

COLORADO ASSOCIATION OF SCHOOL EXECUTIVES
COLORADO ASSOCIATION OF EDUCATIONAL SPECIALISTS (CAES)
BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Colorado Association of Educational Specialists (CAES) of the Colorado Association of School Executives (CASE).

ARTICLE II – MISSION AND VISION

Section 1. The mission of CAES is to serve as a dynamic voice for educational specialists in all Colorado public schools.

CAES will inspire visionary leadership for education by:

- Supporting individuals with varied leadership responsibilities that serve as educational specialists.
- Disseminating information of interest as it relates to national, state and local educational decision-making at local, state and national levels.
- Influencing educational decision-making at local, state and national levels.
- Developing unified approaches to solutions of educational problems in partnership and collaboration with the umbrella of CASE.
- Recognizing the value of diversity while focusing on the total positive climate for instruction.
- Being mindful of the goals, purposes and bylaws of CASE, the umbrella organization, in all deliberations.

ARTICLE III - MEMBERSHIP

Section 1. Membership in CAES shall be based on the following criteria.

a. Association Membership

Active members of CAES shall be only those persons who have paid the current annual CASE membership dues.

b. CAES Membership

Educational specialists are educational professionals who serve in a variety of administrative roles as leaders supporting student achievement. They shall include, but not be limited to, the fields of Community and Communication Services, Curriculum and Instruction, Special Education and Other district support services.

- c. Emeritus Membership
Emeritus membership shall be available to any active member of CAES at the time of retirement, upon payment of emeritus dues. An emeritus member shall not have the right to vote or hold office.

Section 2. Membership shall not be denied to any qualified applicant on the basis of race, color, creed, or national origin.

Section 3. The CAES membership year shall be consistent with the CASE membership year.

ARTICLE IV - OFFICERS

Section 1. MEMBERSHIP

The CAES officers shall consist of a President, president-elect, immediate Past-President and Secretary.

Section 2. DUTIES

The officers shall perform such duties as customarily pertain to their respective office. The President, President-elect, immediate Past-President, and Secretary comprise the Executive Committee. CAES voting representatives to the Coordinating Council shall be the President and the President-elect.

CAES representatives (President, President-elect, immediate Past President and Secretary) shall attend all regularly scheduled and called meetings of the Executive Committee and will report actions/activities to the CAES Board of Directors.

CAES voting representatives (President and President-elect) shall attend all regularly scheduled and called meetings of the Coordinating Council and will report actions/activities to the CAES Board of Directors.

ARTICLE V - BOARD OF DIRECTORS

Section 1. The CAES Board of Directors shall consist of a President, President-elect, immediate Past President, Secretary, four (4) Directors-At-Large and a non-voting, ex-officio Emeritus Member.

Section 2. The Board of Directors shall be the governing body of the department and shall determine department policies.

Section 3. A majority of the Board of Directors members present shall constitute a quorum.

Section 4. The Board of Directors shall meet at the call of the President on an established time schedule or at the call of a majority of the board.

- Section 5.** The Board of Directors shall have the power to censure, suspend or expel any member for cause after due notice and an opportunity for hearing before the board. At the next general meeting, the department shall have the authority to lift a censure or to reinstate a suspended or expelled member.
- Section 6.** The Board of Directors shall approve the appointment of a Nominating Committee according to Article VI, Section 1, of these bylaws and shall have the authority to fill vacancies according to Article VI, Section 3. The Emeritus Board member shall be an ex-officio, non-voting member of the board of directors and will be annually appointed by the board of directors. The term of this appointment will be one (1) year annually, renewable at the discretion of the board of directors.
- Section 7.** The Board of Directors has the authority to call meetings of the Colorado Association of Educational Specialists designating time, location and program/agenda. Written notice shall be provided to the membership no less than thirty (30) days preceding such meetings. Those members present at any general meeting shall constitute a quorum.
- Section 8** Each CAES Board Officer and Director-at-Large shall represent a minimum of one subgroup of job-alike CAES members.
- Section 9.** The CASE staff departmental liaison shall serve as an ex-officio, non-voting member of the Board of Directors.

