



Missouri Council of Administrators of Special Education Bylaws

Updated 9/26/2022

Article I: Name

Section 1: The name of this organization shall be the Missouri Council of Administrators of Special Education (MO-CASE), a subdivision of the Council of Administrators of Special Education (CASE), a division of the Council of Exceptional Children (CEC).

Article II: Purpose

Section 1: The primary purpose of the organization shall be:

1. To promote professional leadership among special educators.
2. To promote the study of issues common to its members.
3. To communicate information that will assist in the development of improved services for exceptional children in the State of Missouri.
4. To participate actively in the improvement of special education programs in the State of Missouri.

The Board shall have in effect a strategic plan that is reviewed and revised every two years, or more often as determined necessary by the Board of Directors.

MO-CASE is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Inurnment of income: No part of the net earnings of MO-CASE shall insure to the benefit of, or be distributable to its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Legislative or political activities: No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Operational Limitations: Notwithstanding any other provisions of these articles, the corporation 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 of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Dissolution Clause: Upon the dissolution of MO-CASE, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Section 2: Responsibilities of the subdivision shall be:

To function as an official subdivision of the Council of Administrators of Special Education (CASE), MO-CASE must meet the following requirements:

1. Maintain unified membership. All of its members must concurrently be members of the Council of Exceptional Children and the Council of Administrators of Special Education.
2. Abide by all official decisions of CASE.
3. Operate under bylaws approved by the membership of MOCASE.
4. Conduct, at regular intervals, programs and business meetings.
5. Submit an annual report to CASE, based on an operating year of July 1 to June 30.
6. Dues and/or fees such as for registration may be levied by the Board of Directors.

Article III: Membership

Section 1: All Missouri members of CASE constitute the membership of MO-CASE. The members typically have or have had the responsibility of administering, directing, supervising and/or coordinating special education programs and services for exceptional children or shall have or have had a major professional responsibility for the education and training of administrators and supervisors of special education. Active membership entitles the member to attend all meetings of MO-CASE, to vote on all questions presented to the membership, to hold office, and to serve as a committee member or chair.

Article IV: Board of Directors

Section 1: The MO-CASE Board of Directors will be comprised of Board Officers, Local Administrators of Special Education (LASE) Representatives, one LASE Coordinator, Representatives, and Committee Chairs.

Section 2: Each MO-CASE Board of Directors member has voting privileges and may be appointed to other committees as appropriate.

Section 3: MO-CASE shall follow the organizational year of July 1 to June 30.

Section 4: The MO-CASE Board of Directors shall have general supervision of the affairs of MO-CASE between its business meetings. It shall advise the President, approve committee appointments, approve an annual budget, and approve appointments by the President of all officer vacancies. The Board may enter into whatever contractual agreements are needed in order to fulfill MO-CASE purposes and to obtain necessary services.

Section 5: The MO-CASE Board of Directors shall have the authority to appoint the Executive Director of MO-CASE. The procedures for selection and duties of the Executive Director shall be published in the position description and available in print from the MO-CASE office or online at the MO-CASE website. The Executive Director will participate in MO-CASE board and business meetings but shall not vote and will serve as an ex officio member of all standing committees. The Executive Director will represent MO-CASE on behalf of the President and will execute those responsibilities outlined in the position description adopted by the Board. The Executive Director will recommend to the Board the employment of necessary staff for MO-CASE and will annually evaluate the performance of all other staff. The MO-CASE Board President, with input from the Board of Directors, will annually evaluate the performance of the Executive Director.

Section 6: A member of the Board of Directors may be removed from office when more than two (2) Board meetings are missed in a calendar year and/or the member of the Board of Directors has failed to fulfill the responsibilities of the office.

Section 7: Each MO-CASE Board of Directors member shall be a member of the Council of Exceptional Children and the Council of Administrators of Special Education (CEC and CASE).

Article V: Officers

Section 1: The Officers of this organization shall be: President, President-Elect, Secretary, Treasurer, Membership/Recruitment Chairperson, Missouri CEC Federation Board Representative, and the immediate Past President.

Section 2: The President, President-Elect and immediate Past President shall serve for a two (2) year term. The Secretary, Treasurer and Membership/Recruitment Chairperson shall serve for a two (2) year term, not to exceed two consecutive terms. The Missouri CEC Board Representative shall be a three (3) year term, not to exceed two (2) terms.

