

**COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION (CASE)  
BYLAWS**

**Article I**

**Section 1. Name**

The name of this organization shall be the Council for Administrators of Special Education, Inc., hereafter referred to as CASE.

**Section 2. Affiliation**

The CASE shall be affiliated as a division with the Council for Exceptional Children.

**Article II**

**Section 1. Purpose**

The CASE is organized to promote professional leadership and advocacy, to provide opportunity for study of issues common to its members, and to communicate through discussion and publications, information that will develop improved services for students with exceptionalities.

**Article III**

**Section 1. Active Membership**

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 students with exceptionalities in one or more categories as a major responsibility, (b) who are former administrators of special education currently employed in another capacity, or (c) who are college faculty whose major responsibility is the professional preparation of administrators of special education. Active membership entitles the member to attend all meetings of the division, to vote on all questions presented to the membership, to hold office, and to serve as a committee member or chair.

**Section 2. Associate Membership**

Associate Membership is open to members of the Council for Exceptional Children who are interested in the administration of programs or services for students with exceptionalities, but who are not eligible for Active Membership. Associate membership entitles the member to all privileges of Active Membership except that of voting, holding office, or serving as a committee chair.

### **Section 3. Student Membership**

Student Membership is open to members of the Council for Exceptional Children who are in attendance during the academic year at an accredited college or university, who are enrolled in a graduate program for preparation of administrators of special education, and who are not engaged in full-time employment. Student membership entitles the member to all privileges of Active Membership except that of voting, holding office or serving as a committee chair.

### **Section 4. Retired Membership**

Retired Membership shall be available to a person who has retired from all professional responsibilities. Retired members may enjoy all privileges of Active Membership except that of holding office unless the person had been elected prior to the changing of status from Active to Retired. A person who has served as President of CASE shall be awarded a Retired Membership for life upon retirement from full-time professional responsibilities.

### **Section 5. Membership Year**

The CASE membership year shall coincide with the CEC membership year.

### **Section 6. Subdivisions (CASE Units)**

State, multi-state, provincial, multi-provincial, national or territorial CASE federation-level divisions may be organized following the conditions approved by the Board of Directors and published in the CASE Policy Manual.

## **Article IV**

### **Section 1. Dues**

The Executive Committee shall recommend the amount of dues. The amount shall be submitted and discussed at the Annual Meeting of the Membership. The amount shall be subject to approval of the CASE Board of Directors by a majority vote of the CASE Board of Directors. The CASE Executive Committee shall be required to provide all members of the CASE Board of Directors with the amount of dues and the rationale for the amount of dues no more than 30 days following the Annual Meeting of the Membership. The representative of each officially-recognized unit of CASE shall be responsible for dissemination of dues information to the unit members so as to secure the position of the unit members on the proposed dues. Dues are payable at the time CEC dues are paid.

### **Section 2. Active and Associate Members**

Active and Associate members shall be subject to the regular rate established for payment of dues. Student and Retired members shall be subject to a rate one-half that established for Active

members. A Past-President of CASE who is retired from full-time professional responsibilities is eligible for a Retired Membership for life and is exempt from paying dues.

## **Article V**

### **Section 1. Conditions of Holding an Office**

The conditions of holding an Office in CASE are as follows:

- 1.1** CASE officers must be members in good standing of both CASE and CEC at the time of election and throughout the term of office.
  
- 1.2** Candidates for CASE office must be individuals who meet condition 1.1 above and who are active or student members of CASE as defined in Article III, Section 1. Should any officer not fulfill the functions of said office or adhere to the CASE By-Laws and Operational Policies and Procedures or act in an unethical, insubordinate or unprofessional manner, the following recall procedure will be implemented:
  - 1.2.1** Any officer of the Executive Committee may be removed from office with notice for cause and the opportunity to appeal to the Executive Committee.
  
  - 1.2.2** Upon a two-thirds (2/3) vote of the Executive Committee, the said officer will be offered the opportunity to resign.
  
  - 1.2.3** Should a requested resignation not occur, the Executive Committee may recommend the removal from office of the officer to the Board of Directors.
  
  - 1.2.4** An officer may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

### **Section 2. Officers**

The officers of CASE elected by the entire membership shall be as follows: President, President-Elect, Secretary, Treasurer, and Immediate Past-President.

