

**Ohio Chapter
INTERNATIONAL ASSOCIATION OF PERSONNEL IN EMPLOYMENT SECURITY**

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Ohio Chapter of the International Association of Personnel in Employment Security.

ARTICLE II – OBJECTIVES

The objectives of this organization are:

- A. To enhance the individual competence, knowledge and proficiency of members engaged in all occupations in the field of employment security, training and related programs, and to promote cooperative action among all administrative levels.
- B. To provide an international forum for the exchange of information.
- C. To support Administrators in carrying out programs; and to assist in the continued improvement of the administration of programs and services.
- D. To promote public and legislative awareness of the proficient services provided by the personnel of the programs.
- E. To provide information to members on proposed legislation and policy matters affecting these programs.
- F. To foster a close working relationship with organizations that have common concerns regarding the improvement of employment security, training and related programs.
- G. To contribute toward the advancement of peace, good will, and international understanding through world fellowship among persons engaged in these programs.

ARTICLE III – MEMBERSHIP

- A. Membership in the Chapter shall be classified as follows: (1) Full, (2) Associate, and (3) Life. Qualifications for each type of membership are:
 - 1. FULL MEMBERSHIP – Any person employed in a professional, technical or supportive capacity in employability development, employment placement, unemployment insurance, job training or related programs with a government, community or non-profit agency or organization, will be eligible for full membership and will continue to be eligible for full membership on retirement from said position.

2. ASSOCIATE MEMBERSHIP – Any person engaged or interested in employability development, employment placement, unemployment insurance, job training or related programs and who is not eligible for full membership will, on proper certification by the chapter sponsoring such member, be eligible for associate membership.
 3. LIFE MEMBERSHIP – Upon any Chapter member who shall hold the elective office of International President of the Association shall be conferred paid up full membership in the Chapter for life. Upon any member who shall be elected to the Conner Sayers Hall of Fame of the Ohio Chapter shall be conferred paid up full membership in the Associations for life.
- B. The right to vote, make motions, second motions, place names in nomination, hold office, be nominated and/or serve on one or more committees shall be confined to full and life members in good standing, except that full and life members in retired status shall **not** be eligible to hold an elective office. To be nominated for and hold office, the person must have been a full and/or life member in good standing for a minimum of two years immediately prior to the year of said nomination and/or election to office.
- C. Application for membership shall be submitted in writing to the Treasurer, accompanied by the annual membership fee which is due and payable at the beginning of each calendar year.

ARTICLE IV – AREA ORGANIZATION

The state shall be divided into areas by counties as follows:

<u>AREA I</u>	<u>AREA II</u>	<u>AREA III</u>
Allen	Ashland	Ashtabula
Mercer	Cuyahoga	Columbiana
Auglaize	Erie	Geauga
Ottawa	Huron	Jefferson
Crawford	Lorain	Lake
Paulding	Medina	Mahoning
Defiance	Portage	Trumbull
Putnam	Richland	
Fulton	Summit	
Sandusky	Wayne	
Hancock		
Seneca		
Hardin		
Van Wert		
Henry		
Williams		
Lucas		
Wood		
Marion		
Wyandot		

<u>AREA IV</u>		<u>AREA V</u>		<u>AREA VI</u>	
Butler	Logan	Delaware	Licking	Belmont	Morgan
Champaign	Madison	Fairfield	Morrow	Carroll	Muskingham
Clark	Miami	Franklin	Perry	Coshocton	Noble
Darke	Montgomery	Hocking	Pickaway	Guernsey	Stark
Fayette	Preble	Knox	Union	Harrison	Tuscarawas
Greene	Shelby			Holmes	Washington
				Monroe	

<u>AREA VII</u>			
Adams	Clinton	Jackon	Ross
Athens	Gallia	Lawrence	Scioto
Brown	Hamilton	Meigs	Vinton
Clermont	Highland	Pike	Warren

ARTICLE V – SUB-CHAPTER ORGANIZATION

- A. In order to promote interest and participation in I.A.P.E.S. activities and provide a means for local offices to organize for more effective representation, the Ohio Chapter will encourage the organization of sub-chapters.
- B. A sub-chapter may include one or more nearby cities, or one or more contiguous counties.
- C. Officers of sub-chapters will consist of a president, secretary and treasurer or secretary/treasurer and such other officers as are deemed necessary by the sub-chapter.
- D. Sub-chapters will select a name, preferably one descriptive of the geographic area included, such as “Toledo” sub-chapter, “Knox-Licking” sub-chapter, “Miami Valley” sub-chapter.
- E. After organization, the sub-chapter president will notify the Ohio Chapter president of its organization, name, officers and area.
- F. The Ohio Chapter shall furnish stationery to sub-chapters.
- G. Sub-chapters shall be bound by the Constitution, By-Laws, and policies of the Ohio Chapter.

