

OHIO STATE ASSOCIATION OF VETERANS SERVICE COMMISSIONERS

CONSTITUTION

Revised, July 27, 2019

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Article I – Organization Name

This organization shall be known as the Ohio State Association of Veterans Service Commissioners (referred to herein as the “Association”), previously known as the Ohio State Association of Soldier Relief Commissioners.

Article II – Purposes

The purposes of the Association are to provide an opportunity for joint consideration and action regarding proposals pertaining to the operation of Veterans Service Commissions, and to assist the Ohio Department of Veterans Services (ODVS) in providing education and training to commissioners as set forth by Chapter 5902-1 of the Ohio Administrative Code.

Article III – Membership

Section 1 – Association membership is open to all duly appointed Veterans Service Commissioners, Executive Directors and County Veteran Service Officers. Membership shall be for one (1) year unless the member shall have been removed from his/her local Commission as a Commissioner, Executive Director or County Veteran Service Officer position for any reason other than resignation, in which case membership shall cease upon such removal.

Section 2 – Past Association Presidents whose commissions have expired are entitled to honorary membership.

Article IV – Officers

Section 1 – The elected Officers of the Association shall consist of the President, First Vice President, Second Vice President, Treasurer, Chaplain and Trustees. The elected Officers shall be nominated and elected at the Annual Convention of the Association. Said Officers shall be installed before close of the Convention.

Section 2 – The Association shall have three (3) Trustees. [See Articles of Incorporation.] When their terms of office expire, new Trustees shall be elected for three (3) year terms at the Annual Convention.

Section 3 – The following Officers shall be appointed by the elected President: the Secretary, Chairpersons of all Committees, all Committee Members, the Judge Advocate and the Sergeants-at-Arms. Said appointments are subject to ratification by the Executive Committee.

Section 4 – Only those Members whose dues have been paid for the current year shall be eligible to hold elected or appointed Offices of the Association.

Article V – Amendments

Section 1 – The Constitution may be amended by two-thirds (2/3) vote of the Members present, where there is a quorum present. The Constitution may be amended only at the Annual Convention.

Section 2 – Amendments to this Constitution shall be proposed in writing and submitted to the Secretary, with a copy sent to the Chair of the Constitution and By-Laws Committee, at least thirty (30) calendar days prior to the Association's Annual Convention.

[- END OF CONSTITUTION -]

Amendments to Constitution:

July 27, 2019: Article IV, Section 3: Added Executive Committee ratification of President's appointments.

OHIO STATE ASSOCIATION OF VETERANS SERVICE COMMISSIONERS

BYLAWS

Revised, March 30, 2019

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Articles 1 – Elected Officers & Duties

The elected Officers of the Association shall consist of the President, First Vice President, Second Vice President, Treasurer, Chaplain and Trustees. [Constitution, Article IV, Section 1]

Section a - The President - The President shall preside at all regular and special meetings of the Association, and shall perform such other duties as are usual or incidental to the office. He/She shall preside over the Executive Committee and be an ex-officio member of all Committees, except the Nominating Committee. He/She shall preside over Association meetings and enforce the Constitution and By-Laws of the Association. He/She shall also sign checks in conjunction with the Treasurer. It shall be his/her duty to interpret and enforce the Constitution & By-Laws, with the assistance of the Judge Advocate. Interpretation shall be subject to ratification by the Executive Committee. He/She shall give bond in a sum to be set annually by the Executive Committee. The Association shall pay the cost of this bond. The President's term of Office shall be for one (1) year, beginning at the close of the Annual Convention and ending at the close of the following Annual Convention, at which time he/she is entitled to a stipend in an amount determined by the Executive Committee, not to exceed One Thousand Dollars.

Section b – Vice Presidents - The First Vice President shall assist the President. The Vice Presidents shall perform such duties as are assigned by the President, and such other duties as are usual or incidental to the offices. Their term of office shall be for one (1) year period beginning the close of the Annual Convention and ending at the close of the following Annual Convention.

Section c – Secretary - The Secretary shall be the custodian of the Association's records, other than financial and such correspondence as may be directed by the Executive Committee and the President, and shall keep accurate minutes of meetings of the Association and of the Executive Committee. To the best of his or her ability, the Secretary shall maintain electronic messaging capability with all County Veterans Service Commission offices, and shall perform such other duties as are usual or incidental to the office. Upon completion of each annual term of office, the Secretary is entitled to a stipend in an amount determined by the Executive Committee, not to exceed Seven Hundred Dollars.

