

THE PRINCETON ASSOCIATION OF CLASSROOM EDUCATORS  
CONSTITUTION AND BYLAWS

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Adopted: March 1, 1984

Revised: May 1, 1989; Revised: October 2, 1996; Revised May 6, 1998; Revised April 8, 2015;  
Revised April 9, 2015

**CONSTITUTION**

**ARTICLE I: NAME**

- Section A The name of this organization shall be the Princeton Association of Classroom Educators.
- Section B The Princeton Association of Classroom Educators, henceforth referred to as the Association, shall maintain affiliation with the Southwestern Ohio Education Association, the Ohio Education Association, and the National Education Association.

**ARTICLE II: PURPOSE**

- Section A To promote a high quality of education for the Princeton City School District.
- Section B To promote a high standard of ethical practice consistent with the Code of Ethics of the Education Profession as adopted by the Ohio Education Association and the National Education Association.
- Section C To promote the professional, social, economic, and civic status of the members of the organization.
- Section D To enable members to speak with a common voice on matters pertaining to the education profession.

**ARTICLE III: MEMBERSHIP**

- Section A
- (1) Active membership shall be open to all certificated personnel employed by the Princeton City School District, including school nurses and those on official leaves of absence, who hold a valid certificate and who agree to adhere to the Code of Ethics of the Education Profession, and who maintain membership, where appropriate, in the Southwestern Ohio Education Association, the Ohio Education Association and the National Education Association and to all employees of the Association as approved by the Executive Committee.
  - (2) Active membership is not open to the superintendent, associate superintendents, assistants to the superintendent, administrative assistants and directors, building principals, associate principals,

assistant principals, and any others for whom certification in supervision or administration is required as a condition of employment.

Section B Membership shall be continuous for any member until that member resigns from the Association, or fails to pay membership dues.

Section C Any member shall have the privilege of attending Executive Committee meetings on a non-voting basis.

Section D All members shall abide by the Code of Ethics of the Education Profession.

**ARTICLE IV: OFFICERS**

Section A The officers of the Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section B The officers of the Association shall hold office for a two-year term.

Section C Whenever the office of President becomes vacant due to death, incapacity, termination, resignation, retirement or recall, the Vice President shall automatically assume the presidency for the remaining part of the term. A vacancy in the office of Vice President, Secretary or Treasurer shall be filled by an appointment of the President with the approval of two-thirds of a quorum of the Board of Directors/Executive Committee in a secret ballot.

**ARTICLE V: EXECUTIVE COMMITTEE**

Section A The Executive Committee shall be composed of the officers of the Association and Building Representatives.

Section B The Executive Committee shall:

- (1) Act as advisors to the officers, assign duties, be responsible for all committees of the Association, and have such policy making authority as provided in this Constitution and Bylaws;
- (2) Act as the authoritative voice of the Association on positions affecting the Association during the interim period between regular meetings;
- (3) Prepare recommendations for the consideration and action of the Association;
- (4) Carry out policies established at general membership meetings;
- (5) Report its transactions and those of the general membership to all members;
- (6) Direct an independent audit of the Association's financial records at regular intervals not to exceed two (2) years;

(7) Ensure the Association acts on an annual financial report presented by the Association Treasurer;

(8) By Quorum shall give advice and consent with regard to memoranda of understanding signed by the president and the superintendent's designee.

Section C There shall be one Building Representative in each building or unit of representation for every twenty-five (25) members or fraction thereof.

Section D It is the policy of this Association and it shall take all legally permissible steps henceforth to achieve governance and delegate representation of ethnic minority at least proportionate to the ethnic minority membership in the Association.

Section E The Building Representatives shall hold office for a one year term.

Section F All officers and committee chairpersons shall be reimbursed for actual and necessary Association expenses in accordance with the annual adopted budget.

Section G A vacancy on the Board of Directors/Executive Committee due to death, incapacity, termination, resignation, retirement or recall, shall be filled for the remainder of the term by majority vote of the Board of Directors/Executive Committee of the local.

