

# BY-LAWS OF THE COLUMBUS STATE EDUCATION ASSOCIATION

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# **BY-LAWS OF THE COLUMBUS STATE EDUCATION ASSOCIATION**

## **ARTICLE I – MEETINGS**

### **SECTION 1 – EXECUTIVE COMMITTEE**

The Executive Committee shall meet twice per quarter, or at the call of the President.

### **SECTION 2 – GENERAL MEMBERSHIP**

The general membership meetings shall be held at least once each quarter. Additional meetings may be called by the President, a majority vote of the Executive Committee, or a petition to the President signed by at least ten (10) percent of the active membership. Such petitions shall state the purpose of the desired meeting and the business of that meeting shall be limited to consideration of the stated purpose

## **ARTICLE II – QUORUM**

### **SECTION 1 – EXECUTIVE COMMITTEE**

The quorum for the Executive Committee meetings shall be a simple majority of the Executive Committee.

### **SECTION 2 – GENERAL MEMBERSHIP**

The quorum for a general membership meeting shall be twenty (20) percent of the active membership.

## **ARTICLE III – DUTIES OF OFFICERS**

### **SECTION 1 – PRESIDENT**

- 1.1 Preside over all Association meetings and prepare their agendas.
- 1.2 Represent the Association on all matters of Association policy.
- 1.3 Serve as ex-officio member of all Association committees.
- 1.4 Attend the Columbus State Community College (CSCC) Board off Trustees meetings.
- 1.5 By virtue of his/her office, serve as delegate to, or appoint delegates to, the Ohio Education Association (OEA) and National Education Association (NEA) Representative Assemblies.

## **SECTION 2 – VICE-PRESIDENT**

- 2.1 Preside over Association meetings in the absence of the President.
- 2.2 Attend the CSCC Board of Trustees meetings in the absence of the President.
- 2.3 Perform such other duties as delegated by the President.

## **SECTION 3 – SECRETARY**

- 3.1 Keep accurate minutes of all official meetings of the Association.
- 3.2 Publish the approved minutes of the Association meetings.
- 3.3 Maintain official files of the Association.
- 3.4 Attend CSCC Board of Trustees meetings in the absence of the President and Vice-President.
- 3.1 Perform such other duties as delegated by the President.

## **SECTION 4 – TREASURER**

- 4.1 Hold the funds of the Association and disburse them upon authorization of the Executive Committee.
- 4.2 Maintain records of receipts and disbursements.
- 4.3 Maintain membership rolls.
- 4.4 Prepare financial reports for meetings of the Executive Committee and an annual financial statement to be distributed to the membership.
- 4.5 Prepare for an independent audit as authorized by the Executive Committee.

Shall be bonded.

## **SECTION 5 – PARLIAMENTARIAN**

- 5.1 Ensure that all meetings of the Association are conducted in accordance with the Association's Constitution and By-Laws and shall resolve disputes regarding the conducting of such meetings.
- 5.2 Ensure that all meetings of the Association are conducted in accordance with *Robert's Rules of Order* and shall resolve disputes regarding the application of such rules to meetings.
- 5.3 Ensure that all elections and votes are held in accordance with the Association's Constitution and By-Laws.

- 5.4 Shall maintain the ballots of all elections and votes in accordance with the provisions of these Constitution and By-Laws, and rules established by the OEA, NEA, or appropriate federal, state, or local statute.
- 5.5 Shall chair the Elections Committee except when the Parliamentarian is a candidate for office. In this event, the President shall designate a temporary chair of the Elections Committee to serve until such time as a new Parliamentarian is elected.
- 5.6 Perform such other duties as may be assigned by the President.

## **SECTION 6 – SENIOR ASSOCIATION REPRESENTATIVE**

- 6.1 Provide assistance to Association Representatives in carrying out their responsibilities relative to representation of the members.
- 6.2 Serve as the Association Representative for a member in the absence of that member's assigned Association Representative.
- 6.3 Provide training and guidance for Association Representatives relative to the Association's Constitution and By-Laws, the Contract, state law and/or administrative code.
- 6.4 Serve as a member of the Executive Committee.
- 6.5 Perform such other duties as may be assigned by the President.

