

## CONSTITUTION OF THE OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS

CURRENT	PROPOSED Feb 2006
<p><b>Article I.</b> Name</p> <p>The name of this association shall be the Ohio Association of Pupil Services Administrators</p>	<p><b>Article I.</b> Name</p> <p>The name of this association shall be the Ohio Association of Pupil Services Administrators (OAPSA).</p>
<p><b>Article II.</b> Purpose</p> <p>The purpose of this association shall be to provide administrators of pupil services with an opportunity to:</p> <ol style="list-style-type: none"> <li>1. Promote and strengthen the coordination of pupil services so that <u>1. they may meet the needs of children and youth more effectively.</u></li> <li>2. Develop and promote improved standards of professional competence in the administration of pupil services.</li> <li>3. Develop and promote improved standards of professional competence within the various areas of pupil services.</li> <li>4. Promote and strengthen the necessary cooperative relationships between pupil services and other phases of the school district's programs.</li> <li>5. Promote and strengthen the necessary cooperative relationships between pupil services and related community services.</li> <li>6. Discuss common <u>2. problems</u> and exchange information regarding pupil services policies and procedures.</li> <li>7. Encourage the development of policies and procedures at state and national levels which will promote desirable pupil services practices.</li> </ol>	<p><b>Article II.</b> Purpose</p> <p>The purpose of this association shall be to provide administrators of pupil services with an opportunity to:</p> <ol style="list-style-type: none"> <li>1. Promote and strengthen the coordination of pupil services so that the needs of children and youth can be met more effectively.</li> <li>2. Develop and promote improved standards of professional competence in the administration of pupil services.</li> <li>3. Develop and promote improved standards of professional competence within the various areas of pupil services.</li> <li>4. Promote and strengthen the necessary cooperative relationships between pupil services and other phases of the school district's programs.</li> <li>5. Promote and strengthen the necessary cooperative relationships between pupil services and related community services.</li> <li>6. Discuss common concerns and exchange information regarding pupil services policies and procedures.</li> <li>7. Encourage the development of policies and procedures at state and national levels which will promote desirable pupil services practices.</li> </ol>

## CONSTITUTION OF THE OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS

CURRENT	PROPOSED
<p><b>Article III.</b> Membership</p> <p>Section 1. Membership in the Ohio Association of Pupil Services Administrators shall be open to <u>3. one Pupil Services Administrator from a County, City, Local Exempted Village School District, Chartered Non-Public or Private School who is officially designated as having current district-wide administrative responsibility for four or more of the following school services: psychological; guidance and counseling; health; visiting teacher (social work); speech and language; child accounting; pupil appraisal; special education; and pupil attendance.</u></p> <p style="padding-left: 40px;"><u>In school districts over 25,000 student enrollment where administrative responsibilities are divided, the Superintendent of Schools may be asked to nominate one administrator who has responsibility for two or more of the above areas.</u></p> <p>Section 2. The membership chairperson of the association shall screen all membership applications, make periodic review of the continuing eligibility of the members and make recommendations to the Executive Board.</p>	<p><b>Article III.</b> Membership</p> <p>Section 1. Membership in the Ohio Association of Pupil Services Administrators shall be open to Pupil Services Administrators/Supervisors/Coordinators from Educational Service Centers, City, Local, Exempted Village School Districts, Chartered or Private Schools, County MRDD Programs who have district-wide responsibility for one or more of the following school services: attendance and student accounting, guidance, nursing, school psychology, school social work, exceptional or special education, pupil appraisal, at-risk programs, discipline, gifted/talented programs, federal or state grants, and speech-language services.</p> <p>Section 2. The Treasurer of the association shall screen all membership applications, make periodic review of the continuing eligibility of the members and make recommendations to the Executive Board.</p>

