

# COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

## COLORADO ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS (CAESP)

### ARTICLE I - NAME

The name of this organization shall be the Colorado Association of Elementary School Principals (CAESP). The department is under the umbrella of the Colorado Association of School Executives (CASE).

### ARTICLE II – MISSION, VISION AND PURPOSE

**Section 1** The mission of CASE is to serve as the dynamic voice for education leadership in all Colorado public schools.

CASE will inspire visionary leadership for education by

- modeling the highest moral and ethical behavior
- fostering a positive environment for high student achievement
- providing personal and professional development
- serving as a strong and influential voice for education leaders
- facilitating communication among education leaders

#### **Section 2 CAESP PURPOSE**

The primary purpose of education is to provide for the maximum development of children so they may become better, more effective citizens in a democratic society. The purpose of CAESP is to assist in meeting this responsibility through professional organization. To achieve this purpose, the department

1. Provides a forum for cooperative/collaborative studies of various issues affecting pre-kindergarten through grade eight elementary and middle schools.
2. Aids in the development and implementation of policies and procedures in Colorado's elementary and middle schools.
3. Serves as a center for the connection of ideas and exchange of information among colleagues.
4. Cooperates with other professional organizations having similar objectives.
5. Encourages, promotes and advances the social, and networking opportunities, and professional development of pre-kindergarten through grade eight elementary and middle school administrators.
6. Cooperates with and upholds the purposes of CASE.

### ARTICLE III - MEMBERSHIP

**Section 1** Members of CAESP shall be only those persons who have paid, or are paying, the current annual CASE membership dues appropriate to the individual's membership classification.

**Section 2** Membership in the Colorado Association of School Executives shall be based on the following criteria:

**a. Active Membership**

Active members are persons who (1) are engaged in educational leadership at a building and/or district level, or (2) are engaged in a support relationship to leadership through other agencies or provide training or leadership (but choose to be active), or (3) are identified as active by a specific department, and (4) have paid active member dues.

**b. Associate Membership**

Associate members are (1) individuals in the classroom who hold a principal or administrative license and who are not currently employed as an administrator at

the school or district level, (2) non-administrative, licensed individuals from a school or district who support the instructional program, or (3) individuals from higher education, education groups, education policy groups, or related organizations who have professional level responsibilities in support of education leaders and who prefer an individual rather than an institutional membership.

**c. Student Membership**

Student members are non-administrators who are enrolled in a principal or administrator licensure program through a college or university. These individuals may maintain this category of membership as long as they are enrolled in a degree program and until graduation.

**d. Institutional Membership**

Institutional members are institutions of higher education, education groups and professional organizations that (1) are in a support relationship to education leaders or (2) provide training to school administrators. School districts and BOCES do not qualify as institutional members. A membership includes 1-5 employees with provisions to cover additional employees.

**e. Emeritus Membership**

Emeritus members are persons who were active members of CASE upon retirement and who wish to continue to benefit from and support CASE.

## **ARTICLE IV - OFFICERS**

### **Section 1 The President**

The President shall preside at all meetings of the Board of Directors, the Executive Committee and membership meetings. The President shall be vested with other general powers and duties of supervision and management that are usually vested in such office in a similar organization. Nothing herein shall prohibit the assignment by CASE of a staff liaison, whose duties may be determined by the CAESP Board of Directors, but are subject to the approval of the CASE Executive Director. The President shall be authorized to make appointments to CASE Ad Hoc Committees as requested by the Coordinating Council. The President shall be a voting member of the Coordinating Council. The President shall have such other powers and perform such other duties as may be delegated to the President by the Board of Directors. The President shall be responsible for seeing that board actions are recorded and updated in the CAESP policy book. The President shall be an ex-officio, non-voting member of each department committee except the nominating committee. Membership of department standing committees may be appointed by the President with the approval of the Executive Committee. Special committees may be appointed by the President with the approval of the Board of Directors. The President shall render, or cause to be rendered, a financial report to the membership annually and to the Board of Directors at each meeting or as requested.

### **Section 2 The President-elect**

The President-elect shall act as an aid to the President and shall perform the duties of the President in the absence of that officer, and any other duties delegated. The President-elect shall be a voting member of the CASE Coordinating Council. The President-elect shall be chosen by the CAESP Board of Directors at its last meeting of the year.

### **Section 3 The Immediate Past President**

The immediate Past President shall be the Chairperson of the nominating committee. He/she shall direct activities surrounding proposed amendments to these bylaws.

### **Section 4 The Secretary/Communications Liaison**

The Secretary/Communications Liaison shall record, or cause to be recorded, all the proceedings of the membership, Board of Directors and Executive Committee meetings.

