

**Colorado Association of School Executives
Colorado Association of Superintendents and Senior Administrators (CASSA)
Current Bylaws as Approved, February, 2015**

ARTICLE I - NAME

The name of this department shall be the Colorado Association of Superintendents and Senior Administrators.

ARTICLE II- PURPOSE

- Section 1 The Department endorses and will adhere to the Mission and Vision of the Colorado Association of School Executives as specified in the Association's Bylaws.
- Section 2 The Department will initiate programs and activities to serve the welfare of superintendents and senior administrators.
- Section 3 The Department will accept the responsibility of encouraging cooperative relationships with the American Association of School Administrators and with other national, regional, state and local organizations whose interests are compatible with those of the Department.

ARTICLE III – MEMBERSHIP

- Section 1 Membership requirements for the Colorado Association of Superintendents and Senior Administrators shall be consistent with those specified for active or associate membership in the bylaws of the Colorado Association of School Executives.
- Section 2 Membership in the Colorado Association of Superintendents and Senior Administrators shall include, but not be limited to, Administrators whose responsibility is district-wide; BOCES administrators; college and university personnel; and any others whose primary leadership responsibility is cross-district in nature.
- Section 3 Emeritus Membership. Retired members who were active members of CASSA at retirement may become Emeritus members of CASSA.

ARTICLE IV – GOVERNING STRUCTURE

- Section 1 Board of Directors
- a. Membership
- The Board of Directors shall consist of the President, President-elect and the immediate Past President. In addition, there shall be one member from the Colorado BOCES Association and at least one member from each of the superintendent group regions. Additionally, each region with more than 25 active members will be entitled to one additional board position. The official active membership count concluded March 31 annually, shall be used to

determine the number of Board positions by region for the subsequent year, beginning on September 1.

If a region with an additional Board Member drops below 25 members, the Board Member elected to the additional position will complete their term and the position will not be replaced, or if a resignation from that region is accepted prior to the end of the additional Board member's term, the vacant position will not be replaced.

Annually, one (1) non-voting Emeritus Member may be appointed to the CASSA Board by the CASSA Board of Directors.

Board of Directors' Regions:

Superintendent Group	District	County
DASSC	Adams 12 Five Star	Adams
DASSC	Adams 50 (Westminster)	Adams
DASSC	Adams County 14	Adams
DASSC	Adams County BOCES	Adams
DASSC	Adams-Arapahoe 28J (Aurora)	Arapahoe
DASSC	Boulder Valley RE-2	Boulder
DASSC	Brighton 27J	Adams
DASSC	Cherry Creek 5	Arapahoe
DASSC	Colorado Department of Education	Denver
DASSC	Clear Creek RE-1	Clear Creek
DASSC	Denver County 1	Denver
DASSC	Douglas County RE-1	Douglas
DASSC	Elizabeth C-1	Elbert
DASSC	Englewood	Arapahoe
DASSC	Expeditionary BOCES	Denver
DASSC	Front Range BOCES	Denver
DASSC	Gilpin County RE-1	Gilpin
DASSC	Greeley 6	Weld
DASSC	Jefferson County R-1	Jefferson
DASSC	Littleton 6	Arapahoe
DASSC	Mapleton	Adams
DASSC	MCREL	Denver
DASSC	Mt. Evans BOCES	
DASSC	Platte Canyon 1	Park
DASSC	Poudre	Larimer
DASSC	Sheridan 2	Arapahoe
DASSC	St. Vrain Valley RE 1J	Boulder
DASSC	Thompson R-2J	Larimer
DASSC	University of Colorado at Denver	Denver
DASSC	University of Denver	Denver
DASSC	Weld RE-8 (Ft. Lupton)	Weld
Eastern Plains	Agate 300	Elbert
Eastern Plains	Arickaree R-2	Washington

