

**Minnesota Administrators for Special Education
(MASE)**

Constitution and Bylaws

ARTICLE I – NAME

- Section 1** The name of this organization shall be the Minnesota Administrators for Special Education, hereinafter referred to as MASE.
- Section 2** MASE shall be affiliated with the Council of Administrators of Special Education (CASE), the Minnesota Association of School Administrators (MASA), and the Minnesota Council for Exceptional Children (MN CEC).

ARTICLE II – PURPOSE

MASE is organized to promote professional leadership, provide the opportunity for study of problems common to its members, and to communicate, through discussion and publications, information that will develop improved services for children with disabilities. Further, its purpose is to foster high quality programs of professional development for members, to make studies of selected programs that relate to services to children with disabilities, improving the leadership of administrators for special education and to be active in the legislative process.

ARTICLE III – MEMBERSHIP

- Section 1** Membership Categories:
- A. Voting Membership:
- Voting membership permits members in good standing to attend all MASE meetings, workshops and seminars; receive all MASE publications; vote on all questions presented to the membership; chair or serve on MASE Committees; and run for a MASE elected office.
1. MASE Active Membership:
- Active Membership is open to any person who is licensed or employed as an administrator for special education or former administrator currently employed in another capacity serving children with disabilities. Active Membership includes the Director of Special Education of record, Assistant Directors of Special Education, Special Education Coordinators and other persons on administrative contract who oversee, direct, supervise or coordinate a program, school or classes for special education as a primary job responsibility.
- Active members of MASE are encouraged to become active members of the Council of Administrators of Special Education (CASE).
2. MASE Active Plus MASA Membership:
- Active Plus MASA Membership is open to any person who is eligible for Active Membership and also desires membership in the affiliate organization, the Minnesota Association of School Administrators (MASA), or any active MASA member who wishes to also be a MASE Active Member. Active Plus MASA members receive all MASA member services and publications in addition to MASE services.
- B. Non-voting Membership:
- Non-voting membership permits members in good standing to attend all MASE meetings, workshops and seminars; receive MASE publications; and serve on MASE committees.
1. MASE Associate Membership
- Associate Membership is open to any person in Minnesota who oversees, directs, coordinates or serves as a lead teacher for a program, school or classes for special education as a major job responsibility; and is employed as a “teacher on special assignment” (TOSA) or similar non-administrative contract arrangement. Persons with this membership do not have as a duty to evaluate staff.
- Associate Membership is also open to any person in Minnesota who is actively engaged in or associated with any phase of special education leadership, but who does not qualify for Active membership. Associate Membership includes college faculty members whose major

responsibility is the professional preparation of administrators for special education, professional special education staff employed by the MN Department of Education, and general education administrators who serve in a public or private school, district, cooperative, regional, state, or other administrative unit.

2. MASE Associate Plus MASA Membership:

Associate Plus MASA membership is open to any person who is eligible for Associate Membership and also desires membership in the affiliate organization, the Minnesota Association of School Administrators (MASA), or any MASA member who wishes to also be a MASE Associate Member. Associate Plus MASA members must also meet the membership requirements of MASA. Associate Plus MASA members receive all MASA member services and publications in addition to MASE services.

3. MASE Student Membership

Student membership is open to any person in Minnesota who is a graduate student in the field of special education administration and who is not eligible for Active or Associate membership.

4. MASE Retired Membership:

Retired Membership is open to any individual who retires from their administrative position, or upon approval by the Board of Directors.

Section 2 Membership Dues:

The MASE Board of Directors shall set dues for each membership category including combined memberships.

Section 3 Membership Year:

The membership year shall be from July 1 to June 30.

Section 4 Rights and Responsibilities:

- A. Membership shall be contingent upon approval by the MASE Board of Directors and payment of fees according to the existing schedule as established by the Board.
- B. Each Active Member in good standing shall have one vote, which may be cast in person or by ballot.
- C. Any member may be suspended or expelled from membership by a two-thirds vote of the MASE Board of Directors. Such suspension or expulsion may occur only after the member has had an opportunity for a hearing before the Board.

ARTICLE IV – PECUNIARY RELEASE

No pecuniary gain, incidentally or otherwise, shall be realized by the members, officers or directors.

ARTICLE V – MEETING OF MEMBERS

Section 1 There shall be an annual meeting of the members at such time and place as established by the Board of Directors. Notice of time and place of such annual meeting shall be mailed out to each member at least fifteen days before such meeting, together with a summary of any report or proposal to be acted upon by the members at such meeting. Members must receive at least a one-week notice before a special general meeting.

Section 2 Special meeting of the members may be called by the President or by the Board of Directors, or by twenty-five members. Notice of such special meeting shall be mailed to members not less than five, but no more than thirty days prior to said meeting stating the time, place and the expressed purpose of said special meeting. A special meeting may be conducted through electronic communication with the membership and action that requires a vote can be taken through an electronic or mail ballot.

Section 3 A quorum for any meeting shall be defined as a minimum of twenty-five Active Members present at an official meeting. A least five of those present must be current board members.

