

Ohio College Personnel Association

BY-LAWS (proposed revisions for 2015)

(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; April 15, 1994; February 2, 2005; January 24, 2014; and September 8, 2015).

Article I. Name

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

Article II. Purposes and Activities

Section 1: The purpose of the Association shall include:

- A. To stimulate cooperative professional relationships and communications among members and professional organizations connected to the field of student affairs and higher education administration by discussing and studying the most effective methods of aiding students in their intellectual, social, moral, and personal development.
- B. To promote cooperation and provide professional communication among members concerning issues impacting student, legislation, research, programming and OCPA's actions and activity. These include but are not limited to attending and presenting at conferences, participating in mock interviews, resume reviews, and other professional development opportunities.
- 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/ Student Development in higher education in the State of Ohio.

Section 2: Mission Statement

The Ohio College Personnel Association (OCPA) exists to advance student learning and development. In pursuit of this goal, the association facilitates the sharing and creation of knowledge and best practices for student affairs practitioners in the State of Ohio through professional development and networking opportunities. These opportunities enhance and produce collaborative partnerships among students, practitioners, faculty, and professional associations.

Section 3: Vision Statement

OCPA envisions a diverse, active, connected, and energized network of higher education professionals. These professionals use their collective expertise and resources to anticipate and respond to the needs of college and university students and the institutions they attend in Ohio and the region.

Section 4: Core Values:

In pursuit of its vision, OCPA is committed to:

- *Students*: A holistic, comprehensive and empirically driven approach to student development and learning that considers students' societal and contextual factors.
- *Human diversity*: An understanding of humanity that serves as a foundation for honoring, celebrating, and illuminating the rich diversity that exists in and between all of us.

- *Data-driven practice:* The advancement and dissemination of knowledge which informs policies, practices, programs and scholarship for professionals within the higher education community of Ohio.
- *Member involvement and accountability:* A collegial and democratic approach to organizational decision making, programs, and services that works to be accessible, transparent, and is held fiscally accountable to its membership. It is composed of an active membership of professionals in the work of supporting higher education students and institutions and volunteering with OCPA.
- *Inter-organization cooperation:* The belief that collaboration with professional organizations and institutions committed to the success of college students enhances our ability to serve and develop our State-wide community of higher education professionals

Section 5: Equity and Inclusion Statement

OCPA strives to be a welcoming and just community that appreciates, understands and celebrates diversity and multiculturalism while critically examining its practices and policies in the continued push for equity, inclusivity and human dignity.

Section 6: Affiliation

The Ohio College Personnel Association is an independent student affairs professional organization and shall be subject to the provisions of its By-Laws and to individual members.

Section 7: Nonprofit status

The Ohio College Personnel Association is an exempt corporation under Section 501(c)3 of the Internal Revenue Code of 1954.

Article III. Membership and Duties

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 of consulting, or in another state.

Section 2: Non-Discrimination Statement: OCPA does not discriminate on the basis of the following characteristics including but not limited to race, color, ethnicity, national origin, citizenship, religion, sex, age, appearance, genetic information, political affiliation, familial status, marital status, or disability in any of its policies, procedures or practices. The non-discrimination policy covers membership and access to Association programs and activities including, but not limited to, conferences, publications, educational services, and employment.

Section 3: Rights and Privileges: All members in good standing shall be entitled to vote, hold office, attend meetings, and receive publications and other benefits of the Association. There will be no fewer than five business days to review Items that come before the general membership for a vote (i.e. elections, bylaws revisions, etc.). The decision of a vote will be based on the percentage of actual votes by members vs. the total membership.

Section 4: Duties: Each member in good standing shall pay the annual membership fees. An annual membership shall be defined as 12 months from the date the individual's dues were paid. Once a membership expiration date has passed, the individual will be removed from the mailing list and shall not be eligible for member-only services/events until such time as the membership is renewed. The amount of dues shall be determined by vote of the membership at a general meeting.

There are several different options to fit the needs of our membership. They are:

Professional (one year)

Professional (five years) - professional member pays for 5 years of membership at reduced cost

Fulltime Graduate (good for two years from point of membership purchase)

Fulltime Undergraduate (good for two years from point of membership purchase)

Note: An individual's current status as a professional or full time student will be used to determine any conference or professional development registration fees.

Article IV. Elected Officers

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

Section 2. The elected officers and representatives shall be President, President-Elect, Secretary and Membership, Past President, and Members-at-Large.

- A. Three of the members-at-large will serve two (2) year terms. Of these three (3) members-at-large, one must be employed at a four-year private institution, one at a four-year public institution and one at a two-year institution.
- B. Two Graduate student members-at-large will be elected annually and will represent graduate students and professional preparation programs in the state.