Section H No business or financial transaction involving a member of the Executive Committee/Board of Directors or agent of the Association, or their spouse, children, or parents, or otherwise as described in this Section, shall conflict with the fiduciary responsibility of such person to the Association. Such relationships with the members of the Executive Committee/Board of Directors include relationships with any person that would reasonably be expected to affect the person's judgment with respect to the transaction or conduct in question in a manner adverse to the Association.

**ARTICLE VI:**        **ELECTIONS**

Section A The President shall appoint a Nominating Committee whose duty it shall be to present a slate of officers for each office. Candidates for office may also be submitted by a petition signed by at least fifteen (15) active members or by nomination from the floor.

Section B No member shall be nominated for office without the knowledge and consent of the individual.

- Section C The President shall appoint an Elections Committee whose duty it shall be to conduct elections in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election. No nominee for office shall serve concurrently on the Elections Committee.
- Section D A general meeting of the Association membership shall be held for the purpose of nominating candidates for Association offices. Said meeting shall be held prior to May 1 of each school year, and shall hereafter be referred to as the Nominations Meeting.
- Section E The election of officers shall be held on the tenth (10<sup>th</sup>) school day following the Nominations Meeting. Ballots for this election shall be distributed and collected through the Building Representatives by the Elections Committee. All elections shall be conducted by secret ballot.
- Section F The Elections Committee shall report the results of the election to the total membership within five (5) calendar days following the election.
- Section G Newly elected officers shall be installed and assume their office at the last meeting of the school year.
- Section H All ballots, marked, unmarked and voided, and all other records pertaining to the election of officers of this Association and OEA and NEA delegates and alternates, shall be preserved for one year from the date the election was held and such ballots and other records shall be made available to OEA officers upon request for inspection and examination.
- Section I Non-members of the Association, including fee payers, shall not have the right to vote, hold office, or otherwise have privilege of Association membership.
- Section J Building Representatives shall be elected in each building ten (10) school days following the date of the election of officers. The conduct of this election will be the responsibility of the current Building Representative. Any member may run for the office of Building Representative by filing a letter of intent with that building's current Building Representative at least five (5) days prior to the election.

**ARTICLE VII: IMPEACHMENT OF OFFICERS**

- Section A Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, of misfeasance, malfeasance, or nonfeasance in office.
- Section B Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five percent (25%) of the members.
- Section C If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee shall sustain the charge, the office shall become vacant.

Section D            The officer may appeal the decision to a special meeting of the general membership.

**ARTICLE VIII:**        **COMMITTEES**

Section A            The following committees shall be designated as standing committees:

- (1) Grievance Committee
- (2) Negotiations Committee
- (3) Elections Committee
- (4) Budget Committee
- (5) Benefits Committee
- (6) Master Teacher Committee
- (7) Membership Committee
- (8) Local Professional Development Committee
- (9) Communication Committee

Section B            Ad hoc (temporary) committees may be formed as necessary to achieve the Association program.

Section C            All committees shall be appointed by the President with the approval of the Executive Committee. If a vacancy occurs in a committee during the committee member's term of office, and if the President deems the vacancy should be filled immediately, it shall be filled by appointment by the President, with approval of the Executive Committee.

**ARTICLE IX:**        **DUES**

Section A            The Association shall have a dues structure adequate to fund an active program. The dues rate shall be established according to the Bylaws, Article 6.

**ARTICLE X:**            **AMENDMENTS**

Section A            This Constitution may be amended by a vote, in secret ballot, by a two-thirds (2/3) favorable vote of the members of the Association casting ballots.

Section B            Amendment to this Constitution may be proposed by a majority vote of the members of the Association at any general meeting. Such proposed amendments shall be submitted in the form of a written ballot to the members of the Association within thirty (30) days after the proposal. They shall become effective upon receiving a favorable vote of two-thirds (2/3) of the members casting ballots thirty (30) days after such vote.

