

CEA Constitution & Bylaws

Revised October 2011

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**REVISED CONSTITUTION OF THE
COLUMBUS EDUCATION ASSOCIATION, October 2011**

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**ARTICLE I
NAME**

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Section 1. Name - The name of this organization shall be Columbus Education Association, Incorporated, but it may also operate as the “Columbus Education Association,” and may be hereafter referred to in this document as “the Association” or “this Association.”

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**ARTICLE II
PURPOSE**

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Section 2. Purpose - It shall be the purpose of this Association to advance the educational and civic interests of the community, to raise the standard of the education profession, to cultivate a spirit of cooperation and unity among its members, to promote the mutual professional and material interests of the members, to form a representative body to speak with authority, and to create in the community at large a deeper sense of worth of the education profession and of the importance of the interests which it represents.

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**ARTICLE III
MEMBERSHIP**

Section 1. Classes of Membership - Membership shall consist of active members and such other classes as may be provided in the Bylaws.

Section 2. Membership Eligibility, Provisions and Limitations

- a. Membership, as provided in the Bylaws, shall be open to all persons actively engaged in the profession of teaching or in other educational work, and retired members of the bargaining unit.
- b. Members shall adhere to the Code of Ethics of the Education Profession as stated in the Bylaws.
- c. The Association shall not deny membership to individuals on the basis of age, ancestry, sex, race, color, creed, religion, sexual orientation, gender identity or expression, marital status, familial status, national origin, residence, disability, military status, economic status or degree of association activity, nor shall any organization which so denies membership be affiliated with the Association.

43 **Section 3. Rights and Limitations**

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45 a. The right to vote and hold elective office shall be limited to active members,
46 except as may be provided elsewhere in the Constitution and Bylaws.

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48 b. All active members shall be eligible for Association services, assistance in the
49 protection of professional and civil rights, and the receiving of reports and
50 publications of the Association as determined by the Board of Governors.

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52 **Section 4. Revocation and Reinstatement of Membership**

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54 According to procedures adopted by the Legislative Assembly, the Board of
55 Governors may suspend from membership, or expel from membership, any individual
56 who has violated the ethics of the education profession or has been convicted of a
57 crime involving moral turpitude; and may reinstate an individual who has previously
58 been suspended or expelled from the Association.

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**ARTICLE IV
OFFICERS**

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The officers of the Association shall be the President and Vice President, as elected, the Treasurer, and the Secretary all of whom shall be active members of the Association.

ARTICLE V – LEGISLATIVE ASSEMBLY

Section 1. Composition

The Legislative Assembly shall include the elected officers of the Association, the members of the Board of Governors, and the Faculty Representatives from each constituent.

Section 2. Authority

The Legislative Assembly shall be the policy-making body of the Association. It shall establish priority goals, short-term goals, and continuing goals for the Association. It shall receive and act upon reports and recommendations of committees, resolutions and other policy statements.

Section 3. Powers

The Legislative Assembly shall have power to determine its form of organization and its rules of procedure, subject to the limitations expressed in this Constitution. It shall adopt Bylaws governing the conduct of its own meetings, the removal and replacement of its own members, the dues structure of the Association, the procedures relating to suspension, expulsion and reinstatement of members of the Association, and shall provide for proportional representation voting upon such terms and conditions as the Assembly deems conducive to the orderly conduct of its business. It shall be the

87 final judge of the qualifications and election of officers. Powers not otherwise delegated
88 in this Constitution shall be vested in the Legislative Assembly.

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90 **Section 4. Delegation of Power**

91 The Legislative Assembly may, from time to time, delegate portions of its
92 responsibilities to the Board of Governors; but, in such event, the Board of Governors
93 shall, at least annually or upon request of the Legislative Assembly, report its activities
94 in the delegated area to the Legislative Assembly. In the event of emergency, as
95 determined by a vote of two-thirds of the Board of Governors, the Board of Governors
96 may act in areas that are reserved to the Legislative Assembly under this Constitution;
97 but, in such event, any action taken shall be reported to the Legislative Assembly at its
98 next meeting.

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100 **Section 5. Financial Responsibility**

101 The Legislative Assembly shall receive and act upon the budget of the
102 Association and shall receive a copy of the audit of the Association books, which shall
103 be prepared annually by a certified public accountant.

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105 **Section 6. Quorum**

106 A quorum for the Legislative Assembly shall consist of fifty (50) duly constituted
107 members of the Legislative Assembly.

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**ARTICLE VI
BOARD OF GOVERNORS**

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Section 1. Composition

There shall be a Board of Governors composed of the elected officers of the Association, the Immediate Past President, one representative elected from each geographical District of the Association and one from the City-Wide Units District as defined in this Constitution, and such At-Large Governors as have been elected to provide: minority representation; adequate representation from elementary, middle, and high school classroom teaching areas; and representatives elected from the classified board employees who will serve until a representation election among such employees takes place.

Section 2. Term of Office

The members of the Board of Governors representing Districts shall be elected by the members of the Association employed within the District. The City-wide Units Governor shall be elected by the units as defined in this Constitution. The term of office of each elected member of the Board of Governors shall be three (3) years, beginning on August 1, following the Governor's election. There shall be no limitation in the number of terms of service on the Board of Governors for which a member may be eligible.

Section 3. Powers

132 The Board of Governors shall function as the executive arm of the Association,
133 shall be responsible for the development and execution of programs of the Association
134 and the implementation of policies determined by the Legislative Assembly. The Board
135 of Governors shall manage the affairs of the Association, subject to this Constitution,
136 shall be vested with title to all property of the Association; shall make provisions for
137 maintaining the office of the Secretary and the Treasurer; and, where eligible, shall be
138 automatic delegates to the NEA, OEA and Capital Representative Assemblies.
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140 **Section 4. Financial Responsibilities**

141 The Board of Governors shall be responsible for the financial affairs of the
142 Association and shall invest power to the President and the Treasurer to negotiate loans
143 for the Association, not to exceed two hundred thousand dollars (\$200,000) with any
144 financial institution; shall approve all expenditures; shall have the authority to reallocate
145 budgetary items within the approved budget of the Association; shall provide for
146 adequate bonding of all persons handling Association funds; shall attend to the
147 preparation of the budget and shall forward it to the Legislative Assembly for approval.
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149 **Section 5. Meetings**

150 The Board of Governors shall meet at least monthly; and special meetings may
151 be called by the President, the Secretary or Treasurer, or any four (4) members of the
152 Board.
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154 **ARTICLE VII**
155 **FACULTY COUNCIL**

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157 **Section 1. Faculty Council**

158 There should be an active Faculty Council in each constituent unit. A minimum of
159 one meeting of the council per month during the school year is recommended.
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161 **ARTICLE VIII**
162 **NOMINATIONS, ELECTIONS, REMOVALS AND VACANCIES**

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164 **Section 1. Faculty Representatives**

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166 a. Each constituent unit shall elect a Faculty Representative and Alternate for
167 each twenty- (20) unit members or fraction thereof for a two-year term, which
168 representation shall be increased but not decreased with membership
169 enrollment changes during such a two-year term. The election of all Faculty
170 Representatives shall be held in the spring of odd-numbered years. Each
171 school shall have at least one Faculty Representative and Alternate. In units
172 with more than one Faculty Representative, the Senior Faculty
173 Representative shall serve on the Association Building Council as provided in
174 the Agreement with the Columbus Board of Education.
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176 b. All Faculty Representatives shall be elected by secret ballot. The election
177 shall be conducted by the Faculty Council in each unit, except that no person

