

LIBERTY ASSOCIATION OF SCHOOL EMPLOYEES

CONSTITUTION AND BYLAWS

November, 2008

ARTICLE I: NAME AND PURPOSE

- Section 1 This organization shall be known as the Liberty Association of School Employees (LASE) which shall maintain affiliation with the Ohio Education Association (OEA), North Eastern Ohio Education Association (NEOEA), UniServ, and the National Education Association (NEA).
- Section 2 The purpose of this Association shall be to advance the cause of education for all individuals, promote professional excellence among school employees, promote recognition of the basic importance of the professional educator in the learning process, protect the rights of members, advance their interests and welfare, and obtain for its members the benefits of an independent, united school community.

ARTICLE II: MEMBERSHIP

- Section 1 Any certificated/classified staff member covered by the negotiated agreement and employed by the Liberty Local School District may become an active member of this Association by paying the annual dues and assessments. Associate membership shall only be open to other employees of the District who are not eligible for active membership in the Association or any other bargaining unit. Associate dues shall be one-half those of active membership. Associate members shall neither vote nor hold office in the Association.
- Section 2 Any active member of this Association must also maintain active membership in the Ohio Education Association, North Eastern Ohio Education Association, UniServ, and the National Education Association.
- Section 3 Any retired member shall become an honorary non-dues paying member with all privileges of the Association except the right to hold office, vote, or serve as a delegate.
- Section 4 All rights, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon termination of the individual's membership.

- Section 5 Should the Association dissolve or disband, all assets shall become the property of the Ohio Education Association.
- Section 6 All members shall abide by the Code of Ethics of the Education community as adopted by the Ohio Education Association and the National Education Association.
- Section 7 The fiscal year shall end July 31st of each year. An annual financial report shall be presented to each member.
- Section 8 The Association Treasurer shall supply a monthly financial report to each member. The treasurer's books shall be available for inspection upon request.
- Section 9 The Liberty Association of School Employees shall make no loans.

ARTICLE III: OFFICERS

- Section 1 The officers of the Association shall be President, two Vice-Presidents (one to be a member of the certified staff and one of the classified staff), Treasurer, and Secretary.
- Section 2 Any candidate for office shall have served on the Executive Committee of this Association, LEA or LACE for at least one year.
- Section 3 All officers of this Association shall serve a term of one year.
- Section 4 In case of vacancy of any elected office of this Association, the Executive Committee shall fill the unexpired term from the membership of the Association, except where otherwise stated in the constitution or bylaws.
- Section 5 The Liberty Association of School Employees prohibits business or financial interest of its officers, agents, their spouses, minor children, parents, or otherwise, that conflict with the fiduciary obligations of such persons to the organization.
- Section 6
- A. Officers of the Association may be impeached for violation of the code of Ethics of the Education Profession or for misfeasance, malfeasance, or nonfeasance in office.
 - B. Impeachment proceedings against an officer maybe initiated by written petition submitted to the Executive Committee by at least twenty-five (25) percent of the members. The Executive Committee shall notify the accused officer of the charges and the basis of the charges against her/him. The accused has the right to see evidence

against her/him, the right to representation, the right to examine or cross-examine witnesses, and the right to present evidence to rebut the charges.

- C. Within 30 days, the Executive Committee shall convene a due-process hearing. If after a due process hearing, a 2/3 vote of the Executive Committee sustains the charge, the office shall become vacant.
- D. Charges may be initiated by an active member. These shall be filed with the Association. The Executive Committee shall convene within thirty (30) days to consider the merits of the charge(s). If a hearing is deemed necessary, the accused officer shall be sent via certified mail a written notification of the charge(s) and the basis for the charge(s) within seven (7) days and receipt of the notification shall be verified. The Executive Committee shall convene a hearing no sooner than thirty (30) days and no later than sixty (60) days after notification. The accused officer has the right to see evidence against him/her, the right to assistance, advice, and representation by another Association member, the right to examine or cross-examine witnesses, and the right to present evidence to rebut the charges and evidence. Throughout the hearing, there shall be a presumption of innocence in favor of the accused.
- E. The officer may appeal the decision to a special meeting of the general membership. The decision of the Executive Committee may be overturned by a 2/3 vote of the total membership.