THE PRINCETON ASSOCIATION OF CLASSROOM EDUCATORS  
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Adopted: March 1, 1984

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**BYLAWS**

**ARTICLE I: MEETINGS**

Section 1-1 The Executive Committee shall meet at least once a month at a regular time and place, and at such other times as it may be called to order by the President, or by a two-thirds (2/3) majority of its members.

Section 1-2 The general membership meetings shall be held at least twice per year, e.g. one in spring and one in the fall or once in September and once in May. Additional meetings may be called by the President, a majority vote of the Board of Directors/Executive Committee, or a petition to the President signed by at least ten (10) percent of the active membership. Such petitions shall state the purpose of the desired meeting and the business of that meeting shall be limited to consideration of the stated purpose.

Section 1-3 Additional general meetings may be called by the President, or by a two-thirds (2/3) majority of the Executive Committee, or as an emergency meeting, by a three-fourths (3/4) majority vote of the Executive Committee, or by petition of twenty-five percent (25%) of the Association membership.

**ARTICLE 2: QUORUM**

Section 2-1 A majority of the members of said Executive Committee shall constitute a quorum for transacting business.

Section 2-2 A quorum to conduct business for a general meeting of the Association shall consist of a majority of those present and voting.

Section 2-3 There shall be a parliamentarian in attendance at all general meetings. He/she shall be the authority in deciding all questions of procedures in accordance with Article 10.

**ARTICLE 3: DUTIES OF OFFICERS AND BULDING REPRESENTATIVES**

Section 3-1 The President.

A. The President shall preside over general meetings and meetings of the Executive Committee, and, subject to the representatives to the UniServ Coordinating Council, the temporary chairpersons and

members of all standing committees as well as special committees, subject to the approval of the Executive Committee. The President shall represent the Association before the public, either in person or through delegates and shall perform all other functions usually attributed to that office. The President shall have the authority to enter into memoranda of understanding with the school board with the advice and consent of the executive committee as represented by a quorum.

B. The President shall prepare an annual report before leaving office.

Section 3-2 The Vice President. The Vice-President shall perform the duties of the President in the case of vacancy of office or absence at any duly authorized meetings. He/she shall be an ex-officio member of each standing committee and shall be responsible in seeing that these committees are functioning. The Vice-President shall serve as a representative to the UniServ Coordinating Council.

Section 3-3 The Recording Secretary. The Recording Secretary shall keep accurate minutes of all meetings of the Executive Committee and of the general meetings, shall distribute copies of these minutes to all Building Representatives, shall maintain official files, and shall notify all members on or before twenty (20) days prior to all general meetings, social events, or elections.

Section 3-4 The Corresponding Secretary. The Corresponding Secretary shall assist the President with Association correspondence, shall assist the President in maintaining official files of all correspondence, and chair the Communications Committee.

Section 3-5 The Treasurer.

- A. Shall hold the funds of the Association and disburse them upon authorization of the Executive Committee;
- B. Shall maintain records of receipts and disbursements;
- C. Shall maintain membership rolls;
- D. Shall prepare financial reports for meetings of the Executive Committee and an annual financial statement to be distributed to the membership;
- E. Shall prepare for an independent audit as authorized by the Executive Committee;
- F. Shall be bonded;
- G. Shall chair the Budget Committee.

Section 3-6 The Building Representative.



- A. The Building Representative is the elected Association leader within his/her building or grade level.
- B. The Building Representative participates in making, interpreting, and carrying out the policies of the Association as a member of the Executive Committee.
- C. The Building Representative may call, plan, and conduct meetings of Association members in his/her building. He/she represents teachers in many different situations as spokesperson or intermediary. In consultation with the school principal or dean, he/she attempts to solve problems of common concern to the Association members of his/her unit.