## **SECTION 7 – ASSOCIATION REPRESENTATIVE**

- 7.1 Report recommended policies and other actions of the Executive Committee to members in his/her area of representation.
- 7.2 Transmit proposals and recommendations from members in his/her area of representation to the Executive Committee for its consideration.
- 7.3 Assist the Membership Committee in the collection of dues.
- 7.4 Attend all official meetings of the Association or provide an alternate in his/her absence.
- 7.5 Act as a representative of and consultant to an individual member who has a professional problem, including, but not limited to disciplinary action and grievance matters. When necessary to ensure full protection to the member, the Association Representative will seek assistance from the Senior Association Representative and other officers of the Association.

## **ARTICLE IV – COMMITTEES**

### **SECTION 1 – STANDING COMMITTEES**

There shall be the following standing committees:

#### **1.1 Negotiations.**

Responsible for the preparation and pursuance of membership goals in collective bargaining. The Negotiations Committee is charged with the responsibility to assess membership concerns prior to bargaining, develop initial proposals of the Association, and provide additional advice and input, upon request of the Negotiating Team, during active negotiations.

#### **1.2 Grievance and Contract Compliance.**

**1.2.1** Responsible for the maintenance of and membership advocacy in grievance procedures and ensuring compliance with the negotiated contract between the College and the Association.

**1.2.2** Responsible for reviewing any grievance under consideration for arbitration and presenting the grievance, with a recommendation to approve or disapprove, to the Executive Committee. The final decision to pursue a grievance to arbitration rests with the Executive Committee.

#### **1.3 Membership.**

Responsible for recruiting members and assisting the Treasurer in the maintenance of the membership rolls.

#### **1.4 Elections.**

Responsible for conducting all elections of the Association and ratification votes.

**1.5** Necessary sub-committees may be appointed, as needed, by the chairperson of the standing committee.

### **SECTION 2 – AD-HOC COMMITTEES**

Necessary ad-hoc committees may be appointed, as needed, by the President of the Association.

## **ARTICLE V – BARGAINING AND CONTRACT RATIFICATION PROCEDURES**

### **SECTION 1 – NEGOTIATING TEAM**

**1.1** The Association shall be represented in collective bargaining by an authorized team appointed by the President in consultation with the Executive Committee.

- 1.2 The President of the Association shall designate the spokesperson for the Negotiating Team, which may be the OEA/NEA Labor Relations Consultant.
- 1.3 The President of the Association shall appoint the chairperson of the Negotiating Team.
- 1.4 The chairperson of the Negotiating Team may appoint necessary sub-committees to assist the Team as necessary.
- 1.5 If the President is not an active member of the Negotiating Team, s/he will serve as an ex-officio member of the Team.
- 1.6 The Negotiating Team shall have the authority to bargain in good faith, make proposals, counterproposals, make concessions, and make tentative agreement on a contract with representatives of CSCC.
- 1.7 The Negotiating Team will make reports and recommendations to the Executive Committee as requested by the President of the Association.
- 1.8 While negotiations are in progress, periodic reports to members may be made by the Negotiating Team with the approval of the President and the Executive Committee.
- 1.9 Members of the Negotiating Team need not be from the Negotiations Committee.

## **SECTION 2 – RATIFICATION**

Ratification of a tentative contract shall be by secret ballot election conducted by the Association Parliamentarian and the Elections Committee.

### **2.1. Ratification of a Tentative Contract**

- 2.1.1 Written or electronic copies of the tentative agreement, or a summary of the changes as deemed appropriate by the Executive Committee and the Negotiations Committee, will be distributed to the bargaining unit members of the Association, to the last known e-mail and/or home address filed with the Association, prior to ratification.
  - 2.1.2 The Executive Committee shall convene a special meeting of the membership to discuss the tentative contract at least fifteen (15) calendar days prior to the vote, and no sooner than ten (10) calendar days after the distribution of the tentative agreement.
- 2.2 The ratification vote of a tentative contract shall be made by written ballot and shall be to accept or reject the tentative contract as presented.

