

CONNECTICUT COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION

An affiliate of the Council for Exceptional Children

CONSTITUTION & BYLAWS

ADOPTED 2/9/88

Article I - Name

Section 1. The name of this organization shall be the Connecticut Council of Administrators of Special Education, Inc. hereafter referred to as CONN-CASE.

Section 2. CONN~CASE shall be recognized as an official division of the Council for Exceptional Children and shall be affiliated with CASE, an international division of the Council for Exceptional Children.

Article II - Purpose

The CONN-CASE is organized to promote professional leadership, to provide opportunity for the study of issues common to its members, and to communicate through discussion and publications, information that will develop improved services for exceptional children.

The purpose(s) of this organization are:

- To promote appropriate educational programs and services for all children;
- To support the role of special education and pupil services administrators as an integral part of education for all children;
- To encourage and strengthen communication between special education and pupil services and general education;
- To encourage research that will improve special education and related services;
- To promote school environments in which special education and pupil services will function and contribute to the education of all children;

- To strengthen administrative leadership in special education and pupil services by:

Developing and promoting standards of professional competence for special education and pupil services personnel;

Promoting and strengthening cooperative relationships among educators of exceptional children;

Promoting and strengthening relationships between special education and pupil services and related community services;

Encouraging the development of policies and procedures at the state and national levels that will promote desirable special education and pupil services practices.

Article III - Membership

Section 1. **ACTIVE MEMBERSHIP** is open to current members of the Council for Exceptional Children (a) who administer, direct, supervise, and/or coordinate a program, school, or classes of special education for exceptional children as a major responsibility, (b) who are former administrators for special education currently employed full-time in another capacity, (c) who are college faculty whose major responsibility is the professional preparation of administrators of special education, (d) who are Connecticut State Department of Education personnel having statewide responsibility in the area of special education or pupil services. Active membership entitles the member to attend all meetings, to vote on all questions presented to the membership, to hold office, and to serve as a committee chair.

Section 2. **ASSOCIATE MEMBERSHIP** is open to any member of the Council for Exceptional Children who is not eligible for active membership and who exercises administrative responsibilities for special education/services.

Section 3. **RETIRED MEMBERSHIP** is available to a person who has retired from his/her full-time professional responsibilities. Retired members are entitled to all privileges of active membership except that of holding office, unless the person has been elected prior to the changing of status from active to retired. A person who has served as president of CONN-CASE will be awarded a retired life membership upon retirement from full-time professional responsibilities.

Section 4. The CONN-CASE membership year will coincide with the CEC membership year.

Section 5. All members of CONN-CASE will hold concurrent membership in the Council for Exceptional Children and the CASE division of the Council for Exceptional Children.

Article IV - Membership Fees

Section 1. The Board of Directors, subject to the approval of the membership at an annual business meeting, will set fees for all membership categories. These fees will remain in effect until such time as the Board of Directors sets a new schedule. Membership fees are payable annually.

Section 2. Active and Associate members will pay the regular rate established for membership. Retired members will pay one-half that rate. A past president of CONN-CASE who is retired from full-time professional responsibilities is eligible for a retired life membership at no cost.

Article V - Officers

Section 1. Conditions of Office

CONN-CASE officers must be members in good standing of CONN-CASE, CASE and CEC at the time of nomination and election and throughout their term of office.

Section 2. Removal from Office

A petition for removal of an officer will be made by at least five (5) members of the Board of Directors and submitted to the President. If the President is the subject of the petition, it should be submitted to the President-Elect. Such a petition will include the problems and concerns and indicate why the person should be removed from office.

The President (or President-Elect), in conjunction with at least two (2) other members of the Board of Directors, will contact the person in question and establish a date to review the petition.

At the meeting a plan will be developed stating the necessary corrective actions the office holder must take. The plan must include a timeline for the corrective actions.

If the corrective action is successful, the petition will be dropped and the person will remain in office.

If the timeline has elapsed without the completion of the necessary corrective action, the President (President-Elect) will present the matter in writing to the Board of Directors. The Board of Directors, with a majority vote, may remove the office holder immediately.

The Board of Directors will present written notice of removal to the office holder in question, who will then have thirty (30) days to submit a written request for appeal.