**ARTICLE 4:**            **COMMITTEES**

Section 4-1

There shall be the following committees:

- A. Grievance – maintenance of and membership advocacy in grievance procedure;
- B. Negotiations – assess membership concerns prior to bargaining, develop initial proposals of the Association, and provide additional advice and input, upon request of the bargaining team, during active negotiations;
- C. Elections- conduct elections in accordance with the OEA Elections Manual and resolve all challenges or protests to an election;
- D. Budget – prepare a budget giving estimates of income and of necessary expenditures (including a separate estimate for each committee), for the future fiscal year;
- F. Benefits- represent the Association on the district benefits committee, communicate with the executive committee the status/changes of the district’s health insurance, advocate for members with regard to health benefits, and assist members in seeking resolution to issues related to health benefits;

(1) The Benefits Committee is composed of 5 members

(2) Members serve rotating 3-year terms; one member rotating off annually; one member will be a year long position that rotates in a new member every year in order to give more members an understanding of our benefits and how the committee works.

(3) One member shall be from the high school, one from the middle school 2 members will be from elementary school, and the new member each year may be from any building.

- G. Master Teacher- represent the Association on the district committee; oversee, review and approve the criteria required by the Ohio Standards for the Teaching Profession to designate Master Teacher status for Princeton educators.
- (1) The Master Teacher Committee is composed of five members, three teachers selected by the Princeton Association of Classroom Educators and two administrators selected by the superintendent.
  - (2) The members serve staggered terms.
  - (3) Members may be removed from the committee by the President for violation of the Code of Ethics of the Education Profession, or for misfeasance, malfeasance, or nonfeasance in office. A committee member so removed, shall be entitled to the due process rights specified in Article VII of the PACE constitution; "Impeachment of Officers".
  - (4) The President may declare a temporary vacancy if a member of the committee is temporarily unable to perform his or her committee duties for good cause. A temporary vacancy shall be filled in accordance with Article VII, Section C, of the PACE constitution.
- H. Membership- secure membership materials from OEA, organize member sign-ups at new teacher orientation as well as in the buildings; complete member registration Prior to August 31; update current membership numbers by communicating with Human Resources monthly, prepare a monthly membership report and submit it to the treasurer prior to the monthly Executive Committee meeting.
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- I. Local Professional Development Committee (LPDC) – represent the Association on the district LPDC, reviews coursework and other professional activities proposed and completed by educators within the District to determine if the requirements for renewal of certificates or licenses have been met. Develops criteria, procedures, and formats for renewal activities, arranges for recordkeeping, and oversees the communication of pertinent information to members.
- (1) Committee members must have a minimum of five (5) years teaching experience, with a minimum of three (3) consecutive years teaching at Princeton City Schools.
  - (2) At least one (1) committee member shall be from the secondary level, and at least one (1) member shall be from the elementary level whenever possible.
  - (3) Terms of office shall be three (3) years, except during the initial term, which begins with the 1998-99 school year. A longer or shorter initial term may be established. Members may be removed

from the committee by the President for violation of the Code of Ethics of the Education Profession, or for misfeasance, malfeasance, or nonfeasance in office. A committee member so removed, shall be entitled to the due process rights specified in Article VII of the PACE Constitution "Impeachment of Officers;

(4) The President may declare a temporary vacancy if a member of the committee is temporarily unable to perform his or her committee duties for good cause. A temporary vacancy shall be filled in accordance with Article VII, Section C, of the PACE constitution.

I. Communications – create membership newsletter, press releases, public relations, maintain social media accounts;

Section 4-2 Necessary subcommittees may be appointed, as needed by the President.

**ARTICLE 5: BARGAINING AND CONTRACT RATIFICATION PROCEDURES**

Section 5-1 The Association shall be represented in collective bargaining by an authorized team of Association Representatives appointed by the President and Executive Committee.

- A. If the President is not an active member of the bargaining team, the President will be an ex-officio member of the Association bargaining team.
- B. Members of the bargaining team need not necessarily be from the negotiations committee.
- C. Necessary subcommittees may be appointed, as needed, by the committee chairperson.
- D. The bargaining team shall have the authority to bargain in good faith, make proposals, counterproposals, make concessions, and make tentative agreement on a contract with representatives of the Board of Education.
- E. While negotiations are in progress, periodic reports to members may be made by the bargaining team.

