

Adopted 1/17/78
Revised 2/22/83, 4/22/89, 2/20/01, 5/20/03

CONSTITUTION

Orange County Association of Educational Media

ARTICLE I - NAME

The name of this Association shall be the Orange County Association of Educational Media, hereinafter sometimes referred to as "OCAEM," or the "Association."

ARTICLE II - PURPOSE

The purpose of OCAEM is to create an environment of professional support so that the members are able to provide opportunities for students to attain a lifelong love of learning through the use of books and media, and to support the school instructional program.

The goals of the Association are to promote reading and the use of media, to support the media center concept, to nurture professional growth, and to make the community aware of the importance of media in education.

The objectives of the association are to provide professional support to media specialists by furnishing opportunities to broaden their professional knowledge, to insure that school instructional programs are adequately supported by media materials and services, to keep the membership and community informed of the happenings and trends in educational media, and to affiliate with other professional organizations which share our mutual goals.

ARTICLE III - MEMBERSHIP

Section 1. Professional Membership. All certified media specialists are eligible for membership in OCAEM. Professional members shall be entitled to vote, hold office and receive any appropriate services of the organization.

Section 2. Associate Membership. All certified teachers who are interested in media education but are not certified media specialists may be an associate member in OCAEM. Associate members may vote, but are ineligible to hold office.

Section 3. Classified Membership. Anyone who is interested in media education but does not hold a Florida Teaching Certificate may be a classified member. Classified members may vote, but are ineligible to hold office.

Section 4. Honorary Membership. Any persons who have rendered important services to the school media interests in Orange County may be granted honorary membership upon the nomination of the board and by a majority vote of the membership present at a regular meeting. Honorary members are ineligible to vote or to hold office.

ARTICLE IV - OFFICERS

Officers of this Association shall be a President, a President-Elect, a Vice-President, a Secretary, a Treasurer, and Area Chairs to be determined as set forth in the By-Laws. The

officers shall serve for one year or until their successors have been elected, and their election as officers shall automatically elect them to the Executive Board.

ARTICLE V - EXECUTIVE BOARD

The Executive Board of OCAEM shall be composed of the current elected officers, the Chairs of Standing Committees, the Chairs of Special Committees, and the Area Co-Chairs.

ADOPTED BY-LAWS

ORANGE COUNTY ASSOCIATION OF EDUCATIONAL MEDIA

ARTICLE I - MEETINGS OF MEMBERS

There shall be at least four regular meetings *or* activities in a school year. The time and place shall be determined by the Executive Board prior to the beginning of the school year.

ARTICLE II - OFFICERS

Section 1. All officers shall have been active participating members of OCAEM for a period of two years prior to their election.

Section 2. All elected officers shall be elected to serve for a one-year term extending from May 1 to April 30.

Section 3. The retiring President shall assume the position of Vice-President for the following year.

Section 4. The President-Elect shall assume the position of President for the following year. The President-Elect shall assume the office of President should vacancy occur at any time during the currently elected President's term. In the event of a vacancy in the office of President-Elect, the vacancy shall be filled only by a vote of the membership at the next regular meeting.

Section 5. Vacancies in other offices shall be filled for the remainder of the term by the Executive Board.

ARTICLE III - DUTIES OF THE OFFICERS

Section 1. President

1.1 The President shall preside at all business meetings, and as Chairman of the Executive Board shall carry out the directives of the organization and Executive Board.

Section 2. Vice President

2.1 In the temporary absence of the President, the Vice President shall assume the duties of the President.

2.2 The Vice-President shall serve as Parliamentarian.

2.3 The Vice President will be responsible for collecting, confirming updates, and disseminating Board Member Notebooks.

2.4 The Vice President shall be responsible for Public Relations.

2.5 The Vice President shall perform such other duties as may be assigned by the President.

Section 3. President-Elect

3.1 The President-Elect shall serve as the Program Chair.

3.2 The President-Elect shall assume other responsibilities as assigned by the President.

3.3 The President-Elect shall convey all records and correspondence to the Executive Board at the completion of his term of office.

3.4 The President-Elect shall assume the office of President should a vacancy occur at any time during the currently elected President's term.

Section 4. Secretary

4.1 The Secretary shall record the minutes of all meetings of the Association and the Executive Board.

4.2 The Secretary shall conduct such correspondence as the Association and the Executive Board shall direct.

4.3 The Secretary shall perform such related duties as delegated by the President.

4.4 The Secretary shall convey all permanent records to the Executive Board at the completion of his term of office.

Section 5. Treasurer

5.1 The Treasurer shall receive and disburse any monies deposited in the name of OCAEM.

5.2 The Treasurer shall keep an accurate record of all receipts and expenditures that will be available for annual audit or upon request of the Executive Board.

