



Missouri Council of Administrators of Special Education Constitution

Article I: Name

Section 1: The name of this organization shall be the Missouri Council of Administrators of Special Education (MO-CASE), a subdivision of the Council of Administrators of Special Education (CASE), a division of the Council for Exceptional Children (CEC).

Article II: Purpose

Section 1: The primary purposes of the organization shall be:

- A. To promote professional leadership among special educators.
- B. To promote the study of issues common to its members.
- C. To communicate information that will assist in the development of improved services for exceptional children in the State of Missouri.
- D. To participate actively in the improvement of special education programs in the State of Missouri.

The Board shall have in effect a strategic plan that is reviewed and revised every two years, or more often as determined necessary by the Board of Directors.

MO-CASE is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Inurement of income: No part of the net earnings of MO-CASE shall inure to the benefit of, or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Legislative or political activities: No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Operational Limitations: Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Dissolution Clause: Upon the dissolution of MO-CASE, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Section 2: Responsibilities of the subdivision shall be:

To function as an official subdivision of the Missouri Federation, Council for Exceptional Children, MO-CASE must meet the following requirements:

1. Maintain unified membership. All of its members must concurrently be members of the Council for Exceptional Children.
2. Abide by all official decisions of the Missouri Federation.
3. Operate under a constitution and bylaws approved by the Missouri Federation Board of Directors and CASE.
4. Inform the Federation Board of Directors of any amendments to the constitution.
5. Conduct, at regular intervals, programs and business meetings.
6. Submit an annual report to the Federation Board of Directors or CASE, based on an operating year of July 1 to June 30.
7. Show in professionally appropriate ways, including on all stationery and publications, that MO-CASE is a Subdivision of the Council for Exceptional Children.
8. No dues shall be collected, though fees such as for registration may be levied by the Board of Directors. However, non-payment of such charges shall not deprive a member of any of the privileges of membership.
9. No conference or other meetings in conflict with the Missouri Federation or its Board of Directors shall be scheduled.

Article III: Membership

Section 1: All Missouri members of CASE constitute the membership of MO-CASE. The members should have or have had the responsibility of administering, directing, supervising and/or coordinating special education programs and services for exceptional children or shall have or have had a major professional responsibility for the education and training of administrators and supervisors of special education. Active membership entitles the member to attend all meetings of MO-CASE, to vote on all questions presented to the membership, to hold office, and to serve as a committee member or chair.

Article IV: Board of Directors

Section 1: The MO-CASE Board of Directors will be comprised of Board Officers, Local Administrators of Special Education (LASE) representatives, one LASE Coordinator and Committee Chairs.

Section 2: Each MO-CASE Board of Directors member has voting privileges and may be appointed to MO-CASE or other committees as appropriate.

Section 3: Terms of MO-CASE Officers and Board members shall follow the organizational year of July 1 to June 30.

Section 4: The MO-CASE Board of Directors shall have general supervision of the affairs of MO-CASE between its business meetings. It shall advise the President, approve committee appointments, approve an annual budget and approve appointments by the President of all officer vacancies. The Board may enter into whatever contractual agreements are needed in order to fulfill MO-CASE purposes and to obtain necessary services.

Section 5: The MO-CASE Board of Directors shall have the authority to appoint the Executive Director of MO-CASE. The procedures for selection and duties of the Executive Director shall be published in the position description and available in print from the MO-CASE office or online at the MO-CASE website. The Executive Director will participate in MO-CASE board and business meetings but shall not vote and will serve as an ex officio member of all standing committees. The Executive Director will represent MO-CASE on behalf of the President and will execute those responsibilities outlined in the position description adopted by the Board. The Executive Director will recommend to the Board the employment of necessary staff for MO-CASE and will annually evaluate the performance of all staff.

Section 6: A member of the Board of Directors may be removed from office when more than two (2) Board meetings are missed in a calendar year and/or the member of the Board of Directors has failed to fulfill the responsibilities of the office.

Article V: Officers

Section 1: Officers of this organization shall be: President, President-Elect, Secretary/Treasurer, Membership/Recruitment Chairperson, Missouri CEC Federation Board Representative, and the immediate Past President.

