

# Ohio Coalition for the Education of Children with Disabilities

## Executive Office

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## CONSTITUTION

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

**Reviewed and Approved May 10, 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

### PREAMBLE

We, the parents, the professionals and the concerned citizens of the State of Ohio joined together as the Ohio Coalition for the Education of Children with Disabilities (OCECD) to endorse and promote efforts to provide appropriate quality education for children and youth with disabilities. We do so in the belief that all children have a right to a meaningful and relevant education. This belief affirms the dignity of each child or youth with disabilities, whose needs are unique and whose needs must be met equally and appropriately.

We, therefore, pledge our full and combined support to this Coalition dedicated to insuring meaningful and relevant education for all children and youth with disabilities in Ohio.

### ARTICLE I – NAME

This incorporated association shall be called the OHIO COALITION FOR THE EDUCATION OF CHILDREN WITH DISABILITIES, hereinafter often referred to as OCECD.

### ARTICLE II – PURPOSE

The purpose of the OCECD is to improve educational programs and services for all children and youth, age 0-26, with disabilities in Ohio.

## **ARTICLE III – AFFILIATION**

### **Section I – Statewide Member Organizations**

Organizations whose membership and activities encompass the State of Ohio, and whose goals and purposes are harmonious with those of the OCECD, may be STATEWIDE MEMBER ORGANIZATIONS upon payment of annual per organizational member fees as established in the By-laws. The membership of these organizations shall be composed primarily of parents of children and youth with disabilities, persons with disabilities, or professionals involved in related areas. Statewide Member Organizations shall be eligible for representation on the OCECD Governing Board as specified in Article IV.

### **Section 2 – Regional Member Organizations**

Organizations functioning within the State of Ohio (but not Statewide), whose goals and purposes are harmonious with those of OCECD, and the majority of whose members are parents of children and youth with disabilities, persons with disabilities, or professionals involved in related areas, may be REGIONAL MEMBER ORGANIZATIONS upon payment of annual per organizational member fees as established in the By-laws. Regional Member Organizations shall be eligible for representation on the Governing Board of the OCECD as specified in Article IV.

### **Section 3 – Individual Members or Corporate Patrons**

Individuals whose goals and purposes are harmonious with those of OCECD may become patrons of OCECD upon payment of an annual fee or contribution as established in the By-laws. Individual Members shall be eligible to attend Governing Board Meetings and to receive communications, publications, and other services as authorized by the Governing Board. Corporate Patrons are corporations who sponsor and provide support to an organization affiliated with OCECD or directly to OCECD. Corporate Patrons shall receive communication, publications and other services as authorized by the Governing Board.

## **ARTICLE IV – ORGANIZATION**

### **Section 1 – Governing Board**

The Governing Board shall be the policy-making and operating body of OCECD. The Governing Board shall consist of two representatives appointed by each Statewide Member Organization, one representative appointed by each Regional Member Organization. Each Representative shall have only one vote. No person shall represent more than one organization.

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 OCECD.

## **Section 2 – Continuity of Governing Board**

Representatives of STATEWIDE MEMBER, and REGIONAL MEMBER ORGANIZATIONS are encouraged to serve no less than two years on the Governing Board. STATEWIDE MEMBER ORGANIZATIONS should, if possible, stagger the terms of their two representatives to assure continuity of Governing Board membership.

## **Section 3 – Assurance of Active Participation**

STATEWIDE and REGIONAL ORGANIZATIONS may be requested to replace representatives by action of the Governing Board upon evidence that provisions of the By-laws respecting active participation are not being fulfilled.

## **Section 4 – Advisory Participants**

As specific issues and concerns arise, the OCECD Governing Board may invite selected advisory, non-voting participants to join the board. This may include, but not be limited to, a representative designated by the heads of such organizations as:

- Ohio Department of Education, Office for Exceptional Children;
- Ohio Department of Education, Office of Early Learning and School Readiness;
- Ohio Department of Mental Health; Chief, Children’s Services
- Ohio Department of Mental Retardation and Developmental Disabilities; Chief, Children’s Services
- Ohio Department of Youth Services; Superintendent of Schools

## **Section 5 – Fiscal and Operating Years**

The fiscal and operating year of the OCECD shall be the calendar year (January 1 through December 31).

## **ARTICLE V – OFFICERS**

### **Section 1 – Election**

A President, Vice President, Secretary, Treasurer, and a minimum of two Statewide, Regional or Individual members shall be elected for two-year terms in the appropriate year at the annual meeting of the Governing Board. The Vice President will automatically assume the role of President after the President's two-year term. The Executive Committee members shall be elected from representatives to the Governing Board from STATEWIDE, REGIONAL, and INDIVIDUAL MEMBERS provided that no member of the Governing Board shall be employed directly by the OCECD or employed on a project sponsored by the OCECD. At-large members of the Executive Committee may be elected from time to time, so that at least 51 percent majority of the Executive Committee shall always be parents of children with disabilities. The children of said parents must be ages birth through twenty-six years of age. The ballot must be mailed to the Governing Board at least 30 days before the annual meeting date.