### **Section 3. Terms of Office**

The President, President-Elect, Immediate Past-President, Secretary, and Treasurer shall each serve a two- (2) year term. The President-Elect and the Treasurer shall be elected in even-numbered years and the Secretary shall be elected in odd-numbered years. All elected officers shall begin their duties with the new fiscal year which is July 1 to June 30.

#### **Section 4. Successive Terms**

No officer shall be elected to the same office for more than two (2) successive terms.

#### **Section 5. Vacancy of the Office of President**

In case of vacancy occurring in the office of President, the President-Elect shall assume the office of President. In case of vacancy occurring in the office of President-Elect, or in the event he/she succeeds the President for any reason, the office of President-Elect shall remain vacant until the next opportunity for election of a replacement to complete the unexpired term. During the interim, however, the President shall recommend for approval by the Executive Committee a temporary replacement to serve until the next opportunity for election of a replacement to complete the unexpired term.

#### **Section 6. Vacancy of Other Offices**

In the case of a vacancy occurring in the office of Secretary or Treasurer, the President shall recommend for approval by the Executive Committee a temporary replacement to serve until the next opportunity for election of a replacement to complete the unexpired term. In case of a vacancy occurring in the office of Unit Representative, the President shall recommend for approval by the Executive Committee a temporary replacement to serve until the next opportunity for the representatives of CASE units to meet and elect their Representative.

#### **Section 7. Duties of the President**

The President shall preside at the annual business meeting of CASE and at meetings of the Executive Committee and the Board of Directors. The President, or their designee, shall represent CASE at meetings of other groups where CASE representation is desired or required.

The President shall:

- Serve as a voting member of the Executive Committee and the CASE Board of Directors.
- Recommend all standing and special committee chairs, except those specifically provided for in this document or in the CASE Policy Manual subject to approval by the Executive Committee.
- Serve as ex-officio member of all committees with the exception of the Nominations and Elections Committee.
- Represent CASE on CEC's Interdivisional Caucus (along with President-Elect and Executive Director).
- Attend CEC's Summer Leadership Institute.
- Act for CASE between annual meetings, clearing important actions whenever necessary, with the Executive Committee.
- Lead the organization in strategic planning; providing updates and recommendations for changes to the strategic plan.
- Appoint a parliamentarian to serve at all business meetings of CASE.
- Accede to the office of Immediate Past-President from the position of President.

## **Section 8. Duties of the President-Elect**

The President-Elect shall serve in the event of resignation or absence of the President.

The President-Elect shall:

- Serve as a voting member of the Executive Committee and the CASE Board of Directors.
- Represent CASE as one of the CASE Representatives to the CEC Representative Assembly (along with Unit Representative).
- Represent CASE on CEC's Interdivisional Caucus along with President and Executive Director.
- Attend the CEC Summer Leadership Institute meeting.
- Review and revise the CASE Policy Manual, Bylaws and the Executive Committee Handbook in conjunction with the Executive Director, Immediate Past-President and Secretary. The President-Elect shall have the option of appointing Ad Hoc committees to assist with these responsibilities, as needed.
- Advise the CASE Executive Committee regarding the CASE Policy Manual including the Articles of Incorporation and Bylaws in collaboration with the Executive Director and officers.
- Assume other responsibilities as designated by the President.
- Accede to the office of President from the office of President-Elect.

## **Section 9. Duties of the Secretary**

The Secretary shall keep accurate minutes of all meetings of CASE and of all meetings of the Executive Committee and disseminate as appropriate in a timely manner..

- Serve as voting member of the CASE Executive Committee and Board of Directors.
- Assist the President-Elect with the review and revision of the CASE Policy Manual, Bylaws and the Executive Committee Handbook.
- Assume other responsibilities as designated by the President.

## **Section 10. Duties of the Treasurer**

The CASE Treasurer shall be responsible for the development and oversight of the CASE budget, the development of recommendations for new joint venture enterprises and sponsorships, review non-dues revenue producing proposals and development of recommendations for other revenue producing ventures for CASE. The Treasurer shall serve as the chair of the Finance Committee.

