

DISCOVER NEW HORIZONS

Newsletter of the Western Ohio Education Association-Retired

Volume 34

Member Information Issue

Founded September 1989

WOEA-R was founded by members who felt that retirees would benefit from getting together to socialize, meet new people and remain aware of events happening in public education after retiring from the job, but not the profession!

-CONTACTS-

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Future meetings and programs will be advertised in this newsletter.

Time/Date may need to be adjusted due to unforeseen circumstances.

Check website for changes.

woea-r.ohea.us

Special Edition

It is important within any organization, that members are familiar with the documents by which that organization functions. The underlying values and procedures should be understood by all active members. This information provides guidance for future planning. This is especially important when there is a change in leadership. This special edition of the *Discover New Horizons* highlights the proposed Guidelines and Job Descriptions of the WOE-R.

Please take some time to read over the next several pages. These documents reflect the philosophy, values, procedures and important responsibilities by which WOE-R serves its members.

If any dues-paying members have questions about these documents, please attend any of our scheduled monthly events. There is always a business meeting, afterwards. Any questions or concerns can be addressed during this time.

Future scheduled events are listed below. Bring any questions to be considered during the business portion of that meeting.

Thank you for your attention and consideration.

See you next month!

-REMINDERS-

(registration information and details in Sept/Oct edition)

Event: Library for Africa: Presenter Veleta Jenkins

Date: October 18, 2023

Location: Trotwood Library Community Room 855 E. Main St. Trotwood,

RSVP: October 13, 2023 to Jane Rahn **CALL: 937-554-5602**

Event: Urban Educator and author Michael Unger.

Date: Nov. 15, 2023

Location: Shen's Szechuan & Suchi

RSVP: Nov. 10, 2023 to Jane Rahn

Event: Yamika Leeper-Stephens with Movements

Date: Dec. 13, 2023 (N.B. this date is the 2nd Wednesday due to holidays)

Location: Huber Heights Library Community Room

GUIDELINES

Adopted: October 20, 1994
Amended October 1995
Amended May 2001
Amended June 2007
Amended November 2012
Amended, August, 2023

Affiliated with OEA-R May 1995

- I. **The WESTERN OHIO EDUCATION ASSOCIATION - RETIRED [WOEA-R]** shall be fully affiliated with the WESTERN OHIO EDUCATION ASSOCIATION, the DIVISION OF RETIRED EDUCATORS of the OHIO EDUCATION ASSOCIATION [OEA-R] and THE NATIONAL EDUCATION ASSOCIATION RETIRED [NEA-R] AND WITH the OHIO EDUCATION ASSOCIATION and THE NATIONAL EDUCATION ASSOCIATION.
- II. **The MISSION of WESTERN OHIO EDUCATION ASSOCIATION – RETIRED.** [WOEA-R] is to support continued leadership and the maintenance of professional skills and to enhance the unique potential of each participating member.
- III. **The PURPOSE** of this organization shall be to maintain professional contact with the education community of Public Schools and the PROFESSIONAL ASSOCIATIONS, specifically the WESTERN OHIO EDUCATION ASSOCIATION, through utilization of the expertise and knowledge of retired educators.
 - A. This organization [WOEA-R] shall support legislation and benefits for retired education employees.
 - B. The members of WOE-R shall cooperate with WOE-R in educational endeavors and in association functions.
- IV. **The ORGANIZATIONAL YEAR** shall coincide with the OEA-R year.
- V. **The OFFICERS** of this organization shall be elected annually in May and shall be members.
 - A. The officers shall be:
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Immediate Past-Chairperson
 - B. The Vice-Chairperson shall assume the office of Chairperson for the remainder of the term in the case of a vacancy in the office of Chairperson.
 - C. **ANNUAL OFFICER NOMINATIONS AND ELECTIONS:**
 1. Nominations shall be made at the March meeting.
 2. All elections shall be in conformance with the OEA Elections Manual.
 3. Nominations may be made at the May meeting.
 4. Printed ballots shall be available at the May meeting with a nominee's name and blank spaces for write-in.
 5. Voting will occur by secret ballot by members present.
 6. The Election Committee will conduct the election, count the ballots, and announce the results. Ballots will be retained for one year by the secretary.

