

CONSTITUTION AND BYLAWS
OF
THE GAHANNA JEFFERSON EDUCATION ASSOCIATION
(Revised August 2022)

ARTICLE I - Name

Section A The name of this organization shall be:

THE GAHANNA JEFFERSON EDUCATION ASSOCIATION

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

ARTICLE II – Purpose

Section A The purpose of this organization shall be to:

1. Be the sole representative body that speaks for its membership;
2. Help set and promote the educational objectives of the local school system and of the state and of the nation;
3. Protect the welfare and advance the professional interests of its members;
4. Foster professional attitudes;
5. Establish and maintain helpful, friendly relationships within the membership and school community.

ARTICLE III - Membership

Section A All certificated employees of the Gahanna-Jefferson Public School District shall be eligible for membership this includes retired, disabled, and on leave employees.

Section B Members must also be members of Central OEA/NEA, the Ohio Education Association, and the National Education Association.

Section C The membership year of the Association shall be September 1 to August 31.

Section D All members shall abide by the Code of Ethics of the Education Profession.

ARTICLE IV - Officers

Section A The officers of the Association shall be the President, Vice President, Secretary, and Treasurer.

Section B All officers shall hold office for a two-year term.

Section C The Executive Board shall consist of the four officers. The Executive Board shall meet monthly during the school year, and at least once after the last day of school and before the start of school.

ARTICLE V — Board of Directors

Section A The Board of Directors shall be composed of the officers of the Association, immediate past president of the Association, and building representatives.

Section B The Board of Directors shall:

1. Act as advisors to the officers, assign duties, be responsible for all committees of the Association, and have such policy making authority as provided in this Constitution and Bylaws;
2. Act as the authoritative voice of the Association on positions affecting the Association during the interim period between regular meetings;
3. Prepare recommendations for the consideration and action of the Association;
4. Carry out policies established at general membership meetings;
5. Report its transactions and those of the general membership to all members;
6. Direct an independent audit of the Association's financial records at regular intervals not to exceed two years.
7. Ensure the Association acts on an annual financial report presented by the Association Treasurer.

Section C There shall be building representation as follows; 2 - Pre-School, 2-Related Services, 3 per -Elementary, 3 per Middle School and 5 - High School elected for a term of two years, serving from August through May each year.

Section D It is the policy of this Association to strongly encourage representation of minority groups at least proportionate to their membership in the Association.

Section E A building representative may share duties with another elected representative. A non-elected substitute may attend meetings but does not have voting rights.

Section F A vacancy on the Board of Directors shall be filled for the remainder of the term by majority vote of the Board of Directors.

Section G No business or financial transaction involving a member of the Board of Directors 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 Board of Directors 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 The President shall appoint an Elections Committee whose duty it shall be to present a slate of officers for each office by April 15, in a year in which elections are required. Candidates for office may be submitted by any active member.

Section B No member shall be nominated for office without his or her knowledge or consent.

Section C The Elections Committee shall conduct elections in accordance with the *OEA Elections Manual* and will resolve all challenges or protests to an election. No nominee for office shall serve concurrently on the Elections Committee.

Section D Elections of officers shall be conducted by secret ballot in each building. The Elections Committee shall prepare a ballot that provides for write-in candidates for each office.

Section E Elections of building representatives shall be conducted every two years at each individual building by the current building representative by May 1.

Section F The Elections Committee shall report the results of the election of officers to the total membership by the regularly scheduled May meeting.

Section G Newly elected officers shall be installed and assume their office at the end of the regularly scheduled May meeting.

Section H 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 preserved for one year from the date the election was held. Such ballots and other records shall be made available to OEA officers upon request for inspection and examination.

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

Section J If an officer is unable to complete his/her term of office, the vacancy shall be filled by the President and confirmed by the Board of Directors. Such officer shall complete the term of the vacancy.

ARTICLE VII - Impeachment of Officers

Section A Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, or misfeasance, malfeasance, or nonfeasance in office.

Section B Impeachment proceedings against an officer may be initiated by written petition submitted to the Board of Directors by at least twenty-five (25) percent of the members.

Section C If, after a due process hearing, a two-thirds (2/3) vote of the Board of Directors shall sustain the charge, the office shall become vacant.

Section D The officer may appeal the decision to a special meeting of the general membership.

ARTICLE VIII - Committees

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

Section B Ad hoc committees may be formed as necessary to achieve the Association program.

Section C All committees shall be appointed by the President with the approval of the Board of Directors.

ARTICLE IX – Dues

Section A The local association shall have a dues structure adequate to fund an active program. The dues rate shall be established according to Bylaws Article 6.

ARTICLE X – Amendments

Section A Any member of the Association may propose amendments to the Constitution.

Section B A proposed amendment must be submitted to the Secretary and presented to the Board of Directors at the monthly meeting of the Board prior to the voting.

Section C Ratification of an amendment to this Constitution may be made by a 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.

BYLAWS

ARTICLE 1: Meetings

Section 1-1 The Board of Directors should meet prior to the opening of school and at least once a month during the school year.