5.3 The Treasurer shall keep an accurate account of all memberships *and* will send the data to the Membership Chair in a timely manner.

5.4 The Treasurer shall present a report to the Executive Board and to regular

meetings of the membership.

5.5 The Treasurer shall convey all permanent records to the Executive Board at the completion of his term of office.

5.6 The Treasurer shall prepare a proposed budget with the assistance of the elected officers.

5.7 The proposed budget shall be presented for adoption to the Executive Board at the Board meeting prior to the first regular meeting of the Association.

ARTICLE IV - EXECUTIVE BOARD

Section 1. All members of the Executive Board shall be members of OCAEM.

Section 2. The President of the Association shall serve as Chair of the Executive Board and shall have no vote except in the case of a tie.

Section 3. The Executive Board shall transact necessary business in the intervals between Association meetings and such other business as may be-needed by the Association.

Section 4. The Executive Board shall meet prior to each regularly scheduled meeting *or activity*.

Section 5. The President shall have the authority to call a special meeting of the Executive Board when deemed necessary.

Section 6. Any member of the Executive Board who is unable to fulfill the responsibilities of his office will notify the Executive Board.

Section 7. Area Co-Chair

7.1 There shall be one or two members from each Learning Community to serve as Area Co-Chairs. Preferably one shall be from an elementary school, the other from a middle or high school. These Area Co-Chairpersons shall be appointed by the President.

7.2 The Area Co-Chairs shall arrange and preside at area meetings during the year.

7.3 The Area Co-Chairs shall cooperate with the Membership Chair in promoting memberships in professional organizations.

7.4 The Area Co-Chairs shall prepare a report of activities for presentation at Executive Board meetings.

7.5 The Area Co-Chairs shall submit news items to the Newsletter Editor.

7.6 The Area Co-Chairs shall act as the President's contacts when requested.

7.7 The Area Co-Chairs shall convey all permanent records to the Executive Board at the completion of their terms of office.

ARTICLE V - ELECTION OF OFFICERS

Section 1. Officers shall be elected in March of each year.

Section 2. The Nominations Committee shall prepare a ballot listing one candidate for each office and a space for write-in votes for each office. The offices to be voted upon shall be President-Elect, Secretary and Treasurer.

Section 3. The ballots shall be distributed and returned through the courier or the U.S. mail ,when necessary.

Section 4. The Chair of the Nominations Committee shall report the results of the election to the Executive Board and to the membership.

ARTICLE VI - COMMITTEES

Section 1. The following Standing Committees shall be appointed by the President with approval of the Executive Board in accordance with the By-Laws:

- (1) Program
- (2) Membership
- (3) Nominations
- (4) Hospitality
- (5) Newsletter
- (6) Auditing
- (7) Intellectual Freedom
- (8) CTA Liaison
- (9) Legislative
- (10) Outstanding Library Media Awards
- (11) Distinguished Administrator's Award

Section 2. Special committees for a specific purpose may be appointed by the President with the approval of the Executive Board, and shall cease to exist when their work is completed and a final report submitted.

Section 3. The Chairman of each appointed committee shall keep a record of the committee's meetings, and shall submit written reports on activities to the President and Secretary. These reports shall become a part of the Association's records.

Section 4. The President shall be an ex-officio member of all committees except that of the Nominations Committee.

Section 5. Program Committee

5.1 The Program Committee shall be appointed by the President. The President-Elect of the Association shall be Chair of the committee.

5.2 The duties of the Program Committee shall be :

- a) to plan and execute programs that will aid in furthering the goals and objectives of the Association.
- b) to present program plans for the year to the membership at the first regular meeting.
- c) to provide evaluation forms for all activities, collect and summarize the results to determine the strengths and weaknesses of each activity, and to file the results of the evaluations in the appropriate board members notebook.

Section 6. Membership Committee

- 6.1 The Membership Committee shall be appointed by the President.
- 6.2 The duties of this committee shall be:
 - a) to conduct an annual membership campaign.
 - b) to cooperate with the Committee on Membership of FAME to solicit members for state and national organizations.
 - c) to provide mailing labels.
 - d) to generate and distribute a comprehensive list of schools and media personnel indicating OCAEM members.

