### OSU OEAAE

### Constitution and Bylaws

# Ohio State University’s Ohio Education Association Aspiring Educators

*Preamble*

*We the students of the Ohio State University main campus, as members of the National Education Association Student Program, institute this organization in order to acquaint students in the area of education with both the state and national professional associations.*

## Article 1. Name, Affiliation, and Location

1. The name of this organization will be the Ohio Education Association Aspiring Educators at The Ohio State University (OEAAE).
2. Ohio Education Association Aspiring Educators at The Ohio State University will be affiliated with the State and National Education Association, the National Education Association Student Program, the Ohio Education Association, and the Ohio Education Association Aspiring Educators.
3. The registered office of the organization is the located at the Math Building Office MA214, 231 W. 18th Ave, Columbus, Ohio 43210.

## Article 2. Objectives and Purpose

The objectives of this organization are to:

1. Facilitate growth in prospective educators’ understanding of the teaching profession;
2. Provide a unified student voice in matters affecting the teaching profession;
3. Influence the conditions under which prospective educators are prepared;
4. Advance the interests and welfare of students preparing for careers in education;

## Article 3. Members

1. All persons holding memberships in the Ohio Education Association Aspiring Educators at The Ohio State University on September 1, 2018 and all persons thereafter meeting the qualifications for membership established in the Bylaws and paying dues established by the Bylaws shall be members of this organization.
2. The rights of the OEAAE members:
   1. There shall be general meetings of the association every other week during the academic semester.
   2. Members attend all meetings and special events of the organization as to be held in the manner provided in the Bylaws:
   3. Vote on all matters submitted to a vote of the membership, voting by proxy not to be allowed;
   4. Vote for the organization’s officers and representatives as provided in the Bylaws;
   5. Hold office in the organization as provided in the Bylaws.
3. No person shall be a member of the organization unless the person is also a unified member of the National Education Association, the National Education Association Student Program, the Ohio Education Association, and the Ohio Education Association Aspiring Educators.
4. All members shall abide by the code of ethics of the association.
5. Removal of members:
   1. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

## Article 4. Executive Board

1. The official policy-making body of the organization shall be the Executive Board, which consists of the Executive Committee and the Board of Directors.
2. The Executive Board shall consist of one of each of the following positions:

Executive Board:

1. Faculty Advisor (Non-voting member, is not elected to the position)
   1. President
   2. Vice President
   3. Secretary
   4. Treasurer
   5. Volunteer Coordinator
   6. Buck-I-Serv Coordinator
2. The Executive Board shall meet as provided in the Bylaws.
3. The Executive Board shall have the authority to determine the general policies of the organization, to be exercised by a vote of the majority of its members present.
4. A vacancy of the Executive Board during the term of office will be filled in manner provided in the Bylaws.
5. There shall be at least one representative for every ten members of the Chapter.
6. It is the policy of the 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 5. Bylaws

The Executive Board, by majority vote and secret ballot, in a regular or special meeting called for that purpose, shall have the power to adopt and amend, as may be deemed necessary, Bylaws for the proper government of the organization. This excludes the Faculty advisor who has no voting rights and is not elected by the general pool of members.

Article 6. Amendments

Amendments to this Constitution may be made by a two-thirds (2/3) majority of those voting at any regular meeting provided that the amendments have been introduced at the preceding regular meeting and that copies of proposed amendments have been distributed to all members for discussion.

Article 7. Committees

A. The Association shall have such standing committees as are necessary to carry out the responsibilities and program of the Association.

B. Special committees may be established by the president with the approval of the Executive Committee.

C. Special committees shall be established for the purpose of accomplishing a specific task period within a limited of time, (also known as “ad hoc” committees). The committee chairpersons shall be ex-officio members of the Executive Committees.

# Bylaws for the Ohio Education Association Aspiring Educators at The Ohio State University

## Section 1. Membership

Membership shall be open to any student, graduate or undergraduate, enrolled at The Ohio State University, Main Campus.

## Section 2. Rights and Responsibilities of Members

1. Members shall have the right to vote and hold elective office or appointive position.
2. Members shall be eligible to obtain assistance in the protection of professional and civil rights.
3. Members shall be eligible to participate in Professional Development Workshops.
4. Members shall be eligible to attend all Executive Committee and Board Meetings.
5. Members shall be eligible to receive publications of OSU OEAAE, the National Education Association, the National Education Association Student Program, the Ohio Education Association, and the Ohio Education Association Aspiring Educators.

## Section 3. Membership Year

The membership year shall be August through May.

## Section 4. Dues

The annual dues for the OSU OEAAE shall be determined annually by the Executive Board, as well as the National Education Association and Ohio Education Association, as their dues are applied to OSU OEAAE members.

## Section 5. Local Affiliate

OSU OEAAE shall be formally recognized by the Ohio Education Association Aspiring Educators as a local affiliate provided that the following standards are met:

1. Organization for the purpose of offering unified Association membership on the campus of Ohio State University.
2. Application of the one-person, one-vote principle for all representation on all local affiliate governing bodies. It is the policy of the association and it shall take all legally permissible steps to achieve governance and delegate representation of ethnic minority at least per practitioner to the other minority membership in the association.
3. All elections are conducted with open nominations and secret ballot.
4. Elections shall be conducted during March.
5. Newly elected officers shall shadow during the last month of the semester prior to term.
6. Acknowledge the same membership year as the Ohio Education Association and the National Education Association.