Section 5-2 In preparation for bargaining, the negotiations committee shall make reports and recommendations to the Executive Committee.

Section 5-3 The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB) or the National Labor Relations Board (NLRB).

- A. The OEA/NEA Labor Relations Consultant shall be the Association's designated representative for the purpose of dealing with SERB.

- Section 5-4            Written copies of the tentative agreement summary should be given to the general membership prior to ratification.
- Section 5-5            A vote on a tentative agreement to the contract or on a factfinding report shall be made by written ballot.
- A. No absentee or proxy votes will be allowed on contract ratification votes or factfinding reports.
- B. The first vote on contract ratification or a factfinding report will be to accept or reject the contract/report as presented.
- C. All ballots used in a vote regarding a contract ratification or factfinding report, after tabulation, will be sealed and retained by the Association Treasurer for three (3) years or duration of contract.
- D. The President will communicate required details of the ratification vote to the employer’s designated representative.
- Section 5-6            The designated representative for the Association is authorized to give timely notice of intent to the Board of Education and SERB, upon approval of the membership and in keeping with provisions of ORC 4417.14 (D)(2).
- Section 5-7            Conduct all ratifications of collective bargaining agreements in accordance with the guidelines for ratification of collective bargaining agreements and fact finder reports as set forth in the OEA Elections Manual.
- Section 5-8            The designated representative for the Association is authorized to give timely notice of intent to strike to the Board of Education, SERB **OR** NLRB upon approval of the membership and in keeping with provisions of ORC 4117.14(D)(2).
- Section 5-9            Non-members of the Association are not eligible to vote on a factfinder’s report or contract ratification.

**ARTICLE 6:**            **DUES**

- Section 6-1            Membership dues per school year for active and associate members shall be determined for the next year by the Executive Committee prior to the end of the current Association fiscal year.
- Section 6-2            Every member shall also pay the dues required by the district, state, and national associations with which this local is affiliated.
- Section 6-3            The Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

**ARTICLE 7:**            **MEMBERSHIP YEAR**

Section 7-1            The membership year of the Association shall be September 1 through August 31.

**ARTICLE 8:**            **EXPULSION OF MEMBERS**

Section 8-1            According to procedures adopted by the Association, the Executive Committee may censure, suspend from membership or expel any member for one or more of the following reasons:

- A. Violation of the Code of Ethics of the Education Profession;
- B. Conviction of a felony;
- C. 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.

Section 8-2            The Executive Committee may reinstate members previously suspended or expelled.

**ARTICLE 9:**            **DUE PROCESS**

Section 9-1            The Association guarantees that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

**ARTICLE 10:**           **AUTHORITY – PARLIAMENTARY PROCEDURE**

Section 10-1           Robert's Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise provided in this Constitution or Bylaws.

**ARTICLE 11:**           **AMENDMENTS TO THE BYLAWS**

Section 11-1           Amendment of the Bylaws shall be by a majority vote of the members of the Association after (a) approval by the majority of the Executive Committee, or (b) after being petitioned by ten percent (10%) of the membership.

**ARTICLE 12:**           **DISSOLUTION OF ASSOCIATION**

Section 12-1           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.

Section 12-2 Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.

Section 12-3 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.

Section 12-4 The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.

Section 12-5 In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to the Princeton Scholarship Fund provided that it is an entity recognized as exempt from Federal taxation. In the event that the Princeton Scholarship Fund is not then recognized as tax exempt, such assets shall then pass to the Joan Meier Music Scholarship Fund provided that it is recognized as exempt from Federal taxation.

**ARTICLE 13**      **DELEGATES TO THE OEA REPRESENTATIVE ASSEMBLY**

Section 13-1 The President shall be a delegate to the OEA Representative Assembly.

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I hereby declare this Constitution and Bylaws, adopted March 1, 1984, revised May 1, 1989, and further revised \_\_\_\_\_, 1996, as the current official document of the Princeton Association of Classroom Educators.

\_\_\_\_\_  
Employer or Exclusive Representative

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Title