Section d – Treasurer - The Treasurer shall be the custodian of all funds of the Association. Authorization of the expenditure of such funds, except for routine office expenses and as otherwise provided herein, must be provided in advance by the Executive Committee. The Treasurer shall report on Association finances at all regular meetings of

the Association and whenever called upon by the Executive Committee. The Treasurer shall make every effort to keep complete and accurate records of the membership, Members' addresses and dues standing. The Treasurer shall issue membership cards, receipts, and have custody of such materials, and shall perform such other duties as are usual or incidental to the office. The Treasurer shall be bonded in a sum to be set annually by the Executive Committee, with the cost of said bond being borne by the Association. Upon completion of each annual term of office, the Treasurer is entitled to a stipend in an amount determined by the Executive Committee, not to exceed Nine Hundred Dollars.

Section e – Trustees

- i) Not later than the end of the third month following the last day of each fiscal year of the Association, the Trustees shall prepare and submit a detailed Audit of accounts and property of the Association, covering the prior fiscal year books, records and accounts of the Treasurer and of any other officer, committee or member entrusted with Association property valued in excess of one thousand dollars (\$1,000.00). The annual Audit shall be in accordance with and upon such form as may be prescribed by the Executive Committee. The Trustees shall sign the Audit, to certify to the accuracy of the information contained therein, with any Trustee who is unwilling to sign the Audit required to state in writing his / her reason therefore. At the Conference or Convention following submission of each annual Audit, the Trustees shall present said Audit to the Convention, through the President.
- ii) Trustees shall not be eligible to serve on committees or as officers whose books, records and accounts are audited by the Trustees.
- iii) The Trustees shall perform such other duties as are usual or incidental to their offices, or that, from time to time, are required by law or by lawful orders of proper authorities.

Article 2 – Executive Committee

Section a –The Executive Committee shall be comprised of the President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Trustees and Judge Advocate. Members of the Executive Committee shall have a voice and a vote at such meetings. In addition, District Presidents, Committee Chairpersons and all Past Presidents, though not Executive Committee members, are encouraged to attend Executive Committee meetings, with those in attendance given the right to voice and vote at such meetings. Each member of the Executive Committee shall have one vote, regardless of the number of offices, committees or positions held by said member.

Section b - Regularly scheduled meetings of the Executive Committee shall be held immediately prior to and in conjunction with regularly scheduled Conferences and Conventions. Special meetings of the Executive Committee may be called by the President, or by no less than four Executive Committee members, by giving notice to all Executive Committee members at least ten (10) calendar days in advance. All persons entitled to vote at Executive Committee meetings must provide the Secretary with an email or other electronic address for meeting notices. Notice of meetings shall be effective if given through

such addresses. There shall not be less than one (1) meeting annually to transact such business as may come before the Executive Committee.

Section c – It shall be the duty of the Executive Committee to act in the best interest of the members of the Association, to make and set policy for the Association, and to lead and guide the Association in all its transactions.

Section d – All actions taken by the Executive Committee shall be presented to the Association’s Members at the next regularly scheduled Conference or Convention. Actions taken during meetings of the Executive Committee scheduled during conferences or conventions require approval of the Association’s Members at the Conference or Convention held in conjunction with said Executive Committee meeting. Actions taken during special meetings of the Executive Committee shall be in full force and effect immediately upon passage by the Executive Committee, without Members’ approval, though such actions shall be subject to rescission at the next following regularly scheduled Conference or Convention. Rescission of any such action shall have no effect on acts taken or occurring prior to rescission.

Article 3 – Reoccurring & Appointed Committees

Section a - The President of the Association shall appoint a Legislative Chairperson or Committee and any Committees as are necessary to carry on the functions of the Association. Each Committee shall consist of a minimum one and a maximum of three (3) members (with the exception of the six-member SPI Committee), and shall file a report at each scheduled Association meeting and at the annual Convention.

