

Ohio College Personnel Association BY-LAWS

(Adopted by the OCPA Membership on March 1, 1976; and as amended by the OCPA Membership on April 17, 1978; March 5, 1982; April 10, 1992; ~~and on~~ April 15, 1994 and on February 4, 2005.

Article I. Name

The name of the organization shall be the OHIO COLLEGE PERSONNEL ASSOCIATION

Article II. Purposes

The purposes of the Association shall include:

- A. To stimulate cooperative professional relationships and communications among members and the National Association and other State Personnel Associations.
- B. To promote and provide professional communication among members concerning issues, legislation, research, programming and national associations' actions and activity.
- C. To provide the opportunity for membership and involvement in an organization which is designed and directed toward persons employed or interested in all phases of College Student Personnel Work/Student Development in higher education in the State of Ohio.

Article III. Affiliation

The Ohio College Personnel Association is a state division, organized and chartered by the American College Personnel Association, and shall be subject to the provisions of its By-Laws which apply to a division, and to individual members.

Article IV. Membership and Dues

Section 1. Active Membership: Any professional person or student engaged in Student Personnel Work/Student Development or related areas in higher education in the State of Ohio is eligible for membership. Members may also be employed in private practice or consulting, or another state. OCPA shall not deny membership to anyone on the basis of age, race, national origin, religion, sex, marital status, sexual orientation, or disability.

Section 2. Rights and Privileges: All members in good standing shall be entitled to vote, hold office, attend meetings, receive publications and other benefits of the Association.

Section 3. Dues: Each member in good standing shall pay the annual membership fees. A membership year shall be 12 months. ~~The membership year shall be determined by the conference at which each member joins. Membership renewal shall occur at this same conference (fall or spring).~~ The amount of dues shall be determined by vote of the membership at a general meeting.

Article V. Elected Officers

Section 1. Qualifications: All elected officers and representatives shall be members in good standing of ACPA and OCPA.

Section 2. The ~~eleven~~nine elected officers and representatives shall be President, ~~Vice President~~, President-Elect, Secretary, Treasurer, Past President, and Members-at-Large.

- A. ~~Four of the Three of the~~ members-at-large will serve two (2) year terms, ~~with two (2) positions being elected each year~~. One of these ~~three~~four (~~3~~4) members-at-large must be employed at a four-year private institution, one at a four-year public institution and ~~one~~two (~~1~~2) at two-year public or private institutions. ~~To assure balance in the state one of the members-at-large from a two-year institution will be from either the 216 or 419 area code and one will be from the 513 or 614 area code.~~
- B. The ~~fourth~~fifth (~~4~~5th), the graduate student members-at-large, shall be elected each year for a one (1) year term to represent graduate students and professional preparation programs.

Section 3. The consecutive terms of office shall be one year each as President-Elect, President and Past President. The term of office shall be two years for ~~Vice President~~, Secretary, Treasurer, ~~and four Members-at-Large~~4 Year Public Member-at-Large, 4 Year Private Member-at-Large, and 2 Year Member-at-Large.

Section 4. All officers and representatives shall take office at the close of the annual ~~spring general~~summer transition meeting of the Association. No member shall serve in the same office for more than two consecutive terms.

Section 5. Elections shall be conducted annually. The candidate for each office receiving a plurality of votes cast shall be declared the winner. The Elections Committee shall take nominations for all offices ~~by mail~~ from the membership at-large. The Elections Committee shall ~~mail send~~ the appropriate ballot to all current members at least thirty (30) days prior to the Association's Spring ~~general~~Executive Council meeting. The Elections Committee shall tabulate the ballots and officially declare the election results at the spring ~~general~~Executive Council meeting.

Section 6. Vacancies: In the event that the office of president shall become vacant, the president-elect shall assume the presidency and shall serve the remainder of the term as well as the term for which the president-elect was elected. If a vacancy should occur in the office of president-elect, ~~vice president~~, secretary, treasurer, or member-at-large, the vacancy shall be filled by appointment by the president with approval of the Executive Council.

Section 7. Duties.

- A. President. The President shall be the chief officer of the Association and shall (1) preside at all business meetings (2) preside at all meetings of the Executive Council (3) appoint all committees and committee chairs (4) serve as ex-officio member of all committees and work directly with the Public Relations Team of appointed officers and (5) represent the division at ACPA leadership activities.
- B. President-Elect. The president-elect shall (1) succeed to the office of president at the end of the term as president-elect, (2) serve as president in the absence of the president, (3) work directly with members-at-large and the Professional Development Team of appointed officers ~~(4) oversee the planning of the fall conference~~ ~~(5) assist the President with external liaisons and~~, (6) serve as liaison with the standing committee chairs.
- C. Past President. The past president, shall, as directed by the president, (1) serve as assistant to the president (2) serve as president in the absence of the president and president elect, (3) work directly with the Membership Team of appointed officers, (4) form and chair the Elections Committee.
- ~~C. Vice President. The Vice President shall (1) oversee ad hoc committees and special projects (2) oversee the planning of the spring conference and (3) serve as assistant to the president.~~
- ~~D. D. Secretary. The secretary shall, as directed by the president, shall~~ (1) keep all records of the Association (2) record the minutes of all business meetings of the Association and the Executive Council (3) handle all the correspondence of the Association and (4) serve as liaison with the newsletter editor, technology chair, and membership development.
- ~~E. E. Treasurer. The treasurer shall, as directed by the president, (1) collect all dues (2) disperse association funds subject to approval of the Executive Council (3) make a financial report to the Association at an annual general meeting and (4) serve as liaison with membership~~ records, and grants development chair.

Article VI. Meetings

Section 1. General Meeting. A General meeting of the Association shall be held at least annually at either the annual conference or at a time and place determined by the Executive Council.

Section 2. Executive Council. The president shall call at least four (4) meetings per year of the Executive Council and at any other time it is deemed necessary. The majority of the elected membership of the Executive Council shall constitute a quorum. Other committee chairs and appointed positions will meet with the Executive Council at both annual conferences.

Article VII. Executive Council

Section 1. Membership

- A. The Executive Board composed of the president, past president, ~~vice-president~~, president-elect, secretary, and treasurer, is delegated with authority to act for the council between meetings.
- B. The Executive Council is composed of the Executive Board and other elected and appointed positions. Appointed positions may include, but are not limited to: Faculty Liaison; MEMBERSHIP TEAM: Membership/Records Chair, Volunteers Chair, and Historian; PUBLIC RELATIONS TEAM: Government Relations Chair, Newsletter Editor, Technology Chair, Diversity Chair, and Development Chair; PROFESSIONAL DEVELOPMENT TEAM: Careers in Student Affairs Conference Chair, Workshops Chair, Support Staff Conference Chair, Annual Conference Chair, and Awards Chair.

Section 2. Duties.

The Executive Council shall formulate and recommend policies to the membership, plan and implement the action necessary to accomplish the legislative decisions of the membership and coordinate all activities of the Association.

Article VIII. Committees

Ad hoc committees shall be appointed as deemed necessary by the president in consultation with the Executive Council. The president shall appoint all committee members and committee chairs being sure that there is representation from private, public, two-year and four-year institutions.

Article IX. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the conducting of business sessions and meetings of the Association and any other situations not provided for in this constitution.

Article X. Amendments

These By-Laws may be amended at a general business meeting of the Association. Proposed amendments must be ~~sent mailed~~ to the membership thirty (30) days preceding a general meeting. A majority of votes by those attending the business meeting shall be necessary to approve the amendment.