

THE NEW CONSTITUTION AND BY-LAWS OF THE OHIO ASSOCIATION FOR SUPERVISION
AND CURRICULUM DEVELOPMENT

Adopted: July 1, 2002
Revised: June 1, 2004
Amended: October 11, 2006

CONSTITUTION

PREAMBLE

With the vision that OhioASCD will be a thriving organization of educators, holding sacred that care of children as individuals, and influencing decisions for education in Ohio, our vision is that:

OhioASCD, a valued affiliate of the Association for Supervision and Curriculum Development, is the recognized voice in Ohio of research-based practices for learning, teaching and leadership. We are a dedicated and diverse community focused on improving education for every learner. Our efforts concentrate on advocating sound educational policy, providing high quality professional development, and mobilizing membership and other organizations in collaborative processes to ensure excellence and equity in educational practice for student learning.

ARTICLE I – NAME AND AFFILIATION

The name of the organization shall be the Ohio Association for Supervision and Curriculum Development, (hereafter, OhioASCD), an Affiliate of the Association for Supervision and Curriculum Development.

ARTICLE II – MISSION AND PURPOSE

Ohio Association for Supervision and Curriculum Development (OhioASCD); a community of educators that advocates sound equitable policies, promotes research-based best practices in learning, teaching and leadership by:

- Promoting an ever-improving educational program for children in Ohio;
- Developing and exercising leadership in supervision and curriculum development;
- Promoting a continuing program of professional growth and development for teachers; administrators, higher education staff, supervisors, and curriculum workers;
- Identifying, considering, and studying problems of supervision, instruction, and curriculum; development in their broad aspects, cutting across grade, subject, and position lines;
- Encouraging, planning, and promoting cooperative curriculum study, development, research, and evaluation for the solution of educational problems;
- Developing means of cooperation and coordination between professional, state, and community agencies whose work has implications for the total educational program of Ohio and the schools; and
- Providing opportunities for the Affiliate to be represented and to participate in the Association for Supervision and Curriculum Development to acquaint supervisors and curriculum workers with the program and materials of the Association.

ARTICLE III – MEMBERSHIP

Section 1 – Classes of Membership: Membership in the Affiliate shall comprise a class of active members and such other classes as may be provided in the By-Laws.

Section 2 – Membership Eligibility

- OhioASCD fully supports a policy of equal opportunity and shall not discriminate membership eligibility on the basis of race, color, religion, national origin, or sex. This Affiliate will neither accept invitations from nor participate in any activity or organization that does not support a nondiscrimination policy.

- In order to support our belief that diversity strengthens society, the Affiliate shall actively seek members who represent diversity in gender, age, job role, ethnicity, geographic location, and viewpoint.

ARTICLE IV – ELECTED OFFICERS AND TERMS OF OFFICE

Section 1 – The officers of the Affiliate shall be President, President Elect, Vice President, Past President, Secretary, Members at Large, and Guaranteed Representative. A person must be in good standing of ASCD and OhioASCD for one year prior to becoming an OhioASCD officer.

Section 2 – Term of office

The officers of the Affiliate shall serve their elected term of office. All terms of office begin on July 1 and end June 30.

Section 3 – Succession and Vacancies

The process for assuming office shall be as follows:

- The President shall become Past President. The President Elect shall automatically become President the following year. The Vice President shall automatically become President Elect the following year.
- In the event that a vacancy occurs in the office of the President, the President Elect shall assume this office. In the event that the President Elect has succeeded to the presidency during his/her term as President Elect; the Vice President then assumes the office of the President Elect. The immediate Past President will assume the office of the Vice President for the remainder of the term. If the Immediate Past President is unable to fulfill the function of the Vice President, the Executive Board shall appoint a person to fill the vacancy. The appointed person should be a current member of the Executive Board.

ARTICLE V – PRESIDENT’S COUNCIL

A President's Council, consisting of the President, President Elect, Vice President, Past President, Secretary, Members at Large, Guaranteed Representative, and the Executive Director, shall meet as necessary, to conduct essential business between meetings of the Executive Board of Directors.

ARTICLE VI – EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors, (hereafter, Executive Board), shall consist of elected positions, the Executive Director, and chairs of Standing Committees. In addition, the Executive Board may establish ex-officio Executive Board positions to represent educational liaison organizations.

ARTICLE VII – APPOINTED POSITIONS

Section 1 – Auditor: The Auditor is appointed by the Executive Board for a period of two years in odd numbered years, but may serve for a longer period. This person should have had prior experience as a member of the Executive Board.

