

CONSTITUTION AND BY-LAWS
of the
JONATHAN ALDER EDUCATION ASSOCIATION
as amended by membership January 3rd, 2024

CONSTITUTION

ARTICLE I
NAME

Section A. The name of this organization shall be the Jonathan Alder Education Association.

Section B. The Jonathan Alder Education Association, henceforth referred to as the Association, shall maintain affiliation with the Central OEA/NEA., the Ohio Education Association, and the National Education Association.

ARTICLE II
PURPOSE

Section A. Purpose

1. The purpose of the Association shall be to:
 - a. Promote the educational objectives of the local school system and of the state and nation;
 - b. Protect the welfare and advance the interests of its members;
 - c. Foster professional attitudes;
 - d. Establish and maintain helpful, friendly relations within the membership and school community.

Section B. Constitution Consistency

1. This constitution shall be consistent with the constitution of the Ohio Education Association and the National Education Association.

ARTICLE III
MEMBERSHIP

Section A. Membership Eligibility

1. Membership, as provided in the Bylaws, shall be open to any non-administrative certified person employed either full-time or part-time by the public schools of the Jonathan Alder Local School District.
2. Active members of Jonathan Alder Education Association shall be members of its affiliated associations: Central OEA/NEA; Ohio Education Association; and the National Education Association by paying the annual dues of those associations.
3. 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.
4. All members shall abide by the Code of Ethics of the Education Profession.

Section B. Rights and Limitations

1. The right to vote and hold elective office shall be limited to active members, except as may be provided elsewhere in the Constitution and Bylaws.
2. All active members shall be eligible for Association services, assistance in the protection of professional and civil rights, and the receiving of reports and publications of the Association as determined by the Executive Committee.

Section C. Revocation and Reinstatement of Membership

1. 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:
 - a. Violation of the Code of Ethics of the Education Profession.
 - b. Conviction of a felony.
 - c. 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.
2. In the event that a member is expelled from membership, all Association property shall be returned to a member of the Executive Committee.
3. The Executive Committee may reinstate members previously suspended or expelled.
4. The Association guarantees that no member may be censured, suspended or expelled without a due process hearing, which shall include an appropriate appellate procedure.

Section D. Membership Year

1. The Association membership and fiscal year shall be September 1-August 31.

ARTICLE IV OFFICERS

Section A. Officers and Terms of Office.

1. The officers of the Jonathan Alder Education Association shall be the President (or Co-Presidents), Vice-President, Secretary, Treasurer, Membership Chairperson (or Co-Chairs), and Building Representatives.
2. Officers shall be elected for one (1) year terms beginning July 1.
3. All officers shall be active members of the Association.

Section B. President (or Co-Presidents)

1. The President (or Co-Presidents) shall preside at all meetings of the Jonathan Alder Education Association and of the Executive Committee and shall be an ex-officio member of all committees.
2. The President (or Co-Presidents) shall be responsible for calling special meetings and coordinating the Association activities.
3. The President (or Co-Presidents) will prepare the agenda for all meetings.
4. The President (or Co-Presidents) will automatically serve as the JAEA representative on the Uniserv Council or may appoint one other member to serve on said council.
5. The President (or Co-Presidents) or appointed member will attend all Jonathan Alder School Board meetings on behalf of JAEA.
6. The President (or Co-Presidents) may also appoint representatives to attend Central OEA/NEA, area meetings.

Section C. Vice-President

1. The Vice-President shall preside or act in the absence of the President (or Co-Presidents).
2. The Vice-President shall promote professional growth of the JAEA members by keeping them informed of changes in teacher education and professional standards.
3. The Vice-President shall promote union strength by keeping them informed of current contract language, district policies, and their rights as a member of the Association.
4. The Vice-President serves as a delegate to the Ohio Education Association Representative Assemblies and Central Representative Assemblies by virtue of office.

Section D. Secretary

1. The Secretary shall keep a record of the proceedings of all meetings of the Association and the Executive Committee.
2. The Secretary shall handle all the correspondence of the Association which does not pertain to finances or dues.