178 seeking the position of Faculty Representative shall participate in the
179 conduction of the election. The newly-elected Faculty Representatives and
180 Alternates shall be certified to the Secretary of the Association on forms
181 provided by the Secretary no later than thirty (30) days after the beginning of
182 the school year, and shall take office immediately.
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184 c. In the event of a vacancy in the position of Faculty Representative, the Senior
185 Alternate, if any, shall become the Faculty Representative. If no Alternate
186 exists, or there is no Senior Alternate, an election shall be conducted by the
187 remaining Faculty Representatives, if any, or where no Faculty
188 Representatives exist, by an Association member appointed by the District
189 Governor. The Faculty Council shall assist in such elections and shall certify
190 the results to the Secretary of the Association in the same manner as in
191 regular elections. Where no Faculty Council exists, the District Governor shall
192 appoint two additional Association members to assist the above-mentioned
193 appointee in conducting the election for Faculty Representative and for the
194 Faculty Council members.
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196 d. A Faculty Representative may be removed from office under any of the
197 following conditions:
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199 1. By a three-fourths vote of the membership in the Faculty
200 Representative's unit;
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202 2. By the District Governor, if the Faculty Representative has missed
203 more than two meetings of the Legislative Assembly and/or of the
204 District without being represented by a duly elected alternate;
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206 3. By temporary action of the President of the Association during times of
207 emergency. This temporary action will only continue for the duration of
208 the emergency crisis.
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210 **Section 2. Board of Governors**

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212 a. Nominations for positions on the Board of Governors shall be accomplished
213 by the filing with the Secretary of a Declaration of Candidacy, signed by the
214 individual candidate on a form approved by the Board of Governors,
215 indicating the candidate's willingness to assume the obligations and
216 responsibilities of the position. Declarations of Candidacy shall be filed with
217 the Secretary of the Association on or before the date established by the
218 Elections Committee in any year in which an election for this office is to take
219 place. If no Declarations of Candidacy for Governor from a particular district
220 or districts are filed within the prescribed time, the Board of Governors shall,

221 during the month of May, select the member of the Board for the district or
222 districts to serve for the term in question.

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224 b. If more than one Declaration of Candidacy is filed with the Secretary, the
225 Secretary shall conduct and complete, before May 1, a ballot among the
226 members of the district. To be elected, a candidate must receive a majority of
227 the votes cast, the Secretary shall conduct a run-off election between the two
228 candidates receiving the highest number of votes; and, in such run-off
229 election, the candidate receiving the highest number of votes shall be elected.
230 Rules for conducting such elections shall be prescribed by the Board of
231 Governors, and the ballots cast shall be canvassed by the Secretary and a
232 committee appointed by the President. All such elections shall be certified by
233 the Secretary to the Board of Governors at its next regular meeting, and those
234 elected shall assume office on the first day of August following the election.

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236 c. All members of the Board of Governors must have been members of this
237 Association for at least two years immediately preceding their election or
238 appointment; and the District Representatives must, at the time of election, be
239 employed in the District they seek to represent.

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241 d. Until a representation election for classified board employees takes place, this
242 group will elect from its ranks one governor for every two-hundred-fifty (250)
243 members, or fraction thereof.

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245 **Section 3. President, Vice-President**

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247 a. The regular terms of office for the President and Vice-President shall begin
248 on June 1 in the year of their election. Any qualified active member shall be
249 eligible to run for the offices of President or Vice-President. Candidates for
250 President and Vice-President must have been active members of the
251 Association for two years immediately preceding the election.

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253 b. Nominations for the offices of President and Vice-President shall be
254 accomplished by the filing with the Secretary of a Declaration of Candidacy,
255 signed by the individual candidate on a form approved by the Board of
256 Governors, indicating the candidate's willingness to assume the obligations
257 and responsibilities of the office. Declarations of Candidacy shall be filed with
258 the Secretary of the Association on or before the date established by the
259 Elections Committee in any year in which an election for these offices is to
260 take place. If no Declaration of Candidacy for a particular office is filed within
261 the prescribed time, the Board of Governors shall, within 30 days, nominate
262 two candidates for the office or offices involved.

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264 c. If more than one Declaration of Candidacy for a particular office is filed with
265 the Secretary or if the candidates have been nominated by the Board of
266 Governors, the Secretary shall conduct and complete before May 1, a ballot
267 among the members of the Association. To be elected, a candidate must
268 receive a majority of the votes cast. If no candidate receives a majority of the
269 votes cast, the Secretary shall conduct a run-off election between the two
270 candidates receiving the highest number of votes, and in such run-off
271 election, the candidate receiving the highest number of votes shall be elected.
272 Rules for conducting such elections shall be prescribed by the Board of
273 Governors; and the ballots cast shall be canvassed by the Secretary and a
274 committee appointed by the President. All such elections shall be certified by
275 the Secretary to the Board of Governors at its next regular meeting.
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277 **Section 4. Removal**

278 By a three-fourths vote of its full membership, the Board of Governors may
279 remove an officer or a member of the Board of Governors, thereby creating a vacancy.
280 The officer or member affected may appeal to the Legislative Assembly under the
281 Bylaws to be adopted by the Assembly.
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283 **Section 5. Recall**

284 The Legislative Assembly, in the Bylaws, may adopt rules and regulations
285 pertaining to the recall of officers and members of the Board of Governors.
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287 **Section 6. Vacancies**

288 Any vacancy occurring in the office of the Vice-President, in the position of a
289 District Governor, where there is at least twelve months remaining in the term, shall be
290 filled by a special election conducted in accordance with Bylaws of the Board of
291 Governors relating to Declarations of Candidacy and Elections. If less than twelve
292 months remain in the term of Vice-President or Treasurer, the Board of Governors may
293 fill the vacancy. If less than twelve months remain in the term of a District Governor, the
294 Faculty Representatives from the District or Units involved shall elect a person to fill the
295 vacancy. When representation on the Board of Governors of minorities or elementary,
296 middle or high school classroom teaching areas falls below the levels prescribed in the
297 Bylaws of the Legislative Assembly, the vacancy will be filled by a special election
298 conducted in accordance with the Bylaws of the Legislative Assembly. The Board of
299 Governors shall appoint the person or persons so elected to serve any time remaining
300 between the date of the election and August 1. The date of the election may make the
301 person or persons so elected and appointed ineligible to be automatic delegates to the
302 NEA, OEA and Capital District Representative Assemblies until after August 1.
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304 **ARTICLE IX**
305 **COMMITTEES**
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307 **Section 1. Standing and Special Committees**

308 The Legislative Assembly, in the Bylaws, may designate such standing
309 committees of the Association as it may deem proper. The Legislative Assembly and/or

310 the Board of Governors may at any time appoint special committees to consider matters
311 that are not within the realm of a standing committee.

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313 **Section 2. Appointment of Members**

314 All committee persons shall serve at the discretion of the President of the
315 Association with the approval of the Board of Governors.

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317 **Section 3. Minority Representative**

318 All committees of the Association shall include at least twenty-five percent (25%)
319 ethnic minority representation.

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**ARTICLE X
REFERENDA, INITIATIVE AND MEMBERSHIP MEETINGS**

324 **Section 1. Initiative Petition**

325 Upon receipt by the Secretary of a petition signed by at least five percent (5%) of
326 the active members, setting forth a resolution with respect to the affairs of this
327 Association or seeking to repeal action taken by the Legislative Assembly or Board of
328 Governors, there shall be conducted a ballot among the members of the Association
329 with respect to the question within thirty (30) school days after receipt of such petition.
330 Prior to balloting, specifics of proposed referenda or initiatives will be reported to
331 members of the Association through an official publication. Rules for conducting such
332 balloting shall be prescribed by resolution of the Board of Governors. A majority of the
333 votes cast shall determine the result of such balloting, which result shall be binding
334 upon the Association and shall promptly be reported to the members of the Association
335 through an official publication.

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Section 2. Referenda

The Legislative Assembly or the Board of Governors may refer and submit to the members of this Association, by ballot, defined questions affecting the policy, ethics or recommendations of this Association, which in the opinion of the Legislative Assembly or Board of Governors are of immediate, practical consequence to the teaching profession or the public. Rules for conducting such balloting shall be prescribed by resolution of the Board of Governors. A majority of the votes cast shall determine the result of such balloting, which result shall be binding upon the Association and shall promptly be reported to the members of the Association and shall promptly be reported to the members of the Association through an official publication.

Section 3. Membership Meeting

A meeting of the members may be called by the President with the approval of the Board of Governors or the Legislative Assembly to discuss and/or vote on any policy question or action involving the members of this Association. Notice of such a meeting must be made public at least 24 hours in advance of the meeting. Procedures for such a meeting shall be prescribed by the Board of Governors.

