

# **OAASFEP**

## **OHIO ASSOCIATION OF ADMINISTRATORS OF STATE AND FEDERAL EDUCATION PROGRAMS**

### **VISION**

**The OAASFEP provides effective leadership, professional development and legislative information on state and federal educational programs to serve all Ohio's students.**

### **MISSION**

**In partnership with the ODE, legislators, and other organizations, OAASFEP will facilitate open communication, provide professional development opportunities, promote legislative inquiry, and support Ohio's school communities to foster optimal learning for all Ohio's students.**

**OAASFEP CONSTITUTION**  
**(APPROVED 4/3/03)**

**ARTICLE I – NAME**

The name of this organization is the Ohio Association of Administrators of State and Federal Education Programs (OAASFEP).

**ARTICLE II – PURPOSE**

The Ohio Association of Administrators of State and Federal Education Programs (OAASFEP) shall facilitate communication among and between its members and the educational community, shall provide opportunities for its members to discuss, propose and take action on matters of common interest and concern, shall conduct programs to enhance the professional competence and status of its members, and shall support the development and enactment of state and federal legislation affecting education.

**ARTICLE III – MEMBERSHIP**

**Section 1.**

Regular membership in the OAASFEP shall be open to active/retired state and federal program administrators, and education personnel who have/had responsibility for the administration, implementation or coordination of special state and federal education programs. Membership in the OAASFEP shall be open to others who share the interests and concerns of the Association.

**Section 2.**

Each member of the Association shall be entitled to receive a copy of each of the publications of the

Association, to vote for officers of the Association, to seek and hold elected office.

**Section 3.** The OAASFEP Membership List is for the use of the OAASFEP only and may not be used for personal gain or made available for commercial or solicitation purposes. An OAASFEP member may be identified as such in commercial endorsements in an OAASFEP publication and/or in connection with authorized OAASFEP inservice activities. No OAASFEP members may be identified as such for personal gain.

## **ARTICLE IV – EXECUTIVE COMMITTEE**

**Section 1.** The officers of the Association shall constitute the Executive Committee.

**Section 2.** The officers of the Association shall be a President, a President-Elect, a Secretary, a Treasurer, and the Immediate Past President.

**Section 3.** The President shall serve for a period of one year and to succeed to the Office of Immediate Past President.

**Section 4.** The President-Elect shall be elected for a term of one year and shall succeed to the Office of President.

**Section 5.** The Secretary shall be elected for a term of two years.

**Section 6.** The elected officers shall be announced at the annual membership meeting and begin their term of office in June.

**Section 7a.** The position of the Treasurer shall be appointed by the Executive Committee and be approved by the Board of Directors.

**Section 7b.** At the end of the calendar year, an annual audit of the financial records will be completed by a contracted CPA.

**Section 7b.** The appointment shall be made in June and begin in July.

**Section 7c.** Following the annual audit the Treasurer shall have an annual review by the Executive Committee and based on the results of the review will continue in office.

**Section 7d.** The Board of Directors has the authority to review the Treasurer position at anytime they deem necessary and appoint a new person if needed.

**Section 8.** The Executive Committee shall meet if necessary on an emergency basis and have the authority to conduct the business of the Association.

**Section 9.** If the President is unable to complete the term of office, the President-Elect shall automatically be inducted as President to fill the remainder of that term. If the President-Elect is unable to complete the term of office as President-Elect, the Board of Directors will select someone to fill that office. If the Secretary is unable to complete the term of office, the President shall appoint a person to complete the un-expired term, subject to the confirmation by the Board of Directors.

## **ARTICLE V – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors, the governing body of the Association, shall consist of the Executive Committee, Appointed Positions, the Regional Representatives, and non-voting ODE Representatives.

**Section 2.** Newly elected officers/appointees will assume their responsibilities during the summer meeting of the Board of Directors.

**Section 3.** If a member of the Board of Directors, other than the members of the Executive Committee, or the Past President, is unable to complete the term of office, the President of the Association shall appoint a person to serve the unexpired term, subject to confirmation by the Board of Directors.

**Section 4.** As the governing body of the Association, the Board of Directors shall have full authority to:

- Implement this constitution,
- Establish the annual membership fee,
- Determine the membership year,
- Approve all expenditures and monthly financial statements,
- Set the date of the Annual Meeting, and
- Conduct other necessary business of the organization.

**Section 5.** The Board of Directors shall meet at least four (4) times a year.

## **ARTICLE VI – REPRESENTATIVES**

**Section 1.** Non-voting representatives from the ODE shall consist of one (1) representative from each of the following offices:

- ODE Legislative Liaison
- ODE Office of Federal Programs Liaison

**Section 2.** There will be Five (5) Regional Representatives that will represent the following counties of the state:

- **Central** (Delaware, Fairfield, Franklin, Knox, Licking, Madison, Marion, Morrow, Pickaway, Richland, Union)

- **Northeast** (Ashland, Ashtabula, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Tuscarawas, Wayne)
- **Northwest** (Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Logan, Mercer, Ottawa, Paudling, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, Wyandot)
- **Southeast** (Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Nobel, Perry, Pike, Ross, Scioto, Vinton, Washington)
- **Southwest** (Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby, Warren)

**Section 3.**

The Regional Representatives will be elected by the members from the regions they serve. The members will vote for the Representative in the region in which they work.

**Section 4.**

The elected Regional Representative will serve for a term of two years.

**Section 5.**

The Regional Representatives shall assume duties as directed by the Board of Directors.

## ARTICLE VII – NOMINATIONS/ELECTIONS

- Section 1.** The President shall appoint an ad hoc Nominations/Elections Committee to consist of five (5) members and the Immediate Past President who shall serve as chairperson.
- Section 2.** The Nominations/Elections Committee shall have full authority to determine the procedures for nominations.
- Section 3.** Nominations for officers shall be open to active/retired state and federal program administrators, and education personnel who have/had responsibility for the administration, implementation or coordination of special state and federal education programs.
- Section 4.** Nominees will be approved by the Board of Directors prior to the spring conference.
- Section 5.** Through the OAASFEP newsletter, the “Informer”, additional nominees will be solicited from OAASFEP members.
- Section 6.** The slate of officers, including newly nominated officers, will be presented to OAASFEP members at the Spring Coordinators Workshop for acceptance.

## ARTICLE VIII – RULES OF ORDER

- Section 1.** *Robert’s Rules of Order*, usually applied informally, shall govern the conduct of all business of the Board of Directors.
- Section 2.** Meeting of the Board of Directors shall be convened and chaired as follows: President, President-Elect, Secretary,

Treasurer, Past President. At least one officer must be present for an official meeting to occur.

## **ARTICLE IX – AMENDMENTS**

### **Section 1.**

Proposed amendments to this constitution may be presented:

1. In writing and signed by 15 members of the Association at least 20 days prior to a Board of Directors meeting to be placed on the agenda for consideration, or
2. By any member of the Board of Directors at any meeting of the Board of Directors.

### **Section 2.**

Any amendments to this constitution so presented shall be placed on the agenda of the next meeting of the Board of Directors for consideration. If approved by two-thirds of the Board of Directors present, the amendment shall be submitted for approval by the simple majority of the membership present at the Annual Membership Meeting to be held during the annual Spring Coordinators' Workshop.

**OAASFEP ORGANIZATIONAL CHART**



**APPOINTED POSITIONS**

**Treasurer**  
**Committee of Practitioners**  
**Membership**  
**NAFEPA**  
**Nonpublic**  
**Urban**

**CONTRACTED POSITIONS**

**Conference Facilitator**  
**Publicity**