

REVISED May 2007

**CONSTITUTION
OF THE
KENTUCKY COUNCIL OF ADMINISTRATORS
OF SPECIAL EDUCATION**

**A Division of the Kentucky Federation of the
Council for Exceptional Children**

ARTICLE I - NAME

Section 1. The name of this organization shall be the Kentucky Council of Administrators of Special Education, hereinafter referred to as KY CASE.

Section 2. KY CASE shall be affiliated as a subdivision of CASE and as a division of the Kentucky Council for Exceptional Children.

ARTICLE II - PURPOSE

KY CASE is organized to promote professional leadership, provide opportunity for study of problems common to its members, to take positions on issues that affect special education, and to communicate through discussion and publications, and other activities, information that will assist in the development of improved educational services for exceptional children on a national basis, and within the State of Kentucky.

ARTICLE III - MEMBERSHIP

Section 1. Active membership is open to anyone who is a current member of the Council for Exceptional Children and (a) administers, directs, supervises, and/or coordinates a program, school or classes of special education for exceptional children in one or more categories as a major responsibility, (b) former administrators of special education currently employed full time in another capacity, and (c) college faculty whose major responsibility is the professional preparation of administrators of special education within the State of Kentucky. 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 chairperson. KY CASE shall maintain a minimum of 15 members of the Council for Exceptional Children and its division, the Council of Administrators of Special Education.

Section 2. Associate membership is open to any member of the Council for Exceptional Children who has been an active member of KY CASE for three or more consecutive years who is not eligible for active membership. Associate

members may enjoy all privileges of active membership except that of voting, holding office or serving as a committee chairperson.

Section 3. Student membership is open to members of the Kentucky 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.

Section 4. Retired membership shall be awarded to a person who has retired from his/her responsibilities and is no longer eligible for active membership in KY CASE. Retired members may enjoy all privileges of active membership except that of holding office or serving as committee chairperson unless elected prior to retirement.

Section 5. The membership year shall be July 1 through June 30.

ARTICLE IV - FEES

Section 1. The Executive Committee shall recommend the type and amount of fees. The amount shall be subject to approval of members at the annual business meeting. Fees for publications, registrations, etc., may be assessed as set forth by the Executive Committee and approved by the membership.

Section 2. Active and associate members shall be subject to the regular rate established for payment of fees. Student and retired members shall be subject to a rate one-half that established for active members. A past president of KY CASE who is retired from full-time professional responsibilities is eligible for a retired membership and is exempt from payment of fees.

ARTICLE V - OFFICERS

Section 1. Conditions of Office:

1.1 KY CASE officers must be members in good standing of both KY CASE and KY CEC at the time of nomination and election and remain so throughout the term of office.

1.2 Candidates for office must be individuals who meet condition 1.1 above and who are active or student members of KY CASE. Should any officer not fulfill the functions of said office, the following recall procedures will be implemented:

1.2.1 Any member of the Executive Committee may be removed from office with notice for cause, by a two-thirds (2/3) vote of the membership.

Section 2. The elected officers of KY CASE shall be as follows: President, President-Elect, Vice-President, Immediate Past-President, Secretary, and Treasurer. The appointed officers of KY CASE shall be Members-At-Large.

Section 3. The President, President-Elect, Vice-President, and Immediate Past-President shall each serve a one-year term. The Secretary, and Treasurer shall each serve two year terms. The Secretary shall be elected in even-numbered years and the Treasurer shall be elected in odd-numbered years. All elected officers shall assume office on July 1st. All officers shall be expected to complete the duties of their offices by the end of the fiscal year in which their terms of office conclude.

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

Section 4. In case of a 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 that he/she succeeds the President for any reason, the Vice-President shall assume the office of President-Elect. In that event, the office of Vice-President shall remain vacant until the next annual business meeting of KY CASE. During the interim, however, the President, with the approval of the Executive Committee, may appoint an acting Vice-President until such replacement can be duly elected.

Section 5. In case of a vacancy occurring in the office of the Secretary or Treasurer, the President, with the approval of the Executive Committee, shall appoint a temporary replacement to serve until the next annual business meeting of KY CASE.

Section 6. The President. The President shall preside at the annual business meeting of KY CASE and at meetings of the Executive Committee and the membership. He/she shall appoint all standing and special committee chairpersons (except those specifically provided for in this constitution) subject to the approval of the Executive Committee, and shall be ex-officio member of all committees with the exception of the Nominating Committee. This officer shall act for KY CASE between annual meetings, clearing by mail or telephone wherever necessary important actions with the Executive Committee. The President or such alternate as he/she may designate shall represent KY CASE at meetings of other groups where KY CASE representation is designed or required. The President shall represent KY CASE at the delegate assembly of the KY Council for Exceptional Children and shall appoint an alternate in case of his/her absence. The President may appoint a parliamentarian and historian to serve at all business meetings of KY CASE. The President shall submit an annual report to KY CEC and CASE.

Section 7. The President-elect. The President-elect shall serve in the event of resignation or absence of the President. He/she shall accede to the office of

President from the position of President-elect. He/she shall serve as representative to the KY CEC Convention/Program Committee, chairperson of the KY CASE Program Committee and shall serve in other capacities as designed by the President.