The Secretary/Communications Liaison shall have such other powers and perform such other duties as may be delegated by the Board of Directors, and shall be subject to the directions and control of the board in the performance of all duties and responsibilities which attach to the office of Secretary/Communications Liaison. The Secretary/Communications Liaison shall collaborate with the CASE Director of Communications to develop the CAESP communications.

**Section 5      The NAESP Representative**

The duties and responsibilities of the representative shall include service as liaison between the National Association of Elementary School Principals (NAESP) and CAESP and its members; this officer will provide national, regional and local representation from NAESP and CAESP. The representative shall be responsible for keeping NAESP and various region and local principals' organizations within the state informed of CAESP activities, interests and concerns. The NAESP Representative shall coordinate the selection process for CAESP's National Distinguished Principal award.

The NAESP state representative shall serve as membership chair, promoting membership and growth in both NAESP and CAESP/CASE. The representative shall supervise the selection of the delegates to the delegate assembly of the NAESP annual convention and assume responsibility for the state booth at the convention.

**Section 6      Regional Directors**

The duties and responsibilities of the Regional Directors are outlined in the CAESP Policy Book. The number of regions and directors assigned to each region will be determined by the CAESP Board of Directors.

**Section 7      Elections and Voting**

- a.      Each active member of this organization shall have one vote.
- b.      The President shall annually appoint a nominating committee of not less than three (3) members plus the immediate Past President who shall serve as Chair. The committee shall present a slate of officers to the CAESP Board of Directors for review. When feasible, the slate will present at least two (2) candidates for each position.
- c.      Election of officers shall be by paper or electronic ballot, with provision for write-in candidates and including information concerning the candidates. Ballots to be counted must be received in the CASE office no later than thirty-days (30) after the day on which they were sent from the CASE office. Election shall be determined by a majority of all valid ballots cast by the membership. In the event of a tie, a runoff election shall be held immediately in accordance with procedures governing regular elections.
- d.      No person shall hold more than one (1) elective office at the same time, except that a CAESP officer may also serve on the CASE Coordinating Council and hold concurrent positions.

**ARTICLE V - BOARD OF DIRECTORS**

The Board of Directors shall be the governing body of the organization and shall determine the policies of this department in accordance with these bylaws and those of CASE. A quorum shall consist of a majority of the members present at any duly called meeting of the board.

**Section 1      Composition of the Board**

- a.      The elected board with voting privileges shall consist of the President, President-elect, immediate Past-President, Secretary/Communications Liaison, Regional Directors and the NAESP State Representative.

- b.- The board, at its last regularly scheduled meeting of the year, shall annually appoint two additional non-voting members who will function respectively as the NAESP Federal Relations Coordinator and the Emeritus Representative for the succeeding year.

**Section 2      Term of Office for Elected Members**

<b>POSITION</b>	<b>TERM IN YEARS</b>
President	one
President-elect	one
Past President	one
Secretary/Communications Liaison	two
Regional Directors	three
NAESP State Representative	three

**Section 3      Term of Office for Appointed Members**

<b>POSITION</b>	<b>TERM IN YEARS</b>
NAESP Federal Relations Coordinator	one
Emeritus Representative	one

**Section 4**      The Regional Directors will serve staggered terms with not more than five (5) elected in any given year.

**Section 5**      Elected board members may serve no more than two (2) successive terms in the same office. Appointed board members may serve unlimited successive terms at the discretion of the Board.

**Section 6**      The term of office is September 1<sup>st</sup> through August 31<sup>st</sup>. Each board member shall have been an active member of CAESP/CASE and of NAESP during the year of election and shall remain so throughout the term of office with the exception of the Emeritus Board member, who is a non-voting, ex-officio member. Failure to maintain active membership status shall constitute resignation from the board.

**Section 7      Vacancies in Office**

- a. In the event of the death, resignation, or inability of the President to perform the duties of the office, the President-elect shall immediately assume the presidency for the remainder of the term plus the successive full term of that office made inherent by his/her election as President-elect. The vacancy occurs in the office of President-elect. The said vacancy shall be filled by board appointment but the person's accession to the presidency must be ratified by the CAESP membership. Ratification may be by mailed ballot or at a duly called meeting of the membership, which ever is deemed appropriate by the CAESP Board of Directors.
- b. Should a vacancy occur in the office of President-elect during the elected President's term in office, the Board of Directors shall provide for a special election.
- c. Board vacancies other than those specified in Article V, Section 7 a. and b. of these bylaws shall be filled by Board appointment for the remainder of the term. Such appointees may then be elected in their own right for one (1) term in that office.
- d. In the event an elected board member accepts a change in administrative assignment, the said elected board member may complete his/her term of office at the discretion of the Board.

