

Constitution for

The National Organization for Student Success:

Ohio Chapter

ARTICLE I - NAME

The name of this organization shall be the National Organization for Student Success: Ohio Chapter (hereinafter referred to as "NOSS:OH" or "this organization"). This organization was formerly known as The Ohio Association for Developmental Education (or "OADE").

ARTICLE II - PURPOSE

The purpose of NOSS:OH shall be to promote the following goals, focusing on entry level post-secondary educational instruction, learning assistance and support programs in the state of Ohio:

1. To provide visibility and to promote the significance of and standards for such programs through a professional group in post-secondary education;
2. To promote support for instruction, learning assistance, support personnel, and support programs;
3. To provide a means for interaction with and identification of fellow professionals;
4. To provide platforms for the sharing of information and best practices;
5. To assess, clarify and promote standards;
6. To encourage and support research to identify and initiate solutions for issues and concerns;
7. To advocate for post-secondary students, faculty and support professionals on issues directly affecting them.

ARTICLE III - AFFILIATION

This organization shall be the State of Ohio Chapter of the National Organization for Student Success (hereinafter referred to as "NOSS") and shall operate in harmony with the constitution and by-laws of NOSS. Any conflict between the governing documents of NOSS and NOSS:OH shall be resolved in favor of the documents of NOSS.

ARTICLE IV - MEMBERSHIP

Section 1. Any individual or institution engaged in post-secondary instruction, assistance, and/or support programs, or otherwise interested in the purposes of this

organization, shall be eligible for membership. Such individuals or institutions do not have to be members of NOSS in order to qualify for membership. See Article V, Section 2, for exception for Executive Board members.

Section 2. The membership of NOSS:OH shall be classified as:

a) Active Professional - persons actively involved in working to enhance post-secondary educational opportunities for students. These members are eligible to vote and hold office.

b) Affiliate - persons not active in the profession, who support the purposes, goals and objectives of the organization and choose to make their contributions in less visible or time demanding roles. These members have a voice, but may not vote or hold office.

c) Lifetime (Retired Professional) - persons no longer actively working to enhance post-secondary educational opportunities for students, but supporting the purposes, goals and objectives of this organization. Retired Professionals have a voice, but may not vote or hold office.

d) Student - individuals whose primary involvement with a post-secondary institution is that of being enrolled in a graduate or undergraduate program that prepares future service providers in a field of education. These members have a voice, but may not vote or hold office.

e) Honorary - designated for NOSS:OH and OADE Past Presidents and others deemed by the Board. They may vote and hold office.

f) Other membership classifications may be established or deactivated as deemed necessary by the Executive Board.

ARTICLE V - GOVERNANCE STRUCTURE

Section 1. Elected Officers. The elected officers of this organization shall be:

a) President.

b) President-Elect, elected yearly.

c) Recorder, elected during odd years.

d) Treasurer, elected during even years.

e) Member-At-Large. Two representatives, ideally, one from a two-year institution, elected during even years - one from a four-year institution, elected during odd years. A person from an educational organization may also run for either of these offices. In the event candidates are not forthcoming, the membership may elect two representatives from the same type of institution/organization, or only one representative may be elected if there is only one nomination. The Executive Board will then make efforts to find a second representative.

Section 2. Executive Board. The Executive Board shall consist of the six elected officers and the Immediate Past President, who are the only voting members in the governance structure. All members of the Executive Board shall also be members in good standing of NOSS for as long as they shall serve on the Board.

Section 3. Committee Chairpersons. Committee chairs shall be appointed by the President with concurrence from the Executive Board. See Policies and Procedures Manual for Description and Goals of Committees. One person may serve in more than one capacity. Standing Committees for this organization shall be:

- a) Budget & Finance Committee
- b) Conference Committee
- c) Constitution & By-Laws Committee
- d) Communications Committee

(d.1) Information and (d.2) Publicity Subcommittees.

- e) Nominating, Elections & Awards Committee
- f) Research Committee
- g) Other committees may be established and appointed by the President and approved by the Executive Board.

Section 4. Special Appointees. Special position appointments shall be made by the President with concurrence from the Executive Board. See Policies and Procedures Manual for Goals of these Positions. One person may serve in more than one capacity. The Special Positions for this Organization shall be:

- a) Archivist
- b) Associate Journal Editor or Editors
- c) Information Coordinator
- d) Journal Editor
- e) Membership Coordinator
- f) Political Liaison
- g) Special Interest Group (SIG) Coordinator
- h) Technical Consultant/Webmaster

i) Statutory Agent

Section 5. Emeritus Council. The Emeritus Council consists of all past presidents and will serve in an advisory capacity to the Executive Board. A Past President (except for the Immediate Past President) may opt out of this service by notifying the current President in any reasonable manner.