Section 2: The President, President-Elect and immediate Past President shall serve for a two (2) year term. The Secretary/Treasurer and Membership/Recruitment Chairperson shall serve for a two (2) year term, not to exceed two consecutive terms. The Missouri CEC Federation Board Representative shall be a three (3) year term, not to exceed one (1) term.

Section 3: The President-Elect shall automatically succeed to the office of President and the President to immediate Past President. If succession is to an unexpired term for the office of the President, then he/she shall also serve the ensuing complete term to which he/she was elected.

Section 4: Any vacancy in the above offices with the exception of the Presidency shall be filled by appointment by the President of the Missouri Council of Administrators of Special Education with approval of the Board of Directors.

Article VI: Duties of the Officers

Section 1: President Responsibilities (two year term)

- a. The President shall be the primary representative of the Missouri Council of Administrators of Special Education.
- b. The President shall preside at the business and organizational meetings.
- c. The President shall appoint all committee chairpersons with the approval of the Board of Directors except those responsible for nominations and elections.
- d. The President shall represent the Missouri Council of Administrators of Special Education at the annual business meetings of the Board of Directors of CASE and report proceedings to the membership.
- e. The President shall participate in membership/recruitment activities.
- f. The President or designee shall represent MO-CASE on committees seeking MO-CASE representation.

- g. The President shall select the Personnel Committee, consisting of three members from the membership to recommend the selection and evaluation of the executive Director of MO-CASE.
- h. The President shall establish an executive committee to serve as an advisory committee to provide input regarding business decisions that must be made during the course of daily business conducted by the MO-CASE. This committee shall consist of the President-Elect, Past-President, Secretary/Treasurer and others as determined necessary by the President.

Section 2: President-Elect Responsibilities (two year term)

- a. The President-Elect shall be responsible for:
 - 1. facilitating the development and revisions of the Strategic Plan; and,
 - 2. monitoring the implementation of the Plan;
- b. The President-Elect shall serve on the Professional Development Committee.
- c. The President-Elect shall preside at Board and Business meetings in the President's absence.
- d. The President-Elect shall participate in membership/recruitment activities.
- e. The President-Elect and the Secretary/Treasurer shall be responsible to bring such recommendations to the Board of Directors that will support the endowment of the Charles Cummings Scholarship Fund.
- f. The President-Elect shall serve on Statewide Committees as a representative of MO-CASE as assigned.
- g. The President-Elect shall complete other responsibilities as assigned by the President.

Section 3: Secretary/Treasurer Responsibilities (two year term; limit of two consecutive terms)

- a. The Secretary/Treasurer shall keep records of all proceedings of MO-CASE and make reports at all general meetings and at all Board of Directors meetings.
- b. The Secretary/Treasurer shall serve as the finance/budget review officer.
- c. The Secretary/Treasurer shall prepare appropriate reports for general meetings and the auditing committee.
- d. Per direction of the Board, the Secretary/Treasurer shall secure an audit or review, at a minimum, at the end of each two-year term.

Section 4: Membership/Recruitment Chairperson Responsibilities (two year term; limit of two consecutive terms)

- a. The Membership/Recruitment Chairperson shall promote membership in the Council for Exceptional Children and the Council of

Administrators of Special Education by planning and participating in membership/recruitment activities.

- b. The Membership/Recruitment Chairperson shall ensure that all members qualify for membership in the organization.
- c. The Membership/Recruitment Chairperson shall maintain MO-CASE supporter information separately from membership data.
- d. The Membership/Recruitment Chairperson shall study and report on recruitment efforts to the MO-CASE Board of Directors.
- e. The Membership/Recruitment Chairperson shall seek and maintain communication with members and special education interest groups to promote membership in the organization.
- f. The Membership/Recruitment Chairperson shall submit a membership report at all meetings.
- g. The Membership/Recruitment Chairperson shall organize membership activities at the fall and spring MO-CASE conferences and at other meetings as determined.

Section 5: Missouri CEC Federation Board Representative Responsibilities (three year term; limit of one term)

- a. The Missouri CEC Federation Board Representative shall attend all MO-CASE board meetings and Missouri CEC Federation board meetings.
- b. The Missouri CEC Federation Board Representative shall represent MO-CASE in all matters at the Federation level.
- c. The Missouri CEC Federation Board Representative shall keep the MO-CASE board and membership informed of Missouri Federation CEC activities.
- d. The Missouri CEC Federation Board Representative shall provide lists of current CEC officers.