## ARTICLE VI - EXECUTIVE COMMITTEE

- Section 1** There shall be an Executive Committee of the Board of Directors, which shall consist of the President, President-elect and immediate Past President.
- Section 2** The duties of the Executive Committee shall be to conduct the business affairs of the organization between meetings of the Board of Directors; to recommend the assignment of the CASE staff liaison to CAESP through the executive director of CASE; and shall prepare and recommend the annual budget to the Board of Directors for approval. The Executive Committee shall have such other powers and duties as assigned to it by the Board of Directors, but shall not have the authority to establish or change policies of the department.
- Section 3** Meetings of the Executive Committee shall be held subject to the call of the President; the actions of the committee shall be determined by a majority vote of the members present. Minutes of all meetings of the Executive Committee shall be open to inspection by an active member under the same conditions as those of corporate records.

## ARTICLE VII - RELATIONSHIP WITH THE COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

- Section 1 Governance Plan**
- This department shall submit to the Coordinating Council, a copy of its governance plan, which shall include qualifications for membership, the procedure for the election of its officers and board and other governance procedures. The plan shall be compatible and not inconsistent with the bylaws of CASE; determination of such compatibility and consistency shall be made by the Coordinating Council. CAESP is required to submit to Council any changes in its governance plan.
- Section 2 Autonomy**
- CAESP shall be autonomous to conduct activities and provide services to its members consistent with the mission and vision of CASE and the purpose of CAESP.
- Section 3 CASE President-elect Selection Process**
- The basic outlines of the nominating structure are as follows:
- a. CAESP and CASSP agree that every other nominating cycle that a nominee will be chosen by one of the two groups. (See CASE Bylaws Article IV, Section 3)
  - b. The nominating committee, each cycle, will be composed of five members: two from the group not forwarding a nominee, and three from the group forwarding the nominee.
  - c. The cycle begins, in the spring of 2005 with CASSP.
  - d. When the next three-year cycle happens, in the spring of 2008, CAESP will forward a nominee.
  - e. Both groups have agreed to continue with this rotation until such a time as:
    1. the CASE bylaws change
    2. one or another of the groups requests a change
  - f. Any change in this process will occur through a formal request from one Board to the other Board, and both Boards must agree to the change.

## ARTICLE VIII - RECALL OF OFFICERS

- Section 1** Any member may initiate a recall action by submitting to the CAESP Board of Directors, a petition containing the signatures of ten (10) percent of the department membership.

**Section 2** The Board of Directors, upon receiving and certifying the recall petition will, within forty-five (45) days, establish and implement recall procedures which guarantee due process to all parties.

#### **ARTICLE IX- COMMITTEES**

**Section 1** CAESP will have representation on CASE standing committees AS PER ARTICLE IX, SECTION 3 OF THE CASE BYLAWS:

- a. Legislative Committee
- b. Professional Development Committee

#### **ARTICLE X - MEETINGS**

**Section 1** The annual membership meeting shall be held during the annual CASE Convention. Members present at the annual meeting shall constitute a quorum.

**Section 2** Other meetings of the department membership may be held at such times and places as determined by the Board of Directors. Written notice shall be given to the membership not less than thirty-days (30) prior to such meetings.

**Section 3** Those members present at any duly called business meeting shall constitute a quorum.

**Section 4** The CAESP Board of Directors will hold a minimum of four (4) meetings per year. CASE will provide a staff liaison and administrative support for four (4) department meetings per year. Meeting dates will be established at the CASE Annual Convention.

#### **ARTICLE XI - AMENDMENTS**

**Section 1.** Bylaws may be amended using the following procedures:

- 1. The proposed amendment must be approved by the CAESP Board of Directors;
- 2. A copy of the proposed amendment(s) is sent to each CAESP member at least thirty (30) days before the vote is to be taken;
- 3. The amendment is approved By a two-thirds (2/3) ballot vote of the active members present at a duly called meeting of the general membership;

OR

- 4. By a simple majority of active members voting by paper or electronic ballot.

**Section 2.** The CAESP Executive Committee or Board of Directors, by a majority vote, may authorize the preparation and submission of a revised set of bylaws as a substitute for the existing bylaws with approval following the same procedures as for amendments.

#### **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall govern CAESP in all cases in which they are applicable and in which they do not conflict with these bylaws or those of CASE.

| As Amended July 30, 2009