ARTICLE VI – ADMINISTRATIVE ORGANIZATION

- A. Officers – The officers of the Chapter shall consist of a President, a President Elect, a First Vice President, a Second Vice President, a Secretary and a Treasurer.
- B. Executive Committee – There shall be an Executive Committee consisting of the President, who shall act as Chair, all other officers of the Chapter, the most immediate Past President, and President of the Past Presidents Club, and one Representative from each of the Areas in Article IV.

C. Other Committees:

1. Standing Committees shall be designated after the annual meeting as follows:
 - a. Award of Merit
 - b. Chapter Achievement
 - c. Citation Award
 - d. Constitution & By-Laws
 - e. Credentials
 - f. Education
 - g. Employee Performance
 - h. Hall of Fame
 - i. Legislative
 - j. Membership
 - k. Nominating
 - l. Publications (Cardinal)
 - m. Retirees
 - n. Services to Persons with Disabilities
 - o. Veterans Affairs
 - p. Ways & Means
2. Special Committees – May be appointed by the presiding officer as deemed necessary or advisable for the proper prosecution of the business of the Chapter, and may be delegated such authority as deemed proper, so long as it is consistent with all other provisions of the Constitution and By-Laws.
3. All Chairs and committees shall serve at the pleasure of the appointing officer, or until relieved.

D. Board of Trustees, Elder R. Herring Memorial Foundation – There shall be a Board of Trustees to administer the Elder R. Herring Memorial Foundation, consisting of five members. The President of the Past Presidents Club, who shall serve as Chair of the Board of Trustees, and the President of the Ohio Chapter, I.A.P.E.S. shall be members. One of the three other Trustees shall be elected each year for a term of three years at the Ohio Chapter Annual Meeting in the same manner provided in Article VII. This will provide a newly elected member each year. In the event the Past Presidents Club is inactive, the Immediate Past President of the Ohio Chapter, I.A.P.E.S. shall serve as Chair until the next annual meeting.

E. Past Presidents Club – An organization of former Presidents of the Ohio Chapter, I.A.P.E.S. is hereby recognized. The Past Presidents Club may adopt its own form of governance and select any officers so long as it is not inconsistent with the Constitution and By-Laws of the Ohio Chapter. The President shall be the Chair of the Board of Trustees of the Elder R. Herring Memorial Foundation.

ARTICLE VII – ELECTION OF OFFICERS AND AREA REPRESENTATIVES

- A. The officers of the chapter shall be elected at the Annual Meeting, by majority vote, following the procedures set forth elsewhere in this constitution except that the secretary shall be appointed by the President and the Treasurer shall be appointed by the Executive Committee. Each officer shall hold office for a term of one year, or until a successor is duly elected or appointed and qualified.
- B. Area Representatives shall be elected for a term of two years, or until their successors are duly elected and qualified. Odd numbered areas will elect Area Representatives in the odd numbered years, and even numbered areas will elect representatives in even numbered years. The Area Representative shall be elected by a majority vote of the full members of each area present in a caucus held at the Annual Meeting at which time the officers are elected.
- C. A Nominating Committee of five full members in good standing shall be appointed by the Executive Committee. It shall prepare a list of one or more nominees for each elective office, with the exception of President. The current President Elect shall automatically assume the office of President. The Nominating Committee shall also prepare a list of one or more nominees for Area Representative for each of those Areas which will elect Representatives at that Annual Meeting. It shall file its report at least thirty days prior to the Annual Meeting by mail to all offices and stated for posting. Nominations may also be made from the floor.
- D.
 - 1. A Credentials Committee of three full members in good standing shall be appointed by the Executive Committee prior to the Annual Meeting, and the names announced at the beginning of the business sessions of the Annual Meeting.
 - 2. The Treasurer shall certify to the Credentials Committee, not later than 9 p.m. of the day preceding the Annual Meeting, the paid and/or due deduction membership of each local office and the central office as reflected by the books of the Treasurer seven days prior to the Annual Meeting. From the list so submitted the Credentials Committee shall certify to the business session the number of votes to which each local and central office is entitled.
- E.
 - 1. Election of officers shall be by written ballot of the various local offices.
 - 2. Each local office having at least one full or life member, shall be entitled to one vote at-large. In addition, each local office shall have one vote for each ten paid up full members, or major fraction thereof, in good standing as certified by the Treasurer to the Credentials Committee in accordance with Section D, 2. Above.

Six or more is a major portion of ten. No member or delegate may cast more than one vote, except the vote at-large for the office. No votes may be assigned to any other office. In cities where there is more than one local office, the voting will be by city with one at-large vote, except the Columbus Central Office and Columbus Local Offices shall vote separately. The Columbus Local offices will be entitled to an at-large vote as well as the Central Office.