3 D. VACANCIES: An election shall be held to fill the vacant office after:

- 4
- 5 1. A notice of the vacancy is published in the newsletter with a deadline for
- 6 nominations and letters of intent.
- 7 2. Notice of the method and date of elections is published in the newsletter.
- 8

9

0 **VI. MEMBERS**

- 1 A. There shall be three (3) classes of membership, Annual, Life, and Pre-Retired.
- 2 B. Members shall be retired employees of public education institutions who have held membership in OEA
- 3 for at least one year during his/her career and who qualify for OEA membership at the time of
- 4 retirement.
- 5 1. Members shall be affiliated with the United Education Profession Retired (UEP-R).
- 6 2. Life members of WOE-R previous to September 1, 1994, shall be considered members
- 7 3. Life Members have paid dues for life and have all the privileges of membership..
- 8 4. Disability retirement shall be considered membership status for WOE-R.
- 9 5. Pre-Retired members are active education employees who have paid life dues to become members
- 0 upon retirement.
- 1 a) They are eligible only to receive all notices (newsletters) and may attend meetings.
- 2 b) No Pre-Retired member may vote.
- 3 6. Annual members pay yearly.
- 4
- 5

6 **VII. DUES**

- 7 A. All members shall pay dues.
- 8
- 9 1. Annual dues shall be \$10 for WOE-R. Annual members pay yearly.
- 0 2. The gift of Membership shall be given UPON REQUEST for the first year of retirement by the
- 1 WESTERN OHIO EDUCATION ASSOCIATION-RETIRED.
- 2 3. Life membership dues are \$100.00 for WOE-R (or 10 times the annual dues)
- 3 a) There will be no retroactive increment in Life dues.
- 4 b) There shall be three(3) accounts: savings, money market, and checking.
- 5 i. No funds from WOE-R shall be invested outside of a regular credit
- 6 union or state or national bank.
- 7 ii. Signatures on these LIFE DUES investment accounts shall include both
- 8 Chairperson or Chairperson designee and Treasurer.
- 9 iii. The WOE-R Executive Committee shall act as an advisor to the
- 0 Treasurer when changes in the arrangements of our membership funds
- 1 are necessary.
- 2 iv. Any changes proposed as a permanent arrangement(s) shall be voted on
- 3 by the membership at a regular meeting after Guidelines amendment
- 4 procedures have been followed.
- 5 v. Maintain the Foundation Scholarship Fund.
- 6
- 7
- 8

9 **VIII. NEWSLETTER**

- 0 A. The Newsletter shall be included as part of membership dues.
- 1
- 2 B. The Newsletter shall be emailed to all members. Those members who do not have an email will receive
- 3 a postage paper copy.
- 4
- 5 C. The mailing list shall include all members, OEA officers, OEA - R officers, OEA-R Advisory Council, staff
- 6 liaisons, The OEA Executive Committee member representing Retirees, the WOEa President, the NEA - R
- 7 President, NEA - R Publications Editor, and NEA - R Liaison.
- 8

9 **IX. MEETINGS**

- 0 A. Shall be held the third Wednesday in September, October, November, December, March, April, May,
- 1 and June.
- 2 B. Meetings shall be adjusted if due to a holiday conflict.
- 3 C. The OEA-R State-Wide Fall Conference and OEA-R Spring Conference meetings will be announced at
- 4 WOEa-R meetings and/or published in the newsletter. All members shall be encouraged to attend.
- 5

6 **X. COMMITTEES**

- 7 A. The Standing Committees shall be, Community Outreach, Legislative, Mailing, Membership,
- 8 Newsletter Editor, Nominations/Elections, Public Relations, Sunshine, and Web Master.
- 9
- 0 B. The WOEa-R Chairperson shall appoint the Chairpersons of each Standing Committee with approval of
- 1 the Executive Committee prior to the September meeting. The approval vote may be via zoom or email
- 2 if not in person.
- 3
- 4 C Other committees may be established by a vote of the majority of members present at any meeting.
- 5 Each such committee shall be constituted of at least three members and shall serve for a purpose and
- 6 period specified at the time the committee is established. The WOEa-R Chairperson shall appoint the
- 7 Chairperson of any such committee.
- 8
- 9 D The Executive Committee shall consist of the four annually elected officers, the most immediate past-
- 0 chairperson, the OEA-R Advisory Council representative from WOEa-R, and the Chairperson(s) of
- 1 standing committees. The Executive Committee shall meet at the call of the Chairperson to take care of
- 2 necessary business between regular meetings of WOEa-R.
- 3

4 **XI. REPRESENTATION**

- 5 A The WOEa-R Chairperson or designee shall attend all WOEa Executive Committee meetings
- 6 and shall represent WOEa - R in all local president functions.
- 7
- 8 B The WOEa - R Chairperson shall be responsible for forwarding to the OEA - R Chairperson any
- 9 recommendations for WOEa - R members to serve on OEA Committees and Commissions.
- 0
- 1 C. This organization shall select and recommend to the WOEa president those WOEa-R
- 2 representatives to participate on all WOEa Committees in accordance with the WOEa
- 3 Constitution.
- 4