Section b – A Finance Committee shall be appointed by the President of the Association and shall consist of the Treasurer and two (2) other Members of the Association. Finance Committee members shall not reside in the same County as the President or the Treasurer. Except for expenditures authorized by general resolution or under these Bylaws, it shall be the duty of the Finance Committee to authorize any expenditure exceeding two hundred fifty dollars (\$250.00) made by any Officer of the Association at any time when the Executive Committee or the Association is not in session.

Section c – The Strategic Planning Initiative (SPI) Committee shall be comprised of the current President, the First Vice President, the Second Vice President, the Legislative Chairperson, two additional members and up to three alternate members appointed by the President and confirmed by the Executive Committee and Membership. Duties include but are not limited to the following:

- i) Attendance at special meetings upon the call of the President, and at meetings with designees of the Ohio Department of Veterans Services (ODVS) and of the Ohio State Association of County Veterans Service Officers (OSACVSO) scheduled on a regular basis;
- ii) Acting on behalf of the Association by unanimous vote of all SPI Committee members and OSACVSO voting representatives in attendance at such meetings.

- iii) At Association Conferences and Conventions, advise members of topics raised and any actions taken at such meetings.

Section d - The Legislative Chairperson shall have a fund of five hundred dollars (\$500.00) for use towards legislative expenses, with additional funds permitted by approval of the Executive Committee. The Chairperson is required to submit bills for all expenses to the Treasurer no later than thirty (30) calendar days prior to the Annual Convention.

Section e – An Education Committee consisting of three (3) Members shall be appointed by the President. The President shall select the Committee Chairperson. The purpose of the Education Committee shall be to establish procedures for and to conduct timely training to fulfill the educational requirements in Title 59 of the Ohio Revised Code and Chapter 5902-1 of the Ohio Administrative Code for County Veterans Service Commissioners. The Education Committee will negotiate a comprehensive training agreement with ODVS and, if appropriate, OSACVSO, in order to help accomplish the Committee's purpose.

Section f – All Past Presidents, who are members of the Association and in good standing, shall be members of a Committee known as the Advisory Committee. Members of the Advisory Committee may appoint a Chair of this Committee. At the call of the Chair, the Committee may meet within forty-five (45) calendar days of any regularly scheduled meeting of the Association. The Committee may invite any Member to attend its meetings. Purpose of the Committee is to lend support and advice to the President and line officers on any and all items affecting the Association.

Section g – The President, First Vice President and Legislative Chairperson shall serve on the ODVS Advisory Committee. The Second Vice President shall serve as an alternate member. The President or the President's appointee shall cast the Association's vote.

Article 4 – Districts

Section a – The Association shall be divided into eight (8) Districts. Each District shall meet at the call of the District President, and at least one (1) meeting shall be held within ninety (90) calendar days, but not less than ten (10) calendar days, prior to the annual Convention.

Section b – The purpose of the Districts is to provide an opportunity for joint consideration and action regarding any problems or proposals pertaining to the operation of the Veterans Service Commissions and make recommendations to the Executive Committee.

Section c – The elected Officers of each District shall consist of a President and Vice President. The President may appoint a Secretary immediately after his/her election or as necessary.

Section d – The election of Officers will be held at the last regular meeting of the District prior to the annual Convention.

Section e – The District President shall preside at all regular and special meetings of the District. He/She may attend meetings of the Executive Committee of the Association, and, if in attendance, shall have the right to vote. His/Her term of Office shall be for one (1) year from the close of the last regular meeting prior to the annual Convention, and end at the close of the last regular meeting prior to the annual Convention of the following year.

Section f – Each District Vice President shall assist the respective District President. Upon absence from duty, resignation, or death of the District President, the District Vice President shall assume the duties of the District President for the remainder of the then-current term of office.

Section g – The District Secretary shall be responsible for the minutes of the District meetings, and perform such other duties as may be necessary to the proper and effective administration of the affairs of the District. He/She shall prepare a report of all the meetings, together with such other information as may be of interest to the District. He/She will provide a copy of this report to each Veterans Service Commission in the District and a copy to the Secretary. This report will be issued after each District meeting, with the Association reimbursing the District Secretary for said mailing on request. Upon completion of his/her term of office, he/she shall forward all records and properties of the District to a successor. The term of office shall be for one (1) year from the close of the last regular meeting prior to the annual Convention and end at the close of the last regular meeting prior to the annual Convention of the following year.

