

BYLAWS
OF THE
VIRGINIA COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION

Article I – NAME

The name of this organization shall be the Virginia Council of Administrators of Special Education, hereinafter referred to as VCASE. VCASE shall be affiliated as a subdivision of CASE and as a division of the Virginia Federation of the Council for Exceptional Children.

Article II – MISSION

The Virginia Council of Administrators of Special Education is a professional organization that promotes professional leadership through the provision of collegial support and current information on recommended instructional practices as well as local, state and national trends in Special Education for professionals who serve students with disabilities in order to improve the quality and delivery of special education services in Virginia's public schools.

Article III – MEMBERSHIP

Section 1.

Active membership is open to individuals who are current members of the Council for Exceptional Children and CASE and who

(a) administer, direct, supervise, and/or coordinate a program, school or classes of special education for children with disabilities in one or more categories as a major responsibility,

(b) members of the Council for Exceptional Children who formerly administered, directed, supervised, or coordinated a program, school or classes of special education for children with disabilities in one or more categories as a major responsibility (but who are 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 Virginia.

Active membership entitles the member to attend all meetings of the Subdivision, to vote on all questions presented to the membership, to hold office and to serve as committee chairperson.

Section 2.

Associate membership in VCASE is open to members of the Council for Exceptional Children who are interested in the administration of programs or services for children with disabilities but who are not eligible for active membership. Associate members may attend all meetings of the Subdivision, receive all communications sent to the membership, and may serve on committees; however, associate members are nonvoting and may neither hold elected Office nor serve as committee chair.

Section 3.

Honorary membership to VCASE shall be accorded to any member who has retired from active employment after five years of continuous membership in this organization. Upon recommendation of the Executive Committee, honorary membership may also be granted to persons who have made outstanding contributions to the field of special education. Honorary members may enjoy all the privileges of membership except that of holding office and voting, and are exempt from VCASE membership fees.

Section 4.

Each active member present may vote on all business presented to the membership in all designated business meetings. An active member may vote by proxy if unable to attend a business meeting.

Section 5.

The organization shall maintain a paid membership of at least 15 persons.

Article IV – DUES

The Executive Committee shall recommend the amount of dues for Active and Associate membership. This amount shall be subject to approval of the membership at the annual meeting. Dues shall be payable during May and June for the next membership year of July 1 through June 30.

Article V – MEETINGS

The Council shall meet at least two times yearly. One meeting is to be designated the Annual meeting and shall be held in the spring. The other meeting shall be held in conjunction with the fall conference.

Individuals not meeting the requirements of active membership, including those in the State Department of Education, public schools, state approved private nonsectarian schools for children with disabilities, private diagnostic centers, teacher training institutions, and others in similar capacities, are eligible for Associate membership. Associate members may enjoy all the privileges of membership except that of holding office and voting.

Article VI – OFFICERS AND EXECUTIVE COMMITTEE

Section 1.

Officers of this council shall be as follows:

President, President Elect, Secretary, and Treasurer. The Executive Secretary, appointed by the officers, shall serve as an ex-officio member. The Executive Committee shall be composed of

- (a) the officers of the organization,
- (b) the past president provided he/she continues in active membership, and
- (c) the Executive Secretary.

Section 2.

The President, President Elect, Secretary and Treasurer shall be elected at the annual spring meeting and shall serve for two years. New officers shall assume office on July 1 following the annual spring meeting. The Executive Secretary will be appointed by the officers.

Section 3.

In case of a vacancy in the Office of President, the President-Elect shall assume the responsibilities as President of the organization. A vacancy in the office of the President-Elect shall be filled by election at the next regularly scheduled business meeting. Vacancies in the office of Secretary or Treasurer shall be filled by appointment of the Executive Committee. A vacancy in the position of Executive Secretary will be filled by appointment of the officers.

Section 4.

Shall any officer not fulfill the functions of said office; the officer may be removed by a simple majority vote of the Executive Committee. The petition removal shall become an official part of the minutes.

Article VII – COMMITTEE/APPOINTMENT

Section 1.

The standing committees shall be appointed by the President and shall be as follows:
Nominating/Membership, Programs, Special Issues Committees, and Awards.

Section 2.

The President shall

- be in charge of VCASE; review budget quarterly;
- accept and review the report of an external auditor and share it with the Executive Committee;
- chair the Executive Committee and membership meetings;
- chair the Regional Representatives; govern committees/appoints chairs;
- identify regional representatives for task forces & committees;
- identify the area of focus for 2-year term of office;
- prepare a column for newsletter and website;
- conduct an evaluation of Executive Secretary in conjunction with the officers.

