

CONSTITUTION/BY LAWS
WISCONSIN COUNCIL OF ADMINISTRATORS OF SPECIAL SERVICES LTD.

ARTICLE I - NAME

- Section 1. The name of this organization shall be the Wisconsin Council of Administrators of Special Services Ltd. hereinafter referred to as WCASS.
- Section 2. WCASS shall be affiliated as a state division of the Council of Administrators of Special Education Incorporated, a division of the Council for Exceptional Children.
- Section 3. WCASS are members of the School Administrators Alliance (SAA) to support the mission of SAA in representing the interests of children in Wisconsin.

ARTICLE II - PURPOSE

The WCASS is organized to promote professional leadership, provide opportunity for study of problems common to its members and to communicate through discussion and publications, information that will develop improved services for children.

ARTICLE III - MEMBERSHIP

- Section 1. MEMBERSHIP. The WCASS Board of Directors has created multiple levels of membership to provide an opportunity to obtain the benefits of professional development offered through WCASS. These categories may be found on the WCASS website as well as requested from the WCASS office.
- Section 2: AFFILIATION: WCASS is affiliated with the Council of Administrators of Special Education (CASE) International. A condition of affiliation is to have all "professional members" of WCASS belong to CASE. Therefore we ask all members to consider becoming a member of CASE by visiting their website at www.casecec.org.
- Section 3 THE SEVERANCE OF MEMBERSHIP.
 - A. When a member is behind in dues for 90 days, the member shall be officially notified in writing and the membership shall be automatically forfeited within 30 days of such notice unless the dues are paid. Reinstatement may be made by submitting a new application.
 - B. A member may be expelled from WCASS by a 3/4 vote of the Executive Board for violation of the written code of ethics. When violation charges are presented against a member to the Executive Board, the member shall immediately be given written notice of the charges including the name(s) of the person(s) presenting the complaint. The member shall also be sent written notice of the time and place of the review of the charges by the Executive Board and shall have the right to attend, with counsel if desired, this closed hearing. If the charges are substantiated and 3/4 of the Executive Board recommends expulsion, the member shall be so notified in writing. All charges shall be dropped unless the expulsion is supported by a 3/4 vote of the Executive Board within one (1) year from the date of the Executive Board's hearing.
 - C. Any member convicted of a felony shall be automatically expelled from the Council and shall be notified of such action in writing by the Executive Board.

ARTICLE IV - DUES

- Section 1. The Executive Director shall recommend the amount of dues. The amount shall be subject to the approval of the Executive Officers and the WCASS Board of Directors.. Membership dues shall be for the fiscal year July 1 to June 30 and may be paid either prior to or after the start of the fiscal year.
- Section 2. A person who is eligible for Retiree Membership will be exempt from payment of dues.

ARTICLE V EXECUTIVE OFFICERS

- Section 1. EXECUTIVE OFFICERS: The executive officers of WCASS shall be as follows: President, President-Elect, Secretary, Treasurer and Past-President. Officers shall be members in good standing in WCASS. The elected executive officers shall be the Directors of the corporation unless otherwise established in the Constitution/By Laws.
- Section 2. ELECTION OF EXECUTIVE OFFICERS. The Executive Officers shall be elected by ballot and the results announced at the Spring Annual Business Meeting (also known as the Spring Membership Meeting.) Hard copy or electronic forms of mail may be used as long as delivery to all eligible voting members is assured.

Paper ballots shall be returned by the date published on the ballot to the WCASS office where they will remain unopened until forwarded to the Nominating Committee Chairperson. The ballot "return date" shall be recommended by the nominating committee and confirmed by the Executive Officers.

Electronic ballots will be submitted in accordance with established software procedures, and shall be downloaded and forwarded to the Nominating Committee Chairperson for final tabulation of results. Ballot tabulation shall be by at least a majority of the members of the Nominating Committee.

Election Years:

President-Elect and the **Treasurer** shall be elected in even-numbered years.

The **Secretary** shall be elected in odd-numbered years.

Election results shall be announced at the annual business meeting and shall serve two (2) years or until a successor is chosen.

The **Secretary** and the **Treasurer** shall be announced at the annual business meeting.

Each officer shall serve for two (2) years or until a successor is chosen. All elected officers shall assume office on July 1.