3. All books, records, and supplies that are the property of the Association and not pertaining to finance shall be in the custody of the Secretary and shall be kept in such order that they are usable and may be passed on satisfactorily to their successor.
4. By virtue of office, the Secretary, along with the Building Representatives, will solicit nominations and prepare ballots for elections.
5. The Secretary will keep all records pertaining to elections and reserve them for one year from the date of the elections.

Section E. Treasurer

1. The Treasurer shall receive all monies belonging to the Association, shall make payments when properly authorized, shall keep an itemized account of receipts and expenditures, and shall make reports of the balance at regular meetings.
2. The Treasurer shall file a written report annually and will handle all correspondence in regards to finances and dues.
3. All books, records, and supplies that are the property of the Association that pertain to finances shall be in the custody of the Treasurer and shall be kept in such order that they are usable and may be passed on satisfactorily to their successor.
4. When the funds of the Association exceed \$500, the Treasurer shall submit an annual report of the Jonathan Alder Education Association's programs and activities to OEA.
5. Prepare all tax forms required by state and federal government or work with those who assist the Association.

Section F. Membership Chairperson (or Co-Chairs)

1. The Membership Chairperson (or Co-Chairs) shall coordinate all membership drives.
2. The Membership Chairperson (or Co-Chairs) shall plan strategy for membership recruitment.
3. The Membership Chairperson (or Co-Chairs), along with Building Representatives, shall plan "perks" for members throughout the year.

Section G. Building Representatives

1. Building Representatives shall report recommended policies and other actions of the Executive Committee to members in their building.
2. Building Representatives shall transmit ideas and concerns from their building members to the Executive Committee.
3. Building Representatives may assist in the collection of dues and ballots.
4. Building Representatives shall attend all official meetings of the Association.
5. Building Representatives shall act as the consultant to the individual member who has a professional problem and if necessary, seek assistance from the Association.
6. By virtue of office, Building Representatives make up the Membership Committee and will work with the Membership Chair (or Co-Chairs) in promoting Association membership and participation.
7. Building Representatives may assist the Secretary in securing nominations and preparing ballots for elections as part of the Nominations and Elections Committee.

ARTICLE V EXECUTIVE COMMITTEE

Section A. Composition

1. The Executive Committee shall be composed of the President (or Co-Presidents), Vice-President, Secretary, Treasurer, Membership Chair (or Co-Chairs), and the Building Representatives.

Section B. Purpose

1. The Executive Committee shall serve as the agency through which the policies of the Association shall be put into effect and have general supervision of all activities sponsored by the Association.
2. The Executive Committee shall meet at least once a month and at any other time at the call of the President (or Co-Presidents).

- a. In the event that there is not sufficient need to hold a monthly meeting of the Executive Committee, the meeting may be canceled by a 2/3 majority vote of the Executive Committee.
3. At said meetings, only elected officers have the right to vote
4. The Executive Committee shall act as advisors to the officers, assign duties, be responsible for all committees, and have such policy-making authority as provided in this document
5. The Executive Committee shall act as the authoritative voice of JAEA on positions affecting the Association during interim periods between regular meetings
6. The Executive Committee shall report its transactions to all members.
7. The Executive Committee shall direct an independent audit of the Association's financial records at regular intervals not to exceed two (2) years.
8. The Executive Committee shall act on an annual financial report presented by the Association Treasurer.

Section C. The Jonathan Alder Education Association shall take all steps to achieve governance and delegate representation of ethnic minorities at least proportionate to the ethnic minority of the Association.

Section D. Fiduciary Responsibility

1. No business or financial transaction involving a member of the Executive Committee or agent of the Association, or their spouse, children, or parents, or otherwise as described in this Section, shall conflict with the fiduciary responsibility of such person to the Association. Such relationships with the members of the Executive Committee include relationships with any person that would reasonably be expected to affect the person's judgment with respect to the transaction or conduct in question in a manner adverse to the Association.

ARTICLE VI ELECTIONS

Section A. Nominations and Elections Committee

1. The Secretary shall oversee a Nominations and Elections Committee to prepare a ballot with candidates for each office.
2. No member shall be nominated for office without their knowledge and consent.