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**ARTICLE XI
AFFILIATIONS**

Section 1. Affiliations

The Association shall affiliate with the National Education Association, the Ohio Education Association, the Capital District and such other organizations as the Legislative Assembly shall determine. Every member of the bargaining unit shall pay the dues required by the national, state and district associations.

**ARTICLE XII
INTERPRETATIONS**

Section 1. Interpretations

In the event of a question being raised by a member of the Legislative Assembly or by the Presiding Officer at the Legislative Assembly meeting as to the proper interpretation of a provision or provisions of the Constitution, such question may be resolved by a majority of the quorum present at the meeting of the Legislative Assembly, and the resulting interpretation shall be binding upon the Association until such ambiguity is removed from the Constitution as provided in Article XIII.

Section 2. Parliamentary Authority

Robert's Rules of Order (Revised) shall be the parliamentary authority for the Association on all questions relating to procedure not covered by the Constitution, the Bylaws of the Legislative Assembly or the Bylaws of the Board of Governors.

**ARTICLE XIII
AMENDMENTS**

Section 1. Amendments

This Constitution may be amended in any of the following manners:

- a. At the first meeting of the Legislative Assembly in each calendar year, any member of the Legislative Assembly may introduce an amendment or amendments, provided that she or he furnished copies of the proposed amendments for immediate distribution to the members of the Assembly. The proposed amendment or amendments will automatically be placed on the agenda.
- b. With the consent of two-thirds (2/3) of the members of the Legislative Assembly, any member of the Legislative Assembly may submit an amendment or amendments at any, except the June, meeting of the Assembly, provided that she or he furnish copies of the proposed amendments for immediate distribution to the members of the Assembly.
- c. If ten percent (10%) of the active members of the Association sign a petition containing the text of a proposed amendment or proposed amendments and

402 file it with the Secretary, the Secretary shall introduce the proposed
403 amendments at the next meeting of the Legislative Assembly and shall
404 furnish sufficient copies of the proposal for immediate distribution to the
405 members of the Assembly.
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407 **Section 2. Procedures**

408 Following the introduction of any proposed amendment or amendments, such
409 proposals shall automatically be referred to the committee charged with the
410 responsibility of reviewing the Constitution, which shall report the proposal, together
411 with its recommendations, to the next regular meeting of the Legislative Assembly. At
412 that meeting, the proposed amendment shall be voted upon, and if it is approved by a
413 two-thirds (2/3) majority of those voting, it shall be adopted.
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447 **COLUMBUS EDUCATION ASSOCIATION**
448 **BYLAWS OF THE LEGISLATIVE ASSEMBLY**

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1. LEGISLATIVE ASSEMBLY

1-1. Schedule of Meeting

The Legislative Assembly shall meet in conjunction with the fall membership workshop of the Faculty Representatives and set a schedule of meetings for the year.

1-2. Special Meetings

Special meetings may be called by the President, the Vice President, the Secretary or Treasurer or any fifteen (15) members of the Assembly provided; however, notice of any special meeting and its purpose shall be given to all members of the Assembly at least forty-eight (48) hours in advance of the meeting.

1-3. Cancellation of Meetings

Regular or special meetings of the Legislative Assembly may be cancelled or rescheduled by the President, or by the Vice-President in the President's absence, if emergency conditions such as Acts of God, civil insurrection, or war exist. In any case in which a meeting is cancelled or rescheduled, as provided above, members of the Legislative Assembly shall receive prompt written notification of the reasons for the action and the date of the rescheduled meeting, if any.

1-4. Delegates

Delegate status shall be available only to those Faculty Representatives and Alternate Faculty Representatives who are duly elected and certified in writing to the secretary. The secretary shall prepare registration credentials for each duly elected Faculty Representative and Alternate Faculty Representative. An Alternate Faculty Representative, duly elected and certified, may be seated in place of an absent Faculty Representative.

1-5. Agenda

The President and secretary shall prepare an agenda for each regular meeting provided; however, any member of the Assembly may place an item on the agenda for a regular meeting by notifying the secretary, in writing, at least nine (9) days prior to the meeting. The secretary, at least seven (7) days before each regular meeting, shall forward to each member of the Assembly a copy of the agenda, together with whatever supporting reports and documents the secretary feels are required. An item of business that is not on the agenda of a regular meeting, or noted in the call of a special meeting, may be added to the agenda and voted on, provided a simple majority of the Assembly votes in favor of such an addition.

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1-6. Proportional Representation Vote

Any member of the assembly may request that a proportional representation vote be taken on any main motion before the Assembly as long as such request is made prior to the closing of debate on the main motion. When a proportional representation vote is taken, each Faculty Representative shall cast as many votes as there are members in his/her unit. Under a proportional representation vote, members of the Legislative Assembly who are not Faculty Representatives shall only be entitled to one vote. In buildings where there is more than one Building Representative, the senior Building Representative shall cast the proportional representation vote.

1-7. Parliamentarian

The President shall have the right to name a parliamentarian, acceptable to the Assembly, to assist the President in the conduct of the meetings provided that such parliamentarian is not a member of the Legislative Assembly.

1-8. Limitation on Debate

No person shall, without the consent of two-thirds (2/3) of the members present, be entitled to speak more than twice or for more than a total of ten (10) minutes on any issue before the Assembly, excepting that the member who initiates the discussion of the issue shall be entitled to open and close the discussion, and excepting that nothing herein contained shall be construed to apply to reports presented by committees.

1-9. Voting Procedures

Voting on all matters shall be by voice vote unless the presiding officer is in doubt concerning the result, or a division of the house is requested by any member, in either of which events a rising vote shall be taken.

1-10. Order of Business

The suggested order of business at all regular meetings of the Legislative Assembly shall be the following:

- 1) Roll call by registration
- 2) Approval of agenda
- 3) Report of President and staff
- 4) Action on minutes of previous meeting
- 5) Old business carried forward from a preceding meeting
- 6) Reports of committees
- 7) New business (area caucuses may be called at any time during the meeting)

538 **2. DISCIPLINING OF MEMBERS**

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540 **2-1. Procedures for Disciplining**

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555 **3. REMOVAL OF OFFICER OR MEMBER OF BOARD OF GOVERNORS**

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557 **3-1. Procedures for Removal**

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563 **4. MEMBERSHIP**

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565 **4-1. Classes**

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When a complaint against a member of the Association is brought to the attention of any officer, such complaint shall be referred to the Board of Governors, who shall investigate the complaint and afford an opportunity to the individual to appear before such Committee. The Committee shall then make its recommendation to the Legislative Assembly. If such recommendation is for suspension or revocation, the matter will be considered at the next meeting of the Legislative Assembly and the individual shall be afforded the opportunity to appear before the Assembly to present his or her position. By a majority vote, the Legislative Assembly may reprimand, suspend for a definite period of time, suspend indefinitely or revoke the membership of the individual involved. In any case, where membership has been indefinitely suspended or revoked, the individual may, at any time, apply to the Legislative Assembly for reinstatement and, upon a majority vote, be reinstated to membership.

When an officer or member of the Board of Governors is removed from office, the individual may appeal to the Legislative Assembly. By a majority vote, the Legislative Assembly may reinstate such officer or member of the Board of Governors.

