

**Wooster Education Association  
(Certified Staff and Support Staff)**

**CONSTITUTION AND BYLAWS**

Revised 1991

Revised and Merged 1995

Revised September 1996

Revised January 1998

Revised May 2005

Revised February 2008

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Revised March 2019

**CONSTITUTION**

**ARTICLE I - NAME**

This organization shall be known as the Wooster Education Association (WEA), hereinafter "Association". The Association shall maintain affiliation with the East Central Ohio Education Association (ECOEA), the Ohio Education Association (OEA), and the National Education Association (NEA).

**ARTICLE II - PURPOSE**

The purpose of this organization shall be to:

- a. promote the interests of public education in the Wooster City School District;
- b. advance the standards of the education profession; to secure the conditions necessary to provide for greatest efficiency for certified and support staff through collective bargaining with the Board of Education; and
- c. unify and strengthen the employees of the district so as to speak with a common voice on matters pertaining to the membership.

**ARTICLE III - CODE OF ETHICS**

All members shall abide by the Code of Ethics of the Education Profession as adopted by the OEA and NEA.

**ARTICLE IV - MEMBERSHIP**

The Association shall have four types of members as follows:

- a. Active Members
  1. Any person who is an employee of the Wooster City Schools, and who is eligible for membership in the OEA and NEA.

2. Active members shall be members of the Association, East Central Ohio Education Association, Ohio Education Association, and the National Education Association.
3. Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.
4. A member, upon payment of the membership fee, shall be admitted to any General Assembly of the Association; shall be eligible to hold office; shall have voting powers as specified by this Constitution and Bylaws; and shall receive all publications of the Association that are authorized for distribution by the Bylaws, the Executive Committee, or the General Assembly.

b. Life Members

Life members shall be restricted to Association Presidents as provided for in the Bylaws.

c. Honorary Members

Honorary members shall be nominated by the Executive Committee of President and shall be ratified by the General Assembly.

d. Retired Members

Retired members shall be persons who have retired while members of the Association.

## **ARTICLE V – OFFICERS AND DEPARTMENTS**

Section 1 – The officers of this Association shall be President, two Vice Presidents (one to be a member of the Certified Staff and one to be a member of the Support Staff), Treasurer, Immediate Past President, and Secretary.

### Section 2 – Qualifications

- a. Should show a genuine interest in working with other employees for the good of all.
- b. Should have his/her work so organized that employment duties do not suffer when he/she devotes time to the Association affairs.
- c. Should be willing to devote time and energy to attending OEA, NEA, or ECOEA meetings, workshops, or conferences.
- d. Shall have the opportunity to present to the General Assembly a statement (oral or written) concerning his/her proposed program if elected to office. This statement should be presented at the last General Assembly prior to balloting.

Section 3 – The officers, except Vice Presidents, shall be elected by the whole membership. Each Vice President shall be elected by his/her respective staff.

Section 4 – There shall be departments of the Association as may be provided for in the Bylaws. Only active members shall be eligible to serve on committees and to be delegates to the meetings of the Associations with which the Association is unified.

Section 5 – There shall be an Executive Committee which shall consist of such members as may be designated in the Constitution and Bylaws.

Section 6 – Officers may be remunerated as specified in the Bylaws.

## **ARTICLE VI – NOMINATING PROCEDURES**

Nomination for all elective offices of the Association shall be made in the following ways:

- a. Any member seeking candidacy may notify the Election Chair in writing prior to the spring General Assembly.
- b. Nominations from the floor are in order at the General Assembly when elections are held. The meeting where annual elections are discussed is a spring meeting, and the names of all nominees will be presented at this time.
- c. In the event that no petitions or nominations for each elected office have been filed with the Executive Committee, the Elections Committee appointed by and from the Executive Committee shall provide at least one nominee for each elective position. The Election Committee shall submit its report to the Executive Committee time an election or ratification is conducted.
- d. A final list of all nominees shall be published in the issue of the WEA Newsletter-preceding the election date.
- e. Elections and collective bargaining contract ratifications shall be conducted by secret ballot during one day and at (a) locations(s) designated by the Elections Committee, and shall be in accordance with the guidelines set forth in the OEA Elections Manual.
- f. All ballots, marked, unmarked and voided, and all other records pertaining to election of officers of this Association, collective bargaining agreement ratifications and OEA and NEA delegates and alternates, shall be preserved 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.

## **ARTICLE VII – GENERAL ASSEMBLY**

Section 1 – The General Assembly shall be the legislative body of this Association.

