

Indiana Council of Administrators of Special Education (ICASE)

BYLAWS

ARTICLE I – NAME

The name of this organization, founded in 1961, shall be the Indiana Council of Administrators of Special Education, hereinafter referred to as ICASE. ICASE is a chartered subdivision of the Council of Administrators of Special Education (CASE) a division of the Council for Exceptional Children (CEC) on April 13, 1992.

ARTICLE II – MISSION

Mission Statement: The Mission of the Indiana Council of Administrators of Special Education is to provide leadership, support and professional development to empower our members in shaping policies and practices to improve the quality of education for all.

ARTICLE III – NOT FOR PROFIT STATUS

In May 2003, the IRS notified the Treasurer that ICASE had been reclassified from a 501c(3) to a 501c(6) status. On April, 20, 2005 the members of the ICASE Executive Committee accepted the CASE, Inc., proposal to act as the holding agent with 501c(3) status for tax deductible donations to the ICASE Porter Scholarship Fund.

ARTICLE IV – MEMBERSHIP

Section 1. Minimum Membership Requirements: ICASE shall maintain a minimum of 15 paid members who shall meet the Voting Membership qualifications established by CEC and its CASE division.

Section 2. Types of Membership

Membership in ICASE will have the following levels: Voting Membership, Non-Voting Membership, Aspiring Membership, and Retiree Membership.

Section 3. Membership Term and Dues

The fiscal membership year is July 1 through June 30 of the succeeding year. Dues for all membership categories are set and approved by the Executive Board and are due by September 1.

ARTICLE V - MEETINGS

Section 1. Annual Business Meeting

ICASE shall convene at least one business meeting annually open to all members. ICASE meeting dates shall be determine by the Executive Officers. All members shall be notified in advance of all business meetings as to the specific time, date and location. The Executive Officers g

reserve the right to poll the Voting Membership via electronic or conventional mail or through Roundtables at times other than the annual business meeting.

ARTICLE VI - QUORUM -

A quorum for the Annual Meeting and all other business meetings of the full membership shall be twenty-five (25) percent of the eligible voting membership. In addition, voting may occur by conventional mail, electronic mail or votes taken at Roundtable meetings and combined for the full membership as long as all voting members have an opportunity to participate in the vote. A simple majority of all respondents in a vote will rule.

ARTICLE VII - OFFICERS AND EXECUTIVE COMMITTEE

Executive Committee

ICASE shall be governed by a body known as the Executive Committee which shall be vested with all powers and general authority commonly accorded to any Board of Directors of a not-for-profit corporation, pursuant to all applicable Federal and State laws and the Articles of Incorporation and Bylaws. The Executive Committee is led by the Executive Officers of the Corporation to include the President, President-Elect, Secretary, Treasurer and Past President.

The Executive Committee shall be composed of the above named Executive Officers, the chairs of all Executive Standing Committees as well as one representative from each Roundtable. Co-Chairs of the Executive Standing Committees may also attend the Executive Committee Meetings and vote in the absence of the Chair. The Executive Committee will approve policies and procedures that will be listed in the **Executive Committee Policy and Procedure Handbook** that will guide practices for the organization, its members and all official committees and workgroups.

Section 1. Number and Terms of Office:

Terms begin on July 1 following the annual elections. The President, President-Elect and Past President shall serve a two year term. The Secretary, Treasurer and Chairs of the Executive Standing Committees and Roundtable Representatives shall serve 3 year terms.

Section 2. Meetings and Notice: The Executive Committee shall meet at least 9 times a year at an agreed upon time and place. An official board meeting require that each board member have written notice at least two weeks in advance.

Section 3. Manner of Election. The Immediate Past President shall convene and chair a special Nominating Committee comprised of the President-Elect and one voting member elected by the voting members of each Roundtable. The Committee will prepare a slate of officer candidates (slate may include single or multiple candidates) who have agreed to serve if elected. The slate will be presented to the Executive Committee at least 30 days prior to the Annual Meeting; and to the membership at the Annual Meeting. The Executive Committee is responsible for reviewing the slate and establishing procedures for balloting and accepting nominees from the floor. The Executive Officers reserve the right to poll the Voting Membership via electronic or conventional mail or through Roundtables at times other than the annual business meeting.

Section 4. Quorum. A quorum for an Executive Committee meeting shall be fifty-one (51) percent or greater of the members of the Committee. A simple majority of the Executive Committee members present for a vote will rule. In addition, voting may occur by conventional mail or electronic mail as long as all voting members of the Executive Committee have an opportunity to participate in the vote. A simple majority of all respondents in a vote will rule.

