THE ORGANIZATION OF SCHOOL ADMINISTRATORS
AND SUPERVISORS
(OSAS)

CONSTITUTION

Revised: April 8, 2019  ===========  Adopted: May 13, 2019
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CONSTITUTION
of the
ORGANIZATION OF SCHOOL ADMINISTRATORS AND SUPERVISORS
(OSAS)

PREAMBLE

The members of this organization by conviction, professional preparation and
experience are committed to the importance of man. This commitment is based upon
certain beliefs that we, in common, hold to be true. First among these is a belief in the
dignity and worth of every individual. We believe, too, that each person is entitled to a
public education that will enable him to realize his maximum human potential. A third
belief is that a rational method exists by which problems that impede the process of
education may be solved.

Article I
NAME

The name of this organization shall be the Organization of School Administrators
and Supervisors (OSAS) of the Public Schools Community District of Detroit,
Michigan.

Article II
PURPOSES

The purpose of the Organization of School Administrators and Supervisors is to
improve education by strengthening the leadership role and raising the status of
school administrators and supervisors in the organization by:

1. Acting as sole collective bargaining agent for administrators and supervisors
   represented by the organization.
2. Reviewing with the superintendent/designee present policies and
   procedures and achieving a voice in the establishment of new policies and
   procedures affecting administrators and supervisors.
3. Representing administrators and supervisors in matters pertaining to salary
   and working conditions and/or contract violations.
4. Improving communications and working relationships with the Board of
   Education, the superintendent, other boards of education, employee groups,
   representative citizens’ groups, the public at large and the individual
   represented by OSAS.
Article III
MEMBERSHIP

Membership shall include Detroit Board of Education Employees as defined by the following categories:

1. Principal, Assistant Principal and Academic Engagement Administrator (AEA)
2. Department Heads/Unit Heads, Staff Coordinators, Deans
3. Central staff personnel*
   *This category includes administrators, supervisors and all other Detroit public school employees not covered in categories one or two who are classified as certified and not certified instructional personnel not represented by another bargaining agent. The executive board on Thursday, September 19, 1968, by unanimous vote moved to delete, “who are classified as certified instructional personnel.”
4. The membership year is to include the period from July 1 through June 30 of the following year.
5. The term “member in good standing” used herein is defined as an individual who has been paying union dues to this organization for a minimum of 90 days.

Article IV
EXECUTIVE BOARD AND OFFICERS

SECTION 1

There shall be a representative body with governing and/or decision-making powers to be known as the Executive Board. Each member of the executive board shall have one vote.

The executive board shall consist of president, vice president, secretary, and treasurer and members elected on a proportional basis from the main categories of the membership as defined in Article III, Membership.

a. The proportional basis shall be one (1) executive board member per 35 members or major fraction thereof for each category; in no case shall a category be represented by less than one executive board member.

b. The determination of the category to which each member is assigned will be based upon the position or classification designated by the Board Education. This designation shall be effective upon receipt of the membership
application and dues and shall remain as the designation until the end of the membership year.

c. The membership chairperson appointed by the executive board, one month prior to the deadline for nominations shall determine and certify the membership in each category for the purpose of information for the nomination committees, through the treasurer, as to the number of executive board members to be elected for the ensuing year.

SECTION 2

Each executive board member and each officer shall serve a three-year term with the privilege of re-election or until a successor is installed. No executive board member or elected officer shall serve more than four consecutive terms in that office, except for those effected by the transition in the length of terms, who may serve five consecutive terms. The term of office for executive board members and elected officers shall be from July 1 to June 30 of the term year.

Any person holding office as President, Vice President or Treasurer may retire from employment in the Detroit Public Schools Community District without affecting membership status and may continue to hold their elective position if they maintain membership in good standing in this organization, including the ability to stand for nomination and re-election provided that all required membership dues are paid and continue to be paid. President, Vice President, Secretary or Treasurer may continue to hold office, if re-elected, on a continual basis. No retired members who did not transition from President, Vice President or Treasurer may seek office. The retired President may pass on to his retired VP if the current Vice President chose not to accept the position of President.

Amendments shall be deemed retroactive where terms of service have been lengthened.

SECTION 3

The officers of the organization shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

SECTION 4

The president, the vice president, the secretary, and the treasurer are elected from the membership at large. The officer presiding at meetings of the executive board shall have a vote on the executive board only in case of a tie.
Article V
NOMINATION PROCEDURES

SECTION 1
The nominating committee shall be composed of one member representing each
category as determined by the president with the approval of the executive board.
The committee performs the duties designated by the executive board.