- Section 3. VACANCIES - PRESIDENT OR PRESIDENT-ELECT OR PAST PRESIDENT. In case of a vacancy occurring in the office of President, the President - Elect shall assume the office of President. In case of a vacancy occurring in the office of the President-Elect, or in the event that he/she succeeds the President for any reason, the President, with the approval of the Executive Officers, shall appoint an acting President-Elect until a replacement can be duly elected.
- In the event that there is no successor to the position of "PAST PRESIDENT", the President, with the approval of the Executive Officers, shall appoint the current Past-President (if he/she is willing) or a previous past president (in good standing) to fulfill the open term of Past-President.
- Section 4. VACANCIES - SECRETARY OR TREASURER. In case of a vacancy occurring in the office of the Secretary or Treasurer, the President, with the approval of the Executive Officers, shall appoint a temporary replacement to serve the remainder of the unexpired term.
- Section 5. PRESIDENT: The president shall preside at all regular and special meetings of WCASS and the Board of Directors. He/she shall appoint all standing and special committees, with the exception of the nominating committee, subject to the approval of the Board of Directors, and shall be an ex-officio member of all committees, with the exception of the nominating committee. He/she shall act for WCASS between annual meetings, clearing by mail or telephone wherever necessary important actions with the Executive Officers. The President or such alternate as he/she may designate, shall represent WCASS at meetings of other groups where WCASS representation is desired or required. The President may appoint a Parliamentarian to serve at all business meetings of WCASS.
- Section 6. PRESIDENT-ELECT: The President-Elect shall serve in the event of resignation or absence of the President. He/she shall have responsibilities as designated by the President. He/she shall accede to the office of President from the position of President-Elect.
- Section 7. SECRETARY: The Secretary shall keep accurate minutes of all general meetings of WCASS and of meetings of the Board of Directors. He/she shall carry on correspondence as necessary in regard to matters as delegated by the President.
- Section 8. TREASURER: The Treasurer shall prepare a budget annually in consultation with the Executive Director and submit to the Executive Officers for approval. The Treasurer shall review the financial review or audit done annually by an outside firm and submit a report to the Executive Officers, Board of Directors, and general membership. The Executive Officers, Board of Directors, and membership will be provided on a regular basis a report on the financial condition of WCASS.
- Section 9. IMMEDIATE PAST-PRESIDENT: The immediate Past-President shall be a member of the Executive Officers of WCASS.
- Section 10. REMOVAL OF OFFICERS.
- A. A petition for removal of a WCASS officer shall be signed by at least five (5) members of the WCASS and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President-Elect.

- B. The President (or President-Elect) shall, within seven (7) days notify each Executive Officer in writing of the receipt parties concerned, and call a special meeting of the Executive Officers and Board of Directors to consider the matter within thirty (30) days following receipt of the petition.
- C. At the Board of Directors meeting, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-third majority vote of the members present, provided there is a quorum, is necessary for the removal of the officer. Removal from office is effective immediately.
- D. The officer being considered for removal shall be provided with the result of the Board of Directors action in writing within seven (7) days.
- E. Upon receipt of written notification of removal, the officer concerned shall have fifteen (15) days to submit to the President (or President-Elect) written notice of appeal
- F. Within seven (7) days following receipt of a valid written notice of appeal, the President (or President-Elect) shall call, in writing, for the appointment and meeting of an Appeal Board. The Appeal Board shall consist of two (2) representatives from each WCASS region, selected by the respective regions' membership, and shall meet within thirty (30) days following receipt of the notice of appeal. The President (or President-Elect) shall serve as the non-voting chairperson of the Appeal Board.
- G. At the meeting of the Appeal Board, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present is necessary to overturn the decision of the Board of Directors and reinstate the removed officer. Reinstatement is effective immediately.
- H. The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven (7) days.

ARTICLE VI - WCASS REGIONAL ORGANIZATION

WCASS will be organized into regional subgroups of the parent group in order to facilitate goals of the organization with respect to geographical concerns, service delivery and other regional matters. Each region shall be structured according to the policies set down by the policies of the Board of Directors.

