

**OREGON ASSOCIATION OF EDUCATION SERVICE DISTRICTS****BYLAWS****(Approved 2008)****Article I - Fiscal Year**

The fiscal year of this organization shall be from July 1 to June 30. An annual audit will be made covering this period of time. This report will be given by either circulation of the report or at the Fall meeting.

**Article II - Dues, Budget, and Program**

**Section 1. Dues:** Association dues shall provide membership in the Oregon Association of Education Service Districts and the Association of Education Service Agencies. Dues shall be assessed to members by action of the Executive Committee. The Executive Committee may, at its discretion, determine to pay AESA dues for districts that have not elected to join the Association if the result will be to reduce the amount of money owed the National Association.

**Section 2. Dues Notices:** The OAESD Fiscal Agent shall mail out dues notices in March of each year. For the purposes of computing dues, the ADM weighted of each member agency shall be the amount reported by the Oregon Department of Education in its Summary of Student Personnel for the previous June 30. Follow-up contacts with member agencies are the responsibility of the Executive Committee. A second dues notice will be mailed in July of each year to districts which have not paid dues. A third notice will be sent in September.

**Section 3. Budget:** A budget shall be prepared for each fiscal year. The responsibility for developing and reporting the budget to the membership for approval is delegated to the Executive Committee.

**Article III - Committees and Delegates****Section 1. Designations**

**The Executive Committee shall consist of: Officers:** The officers are the President, President-Elect, Vice-President, Vice-President elect, President-Elect, and Past President and Past Vice President of the Boards' Section; and President, President-Elect, and Past President of the Superintendents' Section. The Executive Committee shall develop and maintain job descriptions for all officers, the Director of Government Affairs, Executive Secretary and Executive Committee members. **Representatives:** Two from each of the following Zones, A through D who shall be elected by the member agencies, with one representative to be a Superintendent of a member agency assigned to the zone who is elected to a two-year term by Superintendents from the zone and one representative to be a Board member who is elected to a two-year term by Board members from the zone, and two at-large members, one elected by Board members and one elected by Superintendent members. an at-large representative elected by majority vote of those present of each respective section.

**ZONE A:** Northwest Regional ESD, Multnomah ESD, Region 9 ESD, and Clackamas ESD.

**ZONE B:** South Coast ESD, Douglas ESD, Southern Oregon ESD, Lane ESD, Linn-Benton-Lincoln ESD, and Willamette ESD.

**ZONE C:** High Desert ESD, Harney ESD, Jefferson ESD, Lake ESD, and North Central ESD.

**ZONE D:** Union-Baker ESD, Grant ESD, Malheur ESD, Umatilla-Morrow ESD, and Region 18 (Wallowa) ESD. Requests by member agencies for changes in zone placement shall be presented by written petition to the Executive Committee for consideration and action.

**Duties:** The Executive Committee will be chaired by the President and general session meetings shall be co-chaired by the President and Vice-President of the Board Members Section from July through December of each year and by the President of the Superintendents' Section from January through June of each year. The Section President not serving as chair shall be the vice-chair. Should the designated chair be unable to attend any General or Executive Committee meeting, the vice chair shall assume the duties of that officer. In the absence of both the President and the Vice-President, the President-elect chair and vice chair, the president-elect of the appropriate section shall serve as chair. The President-Elect of the Board Members Section shall be the program

chair of the Spring Conference. The President-elect shall facilitate the Spring Conference. The conference will be organized by rotating zones.

**Quorum:** A quorum of the Executive Committee shall consist of a majority of the members of the Executive Committee. The members present at any meeting for which prior notice was given all members of the committee.

**Executive Committee Actions:** A majority vote of the quorum shall approve matters of business upon which this committee is authorized to act.

**The Term of Office:** The term of office of Executive Committee members the officers of the Association described in Article III, Section I, a., shall be two years. The two year terms shall rotate so there is an a section election each year. The representative from Zones A through D elected by Board members and Superintendents from the zone and at-large representatives shall be two years. The President-Elect and Board Member At-Large position shall be elected at the same time, and the Vice-President-Elect and Superintendent At-Large Position shall be elected in alternate years. The officers, zone representatives, and at-large members shall be elected and assume office in the alternate years from the section President-Elect. President-Elect of the Superintendent Section expires on even-numbered years and odd-numbered years for Board Section President-Elect. Zone co-chairs for Board members Sections in Zones B, and D, and At-large expires are elected on even-numbered years and odd-numbered years for the Superintendents Section. Zone co-chairs for Board members Sections in Zones A, and C, are elected on odd numbered years and even-numbered years for the Superintendents Section. For Board Section, the terms for zone members expire in Zones A and C on odd-numbered years and even-numbered years for Superintendents in the Superintendent Section.