Eastern Plains	Arriba-Flagler C-20	Kit Carson
Eastern Plains	Bennett 29 J	Adams
Eastern Plains	Bethune R-5	Kit Carson
Eastern Plains	Burlington RE-6J	Kit Carson
Eastern Plains	Byers 32J	Arapahoe
Eastern Plains	Cheyenne County RE-5	Cheyenne
Eastern Plains	Deer Trail 26J	Arapahoe
Eastern Plains	East Central BOCES	
Eastern Plains	Genoa-Hugo C113	Lincoln
Eastern Plains	Hi Plains R-23	Kit Carson
Eastern Plains	Idalia RJ-3	Yuma
Eastern Plains	Karval RE-23	Lincoln
Eastern Plains	Kit Carson R-1	Cheyenne
Eastern Plains	Liberty J-4	Yuma
Eastern Plains	Limon RE-4J	Lincoln
Eastern Plains	Strasburg 31J	Adams
Eastern Plains	Stratton R-4	Kit Carson
Eastern Plains	Woodlin R-104	Washington
Northern	Akron R-1	Washington
Northern	Ault-Highland RE-9	Weld
Northern	Briggsdale RE-10	Weld
Northern	Brush RE-2(J)	Morgan
Northern	Buffalo RE-4	Logan
Northern	Centennial BOCES	Weld, Boulder, Morgan,
Northern	Eaton RE-2	Weld
Northern	Park (Estes Park) R-3	Larimer
Northern	Fort Morgan RE-3	Morgan
Northern	Frenchman RE-3	Logan
Northern	Haxtun RE-2J	Phillips
Northern	Holyoke RE-1J	Phillips
Northern	Julesburg RE-1	Sedgwick
Northern	Larimer BOCES	
Northern	Lone Star 101	Washington
Northern	Northeast BOCES	
Northern	Otis R-3	Washington
Northern	Pawnee RE-12	Weld
Northern	Plateau RE-5	Logan
Northern	Platte Valley RE-3	Sedgwick
Northern	Platte Valley RE-7	Weld
Northern	Prairie RE-11	Weld
Northern	South Platte Valley BOCES	
Northern	University of Northern Colorado	Weld
Northern	Valley RE-1	Logan
Northern	Weld RE-1 (Gilcrest)	Weld
Northern	Weld RE-3 (Keenesburg)	Weld
Northern	Weld RE-5J (Johnstown)	Weld

Northern	Weldon Valley RE-20(J)	Morgan
Northern	Wiggins RE-50(J)	Morgan
Northern	Windsor RE-4	Weld
Northern	Wray RE-2	Yuma
Northern	Yuma 1	Yuma
Pikes Peak Area	Kiowa C-2	Elbert
Pikes Peak Area	Academy 20	El Paso
Pikes Peak Area	Big Sandy 100J	Elbert
Pikes Peak Area	Calhan RJ-1	El Paso
Pikes Peak Area	Canon City RE-1	Fremont
Pikes Peak Area	Cheyenne Mountain 12	El Paso
Pikes Peak Area	Colorado School for the Deaf and Blind	
Pikes Peak Area	Colorado Springs 11	El Paso
Pikes Peak Area	Cripple Creek Victor RE-1	Teller
Pikes Peak Area	Edison 54 JT	El Paso
Pikes Peak Area	Elbert 200	Elbert
Pikes Peak Area	Ellicott 22	El Paso
Pikes Peak Area	Falcon 49	El Paso
Pikes Peak Area	Florence RE-2	Fremont
Pikes Peak Area	Fountain 8	El Paso
Pikes Peak Area	Hanover 28	El Paso
Pikes Peak Area	Harrison 2	El Paso
Pikes Peak Area	Lewis Palmer 38	El Paso
Pikes Peak Area	Manitou Springs 14	El Paso
Pikes Peak Area	Miami Yoder 60 JT	El Paso
Pikes Peak Area	Peyton 23 JT	El Paso
Pikes Peak Area	Pikes Peak BOCES	
Pikes Peak Area	Ute Pass BOCES	
Pikes Peak Area	Widefield 3	El Paso
Pikes Peak Area	Woodland Park RE-2	Teller
San Luis Valley	Adams State College	Alamosa
San Luis Valley	Alamosa RE-11J	Alamosa
San Luis Valley	Centennial R-1	Costilla
San Luis Valley	Center 26 JT	Saguache
San Luis Valley	Creede Consolidated 1	Mineral
San Luis Valley	Del Norte C-7	Rio Grande
San Luis Valley	Monte Vista C-8	Rio Blanco
San Luis Valley	Mountain Valley RE 1	Saguache
San Luis Valley	North Conejos RE-1J	Conejos
San Luis Valley	San Luis Valley BOCES	
San Luis Valley	Sanford 6-J	Conejos
San Luis Valley	Sangre De Cristo RE-22J	Alamosa
San Luis Valley	Sargent RE 33J	Rio Blanco
San Luis Valley	Sierra Grande R-30	Costilla
San Luis Valley	South Conejos RE-10	Conejos
San Luis Valley	Moffat District 2	Saguache

