

**GEORGIA COUNCIL OF ADMINISTRATORS OF SPECIAL EDUCATION  
(G-CASE) CONSTITUTION**

(By-laws to the Articles of Incorporation)  
(Amended March 23, 2011)

**Article I – Name**

Section 1. The name of this organization shall be the **Georgia Council of Administrators of Special Education** hereinafter referred to as **G-CASE**.

Section 2. **G-CASE** shall be affiliated as a division with the **Georgia Federation Council for Exceptional Children**.

**Article II – Purpose**

The **G-CASE** 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 exceptional children.

**Article III – Membership**

Section 1. **PROFESSIONAL MEMBERSHIP** shall be available who hold or are seeking a position in educational leadership. Professional membership entitles the member to support services targeted to all of Georgia's educational leaders through memberships in four organizations: the Georgia Association of Educational Leaders (GAEL), the Council for Exceptional Children (CEC), the Council of Administrators of Special Education (CASE), and the Georgia Council of Administrators of Special Education (G-CASE).

Section 2. **ACTIVE MEMBERSHIP** shall be available to members of the Council for Exceptional Children (CEC) and the Council of Administrators of Special Education (CASE) who administer, direct, supervise, and/or coordinate a program, school, or classes of special education for exceptional children in one or 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 of the division, to vote on all national and state questions presented to the membership, to serve as a committee chairperson, to run for national and state office and to be a national or state award recipient.

Section 3. **ASSOCIATE MEMBERSHIP** shall be available to those persons who are interested in the administration of programs or services for exceptional children, but who are not otherwise eligible for active membership. An Associate may attend all meetings of the division and receive all communications sent to the membership, however, associates are nonvoting and may neither hold elective office, nor serve as committee chairpersons.

Section 4. **RETIRED MEMBERSHIP** shall be available to a person who has retired from his/her responsibilities and is no longer eligible for active membership and shall retain all the privileges of active membership except that of holding elected office unless the person has been elected prior to the changing of status from active to retired.

Section 5. The membership year shall begin July 1st.

## Article IV -- Fees

Section 1. The Executive Board shall recommend the amount of fees. The amount of fees shall be subject to approval of members at a general business meeting. Fees are payable by July 1, or at least by the time of the Fall **G-CASE** Conference.

Section 2. All members shall be subject to the rate(s) established for payment of fees.

## Article V – Officers

### Section 1. **Conditions of Office**

(a) Council officers must be members in good standing of **G-CASE, CASE, and CEC** at the time of nomination and election and remain so throughout the term of office.

(b) **G-CASE** shall provide for the usual officers, (see Section 2, this article) as selected by systematic and democratic procedures, with appropriate authority to serve in the functions of their offices as described below.

(c) Should any officer not fulfill the functions of said office, the following procedures will be implemented.

1. A petition for removal of a **G-CASE** officer shall be made by at least five (5) members of the **G-CASE** Executive 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 a petition shall indicate the problems or concerns and indicate why the person in question should be removed from office.

2. The President (or President-Elect) in conjunction with at least two (2) other members of the Executive Board shall contact the person in question and shall establish a date to review the situation with this person.

3. 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 his/her elected position.

4. If the corrective action is successful, the matter will be dropped and the person will remain in office.

5. 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 Executive Board.

6. The Executive 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.

7. 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 official members of the **G-CASE** organization.

8. The five (5) members of the Appeal Board shall be called together by the President (or President-Elect). Meeting expenses will be covered by the **G-CASE**.

9. At the meeting of the Appeal Board, the Executive 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 Executive Board's decision to remove the elected **G-CASE** officer in question, effective upon written notification to that officer.

10. The officer whose appeal has been considered shall be provided the Appeal Board Decision in writing within fifteen (15) days.

Section 2. The Officers of **G-CASE** shall be as follows: President, President-Elect, Vice President, Secretary, Treasurer, Representative to the Georgia Federation of CEC, and Immediate Past President.

