

# CONSTITUTION

## ARTICLE I

### DESIGNATION

- Section 1 The name of this organization shall be the CORRECTIONAL EDUCATION ASSOCIATION OF OHIO, hereafter referred to as CEAO.
- Section 2 The CORRECTIONAL EDUCATION ASSOCIATION OF OHIO shall include only the State of Ohio.

## ARTICLE II

### RESOLVE

- Section 1 Correctional education is an organized and individualized self-help strategy to interrupt nonsocial or antisocial behavior through vocational and academic learning activities that foster social attitudes and equip students in contact with the criminal justice system for lives as responsible community members.
- Section 2 CEAO shall provide active leadership:
- To promote the interests of correctional education within the State; and
  - To encourage professional growth among members and a pride in the unique mission of correctional educators; and
  - To investigate and study trends and innovations in correctional education; and
  - To develop and promote professional and programmatic standards; and
  - To enhance good fellowship among all persons who promote the cause and welfare of correctional education; and
  - To expand itself through continuing recruitment efforts; and
  - To report to the membership the activities of conferences, workshops, and pertinent research and literature

## **ARTICLE III**

### **MEMBERSHIP**

- Section 1 Membership into CEAO shall be open to anyone interested in the progress of correctional education. The Executive Board shall have the power to define the qualifications for membership.
- Section 2 The annual membership fee shall be payable to the CEA national office.
- Section 3 No applicant shall be denied membership or the right to hold office because of race, creed, religion, ethnic origin, sex or disability.
- Section 4 The membership year shall commence for each member upon submission of annual dues. Dues shall be solicited annually one month prior to the anniversary date. Membership shall lapse automatically when dues are not paid by the anniversary date. Reinstatement shall be automatic upon their receipt.
- Section 5 Special assessments may be levied at any Executive Board Meeting, subject to the approval of a quorum of two-thirds of the voting membership of the Executive Board present and providing that each voting member is apprised of the intention prior to the meeting. Said notice must specify the need for the proposed assessment.
- Section 6 Honorary members of CEAO shall enjoy all of the privileges of active membership except voting and holding office. Such members shall be exempt from all dues and assessments.
- Section 7 "Voting Membership" shall be defined as those persons whose dues are current.

## **ARTICLE IV**

### **ADMINISTRATION**

- Section 1 The officers of CEAO shall be the President, Vice President, Immediate Past President, Secretary and Treasurer. CEAO officers shall ascend (Vice Pres.)/descend (Pres.) or be elected to a term of two years by a majority vote of the CEAO voting membership. All officers of CEAO are voting members except for the Immediate Past President who votes only in the case of ties.
- Section 2 CEAO officers may not simultaneously serve as Region III CEA or CEA national officers.

Section 3 The President shall direct bi-annual elections for the purpose of electing new CEAO officers on odd years.

## **ARTICLE V**

### **MEETINGS**

Section 1 Roberts Rules of Order shall guide the conduct of all meetings of CEAO unless specifically designated otherwise by the President or Bylaws.

Section 2 An annual meeting of CEAO shall be held:

To accomplish the purposes of the organization as set forth in ARTICLE II, Section 2 of this Constitution, and

To conduct the business of CEAO, and

To install officers-elect

## **ARTICLE VI**

### **COMMITTEES**

Section 1 The Executive Board of CEAO shall consist of its President, Vice-President, Immediate Past President, Secretary, Treasurer, and Executive Director (if the position exists). The incumbent President shall chair the Executive Board.

If the Vice President is unable, the President may designate another elected state chapter officer to represent them in the event that the President cannot attend a particular Board/Committee meeting.

Section 2 The Executive Board shall meet at the call of its chair.

Section 3 Voting members of the CEAO Executive Board shall consist of the entire committee as stated in ARTICLE VI, Section 1, with the exception of the Immediate Past President, who shall vote only in the case of a tie.

