

Constitution

Revised November 2013



State of Ohio Training Association



ARTICLE I – NAME

The name of this organization shall be the State of Ohio Training Association (SOTA).

ARTICLE II - MISSION

Our mission is to provide professional development opportunities and resources to training professionals who coordinate, conduct, influence, and/or are involved with training and organizational development activities.

ARTICLE III – OBJECTIVES

- The objectives of SOTA are to
- Create partnership and benchmarking opportunities for training events
- Provide a forum for exchange of ideas relevant to training
- Offer professional development to our members
- Market our organization
- Encourage members to utilize different resources (e.g., training technologies, training facilities) to provide effective training programs
- Continually re-define and increase the value of membership in SOTA

ARTICLE IV – MEMBERSHIP

Section A

Any person desiring membership shall provide contact information and shall be a person actively engaged in or closely allied to training and development of individuals in the public or private sector. Members may be called upon to train or assist with Association events.

Section B

Benefits of Membership include

- Conference attendance
- Networking opportunities
- Professional development opportunities
- Member support/mentoring
- Web site support/access
- Access to national training, education and development specialists

ARTICLE V – DUTIES OF THE EXECUTIVE BOARD

Section A

The SOTA Executive Board is comprised of a President, President-Elect, Immediate Past-President, Secretary, Treasurer, and no fewer than four elected Adjunct Board Members. In order to hold the positions of President-Elect, or Secretary, or Treasurer, one must have previously served as a SOTA Officer or Adjunct Board Member.



The SOTA Board is empowered to combine or separate the roles of the Secretary and Treasurer to best serve the needs of the SOTA membership without presenting such measure to the membership for a full vote.

Section B

The duties of the Executive Board are to

- Determine the policies of SOTA within the limits prescribed by this constitution
- Advise the President in the conduct of office
- Make provisions for the auditing of SOTA records as deemed appropriate
- Gather resources to further the mission of the SOTA
- Promote training and development through contacts within the public and private sectors
- Executive Board members can be removed by a three-quarters vote of the Executive Board
- Less than 50 percent attendance at Executive Board meetings.
- Less than 50 percent attendance at general meetings of the association.
- Failure to faithfully and accurately perform the duties of their office.

Section C

It shall be the duty of the President to preside at SOTA events, to preside at meetings of the Executive Board, to appoint special committees, to represent SOTA at other meetings and to take any other action necessary to respond to the needs of the membership. The President shall be an ex-officio member of all committees.

Section D

It shall be the duty of the President-Elect to assist the President, to preside at all meetings in the absence of the President, to carry out those duties delegated to him/her by the President, and to prepare to accept the responsibilities of the Presidency for the upcoming year. The President-Elect may supervise, along with the President, the work of the Adjunct Board Members. The President-Elect may supervise the functions of all special committees.

Section E

The Immediate Past-President shall serve as an ex-officio, non-voting member of the Executive Board. The Immediate Past-President will be able to vote to break a tie.

Section F

The Secretary is responsible for the recording of the minutes of Executive Board meetings. The Secretary will maintain SOTA files and handle correspondence. There is no term limit placed on the position of Secretary.



Section G

The Treasurer must be a member who has previously served on the Executive Board and shall be appointed by the President for a two-year term. There is no term limit placed on the position of Treasurer.

The Treasurer shall be responsible for the fiscal records of the organization. The Treasurer shall maintain an accounting of SOTA funds,, oversee event registrations, ensure payment of invoices, deposit revenue(s) and balance checking account. Any expenditure above \$500.00 must have prior approval by the Executive Board. The Treasurer shall compile and present a quarterly fiscal report to the Executive Board.

Section H

Each elected Adjunct Board Member shall serve a two-year term and mentor their replacement. Adjunct Board Members will be responsible for regular attendance at Executive Board meetings and all SOTA sponsored events. Adjunct Board Members will be responsible for promoting SOTA events within their respective organizations and promoting training on a statewide basis.

Section I

In the event that the President is unable to fulfill the duties of the office, the President-Elect shall become President for the remainder of that term of office. The President-Elect shall automatically succeed the President. Should the Secretary or Treasurer position become vacant, it will be appointed by the President utilizing the criteria outlined in Article 5, Section F or G. Should any other Executive Board position become vacant, the Executive Board shall appoint a SOTA member to fill the position except for the positions of President or Secretary/Treasurer.

Section J

No individual shall serve on the Executive Board in the same position for more than two consecutive terms of office except in the position of Secretary or Treasurer.

Section K

The Executive Board shall meet at least on a quarterly basis.

Fifty one percent of the Executive Board shall constitute a quorum.

ARTICLE VI - SOTA EVENTS

Section A

SOTA events shall be held at least two times annually.



Section B

The time and place of SOTA events shall be determined by the members of the Executive Board.

ARTICLE VII - ELECTIONS

Section A

A Nominating Committee consisting of the Immediate Past-President, at least two SOTA members, and chaired by the President-Elect will be formed by February 1st. Nominating committee members are not eligible for nomination to the slate.

Section B

The Nominating Committee members will solicit nominees for Executive Board positions at least 45 days prior to June 1st. The election will take place electronically. The election results will be announced at SOTA event or by June 1st.

ARTICLE VIII – AMENDMENTS

This constitution may be amended or repealed by

- Approval of the Executive Board by a two-thirds vote of those present, and
- Approval of a simple majority of those SOTA members who voted.