



Bylaws

February 8, 2012

ARTICLE I: NAME

Section 1.1 NAME: The name of this organization shall be the Michigan Association of Administrators of Special Education (MAASE).

Section 1.2 AFFILIATION: MAASE shall be recognized as an official subdivision of the International Council of Administrators of Special Education (CASE) and a unit of the International Council for Exceptional Children (CEC), and shall be affiliated with the Michigan Federation of the Council for Exceptional Children.

ARTICLE II: STRATEGIC PRIORITIES

Section 2.1 PURPOSE: The mission of MAASE is to provide to its general membership, knowledge and skills to provide leadership for the development and implementation of quality programs and services for students with disabilities within the total education community.

Section 2.2 STRATEGIC PRIORITIES. The strategic priorities of MAASE are to provide:

1. Technical assistance & information
2. Professional development
3. Networking among members
4. A mechanism for political action
5. Encouragement & support for educational innovation
6. Communication & collaboration with all educators & community partners

ARTICLE III: MEMBERSHIP

Section 3.1 INTERNATIONAL MEMBERSHIP: International members must hold concurrent membership in the International Council for Exceptional Children and the International Council of Administrators of Special Education. MAASE shall maintain a minimum of 15 paid international members who shall meet the qualifications established by the International CEC Representative Assembly and as may have been supplemented by CASE.

Section 3.2 STATE MEMBERSHIP: State level membership is open to:

1. Any individual who is currently approved and employed as a special education supervisor, director, planner or coordinator who has the primary responsibility for administration, direction, supervision and coordination of special education programs and services for exceptional children including state, intermediate and local programs approved by Michigan Department of Education.
2. University or college personnel having responsibilities related to special education.
3. Michigan Department of Education personnel having administrative and/or consultative responsibilities for special education.
4. Persons in the administrative role of building principals who also directly supervise special education programs and special education certified staff that coordinates special education programs.
5. Persons in administrative positions in federally sponsored programs for exceptional children.
6. And such others as are recommended to and approved by to the Executive Board.

Section 3.3 NONVOTING ASSOCIATE MEMBERSHIP: Any individual who does not meet the requirements for regular international or state membership (i.e., retirees, aspiring administrators, professionals in related fields) may become a nonvoting associate member upon the recommendation of the Executive Board.

Section 3.4 MEMBERSHIP DETERMINATION: The Executive Board shall consider all applications for membership and shall ultimately be responsible for disposition of all such applications.

Section 3.5 MEMBERSHIP YEAR: The membership year is July 1 to June 30.

ARTICLE IV: DUES AND FEES

Section 4.1 INTERNATIONAL DUES: State and International CEC and CASE shall determine the dues for international members. In addition to the international dues, international members shall be assessed state fees in accordance with section 4.2 below. The Executive Board may recommend, on an annual basis, that state fees for international members be offset by any member rebate received by MAASE from CEC/CASE.

Section 4.2 STATE FEES. The state fees for this organization shall be determined by the Executive Board and approved by the membership at the annual April meeting for each subsequent year. The annual fees (July 1 - June 30) will be payable on or before October 15th of each succeeding year.

Section 4.3 NONVOTING ASSOCIATE FEES. The nonvoting associate fees of this organization shall be determined annually, payable on or before October 15th of each succeeding year.

ARTICLE V: OFFICERS

Section 5.1 TITLES OF OFFICERS: The officers of the Association shall be as follows: President, President-Elect, Immediate Past-President and International CASE Board Representative.

Section 5.2 ELECTIONS OF OFFICERS:

1. Only voting members in good standing may be nominated for office. Officers must maintain a current membership in International CEC and CASE throughout their terms of office. Failure to maintain such membership may result in immediate removal from office.
2. The President-Elect shall be elected at the June meeting and shall serve one school year. The President-Elect shall serve as President the following school year and in the third year, shall serve as the Past President.
3. The International CASE Board Representative shall be elected at the June meeting and shall serve three school years.
4. The President at the February meeting shall make a call for candidates. Members interested in holding the office of President-Elect or the International CASE Board Representative will be directed to the Immediate Past President, who will chair the Nominating Committee. This Committee will present a ballot of candidates with the June meeting agenda. Nominations from the floor must have the prior consent of the nominee. The candidate receiving the most number of votes will determine election of officers. Only voting members in good standing may vote in these elections.