Section 4 The President may appoint chairpersons for the following committees:

1. Membership (Adult & Juvenile)
2. Conference Planning to include a TOY chairperson
3. Conference Site Selection
4. Elections (Bi-annual)
5. Financial Review

6. Professional Development
7. Newsletter
8. Website
9. Ad-Hoc

Reports and recommendations of these committees shall be submitted to the Executive Board through the Secretary.

## **ARTICLE VII**

### **AMENDMENTS**

- Section 1      The Constitution of CEAO shall be amended by the process described in ARTICLE IX of the Bylaws.
- Section 2      The Bylaws of CEAO shall be amended by the process described in ARTICLE IX of the Bylaws.

## **BYLAWS**

### **ARTICLE I**

#### **MEMBERSHIP**

- Section 1      Honorary CEAO membership shall be awarded by the Executive Board to selected persons who may have previously held individual membership; and those who desire to assist CEAO in achieving its goals; and who have provided distinguished service to CEAO or have advanced the cause of correctional education. Privileges of this category shall include receipt of all CEAO publications, reduced CEAO conference rates and non-voting CEAO memberships.
- Section 2      Non-renewed members will be carried on the membership rosters for a maximum of sixty days. If membership is not renewed within sixty days of the expiration date, names will be dropped from the enrollment.

## ARTICLE II

### INCUMBENCIES

Section 1 The duties of the President shall be:

To preside at regular meetings of CEAO and regular meetings of the Executive Board and

To represent CEAO to other organizational affiliates, especially the American Correctional Association; and

To recommend to the Executive Board the appointments of all chairpersons of designated standing committees, Ad Hoc Committees and persons to fill unexpired terms of elected officers in positions represented on the Executive Board with the exception of Past President; and

To distribute proportionately and representatively committee appointments throughout the CEAO membership

To appoint replacements for the unexpired terms of Vice President, Secretary or Treasurer if they are unable to serve the remainders of their terms for any reason

- a. In case of the inability of the President and Vice President to serve out their terms, the Secretary then Treasurer will be designated in that order to serve as President.
- b. In the event the President is temporarily unable to serve and the Vice President is also unable to do so, the Past President shall assume the responsibilities of the President until such time as an appointment is made or the President is again able to serve.

Section 2 The duties of Vice President shall be:

To serve in the capacity of the President in his/her absence as designated by the President or the Executive Board

To supervise the promotion of public relations and memberships for CEAO

To directly supervise the CEAO Newsletter, Website and Professional Development Committees

- Section 3      The duties of Secretary shall be:
- To maintain and file the correspondence of CEAO; and
- To record and file meeting minutes of the Executive Board; and
- To maintain a complete and current membership roster for CEAO; and
- To preserve the archives of CEAO
- Section 4      The duties of the Treasurer shall be:
- To maintain professionally the financial records; and
- To monitor the budget; and
- To report the financial condition at regular meetings; and
- To disburse funds as designated by the Executive Committee; and
- To collect and register all drafts and indebtedness issued to CEAO; and
- Section 5      The duties of the Past President shall be:
- To serve as parliamentarian at all regular meetings of the membership and Executive Board
- To serve as a non-voting member of the Executive Board (see exception: Constitution, Article VI, Section 3).

### **ARTICLE III**

#### **ELECTIONS**

- Section 1      During election years the President shall appoint an elections Chair and committee which will solicit, accept and report nominations for new officers to the President.
- Section 2      The Elections Committee shall prepare, in appropriate years, a slate of qualified candidates for the offices of Secretary, Treasurer, and Vice President
- Section 3      All nominees must give written consent for his/her name to be placed in nomination. A nominee shall submit a written resume of no more than 75 words, to be printed on the ballot. Each nominee must be a member in good standing.