There shall be eight (8) classifications of membership: Active, Active Members on Leave of Absence for Association Purposes, Retired, Corporate, Half-day, Tutor, Classified Staff and part-time employees scheduled for more than twelve (12) hours each week employed by the Columbus Board of Education.

a. Active membership shall be open to all members of the professional staff employed by the Columbus Board of Education, exclusive of professional personnel not on the teachers' salary schedule and having the responsibility to direct the activities of other professional personnel and the authority to hire, transfer, assign, promote, discharge or discipline other professional personnel or to responsibly recommend such action, provided such eligible members of the professional staff agree to abide by the Code of Ethics of the Education Profession as referred to in these Bylaws, pay the dues stipulated in these Bylaws, and maintain membership in the United Education Profession. Active membership shall be continuous until the

- 583 member leaves the school system, resigns from the Association or is
584 suspended or expelled from membership.
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- 586 b. Active Members on Leave of Absence for Association Purposes;
587 membership shall be open to any person who is on leave at the
588 request of the Association.
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- 590 c. Retired membership shall be open to any officially retired member of
591 the bargaining unit who has held active membership in the Association
592 for at least one (1) year. Retired Life membership shall be available to
593 active and retired members and shall entitle the member for life to
594 those rights and privileges of a retired member as may be determined
595 by the Constitution and Bylaws.
596
- 597 d. Corporate membership shall be open to any corporation which
598 supports the goals and principles of the Association, subject to
599 approval by the Board of Governors.
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- 601 e. Members of the professional staff otherwise eligible for active
602 membership as set forth in (a) above, but who are employed for one-
603 half day shall be eligible for active membership by paying the dues
604 stipulated in these Bylaws.
605
- 606 f. Tutor membership shall be open to any person who is hired by the
607 Board of Education as a tutor.
608
- 609 g. Any person hired by the Board of Education in a classified capacity
610 shall be eligible for membership by paying the dues stipulated in these
611 Bylaws. Upon attainment of bargaining rights, the classified employees
612 shall have their own constitution, officers and bargaining unit.
613
- 614 h. Annual dues for part-time employees scheduled for more than twelve
615 (12) hours each week and requiring licensure shall be one quarter (1/4)
616 dues, rounded to the nearest dollar.
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618 **4-2. Annual Dues**

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- 620 a. Annual dues for Active members shall be 4 mills (004) of the B.A. base
621 classroom teacher's salary for the current year, rounded upward to the
622 nearest ten cents (\$.10). Payment of dues by any person hired by the
623 Board of Education after November 1 will be made in equal payments
624 according to the Board date of hire. Such dues shall be consistent with
625 pay plan A.
626

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629
- b. Annual dues for Active Members on Leave of Absence for Association Purposes shall be the same as active members.
- 630
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- c. Annual dues for Retired members shall be ten dollars (\$10) per year. The Retired Life membership fee shall be one hundred dollars (\$100).
- 633
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- d. Annual dues for Corporate members shall be one hundred dollars (\$100).
- 636
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- e. Annual dues for Half-day members shall be one-half (1/2) the dues established in (a) above, rounded to the nearest dollar. Only those who are contracted to teach half-time and are not paid full-time salaries shall be eligible for this membership.
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- f. Annual dues for Tutor members, who teach five or fewer hours on a daily basis, shall be the same as the annual dues for Half-day members. Notwithstanding Bylaw 4-3a below and for the membership year only, tutors will have forty-five (45) days after the conclusion of negotiations to pay their membership dues.
- 647
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649
- g. Annual dues for Classified members shall be one-half (1/2) the dues of Active membership, rounded to the nearest dollar.

650 **4-3. Method of Payment**

- 651
- 652 a. There shall be one method of payment: Payment by payroll deduction as provided in the negotiated Agreement shall be required for all members of the bargaining unit eligible for payroll deduction.
- 653
- 654
- 655
- 656 b. Membership for all newly-hired full-time bargaining unit members will start with the pay period in which they are hired. If they have six (6) pay periods of work, then they have dues deducted for six (6) pay periods. Those who are hired as half-time teachers will pay one-half (1/2) dues.
- 657
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662 **4-4. Refund of Association Dues**

- 663
- 664 a. After February 1, a member of the bargaining unit who retires or resigns from the school system shall be assessed the entire dues one-hundred (100) percent. If a member of the bargaining unit retires or resigns prior to February 1, that member will be assessed at least half dues. Members must request a refund in writing within fifteen (15) days after their final date of employment according to minutes of the Board of Education.
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- b. If a member of the bargaining unit goes on a leave of absence after the beginning of the school year, the member will be assessed full dues.
- c. If a member of the bargaining unit dies before the end of the year, the remaining dues will be refunded to his/her legal heir(s).

5. FACULTY COUNCILS

5-1. Composition

The Faculty Council shall consist of a minimum of all Faculty Representatives of the constituent unit plus one (1) member for every ten (10) members or fraction thereof of the constituent unit. The Faculty Representative(s) shall be an ex-officio member of the Council.

5-2. Term of Office

The terms of all members of a Faculty Council shall be for two (2) years. The members of the Council shall select their own Chairperson. Elected members of the Faculty Council shall serve for a period of two (2) years beginning October 1, and ending September 30 of the second year, with the exception of the first year, where, as nearly as possible, one half shall be elected for a one-year term and the other half for a two-year term.

5-3. Selection Procedures

All active members are eligible to serve on the Faculty Council. The Senior Faculty Representative shall determine the number of teachers to be elected to the Faculty Council under the formula outlined in Section 5-1. The members of the Council shall be elected within each school in such manner as each school shall determine. A ballot to indicate the number to be voted upon and the list of eligible teachers shall be initiated and distributed by the Senior Faculty Representative.

5-4. Duties

Members of the Faculty Council shall assist the Faculty Representative(s) in the distribution, collection, and tabulation of ballots and shall conduct elections for faculty representative(s). The Faculty Council shall serve as liaison between aggrieved parties and the principal or other supervisory personnel and shall assist in filing grievances as necessary. The Faculty Council shall not assume the responsibilities of the Board of Governors or the various standing committees in the disposition of grievances which have reached the formal procedures stage.

6. CONVENTION DELEGATES

6-1. Convention Delegates

Voting members of the Board of Governors shall be automatic delegates to all conventions, unless prohibited by NEA and/or OEA.

717 **7. MINUTES**

718

719 **7-1. Distribution of Minutes**

720 Minutes of the meetings of the Legislative Assembly and the Board of Governors
721 shall be sent to members of the Legislative Assembly within two weeks following such
722 meetings.

723

724 **8. FISCAL AND MEMBERSHIP YEARS**

725

726 **8-1. Fiscal and Membership Years**

727 The fiscal year and the membership year shall be from September 1 through
728 August 31.

729

730 **9. ELECTORAL DISTRICTS**

731

732 **9-1. Number of Electoral Districts**

733 The electoral districts of this Association shall be determined by the Board of
734 Governors. The electoral districts will be as geographically co-extensive as is feasible.

735

736 Two electoral districts will be formed from citywide units composed of members
737 who serve at multiple sites and who elect Faculty Representatives for these various
738 units. The following units are included in this category:

739

740 Elementary Music, Art and Physical Education; Latchkey; Orthopedically
741 Handicapped Therapists; Pupil Personnel; Safety Services; Psychological
742 Services; Speech and Language; Kingswood; Neil Avenue Center; Northgate
743 Center; Nurses; PAR; Librarians; Hudson Center; Seventeenth Avenue;
744 Shepard Center; Tutors and Work Study/VOSE.

745

746 **9-2. Electing City-Wide Status**

747 Any group desiring to elect city-wide status will be given the opportunity to
748 distribute and collect cards (declaration of unit status) to persons within their respective
749 service category. These cards will be distributed during an "Open window" period in the
750 month preceding the regular election of faculty representatives. In the year of initiation
751 of this new district, cards will be distributed in May. The Faculty Representative Election
752 will occur in September.