3. Representative of each local office shall determine by caucus how the vote of the office shall be cast. In the case of disagreement any member may request the President to poll the delegation.
 4. The term "Local Office" as used in this section is understood to include "and/or Central Office".
- F. The Annual Meeting shall be held not less than forty-five days or more than ninety days prior to the International Convention, at which time Chapter Officers, appropriate Area Representative and Elder R. Herring Memorial Foundation Trustees shall be elected and installed.

ARTICLE VIII – DUTIES OF OFFICERS

- A. **President** – The President shall preside at all meetings of the Executive Committee of the general membership, and shall conduct the business of the Chapter in accordance with the policies established by the Executive Committee of the general membership. The President shall call Special Meetings of the Executive Committee when it is deemed advisable. The President shall appoint all committees, not otherwise provided for, and shall be ex-officio member of every committee except the Nominating Committee. The President shall also be a member of the Board of Trustees of the Elder R. Herring Memorial Foundation and serve for the one-year term of office. A vacancy in the office of the President shall be filled by the President Elect who shall serve the balance of the term plus the following full term. When a vacancy occurs in any elective office other than that of President, the President shall reassign the duties of that office to other officers and/or Area Representatives, and that office shall remain vacant until the next annual meeting. When a vacancy occurs in an Area Representative position, the President shall request the Area membership to replace the person within a specified time period. If the membership does not designate a replacement within the specified time period, the Executive Committee shall appoint a member to serve for the remainder of the term. **And order from the International Office all supplies and awards for presentation by the Chapter.**

- B. Vice Presidents – The Vice Presidents shall serve in accordance with their rank during the absence of the President or other Vice Presidents.
1. President Elect – Shall oversee and coordinate the activities of the various awards committees, solicit and submit for approval bids from sub-chapters to host the convention, serve as liaison between the Executive Committee and the hosts of the spring and fall meetings and other duties as assigned by the President.
 2. First Vice President – Chair the membership Committee and **establish** the annual membership campaign and other duties as assigned by the President.
 3. Second Vice President – Chair the Award of Merit Committee, serve as the Vice Chair of the Membership Committee and other duties as assigned by the President.
- C. Secretary – The Secretary shall record the proceedings of the general meetings of the Chapter and the Executive Committee meetings in the official minutes; mail notices of meetings; keep the rolls of attendance for Executive Committee members; under the supervision of the President, carry on the correspondence of the Chapter; bring to each meeting the book of minutes, a copy of the current Constitution and By-Laws, etc.
- D. Treasurer – The Treasurer shall receive applications for membership and issue membership **cards**; keep the rolls of membership; forward appropriate funds collected from the membership to the International **Office**; certify to the Credentials Committee of the Chapter the membership as required prior to the Annual Meeting; maintain necessary files; provide for each Executive Committee meeting and all annual chapter meetings the necessary records; shall have custody of all funds of the Chapter and shall disburse chapter funds only at the direction of the President, subject to the approval of the Executive Committee at every official meeting and general membership meeting.
- E. Executive Committee – The Executive Committee shall exercise broad supervision over all activities and general policies of the Chapter; authorize the expenditures of funds for the business of the Chapter; and fill vacancies occurring in the offices and Executive Committee until the next meeting.
- F. Area Representatives – The Area Representatives shall represent the Executive Committee in their respective Areas and vice versa. They will be required to attend at least one meeting of any sub-chapter with their Area. If the Area Representative is absent from two consecutive meetings of the Executive Committee, the Area Representative shall be deemed to have resigned, and the Executive Committee will immediately fill such vacancy as provided for in Article VIII – E of the Constitution.

- G. Board of Trustees, Elder R. Herring Memorial Foundation – The Board of Trustees shall establish policies and exercise control over the investment of funds specifically assigned or designated to the Elder R. Herring Memorial Foundation. The earnings of such funds will be disbursed only on the approval of the Executive Committee as provided for in the Article VII – E. The Board shall meet yearly at the time of the Annual Meeting or at the special call of the Chair of the Board. It is the duty of this Board to insure that this perpetual fund be utilized in a manner commensurate with the purposes and ideals for which it was initiated, such as an award of merit of a scholarship fund.

ARTICLE IX – QUORUM

- A. Thirty-five full members shall be a quorum at the Annual or other general membership meeting for the transaction of business.
- B. A majority of the members of the Executive Committee shall constitute a quorum for that body.

ARTICLE X – PARLIAMENTARY PROCEDURE

- A. *Robert's Rules of Order, Revised* shall govern those proceedings of the Chapter not specified in the Constitution or By-Laws.
- B. The presiding officer may appoint a full member to act as Parliamentarian.