The Treasurer shall:

- Serve as voting member of the CASE Executive Committee and Board of Directors.
- Assure an annual audit or review of the financial records is conducted by a party independent of the Executive Committee.
- Prepare an annual budget for approval by the Executive Committee
- Provide updates to Board of Directors and Membership at annual meetings.
- Assume other responsibilities as designated by the President.

## **Section 11. Duties of the CASE representatives to the CEC Representative Assembly**

The President-Elect and the Unit Representative shall serve as the two CASE representatives to the CEC Representative Assembly. They shall represent CASE at all required meetings called by the Council for Exceptional Children. They shall report to the President of CASE and shall submit reports at all meetings of the Executive Committee, Board of Directors and at annual meetings.

The Unit Representative shall serve as liaison between the Executive Committee and the CASE Subdivisions.

The Unit Representative shall:

- Serve as voting member of the CASE Executive Committee and Board of Directors.
- Represent CASE as one of the CASE Representatives to the CEC Representative Assembly along with the President Elect.
- Represent CASE at all required meetings called by the Council for Exceptional Children.
- Submit reports at all meeting of the Executive Committee and annual meetings of the Board of Directors and membership
- Assume other responsibilities as designated by the President.

## **Section 12. Duties of the Immediate Past-President**

The Immediate Past-President shall be responsible for conducting nominations and elections

The Immediate Past-President shall:

- Serve as a voting member of the Executive Committee and the CASE Board of Directors.
- Represent CASE along with the CASE PD Chair at all CEC Program Advisory Committee (PAC) meetings;
  - Select CASE professional sessions for the Annual CEC Convention once proposals have been through the CASE review process.
- Assist the CASE Professional Development Chair with all CASE professional learning opportunities.
- Assist the President-Elect with the review and revision of the CASE Policy Manual, Bylaws and the Executive Committee Handbook.
- Recognize deceased members of CASE at the Annual Spring Business Meeting.
- In the event the most recent previous CASE President cannot serve as Past-President, the President shall appoint the next most recent previous CASE President whose services are available.
- The Immediate Past-President shall have the option of appointing Ad Hoc committees as needed to fulfill these responsibilities.
- Assume other responsibilities as designated by the President.

## **Article VI**

### **Section 1. Meetings**

CASE shall meet annually at the time of the convention of the Council for Exceptional Children. Changes in time or place of the meeting shall be made upon recommendation of the Executive Committee with approval of the membership.

### **Section 2 Voting on CASE Matters**

Voting at CASE business meetings on changes to the Constitution and By-Laws is for members in good standing, active, associate, student, retired and retired life.

## **Article VII**

### **Section 1. Board of Directors**

The Board of Directors includes the members of the Executive Committee and the representatives of each officially recognized unit of CASE. Standing and special committee activities will be reviewed by the Board of Directors, and expressed needs for future activities will be considered at such meetings. The Board of Directors will meet in conjunction with the annual business meeting of CASE and at such other times as deemed necessary. The Board of Directors shall approve CASE procedures for forming subdivisions (CASE units) and for election of a Representative of CASE Units to the CASE Executive Committee. It shall be the approval body for content of the CASE Policy Manual and dues changes. Voting privileges are reserved for the members of the Executive Committee, (excluding the Executive Director) and the representatives of each officially recognized unit of CASE present at the time a vote is taken. Each member of the Board of Directors has one (1) vote.

### **Section 2. Executive Committee**

The Executive Committee shall be composed of the elected officers of CASE, the Representative of CASE Units, the Research Liaison, the Journal Editor, the appointed Chairs of standing committees, and the Executive Director. Each member of the Executive Committee, except the Executive Director, shall have one vote.

The Executive Committee shall meet prior to the annual business meeting of CASE and at such times as deemed necessary. It shall serve as advisor to the President and shall approve appointment of chairs of standing and special committees. It shall approve an annual budget. It shall approve appointments, as recommended by the President, of an officer pro tem to fill a vacancy. It shall act upon matters of business, which may arise between annual business meetings of CASE. It shall be responsible to develop and publish a CASE Bylaws and Policy Manual which contains the processes and procedures as set forth by the policies established in this document and by other actions of CASE and of the Executive Committee and the Board of Directors of CASE.