Section 5. Vacancies. Should a vacancy should occur in the office of President, the President-Elect shall assume the responsibilities as President. A vacancy in the offices of the President-Elect, Treasurer or Secretary shall be filled by appointment of the Executive Officers until an election can occur at the next regularly scheduled business meeting. A vacancy in the office of Immediate Past President shall be filled to complete the term by appointment of the Executive Officers from the Past President's Council. Should a Roundtable Representative no longer qualify for membership or resign his or her position, the alternate Roundtable Representative shall assume the responsibility of the position. The Roundtable shall select a new alternate at the next scheduled Roundtable meeting.

Section 6. Officers and Duties. The business and affairs of the Corporation shall be guided by the Executive Officers. There shall be 5 officers, consisting of a President, President-Elect, Past President, Secretary and Treasurer. Other duties include but are not limited to the following:

- Overall policy and direction of the corporation.
- Advancing the mission and goals of the organization through the implementation of the strategic plan.
- Approving revisions to the Constitution
- Providing fiscal oversight
- Establishing contractual boundaries
- Establishing and approving awards to be presented by the organization
- Providing a communication link with members of the Roundtables, state agencies and other organizations
- Providing leadership relative to current legislative issues of interest
- Approving membership recruitment activities
- Reviewing the recommended slate of officers as submitted through the Nomination Process and establishing procedures for balloting and nominations from the floor
- Reviewing and approving changes to the **Executive Committee Policies and Procedures Handbook**
- Reviewing the professional development program for annual conferences(s)
- Reviewing recommendations from the Scholarship Committee

The President shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee or arrange for other members of the Executive Committee to preside at each meeting. The President duties include:

- Serves as the public voice of the corporation or assign a designee,
- Collaborates with state agencies and other state associations,
- Attends CASE BOD meetings,
- Appoints Executive Standing Committee Chairs (Governmental Affairs, Nominating, Membership, Professional Development, Fiscal Management, Public Relations) from the cabinet as well as task force chairpersons for approval by the Executive Council,
- Appoints representatives or liaisons to statewide committees or other professional organizations,
- Approves the docket upon the recommendation of the Executive Committee
- Other duties as outlined in the ICASE Executive Committee Policy & Procedure Handbook.

The President-Elect assists the President in addressing the mission and goals of the corporation, serves in the absence of both the President and Immediate Past President. Other duties as outlined in the ICASE Executive Committee Policy & Procedure Handbook.

The Past President serves in the absence of the President, coordinates an annual review of the constitution and strategic plan, recommends changes to the Executive Committee and the full membership. Other duties as outlined in the ICASE Executive Committee Policy & Procedure Handbook.

- (a) Chairs a meeting of the Past Presidents' Council at least one time annually.
- (b) Maintains the ICASE Executive Committee Policies and Procedures Handbook.
- (c) At the end of the term, as a final duty, submits the CASE annual report by the established due date.
- (d) Mentors the President.

The Secretary serves a three year term beginning on July 1, of each year following the annual election. Duties include:

The Secretary shall serve in the absence of the president, Immediate Past President, and president-Elect. Secretary serves as parliamentarian and is responsible for keeping records of the Executive Committee's actions and motions, oversee the recording of minutes of all meetings, maintain archives and corporate records; serves as historian, distributes copies of minutes and agenda as directed. Mentors incoming secretary. Duties include:

The Treasurer serves a three year term beginning on July 1 of each year following the annual election. Duties include:

- (a) Recommends a Deputy Treasurer from the Unified Membership to the Executive Board and delegates duties as appropriate (Deputy Treasurer serves as a member of the Professional Development Committee).
- (b) Prepares and recommends annual budget to the Executive Board for approval.
- (c) Receives and deposits all income.
- (d) Disburses funds in accordance with the decisions of the full membership and/or the Executive Board.
- (e) Manages all fiscally related activities including direct billing and establishing credit.
- (f) Prepares and distributes monthly written financial reports for the membership and/or the Executive Board.
- (g) Complies with financial bonding practices as recommended through the auditing process.
- (h) Prepares and distributes an annual end of the fiscal year written report and maintains financial history according to IRS code.
- (i) Prepares and files forms required by the Internal Revenue Service consistent with the 501c.6 status.
- (j) Ensures an even-year informal audit through the Fiscal Management Committee.
- (k) Coordinates scholarship fund management with CASE for not for profit purposes.
- (l) Serves as a member of the Fiscal Management Committee.
- (m) Mentors incoming Treasurer.

