

CONSTITUTION

OHIO TREASURERS OF EDUCATIONAL SERVICE CENTERS ASSOCIATION

ARTICLE I – Name

This organization shall be known as the Ohio Treasurers of Educational Service Centers Association.

ARTICLE II – Purpose

The purpose of this association shall be: to provide a common meeting ground for the profession of the membership; to cooperate with other educational organizations of this state; to provide for collective, united endeavors to solve problems of mutual interest within the profession; to provide for the professional growth of the individual member and the advancements of professional and specialized standards of the membership.

ARTICLE III – Membership

1st Section. Active membership in this organization shall be open to educational service center treasurers, assistants to the treasurer, and other business officials performing duties in conjunction with the fiscal office.

2nd Section. All active members of this organization shall, upon retirement from active service under the School Employees Retirement System, automatically become honorary members.

3rd Section. Honorary membership may be extended to any person approved by the Executive committee. Any active member can suggest a person for honorary membership to the Executive Committee. An honorary member may participate in the programs and activities of the association, but cannot hold office or vote on any association business.

ARTICLE IV – Officers and Their Duties

1st Section. The officers of the association shall be President, President-Elect, Vice-President, Secretary, Treasurer, and an Executive Committee.

2nd Section. The President shall preside at all meetings of the association, shall be a member of and preside over the Executive Committee meetings, and shall be an ex-officio member of all committees. The President or a person designated by the President shall represent the association on the OESCA Board of Directors.

3rd Section. In the absence of the President, or in case of inability to serve, the President-Elect shall assume the duties of the President. The President-

Elect shall be a member of the Executive Committee and shall assume the presidency at the conclusion of the President's term of office.

4th Section. The Vice-President shall assume the duties and powers of the President-Elect in the absence of the President-Elect. The Vice-President shall assist the President-Elect and shall act in an advisory capacity and perform other duties as may be assigned by the Executive Committee.

5th Section. The Secretary shall keep a record of the proceedings of each meeting of the Association and of the Executive Committee. The Secretary shall attend to the general correspondence of the Association.

6th Section. The Treasurer shall receive all monies belonging to the association, shall pay out the same when properly authorized, and shall make a written report to the membership at the spring and fall conferences. These written reports shall provide an accurate, detailed account of all receipts and expenditures and shall be filed as a part of the permanent record of the Association.

7th Section. Executive Committee:

- a. The Executive Committee shall consist of the above-named officers, the immediate past-president, and Standing Committee Chairs.
- b. The Executive Committee shall be the final authority in all matters pertaining to the policy of the association, and in all matters vital to the interest of the association, when the association is not in session.
- c. Meetings of the Executive Committee may be called by the President or two (2) Executive Committee members.

8th Section. Term of office. All officers of the association except the Treasurer shall be elected for a term of one year beginning on July 1. All appointed committees shall serve for a term no longer than the term of the President.

The Treasurer position will be for a period of three (3) years. After serving a three-year term, the incumbent may:

- 1) Serve one (1) more term as Treasurer;
- 2) Be placed in the regular office rotation;
- 3) Retire as an officer.

ARTICLE V – Dues

Annual dues for active members of this association shall be established by the membership and shall be \$15.00. The membership year shall commence on July 1 and end on June 30.

Honorary members shall pay dues.

ARTICLE VI – Meetings

1st Section. Regular Meetings. At least two regular meetings shall be held each year at a time and place designated by the Executive Committee.

2nd Section. Special Meetings. Special meetings may be called by the President at any time and shall be called upon the request of the Executive Committee.

3rd Section. Retired Members shall not be required to pay registration fees for regular meetings.

4th Section. All meals during regular meetings will be included in the cost of registration.

ARTICLE VII – Vacancies

If a vacancy should occur in any elected office, the Executive Committee shall appoint a member to that position.

ARTICLE VIII – Election of Officers

The election of officers for the association shall take place in the spring for the following fiscal year.

The President will appoint a Nominating Committee. Nominations will be accepted from the floor. A majority vote shall constitute an election.

ARTICLE IX – Committees

1st Section. Standing Committees. The President shall appoint the following standing committees: (A) Membership; (B) Legislative; (C) Program; (D) Constitution; (E) Records; (F) Audit. Each committee shall consist of a chairman and additional members as needed.