### **Section 2 – Succession of Officers**

Any officer may be re-elected to the same or other office, but the President and Vice President may not serve more than one consecutive term in the same office. In the event that the President, for any reason, is unable to complete the elected term of office, the Vice President shall automatically succeed to the Presidency. All other vacancies of officers shall be filled by a special election at a regular or special meeting of the Governing Board, provided at least 30 days notice has been given in writing to the representatives of the Governing Board. The President shall have the power to make temporary designation of acting officers in emergencies until the preceding action of the Governing Board can be accomplished.

### **Section 3 – Duties of Officers**

The duties of officers shall be those normally associated with such offices and as described in Robert's Rules of Order as applicable to the OCECD.

## **ARTICLE VI – COMMITTEES**

### **Section 1 – Executive Committee**

The Governing Board shall have a minimum of seven member Executive Committee comprised of the Officers including the immediate Past President and additional members representing either Statewide, Regional or Individual members of the Governing Board. At-large members of the Executive Committee may be elected from time to time, so that at least 51 percent majority of the Executive Committee shall always be parents of children with disabilities. The children of said parents must be ages birth through twenty-six years of age. No two members of the Executive Committee shall represent the same organization

nor shall any member employed directly by the OCECD or employed on a project sponsored by the OCECD serve on the Executive Committee. The Executive Committee shall have the power to act on behalf of the Governing Board on any matters appropriate to the OCECD whenever decisions and actions cannot be held appropriately for regularly scheduled meetings of the Governing Board. All actions of the Executive Committee and minutes of meetings thereof shall be reported to the members of the Governing Board no later than the subsequent meeting of the Governing Board following such action or decision. All members of the Executive Committee are voting members of the Executive Committee. The duties and procedures of the Executive Committee shall be prescribed in the By-laws.

## **Section 2 – Other Committees**

Special committees and Task Forces may be established and their functions assigned at the direction of the President.

## **ARTICLE VII – MEETINGS**

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

The Governing Board shall adopt annual schedule dates for no less than FOUR Regular Meetings during the organizational year. Additional Regular Meetings may be scheduled by the President with the consent of the Executive Committee. At the request of any three members of the Governing Board, the President shall schedule a Special or Regular Meeting of the Governing Board. The President may schedule any Special Meeting of the Governing Board with the consent of the Executive Committee.

### **Section 2 – Annual Meetings of the Governing Board**

The Governing Board shall hold an Annual Meeting between November 1 and January 31 for the purpose of organizing for the new year. At least the following business shall be completed at the Annual Meeting:

- a) Election of Officers and Executive Committee representatives – Mandatory every two years at the end of President’s term or every year if an office becomes vacant
- b) Adoption of a schedule of Regular Governing Board meetings

### **Section 3 – Executive Committee Meetings**

The Executive Committee may adopt a regular meeting schedule and/or be called into session by the President upon at least seven days written notice to the members. The President may call emergency sessions of the Executive Committee utilizing written or telephone notification and/or teleconference calls.

## **Section 4 – Locations and Times of Meetings**

The locations and times of meetings shall be designated by the President with the approval of the Executive Committee. Emergency Meeting locations and times shall be as designated by the President.

## **Section 5 – Quorum for Meetings**

Any meeting of the Governing Board shall be considered as having a quorum if at least 10 of the organizations represented on the Board have representatives or their designated alternates of record in attendance. Executive Committee or other Committees shall be considered as having a quorum if one more than one half of the members of record are in attendance. All decisions or actions of the Governing Board and Committees may be taken with the above stated quorum with the exception of those actions provided for in other Sections or Articles which specify otherwise.

## **ARTICLE VIII – AMENDMENTS AND BY-LAWS**

### **Section 1 – Amendments to the Constitution**

Amendments to the Constitution may be proposed in writing by any member of the Governing Board at any Regular or Special Meeting of the Board. Any such Amendments may be acted upon at the next Regular Meeting of the Board provided at least 30 days written notice of the proposed Amendment has been given to all members of the Governing Board prior to such action. No Amendment shall be adopted by less than an affirmative vote of two thirds of the members of the Governing Board, at a meeting when a quorum is present. The Governing Board may direct, if necessary, upon receipt of the proposed Amendment, that a mail ballot be used for determining action on the Amendment provided that at least 30 days is given for receipt of the ballots following notification of the proposed Amendment.

### **Section 2 – By-laws**

The Governing Board shall adopt such By-laws as are necessary to provide for orderly and efficient operations of the activities of the OCECD.