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 three years of Secretary and Membership, and two years for 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 Executive Board transition meeting of the Association held prior to June. No member shall serve in the same office for more than two consecutive terms.

Section 5. Elections shall be conducted annually via an electronic ballot. The candidate for each office receiving a plurality of votes cast shall be declared the winner. The President-Elect shall take nominations for all offices and appointed positions from the membership-at-large. The Communications Chair shall send the ballot to the membership prior to the Association's Spring Executive Board meeting. The President-Elect and Communications Chair, using electronic ballot software, shall tabulate the ballots and officially declare the election results at the spring Executive Board meeting.

Section 6. Duties

- A. President. The President shall be chief officer of the Association and shall (1) preside at all business meetings (2) preside at all meeting of the Executive Board (3) appoint all committees and committee chairs (4) serve as an efficient member of all committees and work directly with appointed officers advising them of their duties and the operations of accordance with these By-Laws and produce an annual organizational report and (5) represent OCPA at external events.
- 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 appointed officers, (4) facilitates the elections process, (5) serve as liaison with the committee chairs, and (6) become familiar with the work of the Association in preparation for the term as President.
- 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 elected and appointed officers, (4) chair the Past Presidents Advisory Committee and (5) oversee updating the organization's bylaws Secretary and Membership. The secretary shall, as directed by the president, (1) keep all records of the Association, (2) record all the minutes of all business meetings of the Association and the Executive Board (3) handle all the correspondence of the Association and (4) maintain the membership database and (5) serve as liaison with the communication chair, technology chair, historian, and conference chairs.

Article V. Executive Board

Section 1. Membership

The Executive Council composed of the president, past president, president-elect, secretary, and treasurer, is delegated with authority to act for the board between meetings.

The Executive Board is composed of the Executive Council and other elected and appointed positions. Appointed positions may include, but are not limited to: Treasurer, Assistant Treasurer, Faculty Liaison, Senior Student Affairs Representative, Historian, Communications Chair, Technology Chair, Equity & Inclusion Chair, Development Chair, Professional Development Chair, Annual Conference Chair, Annual Conference Assistant Chair and Awards Chair.

Members are appointed to the Executive Board positions by the President, upon recommendation of the Executive Council. Descriptions of the duties of each appointed position are available on the OCPA website.

Treasurer. The treasurer shall be a two-year position that transitions from a two-year assistant treasurer position both appointed by the President, upon approval of the Executive Board. Duties as directed by the president include (1) collect all dues (2) disperse association funds subject to approval of the Executive Board and file tax documents (3) shall have signature authority for OCPA banking accounts, (4) draft the budget and make a financial report to the Association at an annual general meeting and (5) arrange for an annual audit of the organization's financial records, and (6) serve as a liaison with Secretary & Membership.

Assistant Treasurer. This is a two-year appointed position that transitions to the treasurer for another two-year appointment. The assistant treasurer works with conference chairs and development chair to manage conference budgets and will reconcile conference expenses within 60 days. The

assistant treasurer works with the Treasurer and shall have signature authority for OCPA banking accounts.

The term of an appointed position is one year to a maximum of three years. Note: The Assistant Treasurer is a two-year appointment that transitions to the Treasurer position for another two-year appointment. No member shall serve in the same appointment for more than two consecutive terms.

Section 2. Duties/Functions

The Executive Board 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.

The Executive Board shall be the administrative board of the Association and its function shall be as follows:

- A. To formulate and recommend policies to the membership for its consideration and action.
- B. To formulate policies appropriate for executive actions and direct the execution thereof subject to review by the membership.
- C. To plan and implement the actions necessary to accomplish the legislative decisions of the membership.
- D. To communicate Association business to the membership of the Association.
- E. To request reports from committees, as deemed necessary, for the execution of business.
- F. All Executive Board members will use the OCPA recognized record keeping/ communication/style formats (i.e. Dropbox, Wufoo, Constant Contact) and provide relevant materials related to the position to the Historian for archival purposes.
- G. All executive board members will provide a budget request to the treasurer in advance of the budget approval process/ meeting and submit an end of the year report documenting their accomplishments/ progress toward goals related to the position.
- H. At the conclusion of service on the board, there should be a seamless transfer of materials/ information and OCPA property to their successor in a timely manner.

Section 3. 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, secretary, member-at-large, or an appointed position, the vacancy shall be filled by appointment by the president with approval of the Executive Board.