- Section 4 The Elections Chair will conduct elections by mail ballot of the eligible members as of January 15. Ballots must be mailed by the Elections Chair to the voting members by February 15 and returned to the Elections Chair no later than March 15.
- Section 5 Only sealed envelopes signed on the outside by a validated voter will be counted.
- Section 6 All ballots must provide space for write-in candidates.
- Section 7 The election ballots will be tabulated at the office of the President or at a location otherwise designated by the President.
- Section 8 The President shall appoint a tabulation committee to tally and verify balloting results. Ballots shall not be verified by any member of the Executive Board.
- Section 9 Results of the election will be presented upon verification and declared official by the President unless contested by a member or members.
- Section 10 If no objections are raised, the President will declare the results official and order the ballots destroyed. If there are any objections, the objection(s) must be presented to the Executive Board in writing within seven days of the public announcement. The Executive Board will announce its final decision. The ballots will then be destroyed and the election declared official.
- Section 11 The results of the election will be published. Notice will be additionally sent to the CEA National Office and CEA Region III.
- Section 12 In the case of a tie(s) the following procedure will be followed:
- Upon the determination that a verified tie exists the elections chair will privately notify the President.
- The President will direct the elections chair to immediately begin to construct a tie breaker ballot that will contain only the names of the members who are involved in the tie or ties.
- The tie breaker ballots will be mailed to the same members that the original ballots were sent to no later than 14 days after the discovery of the tie(s)
- The tie breaker ballots will be returned to the elections chair within 4 weeks from the time the second set of ballots were postmarked.
- The same tabulating committee will be used for the tie breaking ballots unless other wise designated by the President.

Once the committee has tabulated the tie breaker ballots, the chair will notify the President of the results.

If a tie still exists, the process will be repeated. If a winner has been determined, the President will notify both/all candidates of the results.

If no objections are raised, the President will declare the results official and order the ballots destroyed. If an objection(s) is raised, it will be handled as described in Section 10 of this article.

The winner of the election will be sworn in to office at the discretion of the President if they are unable to be sworn in with the rest of the officers.

## **ARTICLE IV**

### **MEETINGS**

Section 1 Roberts' Rules of Order (Revised Edition) shall control the conduct of all meetings unless other procedures are specifically designated in this Constitution or Bylaws.

Section 2

- a. The President shall schedule and preside at the annual meetings of CEAO.
- b. Official matters, unless otherwise addressed in the Constitution and/or Bylaws, shall be decided by a plurality of those voting members present.
- c. The agenda for the meetings will include:

The Secretary's report including minutes of previous meetings; and

The Treasurer's report; and

The Vice President's report; and

The Immediate Past President's report; and

The President's report, which shall address any actions taken by the Executive Board since the last such report was made and, if timely, the official results of the election of officers.

- d. The President may request a written report from each committee chairperson at this time.

- Section 3      The President shall prepare and distribute a written agenda to all Executive Board members prior to all Executive Board Meetings.
- a. A simple majority of the board members present shall be necessary to approve business.
  - b. The minutes of the previous Executive Board meeting(s) shall be available at the meeting.
  - c. Executive Board members should be prepared to make a brief report to the Executive Board.
  - d. Executive Board meetings may be called at any time and place designated by the President. In order to conduct official business, any special meetings must be announced by mail/e-mail to all Executive Board members at least seven days prior.
  - e. Should such notice not be made, no official business may be conducted without the affirmative vote of a plurality of the total Executive Board.

## **ARTICLE V**

### **FISCAL POLICY**

- Section 1      The Executive Board shall authorize and adopt the annual budget prior to its inclusive dates of January 1 – December 31. It shall contain sufficient line item provisions to clarify the amounts budgeted for all offices, committees, and projects of CEAO and shall contain a general reserve of an amount considered prudent by the Executive Board. Expenditures of funds within the adopted budget shall be the prerogative of the Executive Board.
- Section 2
- a. Any checks, drafts, or other indebtedness issued to CEAO shall be forwarded to, signed and endorsed by the Treasurer for deposit in the proper account.
  - b. All obligations or indebtedness created in the name of CEAO must have prior approval of the Executive Board and officer responsible for that program, activity, or project. Any such indebtedness not previously authorized will be considered individual debt and not the responsibility of CEAO or the Executive Board
  - c. All check payments shall be issued by the Treasurer. Checks above \$2500.00 shall be cosigned by the President.

