

BY-LAWS

NORTHEAST DISTRICT/OAPSE

Article 1 Name/Boundaries

The name shall be the Northeast District of the Ohio Association of Public School Employees, AFSCME/AFL-CIO

The District boundaries are as follows: Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Medina, Portage, Summit and Trumbull Counties.

Article 2 Purpose

The District shall act as a liaison between Locals and the State Union. The District shall have no legislative or dues levying power and shall be governed by the Constitution and the lawful orders of the State Union. Districts may adopt additional By-Laws governing the District provided such By-Laws do not conflict with the Constitution of the State Union.

The Northeast District shall amend, approve, and send its By-Laws to the Executive Director by January 1st after the Annual Delegate Conference. The By –Laws shall be reviewed by the Executive Director for Compliance with the Constitution. Those Districts not submitting their By-Laws by January 1st shall be governed by the State Constitution until the By-Laws are submitted and approved.

Article 3 Funds

On April 1, of each year, the Treasurer of the State Union shall forward to each District one (1) percent of all dues collected from the respective District. A supplement check shall be issued in October of each year covering one percent (1%) of all dues collected from April 1 through August 31 of each year.

Article 4 Northeast District Meeting

The District meeting shall be composed of the District President, District Vice President, District Secretary, District Treasurer, The Executive Board Member and Alternate of the District, the immediate Past President of the District, and each member in good standing in the District.

Article 5 Officers

The officers of the District are District President, District Vice President, District Secretary, and District Treasurer.

Article 6 Northeast District Annual Meeting

The annual meeting of the District shall be at a time selected by the District Executive Committee. Written notice of the date, time and place of the annual meeting of the District shall be sent to each Local at least fifteen (15) days prior to the meeting. All members in good standing in attendance shall be entitled to vote at the Annual District meeting.

Article 7 Qualification for Office

Any active member in good standing having been an active member in good standing for a minimum of two (2) consecutive years at the time of declaring candidacy, shall be eligible for the nomination and election to a District office. No member shall hold two (2) elective offices concurrently in the District. Affiliation with or membership in any employee organization competitive with the Union shall serve to disqualify any member from election as a District officer or shall be grounds for removal from office.

Article 8 Nominations and Elections Rules and Regulations

All District officers shall be nominated and elected in accordance with the nominating and election rules and regulations as adopted by the State Executive Board. The District Meeting at which the elections are held shall be in September or October.

No individual shall be a candidate for more than one (1) District office at the same time.

Article 9 Terms of Office

The terms of office for the District Officers shall be for four (4) years in odd numbered years for Northeast District and shall commence at the meeting of the District in which the officers are installed and continue until the meeting of the District when their successors are installed. Installation of officers shall be made at the September or October meeting of the District at which the officers are elected. There is no limit to the number of terms to which an individual may be elected and serve.

In the event of a tie for the greatest number of votes for a particular office after one (1) run-off election, the candidates having the greatest continuous period of membership at the time of the election shall be declared the winner. If the tie is not broken in that manner, a flip of a coin shall determine the winner. All election records, including ballots, shall be retained by the District Secretary for at least one (1) year after the election.

Article 10 Duties of the District President

The District President shall enforce a strict observance of the Constitution of the Union and shall preside at the meetings of the District and at meetings of the District Executive Committee.

The District President shall:

Be responsible for the activities of the Locals in the District and act as a liaison between said Locals and the State Union.

Appoint committees and enforce a strict observance of the Constitution of this Union and all orders from proper authority.

Call meetings of the District Executive Committee when it is necessary for the welfare of the District.

At the expiration of a term of office, give all current and pertinent materials of the office to the new District President.

Appoint a committee consisting of three (3) members who shall be responsible for annually auditing the financial records of the District and render a report of such audit to the District Executive Committee for its approval at a regular meeting. A copy of such report shall be forwarded to the Budget/Finance Advisory Committee no later than October 1st of each year. In addition, a report of such an audit shall be made to the membership at the next annual meeting of the District.

Turn over to the District Secretary for presentation to the membership of all directives, orders, and communications affecting the District or its members.

Oversee pertinent economic issues including investing District funds, hospitality rooms at conference, and expenditures of Delegates to any Conferences.

Article 11 Duties of the District Vice President

The District Vice President shall enforce strict observance of the Constitution of the Union and shall assist the District President and, in the absence or disability of the District President, shall discharge the duties of the office. The District Vice President shall act as a chairperson of the District Membership Committee and any other duties assigned by the District President.

In addition, the District Vice president.

Act as program chairperson for District meetings.

Be in charge of registration for District meetings.

At the expiration of a term of office, the out-going District Vice President shall give all current and pertinent materials of the office to the new District Vice president.

