

# Ohio Coalition for the Education of Children with Disabilities

## Executive Office

Margaret Burley, Executive Director  
Lee Ann Derugen, Co-Director  
165 W. Center Street, Suite 302  
Toll Free: (800) 374-2806  
Phone: (740) 382-5452

## Statewide Multicultural Office

Marbella Caceres, Multicultural Coordinator  
Marion, Ohio 43302  
Fax: (740) 383-6421  
E-mail: [ocecd@ocecd.org](mailto:ocecd@ocecd.org)  
Web: [www.ocecd](http://www.ocecd)



## BY LAWS

### OHIO COALITION FOR THE EDUCATION OF CHILDREN WITH DISABILITIES

Reviewed and Approved May 11, 2011

#### **Cleveland Office**

Bay Village, Ohio  
(800) 694-6402

#### **Northern Office**

Parma, Ohio  
(800) 461-1928

#### **North Central Office**

Alvada, Ohio  
(800) 694-6429

#### **Ohio River**

**Valley Office**  
Crown City, Ohio  
(800) 428-9316

#### **Southern Office**

Amelia, Ohio  
(800) 694-7903

#### **Southeast Office**

Athens, Ohio  
(800) 694-6480

#### **Southwest Office**

Cincinnati, Ohio  
(800) 694-6502

#### **West Central Office**

Lima, Ohio 45801  
(877) 758-5607

### ARTICLE I - EMPLOYED STAFF

The Ohio Coalition for the Education of Children with Disabilities Governing Board may employ such persons as are required to aid in accomplishing the purpose of the OCECD. Such persons shall be issued appropriate contracts which specify the terms of employment, compensation, and guidelines within which the specified services to the OCECD are to be rendered.

### ARTICLE II - RULES OF ORDER

All official meetings of the Governing Board, Committees and Task Forces shall be governed by the provisions of the latest edition of Robert's Rules of Order as these are applicable to the OCECD.

### ARTICLE III - FEES FOR AFFILIATION

#### **Section 1 - Requesting Affiliation**

The organization or individual requesting affiliation with the Ohio Coalition for the Education of Children with Disabilities (OCECD) shall provide documentation of its membership to the Executive Committee of the Governing Board.

#### **Section 2 - Determination of Affiliation**

The method of determining the organizational eligibility and count of membership to establish the annual total fee and arrangements for the collection of such fees shall be established by the Executive Committee of the Governing Board. Refer to Article III of the OCECD constitution.

### **Section 3 – Statewide Member Organizations**

Statewide member organizations shall be assessed at the rate of five dollars (\$5.00) per organizational member, or as negotiated and established with the OCECD Executive Committee.

### **Section 4 – Regional Member Organizations**

Regional member organizations shall be assessed at the following rates: one dollar (\$1.00) per organizational member per year, or as negotiated and established with the OCECD Executive Committee with a minimum per organization of fifty dollars (\$50.00). Educational Service Centers rate is \$.50 per student served who has a current IEP or as negotiated and established with OCECD Executive Committee with a minimum of fifty dollars (\$50.00).

### **Section 5 – Individual Member or Corporate Patrons**

- A. Individual members shall each contribute a minimum of fifty dollars (\$50.00) per year.
- B. Corporate patrons shall each be assessed at a rate of a minimum of two hundred and fifty dollars (\$250.00) per year.

## **ARTICLE IV – SPECIAL ASSESSMENTS AND CONTRIBUTIONS**

The Governing Board or Executive Committee may request affiliated organizations and individuals to contribute additional funds to the OCECD for special projects and/or extraordinary efforts being made to accomplish the purpose of the organization. Officers of the OCECD may be authorized by the Governing Board or Executive Committee to solicit such funds.

## **ARTICLE V – PARTICIPATION IN MEETINGS**

The following policies shall govern the participation of persons in meetings of OCECD:

### **Section 1 – Governing Board Meetings**

Only officially appointed representatives of STATEWIDE MEMBER ORGANIZATIONS and REGIONAL MEMBER ORGANIZATIONS may participate in voting and discussions of the Governing Board, except as hereinafter specified. Advisory Participants as provided for in ARTICLE IV, Section 4, of the Constitution shall have full participation rights except for voting and the holding of office. STATEWIDE MEMBER ORGANIZATIONS AND REGIONAL MEMBER ORGANIZATIONS may

designate permanent or ad hoc alternates for each representative. The President of any STATEWIDE MEMBER, REGIONAL MEMBER OR CORPORATE PATRON

ORGANIZATION may attend meetings of the Governing Board and participate in discussion or make presentations upon approval by a majority vote of the Governing Board. Each INDIVIDUAL MEMBER may attend as a visitor at any Governing Board Meeting. Any other persons may be excluded from attendance unless invited to the meeting by the President of OCECD or an invitation to participate had been given by the President of the OCECD and agreed to by a Majority vote of the Governing Board.

## **Section 2 – Executive Committee Meetings**

Any Governing Board member may attend any meeting of the Executive Committee. Advisory Participants may be invited to participate by the President of the OCECD when issues and actions are relevant to any one or more of the Advisory Participants' concerns. No other persons shall be in attendance at Executive Committee meetings unless invited or given specific approval to attend by the President of OCECD.

