

# MONTANA COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION CONSTITUTION

## **Proposed Revisions 9/24/19**

### Article I: Name

- Section 1. The name of this organization shall be the Montana Council of Administrators of Special Education, hereinafter referred to as MCASE.
- Section 2. MCASE shall be affiliated as a federation of the International Council of Administrators of Special Education, Inc. hereinafter referred to as CASE and associated with the School Administrators of Montana, hereinafter referred to as SAM.

### Article II: Purpose

The Montana Council of Administrators of Special Education is organized to promote professional leadership, provide opportunity for study of problems common to its members, and to communicate through discussion, publications and other activities information that will assist in the development of improved education and services for all children.

### Article III: Membership

- Section 1. ACTIVE MEMBERSHIP is open to anyone who (a) is a current member of the Council for Exceptional Children and (b) administers, directs, supervises, and/or coordinates a program, school, or classes of special education for exceptional children in one of more categories as a major responsibility and college faculty whose major responsibility is the professional preparation of administrators of special education. Active membership entitles the member to attend all meetings, to vote on all questions presented to the membership, and to hold office.
- Section 2. ASSOCIATE MEMBERSHIP is open to any member of the Council for Exceptional Children who has been an active member in MCASE for three or more consecutive years, remains in education administration and who is not eligible for active membership. Associate members may enjoy all of the privileges of active membership except that of holding office or serving as a committee chairperson.
- Section 3. STUDENT MEMBERSHIP is open to post-Masters students in special education administration programs who are not employed full time.
- Section 4. RETIRED LIFE MEMBERSHIP shall be available to all persons who have retired from their responsibility and who no longer are eligible for active membership in MCASE. Retired life members may enjoy all privileges of active membership, except that of holding elected office.
- Section 5. MCASE is an associate member of SAM and the membership year shall run from July 1 to June 30.
- Section 6. Although separate membership may be maintained in the Council of Exceptional Children and CASE, only members with unified membership, MCASE/SAM shall be entitled to vote on matters concerning the organization.
- Section 7. There shall be one state organization of MCASE with five (5) regional committees headed by a chairperson elected by each regional council.

### Article IV: Dues

- Section 1. The executive committee shall recommend the amount of dues. The amount shall be subject to approval of members at the annual spring business meeting.
- Section 2. Dues will include CEC/CASE/MCASE/SAM. Dues are payable on or before the annual business meeting in the fall. All CEC/CASE dues will be transmitted by the Associate Director of SAM to CEC on a monthly basis.

## Article V: Officers

- Section 1. Conditions of Office
- a. Officers must be members in good standing of both MCASE and SAM at the time of nomination and election and remain so throughout the term of office.
  - b. MCASE shall provide the usual officers (see Section 2 of this article) as selected by systematic and democratic procedures, with appropriate authority to serve in the functions of their offices as described below.
- Section 2. The officers of MCASE shall be as follows: President, President-Elect, Secretary, Governing Board, Representative to the Montana Federation of the Council for Exceptional Children, and Immediate Past President.
- Section 3. The President, President-elect, Immediate Past President, Secretary, and Representative to the CEC Governing Board shall serve two (2) year terms. All elected officers shall begin their duties with the new fiscal year, which is July 1 through June 30.
- Section 4. In case of vacancy occurring in the office of President, the President -Elect shall assume the office of the President. In case of a vacancy occurring in the office of President-Elect, the office shall remain vacant until the next business meeting of MCASE. During the interim, however, the President with the approval of the Executive Committee shall appoint an acting President-Elect until a replacement can be duly elected.
- Section 5. In case of a vacancy occurring in the office of Secretary or Past President; the President with the approval of the Executive Committee shall appoint a temporary replacement to serve until the next business meeting of MCASE.
- Section 6. In case of a vacancy occurring in the positions of representatives to the CEC Governing Board, the President with approval of the Executive Committee shall appoint a temporary replacement to serve until the next annual business meeting.
- Section 7. THE PRESIDENT. The President shall preside at the biannual business meetings of the MCASE and at meetings of the Governing Board. The President shall appoint special committee chairpersons and SAM Legislative Steering Committee Representative subject to 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 MCASE between business meetings, clearing by mail, telephone, or email whenever necessary, important actions with the Executive Committee. The President or such alternate as designated shall represent MCASE at SAM Executive Board and at meetings of other groups where MCASE representation is desired and required. The President may appoint a parliamentarian to serve at all business meetings of MCASE.
- Section 8. THE PRESIDENT-ELECT. The President-Elect shall serve in the event of resignation or absence of the President. The President-Elect shall have such other responsibilities as designated by the President. The President-Elect shall accede to the office of President from the position of President-Elect.
- Section 9. THE SECRETARY. The Secretary shall keep minutes of the business meetings and of any Governing Board and business meetings. Within 10 days of such meetings, that person shall provide the members of the Executive Committee and the SAM office with a copy of the minutes. The Secretary shall perform such other duties as assigned by the President.
- Section 10. REPRESENTATIVE TO CEC. The representative to CEC serves on the Governing Board of the Montana Federation of the Council for Exceptional Children and shall represent MCASE at all required meetings called by the Council for Exceptional Children. This person shall report in writing at the spring business meeting of MCASE. This representative shall be a member of the Governing Board of MCASE.