ARTICLE IV: EXECUTIVE COMMITTEE

- Section 1 There shall be a representative body called the Executive Committee, with full governing powers, consisting of:
 - a. The elected officers.
 - b. The elected certified building representatives for each full group of ten members, or portion thereof, in a building.
 - c. The elected representatives of the classified group for each full group of ten members, or portion thereof, in designated group(s).
 - d. The immediate Past President, who maintaining membership in the Association, shall have the right to vote.
- Section 2 Any candidate for Representative shall have been a member of this association for at least one year.

- Section 3 Representatives and officers shall serve a term of one year. This term shall begin one week following the election.
- Section 4 Vacancies among the Representatives shall be filled by the building or classification concerned within thirty (30) days of the date such vacancy occurs. This shall be done by written secret ballot.
- Section 5 If a Representative is assigned to another building or classification, that Representative's position shall be declared vacant, and the building/classification shall elect another Representative.
- Section 6 The one person, one vote principle shall be applied to the Executive Committee. Only elected Executive Committee members have voting rights. There shall be elected to the Executive Committee representation of ethnic minority at least proportionate to the ethnic minority membership in the Liberty Association of School Employees.
- Section 7 Each Executive Committee member shall be reimbursed for attending each scheduled meeting in the amount set by the general membership. This reimbursement is in addition to the officers' regular expenses.
- Section 8 Any member shall be permitted to address the Executive Committee with prior notification to the President.
- Section 9 The Executive Committee, when necessary, shall discipline members in a fair and equitable manner.

ARTICLE V: COMMITTEES

- Section 1 The Association shall have the following standing committees:
- a. Negotiation.
 - b. Grievance.
 - c. Membership and Elections.
 - d. Flower and Gift.
 - e. Public Relations.
 - f. UniServ.
 - g. Human Relations.
 - h. Audit.
 - i. School Budget Review.
 - j. Technology
- Section 2 All committees and committee chairpersons shall be appointed by the President subject to the approval of the Executive Committee, except where otherwise stated in the constitution or bylaws.

Section 3 All committees shall include members from the certified and classified staffs.

ARTICLE VI: AMENDMENT OF CONSTITUTION

Section 1 The constitution shall become effective immediately upon its adoption by a majority vote of the membership of the Association.

Section 2 Proposed amendments to the constitution may be introduced at any regular or special meeting of the Association or the Executive Committee. Such proposals shall be by written petition of at least 10% of the total membership of the Association with at least two (2) signatures from each certified and classified staffs.

Section 3 A copy of the proposed amendment(s) and explanation thereof together with the recommendations of the Executive Committee, if any, shall be provided to each member of the Association at least ten and not more than twenty days before vote by written ballot.

Section 4 No amendment to the constitution shall become effective unless approved by at least two thirds (2/3) of those members who vote.

Section 5 This constitution shall be consistent with the constitution of the Ohio Education Association.

BYLAWS

1.0 Meetings

1.1 The Association shall schedule at least two general membership meetings each school year. Such meeting should be at the beginning of the school year and each spring.

1.2 Regular or special general meetings may be called: by the President or by majority vote of the Executive Committee, or by written petition signed by at least 25% of the membership with at least ten (10) signatures from each certified and classified staffs. Such special meetings shall be publicized by notifying each member of the purpose of the meeting and its scheduled time and place.

1.3 Business of the Association may be conducted at these meetings only when a quorum is present.

- 1.4 A quorum for general meetings and/or executive meetings shall be those members present.
- 1.5 The current edition of Robert's Rules of order shall be the authority on all questions not specifically outlined in the Bylaws.

2.0 Dues and Assessments

The annual unified local membership dues will be set by the Executive Committee, to which shall be added the annual dues established by the North Eastern Ohio Education Association (NEOEA), the Ohio Education Association (OEA), and the National Education Association (NEA) with which the Association shall be a unified affiliate. Any change in local dues must be approved by majority of those voting. Such vote shall be by written ballot.