ARTICLE XI – AMENDMENTS

Proposed amendments to the constitution shall be submitted to the membership at least thirty days prior to any regular meeting and shall require a majority vote of the full members present and voting for adoption.

Amended October 4, 1996

OHIO CHAPTER
INTERNATIONAL ASSOCIATION OF PERSONNEL IN EMPLOYMENT
SECURITY

BY-LAWS

1. The Executive Committee shall have the authority to expend the monies belonging to the Chapter, and shall be authorized to reimburse the members of the Executive Committee for travel expenses incurred in traveling to and from Executive Committee meetings. Executive Committee members may also be reimbursed for travel expenses to attend a maximum of two sub-chapter meetings within their respective areas per calendar year. Expenses incurred by Standing and Special Committee members shall be reimbursed at the discretion of the Executive Committee. Reimbursement for all travel mentioned above will not exceed prevailing Ohio Bureau of Employment Services rate per mile traveled, provided the funds of the Chapter are deemed adequate.
2. The Chapter shall pay the actual expenses for travel, lodging and reasonable expenses (such as meals, registration, etc.) plus a hospitality room allowance for the Immediate Past President to attend the annual International Convention. **All receipts and financial report must be submitted to the Executive Board at the Summer Board meeting.**

The Chapter shall pay one-half (1/2) the actual expenses for travel, lodging and reasonable expenses (such as meals, registration, etc.) for the President to attend the annual International Convention. **All receipts and financial reports must be submitted to the Executive Board at the Summer Board meeting.**
3. Membership dues, or payroll deduction authorization forms for those electing payroll deduction, must be in the hands of the Treasurer on or before the seventh day prior to the Annual Meeting when Officers are elected, as an eligibility requirement for voting privileges at the Annual Meeting.
4. Officers and Area Representatives shall take office on the day elected and qualified.
5. In addition to the Annual Meeting, the Chapter shall hold a business meeting of the general membership each year at the fall meeting as determined by the Executive Committee. Other meetings may be called by the President, or upon the request of a majority of the Executive Committee, or of twenty-five percent of the full membership.

6. The Treasurer shall be bonded in such amount as deemed adequate by the Executive Committee. The cost of such bond to be paid by the Chapter.
7. The Chapter may provide for an assistant to the treasurer. This office will be filled by appointment by the President, upon recommendation of the Treasurer, and subject to the approval of the Executive Committee. The term of office will be same as for the Treasurer. The Assistant to the Treasurer will have authority to disburse funds in the same manner as the Treasurer provided in Article VIII – C. in the case of death, resignation or removal or other absence of the Treasurer, until the vacancy is filled.
8. The Central Ohio Sub-Chapter (Columbus) is the sponsor of the annual Ohio Chapter institute. Areas, sub-chapters and/or individual cities may bid to sponsor the **fall** convention.
9. The Chapter, with the majority consent of the Executive Committee, shall advance a loan as determined by the Executive Committee of at least \$200 to help defray the expenses of the institute and/or convention. The sponsor shall submit a detailed financial report to the Chapter President as soon as all indebtedness of the institute or convention has been met, but no later than the first Executive Committee meeting following the date of the institute or convention. If the sponsoring area, sub-chapter or city, after repayment of the Chapter loan, has a remaining profit, it will retain one-half of said profit and present the remaining one-half of the profit to the Chapter. The Chapter share of any profits will be placed in the general funds of the Treasury for the general benefit of the Chapter.
10. The Executive Committee shall meet at least twice during the year between Annual Meetings. **The Executive Committee shall audit the financial records within 60 days of the Spring Institute.**
11. To be eligible for nomination and election to the position of International District VII Representative, a member must be a full member in good standing of the Ohio Chapter and be either a Past President of the Ohio Chapter or have chaired an International Committee.

12. When it is the turn of the Ohio Chapter to select an International District Representative Elect to the International Association, said International District Representative Elect will be elected according to the methods and procedures set forth in Article VII of the Ohio Chapter Constitution. An Alternate to the International District Representative Elect, who will serve in the absence of said District Representative Elect, will also be elected in the same manner and at the same time. Both the International District Representative Elect and the Alternate must have the endorsement of the agency Administrator and must meet the qualifications set forth by By-Law 11 above. The following year those elected will automatically assume the posts of International District Representative and Alternate upon endorsement of the other Chapters within the International District.

13. These By-Laws may be amended, if submitted to the membership at least thirty days prior to a regular meeting, by a majority of the vote cast thereon. Otherwise, these By-Laws may be amended at a regular or special meeting by a two-thirds majority of the votes cast thereon.

Amended October 4, 1996