Section 2 – Historian: The Historian shall be appointed by the Executive Board annually, but may serve for more than one year. This person should have had prior experience as a member of the Executive Board.

Section 3 – Publication Editors: The official organs of the Affiliate shall be the *OhioASCD Journal* and the *News and Views Newsletter*. The editors of the two publications shall be appointed by the Executive Board and may serve for more than one year.

Section 4 – Research Representative(s): The Research Representative(s) shall be appointed by the Executive Board annually, but may serve more than one (1) year.

Section 5 – Web Manager: The Web Manager shall be appointed by the Executive Board annually, but may serve more than one (1) year.

Additional duties for all positions are listed in the Affiliate Job Description section of the OhioASCD Handbook.

ARTICLE VIII – EXECUTIVE DIRECTOR

The Executive Director shall be appointed by the Executive Board upon nomination of a candidate by the President's Council and shall hold the office at the pleasure of the Executive Board. The Executive Director serves as a nonvoting member of the Executive Board. The Executive Director shall be the executive officer and shall act as the Treasurer of the Affiliate.

ARTICLE IX – TEAMS AND COMMITTEES

Section 1 – In order to facilitate the objectives of the Affiliate, committees shall be established. Committees shall be assigned to a given term.

Section 2 – Selection and Term: Committee chairs and members shall be appointed as provided by the By-Laws. Terms shall begin on July 1 following their appointment.

ARTICLE X – OHIOASCD LEADERSHIP COUNCIL

The primary purpose of the OhioASCD Leadership Council is to assist in identification of major issues of importance to Ohio educators. It shall meet at least once a year. The Council members shall be selected by the Executive Board from a list of members in good standing who have belonged to the Affiliate for one year. Appointed representation shall at least be proportional to the diversity of the Affiliate membership. Members of the OhioASCD Leadership Council shall serve for a three-year period.

ARTICLE XI – ASCD LEADERSHIP COUNCIL REPRESENTATIVES

Section – 1 There shall be at least two Affiliate Guaranteed Representatives to the ASCD Leadership Council. Of the two Affiliate representatives, the Executive Director shall be appointed to serve as the first guaranteed representative. The second guaranteed representative shall be elected by the membership. It is recommended that Past Presidents be considered for this position. The first runner-up in the election will be the alternate for all positions.

Section 2 – The President shall serve as the proportional representative to the ASCD Leadership Council during his/her term in office. Affiliate proportional representation is based on one (1) representative per 5,000 ASCD members living within an affiliate geographical area.

Section 3 - Terms of office for the Leadership Council Guaranteed Representatives shall begin on July 1 and end on June 30 and will be for a three-year term. The proportional representative shall serve a term of one year. All members of the Affiliate serving on the ASCD Leadership Council must be a member in good standing of ASCD for the year prior to their selection.

ARTICLE XII – CONSTITUTION AND BY-LAWS

Section 1 – Amendments to the Constitution: This constitution may be amended:

- at the Annual Membership Meeting by a favorable vote of a majority of the members present and voting, provided copies of proposed amendments have been in the hands of members one month prior to the meeting; or
- at any time through a mail ballot by a favorable vote of a majority of the members replying, provided a copy of the proposed amendments have been in the hands of members one month prior to the date that ballots are mailed to members. These members may reply by electronic mail or postal mail.

Section 2 – Amendments to the By-Laws: Details of the activities of the Affiliate shall be regulated by the By-Laws. These may be amended:

- at the Annual Membership Meeting by a favorable vote of a majority of the members present and voting; provided copies of proposed amendments have been in the hands of the members one month prior to the meeting; or

- at the meeting of the OhioASCD Leadership Council by a favorable vote of the majority of the OhioASCD Leadership Council members present, provided a copy of the proposed changes have been in the hands of the OhioASCD Leadership Council members one month prior to the meeting when the vote will take place. All By-Laws passed according to the procedure above shall be binding upon the Affiliate.
- At any time through a mail ballot by a favorable vote of a majority of the members replying, provided a copy of the proposed amendments have been in the hands of members one month prior to the date that ballots are mailed to members. These members may reply by electronic mail or postal mail; or

Section 3 – Constitutional Revision: The President’s Council shall review the provisions of the Constitution every five years and report its findings to the Executive Board. The reviews shall be conducted during the first and fifth year of each decade. If the constitution has need of major revision, the Executive Board may authorize the President’s Council to establish a Constitutional Revision Committee. The Constitutional Revision Committee shall present proposed constitutional revisions to the Executive Board for acceptance. Acceptance of changes shall follow Section 1 above.