### **Section 3. Executive Director**

The Executive Committee shall appoint the Executive Director of CASE. The procedures for selection and duties of the Executive Director shall be published in the CASE policy Manual. The Executive Director will serve as an ex officio member of all standing committees.

### **Section 4. Unit Representative**

The Unit Representative shall be selected by the process approved by the Board of Directors and published in the CASE Policy Manual. Nominees for the office shall be Vice-Presidents, Presidents-Elect, Presidents or Past-Presidents of CASE subdivisions at the time of nomination and election. The elected representative shall serve the term of three (3) years. A Unit Representative who has served a full term shall not be eligible to succeed himself/herself. However, such person shall be eligible for re-election to the same office after a lapse of one (1) term.

The Unit Representative shall:

- Serve as voting member of the Executive Committee and the CASE Board of Directors.
- Represent CASE at the Annual CEC Convention at the Representative Assembly along with the President-Elect. Represent CASE at all required meetings called by the Council for Exceptional Children.
- Chair the Unit Development Committee.
- Responsible for unit annual reports and unit awards.
- Assume other responsibilities as designated by the President.

### **Section 5. Research Liaison**

The Research Liaison, a member of CASE, shall be a voting member of the Executive Committee and the CASE Board of Directors appointed by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The term is two (2) years to be extended to six (6) years. The Research Liaison shall identify, record and/or conduct research consistent with the interests of the membership and the Executive Committee. The Research Liaison shall provide information regarding current research and knowledge to the membership and Executive Committee. The Research Liaison shall work with the Executive Committee in determining research and knowledge to be disseminated to the membership, and shall recommend publications of research reports or other materials generated or identified through its efforts. The Research Liaison shall have the option to appoint Ad Hoc committees as needed to fulfill these responsibilities and shall assume other responsibilities as designated by the President.



## **Section 6. Journal Editor**

The Journal Editor, a member of CASE, shall be a voting member of the Executive Committee and the Board of Directors appointed by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The term shall be four (4) years. He/she shall be responsible for the CASE Journal of Special Education Leadership. The Journal Editor shall establish a board of associate editors and a review board composed of academics and practitioners in the field. He/she shall work in collaboration with the Publications and Product Review Committee, Research Liaison, Policy and Legislation Committee, Professional Development Committee and any other of the CASE Officers and committees as deemed necessary. The Journal Editor shall assume other responsibilities as designated by the President.

## **Article VIII**

### **Section 1. Standing Committees**

The standing committees shall be as follows: Finance Committee, Membership Committee, Policy and Legislation Committee, Professional Development Committee, the Publications Committee, Product Review Committee, Unit Development Committee and the Technology and Communications Committee.

- 1.1 The Finance Committee** shall be chaired by the CASE Treasurer and shall have five (5) other members. The Finance Committee shall assist the Treasurer in the development of the CASE annual budget, the development of recommendations for new joint venture enterprises, review non-dues revenue producing proposals and development of recommendations for other revenue producing ventures for CASE.
- 1.2 The Membership Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the Executive Committee. The chair of the Membership committee shall be a voting member of the Executive Committee. This committee shall provide recommendations to CASE pertaining to member recruitment, retention, and services. This committee shall also assume the responsibility for eliciting nominations for CASE Awards, for selecting award recipients with a special committee to include the President-Elect and for recommendations concerning CASE awards.
- 1.3 The Policy and Legislation Committee** shall be chaired by a member recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The chair of the Policy and Legislation Committee shall be a voting member of the Executive Committee and the Board of Directors. The chair shall serve as co-representative with the Executive Director to CEC's Children's Action Network (CAN).. This committee shall develop and recommend timely statements of CASE legislative and regulatory concerns, providing a framework within which CASE positions can evolve. This committee will develop and recommend a timely statement of CASE legislative and regulatory concerns for dissemination to members. The committee shall provide policy & legislation information relative to issues of concern to special education administrators.