3.0 Officers

- 3.1 The President shall in accordance with the Bylaws:
 - 3.1.1 President over and call all meetings of the Association and Executive Committee.
 - 3.1.2 Prepare the agenda for all general meetings of the Association and all meetings of the Executive Committee.
 - 3.1.3 Appoint all chairpersons and members of subcommittees of the Executive Committee, except the nominating committee, with the approval of the Executive Committee.
 - 3.1.4 Serve as member ex-officio without vote on all committees except the nominating committee.
 - 3.1.5 Be responsible for periodic review and coordination of all Association activities.
 - 3.1.6 Be reimbursed for reasonable expenses incurred during the term of office in an amount not to exceed seven hundred fifty dollars (\$750.00).
- 3.2 The Vice-President representing the certified staff shall in accordance with the Bylaws:
 - 3.2.1 Assume all duties of the President, on a rotating basis with the other Vice-President, in case of absence or disability of the President.
 - 3.2.2 Become President in the event of the resignation or removal of the President, until which time as the Executive Committee appoints a new President or calls for a new election.

- 3.2.3 Serve as chairperson of the Certified Staff Grievance Committee.
 - 3.2.4 Serve as Parliamentarian in cooperation with the other Vice-President.
 - 3.2.5 Perform all functions and duties designated by the President.
 - 3.2.6 Be reimbursed for reasonable expenses incurred during the term of office in an amount not to exceed five hundred dollars (\$500.00).
- 3.3 The Vice-President representing the classified staff shall in accordance with the Bylaws:
- 3.3.1 Assume all duties of the President, on a rotating basis with the other Vice-President, in case of absence or disability of the President.
 - 3.3.2 Serve as chairperson of the Classified Staff Grievance Committee.
 - 3.3.3 Serve as Parliamentarian in cooperation with the other Vice-President.
 - 3.3.4 Perform all functions and duties designated by the President.
 - 3.3.5 Be reimbursed for reasonable expenses incurred during the term of office in an amount not to exceed five hundred dollars (\$500.00).
- 3.4 The Treasurer shall in accordance with the Bylaws:
- 3.4.1 Receive all monies due the Association.
 - 3.4.2 Make payments when properly authorized by the Executive Committee of the General Membership.
 - 3.4.3 Make a monthly report to the Executive Committee and the membership.
 - 3.4.4 File a written report for audit at the conclusion of term of office.
 - 3.4.5 Collect all dues and assessments.
 - 3.4.6 Be bonded by the Ohio Education Association.
 - 3.4.7 Be reimbursed for reasonable expenses incurred during term of office in an amount not to exceed three hundred dollars (\$300.00).
 - 3.4.8 File all the necessary report to the State Employment Relations Board (S.E.R.B.).

- 3.5 The Secretary shall in accordance with the Bylaws:
 - 3.5.1 Keep a record of the proceedings of all official meetings of the association and of the Executive Committee.
 - 3.5.2 Maintain all books, records, and supplies that are the property of the Association.
 - 3.5.3 Maintain a current list of the General Membership.
 - 3.5.4 Maintain a current list of the names and addresses of the Executive Committee.
 - 3.5.5 Provide each member of the Association with a copy of the minutes of each meeting of the association or the Executive Committee.
 - 3.5.6 Conduct the general correspondence of the Association as directed by the President or the Executive Committee.
 - 3.5.7 Be reimbursed for reasonable expenses incurred during term of office in an amount not to exceed three hundred dollars (\$300.00).
 - 3.5.8 Keep a record of attendance at Executive Committee meetings for the purpose of members' reimbursement.