Section 1-2 The general membership meetings shall be the September and May meetings **when deemed necessary by the Executive Board**. Additional meetings may be called by the President, a majority vote of the Board of Directors, or a petition to the President signed by at least 10% 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.

Section 1-3 Balloting may take place at the building level or at a general meeting open only to members of the Association. At all closed meetings, proof of membership will be required.

ARTICLE 2: Quorum

Section 2-1 The quorum for the Board of Directors meetings shall be one more than fifty percent (50%).

Section 2-2 The quorum for a general meeting shall be the membership present.

ARTICLE 3: Duties of Officers

Section 3-1 President

- A) Preside over all Association meetings and prepare their agendas;
- B) Represent the Association and all matters of Association policy;
- C) Utilize half-time release from his/her teaching duties to serve as President in accordance with the negotiated agreement with the Board of Education;
- D) Appoint committee members and serve as ex-officio member of all Association committees;
- E) Serve as an automatic member of the Franklin County Council of Education Associations (FCCEA) Board of Directors.

Section 3-2 Vice President

- A) Preside over Association meetings in the absence of the President;
- B) Collect and file news articles relevant to association business;
- C) Publish a monthly newsletter during the school year and once during the summer;
- D) Perform other duties as delegated by the President.

Section 3-3 Secretary

- A) Keep accurate minutes of all official meetings of the Association;
- B) Maintain official files of the Association;
- C) Prepare and distribute minutes of Board of Directors meetings to building representatives;
- D) Shall Organize and oversee the retirement dinner
- E) Perform other duties as delegated by the President.

Section 3-4 Treasurer

- A) Hold the funds of the Association and disburse them upon authorization of the Board of Directors;
- B) Prepare and maintain a budget and records of receipts and disbursements;
- C) Maintain membership rolls;
- D) Prepare financial reports for meetings of the Board of Directors and an annual financial statement to be made available to the membership.
- E) Prepare for an independent audit as authorized by the Board of Directors and/or Executive Board.
- F) Prepare financial reports for meetings of the Board of Directors and an annual financial statement to be distributed to the membership;
- G) Prepare for an independent audit as authorized by the Board of Directors;
- H) Prepare all tax forms required by state and federal government or work with those who assist the Association;

- I) Shall be bonded;
- H) Chair the Budget Committee.

Section 3-5 Building Representative/ Site Managers

- A) Report recommended policies and other actions of the Board of Directors to members in his/her building or unit of representation;
- B) Transmit proposals and recommendations from members in his/her building or unit of representation to the Board of Directors for its consideration;
- C) Assist the Membership Committee in the collection of dues;
- D) Assist the Elections Committee in the collection of ballots;
- E) Attend all official meetings of the Association or provide an alternate in his or her absence;
- F) Act as a consultant to the individual member who has a professional problem and when necessary, seek needed assistance from the Association.

ARTICLE 4: Committees

Section 4-1 There shall be the following committees:

- A) Negotiations** - Assess membership concerns prior to bargaining, develop initial proposals of the Association, and provide additional advice and input, upon request of the bargaining team, during active negotiations;
- B) Grievance** - Maintain membership advocacy in grievance procedure;
- C) Legislative/Fund for Children and Public Education** - Coordinate candidate endorsement/campaigning, fund collections, levy/bond campaigning, and membership involvement in relevant local, state, and national political affairs;
- D) Membership** - Campaign for and distribute materials to members;

- E) Fee-waiver/Tuition Reimbursement Committee** - Work with the district administration to establish and carry out policies for allocation of fee waivers and tuition reimbursements;
- F) Elections** - Conduct Association elections;
- G) Addendum** - Review district addendum salary schedule (three members);
- H) Non-Addendum** - Oversee distribution of non-addendum district funds (three members);
- I) Insurance** - Review and make recommendations to the Board of Education concerning the medical benefits plan (two members);
- J) District PRC** - Represent the Association on the district's Professional Resolution Council (one member per building plus the President);
- K) Retirement Dinner** - Plan the dinner honoring the current retirees, building representatives, GJEA scholarship winners, GJEA *Hall of Fame* inductees, and GJEA *Friend of Education* recipients;
- L) Scholarship** - Select recipients for the Association's scholarships;
- M) Hall of Fame** - Solicit nominations and select recipients for the *Hall of Fame* award, honoring former GJEA members who have made significant contributions to the Association (three members);
- N) Friend of Education** - Solicit nominations and select recipients for the *Friend of Education* award, honoring members of the Gahanna community who have made significant contributions to the Gahanna Jefferson School District;
- O) Professional Development Advisory Committee (PDAC)**: as written in the Collective Bargaining Agreement.
- P) Communications Team (Comms Team)**: Shall help edit, revise, format and distribute the monthly newsletter. Curate membership communication preferences. In charge of the Social Media accounts and will be responsible for distributing emergency announcements deemed by the President.

Section 4-2 Necessary sub-committees may be appointed, as needed, by the committee chairperson.