2nd Section. Duties. The duties of the standing committees shall be:

- a. Membership Committee shall endeavor to bring all eligible persons into membership of this association.
- b. Legislative Committee shall familiarize itself with all proposed legislation affecting the association and to keep the membership advised thereof.
- c. Program Committee shall plan the program and functions for the year.
- d. Constitution Committee shall consider any proposed amendments/additions as presented to them in writing. After consideration, these proposals may be brought to the membership at the next regular meeting for possible adoption. A two-thirds vote of members present shall be necessary for adoption.
- e. Records Committee shall develop and update a Schedule of Records Retention and Disposition, as necessary, and submit to the Constitution Committee for presentation to the membership. When retention periods are met, the Records Committee may dispose of the records without further action by the organization. Those records deemed permanent shall be the responsibility of the secretary. The secretary shall serve as the chairman.
- f. Audit Committee shall conduct or assign to be conducted an annual audit and help provide guidance and advice on any issue brought out in the audit. In addition, the committee may, at its discretion, follow up on other matters or concerns brought to their attention individually or jointly.

3rd Section. Special Committees. The President shall appoint such Special Committees as are deemed necessary to accomplish the goals and purpose of the association.

ARTICLE X – Rules of Order

Rules of Order. Deliberations of this association, in matters not laid down in the Constitution, shall conform to the method of procedure as set forth in “Roberts’ Rules of Order.”

ARTICLE XI – OASBO Membership

The Ohio Treasurers of Educational Service Centers Association will be a chapter of the Ohio Association of School Business Officials. The President will be required to be a member of OASBO and sit on its Advisory Board. In the event the President's Educational Service Center Governing Board does not pay OASBO dues, then the association will pay the dues for that year.

ARTICLE XII—SCHEDULE OF RECORDS RETENTION AND DISPOSITION

The Schedule of Records Retention and Disposition, and any modifications, shall become a part of this constitution upon the approval of the membership at regular meetings of the organization. The secretary shall serve as the Records Committee chairman. The treasurer shall serve on the committee.

Number	Record	Location	Retention Period
1100	Minutes	Secretary	Permanent
1101	Organization Charter	Secretary	Permanent
1200	Other records not listed above		4 years after fiscal yearend provided audited

RESPONSIBILITIES

GUIDE TO OFFICER/COMMITTEE MEMBER RESPONSIBILITIES

President Responsibilities

Represent the association as a chapter of OASBO by serving on the Advisory Board of OASBO. This includes attending OASBO board meetings.

Make decisions for the organization with input and consensus from the executive committee.

In the absence of the secretary, appoint a member of the association to take minutes of the proceedings.

Duties at Fall Conference

Prepare business meeting agendas. Include minutes approval, financial report acceptance, and reports from officers and committee chairs, along with any old and new business. Forward the original to the program committee for inclusion in the registration packets.

Organize committees and direct the chair of each committee. Arrange for thank you/recognition gift for the past president.

Duties for Executive Committee Meetings

Call Executive Committee meetings when needed. Include each officer and committee chairman. Make arrangements for luncheon reservations. Disseminate agenda so members can be prepared for meaningful discussion.

Duties at Spring Conference

Prepare business meeting agendas. Include minutes approval, financial report acceptance, and reports from officers and committee chairs, along with any old and new business. Dues for the succeeding year are set at the spring meeting. Administer the oath of office to the newly elected officers. Forward the original to the program committee for inclusion in the registration packets.

President-Elect Responsibilities

Be prepared to assume the duties of the president in the absence of that officer.

Assume the presidency at the conclusion of the president's term of office.

Assist the president as requested for the betterment of the organization.

Serve on the Executive Committee of OTESCA.

The president-elect may organize committees for the following year prior to the spring conference so names can be announced to all members at that time.

Become familiar with the constitution in preparation for assuming the presidency.

Vice-President Responsibilities

Be prepared to assume the duties of the president-elect in the absence of that officer.

Be prepared to assume the president-elect at the conclusion of the term of office.

Serve on the Executive Committee of OTESCA.