Section h – The Districts shall be divided as follows:

- No. 1 The Counties of Defiance, Fulton, Hancock, Hardin, Henry, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandot.
- No. 2 The Counties of Ashland, Crawford, Delaware, Erie, Holmes, Huron, Knox, Lorain, Marion, Medina, Morrow, Richland, Union and Wayne.
- No. 3 The Counties of Ashtabula, Columbiana, Cuyahoga, Geauga, Lake, Mahoning, Portage, Stark, Summit and Trumbull.
- No. 4 The Counties of Allen, Auglaize, Champaign, Clark, Darke, Logan, Mercer, Miami, Preble and Shelby.
- No. 5 The Counties of Belmont, Carroll, Coshocton, Guernsey, Harrison, Jefferson, Licking, Monroe, Muskingum, Noble, Perry and Tuscarawas.
- No. 6 The Counties of Butler, Clermont, Clinton, Greene, Hamilton, Montgomery and Warren.
- No. 7 The Counties of Adams, Brown, Fairfield, Fayette, Franklin, Highland, Lawrence, Madison, Pickaway, Pike, Ross and Scioto.
- No. 8 The Counties of Athens, Gallia, Jackson, Logan, Meigs, Morgan, Vinton and Washington.

Article 5 – Conferences and Convention

Section a –The Association shall hold an annual Convention, as well as meetings known as the “Spring Conference” and the “Fall Conference.” All Association meetings shall be held for the purpose of the education, training, discussion and action on any business to come before the Association. The Executive Committee will set the time and place of these meetings.

Section b – Registration fees shall be charged for State Conventions and Spring and Fall Conferences, in amounts as determined by the Executive Committee.

Section c – Honorary members shall bear their own expenses, including but not limited to dues and registration fee payments.

Article 6 – A Quorum

Section a – Quorums for Association Conferences and Conventions shall be as follows: One or more representative from a minimum of twelve (12) Counties must be present to constitute a quorum, and a majority of the Executive Committee members must be present at Executive meetings.

Section b – At all District meetings, one-third (1/3) of the Counties entitled to be present and represented by at least one (1) commissioner, shall constitute a quorum to transact the business of the Association.

Article 7 – Eligibility for Office - Voting

Section a – Candidates for the office of President must have served as an elected officer of the Association for at least two terms of office. Candidates for the office of First Vice President must have served as an elected officer of the Association for at least one term of office. In the event that none of the nominated candidates for each respective office meet this requirement, this paragraph will have no effect.

Section b – The President shall appoint a committee, known as the Credentials Committee, having the power and privileges usually exercised by a Credentials’ Committee. The vote at the Convention shall be by Members registered for the Convention who are determined by the Credentials Committee to be eligible members of the Association, with each member having one vote. Honorary members shall have voting privileges. Members who fail to pay their dues by July 1st of each calendar year or their Convention registration fees shall be ineligible and will be denied a voice and a vote at Association meetings, including Executive Committee meetings, until such time as their dues and registration fee payments are current.

Section c – Voting for contested officers positions shall be by secret ballot. In the absence of passage of a motion for secret ballot, voting for uncontested officer positions or on any other matter shall be by acclamation (voice vote).

Article 8 – Transition

Section a – Upon absence from duty, resignation or death of the President, the First Vice President shall assume the duties of the President.

Section b – The Second Vice President shall succeed the duties of the First Vice President upon absence from duty, resignation or death of the First Vice President.

Section c – In the event of the vacancies of the Offices of Second Vice President, Treasurer, Secretary, Chaplain, Trustee, Chairperson of standing Committees and Committee members through removal, death or resignation, the President shall appoint successors. Such appointments are subject to ratification by the Executive Committee.

Article 9 – Dues

Annual dues for each member of the Association shall be established by recommendation of the Executive Committee, and authorized by vote of the Members, with authorized annual dues remaining fixed until changed by the same process. Dues payments are due on or before July 1st of each year.

Article 10 – Rules of Order

Where the Constitution, Bylaws and (when applicable) Rules of the Convention are silent, the latest version of Roberts Rules of Order shall govern the conduct of business of the Association's Annual Convention and Conferences, and of District and Executive Committee and all other committee meetings.

[- END OF BYLAWS -]

Amendments to Bylaws:

March 30, 2019: Article 4, Section h: Changed designation of Allen County from District 1 to District 4.