4.0 Standing Committees

- 4.1 The Negotiation Committee shall:
 - 4.1.1 Consist of a chairperson and members appointed by the Executive Committee. The appointees must have Executive Committee experience. Also, there must be appointees from both certified and classified staffs.
 - 4.1.2 Represent the view of the Association to the Superintendent and the Board of Education.
 - 4.1.3 Be responsible for reaching mutually satisfactory agreements with the superintendent and the Board on all issues affecting the Association.
 - 4.1.4 Present written language of a proposed contract to the membership no less than 48 hours prior to a ratification vote.
- 4.2 The Grievance Committee shall:
 - 4.2.1 Consist of members of the certified or classified staffs. Consist of the Vice-President of either the certified or the classified staff, a building representative from each building or a representative from each classified group, and one member appointed at large. The certified and classified Grievance Committees shall meet

- independent of each other and report directly to the executive committee.
- 4.2.2 Protect the professional rights and responsibilities of each member of the Association.
 - 4.2.3 Represent the views of the Association, concerning all areas of employee welfare, to the Administration and the Board of Education.
- 4.3 The Membership and Elections Committee shall:
- 4.3.1 Consist of a chairperson and one member each from the certified and the classified membership.
 - 4.3.2 Conduct the annual membership drive.
 - 4.3.3 Secure candidates for delegate status to any conventions at which the Association is represented.
 - 4.3.4 Appoint a committee for each election to prepare secret ballots, notify membership of election date(s), conduct voting, tabulate ballots, and publish the results.
 - 4.3.5 Conduct all elections and ratifications of collective bargaining agreements in accordance with the guidelines set forth in the OEA Election Manual.
- 4.4 The Flower and Gift Committee shall:
- 4.4.1 Consist of a chairperson and one member each from the certified and the classified staffs.
 - 4.4.2 Provide a floral piece or token in the following cases:
 - 4.4.2.1 Purchase a gift for each retiring member.
 - 4.4.2.2 Death of a member.
 - 4.4.2.3 Death of a member's spouse, parent, or child.
 - 4.4.2.4 Death of a retired member.
 - 4.4.2.5 Death of a relative living as part of the member's household.
- 4.5 The Public Relations Committee shall:
- 4.5.1 Consist of a chairperson and any other members deemed necessary by the President.
 - 4.5.2 Be responsible for publicizing the activities or concerns of the Association and its members.
- 4.6 The UniServ Committee shall:

- 4.6.1 Consist of as many elected delegates to UniServ as allotted LASE by the UniServ Constitution.
- 4.6.2 Be responsible for attending UniServ meetings and providing a monthly report to the Executive Committee.
- 4.6.3 Have delegates elected to a one-year term.
- 4.7 The Human Relations Committee shall:
 - 4.7.1 Consist of the building captains and the appropriate classified representatives based on the ratio of total members. These individuals shall be appointed by the President.
 - 4.7.2 Meet every other month to consider internal matters assigned to it by the Executive Committee or the President.
 - 4.7.3 Report in non-meeting months to the Executive Committee.
- 4.8 The Audit Committee shall:
 - 4.8.1 Be appointed by the President.
 - 4.8.2 Conduct an audit at the end of each fiscal year.
- 4.9 The School Budget Review Committee shall:
 - 4.9.1 Review the Board of Education's monthly financial statements.
 - 4.9.2 Consist of a chairperson and two (2) additional members, one each from the certified and classified staffs, appointed by the Executive Committee.
- 4.10 Technology Committee
 - 4.10.1 Facilitate the formation and maintenance of the LASE webpage.
- 5.0 Elections
 - 5.1 Nominations and elections shall be conducted every Fall.
 - 5.2 The Executive Committee shall appoint a Nominating Committee whose duty shall be to solicit a slate of officers for each office.
 - 5.3 Candidates for elective office of the Association may be placed on the ballot by:
 - 5.3.1 The Nominating Committee.
 - 5.3.2 Nominations from the floor at a special general meeting held at least fifteen (15) days prior to the date set for the election.
 - 5.3.3 Petition signed by at least ten (10) members of the Association and presented to the Membership, Nominations, and Elections

Committee at least ten (10) days prior to the date set for the election.

5.4 A written secret ballot shall be submitted to each member of the Association after September 15th and before September 30th. In the event of a work stoppage, the election will be delayed until fifteen days after resumption of work.