Perform duties assigned by the Executive Committee.

Publish and distribute to all members a follow-up communication summarizing the activities and association action from the fall and spring conferences.

Secretary Responsibilities

Be prepared to assume the office of vice-president at the conclusion of the term of office.

Serve on the Executive Committee of OTESCA and maintain a record of the committee proceedings.

Serve with the treasurer on the Records Committee.

Duties at all Conferences/meetings

Take minutes at business meetings. Prepare the formal minutes soon after the conference and send a copy to the president for review. Forward an original to the program committee for inclusion in the next meeting registration packets. Present minutes of the previous business meeting(s) to the membership for approval.

Other Duties

Attend to general correspondence of the association. Confirmation letters and thank you letters to speakers are generally sent by the program committee.

Be custodian to the organization's minute records and correspondence.

Treasurer Responsibilities

Duties at all Conferences

Present written and oral financial statements during the business meeting. Forward an original to the program committee for inclusion in the registration packets.

Prepare lists of registrants and paid members. Forward originals to the program committee for inclusion in the registration packets.

Be prepared to pay any current invoices required during the conference.

Serve with the secretary on the Records Committee.

Other Duties

Maintain account at an area bank.

Deposit funds as received.

Issue checks as invoices come due.

File for audit registration forms, invoices, refunds, etc.

Balance monthly bank statements.

Maintain accurate transaction ledger.

Contact audit committee after all spring conference invoices are paid to arrange for review.

Pass records to the succeeding treasurer as soon as possible.

Constitution Committee Responsibilities

Duties at all Conferences

Prepare and present proposed changes to the constitution to members at the fall and spring meetings. Forward an up to date constitution to the Membership Committee for inclusion in the membership directory.

Legislative Committee Responsibilities

Duties at all Conferences

Provide a brief report outlining current or proposed legislation affecting the operations of public school districts, especially educational service centers. Report on any meetings attended on behalf of the association.

Maintain liaison with OESCA executive director and/or legislative chair.

Membership Committee Responsibilities

Duties at all Conferences

Prepare name tags for each conference for all members and registrants; make available to program chair in advance or place on registration table before conference begins.

Other Duties

As soon as possible after July 1 (or earlier) mail each educational service center in Ohio an application for OTESCA membership. Mail all prior members that are not educational service center treasurers the new membership form.

After August 1, send another membership form with a reminder note to any educational service centers that have not applied for membership by that date.

Forward membership applications and checks to the treasurer.

Create an annual membership directory. Directory shall include list of members, list of honorary members, list of all educational service center offices, and adopted constitution of the association. Forward to the program committee for inclusion in the packets of the fall conference.

Recognize retirees at the conference following retirement. The committee shall purchase an appropriate gift and present it to the retirees. The cost of the gift(s) shall be a proper expense of association funds.

Audit Committee Responsibilities

After all invoices for the spring conference have been paid and the treasurer has reconciled for their final month, set up a time and a place to review financial records. Review bank statements, deposit slips, canceled checks, transaction ledger, and other documentation for accuracy and appropriateness for the organization.

Give an oral report to the current association president within a few days if any irregularities are noted.

Issue the past treasurer and the current president a written report to be filed with the annual records.

Present an oral report at the fall OTESCA conference.

Program Committee Responsibilities

Duties at all Conferences

Meet early to discuss conference dates and locations.

Make arrangements for meeting site and evening/recreational activities.

Contact and arrange speakers. Panel discussion time may fill gaps between presentations if needed.

Send confirmation letters to speakers prior to conferences and thank you letters after the conferences.

Prepare and mail agenda/registration forms to all educational centers including all members and non-members.

Organize registration packets. Gather items for the packets from the president (business meeting agendas), president-elect (incoming committee list), secretary (minutes of the previous conference business meetings), treasurer (financial statement, membership list, and conference participant list). Prepare an evaluation form for attendees to complete and include in the packet also.

Purchase gifts for meeting attendees.

Maintain the scrapbook containing information from each conference.

Duties at Fall Conference only

Coordinate facility arrangements and agenda with OESCA.

Duties at Spring Conference only

Turn over program committee materials to new committee.

Make arrangements for the installations of officer ceremony.

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