ARTICLE VI - AMENDMENTS

Section 1. Proposals to amend this Constitution may be initiated by the Executive Board, unanimous recommendation of a standing committee, or any person qualifying as a voting member and submitting to the Executive Board a petition signed by at least 10% of the members eligible to vote.

Section 2. This constitution may be amended by action of the members during the annual conference or by mailed or electronic ballot. In either case, a vote of no less than two-thirds of the ballots cast is needed to pass the amendment. Eligible members are those who are active members as of the date of notification. Proposed amendments to be voted upon at the annual conference must be sent to members at least one month in advance.

Section 3. The Chair of the Constitution and By-Laws Committee shall be responsible to hold and run an accurate and reliable voting and tabulation, and shall ensure that a final tabulation of the ballots is reported to the membership and preserved in the Organization's official records. If this Chair is also on the Executive Board, then an agreed-upon third party "friend of the organization" shall be selected to receive and tabulate the ballots.

ARTICLE VII - DISSOLUTION

Upon dissolution of NOSS:OH, such assets as may remain shall be distributed for charitable, educational or scientific purposes as described in section 501 (c) (3) of the Internal Revenue Code of 1954, and such decisions shall rest with the Executive Board.

By-Laws for NOSS:OH

ARTICLE I - RULES OF ORDER

Roberts Rules of Order, Revised, shall guide the Organization in all areas not in these By-Laws.

ARTICLE II - DUES

The annual dues of members shall be reviewed each year and set by the Executive Board. The fiscal year shall be from July 1 – June 30.

ARTICLE III - DUTIES OF OFFICERS

Section 1. President: Duties shall include acting as the executive officer from one Annual Conference to the next; implementing the actions of professional development programs, meetings, and an annual conference; promoting professional communications through NOSS:OH Publications; appointing all committee members, acting as an ex-officio member of all committees, and preparing and distributing agendas for executive board meetings and membership meetings. The President shall act at his/her own discretion in situations he/she considers to be emergencies, subject to later discussion and action by the Executive Board, and otherwise implement the provisions of the Constitution and By-Laws.

Section 2. President-Elect: Duties shall include acting as executive officer in the absence of the president; chairing the Program Planning Committee for the annual conference; preparing for the duty of President during the succeeding year. The President-Elect also serves as chair of the Conference Committee. In addition, he/she shall collaborate with the Recorder and Archivist annually to update the Policies and Procedures Manual. Furthermore, the President-Elect shall serve as an internal communications coordinator, organizing and disseminating information to the membership.

Section 3. Recorder: Duties shall include recording activities and actions of all Executive Board meetings and membership meetings, as well as distributing minutes to Board members. The Recorder serves as chair of the Constitution and By-Laws Committee.

Section 4. Treasurer: Duties shall include maintaining and reporting all financial matters relating to the Organization, such as depositing dues and other income; disbursing funds; presenting a monthly and annual report to the Board; and planning and monitoring NOSS:OH's Budget. The Treasurer also serves as chair of the Budget & Finance Committee and is an active member of the Annual Conference Committee.

Section 5. Two Members-At-Large: Duties shall consist of representing the needs and concerns of both 2 and 4 year institutions, serving on the Budget & Finance Committee, the Constitution & By-Laws Committee, Nominating and Awards Committee, and other duties as designated by the President or Executive Board.

Section 6. Immediate Past President: Duties shall include serving in an ex-officio, advisory capacity to the Board; assisting in the completion of projects established during his/her presidency; and serving on the Conference and Nominating & Awards Committees.

ARTICLE IV - TERMS OF OFFICE

Section 1. Each newly elected officer shall take office on the last day of the Annual Conference. The President-Elect shall succeed into the presidency upon completion of one year. Officers will be elected during the following years: the President-Elect, yearly; Recorder, during odd years; Treasurer, during even years; Two-year Member-At-Large, during even years; Four-year Member-At-Large, during odd years, and Other Member-At-Large during whichever year available.

Section 2. A person is limited to serving four (4) consecutive years in one office.

Section 3. Committee Chairs and Special Appointees serve for one-year terms, renewable without restriction.

Section 4. Replacement and Impeachment: See Policies and Procedures Manual Section # 8, Procedure for Impeachment/Removal from Office.

a) Officers who resign, are impeached and convicted, or are unable to serve due to death or prolonged illness during the term of their office, shall be replaced for the interim or remainder of that term by appointment of the President, with the concurrence of the Executive Board.

b) In the case of an unexpired term of the President, the vacancy may be filled by the President-Elect or one of the active Emeritus Council Members should the President-Elect not want to move up before the specified time.

c) An elected officer may be impeached by a two-thirds vote of the membership upon recommendation of Executive Board or upon petition by 50 voting members or 35% of the voting membership, whichever is fewer, as outlined in NOSS:OH's Policies and Procedures Manual.

d) The Executive Board may dismiss appointed officials at any time during their term of appointment by majority vote as outlined in NOSS:OH's Policies and Procedures Manual.

