BY – LAWS
of the
OHIO FUTURE EDUCATORS ASSOCIATION

ARTICLE I – OFFICERS

Section 1: The officers of this Association shall consist of a President, Vice-President, Recording Secretary, and Public Relations Secretary.

Section 2: All officers shall be elected at the annual state conference, to take office at the conclusion of the state conference and serve until the next election.

Section 3: To be eligible to hold an office, the candidate must be an active member in grades 9-12 of an OFEA affiliated chapter and must maintain membership in a sponsoring chapter throughout the term of office. The candidate must mail in an application to be a candidate plus a letter of support from an advisor. The candidate must be present at the state conference, either with his/her advisor or with an advisor who has indicated willingness to accept the responsibility of state sponsorship.

Section 4: The term of office for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for an additional year.

Section 5: Every officer shall keep a permanent file for his/her office. These shall be handed over to the incoming officers upon election at the state conference.

Section 6: The President:

a. shall be the Chief Executive Officer of the Association;
b. shall represent the association as spokesperson on matter of policy or assign responsibility for such representation;
c. shall aid in preparing the agenda and preside at all meetings of the Association;
d. shall serve as Member Ex Officio on all committees;
e. shall approve all official communications sent out in the name of the Association;
f. shall appoint the chairperson and members of such committees as are deemed necessary;
g. shall request a member of the Executive Committee to serve as a liaison to each committee;
h. shall serve as a delegate to the state House of Delegates; and
i. shall have a working knowledge of parliamentary procedure.

Section 7: The Vice-President:

a. shall preside in the temporary absence of the President;
b. shall be an assistant to the President;
c. shall perform other duties as delegated by the President and/or the Executive Committee;
d. shall assume the office of President upon death or resignation of the President; and
e. shall have a working knowledge of parliamentary procedure;

Section 8: The Recording Secretary:

a. shall keep on file a list of all chartered chapters;
b. shall keep a record of all meetings;
c. shall keep an up-to-date file on all communications including the report and minutes of the Executive Committee;
d. shall furnish copies of the minutes to the members of the Executive Committee;
e. shall prepare and keep in file the names and addresses of:
    1. all chapters,
    2. all the members of the Executive Committee
    3. the officers of all regions,
    4. the officers of all chapters, and
    5. shall have a working knowledge of parliamentary procedure.

BY – LAWS
of the
OHIO FUTURE EDUCATORS ASSOCIATION

ARTICLE I – OFFICERS

Section 9: The Public Relations Secretary:

a. shall receive and keep and up-to-date chronological history of state growth and activity;
b. shall be responsible for preparing a state scrapbook of publicity, projects, programs souvenirs, etc., and for having it exhibited at state meetings
c. shall serve as the student editor of the newsletter of OFEA;
d. shall keep a file of all letters received and do the corresponding necessary;
e. shall be responsible for keeping the press informed about state conference and competitions; and
f. shall have a working knowledge of parliamentary procedure.

Section 10: Vacancies:

In the event of the resignation, death or the absence of a member of the Executive Committee for three consecutive meetings of the Committee, his/her office shall be declared vacant by the President. Such vacancy shall be filled by the Executive Committee with the exception of the offices of President and Vice-President. If the Vice-President moves up to President, or if both offices of President and Vice-President should be vacant, the candidate receiving the most votes as first runner-up at the immediate past state conference shall fill the vacancy/vacancies. If this latter process does not provide persons to fill vacancies in the office of the President and/or Vice-President, the Executive Committee shall fill either or both as the case may be.

ARTICLE II – EXECUTIVE COMMITTEE

Section 1: The state Executive Committee shall meet at least five times a year, including the annual state and national conferences. It may be called into session by the State Department Consultant or at the written request of two thirds of the members of the Executive Committee with the approval of the State Department Consultant.

Section 2: The duties of the Executive Committee shall be:

a. to approve the budget submitted to it by the Budget Committee
b. to attend to the business of the Association in the interval between annual meetings of the House of Delegates;
c. to carry out the policies and programs of the House of Delegates;
d. to distribute state funds for such expenses as deemed proper;
e. to receive, modify, approve, or disapprove all reports from standing and special committees of the Association; and to plan for future conventions.

ARTICLE III – STATE CONFERENCES

Section 1: A state conference shall be held annually at a time and place chosen by the Executive Committee. In order to facilitate the naming of desirable dates and locations of the convention, the Executive committee shall schedule the state conference at least one year in advance.

Section 2: The makeup of the House of Delegates shall be established by the Executive Committee.

Section 3: The House of Delegates shall transact business for the Association at its regular annual meeting.

Section 4: The House of Delegates shall elect the state officers.

BY – LAWS
of the
OHIO FUTURE EDUCATORS ASSOCIATION

ARTICLE IV – NOMINATIONS AND ELECTIONS

Section 1: Elections will be conducted under the Standing Rules for Election to State Office.

Section 2: Officers shall be elected by the House of Delegates.

ARTICLE V - QUORUM

Section 1: A quorum for the Executive Committee shall consist of a majority of the members.

Section 2: A quorum for the House of Delegates shall consist of a majority of the eligible delegates.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, By-Laws, and Standing Rules.

ARTICLE VII – SUSPENSION PROVISION

Section 1: Any provision of these By-Laws may be suspended by a two-thirds vote of the delegates present and voting at any meeting of the House of Delegates

ARTICLE VIII – FEES

Section 1: Chapter fees will be $10.00. Fees must be paid each year by December 31.

Section 2: Conference fees per person will be set each year and will be set by the OFEA Executive Committee.

ARTICLE IX – AMENDMENTS

Section 1: Amendments to these By-Laws may be introduced and acted upon at any regular meeting of the Executive Committee.

Section 2: Amendments to these By-Laws shall be submitted in written form by one or more properly affiliated local chapters ninety (90) days prior to the state conference.

Section 3: The president must submit in writing to the local chapters of the state any amendment at least thirty (30) days prior to the annual state conference.

Section 4: At the annual state conference, the House of Delegates shall vote on each proposal. To be approved, an amendment must receive a majority vote of the official delegates present and voting.

Section 5: Amendments to these By-Laws shall become effective at the close of the state conference where they were adopted.