SECTION 2
Nominations for the offices of president, vice president, secretary, treasurer, and
executive board members shall be made to the nominating committee by the
category committees described below or from the floor at the February, March or
April membership meeting as described in Article V, Section 3.

a. Category committees on nominations shall be appointed by the president.
The committees shall consist of three members of each category. Each
committee shall nominate candidates for vacancies in that category on the
executive board.

b. The category committee shall meet jointly to nominate candidates for each of
the offices of president and vice president, treasurer, secretary.

c. Each nominee must be notified by the nominating committee to file a written
acceptance of the nomination.

SECTION 3
1. Nominations from the floor shall be written nomination and shall meet the
following requirements.

2. Floor nominations for president and vice president, secretary, treasurer shall
have the signature of the nominator and other “members in good standing” to
validate the nomination. (Good standing shall be certified by the membership
chairperson.)

3. Floor nominations for executive board members may be made and validated
only by two (2) members in good standing of the same category. The
signatures of the nominator and two (2) other members in good standing of the
same category shall be required to validate the nomination. (Good standing and
category shall be certified by the membership chairperson.)

4. All floor nominees must submit a signed statement accepting the nomination at
or before the nominating meeting.
SECTION 4

In the event more than two candidates are nominated for any of the above-listed offices, as eligible under Article IV – Executive Board and Officers, Section 1, an election shall be held for the officers and for executive board members not later than the month of April. Any officer candidates who receive 50% plus one (1) vote of the valid ballots cast shall be designated as elected. If none of the candidates for any of the offices receives 50% plus one (1) vote, then the two persons receiving the highest number of votes shall participate in a run-off election to be held not later than the month of May. The person who receives the highest number of votes for an office shall be elected to that office.

The persons who receive the highest number of votes for the vacancies for each category on the executive board shall be elected.

Article VI

ELECTION PROCEDURES

SECTION 1

The election committee supervises all elections as follows:

a. Secret ballots and information about candidates shall be provided through procedures approved by the executive board.

b. Candidates for office shall be notified of the date and place of the counting of ballots. Each candidate, or his representative may be present.

c. The privilege of voting or of holding office is extended only to members in good standing.

d. The nominating committee will procure from the treasurer the membership data needed to establish the proportional ratio by categories. This is to be done one month prior to the deadline for nominations. The permanent election committee will be appointed after nominations. No member of the permanent election committee shall be a candidate for office.

SECTION 2

The candidates for president and vice president, treasurer, secretary, designated as nominees for their respective offices as outlined in Article IV, Section 4, shall be elected by secret ballot not later than the month of May.

a. Election of candidates to the above-listed offices shall coincide with election held for executive board members not later than the month of May.
b. Names of members designated as nominees for the above-listed offices cannot appear as candidates for the executive board at the same election.

c. In the event of an untimely removal of one of the candidates designated as a nominee for a particular office, the candidate receiving the next highest number of votes shall be designated as the nominee for that office.

SECTION 3

Executive board members and elective officers shall be elected by majority vote of the membership at large casting ballots, not later than during the month of May. Each member shall be entitled to vote for the number of candidates as specified in Article IV, Section 1 and 4.

SECTION 4

Officers and executive board members shall be declared elected upon certification by the election committee not later than one week after the election. Installation of new officers and executive board members shall take place at the June executive board meeting after having been declared elected by the election committee.

SECTION 5

1. Vacancies

a. A vacancy in the office of the president shall be filled by the vice president who becomes president until the next regular election.

b. A vacancy in the office of vice president, secretary or treasurer shall be filled by the executive board.

c. A vacancy in the executive board shall be filled by the executive board which shall appoint a replacement of the same category from the current membership list to fill the unexpired term. Executive board members or appointed officers with three or more unexcused absences per school year may be removed by majority vote of the executive board.