The District Vice President shall turn over to the District Secretary for the presentation to the membership all directives, orders, and communications affecting the District or its members.

Article 12 Duties of the District Secretary

The District Secretary shall enforce strict observance of the Constitution of this Union and shall keep books or files.

A copy of the Constitution of the Ohio Association of Public School Employees, AFSCME/AFL-CIO.

A record of all proceedings of the meeting of the District and the District Executive Committee after the same shall have been corrected and approved.

All orders and communications received.

The District Secretary shall read to the membership at a meeting, directives, orders, and communications affecting the District members.

The District Secretary shall mail to the State Office, not later than ninety (90) days prior to the meeting of the Delegate Conference, all copies of the resolutions and amendments to the Constitution approved by the District.

The District Secretary shall transfer to the succeeding officer all records and books of the office within fifteen (15) days after the election.

The District Secretary shall attest by signature all actions of the District and the District Executive Committee. The District Secretary shall, prior to the next District Executive Committee meeting, report to the State Executive Board and the Local Presidents or Secretary any Local not represented for two consecutive District Executive Committee meetings.

At the expiration of a term of office, the outgoing District Secretary shall give all current and pertinent materials of the office to the new District Secretary.

Article 13 Duties of the District Treasurer

The District Treasurer shall be the fiscal officer of the District, shall enforce a strict observance of the Constitution on the Union, and shall report at the Annual meeting of the District assembly the financial status of the District.

In addition, the District Treasurer shall:

Be the custodian of all funds, securities, and any other property of the District.

Keep a correct account of all monies due and receivable from all sources.

Disburse all monies authorized by the District Assembly or the District Executive Committee upon submission of vouchers.

Keep a record of all liabilities of the District.

Deposit all current funds received by the District at once in a depository designated by the District Executive Committee.

Turn over to the District Secretary for presentation to the membership all directives, orders, and communications affecting the district or its members.

Be granted the authorization to competitively shop for investments, and annuities, as requested by the District Executive Committee.

At the expiration of a term of office, the out-going District Treasurer shall give all current and pertinent materials of the office to the new District Treasurer.

Article 14 The District Executive Committee

The District Executive Committee shall meet a minimum of six (6) times yearly. They shall develop and maintain programs to recruit new membership and inform, educate, and develop effective leadership within the membership.

The District Executive Committee shall be composed of the District President, the immediate Past President, the District Vice President, the District Secretary, the District Treasurer, the Executive Board Member and Alternate of the District, and the Local Presidents from the District. In the absence of the Local Presidents, the Local Vice Presidents shall represent the Local. In the event the Local Vice President cannot attend, the Local President shall appoint a representative. Only members of the District, the District Executive Committee shall meet upon call of the District President and the members of the Committee shall constitute a quorum for the transaction of business.

The District Executive Committee shall carry into effect all orders and mandates of the District not inconsistent with the Constitution of the Union

and procedures, policies, and rules and regulations of the Executive Board of the Union.

The District Executive Committee shall have the power to set the time and place of the annual meeting of the District.

The financial records of the District shall be audited annually by a committee of three (3) members appointed by the President, and a report of the audit shall be presented and approved at a regular meeting of the District. A copy of such audit report shall be forwarded to the State Union. The District Executive Committee

The District's financial records shall at all times be subject to audit as directed by the Executive Board's Financial Committee. The District shall require that checks written on the District checking account be signed by two (2) officers, one of whom shall be the District Treasurer.

The District Secretary shall keep full records of all proceedings of the District Executive Committee and present same in a report at the Annual District meeting.

In the event of a vacancy in the Office of District President, the Vice President shall at once succeed to the title and duties of that office.

In the event of a vacancy in the office of District Vice President, District Secretary, or District Treasurer, after ten (10) days written notice has been given all members of the District Executive Committee, District Executive Committee is empowered to elect a member to fill the office for the balance of the term remaining. A majority of the votes cast by the members of the District Executive Committee present shall be required to elect. The District Executive Committee shall fill the vacancy within thirty (30) days of the vacancy

The Executive Committee are entitled to vote at the District Executive meetings.

Article 15 District Budget (Removed1-10-2004)

(Amended 11-09-2012)

The Northeast District Treasurer shall present a yearly budget to the membership at the Christmas Brunch meeting.

Article 16 Conference/Workshop Expenses

The District shall compensate the expenses of the District President, Vice President, Secretary, Treasurer, and Immediate Past president to the Annual Delegate Conference and District meetings.

The District Officers shall establish an annual budget for all Conference/Workshop expenses. The Conference/Workshop expenses budget will be submitted to the District Executive Committee in November of each year.