### Section 2 – Meetings

- a. The General Assembly shall be convened no less than three times per school year (*September, January, and April*), exclusive of social meetings, at times to be determined by the Executive Committee.
- b. Special meetings shall be convened by the President upon receiving a petition signed by no less than 10% of the active members.

Section 3 - The President or one of the Vice Presidents (alternating from meeting to meeting) of this Association shall preside at all meetings of the General Assembly.

### Section 4 – Powers

As the legislative body of the Association, the General Assembly shall hear and act on reports from the Executive Committee and all other duly appointed committees; approve the annual budget of the Association; formulate policies; project programs and activities; establish services to be offered to the Association; and have all other powers and duties of a legislative nature necessary to the achievement of the purpose of the Association.

#### Section 5 – Quorum

For transacting business, a quorum of the General Assembly shall consist of:

- a. 15% of the total active membership of the Association, or
- b. A majority of the executive committee is present.

### **ARTICLE VIII – EXECUTIVE COMMITTEE**

#### Section 1 – Elected Members

- a. Elected members of the Executive Committee shall consist of the President, Vice President, the Immediate Past President, the Secretary, and elected Association Representatives from each building including Bus Garage and Administration Building in the school system. For the purposes of this section, Dean Davis is considered part of Kean. In buildings where there are both certified staff and support staff, elections will be by and from each staff according to the formula in Section 2.
- b. There shall be elected to the Executive Committee representation of ethnic minority at least proportionate to the ethnic-minority membership in the Association.

#### Section 2 – Mode of Elective of Association Representatives

- a. For each staff in each building, each staff (Certified and Support) shall elect representatives to the Executive Committee for a one (1) year term according to the following formula:

1 – 20 members	-	1 representative and 1 alternate
21 – 40 members	-	2 representatives and 2 alternates
41 – 60 members	-	3 representatives and 2 alternates
61 – 80 members	-	4 representatives and 4 alternates

- b. The apparent pattern may be extended as far as needed, and is based upon the immediately prior year's membership.
- c. Circuit teachers or those persons assigned to more than one building shall specify the building with which they wish to be identified, and where they will receive their publications.

Section 3 – The one-person/one-vote principle shall be applied to the Executive Committee.

#### Section 4 – Non-Voting Members

- a. The President or elected executive officer of each department of the Association, or his/her elected representative.

- b. Appointed committee chairpersons. Letters of intent from persons desiring to be nominated for appointed positions shall be submitted to the President during April and May of each year.

#### Section 5 - Organization

- a. The Executive Committee may hold monthly meetings at such times as it may select, upon the call of the President, or upon written request of five members of the Executive Committee. In the absence of the President and both Vice Presidents, the Committee shall choose a presiding officer.
- b. A simple majority of the members of said committee shall constitute a quorum for transacting business.

#### Section 6 - Powers

- a. The Executive Committee shall be the agency through which the policies of the Association shall be effected. It shall execute all the motions and resolutions of the General Assembly and may initiate other measures consistent with the Association's objectives. It shall have the power to act, by a two-thirds vote, on a question of emergency in which the interest of the schools or established procedures is jeopardized. It shall fix the time and place for holding all regular meetings of the General Assembly, set at least three meetings each year, and make all necessary arrangements for such meetings. It shall keep a record of its proceedings and shall provide for the publication of a newsletter as provided in the Bylaws.
- b. The Executive Committee may establish various committees.

#### Section 7 - IMPEACHMENT OF OFFICERS

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

#### Section 8 - Open Communication

Any member of the Association, who is not a member of the Executive Committee, may attend and speak at Executive Committee meetings, but may not vote.

### **ARTICLE IX - DISSOLUTION**

Section 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 signatures of three-fourths (3/4) of the total membership.

Section 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.

Section 3 – The Association shall be considered dissolved if three fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.

Section 4 – The effective date of the dissolution shall be in thirty (30) days from the date of the vote, thus allowing for disposal of assets and liabilities.

Section 5 – In the event of dissolution of the Association, all assets of the organization remaining after payment of all obligations shall be distributed to the OEA provided that it is an entity recognized as exempt from Federal taxation. In the event the OEA is not recognized as tax exempt, such assets shall then pass to the NEA provided that it is recognized as exempt from Federal taxation.

#### **ARTICLE X – AMENDMENT**

Amendments to this Constitution may be proposed at any business meeting of the General Assembly. Upon receiving a majority vote of the members present at the meeting at which the amendment is proposed, it shall be submitted in the form of a written ballot to the membership of the Association. Members shall receive ballots within thirty days after adjournment of said meeting. The Amendment shall become effective upon receiving a favorable vote of two-thirds of the members casting ballots within sixty days of such adjournment.