Section 7 8. Nominations Committee

- 7.1 The Nominations Committee shall consist of -three members. One member shall be elected by the membership at the first regular meeting in the fall.
One member shall be elected from the Executive Board at the board meeting prior to the first regular meeting. The President shall appoint the Chair.
- 7.2 The Nominations Committee shall select one nominee for each office to be filled. All officers shall have been active participating members of OCAEM for a period of two years.
- 7.3 All nominees shall be contacted before the ballot is printed and asked to indicate a willingness to serve.
- 7.4 The formal ballot shall contain the committee's choice of one candidate for each office plus a space for write-in votes for each office.
- 7.5 The committee shall prepare and distribute the ballots to the membership in March. Ballots shall be returned to the Chair of the Nominations Committee by the end of March.
- 7.6 The Chairman shall report the results of the election to the Executive Board and to the membership.

Section 8. Hospitality Committee

- 8.1 The Hospitality Committee shall be appointed by the President.
- 8.2 The duties of this committee shall be:

- a) to provide name tags at each meeting and to act as hostesses to create a warm and friendly atmosphere at the meetings.
- b) to send cards, gifts and expressions of sympathy when necessary.
- c) to plan and host social functions for the organization.

Section 9. Newsletter Committee

9.1 The Newsletter Committee shall be appointed by the President.

9.2 The duties of this committee shall be:

- a) to solicit information and articles.
- b) to prepare a quarterly newsletter.
- c) to distribute newsletters to the membership and administrators.

Section 10. Auditing Committee

10.1 The Auditing Committee shall be appointed by the President.

10.2 The duties of this committee shall be:

- a) to audit the Treasurer's accounts after the last general meeting.
- b) to complete the audit by August 1.
- c) to present the audit to the Executive Board.

Section 11. Intellectual Freedom

11.1 The Intellectual Freedom Committee shall be appointed by the President.

11.2 The duties of this committee shall be:

- a) to work with FAME in promoting FAME's Intellectual Freedom Award for recognition of an individual who has actively promoted intellectual freedom in Florida.
- b) to work with SIRS/FAME state committee to advertise, distribute and select the best essay based on yearly criteria.
- c) to send the selected essay to the state association for judging for the winner of a student scholarship.

Section 12. CTA Liaison

12.1 The CTA Liaison shall be appointed by the President.

12.2 The duties of the CTA Liaison shall be:

- a) to present our concerns and positions to CTA and the bargaining council.
- b) to notify membership of any changes in the negotiated contract that pertain to the media specialists.

Section 13. Legislative Contact

13.1 The Legislative Contact shall be appointed by the President.

13.2 The duties of the Legislative Contact shall be:

- a) to work closely with the state association by distributing news of legislative proposals that pertain to the school, media programs and media specialists.
- b) to enlist the assistance of local media specialists in passage of proposed legislation

Section 14. Outstanding Library Media Awards Committee

14.1 The Outstanding Library Media Awards Committee shall be appointed by the President.

14.2 The duties of this committee shall be:

- (a) to prepare and distribute letters, criteria, and entry forms for the awards.
- (b) to select judges and coordinate the judging process.
- (c) to select and purchase the awards.
- (d) to present the awards.
- (e) to prepare and release publicity about the awards.

Section 15 . Distinguished Administrator's Award Committee

15.1 The Distinguished Administrator's Award Committee shall be appointed by the President.

15.2 The duties of this committee shall be:

- a) to prepare and distribute nomination forms for this award.
- b) to work with the Executive Board to select nominees to include on the ballot.
- c) to distribute and collect the ballots.
- d) to select, purchase and present the award.
- e) to prepare and release publicity about award.

ARTICLE VII - DUES

Section 1. Dues

1.1 The annual dues for professional and associate membership shall be \$20.00.

1.2 The annual dues for classified membership shall be \$10.00
There will be no charge of dues for honorary members.

1.3 Dues are payable no later than October 1st of each school year to get
member name in directory.

1.4 Dues will be prorated per month for newly employed media specialists
entering the system during the current school year.

ARTICLE VIII - CONSTITUTION & BY-LAW AMENDMENTS

Section 1. Proposed amendments to the Constitution and By-Laws may be submitted
to the Executive Board by any member of the association.

Section 2. The Constitution and By-Laws of OCAEM may be amended at any
regularly scheduled meeting of the association by a majority of the members present.

Section 3. A written notice with additions and deletions must be submitted to the
membership two weeks prior to voting on amendments.