Southern	Aguilar Reorganized 6	Las Animas
Southern	Branson Reorganized 82	Las Animas
Southern	Campo RE-6	Baca
Southern	Cheraw 31	Otero
Southern	Cotopaxi	Fremont
Southern	Crowley County RE-1J	Crowley
Southern	Custer C-1	Custer
Southern	Eads RE-1	Kiowa
Southern	East Otero R-1	Otero
Southern	Fowler R-4J	Otero
Southern	Granada RE-1	Prowers
Southern	Hoehne Reorganized 3	Las Animas
Southern	Holly RE-3	Prowers
Southern	Huerfano Dist RE-1 (Walsenburg)	Huerfano
Southern	Kim Reorganized 88	Las Animas
Southern	La Veta RE-2	Huerfano
Southern	Lamar RE-2	Prowers
Southern	Las Animas RE-1	Bent
Southern	Manzanola 3J	Otero
Southern	McClave RE-2	Bent
Southern	Plainview RE-2	Kiowa
Southern	Primero Reorganized 2	Las Animas
Southern	Pritchett RE-3	Baca
Southern	Pueblo City 60	Pueblo
Southern	Pueblo Rural 70	Pueblo
Southern	Rocky Ford R-2	Otero
Southern	Salida R-32	Chaffee
Southern	Santa Fe Trail BOCES	
Southern	South Central BOCES	
Southern	Southeastern BOCES	
Southern	Springfield RE-4	Baca
Southern	Swink 33	Otero
Southern	Trinidad 1	Las Animas
Southern	Vilas RE-5	Baca
Southern	Walsh RE-1	Baca
Southern	Wiley RE JT	Prowers
Southwestern	Archuleta County 50 JT	Archuleta
Southwestern	Bayfield 10 JT-R	La Plata
Southwestern	Delta County 50 (J)	Delta
Southwestern	Dolores County RE-2	Dolores
Southwestern	Dolores RE-4A	Montezuma
Southwestern	Durango 9-R	La Plata
Southwestern	Grand Valley BOCES	
Southwestern	Gunnison Watershed RE 1J	Gunnison
Southwestern	Hinsdale County RE-1	Hinsdale
Southwestern	Ignacio 11 JT	La Plata
Southwestern	Mancos RE-6	Montezuma

Southwestern	Mesa County Valley 51	Mesa
Southwestern	Montezuma-Cortez RE-1	Montezuma
Southwestern	Montrose County RE-1J	Montrose
Southwestern	Norwood R-2J	San Miguel
Southwestern	Ouray R-1	Ouray
Southwestern	Plateau Valley 50	Mesa
Southwestern	Ridgway R-2	Ouray
Southwestern	San Juan BOCES	
Southwestern	Silverton 1	San Juan
Southwestern	Southwest BOCES	
Southwestern	Telluride R-1	San Miguel
Southwestern	Uncompahgre BOCES	
Southwestern	West End RE-2	Montrose
West Slope	Buena Vista R-31	Chaffee
West Slope	Aspen 1	Pitkin
West Slope	DeBeque 49 JT	Mesa
West Slope	Eagle County RE-50	Eagle
West Slope	East Grand 2	Grand
West Slope	Garfield 16	Garfield
West Slope	Garfield RE-2	Garfield
West Slope	Hayden RE-1	Routt
West Slope	Lake County R-1	Lake
West Slope	Meeker RE-1	Rio Blanco
West Slope	Moffat County RE-1	Moffat
West Slope	Mountain BOCES	
West Slope	North Park R-1	Jackson
West Slope	Northwest BOCES	
West Slope	Park County RE-2	Park
West Slope	Rangely RE-4	Rio Blanco
West Slope	Rio Blanco BOCES	
West Slope	Roaring Fork RE-1	Garfield
West Slope	South Routt RE-3	Routt
West Slope	Steamboat Springs RE-2	Routt
West Slope	Summit RE-1	Summit
West Slope	West Grand 1-JT	Grand

- b. Election
Regional representatives and the BOCES representative on the Board of Directors shall be elected by those they represent. Individuals seeking office must complete the required nomination petition and submit it to the CASE office. In the event more than one (1) nomination petition is received from a region or the BOCES Association, an election will be conducted at the regional superintendents' or BOCES Association meeting. The winner will be the candidate receiving a simple majority of the votes cast. Regional representatives and the BOCES representative shall be elected for three-year (3) terms and regional representative terms shall overlap to assure continuity.