ARTICLE XIII – PARLIAMENTARY PROCEDURES

Robert's Rules of Order, Revised, shall be the authority governing all matters of procedure not otherwise specified in the Constitution or these By-Laws.

BY-LAWS

ARTICLE 1 – FISCAL YEAR

The fiscal year of the Affiliate shall be July 1 to June 30. An audit of the books or records of the Affiliate shall be conducted quarterly and at the end of the year. The audit report shall be presented to the Executive Board within thirty (30) days of its completion.

ARTICLE 2 – DUES

Section 1 – Members of the Affiliate and any persons who are members of ASCD wishing to join the Affiliate may elect to pay dues:

- on an anniversary basis through ASCD's Joint Dues Solicitation Program; or
- directly to the Affiliate on the anniversary date of the actual date of joining OhioASCD.

Section 2 – The Executive Board shall determine the annual dues for the Affiliate. The membership shall be notified of a dues change at least 60 days prior to the effective date of the change. Regular and Institutional membership dues have been established in the amount of \$30.00 per year. Student membership dues have been established in the amount of \$5.00 per year.

ARTICLE 3 – MEMBERSHIP

Section 1 – There shall be four classes of membership: regular, student, life, and institutional.

Section 2 – Any person who is interested in promoting the purpose of this Affiliate shall be entitled to regular membership upon payment of annual dues as provided by the By-Laws. Any regular member shall be entitled to vote, hold office, participate in discussions and otherwise receive such benefits and materials as may be forthcoming from the Affiliate.

Section 3 – Any interested, full time student in any institution of higher learning shall be entitled to student membership upon payment of annual dues as provided in the By-Laws. Student members shall be entitled to all benefits and privileges of regular members except the right to hold elected office.

Section 4 – Past Presidents will be given life membership status, by virtue of providing leadership to the Affiliate, at the end of their Past Presidential terms.

Section 5 – Any institution interested in promoting the purpose of this Affiliate shall be entitled to institutional membership upon payment of annual dues as provided by the By-Laws. The institutional member(s) shall be entitled to the *OhioASCD Journal* and *News and Views Newsletter* and one reduced conference rate. The institutional member(s) shall not be a voting member of the Affiliate.

ARTICLE 4 – DUTIES OF ELECTED OFFICERS

Section 1 – President: The President shall act as presiding officer at meetings of the Affiliate, and with the advice of the Executive Board shall:

- direct activities of the Affiliate;
- call special meetings;
- appoints committees necessary for the work of the Affiliate;
- represent the Affiliate at professional meetings;
- coordinate the work of committees of the Affiliate as directed;
- serve as the chair of the Executive Board and the OhioASCD Leadership Council;
- serve as member of the Influence Committee;
- represent the Affiliate at ASCD official meetings and functions;
- keep the Executive Board informed of all ASCD initiatives and directives;
- work with the Executive Director in coordinating the activities of the Affiliate; and
- annually coordinate the evaluation process of the Executive Director.

The President shall serve a single term limit of one fiscal year.

Section 2 – President Elect: During this year the President Elect shall:

- preside in the absence of the President;
- become acquainted with the responsibilities and duties of the President;
- serve as a member on the Influence Committee;
- oversees the Fall and Spring conferences and Summer Academy;
- establish linkage with ASCD regarding staff development opportunities and conferences themes;
- and
- appoint co-chairs for each Team with the assistance of the present Team chairs.

The President Elect shall serve a single term limit of one fiscal year.

Section 3 – Vice-President: The Vice President shall:

- preside in the absence of the President Elect;
- serve as the chairperson of the Program Planning Committee; and
- coordinate the work of committees of the Affiliate as directed.

The Vice President shall serve a single term limit of one fiscal year.

Section 4 – Immediate Past President: The Immediate Past President shall:

- serve as the chairperson of the Nominating Committee; and
- serve as a member of the Membership Team.

The Immediate Past President shall serve a single term limit of one fiscal year.

Section 5 – Secretary: The Secretary shall:

- record procedures of all business meetings, President’s Council meetings, and Executive Board meetings; and
- record minutes of the OhioASCD Leadership Council meeting, and the Annual Membership Meeting.

The Secretary shall serve a term of two years that begins in the even numbered years.