Section 6: Immediate Past President Responsibilities (two year term)

- a. The immediate Past President shall serve as an officer of the MO-CASE Board of Directors.
- b. The immediate Past President shall arrange for appropriate recognition of retiring Board members and serve as the Awards and Scholarship Committee Chair.
- c. The immediate Past President shall serve as chairperson of the Constitution and Bylaws Committee.
- d. The immediate Past President shall select the Nominating Committee, consisting of three members from the membership prior to the annual spring business meeting, and serve as its chairperson.
- e. The immediate Past President shall participate in membership/recruitment activities.

Section 7: LASE Representative (as appointed, see Article VII)

Section 8: Committee Chairs (as appointed, see Article VIII)

Article VII: LASE Representation

Local Administrators of Special Education (LASE) groups may choose to become local affiliates of MO-CASE. LASE groups may represent ECSE, K-12, &/or higher education members and supporters. Each group will regularly provide to MO-CASE such information concerning its organization and membership as to maintain consistency of purpose and provide for communication and participation with MO-CASE.

Section 1: A LASE Coordinator will be appointed by the President with approval by the Board.

Section 2: The LASE Coordinator will serve a two (2) year term not to exceed two (2) consecutive terms.

Section 3: LASE representatives will be appointed by the President with approval by the Board to serve a two (2) year term not to exceed two (2) consecutive terms.

Section 4: LASE representative responsibilities include communication from and to local LASE organizations, committee participation and newsletter contributions.

Article VIII: Committees

Section 1: The President shall appoint special committees as necessary with the approval of the Board of Directors. Such special committees shall include Communication, Advocacy, Professional Development, Administrator Mentoring Program (AMP), and may include additional committees as determined necessary by the President.

Section 2: Nominating Committee: As Chairperson of the Nominating Committee, the immediate Past President shall appoint three members from the membership prior to the annual Spring Business meeting of the organization. The nominating committee shall nominate one candidate for the office of President-Elect, one candidate for Secretary/Treasurer, one candidate for the office of Membership/Recruitment Chairperson, and one candidate for Representative to the Missouri Federation Board of Directors, the respective year of the expiration of said office. Nominations may be accepted from the floor. Elections will be held at the annual Spring Business meeting of the organization. The MO-CASE representative to the Missouri Federation Board may simultaneously hold any other position on the executive committee, but will have only one vote. MO-CASE Board members not elected are appointed by the President with Board approval.

Article IX: Business Meetings

Section 1: There shall be a minimum of two (2) business meetings per year of the Missouri Council of Administrators of Special Education. The Fall business meeting is to be held in conjunction with the Fall Administrators Conference and the Spring Business Meeting held in conjunction with Spring Law Conference.

Section 2: Other meetings may be called at the discretion of the President or by a majority of the Board of Directors.

Section 3: Meetings shall require a quorum consisting of 50% plus one of current board officers.

Section 4: Meetings may be held via technology rather than in person in unusual situations which require the immediate action by the membership of MO-CASE.

Article X: Board of Director Meetings

Section 1. The Board of Directors of MO-CASE shall conduct meetings prior to each of the Business Meetings addressed in Article IX and on such other occasions as determined necessary by the President to conduct the business of MO-CASE. The Board of Directors may conduct meetings via technology for unique situations when necessary to conduct the business of MO-CASE.

Article XI: Procedures for Amendments

Section 1: This constitution may be amended by a two-thirds vote of the members of the Missouri Council of Administrators of Special Education present and voting at a regular meeting of the organization.

Section 2: Proposed amendments must be submitted in writing to the membership at least one (1) month before the meeting when the voting is to take place.

Section 3: Amendments shall take effect immediately following their adoption unless otherwise stipulated in the motion to adopt.

Article XII: Parliamentary Authority

Section 1: The parliamentary authority shall be Roberts Rules of Order, Newly Revised, latest edition.

Amended October 11, 1998

Amended September 26, 2005

Amendments proposed January 25, 2006 for vote at March 2006 business meeting

Amended March 2006 (added Sections 4 and 5 to Article IV)

Amendments proposed January 2009 for vote at March 2009 business meeting

Amended March 2009 (Clarified terminology, rewording for clarification, deleted redundant sections)

Amended March 2011 (Clarified terminology, rewording for clarification)