



**OHIO COUNCIL OF AIR CONDITIONING AND REFRIGERATION EDUCATOR**

**ARTICLE I**                    **CONSTITUTION AND BY-LAWS**

- A.     **NAME**  
The name of the organization shall be “Ohio Council of Air Conditioning & Refrigeration Educators” also known as O.C.A.R.E
  
- B.     **ORGANIZATION**  
The corporation shall be a non-profit corporation organized under the laws of the state of Ohio

**ARTICLE II**

- A.     **PURPOSE**  
The purpose of the organization is to improve the quality of education to meet or exceed established industry standards in the Heating Ventilation, Air Conditioning and Refrigeration (HVAC/R) industry. To provide a network for HVAC/R instructors, students and contractors and to improve the public image of the HVAC/R industry.
  
- B.     **MISSION**  
The mission of the organization is to address the needs of the industry practitioner with technical educational opportunities to acquire and maintain marketable skills and competency necessary to complete successfully in a constantly changing technologically advanced market.
  
- C.     **VISION**  
The organization is dedicated to advancing the education of all industry practitioners by adopting and/or creating standards for all Ohio educational training facilities.
  
- D.     **AFFILIATION**  
The organization shall be nonsectarian and free from any political affiliation. The organization shall be free of any discrimination by race, color, age, creed, religion, sex, ancestry, national origin, social or economic status and marital status.

**ARTICLE III            IDENTIFICATION**

**A.    LOGO**

The organization shall develop, copyright and or register and identification logo to be used by accredited training facilities with the written permission from the national organization Board of Directors.

**ARTICLE IV            MEMBERSHIP**

**A.    MEMBERSHIP**

Membership will be open to individuals representing educational institutions including without limitation, public and private secondary schools, community colleges, universities, and technical schools who are or have been actively engaged in HVAC/R education.

**B.    CLASSIFICATIONS**

The Organization shall be comprised of three (3) membership classes as follows:

1. **Individual**- Certified active member, active member and associate member. An individual member shall be a person involved or who has been involved in the education of practitioners in the HVAC/R industry. These members shall be subdivided into the following subclasses:
  - a. **Certified Active Member**- This individual shall be an educator who has a nationally recognized HVAC/R certification exam(s) that has been accepted by the National Board of Directors as qualifying the members technical expertise within the industry.
  - b. **Active Member**- This individual shall be an educator who is working to pass the nationally recognized HVAC/R certification exam(s) that has been accepted by the National Board of Directors as qualifying the members technical expertise within the industry.
  - c. **Associate Member**- This member shall be an individual who is not working to pass the nationally recognized certification exam that has been accepted by the National Board of Directors as qualifying the members technical expertise within the industry.
2. **Training Facility**- Accredited training facility, active training facility. A training facility shall be a program actively engaged in the HVAC/R industry training. These facilities shall be subdivided into the following subclasses:
  - a. **Accredited Training Facility**- A training facility that has been granted accreditation as prescribed by the National organization Board of Directors.
  - b. **Active Training Facility**- A training facility that is working toward certification as prescribed by the National organization Board of Directors.
3. **Business Trade Association**- Active member and Associate member.

**ARTICLE V**

**OFFICERS**

**A. ELECTION OF OFFICERS**

Officers of OCARE shall consist of a President, four Vice-Presidents, a Secretary and a Treasurer. Each Vice-President will be from a sector of secondary, post-secondary, community college or private sector. The following will apply:

- a. Officers cannot hold office for more than two consecutive terms.
- b. Elections for new officers will be conducted during the bi-annual meeting in October.
- c. Election of new President will be elected from the four Vice-Presidents, Treasurer and Secretary by 2/3 of the voting membership in attendance every two years.
- d. Two of the existing Vice-President officers' office will be extended for one year (one time only). This will assure an incumbent vice-president at all times.
- e. Nominations will be taken from the floor at the aforesaid bi-annual meeting and only those members in attendance shall be eligible to vote. Newly elected officers shall be seated at the next bi-annual meeting. The President shall fill any vacancy which may occur. If the President vacates the office, one of the four vice-presidents, chosen by lot, will fill the vacancy.

**ARTICLE VI**

**COMMITTEES**

**A. COMMITTEES**

There shall be the following standing committees. The Vice-President shall have a seat on each committee:

1. Executive Committee comprised of the aforementioned officers and chair of the standing committees.
2. Skills Standard Committee
3. Professional Development & Planning Committee
4. Equipment and Technical Training Committee
5. Members Committee

Committees shall meet for the first hour of each bi-annual meeting. Committee Chair may call special meeting.

**ARTICLE VII**

**DUTIES OF OFFICERS AND COMMITTEES**

- A. The duties of the Officers shall be those usually pertaining to such officers in like organizations. The duties of the various committees shall be defined by the Board of Trustees in accordance with their title. No expenditures or indebtedness shall be incurred to this Organization by anyone other than the Treasurer or President, and he is not to exceed three hundred dollars (\$300.00) unless authorized by the Board of Trustees. The Treasurer and/or President will be the only authorized signature for all financial transactions. Any financial transaction in excess of five hundred dollars (\$500.00) will require the signature of both.

OCARE shall indemnify any and all of its directors and officers, former directors or officers, employees, agents, or any person who may have served at

its request or by its elections a director or officer of another corporation or association of his heirs, executors and administrators against expenses actually and necessarily incurred by them in connection with the defense or settlement (including attorney's fees, judgments, fines and amounts paid in settlement) of any action suit or proceeding in which they, or any of them, are made parties or party, by reason of being or having been directors for a director, officer, employee or agent of OCARE or such other corporation or association, except in relation to matters as shall be settled by agreement predicated on the instance of such liability. The termination of any action, suit or proceedings by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, or itself, create a presumption that the person engaged in willful misconduct or in any way opposed to the best interests of OCARE. The provisions of this section are severable, and therefore, if any of its provisions shall contravene or be invalidated under laws of the State of Ohio, county, or jurisdiction, and the remaining provisions shall be construed and enforced accordingly. The foregoing right of indemnification shall be in addition to and not exclusive of all other right to which such directors, officers, employee or agent may be entitled.

**ARTICLE VIII**            **MEETINGS**

- A. OCARE shall hold bi-annual official business meetings in October at such a time and place as may be designated by the President in consultation with other officers. All members will be responsible for defraying costs and expenses incurred in attending OCARE meeting.
- B. The President, in consultation with other officers, shall establish an agenda for each meeting, to be distributed to members at least 30 days prior to the meeting date.
- C. All other meeting protocol, including the establishment of a quorum (2.3 of the voting membership) shall be governed by Roberts Rule of Order.

**ARTICLE IX**            **MEMBERSHIP DUES**

- A. Membership Fees will be \$25.00 a year.

**ARTICLE X**            **AMENDMENTS**

- A. These by-laws may be altered, suspended, amended or new by-laws adopted by a vote of 2/3 of the voting membership present at any bi-annual meeting provided due notice of such action be given in the calling of meeting, announcement to be made 30days in advance of meeting.