Section 3. The President, President-Elect, Vice President, and Immediate Past President shall serve a one (1) year term. The Vice President shall move to the position of President-Elect for one(1) year before moving to the position of President. The Secretary, Treasurer, and Representative to the Georgia Federation of CEC shall each serve a two (2) year term. The Vice President shall be elected each year beginning in 2009. The Treasurer shall be elected in even-numbered years and the Secretary and Representative to the Georgia Federation of CEC shall be elected in odd-numbered years. All elected officers shall begin their duties following the induction of officers at the **G-CASE** business meeting held at the Summer GAEL Conference prior to July 15 of each year.

Section 4. In case of vacancy occurring in the office of President, the President-Elect shall assume the office of President. In case of vacancy in the office of President-Elect, or in the event that he/she succeeds the President for any reason, the office of President-Elect shall be filled by Presidential appointment with the approval of the Executive Board and shall remain vacant until the next business meeting of **G-CASE** at which time a vote will be taken to move the Vice President to the position of President-Elect and a replacement for the position of Vice President shall be nominated. A special election will be held to vote on the nomination to replace the Vice President.

Section 5. In case of vacancy occurring in the office of Secretary, Treasurer, or Representative to the Georgia Federation of CEC, the President, with approval of the Executive Board, shall appoint a temporary replacement to serve until the next opportunity for election of a replacement to complete the unexpired term.

Section 6. THE PRESIDENT. The President shall preside at all general business meetings of **G-CASE** and meetings of the Executive Board. He/She shall appoint all standing and special committee chairpersons (except those specifically provided for in this constitution) subject to the approval of the Executive Board, and shall be ex officio member of all committees with the exception of the Nominations and Elections Committee and may participate in any meeting of the committee at his/her discretion. This officer shall act for **G-CASE** between meetings, clearing whenever necessary, important actions with the Executive Board. The President or such alternate as he/she may designate shall represent **G-CASE** at meetings of other groups where **G-CASE** representation is desired or required. The President shall appoint a parliamentarian to serve at all business meetings of **G-CASE**.

Section 7. THE PRESIDENT-ELECT. The President-Elect shall serve in the event of resignation or absence of the President. He/She will have such other responsibilities as designated by the President. He/She shall accede to the office of President from the position of President-Elect. The President-Elect shall be an ex officio member of all committees and may participate in any meeting of any committee with the exception of the Nominations and Elections Committee at his/her discretion.

Section 8. **THE VICE PRESIDENT** The Vice President shall be a position of learning the total organization in order to move into the President position in two years. This person will work with the strategic planning committee, with the President-Elect and serve as a committee member on the Nominations and Elections Committee and the Awards Committee with the Immediate Past President. The Vice President will accede to the office of President-Elect from the position of Vice President.

Section 9. **THE SECRETARY.** The Secretary shall keep accurate minutes of all the meetings of the Executive Board, Board of Directors and all General Business Meetings. He/She shall carry on correspondence as necessary in regard to matters as delegated by the President.

Section 10. **THE TREASURER.** The Treasurer shall serve as chairperson of the Finance Committee. He/She, with the assistance of the Finance Committee, shall be responsible for the development and oversight of the G-CASE budget and shall monitor and assure an accurate record of receipts and expenditures is maintained in the GAEL office. He/she shall present a report at each meeting. The G-CASE financial record shall be audited annually by the Auditing Agency specially chosen for this purpose. The Treasurer shall draw up a proposed budget for the forthcoming year and submit it at the annual business meeting.

Section 11. **THE REPRESENTATIVE TO THE GEORGIA FEDERATION OF CEC.** The Representative to the Georgia Federation of CEC shall serve as the chairperson of the Scholarship Committee. He/She shall represent **G-CASE** at all required meetings called by the Georgia Federation Council for Exceptional Children. The Representative to the Georgia Federation of CEC shall have the authority to appoint an ad hoc scholarship committee to assist in selecting scholarship recipients.