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<b>CURRENT</b>		<b>PROPOSED</b>
Section 3.	4. <u>The Director of the Division of Special Education and the Director of Educational Services of the Ohio Department of Education shall be ex officio, non-voting members of the association.</u>	Section 3. Members who retire and who were active members of the association the year prior to retirement shall become honorary life members of the association with all privileges of membership except voting and holding office. Such honorary members shall not pay dues. (Does not apply to retirees to have taken a position that is eligible for membership.)
Section 4.	Members who retire and who were active members of the association the year prior to retirement shall become honorary life members of the association with all privileges of membership except voting and holding office. Such honorary members shall not pay dues.	
<b>Article IV.</b>	<b>Officers</b>	<b>Article IV.</b> <b>Officers</b>
Section 1.	The officers of the Ohio Association of Pupil Services Administrators shall be a President, President-elect, Secretary, Treasurer, and Newsletter Editor.	Section 1. The officers of the Ohio Association of Pupil Services Administrators shall be a President, President-elect, Past President, Secretary, Treasurer, and Communications Officer.
Section 2.	The officers of the association shall be elected by the membership at the annual meeting in the following manner: (a) The president-elect shall automatically become President of the association one year after the commencement of the term of office as President-elect, or upon the death or resignation of the President. (b) The Secretary shall serve a two-year term. (c) The Treasurer shall serve a two-year term. (d) The Newsletter Editor shall serve a two-year term.	Section 2. The officers of the association shall be elected by the membership at the annual spring meeting in the following manner: (a) The President-elect shall automatically become President of the association one year after the commencement of the term of office as President-elect, or upon the death or resignation of the President. (b) The Secretary shall serve a two-year term. (c) The Treasurer shall serve a two-year term. (d) The Communications Officer shall serve a two-year term and shall not be in the succession of officers and have no term limit.

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<b>CURRENT</b>	<b>PROPOSED</b>
<p><b>Article IV. Officers</b></p> <p>(e) In the event an officer is unable to complete her/his term of office, the President shall appoint a successor.</p> <p>5. _____</p> <p>Section 3. The Executive Board shall consist of:</p> <p>(a) The officers of the association.            (b) The immediate past-President.            (c) <u>6. The directors of the Division of Special Education and the Division of Educational Services, Ohio Department of Education, shall be ex officio non-voting members of the Executive Board.</u></p>	<p><b>Article IV. Officers</b></p> <p>(e) In the event an officer is unable to complete his/her term of office, the President shall appoint a successor.            (f) At the end of term for the Treasurer and Secretary (alternate years), the Treasurer or Secretary will automatically become President-elect unless he/she elects not to.</p> <p>Section 3. The Executive Board shall consist of the officers of the association.</p>
<p><b>Article V. Committees</b></p> <p>7. <u>The President and Executive Board shall establish such committees or other units as are needed for carrying out the work of the association.</u></p>	<p><b>Article V. Committees</b></p> <p>The Executive Board shall establish such committees or other units as are needed for carrying out the work of the association.</p>
<p><b>Article VI. Meetings</b></p> <p>Conventions, conferences and other meetings of the association shall be held at such time and place as shall be determined by the Executive Board.</p>	<p><b>Article VI. Meetings</b></p> <p>Conferences, workshops, and other meetings of the association shall be held at such time and place as shall be determined by the Executive Board.</p>

## CONSTITUTION OF THE OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS

<b>CURRENT</b>	<b>PROPOSED</b>
<p><b>Article VII.</b> Amendments</p> <p>Section 1. Amendments to this constitution may be proposed by the Executive Board or by an individual member provided the signature of at least ten members are presented. The copy of the amendment proposed by the individual must be presented to the Executive Board at least 30 days prior to <u>8. the special or annual meeting of the association.</u> A copy of the proposed amendment shall be included in the call of the meeting. An affirmative vote of 2/3 of all members present and voting or 2/3 affirmative vote by mail of the members of the association actually voting shall be necessary for the adoption of an amendment.</p> <p>Section 2. By-laws may be adopted, amended, or repealed at any time, by use of a ballot provided by the Executive Board, provided such addition, amendment, or deletion receives a majority vote of the total ballots cast. The proposed addition, amendment, or deletion must have been submitted to the membership in writing at least 30 days before being voted upon.</p>	<p><b>Article VII.</b> Amendments</p> <p>Section 1. Amendments to this constitution may be proposed by the Executive Board or by an individual member provided the signature of at least ten members are presented. The copy of the amendment proposed by the individual must be presented to the Executive Board at least 30 days prior to a regularly scheduled association meeting. A copy of the proposed amendment shall be included in the call of the meeting. An affirmative vote of 2/3 of all members present and voting, or 2/3 affirmative vote by mail/e-mail of the members of the association actually voting shall be necessary for the adoption of an amendment.</p> <p>Section 2. By-laws may be adopted, amended or repealed at any time, by use of a ballot provided by the Executive Board, provided such addition, amendment, or deletion receives a majority vote of the total ballots cast. The proposed addition, amendment, or deletion must have been submitted to the membership in writing at least 30 days before being voted upon.</p>