#### **BYLAWS**

##### **ARTICLE I – DUES**

Section 1 – Active Members – the current year’s local dues shall be 0.00127 times the certified staff base salary in the preceding year rounded to the nearest half dollar.

Section 2 – Life membership shall be awarded to the Past President and his/her successors upon completion of their term of office for so long as they are employed by the Wooster City Board of Education. Life members shall have the same powers and privileges as active members, but are exempt from paying local dues.

Section 3 – The President of this Association shall be awarded a sum equal to two times his/her UEP dues for expenses. This amount shall be disbursed in two equal payments – one in December and one in May.

Section 4 – Each Vice President (one for Certified Staff and one for Support Staff) shall be reimbursed a sum of money equivalent to his/her UEP dues for expenses. This amount shall be disbursed in two equal payments – one in December and one in May.

Section 5 – The Secretary shall be reimbursed the total sum equal to his/her UEP dues for expenses. This amount shall be disbursed in two equal payments – one in December and one in May.

Section 6 – The Treasurer shall be reimbursed the total sum equal to two times his/her UEP dues for expenses. This amount shall be disbursed in two equal payments – one in December and one in May.

Section 7 – Each co-Chairperson (one for certified staff and one for support staff) of the Grievance Committee shall be reimbursed for expenses a sum of money equivalent to his/her UEP dues that are in effect for the year in which the co-Chairperson is in charge of grievances. This amount shall be disbursed in two equal payments – one in December and one in May.

Section 8 – The Chairperson for each Negotiations Team (one for certified staff and one for support staff) for a new contract shall be reimbursed for expenses a sum of money equivalent to the full-time teacher NEA dues that are in effect for the year in which bargaining commences. Reimbursement of said dues shall be made by the Association to each Negotiations Chairperson following ratification of the Contract. Reopeners of any given contract shall not be affected by this amendment.

Section 9 - The Communication Chair shall be reimbursed the total sum equal to his/her UEP dues for expenses. This amount shall be disbursed in two equal payments – one in December and one in May.

## **ARTICLE II – TERMS OF OFFICE & DUTIES OF OFFICERS**

Section 1 – The officers of the Association will take office May 1 of each year.

Section 2 – Duties of the President

- a. Preside at all regular and called meetings of the General Assembly and of the Executive Committee.
- b. Appoint Standing and Ad Hoc Committees with the ratification of the Executive Committee by a simple majority.
- c. Appoint a parliamentarian from the membership.
- d. Should represent the Association as a delegate at all meetings and conventions or groups with which the Association is affiliated.
- e. Be an ex-officio member of all committees.
- f. Execute all provisions of this Constitution and Bylaws.
- g. Approve all publications of the Association.
- h. Be the official spokesperson for the Association.

- i. Protect the Master Contract.
- j. Shall inform Secretary of all WEA members appointed to serve on district committees.

### Section 3 – Duties of the Vice Presidents

- a. Assist the President in carrying out all the work for the Association.
- b. In the absence of the President alternately preside over meetings of the Association.
- c. Act as Program co-Chairpersons for the Association, and should submit a tentative program for the school year to the Executive Committee no later than the regular September meeting.
- d. Work closely with the member of their respective staffs, i.e. Certified or Support.
- e. Coordinate with the President, matters of common concern and handle concerns of member of their respective staffs in consultation with the President and Grievance co-Chairpersons of their respective staffs.
- f. Shall co-chair the membership committee.

### Section 4 – Duties of the Secretary

- a. Keep the minutes of each meeting of the General Assembly and of the Executive Committee and furnish the President and Executive Committee a copy of such minutes.
- b. Keep a copy of the Constitution and Bylaws, Robert's Rules of Order, Revised, and Standing Committees in the book of minutes.
- c. Keep an accurate roll of members of the Executive Committee all other committees and departments and call the roll when required.
- d. Keep an accurate roll of members appointed by WEA to serve on district committees.
- e. Carry on such correspondence of the organizations as may be delegated to him/her by the President.
- f. Send out notices of all meetings.

### Section 5 – Duties of the Treasurer

- a. Receive and disburse the funds of the Association with the approval of the President and/or the Executive Committee.
- b. Keep an accurate account of receipts and expenditures.
- c. Give a Treasurer's report at each business meeting of the General Assembly and Executive Committee.



- d. Surrender all Association financial records annually for auditing.
- e. Keep an accurate roll of the members of the Association.