## Section 6. Executive Board

1. Any member wishing to become Active President must have been an OSU OEAAE member the preceding year.
2. Any Member may be elected to any other Executive Board position with no prerequisite.
3. The OSU OEAAE shall be responsible for guaranteeing open nominations in the conduct of the election of the Executive Board, unless members vote to allow the executive board to appoint an officer for the next term.
4. The Executive Board shall meet formally at least twice a semester. Special meetings may be called at the request of the president. A majority of the members dually elected shall constitute a quorum at any meeting of the Executive Board.
5. With the exception of the Advisor, all officers of the Executive Board shall be elected, unless members allow for an officer(s) to be appointed by the current Executive Board. Said officers shall serve as officers of the organization.
6. In the case of a vacancy in the office of President, the Vice President shall succeed to the office of the President, serving the balance of the year.
7. In the case of a vacancy in any office with the exception of the Advisor or President, the vacancy shall be filled by the organization from among its members, if an election is not possible as stated; the Executive Board reserves the right to appoint a member to that office.
8. The duties of the Executive Board shall include, but not be limited to, those set forth in Section 7 of the Bylaws.
9. 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.
10. 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.
11. If, after a due-process hearing, a two-thirds (2/3) vote of the Executive Committee sustains the charge, the office shall become vacant.
12. The officer may appeal the decision to a special meeting of the general membership.

## Section 7. Executive Board Officer Duties

1. General Expectations for All Officers
   1. Attend general OEAAE Meetings & Officer Meetings
   2. Communicate quickly and effectively with other officers and members
   3. Responds to emails from other officers in a timely matter (even if just a quick note to say that you have read the email)
   4. Arrive early to general OEAAE Meetings for set-up
   5. Stay after general OEAAE Meetings to organize for upcoming meetings
   6. Assist other officers with variety of tasks
2. President
   1. Serves as face of OEAAE
   2. Must take a MANDATORY in-person training through the university
   3. Contacts & Organizes Speakers
   4. Works with officers to create meeting agendas and emails to members
   5. Plans meeting with the help of other officers
   6. Oversees other officers
   7. Keeps an up-to-date version of OEAAE Constitution & Bylaws
   8. Holds meetings with officers and advisor whenever changes are made to the bylaws
   9. Completes group certification tasks through the university to sustain active registration as a student organization
3. Vice President
   1. Organize and oversee Involvement Fairs
   2. Book rooms for meetings
   3. Assumes the duties of the President in their absence
   4. Reach out to members individually for retention
   5. Record meeting attendance
   6. Track active membership
   7. Helps create meeting agendas & create slideshows
4. Secretary
   1. Correspondence with Members
   2. Weekly emails proceeding events
   3. Recaps of important information following meeting
   4. Communicate with other officers to answer member questions or connect members with appropriate officers in a timely manner
   5. Manage email list & OEAAE gmail
   6. Gather & organize information from other officers weekly
   7. Create necessary documents (forms/surveys, schedules, flyers etc.)
   8. Maintain organization of OEAAE Google Drive
   9. Runs Instagram, promotes OEAAE events through social media
   10. Take pictures and notes at meetings
   11. Edits and updates OEAAE website
5. Treasurer
   1. Must take a MANDATORY online and in-class training through the university
   2. Facilitates club funds
   3. Applies for operating funds through the university
   4. Submits necessary forms and receipts for audits
   5. Gains approval from board before making purchases for food, t-shirts, etc.
   6. Membership dues- communicate with Deborah
   7. Responsible for club debit card, check books, and Venmo
   8. Pick up supplies  for meetings
   9. Responsible for creating and promoting fundraisers
   10. Makes frequent bank runs to deposit checks and other money
   11. Communication and organization are key!
6. Volunteer Coordinator
   1. Serve as OEAAE representative for Civic Engagement
   2. Research and find volunteer opportunities for members
   3. Coordinate carpools for group volunteering
   4. Be contact for volunteering
   5. Go with members to volunteer sites
   6. Weekly check-ins with members about active volunteer positions
   7. Weekly updates about volunteering opportunities
   8. Liaison for Art Your Way Partnership
7. Buck-I-Serv Coordinator(s)
8. Will need to communicate with Rebecca DeLo (Buck-i-Serv Coordinators)
9. Organize trip location and other details
10. Will need to communicate with the club about the trip details
11. Makes executive decisions about participants
12. Apply for funding and grants
13. Attends trip leader trainings
14. Serves as trip leaders for 2020-2021 Buck-I-Serv
15. Lead Buck-I-Serv pre-trip meetings
16. Responsible for finding and securing trip advisor (if possible)

Section 8. Committees

1. Necessary sub-committees may be appointed, as needed, by the executive board

## Section 9. Dissolution of OSU OEAAE

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.
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 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 of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to the Ohio Education Association Aspiring Educators (state level) provided that it is an entity recognized as exempt from Federal taxation.

## Section 10. Non-discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.