- 5
6 D This organization shall elect delegates to the WOEa Representative Assembly on a one vote
7 by one member basis in accordance with the WOEa Constitution and By-Laws.
8

9 **XII. DELEGATES to WOEa**

- 0 A. WOEa Representative Assembly Delegate(s) shall be elected by secret ballot at the September meeting
1 by those Members in attendance.
2
3 B. Notice of the delegate elections shall be published in the first newsletter of the year.
4
5 C. WOEa-R Chairperson is an automatic delegate to WOEa Representative Assembly by virtue of office.
6
7 D. One delegate per 165 members or major fraction thereof and one alternate per 165 members or major
8 fraction thereof.
9
0 E. WOEa-R members wishing to become OEA Representative Assembly delegates must
1 make application through OEA. WOEa-R members wishing to become NEA-R delegates
2 to the NEA Representative Assembly and NEA-R Annual Meeting, must make application
3 through OEA. *NOTE: A member of OEA-R and NEA-R may attend any Representative*
4 *Assembly or Annual Meeting as a guest.*
5

6 **XIII. AMENDMENTS:**

- 7
8 A. Proposed amendments may be presented by the Executive Committee or by a
9 motion passed by the members at a regular meeting.
0
1 B. Proposals shall be presented in the Newsletter notifying members of the meeting
2 at which proposed amendments will be discussed.
3
4 C. Proposed amendments shall be voted on no sooner than at the first meeting
5 following the meeting at which they were discussed.
6
7 D. Amendments receiving a favorable two-thirds majority vote of those present and
8 voting shall become effective immediately (or at the date specified in the
9 amendment proposal).
0

1
2 **XIV. PARLIAMENTARY AUTHORITY**

3 Roberts Rules of Order Newly Revised shall be the authority on parliamentary procedure at any meeting
4 of WOEa - R except as provided in this document.

WOEA-R Job Descriptions

Revised August, 2023

I. Officers

A. Chairperson shall:

1. Preside at all meetings
2. Prepare an agenda
3. Serve as an ex-officio member of all committees
4. Appoint committee Chairpersons
5. Prepare a special report for the WOE-R Representative Assembly
6. Confer with the WOE-R president on issues affecting WOE-R members
7. Attend and submit a report to WOE-R Board of Directors meetings
8. Represent or send a designee to WOE-R sponsored functions
9. Shall be responsible for communications with OEA-R and NEA-R from the OEA-R Advisory Council representative.
10. Communicate with the membership prior to and after a regular meeting, and as needed.
11. Submit a written report to newsletter chairperson for publishing with publication.

B. Vice-Chairperson shall:

1. Assume the office of Chairperson for the remainder of the term in case of vacancy in the office of Chairperson.
2. Preside over meeting in the absence of the Chairperson.
3. Survey members for program planning.
 - a. During the year, accept suggestions for programs for the annual survey to be published in September.
 - b. Submit survey to the Chairperson and newline editor prior to the August submission date for publication deadline.
 - c. Tabulate and report survey results.
4. Plan programs for regular meetings.
5. Submit written program schedule to Chairperson prior to newsletter deadline submission date.
6. Handle member RSVP's and meeting arrangements.
7. Submit list of attendees/RSVP's for each event to the Chairperson prior to the event.
8. Send thank-you note(s) on behalf of WOE-R to presenters and meeting host.

C. Secretary shall:

1. Keep a record of the proceedings of WOE-R and present them for approval at the next scheduled meeting.
2. In regard to organizational votes, when the Chairperson or their designee, act in behalf of the membership, the secretary will keep a copy of the voted ballot and all pertinent information shall be made and kept by the WOE-R Secretary with the minutes of the Executive Committee for one year.
3. Shall archive minutes, newsletter, and any special documents created for WOE-R events or projects
4. Work with membership committee to maintain an accurate membership/mailling list.
5. Communicate with membership via email providing meeting notices one week prior to the meeting.
6. Send the minutes of each meeting to the WOE-R Executive Committee within one week after a meeting.

D. Treasurer shall:

1. Be responsible for receiving all monies.
2. All funds should be deposited within two weeks of receipt.
3. Keep a record of all receipts and expenditures.

4. Pay bills prior to due date.
5. Reimburse members for expenditures made at the direction of WOE-R when the proper voucher and receipts are submitted.
6. Purchase postage for WOE-R mailings.
7. Work with the Membership Chairperson to maintain up to date membership records.
8. Be listed on the bank accounts along with chairperson or designee.
9. Submit a written monthly report to the Executive Committee.
10. Keep separate notation on the monies that are in The Scholarship Foundation Fund.