- Section 4** Each Active Member shall have one vote, which may be cast in person or by mail ballot. There shall be no voting by proxy.
- Section 5** Any action by the Board of Directors may be repealed or modified by a two-thirds majority vote of the Active Membership present at the next regularly scheduled meeting of MASE.

ARTICLE VI – OFFICERS

- Section 1** Conditions of Office
- A. MASE officers must be Active Members in good standing in MASE. Officers must be a member of CASE while serving their terms of office.
- B. MASE shall provide for the usual officers (see Section 2 of this Article) as selected by systematic democratic procedures, with appropriate authority to serve in the function of their offices as described below.
- Section 2** The officers of MASE shall be as follows: President, President-Elect, Secretary, Treasurer and Past-President.
- Section 3** The MASE Executive Committee shall be comprised of President, President- Elect, Secretary, Treasurer, Past-President, and Executive Director. The executive committee will meet on an as needed basis to manage the affairs of the organization between Board meetings and make recommendations to the MASE Board.
- Section 4** The President, President-Elect and Past President shall each serve a one (1) year term. The Secretary and the Treasurer shall be elected for a two (2) year term. The Treasurer shall be elected in odd-numbered years and the secretary shall be elected in even-numbered years. All elected officers shall begin their duties with the new fiscal year, which is July 1 to June 30.
- Section 5** 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, the office shall remain vacant until the next annual business meeting of the MASE Membership. During the interim, however, the President, with the approval of the officers, shall appoint an acting President-Elect until a replacement can be duly elected.
- Section 6** In case of a vacancy occurring in the office of Secretary or Treasurer, the President, with the approval of the officers, shall appoint a temporary replacement to serve until the next annual business meeting of MASE.
- Section 7** The *President* shall preside at the annual business meeting of MASE and at the meeting of the Board of Directors. S/he shall appoint ad hoc committee chairpersons subject to the approval of the officers. This officer shall act for MASE between annual meetings, clearing, by mail, telephone, e-mail or other forms of electronic communication whenever necessary, important actions with the officers. The President, or such alternate as s/he may designate, shall represent MASE at meetings of other groups where MASE representation is desired or required. The President may appoint a parliamentarian to serve at all business meetings of MASE.
- Section 8** The *President-Elect* shall serve in the event of resignation or absence of the President. S/he shall serve as Co-chair of the Strategic Planning and Federal Advocacy Committees, appoint a Chair/Co-chair-Elect to each Standing Committee, and have such other responsibilities as necessary in regard to matters as delegated by the President and/or Board of Directors.
- Section 9** The *Past President* shall serve as Co-chair of the State Legislative Committee and have such other responsibilities as necessary in regard to matters delegated by the President and/or Board of Directors.
- Section 10** The *Secretary* shall keep accurate minutes of MASE meetings and meetings of the officers. S/he shall carry on correspondence and other responsibilities as necessary in regard to matters as delegated by the President and/or Board of Directors.
- Section 11** The *Treasurer* shall oversee the receipt and disbursement, upon proper authorization, all funds of MASE. S/he shall keep an accurate record of receipts and expenditures, and present a report at each annual meeting. The Treasurer shall draw up a proposed budget for the forthcoming year and submit it at the annual business meeting. S/he shall carry on financial and other responsibilities as necessary in regard to matters as delegated by the President and/or Board of Directors.
- Section 12** Travel expectations for MASE Officers:

- A. *Executive Director*: Travel to Washington, D.C. for CASE summer legislative and September MASA/MASE federal advocacy trip to Washington, D.C.
- B. *President*: Travel to Washington D.C. for September MASA/MASE federal advocacy trip and CASE spring Board meeting
- C. *President-Elect*: Travel to Washington, D.C. for CASE summer legislative and CASE fall Board meeting

MASE Executive Committee Members may be asked to travel to meet with the Midwest Organization of Special Education Administrators (MOOSE-A) if such meetings occur. All travel costs defined above will be paid for by MASE.

ARTICLE VII – BOARD OF DIRECTORS

The governing body of MASE shall be known as the Board of Directors. The Board shall be composed of the Elected Officers, one Elected MASE Retiree Representative, MASA Special Education Component Group Representative(s) and the following Area Representatives:

<u>MASE Areas</u>	<u>MASA Regions</u>
Area A	Region 8
Area B	Region 7
Area C	Region 4
Area D	Regions 5 & 6
Area E	Region 3
Area F1	Region 2
Area F2	Region 1
Area G	Region 9E
Area H	Region 9W