753

754 Groups within the City-Wide district may elect to return to building status by using
755 this same process.

756

757 **9-3. Enabling Provisions**

758 All district governors currently serving will complete their current term as follows:
759 1992 – Walnut Ridge, North, Central, South, Northland; 1993 – Whetstone, Marion-
760 Franklin, East and Linden-McKinley; 1994 – Brookhaven, Eastmoor and West. Each of
761 these Governors will serve in the new district which is comprised of the largest number
762 of buildings from his/her former district. If buildings from a former district are equal in

763 number in two or more of the realigned districts, the Governor will serve out the term in
764 the district of his-her choice. The election of a new Governor for the new district will
765 occur with the expiration of the term of the Governor whose former district has the
766 largest number of buildings within the newly aligned district.
767

768 The initial candidacy and election period for the City-Wide Units Governor will
769 occur in October and the new Governor will be seated at the first scheduled meeting of
770 the Board of Governors in November.
771

772 **9-4. Creation of New Districts**

773 The Legislative Assembly shall make adjustments in established districts and
774 create new districts as needed adhering to the provisions of Section 10-1.
775

776 **10. AT-LARGE AREAS**

777

778 **10-1. At-Large Areas**

779 The electoral districts of the Association shall be grouped into areas according to
780 the number of At-Large Governors, either minority or classroom. East At-Large
781 Governor shall represent one of these areas. The At-Large Governor(s) shall, in
782 cooperation with the District and City-Wide Governors in each of the assigned areas,
783 insure appropriate involvement and participation of their constituents. The Minority-At-
784 Large Governor(s) shall be responsive to the concerns expressed by the Association's
785 Minority Involvement Committee. The senior Minority At-Large Governor shall serve as
786 liaison to the MIP Committee.
787

788 **11. CODE OF ETHICS**

789

790 **11-1. Code of Ethics**

791 The professional conduct of members of this Association shall be governed by
792 the Code of Ethics of the Education Profession adopted by the National Education
793 Association. (See Appendix)
794

795 **12. OFFICERS**

796

797 **12-1. Terms of Office**

798 The terms of office for the President and Vice-President shall be for two years.
799

800 **12-2. Prohibition**

801 No person shall serve in more than one elective capacity simultaneously.
802

803 **12-3. Duties of the President**

804 The President shall preside at all meetings of the Legislative Assembly and the
805 Board of Governors. All committees and committee chairpersons of the Association
806 shall be appointed by the President with the advice and consent of the Board of
807 Governors. The President shall be an ex-officio member of all committees, the
808 Legislative Assembly, and the Board of Governors with the full right to vote. The

809 President shall coordinate the activities of the Association and perform such duties as
810 are commonly performed by the chief executive of a voluntary organization and such
811 other duties as may be assigned to the office from time to time by the Board of
812 Governors, and/or the Legislative Assembly.

813
814

815 **12-4. Duties of the Vice President**

816 The Vice President shall perform all the duties of the President during the latter's
817 absence or disability and shall succeed to the office of President in the event of the
818 President's death, resignation or removal from office. The Vice President shall be a
819 member of the Legislative Assembly and the Board of Governors, with full right to vote.
820 The Vice President shall perform such other duties as may be assigned to the office
821 from time to time by the Board of Governors or the President.

822
823

824 **12-5. Duties of the Secretary and the Treasurer**

825 The Secretary shall keep a record of the proceedings of the Legislative Assembly
826 and the Board of Governors and perform the usual duties of such office. The Secretary
827 and the Treasurer shall be subject to the directions of the President and Board of
828 Governors of the Association. The Board of Governors, as part of its Bylaws, shall
829 delineate the general duties and responsibilities of the Secretary and the Treasurer. The
830 Treasurer shall collect and, by order of the Board of Governors, disburse all funds of the
831 Association and keep regular accounts which shall at all times be open to the inspection
832 of all members of the Legislative Assembly and the Board of Governors. The Treasurer
833 shall give bond in such sum as shall be set by the Board of Governors and shall perform
834 such other duties as the Board of Governors shall prescribe in its Bylaws.

835
836

837 **13. FACULTY REPRESENTATIVES**

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839

838 **13-1. Duties of Faculty Representatives**

839 The Faculty Representative(s) will represent the faculty at meetings of the
840 Legislative Assembly and District. It will be the responsibility of the Faculty
841 Representative(s) to communicate Association information at building staff meetings
842 and/or by writing. Further duties include distributing Association materials, handling
843 membership, conducting CEA elections and representing teachers in building-level
844 grievances and other situations delineated in the Master Agreement. The Senior Faculty
845 Representative will serve as a member of the Association Building Council and shall:

846
847

- 847 a. Attend all meetings of the Legislative Assembly;
- 848 b. Attend all District meeting(s);
- 849 c. Report results of all meeting(s) to faculty;
- 850 d. Conduct elections for the organization;
- 851 e. Arrange for representation at meeting(s) if unable to attend;
- 852 f. Enroll new members;
- 853 g. Call CEA building meeting(s), as necessary.

854

855 **13-2. Definition of Senior Faculty Representative**

856 When a unit has more than one Faculty Representative, the Senior Faculty
857 Representative shall be the one with the most continuous service in the position within
858 that unit. When continuous service is tied, the Senior Faculty Representative shall be
859 the Faculty Representative who receives a majority of votes for the position of Senior
860 Faculty Representative.

861

862 **13-3. Rules for Removal**

863 Any Senior Faculty Representative who misses more than two of the above
864 meetings without having been represented by a duly elected Alternate and without
865 having notified the CEA office or the District Governor, may be removed from office
866 automatically and a vacancy shall thereupon arise. Such vacancy shall be filled as
867 provided in the Constitution of the Association.

868

869 **14. COLLECTIVE BARGAINING**

870

871 **14-1. Strike Notice**

872 The Legislative Assembly will meet at least seven (7) days prior to the ten-day
873 strike notice deadline, as defined in the Ohio Revised Code, to determine by vote
874 whether a letter of intent to strike shall be sent to the State Employment Relations
875 Board (SERB) and the Columbus Board of Education.

876

877 **14-2. Ratification Procedure**

878 Whenever a master contract agreement, in principle, has been reached, a
879 referendum shall be held among the active membership to ratify such agreement.

880

881 **14-3. State Employment Relations Board Representation**

882 The Ohio Education Association represents the Association on all matters
883 concerning the Association before the State Employment Relations Board.

884

885 **14-4. Ratifications of Collective Bargaining Agreements**

886 All ratifications of collective bargaining agreements will be conducted within the
887 guidelines for ratification of collective bargaining agreements and fact finder reports as
888 set forth in the OEA Elections Manual.

889

890 **15. BOARD OF GOVERNORS**

891

892 **15.1 Duties of Governors**

893 The Members of the Board of Governors representing Districts shall maintain
894 close contact with the Faculty Representatives in their Districts; shall periodically hold
895 open meetings with their Faculty Representatives and other members in their Districts
896 and units for the purpose of passing along to them current information and seeking their
897 views on matters of importance to the education profession and the Association.

898

899

900 **15-2. Appointment of the Secretary**

901 The Board of Governors, by resolution, shall appoint a Secretary and such
902 Assistant Secretaries as may be necessary. The terms of office of the Secretary and of
903 any Assistant Secretaries shall be fixed by the Board of Governors. The Board of
904 Governors may authorize the use by any compensated officer or employee of such title
905 or titles as may be deemed descriptive of that officer's duties, or some portion thereof.
906

907 **15-3. Minority Representatives**

908 Governors shall be elected at-large to assure that the number of ethnic minority
909 representatives on the Board of Governors reflects the percentage of ethnic minority
910 members of the teacher bargaining unit within the Columbus City Schools. However,
911 enough Governors shall be elected at-large to assure at least a twenty-five percent
912 (25%) ethnic minority representation on the Board of Governors. In the event that the
913 ethnic minority representation on the Board of Governors is less than the required
914 percentage of the total Board of Governors membership, the Board shall conduct an at-
915 large election specifically designed to elect the necessary number of members to
916 maintain the required percentage of ethnic minorities.
917

918 **15-4. Definition of Minority**

919 Ethnic minority shall be defined as those persons designated as ethnic minority
920 by statistics published by the United States Bureau of the Census. This definition shall
921 specifically include Black or African American, Hispanic or Latino, Asian, Native
922 Hawaiian and other Pacific Islanders, Native American and Native Alaskan.
923

924 **15-5. Procedure for Determining Number of Minority Representatives**

925 The percentage figure shall be based upon the current voting membership of the
926 Board of Governors which included the President, Vice-President, Immediate Past
927 President and District Governors.
928

929 **15-6. Classroom Representatives**

930 Governors shall be elected at-large to assure at least three (3) representatives
931 each from elementary, middle and high school classroom teachers. In the event that the
932 classroom representation on the Board of Governors is less than three (3) persons in
933 either elementary, middle or high school, the Board of Governors shall conduct an at-
934 large election specifically designed to elect the necessary number of members from that
935 specific instructional level. The Legislative Assembly shall be the final authority as to
936 whether a member is a classroom teacher at a specific instructional level.
937

938 **15-7. Duties of At-Large Governors**

939 In cooperation with the District Governors and the City-Wide Governor, the
940 Governors At-Large shall maintain close contact with the Faculty Representatives in the
941 districts, shall periodically hold open meetings with Faculty Representatives and other
942 members for the purpose of passing along to them current information and seeking their
943 views on matters of important to the education profession and the Association and shall
944 perform other duties as are prescribed in the Bylaws of the Board of Governors.
945

946 **15.8. Classified Representatives**

947 The representatives elected from the classified board employees will serve on
948 the Board of Governors, in the ratio of one representative for each two-hundred-fifty
949 (250) classified members, until a representation election for classified board employees
950 can take place. At this time, providing the Association is selected to represent the
951 classified board employees, this group will form its own governance board under its own
952 constitution.