Section 5.3 TERMS OF OFFICE: The President and President-Elect shall assume office at the close of the last meeting of the school year and shall serve for one school year. The International CASE Board Representative shall assume office at the close of the last meeting of the school year in which the person was elected to office, and shall serve for the following three school years.

Section 5.4 FILLING VACANCIES: In case of a vacancy occurring in the office of the President, the President-Elect shall assume the office of the President. In case of a vacancy in the office of President-Elect, or in the event that the President-Elect succeeds the President for any reason, the office of President-Elect shall remain vacant until the next annual election of the organization. Should this occur, the President, with the approval of the Executive Board, shall appoint a member to carry on the remaining duties of the President-Elect. In the event of a vacancy occurring in the office of the International CASE Board Representative, the office shall remain vacant until the next annual election of the organization. Should this occur, the President, with the approval of the Executive Board, shall appoint a member to carry on the remaining duties of the International CASE Board representative.

Section 5.5 DUTIES OF OFFICERS: The duties of the Officers of the Association shall be as follows:

Section 5.51 THE PRESIDENT: The President shall preside at all meetings of the organization and at meetings of the Executive Board; the President shall appoint all Project Leaders, Standing Committees, and Appointees, and shall be an ex officio member of all committees and projects with exception of the Nominating Committee. The President shall act for the organization between meetings, clearing by mail or telephone or special meeting whenever necessary, important actions with the Executive Board. The President, or such alternate as may be designated, shall represent the organization at meetings of other groups where organization representation is desired or required.

Section 5.52 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. These duties include:

1. Chair the annual Audit Committee.
2. Chair the annual Beekman Award Committee.
3. Chair the By-Laws Committee.
4. Chair the Legislative Action Committee

Section 5.53 THE IMMEDIATE PAST PRESIDENT: The Immediate Past President shall serve on the Executive Board and perform other duties as designated by the President. These duties include:

1. Chair the Nominating Committee.
2. Present a ballot of candidates for election to Association offices at the last meeting of the school year.
3. Review new items to be considered for placement on the MAASE website
4. Serve as Chairperson of the Professional Development Steering Committee

Section 5.54 THE INTERNATIONAL CASE BOARD REPRESENTATIVE: The International CASE Board Representative shall serve on the Executive Board and perform other duties as designated by the President. These duties include:

1. Attend meetings of the International CASE Board of Directors.
2. Serve as a liaison between MAASE and State/International CEC and CASE.
3. Make an annual report to the presidents of CASE and State CEC.
4. Serve as member of the Legislative Action Committee.

Section 5.6 REMOVALS FROM OFFICE:

1. A petition for removal of an Association officer shall be signed by at least one-third of the members of the Association and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President-Elect.
2. The President (or President-Elect) shall, within seven days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned and call a special meeting of the Executive Board to consider the matter within 30 days following receipt of the petition.

3. At the Executive Board meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two-thirds majority vote of the Executive Board members present, providing there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.
4. The office being considered for removal shall be provided with the results of the Executive Board action in writing within seven days.

ARTICLE VI: EXECUTIVE DIRECTOR

Section 6.1 EXECUTIVE DIRECTOR: An Executive Director selected by the Executive Board shall be contracted by the Association to fulfill the functions of secretary and treasurer and other functions as determined by the Executive Board. The Executive Director shall serve solely at the discretion of the Executive Board, under the direction of the President. The Board shall contract with an individual or corporation to fulfill the function of Executive Director on a contractual basis. A written contract, effective July 1 to June 30 and automatically renewable each year, shall be executed annually by the President following a performance evaluation.

Section 6.2 SECRETARIAL FUNCTION OF THE EXECUTIVE DIRECTOR: The Executive Director shall keep accurate minutes of all general meetings of the Association and of meetings of the Executive Board. The Executive Director shall carry on correspondence as necessary in regard to matters as delegated by the President. The Executive Director shall update and distribute Association stationery by the October meeting. The Executive Director shall post minutes and regularly scheduled meeting agenda on the MAASE website. (The President may authorize a special mailing of the minutes or other resources.) The Executive Secretary shall keep a copy of minutes for at least the four years preceding the current year, and when disposition of minutes of preceding years is made, shall keep a summary of the following: names of officers, motions passed and the dates and resulting correspondence, changes in by-laws, and the dates and any other formal action taken by the Association or the Executive Board.