Section B. Election Procedures

1. Election of officers shall be conducted by secret ballot.
2. Election procedures shall follow the guidelines outlined in the OEA Elections Manual.
3. Ballots shall provide a space for write-in candidates.
4. The results of the election shall be reported to the total membership within five school days of the election.
5. 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 kept for one year from the date the election was held; and such ballots and other records shall be made available to OEA officers upon request for inspection and examination

Section C. In the event the Jonathan Alder Education Association qualifies for additional delegates to OEA and Central Representative Assemblies, then a special nominations and election process as outlined above would take place under the direction of the Vice-President.

Section D. Non-members of the Association, shall not have the right to vote, hold office, or otherwise have privilege of Association membership.

ARTICLE VII IMPEACHMENT OF OFFICERS

Section A. Impeachment Proceedings

1. Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession for misfeasance, malfeasance, or nonfeasance in office.
2. Impeachment proceedings against any officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five (25) percent of the members.
3. If, after a due-process hearing, a two-thirds (2/3) vote of the Executive Committee sustains the charge, the office shall become vacant.
4. The due-process hearing shall provide the accused officer with notice of the charges and the basis for the charges against them, a right to hear or see the evidence against them, a right to representation of their own choosing, the right to examine or cross-examine witnesses, and the right to present evidence to rebut the charges.
5. The officer may appeal the decision to a special meeting of the general membership.

ARTICLE VIII COMMITTEES

Section A. Elections and Vacancies

1. Elections of committee members shall follow the procedures set in Article VI, Section B.
2. All committee members shall be elected to fill vacancies as needed.

Section B. Committees and Their Purpose

1. The Negotiations Committee shall prepare and pursue membership goals in collective bargaining and communicate progress at the table to the general membership of the Association.
2. The Membership Committee shall promote recruitment of members as well as retain current members. The committee shall be made up of the elected Membership Chair (or Co-Chairs) and Building Representatives.
3. The Nominations and Elections Committee shall be charged with the responsibility to protect the integrity of an election or vote and ensure that an election is conducted in accordance with the guidelines set forth in the OEA Elections Manual and with local, state, and national constitutions. By virtue of office, the Secretary will chair the Nominations and Election Committee. The committee will be made up of the elected Building Representatives.
4. The OEA Fund/Legislative Committee shall monitor local, state and national legislative changes and report them to membership, as well as plan the annual OEA Fund drive.
5. The Local Professional Development Committee shall consist of no less than five members elected by the General Membership to serve on the district LPDC as mandated by state law.
6. The Insurance Committee shall perform duties as outlined in the negotiated agreement in Article X, Section 8.
7. The District Advisory Committee shall perform duties as outlined in the negotiated agreement in Article VIII, Section G.
8. New Committees may be formed at the direction of the Executive Committee.

ARTICLE IX AMENDMENTS

Section A. Amendment Procedures

1. No alterations, additions, deletions, or amendments shall be made to this document except by a vote of two-thirds (2/3) of all members present and voting at any regular Association meeting or any special meeting called for that purpose.
2. Proposed changes in this Constitution shall be presented in writing to the membership at least thirty (30) days prior to the meeting at which they will be considered.

ARTICLE X
DISSOLUTION OF THE ASSOCIATION

Section A.

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-fourth (3/4) of the total membership of the Association.
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.
3. The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of the dissolution.
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.
5. In the event of dissolution, all assets of the Jonathan Alder Education Association remaining after payment of all obligations shall be distributed to the United Way provided it is recognized as exempt from Federal taxation. In the event that the United Way is not then recognized as tax-exempt, such assets shall then pass to the American Cancer Society provided it is recognized as exempt from Federal taxation.

BY-LAWS

ARTICLE I MEETINGS

Section A. Meeting Schedules

1. This Association shall schedule at least two regular meetings yearly spaced out over the year.
2. Special general membership meetings may be called at the written request of ten percent of the membership. Business to come before the special meeting must be stated in the call, which shall be posted in each building.

Section B. Meeting Format

1. Meetings may occur in-person or virtually through online conference software.
2. In the event of a virtual meeting, quorum is recognized as if members were meeting in-person.