SECTION 6

Procedures for all elections shall be approved by the executive board. All candidates for office must have equal opportunity, including one mailing at the candidate’s expense, for presenting campaign information to the membership for election. They may have one additional mailing under the same conditions if it is necessary to have a run-off for any office. In addition, the election committee shall be responsible for receiving and distributing biographical information on such candidates. It shall be the candidate’s responsibility to submit such information to the election committee.
Article VII

DUTIES OF THE EXECUTIVE BOARD

SECTION 1

The executive board shall initiate policy, create committees and delegate duties, authorize expenditures and appropriations, provide and be responsible for an election committee which shall follow recognized democratic practices, recommend dues and application fees, pass upon committee recommendations and otherwise administer affairs of the OSAS subject to the will of the membership. It may also hire such employees and/or services as it deems necessary, including an executive secretary. The duties of such employees shall be clearly defined by the executive board.

The executive board may provide for the bonding of employees or officers.

The executive board will follow the By-laws set forth by a majority of the executive board.

SECTION 2

Members of the executive board shall use the name and/or stationery of the Organization of School Administrators and Supervisors only for authorized business of the organization.

Article VIII

DUTIES OF OFFICERS

SECTION 1

The president shall preside at meetings of the executive board and at general membership meetings. The president shall be responsible for the establishment of all committees and shall be the ex-officio member of such committees. She/he shall take action as directed by the executive board and/or general membership. The president and office manager shall validate checks which require both their signatures.

SECTION 2

The vice president shall perform all the duties of the president in his/her absence and shall perform those delegated to him/her by the president.

The president or the vice president in his/her absence, shall have a vote on the executive board only in the case of a tie.
SECTION 3
The secretary shall keep minutes of the proceedings of the executive board and of general membership meetings and shall keep these on file. Such minutes shall be available to the general membership upon request. She/he will perform other duties directed by the president or the executive board.

SECTION 4
The treasurer shall keep financial records as directed by the president or the executive board. She/he shall maintain a record of the membership by categories.

If the position of treasurer is a full-time position, she/he shall pay all bills authorized by the executive board. She/he shall deposit and account for all funds paid to the organization. The treasurer will take over the duty of the office manager as the second signature on validated checks.

Article IX
COMMITTEES

SECTION 1
The OSAS shall have such standing committees as are necessary to carry on the work.

SECTION 2
Special Ad Hoc committees as established by the executive board as the occasion demands shall consist of as many members as are deemed necessary.

Article X
INSURANCE

SECTION 1
The OSAS may provide insurance service for its members at the discretion of the executive board and may establish from among insured members an insurance committee which shall be responsible for the efficient functioning of this service.
Article XI
MEETINGS

SECTION 1
Meetings of the executive board shall be held at least monthly through the school year.

SECTION 2
There shall be at least three general membership meetings per school year. General membership meetings, other than emergency meetings, shall be preceded by at least two weeks notice to the membership.

SECTION 3
Emergency meetings of the executive board or of the general membership may be called by the president or by the executive board. Emergency meetings of either group may be called by 10% of the membership of any category represented by the OSAS by written requests to be made to the president at least one month before the date of such meetings.

Article XII
DUES

SECTION 1
The executive board will determine the financial needs of the organization and decide on the annual membership dues.

Article XII
AMENDMENTS

SECTION 1
An amendment to this constitution may be introduced at any regular meeting of the executive board to be acted upon at a subsequent regular meeting, but not later than two subsequent regular meetings. A copy of the proposed amendment together with the recommendations of the executive board shall be sent to each member of the organization at least three weeks prior to the date of the meeting at which it is to be voted upon. Two-thirds (2/3) of members in good standing voting at a general membership meeting is required to adopt the proposed amendment.
SECTION 2
By-laws are a stand-alone document that governs the Executive Board. The By-laws are subject to changes which are made by a majority vote of the Executive Board.

Article XIV
QUORUM

SECTION 1
A quorum for all general membership meetings shall consist of those present.

SECTION 2
A quorum for meetings of the executive board shall consist of a simple majority of the members.

SECTION 3
A quorum for committee meetings shall consist of a simple majority of the members.

Article XV
GOOD AND WELFARE

SECTION 1
A Sergeant-at-Arms shall be appointed by the presiding officer of the general meeting. His duty shall be to assist in the orderly conduct of the meetings.

SECTION 2
Membership lists and other such classified materials shall be used only as permitted by the executive board.

SECTION 3
There shall be kept on file, accessible to members, all minutes, committee reports, legal papers, election procedures and copies of the constitution at a place designated by the executive board.

SECTION 4
The presentation of the agenda shall be the first order of business at each regular business meeting.
Article XVI
RULES OF ORDER

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in this constitution.