Section 3: The President-Elect shall automatically succeed to the office of President and the President to immediate Past President. If succession is to an unexpired term for the office of the President, then he/she shall also serve the ensuing complete term to which he/she was elected.

Section 4: Any vacancy in the above offices with the exception of the Presidency shall be filled by appointment by the President of MO-CASE with the approval of the Board of Directors. This person will complete the term of the person vacating. After the term is over the Office will be open for elections.

Article VI: Duties of the Officers

Section 1: President Responsibilities (two year term)

1. The President shall be the primary representative of MO-CASE.
2. The President shall preside at the business and organizational meetings.
3. The President shall appoint all committee chairpersons with the approval of the Board of Directors except those responsible for nominations and elections (see position descriptions below).
4. The President shall represent the Missouri Council of Administrators of Special Education at the annual business meetings of the Board of Directors of CASE and report proceedings to the membership.
5. The President shall participate in membership/recruitment activities.
6. The President or designee shall represent MO-CASE on committees seeking MO-CASE representation.
7. The President shall select the Personnel Committee, consisting of three members from the membership to recommend the selection of the Executive Director of MO-CASE.
8. The President shall establish an executive committee to serve in an advisory capacity to provide input regarding business decisions that must be made during the course of daily business conducted by the MO-CASE. This committee shall consist at a minimum of the President-Elect, Past-President, Secretary, Treasurer, and Membership Chair.
9. The President shall submit a report at all Board of Director meetings.

Section 2: President-Elect Responsibilities (two year term)

1. The President-Elect shall be responsible for:
 - a. facilitating the development and revisions of the Strategic Plan; and,
 - b. monitoring the implementation of the Plan;

2. The President-Elect shall preside at Board and Business meetings in the President's absence.
3. The President-Elect shall participate in membership/recruitment activities.
4. The President-Elect, Secretary, and Treasurer shall be responsible to bring such recommendations to the Board of Directors that will support the endowment of the Charles Cummings Scholarship Fund.
5. The President-Elect shall serve on Statewide Committees as a representative of MO-CASE as assigned.
6. The President-Elect shall submit a report at all Board of Director meetings.

Section 3: Treasurer Responsibilities (two year term; limit of two consecutive terms)

1. The Treasurer shall serve as the finance/budget review officer.
2. The Treasurer shall submit a proposed annual budget to the Board of Directors at its meeting in June.
3. The Treasurer shall prepare appropriate reports for general meetings, Board of Director meetings, finance committee meetings, and audits.
4. Per direction of the Board, the Treasurer shall secure an audit, once every five years or when there is a new Executive Director, or new Individual Designated for Accounting. A financial review shall be conducted any year when a regular 5-year audit is not conducted.
5. The Treasurer shall serve as the Chair of the Finance Committee.
6. The Treasurer shall submit a report at all Board of Director meetings.

Section 4: Secretary Responsibilities (two year term; limit of two consecutive terms)

1. The Secretary shall keep records of all proceedings of MO-CASE and make reports at all business meetings and at all Board of Directors meetings.
2. The Secretary shall keep minutes of each business and Board of Directors meetings and provide these minutes for approval in relation to such meetings.
3. The Secretary shall ensure that the Board is using Robert's Rules of Order throughout each Board meeting.

Section 5: Membership/Recruitment Chairperson Responsibilities (two year term; limit of two consecutive terms)

1. The Membership/Recruitment Chairperson shall promote membership in the Council of Exceptional Children (CEC) and CASE by planning and participating in membership/recruitment activities.
2. The Membership/Recruitment Chairperson shall study and report on recruitment efforts to the MO-CASE Board of Directors.
3. The Membership/Recruitment Chairperson shall seek and maintain communication with members and special education interest groups to promote membership in the organization.
4. The Membership/Recruitment Chairperson shall submit a membership report at all meetings.

5. The Membership/Recruitment Chairperson shall organize membership activities at the fall and spring MO-CASE conferences and at other meetings as determined.

Section 6: Missouri CEC Board Representative Responsibilities (three year term; limit of two terms– appointed by the President)

1. The Missouri CEC Board Representative shall attend all MO-CASE board meetings and Missouri CEC board meetings.
2. The Missouri CEC Board Representative shall represent MO-CASE in all matters at the CEC state level.
3. The Missouri CEC Board Representative shall keep the MO-CASE board and membership informed of Missouri CEC activities.
4. The Missouri CEC Board Representative shall provide lists of current CEC officers.
5. The MO-CEC Representative shall submit a report at all Board of Director meetings.