Section 6 – Members at Large: Each Member at Large represents the membership of the Affiliate on the Executive Board and OhioASCD Leadership Council. He/she shall:

- serve as vice chair of either the Membership Team or Communications Team during the first year elected and serve as the chair during the second year of their two year term;
- serve as a liaison to the Governance Team to disseminate information about plans and policies of the Affiliate to the membership; and
- take an active role in carrying out the OhioASCD Strategic Plan.
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The Members at Large shall serve a two-year term, with one Member at Large being elected each year.

Section 7 – Guaranteed Representative: The elected Guaranteed Representative shall:

- attend the ASCD Leadership Council held each year at the ASCD Annual Conference;
- represent the Affiliate at the Leadership Council as one of two guaranteed representatives;
- assist the President in developing the work of the OhioASCD Leadership Council, and
- serve as chair of the Influence Committee.

The Guaranteed Representative shall serve a three-year term.

ARTICLE 5 – DUTIES OF PRESIDENT’S COUNCIL

The President’s Council shall assume the duties of the Executive Board in the intervals between meetings of the Executive Board.

ARTICLE 6 – DUTIES OF EXECUTIVE BOARD

Section 1 – The Executive Board shall:

- formulate policy for the Affiliate;
- promote effective organizational procedures;
- appoint the Auditor, Historian, Publications Editors, Research Representative(s), Web Manager, and the Executive Director;
- receive reports of all Teams and committees;
- determine dues;
- approve the annual budget; and
- act on all other business matters of the Affiliate.

Individuals from OhioASCD who have been elected or selected to an ASCD position will serve on the Executive Board as an ex officio voting member. All voting members of the Executive Board must be members of OhioASCD.

Section 2 – Members of the Executive Board must make a strong effort to attend all meetings. Members not able to attend should forward, in writing, all completed assignments to the President one week prior to the meeting. A member missing two consecutive meetings or four in one year without prior notification and accompanying good reasons (as determined by Board) shall be considered for retention or replacement at the next meeting. A majority vote of attending eligible voters is required for retention or replacement. A tie vote will be interpreted as a vote for retention in that position.

ARTICLE 7 – DUTIES OF APPOINTED POSITIONS

Section 1 – The auditor will chair the Audit Committee and shall:

- ensure corrective action is taken when necessary; and
- report on committee action to the Executive Board.

The auditor with an appointed co-chair shall:

- audit all financial records quarterly and yearly; and

- help the Executive Director arrange for an outside audit to be conducted once every five years.

The auditor with an appointed co-chair shall:

- audit all financial records quarterly and yearly; and
- help the Executive Director arrange for an outside audit to be conducted once every five years.

The auditor's term will be a two-year term appointed in the odd numbered years.

Section 2 – The Historian shall serve on the Executive Board. He/she shall chronicle the history of OhioASCD to include records of materials and activities of the Affiliate. Yearly records shall include:

- Executive Board minutes;
- Treasurer's reports, copies of the *News and Views Newsletter* and the *OhioASCD Journal*;
- list of officers; and
- other items deemed important to the history of the Affiliate.

Section 3 – The *OhioASCD Journal* Editor will ensure that the Journal is published twice each year. He/she will:

- solicit and evaluate manuscripts for publication;
- decide upon final selection; and
- coordinate the production of the Journal with the publisher, bulk mailer, and Executive Director.

Section 4 – The *News and Views Newsletter* Editor will ensure the newsletter is published three times a year. He/she will:

- work closely with the Communication Committee and the Executive Board to insure that timely information concerning the Affiliate is published; and
- coordinate publication of the newsletter with the printer, bulk mailer, and Executive Director.

ARTICLE 8 – DUTIES OF EXECUTIVE DIRECTOR

Section 1 - The duties of the Executive Director shall be stipulated in the Handbook and include responsibilities such as:

- serve as a single point of contact with ASCD and other ASCD state affiliates;
- attend all meetings required by ASCD;
- keep the Executive Board informed of all ASCD initiatives and directives;
- provide an official mailing address for the Affiliate;
- ensure an up-to-date membership record;
- prepare the annual financial report;
- prepare the annual budget with the President Elect;
- make contracts approved by the Executive Board;
- collect dues;
- file tax forms;
- pay all bills;
- maintain custody and keep records of all funds belonging to the Affiliate; and
- report financial conditions to the Affiliate at the Leadership Council meeting and at the Annual Membership meeting.

Section 2 --These responsibilities shall not be limited to the execution of policies and programs approved by the Executive Board. He/she attends and may participate in discussions in all meetings of the Executive Board, OhioASCD Leadership Council, and Annual Membership Meeting, except where matters of his/her own employment is under consideration. He/she may attend and participate in all meetings of standing and ad hoc committees.