953

954 **16. ELECTION RULES**

955

956 **16-1. Declaration of Candidacy**

957

958 a. The President shall appoint an Elections Committee whose duty it shall be to
959 conduct elections in accordance with the OEA Elections Manual and to resolve
960 all challenges or protests to an election. No nominee for office shall serve
961 concurrently on the Elections Committee.

962

963 b. In all regular elections, as defined by the Constitution, there shall be designated
964 a one-month period for the filing of Declarations of Candidacy; and for one month
965 prior to the commencement of the "one-month filing period," the Association's
966 newsletter will publicize such filing period and the offices and/or positions to be
967 filled thereby.

968

969 c. In cases of special elections, as defined by the Constitution, the period for filing
970 Declarations of Candidacy and the scheduling of their publicity shall be
971 established by consensus of the Chairperson of the Election Committee, and the
972 Secretary and President of the Association.

973

974 d. Members of the Board of Governors shall be made aware of the offices and/or
975 positions to be filled by any election in sufficient time to assist prospective
976 candidates in filing for, and campaigning for, such offices and/or positions.

977

978 e. Any declared candidate may have his/her name removed from the ballot by
979 submitting in writing a signed request to withdraw from candidacy, providing such
980 request is filed with the Secretary of the Association fourteen (14) calendar days
981 prior to the day on which such ballots are scheduled to arrive at the voting
982 locations.

983

984 **16-2. Scheduling of Elections**

985

986 a. Immediately following the date of the deadline for filing Declarations of
987 Candidacy in regular elections, shall begin a formal campaigning period for the
988 candidates. Campaigning will conclude on the day prior to the tallying of ballots.

989

990 b. A period of balloting shall be designated to begin immediately upon the
991 conclusion of the campaigning period and to provide seven to ten calendar days

992 for the purpose of collecting and tabulating members' ballots. Such period shall
993 be calculated exclusive of holidays and days of no school which occur during
994 scheduled breaks or unscheduled closings.
995

996 c. In cases of special elections, as defined by the Constitution, campaigning periods
997 and balloting periods shall be scheduled by consensus of the Chairperson of the
998 Elections Committee and the Secretary and President of the Association, with the
999 advice and consent of the Board of Governors.
1000

1001 d. The Elections Committee shall submit annually a schedule of each year's
1002 elections to the Board of Governors by its first meeting in October.
1003

1004 e. An election for a position is not required if only one candidate has been
1005 nominated for that position.
1006

1007 **16-3. Eligibility to Vote.**
1008

1009 a. Any person who has met the requirements of membership, as an Active member
1010 of the Association, as defined by the Constitution, on or before the concluding
1011 date of the balloting period, shall be eligible to vote in any Association election.
1012

1013 **16-4. Ballots and Voting Procedures**
1014

1015 a. Balloting shall be conducted in a number of decentralized locations, which
1016 number and locations are normally coincidental with the number and locations of
1017 school buildings and/or other sites at which members have been assigned to
1018 work. Allowances of exceptions to the norm will be made by consensus of the
1019 Chairperson of the Elections Committee, and the Secretary and the President of
1020 the Association.
1021

1022 b. In the event that a regular ballot cannot be used by a member who is absent from
1023 his/her workplace on the day(s) of voting (and the Faculty Representative or
1024 designee cannot record that member's vote either in person or by telephone; or,
1025 if the member does not wish to use the offices of the Faculty Representative as a
1026 means of casting his/her ballot), the Association shall provide for use of an
1027 "absentee ballot." The "regular ballot" shall be understood as referring to the
1028 ballot cast by any member, or authorized to be cast by the FR for any member,
1029 and which is recorded in the vote totals on the tally sheet returned to the
1030 Elections Committee along with all the ballots cast and so recorded.
1031

1032 c. The Secretary of the Association, the Elections Committee, the Faculty
1033 Representatives and any other agents of the Association who are involved in the

1034 conduct of elections in any official capacity shall make every effort to honor the
1035 request of a member to cast an “absentee ballot,” while taking every precaution
1036 to prevent “absentee ballots” from duplicating any ballot which has been cast in,
1037 and reported from, a workplace by a Faculty Representative. Members casting
1038 an “absentee ballot” shall be required to certify, on a form to be provided by the
1039 Secretary of the Association, that such “absentee ballots” are not duplications of
1040 other ballots.
1041

1042 d. Ballots shall be composed by the Secretary of the Association and /or designee
1043 in accordance with the wishes of the Elections Committee, which shall be
1044 responsible for the random ordering, by draw, of the names of the candidates as
1045 they shall appear on the ballots.
1046

1047 e. The Faculty Representative(s), or designee(s), shall have full and sole authority
1048 to conduct Association elections within their buildings in accordance with the
1049 Constitution and Bylaws of the Association, the policies of the Board of
1050 Governors and the various rules, regulations and procedures which, from time to
1051 time, may be promulgated by the Elections Committee and the Secretary of the
1052 Association. This authority and responsibility includes, but is not limited to,
1053 contacting absent members in assisting them to exercise their right to cast ballots
1054 and reproducing ballots in those cases in which the Association has not sent a
1055 number of ballots sufficient to provide every member with the opportunity to vote.
1056

1057 f. The Association shall provide days of Association Leave to members of the
1058 Elections Committee to permit their picking up election returns from buildings on
1059 the occasion of the annual, regular, system-wide elections.
1060

1061 **16-5. Tabulation of Ballots and Certification of Results**

1062
1063 a. The Faculty Representative(s), or designee(s), shall make a timely report of the
1064 results of all elections conducted within their buildings or other units. Such
1065 reports shall be made in duplicate on tally sheets provided by the Secretary of
1066 the Association at the time at which ballots are distributed. Both tally sheets shall
1067 be signed by the Faculty Representative(s), or designee(s), and by all others who
1068 have participated in the tabulation of the building’s votes.
1069

1070 b. One of the signed tally sheets will be returned, together with all ballots cast and
1071 recorded thereon, to the Secretary of the Association in the provided designated
1072 envelope, which shall be sealed by the Faculty Representative, or designee, with
1073 his/her signature placed across the seal.
1074

1075 c. The second tally sheet shall be posted by the Faculty Representative, or
1076 designee, on the Association Bulletin Board in that building.