Section 12. **THE IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall serve as Chairperson of the Nominations and Elections Committee, the Constitutional/Policies Committee and of the Awards Committee (i.e. Lillie Moncus Award for Special Education Administrator of the Year). In the event the Immediate Past President cannot serve, the President shall appoint the next most recent Past President whose services are available. The Immediate Past-President shall have the authority to appoint ad hoc committees to assist in the performance of these duties.

## **Article VI -- Meetings**

The **G-CASE** membership shall meet at least annually. Changes in the time and place of the meetings shall be made upon recommendation of the Executive Board who may also call additional membership meetings as deemed necessary.

## **Article VII – Executive Board and Board of Directors**

Section 1. The Executive Board shall be composed of the elected officers of **G-CASE** and the appointed chairpersons of standing committees.

Section 2. The Executive Board shall meet prior to a General Business meeting of **G-CASE** 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 all bills. It shall approve appointments, as made by the President, of an officer to fill a vacancy and of committee chairs. It shall act upon matters of business that may arise between meetings of **G-CASE**.

Section 3. Members of the Board of Directors shall be recommended for appointment by each district. The Executive Board will appoint each member of the Board of Directors for a two year

term. Members of the Board of Directors representing the odd numbered districts will serve a one time, one year term beginning July 1, 2004. Members of the Board of Directors representing the even numbered districts will serve a two year term beginning on July 1, 2004. In 2005 and in subsequent years, members of the Board of Directors will serve a two year term. Recommendations of members for the Board of Directors shall be made by April 15th of each year or until filled. Members of the Board of Directors may be reappointed. The Board of Directors shall meet twice annually with the Executive Board. The dates of the two Board of Directors meetings will be approved annually by the Executive Board. They shall be active members of G-CASE.

Section 4. The G-CASE Executive Board shall be responsible for the recruitment, selection, and annual performance evaluation of the position of Executive Director for G-CASE. The responsibilities of the G-CASE Executive Director shall include implementing the policies and strategic plan at the direction of the Executive Board and the Board of Directors of G-CASE. The Executive board shall set the salary, benefits, and other compensation by policy.

### **Article VIII -- Committees**

Section 1. The standing committees shall be as follows: Constitution/Policies, Finance, Legislation, Communication, Liaison and Services to Members, Strategic Planning, Membership/Recruitment, Professional Learning and Conferences, and Research and Innovation.

Section 2. The standing committee chairpersons and other special committee chairpersons shall be appointed by the President with the approval of the Executive Board, unless otherwise specified in this document. The chairpersons, with the approval of the President, shall select committee members. When voting is conducted by the Executive Board, and a committee has co-chairs, there shall be one vote per committee.

Section 3. The Nominations and Elections Committee shall consist of five (5) members; the Immediate Past President shall chair. The President, with the approval of the Executive Board, will appoint the remaining members. The Chair shall have the Call for Nominations published along with the eligibility criteria and the duties of each office to be elected in the **G-CASE** Newsletter, on the web site and emailed to all active members. The Chair shall forward a list of nominees and vita information for each nominee to all committee members. Committee members may add nominees. The Chair shall have this slate published in the **G-CASE** Newsletter and/or on the web site, and emailed to all active members at least 30 calendar days prior to the election. The election shall take place by written or electronic ballot to all active members at least 30 calendar days prior to a General Business meeting. The Nominations and Elections Committee will carry out the election, will certify all voting members and will tabulate the results with results reported to the membership in a timely manner.

### **Article IX – Parliamentary Authority**

The rules contained in Roberts' Parliamentary Law and the latest edition of Roberts' Rules of Order Revised shall govern the Georgia 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 **G-CASE**, the Executive Board shall, after paying or making provisions for the payment of all liabilities, dispose of all the assets exclusively for the purposes of **G-CASE** 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 **G-CASE**.

**Article XI -- Amendments**

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

***Amended March 23, 2011***