- Section 11. REPRESENTATIVE TO SAM- The President shall serve as the MCASE Representative to SAM. If unable to attend the President shall appoint an MCASE representative to the SAM Board meeting. The president shall submit a report to MCASE members at the spring business meeting.
- Section 12. IMMEDIATE PAST PRESIDENT. The Immediate Past President shall serve as the chair of the nominating committee.
- Section 13. Conditions of office. Should any officer not fulfill the functions of said office, the following procedures will be implemented:
- a. A petition for removal of a MCASE officer shall be made by a majority vote of the MCASE/SAM Governing Board by submitting this to the President. If the President is the subject of the petition, it should be submitted to the President-Elect. Such petition shall indicate the problems or concerns and indicate why the person in question should be removed from office.
  - b. The President (or President-Elect), in conjunction with at least two (2) other members of the Governing Board, shall contact the person in question and shall establish a date to review the situation with this person.
  - c. At the time of the meeting an outline should be developed listing the necessary corrective actions the person in question must take to fulfill the duties of the elected position.
  - d. If the corrective action is successful, the matter will be dropped and the person will remain in office.
  - e. If, after the time of probation, the person is not fulfilling the duties, the President (or President-Elect) will present this matter in writing to the Governing Board. The Governing Board will have the power to suspend the person from office. This will require a majority vote of the Governing Board members, with the removal from office effective immediately.
  - f. The Governing Board will present written notice of removal or recall to the person in question. The person will have thirty (30) days to submit to the President (or President-Elect) a written notice of appeal.
  - g. Upon receipt of the appeal the President (or President-Elect) will turn the written appeal over to an Appeal Board. The Appeal Board shall be appointed by the President (or President-Elect) and be composed of five (5) persons who are members of MCASE.
  - h. The five (5) members of the Appeal Board shall be called together by the President (or President –elect). The five (5) members of the Appeal Board shall select a chairperson.
  - i. At the meeting of the Appeal Board, the Governing Board may be present but will not be able to vote on the appeal. A majority vote of the Appeal Board will be necessary to overturn the Governing Board’s decision to remove the elected MCASE officer in question from office. This will constitute a reinstatement and it shall be effective immediately.
  - j. The officer whose appeal has been considered shall be provided the Appeal Board decision in writing within fifteen (15) days.

## Article VI: Meetings

- Section 1. MCASE shall meet at least twice annually, once at the fall MCASE meeting and once in the spring. Changes in time or place of meeting shall be made upon recommendation of the Governing Board, with approval of the membership.
- Section 2. Other meetings may be held through regional, standing, or special committees.
- Section 3. Attendance at business meetings is restricted to active members of MCASE.

## Article VII: Executive Committee/Governing Board

- Section 1. The MCASE Governing Board shall have up to eleven (11) members. The Board shall consist of the President, President-Elect, Immediate Past President, Secretary, MCEC Representative, SAM Legislative Steering Committee Representative and one representative from each of the five (5) recognized regional administrative groups.
- Section 2. EXECUTIVE COMMITTEE. The Executive Committee shall consist of the President, President Elect, and Immediate Past President.
- Section 3. The Executive Committee shall meet prior to the semi-annual business meeting of MCASE 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 payment of bills, authorize an audit, and prepare a budget. It shall approve appointments, as made by the President, of an officer to fill a vacancy. It shall act upon matters of business which may arise between the semi-annual meetings of MCASE.