#### Section 6 – Duties of the Communication Chair

- a. Assist the President in carrying out all forms of communication for the Association.
- b. Solicit news for, write, prepare, copy and distribute to all members, the WEA Newsletter during the school year.
- c. Monitor and post updates on WEA social media accounts.

### **ARTICLE III – TERMS OF OFFICE & DUTIES OF THE EXECUTIVE COMMITTEE**

Section 1 – The members of the Executive Committee of the Association will take office May 1 of each year.

Section 2 – Assist the President as specified or implied by the Constitution and Bylaws.

Section 3 – Be responsible for the approval of Standing and Ad Hoc Committees.

Section 4 – Approve any change made in the membership of all appointed Committees, except as provided for the Association members on the Local Professional Development Committee.

Section 5 – Approve all major statements of a written nature made on official policy or position of the Association before release to the public news media.

Section 6 – Be responsible for posting Executive Committee minutes in each building.

Section 7 – In the case of vacancy, as determined by the Executive Committee, in any appointed or elected office of the Association, with the exception of the President, the Executive Committee shall fill the position at its first regular meeting after the vacancy occurs, such appointment to be effective for the balance of the term. The Association membership shall select a replacement President for the duration of the balance of the term within forty-five (45) days of the vacancy of the office of President.

### **ARTICLE IV – DELEGATES**

Section 1 – Delegates may be sent to the conventions of the East Central Ohio Education Association, Ohio Education Association, and National Education Association. Delegates will be selected as prescribed by sponsoring organizations, but shall be proportionate in number to each staff (Certified and Support).

Section 2 – The Executive Committee shall publish information on conventions and delegates.

## ARTICLE V – COMMITTEES

Section 1 – The following committees shall be standing committees of the Association.

- a. Negotiations Committee
  1. There shall be two (2) committees; one for the certified staff and one for the support staff.
  2. There shall be co-chairs, both of whom shall serve on both committees.
  3. The committees are to develop, research, and bargain Master Agreements with the Board of Education.
  
- b. Grievance Committee
  1. There shall be two (2) committees; one for the certified staff and one for the support staff.
  2. There shall be co-chairs, both of whom shall serve on both committees.
  3. The two committees are to research and investigate complaints of the employees, coordinate with each other, and keep track of all grievances.
  
- c. Legislative Committee
  1. There shall be one (1) committee with one chair.
  2. This committee shall be responsible for candidate screenings, EPAC collection, campaigning, researching issues, and maintaining contact with legislators.
  
- d. Public Relations Committee
  1. There shall be one (1) committee with one chair.
  2. This committee is to develop internal and external communication.
  
- e. Membership Committee
  1. There shall be one (1) committee.
  2. The co-chairs shall be the two Vice Presidents.
  3. The committee is responsible for membership solicitation, collection and processing forms.
  
- f. Members of the Negotiated Local Professional Development Committee (LPDC)
  1. The Association will elect four (4) members to the LPDC pursuant with number of individuals, staggered terms of levels proscribed by the Master Contract for Certified Staff.
  2. In-term vacancies will be filled by appointment pursuant to Bylaws Article III, Section 7.
  3. The Association members of the LPDC will provide monthly written reports to the Executive Committee including minutes of meetings held since the last Executive Committee and other activities.
  4. Removal of members for missing three (3) consecutive meetings of the Committee shall be cause and according to the procedure in Section 5 of this Article.
  
- g. Election Committee
  1. There shall be one (1) committee with one (1) Chair.
  2. The Chair of the Committee shall be the Secretary.
  3. This Committee is responsible to protect the integrity of an election or vote and ensure that an election is conducted in accordance with local, state and national constitutions.

Section 2 – The President and Vice Presidents shall serve as ex-officio members of all committees, except LPDC.

Section 3 – The size and actual members of each committee shall be determined by the chair or co-chairs in consultation with the President and approval of the Executive Committee, except LPDC which is determined by the Master Contract for the Certified Staff Unit.

Section 4 – The chair or co-chairs of each standing committee shall report monthly to the Executive Committee any activities of and any concerns raised by his/her committee.

Section 5 – In the removal of committee chairpersons and LPDC members, the Executive Committee may, by a 2/3rds majority, remove that person.

Section 6 – The Ohio Education Association represents the Association on all matters concerning the Association before the State-Employment Relations Board (SERB).

#### **ARTICLE VI – DEPARTMENTS**

Section 1 – The Association may be organized into departments representing groups of members of the Association with common interests. To be affiliated, the department must meet and maintain the minimum standards as determined by the Executive Committee.