Section 7: Immediate Past President Responsibilities (two year term)

1. The immediate Past President shall serve as an officer of the MO-CASE Board of Directors.
2. The immediate Past President shall arrange for appropriate recognition of retiring Board members and serve as the Awards and Scholarship Committee Chair.
3. The immediate Past President shall serve as chairperson of the Bylaws Committee.
4. The immediate Past President shall select a Nominating Committee, consisting of three members from the membership prior to the annual spring business meeting, and serve as its chairperson.
5. The immediate Past President shall participate in membership/recruitment activities.
6. The Immediate Past President shall submit a report at all Board of Director meetings.

Section 8: Local Administrators of Special Education (LASE) Coordinator (as appointed, see Article VII)

Section 9: LASE Representative (as appointed, see Article VII)

Section 10: Committee Chairs (as appointed by the President, see Article VIII)

Article VII: LASE Representation

Local Administrators of Special Education (LASE) groups may represent ECSE, K-12, &/or higher education members and supporters. Each group will regularly provide to MO-CASE such information concerning its organization and membership as to maintain consistency of purpose and provide for communication and participation with MO-CASE.

Section 1: A LASE Coordinator will be appointed by the President with approval by the Board.

Section 2: The LASE Coordinator will serve a two (2) year term not to exceed two (2) consecutive terms.

Section 3: LASE representatives will be appointed by the President with approval by the Board to serve a two (2) year term not to exceed two (2) consecutive terms.

Section 4: LASE representative responsibilities include communication from and to local LASE organizations, committee participation and newsletter contributions.

Article VIII: Representatives and Committees

Section 1: Standing Committees

The standing committees shall be as follows: Finance Committee, Membership Committee, Policy and Legislation Committee, Professional Development Committee, Technology/Communications Committee, Early Childhood Special Education (ECSE) Committee, and New Director's Committee.

1. The **Finance Committee** shall be chaired by the Treasurer and shall have five (5) other members. The Finance Committee shall assist the Treasurer in the development of the MO-CASE annual budget, the development of recommendations for new joint venture enterprises, review non-dues revenue producing proposals, review of investments, and the development of recommendations for other revenue producing ventures for MO-CASE.
2. The **Membership Committee** shall be chaired by the Membership/Recruitment Officer. The committee should have five (5) members. This committee shall provide recommendations to MO-CASE pertaining to member recruitment, retention, and services.
3. The **Policy and Legislation Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the MO-CASE Board. This committee shall have at least five (5) other members. The chair of the Policy and Legislative Committee shall be a voting member of the Board of Directors. This committee shall develop and recommend timely statements of MO-CASE legislative and regulatory concerns, providing a framework within which MO-CASE positions can evolve. The committee shall provide policy and legislation information relative to issues of concern to special education administrators.

4. The **Professional Development Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the Board of Directors. This committee shall have a minimum of five (5) other members. The chair of the Professional Development Committee shall be a voting member of the Board of Directors. The Professional Development Committee shall have the responsibility for advising on conference programs, and professional development activities.
5. The **Communications Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the Board of Directors. This committee shall have a minimum of five (5) other members. The chair of the Communications Committee shall be voting members of the Board of Directors. The Communications Committee will develop the MO-CASE Newsletter.
6. The **New Director's Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the Board of Directors. This committee shall have a minimum of five (5) other members. The chair of the New Director's Committee shall be a voting member of the Board of Directors. The New Director's Committee will partner with the Department of Elementary and Secondary Education (DESE) to support the New Director's Academy and/or other professional learning opportunities for New Special Education Directors from Missouri; work to support the new director's mentoring program; and will ensure professional learning opportunities for aspiring directors is included and considered in the planning process of MO-CASE events.
7. The **Early Childhood Special Education (ECSE) Committee** shall be chaired by a member recommended by the President and approved by a two-thirds vote of the elected members of the Board of Directors. This committee shall have a minimum of five (5) other members. The chair of the ECSE Committee shall be a voting member of the Board of Directors. The ECSE Committee will ensure professional learning opportunities for members related to ECSE is included and considered in the planning process for MO-CASE events; and will support MO-CASE initiatives with the ECSE partnership in Missouri.