Upon receipt of the appeal the President (President-Elect) will appoint an Appeal Board composed of five (5) active CONN-CASE members, only two of which may be from the Board of Directors.

The President (President-Elect) will call together the Appeal Board. The organization will cover the expenses of the meeting(s) for any member of the Appeal Board.

The Board of Directors may be present, but may not vote, at the meeting of the Appeal Board. A majority vote is required to overturn the Board of Directors' vote to remove the officer. Absent this vote, action of the Appeal Board will constitute reinstatement of the officer. The Appeal Board will notify the officer of its decision, in writing, within fifteen (15) days of the receipt of the appeal.

Section 3. The officers of CONN-CASE will be as follows: President, President-Elect, Secretary, Treasurer, Governor to CEC/CASE, and immediate Past President.

Section 4. Terms of Office

All elected officers will serve two year terms and will begin their duties with the new fiscal year, July 1. The President, President-Elect and Governor to CEC/CASE will be eligible for re-election to the same post after a lapse of one year. The Secretary and Treasurer may not be elected for more than two (2) successive terms.

Section 5. Vacancies

The President-Elect will assume the office of President in its vacancy. In the case of vacancy in the office of President-Elect or in the event of his/her succession to the presidency, the office of President-Elect will remain vacant until the next annual business meeting. The President, however, with the approval of the Board of Directors, may appoint a temporary replacement to serve the remainder of the term. In the case of a vacancy occurring in the office of Governor to CEC/CASE, Secretary, or Treasurer, the President, with the approval of the Board of Directors, may appoint a temporary replacement to serve the remainder of the terms.

Section 6. Duties of Officers

The PRESIDENT will

Be the chief executive officer of the organization, acting for CONNCASE between meetings when necessary; call and preside at the annual business meeting; call and preside at meetings of the Board of Directors; appoint chairs of committee, with the exception of nominating and elections and professional development; represent the organization in coordinating efforts with other agencies and divisions; lead in general policy making and carry out directions of the membership; make an annual report to CEC and CEC/CASE.

The PRESIDENT-ELECT will

Serve in the place of the President with his/her authority in case of absence or disability of the present; plan and implement programs for membership; chair the professional development committee; accede to the office of President; serve as CONN-CASE divisional representative to the State CEC program planning committee.

The SECRETARY will

Keep a record of all proceedings of the annual business meeting and Board of Directors' meeting; conduct such correspondence as is necessary for the operation of the organization; serve in the place of the President-Elect in case of absence or disability.

The TREASURER will

Make an annual report of the financial status of the organization at the annual business meeting; provide financial reports at meetings of the Board of Directors; prepare and submit an annual budget for approval by the Board of Directors; keep an accurate record of receipts and expenditures; submit tax reports for the organization.

The GOVERNOR TO CEC-CASE will

Represent CONN-CASE at all required meetings called by CEC/CASE; serve as representative to the Special Education Resource Center (SERC) Advisory Board, if requested. In the event that an alternate is needed, the President may attend or appoint a current or past member of the Board of Directors to attend in the Governor's place.

The immediate PAST-PRESIDENT will

Serve as Chair of the Legislative Committee. In the event the immediate Past President cannot serve, the President will appoint the next most recent Past President who agrees to serve.

REGION CHAIRPERSONS will

Coordinate meetings of the membership of the separate regions. Each region will select a chairperson and a representative to the Board of Directors who may be one and the same person.

The REGION REPRESENTATIVES will represent their region members on the Board of Directors; act as a liaison between the Board of Directors and region members; serve as the region reporters for the CONN-CASE newsletter. The Region Representative may be the Region Chairperson.

Article VI - Board of Directors

Section 1. The President, President-Elect, Past President, Secretary, Treasurer, Regional Representatives and chairpersons of standing committees will constitute the Board of Directors.

Section 2. The Chief of the Bureau of Special Education and Pupil Services of the State Department of Education and the President of the Council of Administrators of Private Special Education Facilities (CAPSEF) will be ex-officio members of the Board.

Section 3. Six (6) members of the Board of Directors will constitute a quorum at a meeting of the Board.

Section 4. The Board of Directors will meet once a month with at least ten (10) meetings per year. The President will call the meetings and set the agendas.