ARTICLE VI - ELECTIONS

- Section 1.** Prior to the annual CASE Convention, the CAES President shall appoint a Nominating Committee consisting of not less than three (3) members and shall designate a Chairman. Up-to-date CAES membership data may be reviewed by the committee to determine and adjust subgroup membership distribution among Officers and Directors-at-Large. The committee shall present a full slate of officers to the Board of Directors for approval at the last board meeting of the year prior to the annual CASE Convention.
- a. CAES officers shall be elected by the Board of Directors.
 - b. The individual nominated for the position of President-elect should be a current member of the CAES Board of Directors.
 - c. The individual nominated for the position of Secretary should be a current member of the CAES Board of Directors.
 - d. Each nominee for President-elect and Secretary will submit a letter of interest and a current resume to the President of CAES to indicate interest in becoming an officer prior to the final Board of Directors meeting each year. The

Board of Directors will vote at the final board meeting of the school year to select the President-elect (annually) and Secretary (every three years).

e. If there are no nominees from within the current Board of Directors, nominees for officers of the board may also be received from the membership at-large.

The election of CAES Directors-At-Large shall be by paper or electronic ballot, with provision for write-in candidates. The election process shall be completed prior to not less than twenty-days (20) preceding the annual CASE Convention and plurality vote shall elect.

Section 2 Officers and Directors-at-Large shall assume office at the beginning of the new membership year, September 1.

The following criteria shall be adhered to:

- a. The immediate Past President and the President shall each serve a one-year term, with the President-elect succeeding to the presidency. The Secretary shall serve a three-year term. Four (4) Directors-At-Large shall be elected annually for three-year terms.
- b. Only active CAES members shall be eligible to vote and hold office.
- c. CAES officers are eligible for one (1) term and may not hold the same office or be re-elected to that office until the lapse of one (1) year or more.
- d. No CAES Director-at-Large shall be eligible for more than two (2) full consecutive terms for the same office.
- e. No person shall hold more than one (1) elective office at the same time, except that a CAES officer may also serve on the CASE Coordinating Council and hold concurrent positions.

Section 3. Any officer, elected or appointed, may be removed by the Executive Committee according to the process described in Roberts' Rules of Order, Newly Revised whenever, in its judgment, the best interests of CAES will be served thereby.

Section 4. A vacancy occurring in an office shall be filled by the Board of Directors for the remainder of the term. If a vacancy occurs in the office of President, the President-elect shall immediately succeed to that office. The Board of Directors shall, by majority vote, elect an Acting President-elect from the Board to fill the remainder of the term of office. A new President-elect will be elected according to procedures described in Section 1 of this Article. Should the vacancy occur in the office of immediate Past President, the Board of Directors may select a former Past President, who is an active member, to fill the remainder of the term of office.

Section 5. Any member may initiate a recall action by submitting a petition containing signatures of ten (10) percent of the department's members to the Board of Directors.

Section 6. Upon receiving and certifying the recall petition, the Board of Directors will, within forty-five (45) days, establish and implement recall procedures which will guarantee a fair process.

ARTICLE VII - RELATIONSHIP WITH THE COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

Section 1. Governance Plan
This department shall submit to the CASE Coordinating Council a copy of its governance plan, which shall include qualifications for membership, the procedure for the election of officers and other governance procedures. The plan shall be compatible, and not inconsistent, with the bylaws of the Colorado Association of School Executives; determination of compatibility shall be made by the Coordinating Council. CAES shall be required to submit to the Council any changes in its governance plan.

Section 2. Autonomy
This department shall be autonomous to conduct activities and provide services to its members, consistent with the purposes and objectives of CAES and CASE.

Section 3. The President and President-elect shall serve as CAES voting representatives on the Coordinating Council.

ARTICLE VIII • COMMITTEES

Section 1. CAES will have representation on CASE standing committees as per Article IX, Section 3 of the CASE bylaws:

- a. Legislative Committee
- b. Platform Committee
- c. Professional Development Committee

ARTICLE IX • MEETINGS

Section 1. 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 X - AMENDMENTS

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

1. The proposed amendment must be approved by the CAES Board of Directors;
2. A copy of the proposed amendment(s) is sent to each CAES 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 CAES 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 XI - PARLIAMENTARY AUTHORITY

Section 1. The latest edition of Robert's Rules of Order shall govern in all meetings of the association except as otherwise provided in the bylaws.