Section 2: Nominating Committee

As Chairperson of the Nominating Committee, the immediate Past President shall appoint three members from the membership prior to the annual Spring Business meeting of the organization. The nominating committee shall nominate one candidate for the office of President-Elect, one candidate for Secretary, one candidate for Treasurer, and one candidate for the office of Membership/Recruitment Chairperson, the respective year of the expiration of said office. Nominations may be accepted from the floor. Elections will be held at the annual Spring Business meeting of the organization. MO-CASE Board members not elected are appointed by the President with Board approval.

Section 3: Special and Ad Hoc Committees

Special Committees shall be established as needed to formulate recommendations concerning topical issues to standing committees. Ad Hoc committees shall be established as needed to address short-term activities or tasks.

Section 4: Representatives

Representatives are appointed by the President and expire at the end of the president's term in office. Representatives may be as follows: Higher Ed Rep, Gen Ed Admin Rep, and Charter School Rep and others as appointed by the President in support of MO-CASE priorities and initiatives. Representatives serve in an advising role to keep the board up to date on current issues and practices. A reciprocal relationship between the MO-CASE Board and the representative(s) should be the objective and opportunities should be explored for MO-CASE to serve as an advisory for the representative(s) and his/her organization or efforts as well.

When appointing representatives to the Board, the President will:

1. Ensure representatives are members of the Council for Exceptional Students (CEC) as well as Council of Administrators of Special Education (CASE).
2. Seek out representatives whose expertise aligns with and supports MO-CASE priorities and initiatives.
3. Establish the vehicle and schedule by which the representative(s) will provide information and updates on current issues and practices from his/her organization to the Board.
4. Identify how/for what MO-CASE would serve in an advisory role for the representative(s)'s organization and/or efforts.
5. Establish key MO-CASE events and activities that the representative(s) are requested to attend and participate in.
6. Create a process by which the representative can promote dissemination of MO-CASE updates on current issues and practices back to the organizations in which they represent.
7. Clarify that representative(s) are not voting members of the Board.

Article IX: Business Meetings

Section 1: There shall be a minimum of two (2) business meetings per year of the Missouri Council of Administrators of Special Education. Meetings may be held in person or via technology.

Section 2: Other meetings may be called at the discretion of the President or by a majority of the Board of Directors.

Section 3: Meetings shall require a quorum consisting of 50% plus one of current board officers.

Article X: Board of Director Meetings

Section 1. The Board of Directors of MO-CASE shall conduct meetings prior to each of the Business Meetings addressed in Article IX and on such other occasions as determined necessary by the President to conduct the business of MO-CASE. The Board of Directors may conduct meetings via technology for unique situations when necessary to conduct the business of MO-CASE.

Article XI: Procedures for Amendments

Section 1: This bylaws may be amended by a two-thirds vote of the members of the Missouri Council of Administrators of Special Education present and voting at a regular meeting of the organization.

Section 2: Proposed amendments must be submitted in writing to the membership at least one (1) month before the meeting when the voting is to take place.

Section 3: Amendments shall take effect immediately following their adoption unless otherwise stipulated in the motion to adopt.

Article XII: Parliamentary Authority

Section 1: The parliamentary authority shall be Robert's Rules of Order, Newly Revised, latest edition.

Amended October 11, 1998

Amended September 26, 2005

Amendments proposed January 25, 2006 for vote at March 2006 business meeting

Amended March 2006 (added Sections 4 and 5 to Article IV)

Amendments proposed January 2009 for vote at March 2009 business meeting

Amended March 2009 (Clarified terminology, rewording for clarification, deleted redundant sections)

Amended January 2011 (Clarified terminology, clarified responsibilities of officers and committees)

Amended June 2013 (Clarified terminology)

Amended January 2016 (Logo update, Section 7 added to Article IV, Section 1 verbiage removal under Article IX, and Section 2 verbiage removal under Article II.)

Amended September 2019 (Clarified terminology and updated responsibilities of officers and committee chair board members)

Amended August 2021 (Clarified Article VIII, Section 4: Representatives to the Board)

Amended September 2022 (Article V, Section 4 added clarifying statement filling vacancy of officer; Article VI, Section 5 added responsibilities to Secretary, Article VIII, Section 1 Changed name of committee)