Section 6.3 TREASURER FUNCTION OF THE EXECUTIVE DIRECTOR: The Executive Director shall receive and disburse, upon proper authorization of the Executive Board, all funds of the Association, shall keep an accurate record of receipts and expenditures, and present a report at each general meeting. The Auditing Committee shall audit the records of the Executive Director annually.

Section 6.4 OTHER DUTIES OF THE EXECUTIVE DIRECTOR: Additional duties of the Executive Director include but are not limited to:

1. Prepare, in cooperation with the President, meeting agendas, and see that they are printed and provided to each member in a timely manner.
2. Make facility arrangements for meetings and bill expenses.
3. Provide for the collection of dues paid by members.
4. Maintain master membership list.
5. Such other consultation and/or services specifically assigned by the Executive Board or another person it designates.

Section 6.5 FILLING VACANCY: The Executive Board shall fill a vacancy, which occurs in the Executive Director position. During the vacancy, the President shall appoint a member to function as secretary and a member to function as treasurer.

Section 6.6 TERMINATION: Either party to the contract may terminate said agreement with at least 60 days written notice.

ARTICLE VII: EXECUTIVE BOARD

Section 7.1 MEMBERSHIP: The Executive Board shall consist of current officers and the Presidents or equivalent of the Michigan Association of Intermediate Special Education Administrators (MAISEA), the Michigan Association of Local District Special Education Administrators (MALSEA). The Executive Boards shall meet in conjunction with regularly

scheduled Association meetings and as determined by the President.

Section 7.12 REGIONAL REPRESENTATIVES: In addition to members defined by 7.1, the Executive Board shall also consist of a representative member from State of Michigan Regions as defined by the Michigan Department of Education Office of Special Education and Early Intervention Services as Regions one (1) through four (4). Region 1 is further defined by these bylaws as consisting of two (2) sub-regions (1a and 1b) for a total of 5 regional representatives. Representatives are elected, one from each region, for two-year terms by members of that region. Regions 1a, 2, & 4 will elect representatives on even number years and Regions 1b & 3 will elect representatives on odd number years. Executive Board Regional Representatives will begin with the 2010-2011 (even) school year. Representatives from Regions 1b and 3 will be elected for a one-year term this initial year. The Past-President at both the February and April General Membership meetings will receive nominations. Elections will be conducted online during May with election results announced at the June General membership meeting.

Section 7.2 FUNCTIONS: The functions of the Executive Board shall be as follows:

1. Transact the routine business of the Association.
2. Prepare agendas and programs for the Association.
3. Review financial reports of the Executive Director.
4. Act on behalf of the Association at state or national meetings.
5. Review the activities of standing committees, Projects, and/or Appointees established by the Association.
6. Take necessary important actions between meetings at the request of the President.
7. Make recommendations for action by the membership.
8. Contract with an Executive Director.
9. Contract for services as determined by the Executive Board.

ARTICLE VIII: PROJECTS, COMMITTEES AND APPOINTEES

Section 8.1 PROJECTS:

1. Projects are defined as: a task that has a product and a designated completion date.
2. The Executive Board at the July Executive Board Retreat shall determine projects for the coming year. Projects may also be submitted and approved by the Executive Board throughout the year.
3. Only MAASE members may be members of projects. State Department liaisons are exempt from the membership requirement. A project group may use resource persons.
4. Project Leaders will submit status reports to the Executive Board in a format provided by the Executive Board.
5. When it is necessary to attend an Executive Board meeting, the Project Leaders shall contact the President of MAASE in order to be placed on the agenda.
6. Project Leaders may provide an oral or written report at each regular and special meeting of the Association.
7. Project Leaders are responsible for production and dissemination of reports.

Section 8.2 COMMITTEES:

1. Standing Committees are defined as: a group of individuals from within the organization that focus on a specific topic area for an extended period of time with no designated product or completion date (e.g. monitoring changes in state and/or federal special education rules, regulations, and/or procedures).
2. The Executive Board at the July Executive Board Retreat shall determine standing Committees for the coming year. Committees may also be submitted and approved by the Executive Board throughout the year.
3. Only MAASE members may be members of Standing Committees. State

Department liaisons are exempt from the membership requirement. A Standing Committee may use resource persons.