## Article VIII: Committees

- Section 1. The standing committees shall be as follows:
- a. Promote and Strengthen Special Education Leadership
  - b. Promote and Strengthen Preparation Programs for Educational Leaders and Teachers
  - c. Promote and Strengthen Advocacy for an Integrated System that Meets All Students' Needs
  - d. Developing and Strengthening the SLP program in Montana.
- Section 2. There shall be five (5)-regional committees meeting at least between the two semi-annual business meetings and working on established priorities of the organization.
- Section 3. The Governing Board shall serve as the nominating committee. The Immediate Past President shall chair. Calls for nomination will circulate by ~~mail~~ email at least thirty (30) days prior to the spring business meeting. ~~Balloting shall occur at the spring business meeting and results will be announced at that time.~~ Email balloting shall follow/occur during the Spring MCASE business meeting and results will be announced at the close of balloting one week later.

## Article IX: Parliamentary Authority

The rules contained in Robert's Parliamentary Law and the latest edition of Robert's Rules of Order Revised shall govern the Montana 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: Dissolution

Upon dissolution of MCASE, the Executive Committee shall, after paying or making provision for the payment of all liabilities, dispose of all the assets exclusively for the purposes of MCASE in such a 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 MCASE.

## Article XI: Amendments

The Constitution may be amended by a majority vote of the members present at the semi-annual business meetings, provided the membership has been notified at least thirty (30) days prior to the semi-annual meetings of the intention for revisions.

### **MCASE Philosophy, Mission & Goals** **Revised and Developed April 2013** **In Helena, MT**

#### MCASE Mission

Leadership advocating support and success for all students.

#### MCASE Belief Statements and Core Values

MCASE members believe the following:

- *All* children can learn and achieve according to their abilities.
- MCASE facilitates collaborative relationships among parents, students, educators, specialists, administrators and the community to foster success for *all* students.
- We can improve the educational system by engaging in political advocacy including funding, federal and state legislation, policy development and rule making.
- There is a need for more specialized in-services and pre-service training for *all* educators.
- *All* school personnel are responsible for *all* students.
- Public education is valued and critical in shaping the future of our state by striving to meet the needs of *all* students on an individual basis.

#### MCASE Goals & Objectives

##### GOAL #1 - Promote and Strengthen Special Education Leadership

Objectives:

- Support active membership
- Strengthen educational partnerships with professional organizations
- Build MCASE's internal structure
- Continue conference sponsorship
- Increase website presence

##### GOAL #2 – Promote and Strengthen Preparation and Professional Development Programs for Educational Leaders and Professional Staff

Objectives:

- Collaborate with the Office of Public Instruction (OPI)
- Collaborate with Higher Education
- Sustain and improve recruitment projects in all disciplines

##### Goal #3 – Promote and Strengthen Advocacy for an Integrated System that Meets All Students' Needs

Objectives:

- Collaborate with External Resources, Communities and Families
- Collaborate with Regular Education Initiatives

## CASE STRATEGIC PLAN IMPLEMENTED 4.2013

### GOAL #1 - Promote and Strengthen Special Education Leadership

#### Objectives:

- **Support active membership**
  - Develop and promote Executive Committee membership training, including development of a MCASE handbook
  - Identify potential MCASE members
  - Establish regular regional meetings
  - Offer access to MCASE resources (e.g. sponsorship)
- **Strengthen educational partnerships with professional organizations**
  - School Administrators of Montana (SAM)
  - Regional affiliates (e.g. CSPD - Comprehensive System of Professional Development Councils)
  - Outside agencies (e.g. Office of Public Instruction – Special Education Division, Department of Public Health and Human Services (DPHHS), Part C services, Head Start, Mental Health agencies)
  - Families and community
- **Build MCASE's internal structure**
  - Review and implement handbook
    - Establish and define standing committees
    - Develop and implement job descriptions
- **Continue conference sponsorship**
- **Increase website presence**

### GOAL #2 - Promote and Strengthen Preparation and Professional Development Programs for Educational Leaders and Professional Staff

#### Objectives:

- **Collaborate with the Office of Public Instruction (OPI)**
  - Define what MCASE needs from OPI
  - Define what collaboration with OPI would look like
  - Improve communication
- **Collaborate with Higher Education**
  - Promote practitioner participation in classes with teachers and Special Education leaders
    - General Education
    - Special Education
    - Administrative Leadership
- **Sustain and improve recruitment projects in all disciplines**

### Goal #3 - Promote and Strengthen Advocacy for an Integrated System that Meets All Students' Needs

#### Objectives:

- **Collaborate with External Resources, Communities and Families**
  - Provide resources and support to School Administrators of Montana (SAM)
  - Develop legislative agenda
- **Collaborate with Regular Education Initiatives**
  - Response to Intervention (RtI)
  - Common Core
  - Montana Behavioral Initiative (MBI) – Positive Behavior and Instructional Supports (PBIS).