E. Immediate Past-Chairperson shall:

1. Serve as Chairperson of the ad hoc committee for revision(s) of WOE-R governing documents.
2. At the request of the Chairperson or Vice-Chairperson, shall preside at membership meetings.
3. Serve as historian of WOE-R

II. OEA-R Advisory Council Representative shall:

- A. Attend OEA-R Advisory council meetings
- B. Submit written reports from WOE-R to the OEA-R Advisory Council
- C. Submit written reports from OEA-R Advisory Council to WOE-R
- D. Fulfill responsibilities of assigned OEA-R committee(s)
- E. Serve as an ex-officio delegate to the OEA and WOE Representative Assembly
- F. Convey OEA-R news to the WOE-R Chairperson and general membership
- G. Be an ex-officio member of the WOE-R Executive Committee.
- H. Communicate and share updates with the WOE-R membership chair(s) when updates of OEA-R members and potential retired members of the WOE District are received.
- I. Submit written report to the newsletter Chairperson for publication.

III. Standing Committees

Standing Committee Chairperson's reports shall be in written form (email) and submitted to the Executive Committee prior to the meeting. The reports shall be part of the minutes.

Shall be, but not limited to:

A. Community Outreach Chairperson(s) shall:

1. Inform members of opportunities to serve the public through WOE-R special projects.
2. Confer with WOE-R Chairperson, web master, and newsletter editor to inform and publicize outreach activities.

a. Community Outreach Sub-committees

- i. Artemis – Liaison with organization - accept school supplies, money and phones
- ii. Reading Wellness
 - a) Organize contact person and contact a hospital in each county
 - b) Collect new and gently used children's books
 - c) Label will be placed in each book
 - d) Distribute books to county hospitals twice yearly

B. Legislative Chairperson shall:

1. Review OEA communications (all which are available to members) and confer with WOE-R Chairperson in order to keep members informed regarding screening, endorsements, and issues which effect Ohio's Public Retirement Systems, and public education.
2. Participate in WOE-R's Members Rights and Responsibilities Core Function Committee activities and meeting.
3. Conduct contribution drives for the OEA FUND(FCPE)

C. Mailing Chairperson shall:

1. Secure the location for the WOE-R mailings.
2. Must coordinate with Membership Chairperson, WOE-R Office Manager, Treasurer, and Newsletter Editor to assure accuracy of mailing information and secure labels for mailings.
3. Be responsible for preparations of all materials necessary to mail newsletter and other mailings.
4. Notify volunteers in a timely manner prior to assembling of materials and mailing date.
5. Be responsible for mailing the documents on the same day they are assembled or by the deadline established for mailing.

D. Membership Chairperson shall:

1. Keep a record of all members: life, annual, pre-retired, social (grandfathered), and deceased. Annual members are those for whom we have received a membership form and a record of the years for which they have paid.
2. Be responsible to send updated contact information to the person(s) responsible for maintaining mailing lists.
3. Keep record of membership expiration dates, and contact members regarding their status prior to membership expiration.
4. Submit copies of forms and funds to treasurer.
5. Maintain the history of membership by updating the record without deleting past or deceased members.
6. Mail letters to Local Association presidents by May 1 to request retirees from that local.
7. Be responsible for up-dating the membership form.
8. Communicate with the OEA-R Advisory Council representative to receive updated membership information from OEA-R

E. Newsletter Chairperson shall:

1. Confer with Chairperson, committee Chairpersons, and mailing Chairperson to establish publication content and deadline dates.
2. The newsletter will be published four times annually.

F. Nominations/Elections Chairperson shall:

1. Call for candidates for WOE-R office prior to the March meeting and notify newsletter editor of candidates for publication.
2. Prepare ballots in contested races and work with newsletter editor to include the ballot in the May/June newsletter.

3. Establish a committee of at least three members (including themselves) to count ballots in contested races.
4. Notify WOE-R officers, newsletter editor, and all candidates in contested races of the election outcome at the May meeting.

G. Public Relations Chairperson shall:

1. Prepare press releases and other appropriate forms of communication with the media on behalf of WOE-R at the direction of WOE-R executive committee.

H. Sunshine Chairperson shall:

1. Inform members of the status of members in need or distress.
2. Communicate support to member through whatever means is appropriate.
3. Any financial expenditure for sunshine efforts must be approved by Chairperson and Treasurer. Receipts must be presented to Treasurer for reimbursement.
4. Maintain records for an annual report of sunshine activities.

I. Webmaster shall:

1. Train with OEA consultant to update and maintain the WOE-R website.
2. Review OEA communications and confer with WOE-R Chairperson in order to keep members informed of NEA-R, OEA-R, and WOE-R activities and issues.
3. Shall confer with newsletter editor and secretary to make meeting minutes and newsletters available online.