1077

1078 d. The designated sealed envelopes containing ballots and tally sheets shall be
1079 opened by the Elections Committee only, and only when three or more members
1080 of the Elections Committee are present and witness to such opening.
1081

1082 e. Envelopes received unsealed shall be investigated and validated by the
1083 Secretary of the Association, or failing that, shall be considered invalid and
1084 disregarded by the Elections Committee.
1085

1086 f. According to its own procedures, the Elections Committee will certify the validity,
1087 or invalidity, of all the ballots before any of the ballots and/or tally sheets are
1088 tabulated. All questions in controversy shall be decided by a majority vote of
1089 those Elections Committee members present.
1090

1091 g. In accordance with the Constitution, the Elections Committee shall tally the
1092 ballots and/or tally sheets and deliver the results to the Secretary of the
1093 Association who shall certify those results to the Board of Governors, which is
1094 the final authority in the conduct of elections.
1095

1096 h. All ballots (marked, unmarked and voided) and all other records pertaining to the
1097 election of officers and Board of Governors of this Association and OEA and NEA
1098 delegates and alternates shall be preserved for one year from the date the
1099 election was held. Such ballots and other records shall be made available to
1100 OEA officers upon request for inspection and examination.
1101

1102 **16-6. Recounts, Appeals and Final Determination**
1103

1104 a. In the elections of Association officers, the Elections Committee shall
1105 automatically recount the ballots in any election in which the second-place
1106 candidate is within ten (10) votes of a tie with the first-place candidate. There
1107 shall be no automatic recount of votes in elections for delegate status or in
1108 elections for officers in which greater than a ten-vote margin of victory exists.
1109

1110 b. A recount of the ballots may be requested by any candidate or “official observer”
1111 for a candidate. If such a recount results in a change in determination of the
1112 winner of the contested election, no fee shall be charged for conducting the
1113 recount. If, however, such a recount does not result in a change in the
1114 determination of the winner of the election, the candidate who requested the
1115 recount, or in whose behalf the recount was requested, shall be liable for a
1116 recount fee of five dollars (\$5) per committee member involved in the recount.
1117

- 1118 c. Failure by a candidate to pay such a recount fee shall make the candidate
 1119 ineligible to run for any Association office or delegate position for as long as such
 1120 fee remains unpaid.
 1121
- 1122 d. Any request for a recount, or any challenge to a finding or decision of the
 1123 Elections Committee must be presented to the Chairperson of the Elections
 1124 Committee and the Secretary of the Association within seven (7) days after the
 1125 date of the Committee's tabulation of the voting results. The Elections Committee
 1126 and/or the Secretary of the Association shall respond in writing to such
 1127 challenge, or schedule such recount within seven (7) days following receipt of
 1128 such a challenge or request.
 1129
- 1130 e. Any decision of the Elections Committee or their failure to respond to an appeal
 1131 may be appealed to the Board of Governors, provided that the procedures in (d)
 1132 above have been followed by the complainant. Such appeal to the Board of
 1133 Governors must be made at its next regularly scheduled meeting following
 1134 receipt of the response by the Elections Committee as required by (d) above.
 1135
- 1136 f. In accordance with the Constitution, any decision made by the Board of
 1137 Governors in an election dispute is final and binding at the local level.
 1138

1139 **16-7. Publication of Results**
 1140

- 1141 a. The results of all elections for Association office shall be published upon their
 1142 certification to the Board of Governors by the Secretary of the Association. In the
 1143 election of delegates, the rank order of candidates and probably delegate status,
 1144 if known, shall be published within two weeks of determination of the results.
 1145
- 1146 b. Candidates for election to delegate status shall be provided, upon request, a
 1147 copy of the voting results showing rank, order and probably delegate status, if
 1148 known.
 1149
- 1150 c. The names of those schools whose ballots are not received, not received timely
 1151 or not received accurately by the Elections Committee shall be published as soon
 1152 as practicable following the counting of ballots in each election.
 1153
- 1154 d. The Chairperson of the Elections Committee shall notify the Faculty
 1155 Representatives of those buildings whose ballots were invalid that their ballots
 1156 were not counted; and shall provide, within seven (7) days after the election, the
 1157 reason(s) for which the ballots were disregarded.
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16-8. Miscellaneous

- a. Candidates may have access to membership rosters by arrangement with the Membership Committee.
- b. In the election of Association officers, candidates may have only one “official observer” at a time who may be present for, and witness to, all business conducted by the Elections Committee in the canvassing of ballots. The activities of such an “official observer” are strictly limited to observation and representation of the candidate in filing an official challenge to any action(s) of the Elections Committee, or in making a request for a recount of the ballots.
- c. Ballots and tally sheets used in the election of Association officers shall be purged by the Secretary of the Association and/or the Elections Committee after the expiration of the period established for the filing of any challenge or appeal to both the Elections Committee and the Board of Governors, but only after such period shall have expired.
- d. Ballots for delegate status shall be purged by the Secretary of the Association and/or the Elections Committee following ten (10) days after the conclusion of the conference, assembly, convention or other meeting for which candidates whose names appear on such ballots were elected to delegate status, except that, in no event, shall such ballots be purged earlier than one year following the conduct of such elections.

17. DISSOLUTION OF ASSOCIATIONS

- 17-1.** 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 signature of three-fourths (3/4) of the total membership of the Association.
- 17-2.** Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.
- 17-3.** The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.
- 17-4.** 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.
- 17-5.** In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to United Way, provided that it is an entity recognized as exempt from Federal taxation. In the event that United

1205 Way is not then recognized as tax exempt, such assets shall then pass to I Know I Can,
1206 provided that it is recognized as exempt from Federal taxation. In the event that I Know I
1207 Can is not then recognized as exempt from Federal taxation, such assets shall pass to
1208 the United Negro College Fund provided that United Negro College Fund is recognized
1209 as exempt from Federal taxation.

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1211 **18. AMENDMENTS**

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1213 **18-1. Amendments**

1214 These Bylaws may be amended by a majority vote of those present at a meeting
1215 of the Legislative Assembly, provided that such amendment was presented and read at
1216 a previous meeting.

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1251 **APPENDIX TO THE BYLAWS**
1252 **CODE OF ETHICS OF THE EDUCATION PROFESSION**
1253 **Adopted by 1975 NEA Representative Assembly**

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1255 **PREAMBLE**
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1257 The educator, believing in the worth and dignity of each human being, recognizes
1258 the supreme importance of the pursuit of truth, devotion to excellence, and the nurture
1259 of democratic principles. Essential to these goals is the protection of freedom to learn
1260 and to teach and the guarantee of equal educational opportunity for all. The educator
1261 accepts the responsibility to adhere to the highest ethical standards. The educator
1262 recognizes the magnitude of responsibility inherent in the teaching process. The desire
1263 for the respect and confidence of one's colleagues, of students, of parents and of the
1264 members of the community provides the incentive to attain and maintain the highest
1265 possible degree of ethical conduct. The Code of Ethics of the Education Profession
1266 indicates the aspiration of all educators and provides standards by which to judge
1267 conduct. The remedies specified by the NEA and/or its affiliates for the violation of any
1268 provision of this Code shall be exclusive and no such provision shall be enforceable in
1269 any form other than one specifically designated by the NEA or its affiliates.
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1271 **PRINCIPAL I**
1272 **Commitment to the Student**
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1274 The educator strives to help each student realize his or her potential as a worthy
1275 and effective member of society. The educator, therefore, works to stimulate the spirit of
1276 inquiry, the acquisition of knowledge and understanding and the thoughtful formulation
1277 of worthy goals. In fulfillment of the obligation to the student, the educator:
1278

- 1279 1. Shall not unreasonably restrain the student from independent
1280 action in the pursuit of learning.
- 1281
- 1282 2. Shall not unreasonably deny the student access to varying points
1283 of view.
- 1284
- 1285 3. Shall not deliberately suppress or distort subject matter relevant to the
1286 student's progress.
- 1287
- 1288 4. Shall make reasonable effort to protect the student from conditions
1289 harmful to learning or to health and safety.
- 1290
- 1291 5. Shall not intentionally expose the student to embarrassment or
1292 disparagement.
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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.

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PRINCIPLE II

Commitment to the Profession

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The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

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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 which attract persons worthy of the trust to careers in education and to assist in preventing the practice of the profession by unqualified persons.

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In fulfillment of the obligation to the profession, the educator;

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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 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.

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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 accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

1354 This Code of Ethics of the National Education Association has been officially
1355 adopted and incorporated into the Bylaws of the Columbus Education Association.
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1378 **COLUMBUS EDUCATION ASSOCIATION**

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1380 **BYLAWS OF THE**
1381 **BOARD OF GOVERNORS**

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1383 **Section 1. Meetings**

1384 Regular meetings of the Board of Governors shall be held on the second and
1385 fourth Thursday of each month at 4:30 p.m., except that during the months of June, July
1386 and August, only one meeting shall be held each month. The time or date of any
1387 meeting of the Board of Governors may be changed by majority vote of the Board of
1388 Governors. The duration of the regularly scheduled Board of Governors' meetings shall
1389 not exceed three hours and special meetings shall not exceed one hour in length,
1390 unless extended by vote of two-thirds (2/3) of those present.