## **Section 3 – Nominating Committee**

A nominating committee shall be appointed annually by the President from members of the Executive Committee. The committee shall be responsible for establishing a slate of officers and two additional Statewide, Regional, or Individual Member Representatives to serve on the Executive Committee. The Nominating Committee presents this slate to the Governing Board at the annual meeting for election.

## **Section 4 – Personnel Committee**

A personnel committee will be a standing committee and consist of the current Past President, President, and Vice President. They shall be responsible for dealing with OCECD personnel matters such as salary schedule of any increases or changes, yearly evaluation of Executive Director, and assisting Executive Director with any personnel/staff issues.

## **Section 5 – Employed Staff Attendance and Participation**

If the Governing Board employs an Executive Director, such person shall be expected to attend any and all meetings of the Governing Board, Executive Committee and other Committees and Task Forces, unless specifically excluded by the President by reason of the presence on the agenda of matters dealing specifically with the employment or other personnel action of the Executive Director. Any other persons employed by the Governing Board shall attend such meetings as designated in the contract or as specified by the President or relevant Committee or Task Force Chairperson.

## **ARTICLE VI – DELINQUENCY IN PAYMENT OF FEES**

Any STATEWIDE MEMBER, REGIONAL MEMBER, INDIVIDUAL MEMBER OR CORPORATE PATRON may be considered delinquent in payment of annual fees as prescribed in Article 3 of the By-laws if, after appropriate notification by the Treasurer of OCECD, the organization has not come to a satisfactory arrangement as prescribed by the Executive Committee within sixty (60) days for the collection of such fees. Upon determining such a failure to agree upon said collection, the Executive Committee shall recommend to the Governing Board termination of affiliation of said organization. The Governing Board may act to terminate by at least two thirds of the Governing Board members in attendance at a Regular or Special Meeting of the Governing Board at which a quorum is present and whose published agenda included notice of such pending action. The Executive Committee upon notification of delinquency, by the Treasurer, may terminate any INDIVIDUAL MEMBER.

## **ARTICLE VII – REPRESENTATIVES PARTICIPATION**

Each STATEWIDE MEMBER and REGIONAL MEMBER is expected to be represented at each meeting of the OCECD. Whenever the Executive Committee or Governing Board determines that any such affiliated organization has not actively participated for more than two consecutive meetings of the Governing Board and/or Executive Committee the President and/or Secretary shall make a written and oral contact with the respective representative and president of the organization to determine whether a satisfactory assurance of active future participation is possible. Failure to gain such assurance shall prompt the President and/or Secretary to recommend Governing Board action as provided for in Article IV, Section 3 of the Constitution.

## **ARTICLE VIII – DUTIES AND PROCEDURES OF EXECUTIVE COMMITTEE**

The Executive Committee shall act on behalf of the Governing Board as prescribed in Article VI, Section 1 of the Constitution, particularly between meetings of the Governing Board. It shall be responsible for proposing and monitoring the annual budget and expenditures authorized thereby. It shall prepare a legislative platform and other informational guidelines related to improving the education of children and youth with disabilities in Ohio for presentation to the Governing Board for adoption. The President shall appoint a Nominating Committee composed of 4 Executive Committee members to develop the slate for election at the Annual Meeting of the Governing Board. The Executive Committee shall be responsible for preparing policy statements, proposals for contracts and such other items for consideration by the Governing Board as may be necessary to the orderly and efficient conduct of OCECD business. The Executive Committee shall review the Constitution and By-laws annually at the first

meeting of each calendar year. The President may establish an Ad Hoc Review Committee to review the Constitution and By-laws and to present recommendations to the Executive Committee to determine if further action should be taken.

#### **ARTICLE IX – INDICATION OF AFFILIATION; REPRESENTATION**

Any affiliated organization may indicate in appropriate fashion its relationship to the OCECD on letterheads, publications, programs, etc. No individual, organization representative, alternate or officer or employee shall speak on behalf of the OCECD without expressed authorization by the Governing Board or Executive Committee.

#### **ARTICLE X – REPRESENTATIVE RESPONSIBILITIES**

As previously stated in Article VII, when a STATEWIDE and REGIONAL MEMBER Organization has not actively participated for more than two (2) consecutive meetings of the Governing Board and/or Executive Committee, the President and/or Secretary shall make written and oral contact with the organization representative and the president of the organization to determine whether a satisfactory assurance of active future participation is possible. In addition to regular attendance at OCECD meetings, organizational representatives are expected to faithfully and regularly provide two-way communication between the Governing Board and the organization represented. In particular, representatives should share as expeditiously and effectively as possible information being disseminated by the OCECD. In addition, representatives should keep the Governing Board of OCECD informed of organizational policies, actions and other information relevant to the purpose of the OCECD. Representatives or alternates to the Governing Board or Executive Committee shall declare any conflict of interest which does exist when their organization or they, themselves, are competing for any funds from the same source as the OCECD.

#### **ARTICLE XI – AMENDMENTS TO BY-LAWS**

By-laws may be adopted and/or amended at any Regular or Special Meeting of the Governing Board by a majority vote provided notification of any proposed addition or revision has been included in the Agenda for the meeting and which has been sent to Governing Board members at least two weeks prior to the meeting.