- d. The funds of CEAO shall be disbursed only for those purposes set forth in the approved budget or otherwise approved by the Executive Board
- e. Any source of income to CEAO deemed proper by the Executive Board may be solicited and accepted by said Board
- f. The Treasurer shall report to the Executive Board at any regular or called meeting the financial condition of CEAO. A report to the general membership shall be made by the Treasurer at every annual meeting.
- g. The Treasurer shall request a review of the CEAO accounts following the tax filing date of May 15<sup>th</sup>. Selection of a reviewer for the accounts shall be recommended by the President and approved by the Executive Board.
- h. All membership rebates collected from CEA and CEA Region III shall be sent to the Treasurer for deposit. The Treasurer CEA national office shall make the names and addresses of such members available upon request to the CEAO/Membership Committee chairperson. in a timely manner.

Section 3      The Treasurer shall be the chief financial officer of CEAO and is responsible for the custody and disbursement of all CEAO funds and assets. He/she shall be custodian of the financial records of CEAO and have charge of the investment of funds, subject to Executive Board approval.

## **ARTICLE VI**

### **STANDING COMMITTEES**

Section 1      The President may annually designate standing committees based on need and appoint chairpersons to these designated committees. A member may serve on more than one committee.

Section 2      An annual directory of all officers and committees shall be prepared and distributed to the membership by the Secretary.

## Standing Committees (if designated)

### Section 3 Membership Committee

The duties and responsibilities of this committee include the promotion of new and renewal of memberships for CEA, CEA Region III, and CEAO. Conducting membership drives in cooperation with the Executive Board and the CEA and CEA Region III Membership Committee, and the distribution of such membership forms or other materials as may be required. This committee shall assist the Executive Board in the awarding of Honorary CEA Memberships to individuals within Ohio. The committee shall work in concert with other committees to achieve the objectives of CEAO.

### Section 4 Conference Planning Committee

The composition of the Conference Planning Committee will be determined by the President and the Executive Board. The duties and responsibilities of this committee include the development, overall planning, location and scheduling recommendations to the Executive Board for all conferences, seminars, and meetings of CEAO exclusive of the meetings of standing or ad hoc committees. As necessary this may include the drafting of formal bids, the application of objective criteria for site selection and the provision of this data to the Executive Board. In the event of the request for such data for a regional conference or to bid upon a national conference, the committee shall work the Executive Board and the President to supply the required information in a timely manner. The committee shall have the responsibility of coordinating workshops and training efforts sponsored by CEAO. The committee shall work in concert with other appropriate committees.

### Section 5 Conference Site Selection Committee

The composition of the Conference Site Selection Committee will be the President, Executive Director (when such a position exists), Executive Board, Conference Chairperson (if other than the President) and other members designated by the President. The duties and responsibilities of this committee include the selection of conference sites and the creation of a contract with the hotel for the CEAO Annual Conference. The conference hotel contract may be signed by the President/Executive Board Member if he/she/they are not a DRC/State of Ohio employee, or the Executive Director.

### Section 6 Elections Committee

The Elections Committee shall prepare, in odd years, a slate of candidates for the offices of Secretary, Treasurer and Vice President. The committee shall work in concert with other appropriate committees.

Section 7 Financial Review Committee

The duties and responsibilities of this committee shall include verifying receipts and disbursements and all pertinent financial documents of CEAO and review the Treasurer's Report before it is presented at the annual meeting. The committee shall work in concert with other appropriate committees.

Section 8 Professional Development Committee

The duties and responsibilities of this committee are to provide professional growth opportunities to the CEAO membership. To this end the committee will research and gather information relative to the needs, desires and concerns of the membership. The committee will consolidate and distribute relevant information to the membership via a variety of media sources including but not limited to the CEAO Newsletter and Website, announcements at conferences, special postings in education departments, or any opportunity deemed appropriate by the committee.