ARTICLE VII - MEETINGS

- Section 1. WCASS membership shall meet at least three (3) times per year with a fall, winter and spring meeting to conduct its necessary business and reports. All members shall receive notification of such meetings within a reasonable time. Changes in time or place of meetings shall be made upon recommendation of the Executive Officers with the approval of the Board of Directors.
- Section 2. Attendance at business meetings may be restricted to members in good standing.
- Section 3. A quorum shall be established for the purpose of conducting any business if twenty (20) members are present.
- Section 4. The spring meeting shall be designated as the annual meeting.

ARTICLE VIII - BOARD OF DIRECTORS

- Section 1. A. The Board of Directors shall be made up of the Officers of WCASS, the chairperson of the standing committees, the chairpersons from each Region.
- Section 2. A. The Board of Directors shall have general supervision of the affairs of WCASS between its business meetings. It shall advise the President, approve committee appointments and approve appointments by the President of all officer vacancies.
- Section 3. A. A quorum of the Board of Directors shall be established for the purpose of conducting any business if seven (7) of the Executive Board members are present including 2 elected officers.
- Section 4. A. In matters demanding quick action or in a time of emergency the President shall have the authority to poll the members of the Board of Directors by phone, -email or mail, to verify the vote, and to take appropriate action.
 - B. Such action shall be subject to ratification at the next meeting of the Board or General Membership,

whichever takes place first, unless the action taken is of such a nature that it cannot be reversed.

Section 5. EXECUTIVE DIRECTOR

- A. The Board of Directors shall have the authority to hire an executive director to implement the business of the organization.
- B. The Executive Director shall receive a yearly, written evaluation no later than June 30th of each year. This evaluation shall be based on objective, job-related criteria, completed with input from the Board of Directors, and be discussed with the Director by the President. A copy of the written evaluation will be given to the Director and a copy placed on file with the organization. The format of the written evaluation tool is the discretion of the Executive Officers
- C. The Executive Director may enter into whatever contractual arrangements are needed in order to fulfill WCASS's purpose and to obtain necessary services.

ARTICLE IX - COMMITTEES

Section 1. STANDING COMMITTEES. The standing committees shall be as follows:

- A. Legislation (SAA legislative committee - six members)
- B. Constitution/Policies
- C. Membership/Recruitment
- D. Newsletter/Handbook
- E. Professional Development
- F. Research/Special Projects
- G. Social/Awards
- H. Public Relations

Section 2. COMMITTEE MEMBERS. The standing committees and other special committees as needed shall be appointed by the President of WCASS with the approval of the Executive Officers.

Section 3. SCHOOL ADMINISTRATOR ALLIANCE COMMITTEES (SAA). Membership on the SAA Committees shall be appointed by the WCASS President in consultation with the Executive Director

Section 4. NOMINATING COMMITTEE. The immediate Past-President shall serve as chairperson of the nominating committee. The chairperson from each of the WCASS regions will serve as the balance of the committee. This committee will create a call for nominations for the officers to be elected, and will seek at least two (2) candidates for each elected office to complete the slate of officers. The committee will check these nominations to determine eligibility and availability to hold office.

The nominating committee shall present the slate of candidates electronically or by mail, along with a brief biographical sketch of each candidate and an opportunity to vote electronically, or if necessary via printed ballot, to each voting member at least four weeks prior to the spring annual meeting. Votes shall be tabulated in accordance with Article V. Section 2 of the WCASS Constitution. In the event of any tie vote the Board of Directors shall break the tie by a majority vote.

Section 5. SPECIAL COMMITTEES. Special Committees may be established as needed, either by the Executive Officers, the Board of Directors, or by vote of a majority of the members present at an annual business meeting. Members will be appointed by the President in consultation with the Executive Director

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Parliamentary Law" and the latest edition of "Robert's Rules of Order, Revised" shall govern the Wisconsin Council of Administrators of Special Services in all cases to which they are not inconsistent with the articles of this constitution.

ARTICLE XI - AMENDMENTS

This constitution may be amended by a two-thirds vote of the members present at any business meeting, provided the membership has been informed of the proposed revision at least thirty (30) days prior to the meeting.

ARTICLE XII- DISSOLUTION

Upon the dissolution of the WCASS, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

(Constitution Revision Approval by WCASS General Membership November 19, 2013.)