5.4.1 The ballot shall provide for a write-in for each office.

5.4.2 No ballots will be counted if received after the deadline established by the committee and printed on the ballot.

5.4.3 If any candidate is elected to more than one office, that candidate shall be required to resign from all but one such office within two (2) days after the publication of the election results. Thereafter, the candidate with the next largest number of votes for the office vacated shall be declared elected to such office.

5.4.4 In case of a tie for any elected office, there shall be a run-off election between those candidates within two (2) days after publication of the election results.

5.4.5 All ballots, marked, unmarked, and voided, and all other records pertaining to elections of OEA and NEA delegates and alternates and all local elections in secret ballot issues shall be preserved for one year from their tabulation, and shall be available for inspection and examination by LASE members and OEA officers.

6.0 Ohio Education Association Conferences

6.1 Must be sponsored by the Ohio Education Association.

6.2 No more than three (3) delegates from the Association to any one conference are to be reimbursed by the Association.

6.3 In order to be reimbursed, vouchers must be turned in with request for payment. Advance payment can be acquired by requesting same and upon presentation of verification of reservations.

6.4 A report (oral or written) shall be given to the Association in order that the membership may share the experience of the attendees.

7.0 Reimbursements

7.1 The budget of the Association shall be designed to achieve the goals and objectives of the Association. Each Fall the Executive Committee shall set the reimbursement limits. This list shall be printed as part of the Executive Committee minutes.

7.2 A member shall be reimbursed the amount set by the general membership for any local or district meeting attended representing the Association except for any meetings the entire membership should attend.

8.0 Amendment of Bylaws

8.1 Proposed amendments to the Bylaws may be introduced at any regular or special meeting of the Association or the Executive Committee. Such proposals shall be a written petition of at least 5% of the total membership of the Association with at one (1) signature from each building/classification or as recommended by a Bylaw Review Committee appointed by the Executive Committee.

8.2 No amendment of the Bylaws shall be made except by a majority of all members voting at any regular Association meeting or any special meeting called specifically for that purpose.

9.0 Suspension or Expulsion of Members

9.1 According to procedures adopted by the Association, the Executive Committee may suspend from membership, or expel any member for one or more of the following reasons:

9.1.1 Violation of the Code of Ethics of the Education Profession. [The code of ethics clause does not apply to Education Support Professionals.]

9.1.2 Conviction of a felony.

9.1.3 Actively engaging in, or actively supporting activities directed against the constitutional purposes of the Association to bring about changes in the Association by means other than those that are consistent with the Association's Constitution.

9.2 The Executive Committee may reinstate members previously suspended or expelled.

9.3 The Association guarantees that no member may be suspended or expelled without a due process hearing.

9.4 Charges may be initiated by an active member. These shall be filed with the Association. The Executive Committee shall convene within thirty (30) days to consider the merits of the charge(s). If a hearing is deemed necessary, the accused shall be sent via certified mail a written notification of the charge(s) and the basis for the charge(s) within seven (7) days, and receipt of the notification shall be verified. The Executive Committee shall convene a hearing no sooner than thirty days and no later than sixty (60) days after notification. The accused has the right to see evidence against

him/her, the right to assistance, advice, and representation by another Association member, the right to examine or cross-examine witnesses, and the right to present evidence to rebut the charges and evidence. Throughout the hearing, there shall be a presumption of innocence in favor of the accused. If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee sustains the charge(s), the Executive Committee shall determine the penalty. Any member found guilty of one or more of the charges against her or him may be censured, suspended, and/or expelled.

9.4.1 While still employed by the school district, a member under suspension or expulsion shall have the status of a fee paying non-member.

10.0 Dissolution of Association

10.1 A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signature of three-fourths (3/4) of the total membership of the Association.

10.2 Upon receipt of the petition for the dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.

10.3 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.

10.4 The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for disposal of assets and liabilities.

11.0 Membership Year

11.1 The membership year of the association shall coincide with the fiscal year of the school district.

REVISIONS:

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