ARTICLE II DUES

Section A. Dues Rate

1. The annual dues for membership in the Jonathan Alder Education Association shall be set by the Executive Committee contingent upon expenses/growth. Dues shall be enough to adequately fund a quality program.

Section B. Dues Waivers and Stipends

1. The Association President or designee shall receive a stipend of ten (10) dollars per member plus have their dues paid to the local, central, state, and national associations.
2. In the event Co-Presidents, each Co-President shall receive a stipend of five (5) dollars per member plus have fifty (50) percent of their dues paid to the local, central, state, and national associations.

Section C. Fiscal Year

1. The membership year and the fiscal year of the Association shall be September 1 to August 31.

Section D. Unified Membership

1. Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.

ARTICLE III OFFICERS AND DUTIES

Section A. President (or Co-Presidents)

1. The President (or Co-Presidents) shall preside at all meetings of the Jonathan Alder Education Association and of the Executive Committee and shall be an ex-officio member of all committees.
2. The President (or Co-Presidents) TheyHe/she shall be responsible for calling special meetings and coordinating the Association activities.
3. The President (or Co-Presidents) will prepare the agenda for all meetings.
4. The President (or Co-Presidents)TheyHe/she will automatically serve as the JAEA representative on the Uniserv Council or may appoint one other member to serve on said council.
5. The President (or Co-Presidents) or appointed member will attend all Jonathan Alder School Board meetings on behalf of JAEA.
6. The President (or Co-Presidents) may also appoint representatives to attend Central OEA/NEA, Inc. area meetings.

Section B. Vice-President.

1. The Vice-President shall preside or act in the absence of the President (or Co-Presidents).

2. The Vice-President shall promote professional growth of the JAEA members by keeping them informed of changes in teacher education and professional standards.
3. The Vice-President shall promote union strength by keeping them informed of current contract language, district policies, and their rights as a member of the Association JAEA.
4. The Vice-President serves as a delegate to the Ohio Education Association Representative Assemblies and Central Representative Assemblies by virtue of office.

Section C. Secretary

1. The Secretary shall keep a record of the proceedings of all meetings of the Association and the Executive Committee.
2. The SecretaryHe/she shall handle all the correspondence of the Association which does not pertain to finances or dues.
3. All books, records, and supplies that are the property of the Association and not pertaining to finance shall be in their custody of the Secretary and shall be kept in such order that they are usable and may be passed on satisfactorily to their successor.
4. By virtue of office, the Secretary, along with the Building Representatives, will solicit nominations and prepare ballots for elections.
5. The Secretary will keep all records pertaining to elections and reserve them for one year from the date of the elections.

Section D. Treasurer

1. The Treasurer shall receive all monies belonging to the Association, shall make payments when properly authorized, shall keep an itemized account of receipts and expenditures, and shall make reports of the balance at regular meetings.
2. The TreasurerHe/she shall file a written report annually and will handle all correspondence in regards to finances and dues.
3. All books, records, and supplies that are the property of the Association that pertain to finances shall be in their custody of the Treasurer and shall be kept in such order that they are usable and may be passed on satisfactorily to their successor.
4. When the funds of the Association exceed \$500, the Treasurerheyhe/she shall submit an annual report of the Jonathan Alder Education Association's programs and activities to OEA.
5. Prepare all tax forms required by state and federal government or work with those who assist the Association.

Section E. Membership Chairperson (or Co-Chairs)

1. The Membership Chairperson (or Co-Chairs) shall coordinate all membership drives.
2. The Membership Chairperson (or Co-Chairs)He/she shall plan strategy for membership recruitment.
3. The Membership Chairperson (or Co-Chairs) This officer (or officers), along with Building Representatives, shall plan "perks" for members throughout the year.

Section F. Building Representatives.

1. Building Representatives shall report recommended policies and other actions of the Executive Committee to members in their building.
2. Building Representatives shall transmit ideas and concerns from their building members to the Executive Committee.
3. Building Representatives may assist in the collection of dues and ballots.
4. Building Representatives shall attend all official meetings of the Association.
5. Building Representatives shall act as the consultant to the individual member who has a professional problem and if necessary, seek assistance from the Association.
6. By virtue of office, Building Representatives make up the Membership Committee and will work with the Membership Chair (or Co-Chairs) in promoting Association membership and participation.
7. In addition, Building Representatives maywill assist the Secretary in securing nominations and preparing ballots for elections as part of the Nominations and Elections Committee.