### **Meetings:**

**Conduct of Meetings:** The Presidents and Vice-President of the Board and Superintendent Sections will develop the schedule for meetings of OAESD, and will develop the agendas and make arrangements for meetings. The President from the Superintendent Section would be ultimately responsible for the schedule. The Presidents would also assume responsibility for creation of meeting agendas and making arrangements for meeting sites. The Presidents will also arrange for the taking and distribution of meeting minutes. Minutes shall be distributed in a timely manner. The Program Committee shall be responsible for planning and conducting the Fall and Spring Conferences.

**Meeting Schedule:** The Executive Committee shall regularly meet five times per year as follows: September/October/November/January, March/April and May -- Association's Fall Meeting to coincide with OSBA Conference in November -- May/June -- Meeting to coincide with Association's Spring Conference

**Zones Meetings:** shall meet on October, December, February, April and May. Notwithstanding the above schedule, the President Chair may reschedule meetings or cancel any regularly scheduled meeting not needed or call additional special meetings as needed. OAESD membership will be notified when regularly scheduled meetings are cancelled. Section Presidents may call section meetings as desired.

**Zone Agendas:** At each Executive Committee meeting, a base agenda shall be created for subsequent Zone meetings.

### **Section 2. Committees:**

**Joint standing committees:** Committees, their purpose and membership Members of joint standing committees shall be established by the Executive Committee appointed to two year terms by the Association Presidents and shall be composed of an equal representation from each Zone's Superintendents and Board members each section. Standing committees shall include the Legislative, Programs, Awards, and Marketing/Public Relations Committees. Committees shall be established for the following year by the Executive Committee at its Spring Conference.

**Legislative Committee:** The Legislative Committee shall concern itself with matters that are being proposed for legislation by the Association or by other groups or individuals, and such other matters pertaining to legislation as directed by the Executive Committee. The Committee and Chair are to be appointed for two years with the transition to be made at the end of the Legislative Session or the end of the fiscal year, whichever comes later. A member from Oregon School Board Association and a member of the Confederation of Oregon School Administrators shall be recognized by the Executive Committee to be ex-officio members of the Legislative Committee. Committee members shall include at least one Board Section and one Superintendent Section representative from each zone, and co-chairs, one from each section. Section Presidents shall appoint their section's Legislative Committee chairs and members. This committee shall prepare the OAESD legislative platform, shall mail it to each member district a minimum of 30 days prior to the Spring Conference on even

years, shall present it for tentative approval at the meeting, and shall secure regular Association endorsement at the Fall meeting immediately preceding the beginning of the Legislative Session.

**Programs Committee:** The Programs Committee shall be composed of at least four administrators and four board members, one from each zone, and appointed by the Association presidents. The Program Committee shall be responsible for planning and conducting the fall meeting and spring conference.

**Awards Committee:** The Awards Committee shall be composed of at least four administrators and four board members, one from each zone, and appointed by the Association Presidents. The committee shall be responsible for selecting persons to whom Association awards will be given pursuant to the plan and rules adopted by the Executive Committee. The chair shall be appointed by the Executive Committee on a two-year basis.

**Marketing/Public Relations Committee:** The Committee shall be composed of four administrators appointed by the President of the Superintendents' Section and four board members appointed by the President of the Boards' Section, with the chairperson being appointed by the Executive Committee. The Committee shall be responsible for proposing, designing, and implementing communication programs, which inform selected audiences about the Association, its members, and their goals, services, activities, and achievements.

**Joint Ad Hoc Committees:** Joint ad hoc committees may be appointed and serve at the discretion of the Association Presidents and Executive Committee. Such committees shall be appointed to perform for one year specific, designated tasks; however, nothing shall prevent reappointments of the same committees in subsequent years.

**Special Committees:** The Executive Committee shall authorize, appoint, and/or oversee committees, which are responsible for on-going projects of the Association.

### **Section 3. Section Committees:**

Members of the Section Committee shall serve at the pleasure of the Section President and shall be named by that officer. Section committees shall include the following:

**Section Nominating Committee:** The Nominating Committee for the Superintendents Section shall be the President, President-elect and past-President, and for the Board members the Vice-President, Vice-President-elect and Past Vice-President. Each section shall consist of three persons: the immediate Past Section President, the Section President, and President-Elect. The committee will present its nominations at the Spring Conference at which time floor nominations will also be received.

**Special Section Committees:** Other committees shall be appointed from time to time on an ad hoc basis as deemed desirable or as directed by the Section President. When such committees are appointed, their appointment shall be for the year's duration; however, nothing is to prevent re-appointments to the same committees in subsequent years.

*The OAESD Constitution Revision Committee: Chair Paul Zastrow, Jim Mabbott and Rick Howell 11/14/04*