ARTICLE 9 – TEAMS AND COMMITTEES

Section 1 – Committee chairs and members shall be appointed by the President with the advice and approval of the Executive Board, and specifically charged in writing with their responsibilities. The charge

shall be consistent with the purpose of the Affiliate. The President shall provide guidance and assistance in the development of committee activities.

Section 2 – The Executive Board shall establish and dissolve committees as needed. The committees shall report to the Executive Board upon request.

Section 3 – The teams of the affiliate are. Governance Team, Membership Team, Communications Team, Program Planning Team, and Influence Team. The major committees may include, but are not limited to The Audit Committee, Awards and Recognition Committee, and the Nomination and Election Committee.

Section 4 – Ad hoc committees may be formed by the president to address specific organizational needs include, but not limited to Higher Education, and research.

ARTICLE 10 – DUTIES OF OHIOASCD LEADERSHIP COUNCIL

Section 1 – Responsibilities of the OhioASCD Leadership Council will be to:

- provide input about issues that are important in Ohio thereby determining conference themes, Journal issues, and influence activities;
- provide advisory input in matters such as Strategic Plan development, action plans evolving out of the issues process, and Constitution changes; and
- examine own performance and identify areas for Leadership Council development at least annually.

Section 2 – If any member of the OhioASCD Leadership Council is absent from two meetings in a two-year period, the Executive Board, may declare that said membership on the Leadership Council is forfeited.

ARTICLE 11 – MEETINGS

Section 1 – The Affiliate shall hold an Annual Membership Meeting once during the year. At this meeting there shall be reports, opportunities to hear expressions of concerns by individual members, and transaction of any other business that the Executive Board wishes to refer to the membership in attendance.

Section 2 – The Annual Leadership Council Meeting shall be held once a year to allow OhioASCD Leadership Council members to have a voice in influence issues.

Section 3 – The Executive Board shall hold business meetings at least four times a year and may call special meetings.

ARTICLE 12 – QUORUM

Section 1 – A majority of those in attendance at the annual membership meeting shall constitute a quorum of that body.

Section 2 – A majority of the Executive Board members present shall constitute a quorum of that body.

ARTICLE 13 – NOMINATION AND ELECTION COMMITTEE

A. NOMINATIONS

Section 1 – The Immediate Past President shall chair the Nomination and Election Committee and bring a slate of committee members to the Executive Board for approval. The committee will prepare a slate of nominees for the terms of office that will begin July 1. The Nominating Committee shall present a slate of at least two nominees for all offices to be filled at the next election no later than November to the Executive Board.

Section 2 – The Vice President nominee will need to have served on the Executive Board for at least one (1) year.

Section 3 – These nominees shall be representative of the membership of the Affiliate in age, job role, race/ethnicity, geographic location, and gender.

B. ELECTIONS

The Affiliate shall conduct elections using means as authorized by the Executive Board. Ballots shall be transmitted to active members and counted before the Annual Membership Meeting. Ballots will be prepared and transmitted the first week in January. The deadline for the return of ballots will be February 15.

ARTICLE 15 – EXPENDITURES

Section 1 – The funds of the Affiliate shall be disbursed in accordance with the annual budget as approved by the Executive Board. The transfer of funds within the budget shall be at the discretion of the Executive Director with Executive Board approval. The Executive Director shall receive and disburse the funds of the Affiliate and make a quarterly accounting to the Executive Board.

Section 2 – All activities shall be conducted in a manner consistent with the requirements of the Internal Revenue Code and regulations relating to organizations described in Section 501(c) (3) of the Code, as now or hereafter amended.

ARTICLE 16 – BONDING

The President, Auditor, and Executive Director will be covered by a position schedule (fidelity insurance) bond, procured at Affiliate expense, in an amount sufficient to provide adequate protection of Affiliate assets.

ARTICLE 17 – LIMITATION ON LIABILITY

The maximum extent permitted by Ohio Code in any proceeding brought by or in the right of the Affiliate or brought by or on behalf of the members of the Affiliate, no damages shall be assessed against any officer or director arising out of the actions or inactions taken by such officer or director in the name of or on behalf of the Affiliate.

ARTICLE 18 – LIQUIDATION OF ASSETS

Upon the dissolution of the corporation, the Executive Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for similar purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed by Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Constitution and By-laws, Adopted July 1, 2002
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