Section 2 – The General Assembly shall have the right to create departments on the petition of any group of members, but only after the request has been referred to the Executive Committee for approval. Recognized departments shall have the right to elect officers, present programs at the regular meetings of the Association, and carry on such other activities consistent with the policies of the Association.

Section 3 – The General Assembly may make such grants of money to departments necessary for the conduct of the department’s business.

#### **ARTICLE VII – PUBLICATIONS**

The official publication of the Association shall be the “WEA Newsletter.”

#### **ARTICLE VIII – FISCAL PROCEDURE**

Section 1 – The fiscal and membership year shall be the same as the OEA and NEA, September 1 to August 31.

Section 2 – The President and Treasurer shall recommend a tentative budget no later than at the first Executive Committee meeting in August. This budget shall be debated, amended, and voted upon during the General Assembly’s first regular meeting of the school year.

Section 3 – Officer and delegate expenses may be paid as provided for in the budget. Reasonable costs shall be itemized and submitted through the Treasurer to the Executive Committee for consideration of payment.

Section 4 – Each year auditing shall be carried out during the months of June or July in the following manner. The Treasurer shall prepare all records of receipts and expenditures in an orderly manner.

### **ARTICLE IX – ELECTIONS**

Section 1 – Elections for the positions of President-Elect, Secretary and Treasurer shall be held during the month of March to allow the remainder of the year to serve as an apprenticeship period for new officers.

Section 2 – The newly-elected officers shall take office after the May meeting and shall serve in that office for two (2) years. Once the President-Elect assumes the office of President, that term of office shall also be for two (2) years.

Section 3 – All elections shall be conducted by a committee on elections which shall be comprised of the Building Representatives on the Executive Board.

Section 4 – The Election Committee shall submit a list of nominees for the following offices: President-Elect, Secretary, Treasurer. The nominees submitted by the Elections Committee shall be apportioned that, including the President who will automatically advance to the presidency from the President-Elect office, each building shall have no more than two (2) elected officers.

Section 5 – All nominations for elected offices shall be open during the membership meeting for nominations from the floor, prior to a ballot being taken. In addition, all nominations for elected offices shall be open by petition from any active member, signed by fifteen (15) active members and filed by March 1. All balloting for members of the Executive Board shall be done by secret written ballot as required by Landrum-Griffin.

Section 6 – Any vacancy which occurs in any elected office with the exception of the President or President-Elect will be filled by a majority vote of the Executive Board.

### **ARTICLE IX – RULES OF ORDER**

Robert's Rules of Order, Revised Edition, shall be the authority on parliamentary procedure at all meetings of the duly constituted bodies of the Association.

### **ARTICLE X – DISTRIBUTION OF THE CONSTITUTION AND BYLAWS**

Each member of the Association shall receive a copy, upon payment of the membership fee, of the Constitution and Bylaws. A copy of the Constitution and Bylaws shall be made available by the Executive Committee to any member upon request.

### **ARTICLE XI – AMENDMENT**

Amendments to these Bylaws may be proposed by a majority vote of the members of the General Assembly present and voting at any business meeting. Such proposed amendments shall be submitted in the form of a written ballot to the membership within thirty days after adjournment of the meeting at which such amendments shall have been proposed and shall become effective upon receiving a favorable vote of the majority of the members who cast ballots within sixty days after such adjournment.

## **ARTICLE XII – EXPULSION OF MEMBERS**

Section 1 – According to procedures adopted by the Association, 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. [The “Code of Ethics” clause does not apply to Education Support Professionals]
- 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.

Section 2 – The Board of Directors/Executive Committee may reinstate members previously suspended or expelled.

## **ARTICLE XIII – DUE PROCESS**

Section 1 – 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 XIV – VACANCIES**

Section 1 – In the event that an elected officer is unable or unwilling to fulfill their duties and misses two consecutive meetings; the ranking officer shall appoint, and be approved by majority vote of the executive committee, a replacement to fulfill the remainder of the term or time period as determined by a vote of the executive committee.

- a. If an elected officer is absent because of illness or medical leave, a replacement shall be appointed, for a determined length of time, by the ranking officer and approved by majority vote of the executive committee.
- b. If an elected officer is unable or unwilling to fulfill their duties, a replacement shall be appointed by the ranking officer and approved by majority vote of the executive committee.
- c. If an elected officer is unable or unwilling to fulfill their duties and has been replaced by vote of the executive committee; their UEP dues reimbursement, and that of their replacement, shall be prorated as determined by the treasurer and president.