**CONSTITUTION AND BYLAWS**

**OF THE**

**OES OH State Dist. Officers Assn.**

ARTICLE 1 – NAME

The name of this organization shall be the OES OH State Dist. Officers Assn.

ARTICLE II – OBJECTIVE

The objective of this association is to link together the officers of the Districts and Regions of the Grand Chapter of Ohio O.E.S. for the discussion and arrangements, under the supervision of the Associate Grand Matron, concerning rules and regulations governing the District/Region Schools of Instruction that will be held during the year that she is the Worthy Grand Matron.

ARTICLE III – MEMBERS

Those eligible to become members are the President and current officers of each District, Past Presidents of each District, Charter members, Past State Presidents and former State Secretaries of this Association.

All members of this Association who are in good standing in the Grand Chapter of Ohio O.E.S. are eligible to vote.

ARTICLE IV – OFFICERS

Section 1. Officers and Duties:

1. The elected officers of this Association shall be State President, State Vice President and State Treasurer.
2. The State President shall appoint a State Secretary.
3. The Vice-President shall advance to State President.
4. The State Treasurer shall serve for a term of three (3) years but no more than six (6).
5. These Officers shall perform the duties prescribed in these Bylaws, in the current edition of Robert’s Rules of Order Newly Revised, and those duties normally associated with such an office.
6. The Officers will transfer all records to the new officers within 45 days following the Annual Meeting and books have been Audited.

Section 2. Nominations:

Nominations for the elected officers of this Association may be made by any member at the Annual Meeting, providing the nominee has agreed to accept the position if elected.

Section 3. Eligibility:

Only those who are serving or have served as a District President are eligible for election. This does not apply to an appointed officer.

Section 4. Vacancy in Office:

In the event that either the State President, State Vice-President or State Treasurer (through disability or death) is unable to fulfill her/his responsibilities, the remaining officers shall declare the office vacant and immediately inform the President of the District from which the vacancy occurred. The District President shall within 30 days, call of the meeting of the members of her/his District who shall elect and install a new officer. The District President shall inform the OES OH State Dist. Officers Assn. of their action and desire.

ARTICLE V – MEETINGS

The Annual Meeting of this Association shall be held prior to the Grand Chapter Session, customarily on the **second Wednesday in August.**

Special meeting may be called by the State President or upon petition to the State President signed by at least on member from at least 10 Districts.

A quorum at any meeting of the OES OH State Dist. Officers Assn. shall be no fewer than 25 members representing at least 15 Districts.

ARTICLE VI – EXECUTIVE COMMITTEE

The Officers and immediate Past three (3) Presidents of this Association shall constitute the Executive Committee.

ARTICLE VII – PARLIAMENTARTY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, Standing Rules and any special rules that are adopted.

ARTICLE VIII – AMENDMENTS

This Constitution and Bylaws may be amended by a two-thirds (2/3) vote of members present and voting at any Annual Meeting, providing the proposed amendments have been mailed or electronically sent to the President of each District at **least sixty (60) days prior** to the Annual Meeting at which they are to be voted upon. The District Presidents shall be **Responsible** to distribute this information within their Districts to those who are members of the OES OH State Dist. Officers Assn.

Amended at Annual Meeting August 9, 2017

Bylaw Committee: Brooke Anderson, Dottie Wagner, Nancy McMillin

Amended at Annual Meeting August 14, 2019

Bylaw Committee: Dottie Wagner, Kathy Meyer, Patti Askins

Revised by Executive Committee/State Officers January 31, 2022

Amended and approved August 10, 2022

STANDING RULES OF THE

OES OH State Dist. Officers Assn.

1. The Annual Meeting of the OES OH State Dist. Officers Assn. will be a luncheon. **All costs related** to the meeting shall be included in the price of the tickets. NO refunds will be given for the cancellations received after the deadline date.
2. The following will be **guests** of the Association at the luncheon: AGM and spouse, AGP and spouse, Line Grand Officers, Grand Warder, Grand Sentinel, State President, State Vice-President, State Secretary and State Treasurer.
3. The State President’s District will be responsible for:
4. Up to 8 Guests invited by the AGM/AGP
5. Guests invited by the State President
6. Favors/centerpieces (optional)
7. Miscellaneous expenses of the State President
8. The coffee hour refreshments before the meeting
9. The OES OH State Dist. Officers Assn. will be responsible for:
10. Programs/OES OH State Dist. Officers Assn. Roster
11. Costs related to mailing to District Presidents
12. Other expenses incurred by the State Secretary and or State Treasurer
13. The State Treasurer will be responsible to do the 990 Annual Report. The State Secretary and State Treasurer will be required to keep separate cash journals and do Pink/Blue receipts slips (for Audit Committee).
14. Grand Chapter Entertainment:
15. The State President or a committee appointed by her/him will work with the Worthy Grand Matron and the Chairman of Arrangements to select entertainment for the Grand Chapter Session. The **President shall secure a signed contract with said entertainment stating exactly what is expected in said payment (to include any accommodations that may be necessary – such as cost of entertainment, any room that may be required, meal, etc.)**

The State Vice President can begin working on this process with the appropriate Grand Line Officer as soon as the State Vice President is installed. The State Executive Committee will establish a budget with the Grand Line Officer.

1. Each District will be required to send a donation to the OES OH State Dist. Officers Assn. for the purpose of assisting with the cost of entertainment that is to be enjoyed by all in attendance and is to be held following the Grand Banquet. This donation **MUST BE RECEIVED BY THE STATE SECRETARY BY APRIL 15TH OF EACH YEAR.**
2. **NO** other OES OH State Dist. Officers Assn. funds may be used for this purpose. Payment will be made up to the agreed upon amount when the bill is presented to the State Secretary, (a deposit may be made if necessary). If the cost exceeds the established budget, the Worthy Grand Matron’s/Worthy Grand Patron’s Districts or Steering Committees are responsible for the excess funds.
3. A separate fund for the purpose of Grand Chapter entertainment in the name of the OES OH State Dist. Officers Assn. will be maintained to receive and distribute these funds. Any money NOT used will be carried forward in this account and will be available for a similar purpose in future years at the discretion of the OES OH State Dist. Officers Assn. Executive Committee.
4. **NO OFFICER OF THE OES OH State Dist. Officers Assn. CAN CHANGE THIS NAME OR EIN NUMBER WITHOUT APPROVAL OF THE EXECUTIVE COMMITTEE.**
5. ALL CHECKS MUST BE MADE OUT TO THE OES OH State Dist. Officers Assn. **or they will be returned.**

Amended Annual Meeting August 2017

Brooke Anderson, Dottie Wagner, Nancy McMillin

Amended Annual Meeting August 2019

Dottie Wagner, Kathy Meyer, Patti Askins

Revised by Executive Committee/State Officers January 31, 2022

Amended and approved August 10, 2022