Section 4. Removal from an Office: Any OCPA Executive Board member may be removed for just cause. Grounds for removal of an officer include: violation of OCPA association policy, procedures, or ethical code; failure to perform the duties of the office as set forth in the By-Laws and the policies of the Association; failure to attend three consecutive Executive Board meetings; gross impropriety in carrying out the duties and responsibilities of the office.

Executive Board members may be removed by the following process: A member of the Executive Board, including elected officers, may be removed from office for just cause by 2/3 vote of the Executive Board. Before such vote can be taken, the member in question must receive written notification of intent of removal from the president or president-elect. In the case of the president, written notification of intent

of removal from office shall be sent by the past-president. The concerned member in question shall be given at least two weeks to respond in writing. Any and all responses from the member in question must be shared with the Executive Board members preceding the vote. The Executive Board shall conduct a hearing, if needed, or deliberate to consider removing the member in question from office, and then shall vote. Executive Board meetings regarding personnel issues will be closed meetings.

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 the Executive Board.

Section 2. Executive Board: The president shall call at least four (4) meetings per year of the Executive Board and at any other time it is deemed necessary. The majority of the membership of the Executive Board in attendance shall constitute a quorum. Other committee chairs and appointed positions will meet as the Executive Board and as appropriate, guests may be invited to the Executive Board meetings and may be invited by invitation of the president.

Article VII. Committees

Standing Committees and Ad hoc committees shall be appointed as deemed necessary by the president in consultation with the Executive Board. The president shall appoint Committee Chairs and defer to the Committee Chair in forming the membership of the committee being sure that there is representation from private, public, two-year and four-year institutions. Both Standing Committees and Ad hoc Committees may be created for the promotion of the purposes of the Association, Committees shall consist of members of the Association, with their number, jurisdiction, method of selection, and tenure determined in accordance with these By-Laws. Existing committees may be formed or discontinued by decision of the Executive Board.

CONFERENCE COMMITTEES. Conference Committees shall plan, initiate, and coordinate the arrangements and activities necessary for the Annual State Conference or Careers in Student Affairs Conference. The Assistant Chair of any Conference Committee shall be appointed by Conference Chair in consultation with the Executive Board preferably two years in advance of the conference to be chaired. The Executive Board defers to the Conference Chair who will appoint current OCPA members to a conference committee or other professional development opportunities.

AWARDS COMMITTEE. The Awards Committee, chaired by the Awards Chair, shall seek and process nomination(s) for those awards established by the Executive Board and published on the Association website. These awards are available to be awarded each year based on the quality and quantity of applications. This committee may also recommend to the Executive Board the established and/ or presenting of additional awards or special commendations as deemed appropriate.

BY-LAWS COMMITTEE. The By-Laws Committee, chaired by the Past-President, shall review the OCPA By-Laws and recommend to the Executive Board revisions, additions and/or deletions which may be appropriate. Any action by this committee must be consistent with the provisions of Article X, of these By-Laws. The by-laws should be reviewed every five years or as needed.

PAST PRESIDENTS ADVISORY COMMITTEE. This committee, chaired by the Past-President, shall consist of the past presidents who wish to stay actively involved in the Association. The Past Presidents Advisory

Committee may assume responsibility for special projects at the direction of the current president and/or Executive Board.

JOURNAL COMMITTEE/REVIEW BOARD. This committee shall be chaired by the Faculty Liaison and include at least one graduate student member-at-large as well as other appointed representatives. The Journal Review Board will promote submission of scholarly work for publication, selection of journal entries, manage the production of the journal and select the Outstanding Manuscript Award annually.

Article VIII. Financial Affairs

Section 1. Fiscal Year. The fiscal year of the Association shall be from July 1 to June 30.

Section 2. Budget. The annual budget shall be drafted by the treasurer and adopted by the Executive Board of the Association by October 31st. The approved budget, income and expenditures shall be reported annually to the Association members. Any changes in the appropriation of funds shall be made by the Executive Board.

Section 3. Committee Expenses. Committee expenses must be authorized by the Executive Board.

Section 4. None of the Executive Board members receive any compensations for their services to the Association. Some expenses of the Executive Board members and officers of the Association shall be paid from the funds of the Association as approved by the Executive Board Section 5. OCPA will conduct a bi-annual audit to review financial records by a committee appointed by the President. A tax accountant on retainer with OCPA will be consulted for tax preparation and audit.

Article IX. Parliamentary Authority

The rules contained in Robert's Rules of Order, Revised shall govern the conduction 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 by the Association. Proposed amendments must be sent to the membership thirty (30) days preceding a vote which can occur at general meeting or via electronic balloting. A majority of votes cast shall be necessary to approve the amendments.