- 2.3** The ratification vote shall be held on a date or dates and in a place designated by the President, in consultation with the Parliamentarian and in accordance with State law.
- 2.3.1** The President shall establish voting hours designed to allow for the greatest number of the Association membership that are members of the bargaining unit to exercise their right to vote.
- 2.3.2** No absentee or proxy votes are allowed on a contract ratification vote.
- 2.3.3** The votes shall be counted by the Elections Committee, and the results certified by the Parliamentarian, immediately following the close of the polls.
- 2.3.4** All ballots used in a vote regarding the ratification of a tentative contract are sealed and retained by the Parliamentarian for three (3) years from the date of the vote.
- 2.4** A tentative contract shall be ratified by a simple majority of the votes cast by Association members of the bargaining unit that vote on the tentative contract or fact-finding report.
- 2.5** The President of the Association will communicate required details of the ratification vote to the CSCC Board of Trustee's designated representative, and others as required by law, within twenty-four (24) hours of the vote count.
- 2.6** Non-members of the Association and bargaining unit are not eligible to vote on a contract ratification or fact-finding report.

### **SECTION 3 – STRIKE AUTHORIZATION**

The designated representative of the Association is authorized to give timely notice of intent to strike to the CSCC Board of Trustees and SERB, upon approval of the membership and in keeping with provisions of Ohio Revised Code (ORC) 4117.14(d)(2).

## **ARTICLE VI – DUES**

### **SECTION 1 – LOCAL DUES RATE**

The dues rate for the succeeding year shall be determined by the April meeting of the Executive Committee, and shall become effective October 1 of that year.

### **SECTION 2 – PAYMENT**

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

### **SECTION 3 – DUES TRANSMITTAL**

The Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

## **ARTICLE VII – MEMBERSHIP YEAR**

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

## **ARTICLE VIII – EXPULSION OF MEMBERS**

### **SECTION 1 – REASONS FOR EXPULSION**

According to procedures adopted by the Association, the Executive Committee may suspend from membership or expel any member for one or more of the following reasons:

- 1.1 Violation of the Code of Ethics of the Education Profession.
- 1.2 Conviction of a felony.
- 1.3 Actively engaging in, or actively supporting, activities directed against the constitution of the Association.

### **SECTION 2 – REINSTATEMENT**

The Executive Committee may reinstate members previously suspended or expelled.

## **ARTICLE IX – DUE PROCESS**

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

## **ARTICLE X – AUTHORITY-PARLIAMENTARY PROCEDURE**

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

## **ARTICLE XI – AMENDMENTS**

### **SECTION 1 – VOTE**

Amendments, alterations, additions, or deletions of these By-Laws shall be made by two-thirds (2/3) vote of those present and voting at any general meeting.

### **SECTION 2 – PROPOSED CHANGES**

Changes shall be proposed upon the initiative of the Constitution Committee or upon presentation to the Executive Committee of a petition signed by twenty (20) percent of the current active membership. All proposed changes shall have been introduced at the preceding general meeting and copies of proposed changes shall be distributed in writing to all active members at least ten (10) days prior to action.

## **ARTICLE XII – DISSOLUTION OF ASSOCIATION**

### **SECTION 1 – PETITION**

A petition for dissolution of the Association may be presented, in writing, to a meeting of the general membership by any member in good standing and must contain the signatures of three-fourths (3/4) of the total membership of the Association.

### **SECTION 2 – DISSOLUTION**

Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.

- 2.1 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.
- 2.2 The effective date of dissolution shall be thirty (30) calendar days from the date of the vote, thus allowing for the disposal of assets and liabilities of the Association.

### **SECTION 3 – DISPOSAL OF ASSETS**

In the event of dissolution of this Association, all assets of this organization remaining after payment of all obligations shall be distributed to OEA, provided that it is recognized as exempt from Federal taxation.

## **ARTICLE XIII – ENABLING PROVISION**

This Constitution and these By-Laws shall become effective, following their adoption by the membership, and shall remain in effect until amended according to regulations herein provided. The first election of officers under this Constitution and these By-Laws shall be October 2002.