c. Duties

The duties of the Board of Directors shall be

1. To adopt the annual budget of the department
2. To approve and administer the affairs of the department, and its programs and activities
3. To approve committee appointments proposed by the President
4. To call special meetings when appropriate

Section 2 Executive Committee

a. Membership

The Executive Committee shall be composed of the President, President-elect and the immediate Past President. The CASE staff liaison shall serve as a non-voting member of the committee.

b. Duties

The Executive Committee shall perform the following duties:

1. Act on behalf of the department in the absence of the Board of Directors
2. Prepare and recommend the annual budget to the Board of Directors
3. Such other duties as may be assigned to it by the Board of Directors
4. May submit annually one or more nominees for the office of President-elect.

Section 3 Representatives on the Coordinating Council

a. Membership

The department shall have two (2) representatives on the CASE Coordinating Council: the CASSA President and the CASSA President-elect. Both the President and President-elect shall be voting members of the Coordinating Council.

b. Duties

1. To apprise the Coordinating Council of the activities/positions of the department
2. To apprise the department of the activities/actions of the Coordinating Council Proposed Changes to CASSA Bylaws

ARTICLE V- OFFICERS

Section 1 Designation

The officers of the Colorado Association of Superintendents and Senior Administrators shall be a President, a President-elect and the immediate Past President.

Section 2 Term of Office

Officers of the department will serve for one year beginning September 1 following their election, which shall be conducted no later than June 1.

Section 3 Duties

All officers shall perform such duties as customarily pertaining to their respective office. The President shall preside at the annual meeting and other business meetings of the department. The President-elect shall preside in the absence of the President. The President and President-elect shall both serve as CASSA department representatives on the CASE Coordinating Council. The full term of office on the Coordinating Council is two (2) years; one (1) year as President-elect,

and one (1) year as President. The President and President-elect shall also serve as the planning committee for any activities sponsored by the department.

Section 4 Election

The election of the CASSA President-elect shall be conducted electronically or by mail no later than June 1. The Executive Committee may submit one (1) or more nominee(s) for the office of President-elect. A Call for Nominations shall also be sent to all active CASSA members. Individuals seeking office must complete the required nomination petition and submit it to the CASE office, along with five (5) letters or email communications of support from active CASSA members. In the event more than one (1) nomination petition is received, an election will be conducted. The winner will be the candidate receiving a simple majority of the votes cast by all CASSA members.

Section 5 Vacancy

- a. In the case of a vacancy in the office of the President, the President-elect will immediately succeed to the office of President. The Board of Directors will appoint an acting President-elect who will fill the remainder of the term of that office. At the next election, both a President and a President-elect shall be elected.
- b. Regional or BOCES representative vacancies occurring on the Board of Directors shall be filled for the remainder of the terms of office by the respective regions or the BOCES Association.

ARTICLE VI- MEETINGS

Section 1 The annual meeting of the department shall be held during the Annual Convention of the Association

Section 2 A quorum shall consist of those present at the annual meeting.

Section 3 Special meetings may be called by the Board of Directors.

ARTICLE VII - COMMITTEES

Section 1 The Department endorses and will adhere to the Mission and Vision of the Colorado Association of School Executives as specified in the Association's Bylaws.

Section 2 The Committees of the department shall be Ad Hoc as needed:

Section 3 The Ad Hoc Committees may be established by the President as need arises with appointments to those committees based on the committee's charge. Basic membership on each Committee shall be determined by the Board of Directors.

ARTICLE VII- RELATIONS WITH OTHER ORGANIZATIONS

Section 1 Delegates to AASA

- a. The Board of Directors shall either annually appoint delegates to AASA or utilize the AASA nomination process.

ARTICLES XI- FINANCES

There shall be no department dues other than those paid to the Colorado Association of School Executives.

ARTICLE X- PARLIAMENTARY AUTHORITY

The latest edition of Roberts' Rules of Order, newly Revised, shall govern in all meetings of the department except as otherwise provide in the bylaws.

Amendments to these bylaws will be proposed by the Board of Directors or by a petition bearing the signatures of at least twenty-five (25) active members of the department.

Amendments to be voted on at the annual meeting shall be proposed by mail at least two (2) weeks in advance of the annual meeting and shall require simple majority vote of the active members present.

Amendments proposed by mail, shall require a simple majority of the active members voting for passage. Voting may be by mail and/or electronic means.