots used in a vote regarding a contract ratification or fact-finding report, after tabulation, will be sealed and retained by the Association Treasurer for three (3) years or the duration of contract, whichever is greater.
 - 5.6.4 The President will communicate required details of the ratification vote to the employer's designated representative.
- 5.7 The designated representative for the Association is authorized to give timely notice of intent to strike to the Board of Education and SERB upon approval of the membership and in keeping with provisions of ORC 4117.14(D)(2).
- 5.8 Non-members of the Association are not eligible to vote on a fact-finder's report or contract ratification.

BY-LAW 6. DUES

- 6.0 The dues rate for the succeeding year shall be determined by the April meeting of the Executive Committee.
- 6.1 Every member shall also pay the dues required by the district, state and national associations with which this local is affiliated.
- 6.2 The Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

BY-LAW 7. MEMBERSHIP YEAR

- 7.0 The membership year of the Association shall be September 1 through August 31.

BY-LAW 8. EXPULSION OF MEMBERS

- 8.0 According to procedures adopted by the Association, the Executive Committee may censure, suspend from membership or expel any member for one or more of the following reasons:
 - 8.0.1 Violation of the Code of Ethics of the Education Profession.
 - 8.0.2 Conviction of a felony.
 - 8.0.3 Actively engaging in or actively supporting activities directed against the constitutional purposes of the Association to bring about changes in the Association by means other than those that are consistent with the Association's Constitution.
- 8.1 The Executive Committee may reinstate members previously suspended or expelled.

BY-LAW 9. DUE PROCESS

- 9.0 The Association guarantees that no member may be censured, suspended or expelled without a due process hearing which shall include an appropriate appellate procedure.

BY-LAW 10. AUTHORITY – PARLIAMENTARY PROCEDURE

- 10.0 *Robert's Rules of Order, Newly Revised* shall be the authority governing all matters of procedure not otherwise provided in this Constitution, By-Laws or standing rules.

BY-LAW 11. AMENDMENTS

- 11.0 Amendments, alterations, additions or deletions to these By-Laws shall be made by a majority vote of the total active membership of the Association.
- 11.1 Changes shall be proposed upon the initiative of the Constitution Committee or upon presentation to the Board of Directors of a petition signed by twenty percent (20%) of the current active membership. All proposed changes shall be submitted in writing to all active members at least ten (10) days prior to action.

BY-LAW 12. DISSOLUTION OF ASSOCIATIONS

- 12.0 A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signatures of three-fourths (3/4) of the total membership of the Association.
- 12.1 Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.
- 12.2 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.
- 12.3 The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.
- 12.4 In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to the Copley-Fairlawn Foundation provided that it is an entity recognized as exempt for Federal taxation. In the event that the Copley-Fairlawn Foundation is not then recognized as tax exempt, such assets shall then pass to another non-profit organization so designated as exempt from Federal taxation.

BY-LAW 13. ENABLING PROVISION

- 13.0 This Constitution and these By-Laws shall become effective August 1, 2008 following their adoption, and shall remain in effect until amended according to regulations herein provided.

APPENDIX

BY-LAW 9-2. From the 2007-2008 OEA Constitution and By-Laws

9.2 Standards for Affiliations of Departments, Districts and Local Associations.

An affiliate shall:

- a. Require membership, if eligible, in the local, district, state and national associations provided that if the local association elects by secret ballot to exclude education support professionals from membership, that the affiliated local composed exclusively of education support professionals shall require membership, if eligible, in a local association for education support professionals and the district, state and national associations.
- b. Have a constitution consistent with the constitution of OEA.
- c. Adopt a policy that recognizes the preeminence of the Code of Ethics of the Education Profession except in the case of an affiliate composed exclusively of education support professionals, this requirement shall be waived.
- d. Apply the one-member, principle for representation on its governing bodies, and the affiliate shall provide for ethnic minority representation at least proportionate to its ethnic minority membership.
- e. Provide for proportional representation between its classroom teacher members and its education support professional members where a multi-jurisdictional affiliate exists.
- f.
 1. Require periodic elections of officers by secret ballot subject to recognized safeguards concerning the equal right of all members to nominate, seek office and vote in elections, as set forth in the OEA Elections Manual
 2. Conduct all ratifications of collective bargaining agreements in accordance with the guidelines for ratification of collective bargaining agreements and fact-finder reports as set forth in the OEA Elections Manual.
- g. Preserve all ballots, marked, unmarked and voided, and all other records pertaining to elections of OEA officers, OEA and NEA delegates and alternates for one year from the election, and make such ballots and other records available to OEA officers and/or designee(s) for inspection and examination.
- h. Have the same membership year as that of OEA.
- i. Have a dues structure to fund adequately a quality program.

- j. Provide for regular meetings.
- k. Provide for effective member communication.
- l. Provide for effective committee structure to achieve the goals of the organization. Such structure will include an election committee.
- m. Be reviewed by the Executive Committee every five (5) years to determine compliance with the above minimum standards.
- n. In the case of a local affiliate, the local must have or be actively seeking the status of exclusive bargaining representation of the members of the local.

Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards. The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive, and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator-

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly –
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II

Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator –

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or action.

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