ARTICLE V - GOVERNANCE STRUCTURE

Section 1. The NOSS:OH Executive Board will consist of the President, the President-Elect, Recorder, Treasurer, two Members-At-Large and the Immediate Past President.

Section 2. The Executive Board shall have the responsibility and authority for interpreting and implementing policy actions adopted by the general membership of NOSS: OH at annual conferences and elsewhere. It shall have the responsibility and authority for generating, interpreting, and implementing policies deemed necessary between annual conferences and other expressions of membership will, provided that such interim actions shall not abrogate the Constitution and By-Laws of the Organization.

Section 3. The Executive Board shall meet no less than on a monthly basis with the first meeting occurring at the end of the annual conference.

Section 4. Four members of the Executive Board shall constitute a quorum of the Executive Board.

ARTICLE VI - COMMITTEES

(See Policies and Procedures Manual for Description and Goals)

Section 1. Standing Committees for this Organization are:

a) Budget & Finance Committee shall consist of the Treasurer as chair, the Two-Year and Four-Year Members-At-Large.

b) Conference Committee shall consist of the President-Elect as chair; the Immediate Past President; the Treasurer; the Two-Year and Four-Year Members-At-Large; the on-site committee chair of the current year's conference; the on-site chair for the past year's conference; and the on-site chair for the next year's conference.

c) Constitution and By-Laws Committee shall consist of the Recorder as chair, the Archivist, and the Two-Year and Four-Year Members-At-Large.

d) Communications Committee shall consist of the Political Liaison and Information Coordinator as co-chairs, the Newsletter Editor, and other members representing various regional areas across the state selected by the co-chairs. This Committee may be divided into the Information and Publicity Subcommittees, as desired.

d.1) Reserved.

d.2) If needed, the Publicity Subcommittee shall consist of an appointed chairperson, the Information Coordinator, the Newsletter Editor and two other members appointed by the President.

e) Nominating, Elections & Awards Committee shall consist of an appointed chairperson, the Immediate Past President, and other members from various regional areas selected by the chairperson. Two members shall work specifically on the Awards side of the Committee.

f) Research Committee shall consist of an appointed chairperson and three members from various regional areas selected by the chairperson.

Section 2. Other Committees

a) All other committees necessary for professional development of the Organization shall be appointed by the President with concurrence from the Executive Board.

b) Special Committees and/or Ad Hoc Committees may be established from time to time as the President and Executive Board see fit. Such Committees will operate with the purposes and objectives of NOSS:OH, will be specifically charged and will be automatically dismissed upon completion of their task.

Section 3. The President shall serve as an ex-officio member on all committees.

ARTICLE VII - ELECTION PROCEDURES

(See Policies and Procedures Manual for Specific Timelines, Qualification of Officers, etc.)

Section 1. Nominations: Any voting member of the Organization may submit a nomination to the Nominating and Awards Committee. The Nominating Committee will review the nominations, form a slate of officers and present to the NOSS:OH membership.

Section 2. Voting

a) Officers shall be elected by a simple majority vote of the membership. Organization members will receive an email from the Nominating, Elections and Awards Chairperson with instructions for voting electronically or by hardcopy. This will result in a more accurate and expeditious election process.

b) In the event of a tie, the President's vote shall determine the winner.

ARTICLE VIII - ANNUAL CONFERENCE

Section 1. An annual conference shall be held each year. Dates and location shall be appropriate for maximum attendance.

Section 2. A meeting of the membership shall be held at the annual conference, with a quorum consisting of those members who are present.

ARTICLE IX - AMENDMENTS

Section 1. Proposals to amend these By-laws may be initiated by the Executive Board, unanimous recommendation of a standing committee, or any person qualifying as a voting member and submitting to the Executive Board a petition signed by at least 10% of the members eligible to vote.

Section 2. These By-laws may be amended by action of the membership during the annual conference or by mailed or electronic ballot. In either case, a vote of no less than two-thirds of the ballots cast by the membership is needed to pass the amendment. Eligible members are those who are active members as of the date of notification. Proposed amendments to be voted upon at the annual conference must be sent to members at least one month in advance.

Section 3. The Chair of the Constitution and By-Laws Committee shall be responsible to hold and run an accurate and reliable voting and tabulation, and shall ensure that a final tabulation of the ballots is reported to the membership and preserved in the Organization's official records. If this Chair is also on the Executive Board, then an agreed-upon third party "friend of the organization" shall be selected to receive and tabulate the ballots.