**BY LAWS OF THE OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS**

<b>CURRENT</b>		<b>PROPOSED</b>	
<b>Article I.</b>	Dues	<b>Article I.</b>	Dues
Section 1.	The annual dues of this association shall be established by the Executive Board.	Section 1.	The annual dues of this association shall be established by the Executive Board.
Section 2.	No person shall attain membership or shall be a candidate for office in the association without payment of the prescribed dues. Ex officio and honorary life members shall not be charged annual dues.	Section 2.	No person shall attain membership or shall be a candidate for office in the association without payment of the prescribed dues. Ex-officio and honorary life members shall not be charged annual dues.
<b>Article II.</b>	Executive Board	<b>Article II.</b>	Executive Board
Section 1.	The Executive Board shall conduct the business of the association between meetings of the association and shall be empowered to fill any vacancy which may occur among the officers of Executive Board during a term or office; such appointment to be in effect until the next annual election.	Section 1.	The Executive Board shall conduct the business of the association between meetings of the association and shall be empowered to fill any vacancy which may occur among the officers of Executive Board during a term or office; such appointment to be in effect until the next annual election.
Section 2.	The Executive Board shall meet the evening prior to each regularly scheduled meeting of the association. 9. _____	Section 2.	The Executive Board shall meet the evening prior to each regularly scheduled meeting of the association. Required hotel rooms and meeting registrations will be paid for by OAPSA.

**BY LAWS OF THE OHIO ASSOCIATION OF PUPIL SERVICES ADMINISTRATORS**

<b>CURRENT</b>		<b>PROPOSED</b>	
<b>Article III.</b>	Duties of the Officers	<b>Article III.</b>	General Duties of Officers
Section 1.	The President shall preside at <u>10. the annual meeting</u> of the association. The President shall appoint all committees unless otherwise specified in the motion establishing such committees. The President shall supervise all activities of the association. The President shall also serve as chairperson of the Executive Board and shall be a member “ex officio” of all committees.	Section 1.	The President shall preside at all meetings of the association. The President shall appoint all committees unless otherwise specified in the motion establishing such committees. The President shall supervise all activities of the association. The President shall also serve as chairperson of the Executive Board and shall be a member “ex-officio” of all committees.
Section 2.	The President-elect shall perform the duties of the President in the President’s absence. The President-elect shall serve as program chairperson.	Section 2.	The President-elect shall perform the duties of the President in the President’s absence. The President-elect shall serve as program chairperson.
Section 3.	The Secretary is the recording officer of the association and shall be responsible for keeping the records of the association and the minutes of its meetings.	Section 3.	The Secretary is the recording officer of the association and shall be responsible for keeping the records of the association and the minutes of its meetings. The Secretary shall send out proper notices of all called meetings and conduct such other correspondence as is necessary.
Section 4.	The Treasurer shall be responsible for the funds of the association. The Treasurer shall make disbursements from the funds of the association upon approval by the Executive Board and shall keep an accurate account of all funds received and disbursed. <u>11. The Treasurer shall prepare a quarterly report of the finances of the association.</u> The Treasurer shall serve as Membership chairperson. The Treasurer shall send out proper notices of all called meetings and conduct such other correspondence as is necessary.	Section 4.	The Treasurer shall be responsible for the funds of the association. The Treasurer shall make disbursements from the funds of the association upon approval by the Executive Board and shall keep an accurate account of all funds received and disbursed. The Treasurer shall prepare a report of the finances of the association for each regularly scheduled meeting. The Treasurer shall serve as Membership chairperson.