- 1.4 The Professional Development Committee** shall be chaired by a member recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The chair of the Professional Development Committee shall be a voting member of the Executive Committee and the Board of Directors. The Professional Development Committee shall have the responsibility for advising on convention and conference programs, and professional development activities. The committee will also assist the executive committee with ethics and standards development.
- 1.5 The Publications Committee** shall be chaired by a member recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The chair of the Publications Committee shall be a voting member of the Executive Committee and the Board of Directors. The Publications Committee Chair shall serve as a consultant to the Executive Director for the CASE newsletter. This committee shall coordinate periodic and special CASE publications and shall recommend special and bonus publications for the members.
- 1.6 The Product Review Committee** shall be chaired by a member recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The chair of the Product Review Committee shall be a voting member of the Executive Committee and the Board of Directors. The Product Review Committee shall develop and/or review all products considered by CASE for publication, endorsement and/or sale.
- 1.7 The Unit Development Committee** shall be chaired by the Unit Representative and be composed of no less than four additional members. Members shall be recommended by the chair and approved by the President. The Unit Development Committee shall assist and advise the elected Unit Representative in promoting communication between CASE units and the CASE Executive Committee, promoting and assisting in the development of new CASE units and assisting and strengthening current CASE units. The Unit Development Committee will distribute, collect and evaluate the annual report for each unit. . This process will be used to honor annual award recipients for each category of the report, the Outstanding Improvement Award and the Exemplary Unit Award. This process will also be used to gather and share best practices at annual meetings.
- 1.8 The Technology and Communications Committee** shall be chaired by a member recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee. The chair will be a voting member of the Executive Committee and the Board of Directors. The chair will assist the President and the Executive Director with website management, dissemination of information to the membership and subdivisions/units, and document storage and management for the organization. The chair will also assist with office efficiencies and the management of needed software.

## **Section 2. Special and Ad Hoc Committees**

Special Committees shall be established as needed to formulate recommendations concerning topical issues not assigned to standing committees. Ad Hoc committees shall be established as needed to address short-term activities or tasks.

## **Section 3. Committee Chairs and Members**

Committee chairs shall be recommended by the President and approved by a two-thirds (2/3) vote of the elected members of the Executive Committee, unless otherwise specified in this document or the CASE Policy Manual. The committee Chairs, with the approval of the President, or unless otherwise specified in this document or the CASE Policy Manual, shall select committee members. The President or his/her designee may specify members for committees.

## **Article IX**

**Parliamentary Authority:** The rules contained in Robert's Parliamentary Law and the latest edition of Robert's Rules of Order, Revised, shall govern the Council of Administrators of Special Education, Inc., in all cases to which they are applicable, and in which they are not inconsistent with the articles of this Constitution.

## **Article X**

**Dissolution:** Upon dissolution of CASE, the Executive Committee shall, after paying or making provision for the payment of all liabilities, dispose of all the assets exclusively for the purpose of CASE in such manner, or to such organizations, the purposes of which are to serve the needs of students with exceptionalities. Under no circumstances shall any of the property or assets be distributed to any officer, member, employee, or subsidiary of CASE. The Corporation shall not be operated for profit. It 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 the internal revenue code, or (b) by a corporation to which contributions are deductible under section 170(c)(2) of the internal revenue code. If at any time the Corporation is deemed to be a private foundation as defined in section 509 of the internal revenue code the Corporation shall distribute its income and principal, if necessary, (but not to members), at such time and in such manner as not to subject the corporation to tax liability under section 494(a) of the internal revenue code, and the Corporation shall not engage in any act of self-dealing (as defined in section 4941(d) of the internal revenue code), retain any excess building business holdings (as defined in section 4943(c) of the internal revenue code), make any investment that would jeopardize carrying out any of its exempt purposes under section 4944 of the internal revenue code, or make any taxable expenditures (as defined in section 4945(d) of the internal revenue code).

## Article XI

**Amendments:** The Bylaws and the Articles of Incorporation may be amended by a two-thirds (2/3) vote of the members present at the annual business meeting, provided the membership has been notified at least thirty (30) days prior to the annual meeting of specific language proposed for revision.

Amended by the Membership

April 9, 1997, Salt Lake City, Utah.

April 15, 1998, Minneapolis, Minnesota

April 14, 1999, Charlotte, North Carolina

April 3, 2001, Kansas City, Missouri

April 14, 2004, New Orleans, Louisiana

April 18, 2007, Louisville, Kentucky

November 5, 2008, Myrtle Beach, South Carolina

April 3, 2013, San Antonio, Texas

April 13, 2016, St. Louis, Missouri

February 7, 2018, Tampa, Florida (pending vote)