The District Officers will always be offered delegate status to any conference, workshop, work stoppage or rally held by AFSCME/AFL-CIO, or any other OAPSE affiliate organization first. The District may send up to two (2) The District Officers to any of the aforementioned events, budget permitting. When none of the District Officers are available to attend an event, the District may send an additional delegate or delegates, not to exceed two (2) but no more than one (1) from any individual local, to any conference, workshop, work stoppage, or rally held by AFSCME,AFL-CIO, or any other OAPSE affiliated organization, budget permitting. These selections will be made at any District meeting, in a manner that is reasonable to members of the District Executive Committee who are in attendance at the District meeting where the delegate/delegates are chosen.

(Amended September 18, 2010)

The Northeast District officers, President, Vice President, Secretary, and Treasurer shall attend AFSCME International Convention every other year.

Along with the winning member who brings a new waiver to the district meetings at least 9 times in a two-year period. A New Waiver is identified as a member 40 years old and under.

Four District Officers, President, Vice President, Secretary, and Treasurer or 2 District Officers and two District members of the Executive Committee may attend two additional union conventions that fall under the umbrella of the National AFL-CIO budget permitting.

(Voted and approved September 2013)

The Northeast District shall send up to two (2) new waivers to the AFSCME New Wave Convention if they have attended/participated in nine (9) Northeast District meetings in a two (2) year period.

Any Member selected to attend a conference or workshop, as representative of the District, shall be entitled to have their expenses paid for by the District. The District shall cover the expense of any hotel accommodation in advance of the event when possible. Other expenses such as: meals, mileage, gasoline, taxes, tips, (but not limited to) shall be reimbursed by the District to the delegate/delegates must submit a statement, of expenses, with hard copy receipts attached, to the District Treasurer upon return from the event and before the next District meeting. All expenses approved shall be reimbursed. The statement will be filed for audit.

Article 17 Reports of Delegates

All District Officers and Delegates attending conferences/ workshops, on behalf of the District, are required to make a report on such events at the earliest District meeting following the event. Any materials obtained at the event shall be forwarded to the District Secretary for distribution to all members attending the district meeting during which the event was discussed.

Article 18 Hospitality Suite

The District shall assume expenses for the District Hospitality Suite with the amount being set and approved by the District Executive Committee. All monies raised or allocated for expenses thereof shall require an itemized statement from the hospitality Chairperson(s).

Article 19 Mileage

Upon completion of an expense voucher provided by the District Treasurer, District Officers, District Executive Board Members, People Chairperson, People alternate, and Immediate Past president shall be reimbursed for official District business at the current IRS allowable per mile rate.

Article 20 Robert's Rules of Order

Robert's Rules of Order, newly revised, shall be the authority on parliamentary procedure at any meeting of the duly constituted bodies of the District in any situation not covered specifically by these Articles.

Article 21 Amendments

Additional By-Laws governing the District may be adopted provided such By-Laws do not conflict with the Constitution of the State Union. These By-Laws may be amended at any regular or special District meeting called for that purpose at which a quorum is presented by the majority vote of the member present and voting. Providing that previous notice has been given stating what Article and what specific By-Law language is to be amended

and what those changes are to be. Amendments adopted shall become effective immediately.

Article 22 District Stipend

(Voted and approved November 10, 2007)

The Northeast District Executive Board President, Vice President, Secretary, Treasurer, Executive Board Member, Executive Board Alternate shall be allocated a one-hundred-dollar (\$100.00) stipend per month for conducting district business and therefore will not receive mileage for attending district meetings.

Article 23 Presidents Phone

(Voted and approved September 16, 2006)

The Northeast District President shall receive monthly reimbursement of cell phone bill for all usage to conduct District business. The monthly bill shall be given to the District Treasurer for verification and payment.

Article 24 Strike Fund (Voted and approved September 18, 2010)

We will give for Strike Fund: Northeast District will contact the State for members list. Local must be on strike for six (6) weeks.

- 1-50 members \$ 500.00
- 51 – 100 members \$1000.00
- 101 – 200 members \$1500.00
- 201 – 300 members \$2000.00 with cap of \$2000.00

Article 25 Donations (Voted and approved September 18, 2010)

There will be no monies given for sickness by Northeast District. Locals are responsible for the care of their own individual Locals regarding sickness and death within their Local. If any local needs help with a fundraiser feel free to contact the Northeast District Officers.

Monies for memorials, community contributions, etc. will have a cap of \$250.00. These donations will be limited to four donations per meeting; 24 donations per year, cap will be \$6,000.00 per year.

If the District is formerly made aware of the passing of a Local President the District then shall send a Bible and Resolution to the family of that Local President. The District shall also send a Resolution to the family of a member that has passed, who has attended District meetings on a regular basis.

Sympathy or get-well cards will be sent to any officer or member who regularly attends Northeast District Meetings.

Revised and Approved 1/10/04

Amended 2/15/04

Reprinted 9/18/15