ARTICLE IV VACANCIES

Section A. Succession of Office

1. Whenever the office of President becomes vacant, the Vice-President shall automatically assume the presidency for the remainder of the term.
2. Whenever the offices of President and Vice-President shall become vacant, the remaining members of the Executive Committee shall choose one of their members to serve as the President Pro-Tempore until a special election by membership is conducted.
3. A vacancy in the office of Vice President, Secretary, Treasurer or Membership Chair shall be filled by an appointment of the President with the approval of two-thirds of a quorum of the Executive Committee in a secret ballot.

ARTICLE V AUTHORITY

Section A. Parliamentary Authority

1. ROBERT'S RULES OF ORDER, REVISED shall be the parliamentary authority for the Association on all questions not covered by this Constitution and By-Laws and such standing rules as the Executive Committee may adopt.

ARTICLE VI QUORUM

Section A. Recognition of Quorum

1. Those active members present shall constitute a quorum for the transaction of business in both regular and Executive Committee meetings.

ARTICLE VII REPRESENTATION

Section A. Building Representatives

1. There shall be one building representative in each building for every ten (10) members or major fraction thereof.

Section B. Ethnic Minorities

1. It is the policy of this Association, and it shall take all legally permissible steps to achieve governance and delegate representation of ethnic minority at least proportionate to the ethnic minority membership in the Association.

ARTICLE VIII AMENDMENTS

Section A. Amendment Procedures

1. These By-Laws may be amended by a majority vote at any regular meeting of the Association provided that proposed amendments have been previously studied by the members of the Executive Committee.

ARTICLE IX BARGAINING AND CONTRACT RATIFICATION

Section A. Representative Authority

1. The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President (or Co-Presidents) and Executive Committee.
2. If the President (or Co-Presidents) is not an active member of the bargaining team, they shall be an ex-officio member of the Jonathan Alder Education Association's bargaining team.
3. Members of the bargaining team need not necessarily be from the Negotiations Committee.
4. Necessary sub-committees may be appointed, as needed by the committee chairperson.
5. The bargaining team shall have the authority to bargain in good faith; make proposals, counter-proposals, and concessions; and make tentative agreement on a contract with representatives of the Jonathan Alder Board of Education.
6. While negotiations are in progress, periodic reports to members may be made by the bargaining team (See also Article II, Section A, Negotiations).

Section B. Committee Reports

1. In preparation for bargaining, the Negotiations Committee shall make reports and recommendations to the Executive Committee.
2. The results of any member surveys conducted in preparations for negotiations shall be shared with general membership.

Section C. SERB Representation

1. The Ohio Education Association represents the Jonathan Alder Education Association on all matters concerning the Association before the State Employment Relations Board (SERB).

Section D. Designated Representative

1. The Executive Committee shall name the designated representative (or Labor Relations Consultant) as called for under ORC 4117, prior to the opening of negotiations.

Section E. Ratification

1. Written copies of the tentative agreement summary shall be given to the general membership prior to ratification.
2. The voting procedure to ratify a proposed negotiated agreement shall follow the steps outlined in the OEA Elections Manual.
 - a. A vote on a tentative agreement to the contract or on a fact-finding report shall be made by written ballot.
 - b. No absentee or proxy votes will be allowed on contract ratification votes or fact-finding reports.
 - c. The first vote on a contract ratification or fact-finding report will be to accept or reject the contract/report as presented.
 - d. All ballots used in a vote regarding a contract ratification or fact-finding report, after tabulation, will be sealed and retained by the Association Secretary for three (3) years or duration of the contract, whichever is greater.
 - e. The President (or Co-Presidents) will communicate required details of the ratification vote to the employer's designated representative.

Section F. Intent to Strike

1. 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).

Section G. Non-Members

1. Non-members of the Jonathan Alder Education Association are not eligible to vote on a fact finder's report or contract ratification.