ARTICLE VIII – ROUNDTABLES

Roundtables are a creation of ICASE established to assist with communication and support for all members. The Roundtable boundaries are determined by the Executive Council. Roundtable membership is a benefit of any level of membership with the exception of Patron membership.

ARTICLE IX – PAST PRESIDENT’S COUNCIL

The Past Presidents’ Council shall be chaired by the Immediate Past President and the Council shall be composed of Past Presidents. The Council shall be responsible for assisting the President and Executive Council in an advisory capacity and may be assigned special projects as needed.

ARTICLE X - COMMITTEES AND TASK FORCES

Section 1. Executive Standing Committees

Standing Committees shall include Governmental Affairs, Nominating, Membership, Professional Development, Fiscal Management, and Public Relations.

Section 2. Appointment of Committee Chairs

Using the Voting membership roster, the President shall appoint any open chair positions for the Executive Standing Committees for a 3 year staggered term. Each committee will select a co-chair. Each Roundtable shall select a representative (and alternate) to serve on these committees. The committee will include designated ICASE officers.

Section 3. Duties of Committees and Task Forces

Standing Committees and Task Forces are/may be established by the Executive Committee to further execute the interests of ICASE.

ARTICLE XI - PARLIAMENTARY PROCEDURE

The rules contained in “Robert’s Parliamentary Law” and the latest edition of “Robert’s Rules of Order, Revised” shall govern ICASE, in all cases to which they are applicable and in which they are not inconsistent with the articles of this constitution.

ICASE will use the following definitions to guide new bylaws, policies, procedures and guidelines.

- Bylaws - items voted on by the voting membership that will be added to the ICASE Bylaws.
- Policies/Procedures - items voted on by the ICASE Executive Committee and added to the ICASE Executive Committee Policy & Procedure Handbook.
- Guidelines - Items created to provide alignment and structure to ICASE committees, workgroups, etc. that can be approved by the members of that committee or workgroup.

ARTICLE XII - DISSOLUTION

Upon dissolution of ICASE, the Executive Committee shall, after paying or making provision of the payment of all liabilities, dispose of all the assets exclusively for the purpose of ICASE in such manner, or to such organizations, the purposes of which are to serve the needs of exceptional children. Under no circumstances shall any of the property or assets be distributed to any officer, member, employee, or subsidiary of ICASE.

ARTICLE XIII - Removal from Officers, Committee Chairs and Appointee

Any member of the Executive Committee not fulfilling the functions of his or her office may be removed from said office by a majority vote of the Executive Officers. Committee Chairs and other appointees not fulfilling the functions of his or her office may be removed from said position by the President in consultation with the Executive Board.

ARTICLE XIV - AMENDMENTS - This Constitution may be amended by a two-thirds (2/3) majority vote of the voting members present and voting at any business meeting provided the membership has been notified of the intention to revised at least 15 calendar days prior to such a meeting. Any changes, revisions or amendments to the ICASE Constitution shall go into effect immediately upon approval unless otherwise specified. Once the voting members approve the amendments/revisions, a new dates will be added to this document.

REVIEWED AND APPROVED BY

Amended: February 13, 1992 - Indianapolis
Amended: September 23, 1993 - Terre Haute
Amended: February 24, 1994 - Indianapolis
Amended: September 29, 1994 - Lafayette
Amended: February 28, 1995 - Indianapolis
Amended: September 29, 1995 - Nashville
Amended: March 7, 1996 - Indianapolis
Amended: September 26, 1997 - Terre Haute
Amended: September 25, 1998 - Nashville
Amended: February 15, 2002 - Indianapolis
Amended: February 20, 2004 - Indianapolis
Revised: September 28, 2007 – French Lick
Revised: February 18, 2011 – Indianapolis
Revised: February 5, 2016 - Indianapolis
(changed IV Section 1-4 Membership types to: 1.) Voting, 2.) Nonvoting, 3.) Aspiring, 4.) Retiree
Revised: October 6, 2017 - French Lick (changed President terms to 2 years for each, Revised name of Constitution to By-Laws)
Revised: February 16, 2018 - Indianapolis (added new Mission statement, added Public Relations Committee, took out Topicals, removed Executive Committee Policies and Procedures to the Executive Handbook.)