4. Standing Committee Leaders will submit status reports to the Executive Board in a format provided by the Executive Board.
5. When it is necessary to attend an Executive Board meeting, Standing Committee Leaders shall contact the President of MAASE in order to be placed on the agenda.
6. Standing Committee Leaders may provide an oral or written report at each regular and special meeting of the Association.
7. Standing Committee Leaders are responsible for production and dissemination of resource materials generated by the committee.

Section 8.3 APPOINTEES:

1. Appointee is defined as: A MAASE member who serves as a representative of MAASE on other educationally affiliated organizations, committees or advisory groups.
2. The President shall designate appointees for the coming year.
3. Only MAASE members may serve as an Appointee. State Department liaisons are exempt from the membership requirement. Appointees may use resource persons.
4. Appointees will submit status reports to the Executive Board in a format provided by the Executive Board.
5. When it is necessary to attend an Executive Board meeting, Appointees shall contact the President of MAASE in order to be placed on the agenda.
6. Appointees may provide an oral or written report at each regular and special meeting of the Association.
7. Appointees are responsible for production and dissemination of resource materials.

Section 8.4 Communities of Practice:

1. Communities of Practice are a group of MAASE members that share similar job related duties and responsibilities and organize around a domain of knowledge and practice.
2. The Executive Board at the July Executive Board Retreat shall determine Communities of Practice for the coming year. Communities of Practice may also be submitted and approved by the Executive Board throughout the year.
3. Only MAASE members in good standing may be members of a MAASE Communities of Practice. Resource individuals and Michigan Department of Education staff may attend Communities of Practice meetings as guests.
4. Communities of Practice Chairpersons will submit status reports to the Executive Board in a format provided by the Executive Board.
5. When it is necessary to attend an Executive Board meeting, Communities of Practice Chairpersons shall contact the President of MAASE in order to be placed on the agenda.
6. Communities of Practice Chairpersons will provide an oral or written report at each regular and special meeting of the Association.
8. Communities of Practice Chairpersons are responsible for production and dissemination of resource materials generated by the committee.

ARTICLE IX: MEETINGS

Section 9.1 REGULAR MEETINGS: Meetings shall be held five times during the school year beginning in October as scheduled by the Executive Board.

Section 9.2 SPECIAL MEETINGS: Other meetings may be called at the discretion of the President and/or Executive Board.

Section 9.3 NOTICE OF MEETINGS: Notice of a regular or special meeting shall be posted

on the MAASE website at least seven (7) days prior to the meeting.

Section 9.4 QUORUM: Members in good standing present at regularly scheduled meetings shall constitute a quorum. A quorum at Executive Board meetings shall be constituted by a majority of the voting members of the Executive Board. Action shall be by a majority of members at a meeting.

ARTICLE X: RULES OF ORDER

Section 10.1 RULES OF ORDER: The rules contained in Robert's Rules of Order shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of this Organization.

ARTICLE XI. AMENDMENT

Section 11.1 AMENDMENT: These Bylaws may be amended only by majority vote of the members in good standing at a regular or special meeting of the Association provided notice of the nature and opportunity for discussion of the proposed amendment has been made at a previous regular meeting.

ARTICLE XII. DISSOLUTION

Section 12.1 DISSOLUTION: In the event of dissolution of this Association, the Executive Board shall, after payment of all liabilities of the Association, dispose of all the assets of the Association following specific procedures as determined by International/ State CEC and CASE, or, if no such procedures are mandated, by contributing them to a qualified nonprofit organization under the applicable provisions of the Internal Revenue Code, the purpose of which is to serve the needs of exceptional children. Under no circumstances shall any of the property or assets of the Association during its existence or upon the dissolution thereof go and be distributed to any officer, member, employee or subsidiary of this Association.

(February 1989) (Amended June 12, 1990) (Amended February 13, 1991) (Amended February 27, 1992) (Amended March 4, 1993) (Amended February 15, 1995) (Amended April 17, 1996) (Amended May 20, 1997) (Amended December 9, 1998)	(Amended December 15, 1999) (Amended December 12, 2000) (Amended October 2001) (Amended June 12, 2002) (Approved by International CEC, April 2003) (Amended December 14, 2005) (Amended June 12, 2007) (Amended December 9, 2009) (Amended February 8, 2012)	
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