Section 9 Newsletter Committee

The duties and responsibilities of this committee are to provide relevant information to the CEAO membership in the form of a newsletter. The information provided may include but will not be limited to: pertinent professional information, licensure information, current events, professional development opportunities, highlighting member achievement, and committee contact information. The Newsletter will be published in accordance with Article VII, Section 1 of the Bylaws with the possibility of "special issues" that may highlight significant current events.

Section 10 Website committee

The duties and responsibilities of this committee will be to gather content that will be displayed on the CEAO website. This information will include but will not be limited to: announcements of coming events, Teacher of the Year announcements, posting of nomination forms of various awards, and general information that is deemed appropriate. No content will be displayed on the website without board approval.

Section 11 Ad Hoc Committee(s)

The duties, terms and duration of these committees shall be specified at the time of their establishment by the President. A majority of the Executive Board may vote to extend this time if the specified purpose has not then been met.

## **ARTICLE VII**

### **PUBLICATIONS**

- Section 1      CEAO shall publish a newsletter on a schedule to be determined by the Newsletter Committee and approved by the CEAO Executive Board.
- a.    The President shall appoint, with approval of the Executive Board, a Newsletter Committee, who shall serve a term determined by the President.
  - b.    The Newsletter Committee will be responsible for all tasks associated with writing, printing, and distributing the newsletter to all members.
  - c.    In lieu of a printed newsletter a CEAO website posting may be utilized as a cost saving procedure. The webmaster shall follow the same guidelines as the Newsletter Committee.
- Section 2      Other
- a.    Other publications deemed necessary and appropriate may be authorized upon approval of a majority of the Executive Committee.

## **ARTICLE VIII**

### **MISCELLANEOUS**

- Section 1      Correspondence
- a.    All correspondence in the name of CEAO shall be done on organization stationery which is to be prepared each year. It is the responsibility of the President to have stationary printed.
  - b.    Copies of all correspondence pertinent to actions of the President and/or the Executive Board which are written on official stationery shall be maintained by the Secretary.
- Section 2      The place of business of CEAO is the office of the President or at such a place as may be designated by the President. The Treasurer shall maintain an office and a mailing address which may be different from that of the President to ensure the timely receipt of fiscal items.

## ARTICLE IX

### AMENDMENTS

- Section 1 The Constitution and Bylaws of CEAO may be amended in accordance with this Article.
- Section 2 The President shall appoint a committee to draft proposed amendment(s) to the existing Constitution/Bylaws. The recommendations of said committee shall be forwarded to the Executive Board. Only Constitutional Amendments require a paper/electronic vote process. Bylaws may be amended by a simple majority vote (hands or voice) of members present at the annual CEA Ohio Conference business meeting.
- Section 3 The Executive Board shall refer to the Secretary for distribution to the voting membership the final drafts of any proposed amendments. The Secretary shall conduct a paper/electronic ballot of the voting membership as of January 15.
- Section 4 Ballots must be mailed/sent by the Secretary by February 15 and returned to the Secretary by the voting members no later than March 15.
- Section 5 If a paper ballot is used, only sealed envelopes signed on either the outside or inside (under the flap) by a validated voter will be counted. Electronic balloting procedures will be established in the future
- Section 6 All ballots must contain the precise wording of the existing portion of the passage to be amended and the proposed alteration.
- Section 7 The ballots will be tabulated at the office of the President or a location otherwise designated by the President.
- Section 8 The President shall appoint a tabulating committee to tally and verify balloting results. Balloting shall not be verified by any member of the Executive Committee.
- Section 9 Results of the balloting will be presented upon verification and declared official by the President unless contested by a member or members.
- Section 10 Any official changes in the Constitution or Bylaws are effective immediately after ballots have been tabulated and an affirmative vote has been established

Revision Ratified 3-15-11

# Correctional Education Association Of Ohio

## Constitution and Bylaws

### Constitution

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