Section 4-3 Local Professional Development Committee

- A) The number of appointed members shall be in accordance with the Collective Bargaining Agreement and shall be appointed by the Association President. This committee shall follow the guidelines it sets forth as necessary to carry out the mandates of Ohio Legislation governing the LPDC.
- B) The Association members of the LPDC will be representative of elementary, middle, and high school grade levels.
- C) The Association President shall post available positions, collect nominations, and obtain approval by a majority vote of the Board of Directors before appointing representatives to this committee.
- D) Each Association LPDC member will serve a three-year term. The terms of office for the elementary, middle school, and high school members shall be staggered.

ARTICLE 5: Bargaining and Contract Ratification Procedures

Section 5-1 The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President and confirmed by the Board of Directors.

- A) If the President is not an active member of the bargaining team the President will be an ex-officio member of the Association bargaining team.
- B) Members of the bargaining team need not necessarily be from the negotiations committee.
- C) Necessary sub-committees may be appointed, as needed, by the committee chairperson.
- D) The bargaining 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 the Board of Education.

- E) While negotiations are in progress, periodic reports to members may be made by the bargaining team.

Section 5-2 In preparation for bargaining, the Negotiations Committee shall make reports and recommendations to the Board of Directors.

Section 5-3 The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB) or the National Labor Relations Board (NLRB).

Section 5-4 The OEA/NEA UniServ Consultant shall be the Association's designated bargaining representative.

Section 5-5 Written copies of the tentative agreement summary should be given to the general membership prior to ratification.

Section 5-6 Ratification of the collective bargaining agreement will be in accordance with the guidelines set forth in the *OEA Elections Manual*.

Section 5-7 A vote on a tentative agreement to the a contract or on a fact-finding report shall be made by written ballot.

- A) No absentee or proxy votes will be allowed on contract ratification votes or fact-finding reports.
- B) The first vote on contract ratification or a fact-finding report will be to accept or reject the contract/report as presented.
- C) All ballots used in a vote regarding contract ratification or fact-finding report, after tabulation, will be sealed and retained by the Association Treasurer for three (3) years or duration of contract.
- D) The President will communicate required details of the ratification vote to the employer's designated representative.

Section 5-8 The designated representative for the Association is authorized to give timely notice of intent to strike to the Board of Education and SERB or NLRB, upon approval of the membership and in keeping with the provisions of ORC 4117.14 (d) (2).

Section 5-9 Non-members of the Association are not eligible to vote on a fact finder' report or contract ratification.

ARTICLE 6: Dues

Section 6-1 The dues rate shall be .004 times the base salary for the current school year.

Section 6-2 Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.

Section 6-3 The Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

ARTICLE 7: Membership Year

Section 7-1 The membership year of the Association shall be September 1 to August 31.

ARTICLE 8: Expulsion of Members

Section 8-1 According to procedures adopted by the Association, the Board of Directors 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.

Section 8-2 The Board of Directors may reinstate members previously suspended or expelled.

ARTICLE 9: Due Process

Section 9-1 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 10: Authority - Parliamentary Procedure

Section 10-1 *Robert's Rules of Order, Newly Revised* shall be the authority governing all matters of procedure not otherwise provided in this constitution, bylaws, or standing rules.

ARTICLE 11: Honorariums for Officers and other Associations Positions

Section 11-1 The following amounts shall be the monies paid the officers for a one-year term of office:

- A) President: 18% of the base salary
- B) Vice President: 8% of the base salary
- C) Secretary: 8% of the base salary
- D) Treasurer: 8% of the base salary

Section 11-2 The chair of the Legislative/Fund for Children and Public Education Committee shall be paid a stipend of 1% of the base salary plus \$50.00 for every OEA FCPE meeting attended.

Section 11-3 The Membership chairperson shall be paid a stipend of 2.5 % of the base salary.

Section 11-4 The Webmaster shall be paid a stipend of 1% of the base salary.

Section 11-5 – Communication's Team - 2.5 % of the based for up to 3 people each.

Section 11-6 – Building Representative shall be paid \$30 per board meeting or retreat (provided they have also meet other criteria deemed necessary by the President.) Payments will be made by check quarterly and payee will be responsible for any appropriate taxes.

ARTICLE 12: Amendments

Section 12-1 Amendments, alterations, additions or deletions to these Bylaws shall be made by a majority vote of the total active membership of the Association.

Section 12-2 Changes shall be proposed upon the initiative of the Constitution Committee or upon presentation to the Board of Directors of a petition signed by 20% of the current active membership. All proposed changes shall be submitted in writing to all active members at least ten (10) days prior to action.

ARTICLE 13: Dissolution of Association

Section 13-1 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 of the Association.

Section 13-2 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 13-3 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot is in favor of dissolution.

Section 13-4 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.

Section 13-5 In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to the Gahanna Jefferson Education Foundation, provided that it is an entity recognized as exempt from Federal taxation. In the event that it is not recognized as tax exempt, such assets shall then pass to the Ohio Education Association, provided that it is recognized as exempt from Federal taxation.

ARTICLE 14: Enabling Provision

Section 14-1 This Constitution and these Bylaws shall become effective **August 1, 2022** following their adoption, and shall remain in effect until amended according to regulations herein provided