The Executive Committee shall

- annually review the auditor's report;
- participate in monthly meetings in person or via phone conference;
- oversee committee functions & appoints chairs as directed by the President; and
- provide input for the evaluation of the Executive Secretary.

The President-Elect shall

- chair the program committees for the Spring and Fall VCASE Conferences;
- assumes Presidency, if the office becomes vacant; and
- chairs meetings in the President's absence.

A Past President in active membership shall

- * chair the Nomination/Membership Committee;
- * chair the awards committee; and
- * collaborate with the President-Elect for conference planning.

The Secretary shall

- take minutes at business meetings of the membership;
- schedule member meetings; solicits and promote VCASE membership; and
- maintain the membership data base.

The Treasurer shall

- prepare the annual budget and quarterly reports;
- pay VCASE bills;
- maintain financial accounts;
- work with an external auditor, with oversight by the President.

The Executive Secretary shall

- promote the VCASE purpose and mission;
- foster public relations and liaisons with other organizations;
- work in collaboration with the VCASE Executive Committee in the planning of conferences. These duties would include the organization and distribution of materials, initiating communication with presenters and event staff and above all working as a member of the Executive Committee team;
- assists officers and committees;
- provide long-term continuity and maintain VCASE history;
- edit and disseminate the VCASE newsletter at least biannually and prepare and disseminate other written materials, as needed;
- prepare and update VCASE handbook for officers and representatives;
- orient new VCASE board, committee members, and others, as needed;
- monitor legislative issues in conjunction with the VCASE Executive Committee;
- at the request of the President, prepare and disseminate position statements in conjunction with the officers;
- create standing agenda for and take minutes at Executive Committee Meetings;
- identify resources and services relevant to VCASE; and
- implement other duties as directed by the President and officers.

Section 3.

The Nominating/Membership Committee shall consist of a minimum of three members who shall present at the annual spring meeting a slate of officers who have agreed in writing to serve if elected. Nominations will also be accepted from the floor.

Section 4.

An “Agreed upon Procedures” activity and report will be completed biennially with oversight by the President and Treasurer. The VCASE Executive Committee will review the books in the subsequent year. An ad hoc committee may be established at the request of the members.

Section 5.

The Awards Committee, chaired by the past president comprised of three persons, shall annually select the recipient of the James T. Micklem Award of Merit. Nominees must:

- a. Hold a current membership in VCASE.
- b. Have a special education/supervisory or administrative position in a public school division or a position which meets the current requirements of active membership.
- c. Have made an impact on the education of children with disabilities on the local, regional, and /or state levels.
- d. Have a minimum three (3) years active membership in VCASE.

Section 6.

A Special Issues Committee, Chaired by the President, shall provide direction on local, state, and national issues and will development position statements when appropriate.

Other special committees may be established as needed, either by the President, the Executive Committee, or by vote of a majority of the members present at a business meeting. Members will be appointed by the President.

Article VIII – PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of “Robert’s Rules of Order, Revised,” shall govern the Virginia 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 these Bylaws.

Article IX – AMENDMENTS

These Bylaws may be amended by a two-third vote of the active members present voting at any business meeting, provided the membership has been notified of intention to revise at least 30 days prior to such meeting.

Article X – DISSOLUTION

In the event that said Council is dissolved, whether by agreement of the members, expiration of time of existence, or court action, the said Council shall remain in existence unless it is ordered otherwise by an order, judgment, or decree of a court of competent jurisdiction for the purpose of liquidating the affairs of said Council, and the then officers of said Council shall continue to hold positions and shall constitute trustees for the purposes of liquidating the Council. In such dissolution, all of the assets of the said Council shall be turned into cash in such a manner as said officers in their

best judgment shall determine, and from the cash thus obtained, all of the debts and obligations of the said Council shall be fully paid.

In the event of dissolution, any assets shall be distributed to the Council for Exceptional Children (CEC) Foundation which has established appropriate exempt status as an organization described in section 501 (c)(3) of the internal Revenue Code, contributions to which are deductible. In the event that the Council for Exception Children Foundation, Reston, Virginia, may not be qualified, may not be in existence, or may be unwilling or unable to accept the assets of the Virginia Council of Administrators of Special Education upon its dissolution, the Council's assets remaining after settlement of all its obligations, shall be distributed to the Federal Government or to a State or Local government for public purposes.

Amended:

8-22-94,

5-96,

5-99,

5-03

10/21/05