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<b>CURRENT</b>	<b>PROPOSED</b>
	<p><b>Article III.</b> General Duties of Officers</p> <p>Section 5. The Communications Officer shall be responsible for maintaining the OAPSA web site, e-mail distribution list, and manage electronic communication among members.</p> <p>Section 6. The Past President shall serve as a resource to the Executive Board, chair the Nominating Committee, and chair Audit Committee.</p>
<p><b>Article IV.</b> Committees</p> <p>Section 1. There shall be an Audit Committee, a Historian, and a Nominating Committee.</p> <p>Section 2. The President shall appoint the membership of all committees.</p>	<p><b>Article IV.</b> Committees</p> <p>Section 1. There shall be an <u>Audit Committee</u>, a History Committee, and a <u>Nominating Committee</u>.</p> <p>Section 2. The Executive Board shall form and appoint members to other OAPSA committees as needed.</p> <p>Section 3. The President shall appoint members of all committees to represent OAPSA on external committees, boards, or other organizations</p>
<p><b>Article V.</b> Audit</p> <p>An Audit Committee shall examine the financial records annually and report its findings to the Executive Board.</p>	<p><b>Article V.</b> Audit</p> <p>An Audit Committee shall examine the financial records annually and report its findings to the Executive Board.</p>

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<b>CURRENT</b>	<b>PROPOSED</b>
<p><b>Article VI.</b> Rules of Order</p> <p>Roberts' Rules of Order Revised, by Henry Martin Roberts, shall govern the proceedings of the association not otherwise specified in the Constitution and By-Laws.</p>	<p><b>Article VI.</b> Rules of Order</p> <p>Roberts' Rules of Order Revised, by Henry Martin Roberts, shall govern the proceedings of the association not otherwise specified in the Constitution and By-Laws.</p>
<p><b>Article VII.</b> Quorum</p> <p>A quorum shall consist of 25 percent of the membership of the organization as listed 30 days before any meeting. A majority of members of the Executive Board shall constitute a quorum for Executive Board meetings.</p>	<p><b>Article VII.</b> Quorum</p> <p>A quorum shall consist of 25 percent of the membership of the organization as listed 30 days before any meeting. A majority of members of the Executive Board shall constitute a quorum for Executive Board meetings.</p>
<p><b>Article VIII.</b> Fiscal year</p> <p>Section 1. The fiscal year shall <u>12. begin at the close of the membership meeting during the month of October.</u></p> <p>Section 2. The terms of the newly elected officers shall begin at the close of the membership meeting during the month of April.</p>	<p><b>Article VIII.</b> Fiscal Year</p> <p>Section 1. The fiscal year shall be July 1 to June 30.</p> <p>Section 2. The terms of the newly elected officers shall begin at the close of the membership meeting during the month of April.</p>
<p><b>Article IX.</b> Membership Year</p> <p>Section 1. The membership year shall correspond to the academic year.</p> <p>Section 2. An official membership roster shall be compiled by the Treasurer at least 30 days before the December meeting of the organization.</p>	<p><b>Article IX.</b> Membership Year</p> <p>Section 1. The membership year shall correspond to the academic year.</p> <p>Section 2. An official membership roster shall be compiled by the Treasurer at least 30 days before the December meeting of the organization.</p>

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<b>CURRENT</b>	<b>PROPOSED</b>
<p><b>Article X.</b>    Quarterly Meetings</p> <p>Quarterly meetings of the association shall be held during the months of <u>13. October, December, February, and April.</u></p>	<p><b>Article X.</b>    Quarterly Meetings</p> <p>Quarterly meetings of the association shall be held during the months of September/October, December, February, and April/May.</p>
<p><b>Article XI.</b>    Honorary Life Memberships</p> <p>Section 1.    An honorary life membership shall be extended to all active members who officially retire. Such membership may be conferred upon any person deemed worthy by his/her contribution to pupil services administration.</p> <p>Section 2.    Honorary life members shall have all rights and privileges of full membership, but may not vote nor hold office.</p>	<p><b>Article XI.</b>    Honorary Life Memberships</p> <p>Section 1. An honorary life membership shall be extended to all active members who officially retire. Such membership may be conferred upon any person deemed worthy by his/her contribution to pupil services administration.</p> <p>Section 2. Honorary life members shall have all rights and privileges of full membership, but may not vote nor hold office.</p>