Section 8. The Vice-president. The Vice-president shall serve in the event of the resignation of the President-elect. He/she shall accede to the office of the President-elect from the position of Vice-President. He/she shall assist the President-elect as a member of the KY CASE Program committee.

Section 9. The Secretary. The Secretary shall keep accurate minutes of all general meetings of KY CASE and of the meetings of the Executive Committee. He/she shall carry on correspondence as necessary in regard to matters as delegated by the President.

Section 10. The Treasurer. The Treasurer shall receive and disburse upon proper authorization all funds of KY CASE. He/she shall develop an accurate record of receipts and expenditures and present a report at each annual meeting. He/she shall be responsible for submitting tax reports for KY CASE. The records of the Treasurer shall be audited annually by a party or agency approved by the President and independent of the KY CASE Executive Committee. The Treasurer shall draw up a proposed budget for the forthcoming year to be approved by the Executive Committee and submitted for review at the annual business meeting.

Section 11. The Immediate Past President. The Immediate Past President shall serve as chairperson of the Nominations Committee. He/she shall accede to the office of Immediate Past President from the position of President.

Section 12. The Members-at-large. The Members-at-large shall have such responsibilities as are designed by the President.

ARTICLE VI - BUSINESS AFFAIRS OF KY CASE

Section 1. Business Year:
The governance and fiscal year shall be July 1 through June 30.

Section 2. Meetings:
KY CASE shall hold its annual business meeting at the time of the convention of the KY Council for Exceptional Children. Voting at all business meetings is restricted to members in good standing. Programs/training meetings are scheduled upon recommendation of the Executive Committee. Other meetings, including business meetings, are scheduled as needed by the President.

Section 2.1 Voting may occur electronically during the fiscal year outside of a formal business meeting upon the recommendation of the Executive Committee.

Section 3. Disposal of Property Upon Dissolution:

Upon dissolution of KY CASE, none of its property shall be distributed to any of the members, and all such property shall be transferred to such other organization or organizations as the Executive Committee shall determine to have purposes and activities most nearly consonant with those of KY CASE, provided that such organizations shall be exempt under Section 501(c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the officers of KY CASE. Voting privileges are reserved for the President, President-elect, Vice-president, Immediate Past-President, Secretary, Treasurer, and Members-at-large.

Section 2. The Executive Committee shall meet prior to the annual business meeting of KY CASE and at such times as deemed necessary. It shall serve as advisor to the President and shall approve appointment of members of standing and special committees. It shall approve the annual budget and payment of all bills. It shall approve appointment, as made by the President, of an officer pro-temp to fill a vacancy. It shall act upon matters of business which may arise between annual meetings of KY CASE.

Section 3. The Executive Committee may choose to contract for the specific services as needed and if sufficient funds are available. Such contracts shall be recommended by the President and approved by the Executive Committee.

ARTICLE VIII - COMMITTEES

Section 1. The standing committees shall be as follows: Government Relations, Membership, Nominations/Awards, ~~and~~ Program, **Communications and Teaching/Learning.**

Section 2. The standing committee chairperson and other special committee chairpersons shall be recommended by the President with the approval of the Executive Committee. The chairpersons, with the approval of the President, shall select the committee members.

Section 3. The Nominations/Awards Committee shall consist of three members; the Immediate Past President shall serve as chairperson, and, with the approval of the Executive Committee, will appoint members. A call for

nominations for the officers to be elected will be distributed and nominations will be accepted from the floor during the Annual Business Meeting. The committee will check all nominations to determine the eligibility and availability to hold office. Election for each office shall be conducted at the Annual Business Meeting, and elected officers will take office on the following July 1.

Section 4. The Membership Committee shall **be chaired by the Vice President and shall** include the Treasurer. The President may appoint a ~~chairperson~~ and other members from regional areas of the state. The Membership Committee will attempt to encourage individuals to belong to KY CASE.

Section 5. The Governmental Relations Committee will be concerned with state and national agencies that affect programs for exceptional children. Communication of legislative concerns to the Executive Committee and the KY CASE membership will be a primary objective of the Governmental Relations Committee.

Section 6. The Program Committee shall be chaired by the President-elect. The Vice-President shall be a active member of this committee. This committee will be responsible for all program and workshop development.

Section 7. The Communications Committee shall facilitate the development and dissemination of information recommended by the Executive Committee to members and stakeholders.

Section 8. The Teaching and Learning Committee will be responsible for issues related to curriculum, instruction, assessment, and teacher quality. The committee will consider matters such as, but not limited to, instructional and intervention strategies, formative and summative assessment, state and national accountability, teacher preparation and certification, and research.

ARTICLE IX - PARLIAMENTARY AUTHORITY

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

ARTICLE X - AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the members present at any business meeting, provided the membership has been notified at least thirty (30) days prior to the business meeting of the intention for revision.

REVISED

March 7, 1990

June 23, 1992

June 26, 1995

July 19, 1999

July 21, 2003