Section 5. The Board of Directors will conduct all appropriate executive business, develop policies, advise on and approve the annual budget and assume such other responsibilities as are appropriate. The Board of Directors has the authority to hire and supervise the Executive Director, the Executive Secretary and all other contracted personnel.

Article VII - Contracted Personnel Executive Director, Executive Secretary

Section 1. The Executive Director and the Executive Secretary work as assigned by the Board of Directors. The Board also sets their salaries and provision for reimbursement of expenses.

Section 2. Responsibilities of the Executive Director
Monitor legislative issues affecting membership and representing CONN-CASE when directed by the President and/or Board of Directors.

Fostering public relations through liaison activities with agencies, parent groups, organizations and legislators.

Assisting CONN-CASE officers, Regional Representatives and in the execution of their duties.

Further, more specific responsibilities as defined in a Board-approved job description.

Section 3. Responsibilities of the Executive Secretary

Maintain a current membership list.

Mailing notices of meetings to members.

Preparing, receiving and disseminating correspondence.

Further, more specific responsibilities as defined in a Board-approved job description.

Section 4. Other Contracted Services

The President and Board of Directors may contract additional personnel and/or agencies as are necessary and beneficial to the purposes of the organization.

Article IX - Committees

Section 1. Standing committees will include Membership/ Nominations and Elections, Publications, Legislative, Professional Development and Urban Affairs.

Section 2. Ad hoc committees may be established and their functions assigned at the discretion of the President. Such establishment must clearly indicate the purpose and length of service of the committee.

Section 3. Members. The chairs, subject to the approval of the President will appoint members. The chairs, subject to the approval of the Board of Directors will appoint nominations and elections and professional development committee members. The Membership/ Nominations and Elections, Publications and Legislative Committees will have no less than two (2) members in addition to the chair. The chair and members will serve one (1) year terms. The Membership/Nominations and Elections Committee, during the time of nominations, will have four (4) members in addition to the chair, representing a broad geographical and professional composition.

The chair and members will serve one (1) year terms. Past Presidents must serve two (2) years.

All standing committees reporting at the annual business meeting will first report to the Board of Directors.

Section 4. Duties of the Membership/ Nominations and Elections Committee Procedures Committee. The committee will formulate plans for membership recruitment and growth of the organization. Such plans must be approved by the Board of Directors in cooperation with the Executive Secretary; the Committee will keep records of membership and its activities. The procedures of the Nominations and Elections group of the committee will be- solicit recommendations for nominations from the entire membership prior to March 1 in the year that a vacancy in one of

the officers positions is due to occur.

Section 5. Duties of the Publications Committee. The newsletter editor will be a member of the Publication Committee. The committee will publish a minimum of two (2) newsletters each fiscal year.

Section 6. Duties of the Legislative Committee. The Legislative Committee will develop a legislative agenda under the direction of the Board of Directors. At least once in every two fiscal years the committee will survey the general membership to solicit input for the development of the legislative agenda. The committee will also disseminate information pertinent to National and State legislative programs.

Article X - Amendments

Section 1. This Constitution may be amended by ballot or voice vote and must pass a two-thirds majority of the members voting at a duty-convened meeting, notification of which must be received by all members at least thirty (30) calendar days prior to the date of the meeting.

Section 2. Proposed amendments to the Constitution must be petitioned by ten (10) active members and circulated by mail to the active membership within four (4) months thereafter, subject to a vote at or before the annual business meeting. All amendments must be submitted to the President.

Article XI - Dissolution

In the event of the dissolution of this Organization the Board of Directors will, after payment of all liabilities, dispose of all assets by:

- Forwarding them to CEC headquarters with the request that they be retained in a non-interest bearing account and made available to the organization, or
- Contributing them to the Foundation for Exceptional Children, or
- Contributing them to a national, non-profit organization or activity, the purpose of which is to serve the needs of exceptional young children and infants, children and adolescents.

Under no circumstances will any of the property or assets or the organization during its existence or upon dissolution thereof be distributed to any officer, member, employee, or subsidiary of this organization.

Article XII - Parliamentary Authority

The rules contained in Robert's Parliamentary Law and the latest edition of Robert's Rules of Order, Revised will govern CONN-CASE meetings in all cases in which they are applicable and not inconsistent with the articles of this Constitution and By-Laws.

Revised January 2000

Approved by Vote of Membership March 8th, 2000

Revised November 2003

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