1391
1392 Special meetings may be called by the President, the Secretary, Treasurer or
1393 any four members of the Board, provided, however, notice of any special meeting and
1394 its purpose shall be given to all available members of the Board in advance of the
1395 meeting.

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1397 Any scheduled meeting of the Board of Governors that is held on the same day
1398 as a Legislative Assembly shall not exceed one and one-half (1 ½) hours in length.

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1400 **Section 2. Agenda**

1401 The President and Secretary shall prepare an agenda for each regular meeting,
1402 and the Secretary shall furnish a copy of it to each member of the Board at least five (5)
1403 days in advance of the regular scheduled meeting; provided, however, any member of
1404 the Board may bring up any matter under "New Business."

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1406 **Section 3. Order of Business**

1407 The order of business at all regular meetings of the Board shall be the following:

- 1408
1409 1. Call to Order
1410 2. Roll Call
1411 3. Action on Minutes of Previous Meeting
1412 4. Treasurer's Report
1413 5. Public Participation
1414 6. Reading of Communications
1415 7. Report of the President and Vice President
1416 8. Old Business
1417 9. New Business
1418 10. Report of Professional Staff
1419 11. District Reports
1420 12. Committee Reports
1421 13. Adjournment
1422

1423 **Section 4. Vacancies**

1424 A vacancy shall arise in the position of any member of the Board if such member
1425 ceases to be a member of the Association.

1426
1427 If any District Governor fails to hold a minimum of seven (7) district meetings in
1428 the school year or fails to attend, or have a substitute present for any two (2) district
1429 meetings, such failure shall constitute grounds for removal from office.

1430
1431 If any member of the Board misses three (3) consecutive regular meetings of the
1432 Board without having been excused by the President, such failure shall constitute
1433 grounds for removal from office.

1434
1435 No vacancy shall arise in the position of any member of the Board of Governors
1436 due to a transfer from a district that originally elected the member, so long as the above
1437 conditions and those conditions of the Constitution are met. The local Faculty
1438 Representatives may, by a three fourths (3/4) vote of the District Faculty
1439 Representatives, terminate their transferred District Governor's term if they feel the
1440 Governor is not fulfilling the duties of a District Governor.

1441
1442 Districts created by the annexation of schools to the Columbus City School
1443 District (see Constitution, Article VII, Section 1) shall be entitled to representation on the
1444 Board of Governors under this section, and shall have such representative elected or
1445 appointed in accordance with the provisions of the Constitution, Article XI, Section 6.
1446 The term "Association" in Article XI, Section 2, of the Constitution shall be interpreted to
1447 include the local association in existence in the newly-annexed district prior to that
1448 area's annexation, except where an individual shall have been ineligible for
1449 membership.

1450
1451 **Section 5. Duties of District Governors**

1452 In addition to stated constitutional duties, the Governors:

- 1453
- 1454 1. Shall hold, or an at-Large Governor attend, a minimum of seven (7) district
1455 meetings each school year.
 - 1456
 - 1457 2. Shall announce all district meetings and make them open to all members
1458 in the district.
 - 1459
 - 1460 3. Shall, in addition to maintaining close contact with the Building
1461 Representatives, develop a means for communicating issues to the
1462 members in said district.
 - 1463
 - 1464 4. Shall periodically visit all buildings in their district. At-Large Governors
1465 shall visit within their sections of the city as designated by the Constitution
1466 and Bylaws.

- 1467 5. Shall receive reimbursement for actual and necessary personal mileage
1468 traveled on Association business, except that such reimbursement shall
1469 not exceed \$312 in any one fiscal year.
1470

1471 **Section 6. Duties of the President**

1472 In addition to the constitutional duties, the President:

- 1473
- 1474 1. Shall coordinate the Professional Staff of the Association as the chief
1475 officer of the UniServ Coordinating Council.
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 - 1477 2. Shall be responsible for coordinating the activities of the Association.
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 - 1479 3. Shall, together with another member of the Association, attend, or be
1480 represented at, all regular meetings of the Columbus Board of Education.
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 - 1482 4. Shall attend, or be represented by a member of the Association, the
1483 annual convention of the Ohio Education Association and the National
1484 Education Association. Necessary travelling and other expenses incurred
1485 in connection with such meetings shall be paid by the Association.
1486
 - 1487 5. Shall represent the Association before the public either personally or
1488 through delegates.
1489
 - 1490 6. Shall assist in carrying out services to the Association members.
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 - 1492 7. Shall visit local schools as often as possible to maintain contact with the
1493 membership.
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1495 **Section 7. Duties of the Vice President**

1496 In addition to the constitutional duties, the Vice President:

- 1497
- 1498 1. Shall, in the absence of the President, assume all of the responsibilities
1499 designated to the President in Section 6 of these Bylaws.
1500
 - 1501 2. Shall assist the President by coordinating activities of the committees of
1502 the Association.
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 - 1504 3. Shall assist in carrying out services to the Association members.
1505
 - 1506 4. Shall visit local schools to maintain contact with the Membership.
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1511 **Section 8. Duties of the Treasurer**

1512 In addition to the constitutional duties, the Treasurer:

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1514 1. Shall receive and deposit to the account of the local association all monies
1515 belonging to the Association.

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1517 2. Shall maintain accurate records of all financial transactions and report in
1518 detail said transactions to the Board of Governors.

1519 3. Shall be a member of the Budget Committee and present all necessary
1520 records to the proper persons for the annual audit.

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1522 4. Shall co-sign with the President all authorized checks and be responsible
1523 for investing Association funds in certificates of deposit and/or savings
1524 accounts.

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1526 5. Shall maintain a proper file of Association records, Constitution, Bylaws
1527 and standing rules; and keep accurate minutes of all constituted meetings
1528 of the Association for a permanent record of business activities.

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1530 6. Shall maintain an accurate list of the membership in local, state and
1531 national affiliates.

1532

1533 7. Shall be bonded for an amount to be decided annually by the Board of
1534 Governors, the premium being paid by the Association.

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1536 **Section 9. Duties of the Executive Director**

1537 In addition to the constitutional duties, the Executive Director:

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1539 1. Shall be appointed for a term of one year.

1540

1541 2. Shall carry out assignments delegated by the President and/or Board of
1542 Governors of the Association.

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1544 **Section 10. Standing Committees**

1545 The following shall be the Standing Committees of the Association:

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- 1547 • Archival Records
- 1548 • Awards
- 1549 • Budget
- 1550 • Constitution
- 1551 • Economic Services
- 1552 • Instruction/Professional Development

- 1553 • Legal Services
- 1554 • Legislative
- 1555 • Minority Involvement Program
- 1556 • Negotiations
- 1557 • Promotion of the Profession
- 1558 • Public Relations
- 1559 • CEA Membership Scholarship Foundation

1560

Section 11. Amendments

1562

These Bylaws may be amended by a two-thirds (2/3) vote of those present at a regular meeting of the Board, provided that such amendment was presented and read at a previous regular meeting.

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Section 12. Declaration of Candidacy and Elections

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Pursuant to the Constitution, Article 11, a special election shall be held to fill the office of Vice President when vacant or the offices of both the President and Vice President if both become vacant at the same time. In cases of the resignation of either the President or the Vice President, an election may be held while either office is still occupied provided that the effective date of the new presidency or vice-presidency does not come earlier than the effective date of resignation of the office to be filled.

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Section 13. Staff Participation

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All staff members assigned to the CEA, Professional and Classified, shall be invited to attend all meetings of the Board of Governors, except executive sessions. Professional staff members shall speak in an advisory capacity only and shall not be permitted to make motions or to vote.

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Section 14. President's Payroll

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The outgoing President shall remain on the payroll through the month of June. The incoming President shall be placed on the payroll, effective July 1.

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Section 15. UniServ Coordinating Council.

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The Board of Governors shall serve as the CEA UniServ Coordinating Council. The President of CEA shall serve as Chairperson of the UniServ Coordinating Council.

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ⁱ Revised October 2011