- Section 1** MASE Board members shall be assigned to the Area within which their office of principle employment is located.
- Section 2** Directors shall hold office for a term of two (2) years, as stated below:
 - A. Directors from Areas B, D, F-1 and G shall be elected in odd-numbered years.
 - B. Directors from Areas A, C, E, F-2 and H shall be elected in even-numbered years.
- Section 3** The Directors representing each Area must be active members of MASE. Directors shall be elected by the membership of each Area at a regularly called meeting with due notice of the meeting and election to active members. Election results are to be reported to the MASE President prior to June 1.
- Section 4** The Directors shall take office July 1 following their election. Expectations of MASE Area Representatives: Each MASE Area Representative will attend all MASE Board meetings and give a report from the area they represent. In addition, the Area Representative will convene a MASE area meeting at least four times per year and disseminate information from the MASE Board to area members. The Area Representative will also gather information from area members to bring back to the MASE Board. Remember that the MASE members within each region is broader than Directors of Special Education, and will likely include other special education administrators, superintendents, and others.
- Section 5** Each Area must designate an alternate to their elected Director representative. The alternate will receive all Board of Director mailings and will attend all scheduled meetings of the Board of Directors that the elected Director cannot attend. Each area has one vote.
- Section 6** Vacancies to fill an unexpired term in the Board of Directors shall be filled in the same manner as their original election.
- Section 7** The Board of Directors shall meet on at least four separate occasions each year and at such other times as is deemed necessary. A meeting of the Board of Directors may be called by the President or by any two (2) of the Directors. At least a five-day prior notice shall be given for any such meeting. Any action that could be taken at a meeting of the Board of Directors may be taken without a meeting, when authorized in writing by a quorum (more than one-half of the Board).
- Section 8** The national CASE and MN CEC liaisons shall be ex-officio members of the Board of Directors. Expectations for the CASE liaison are as follows:
 - A. Submit an annual report to CASE pertaining to the work of MASE.
 - B. Represent MASE on the CASE Board of Directors.

- C. Attend spring and fall CASE Board of Directors meetings out of state; sites will vary. CASE pays for airfare and lodging for the designated CASE representative to Board meetings. Additional costs incurred for CASE Board meetings are covered by MASE.
- D. Attend the CASE Educational Legislative Summit summer trip to Washington, D.C. to represent MASE. MASE pays for travel and related incurred costs.
- E. Act as liaison between other CASE units and the national CASE office as appropriate and/or directed by the MASE Board.
- F. Report to the MASE Board on federal issues impacting Minnesota.
- G. Represent CASE on the MASE Federal Advocacy Committee.

Expectations for the CEC liaisons are as follows:

- A. Attend CEC events and functions.
- B. Submit an annual report to MASE on the activities of MN CEC.
- C. Keep the MASE Board informed on the activities of the MN CEC.

ARTICLE VIII – COMMITTEES

Section 1

Standing Committees:

A. Nominations Committee:

The Nominations Committee shall be chaired by the immediate Past-Past- President and shall:

- 1. Recruit and recommend candidates as potential MASE officers;
- 2. Nominate persons for recognition and awards;
- 3. Develop and implement a system for identifying recipients and awarding scholarships; and
- 4. Performs other similar duties at the direction of the President and/or Board of Directors.

B. State Legislative Committee:

The State Legislative Committee shall be co-chaired by the immediate Past- President:

- 1. Annually develops a State Legislative Platform for approval by the MASE Board;
- 2. Responds to proposed legislation, regulations and/or rules at the state level; and
- 3. Performs other similar duties at the direction of the President and/or Board of Directors
- 4. The MASE Executive Director shall be a standing member of this committee.

C. Federal Advocacy Committee

The Federal Advocacy Committee shall be co-chaired by the President-Elect:

- 1. Annually develops a Federal Advocacy Platform for approval by the MASE Board;
- 2. Responds to proposed legislation, regulation and/or rules at the Federal level; and
- 3. Performs other similar duties at the direction of the President and/or Board of Directors
- 4. The MASE Executive Director shall be a standing member of this committee
- 5. The CASE Liaison shall be a standing member of this committee.

D. Professional Development Committee:

The Professional Development Committee:

- 1. Develops and provides high quality professional development opportunities to MASE members and to other current and future special education leaders;
- 2. Coordinates fund raising activities with the Benson/Stenswick Scholarship Program and Minnesota Special Education Leaders Foundation (MN SELF);
- 3. Acts as liaison between the Board and MN SELF; and
- 4. Performs other similar duties at the direction of the President and/or Board of Directors.

E. Strategic Planning Committee

The Strategic Planning Committee shall be co-chaired by the President-Elect:

- 1. Reviews the progress, reports and makes recommendations to the President and Board of Directors regarding the MASE Strategic Plan;
- 2. Annually reviews the Constitution and Bylaws for consistency with current practice and alignment with the Strategic Plan;
- 3. Drafts changes to the Constitution and Bylaws for consideration by the Board of Directors, pursuant to Article XII XIV, as necessary and appropriate; and
- 4. Performs other similar duties at the direction of the President and/or Board of Directors.

F. Membership Committee

The Membership Committee:

1. Designs and implements a recruitment plan to increase MASE membership;
2. Evaluates and recommends member services to the Board of Directors;
3. Provides membership updates periodically to the Board; and
4. Performs other similar duties at the direction of the President and/or Board of Directors.

G. Communications Committee shall be an ad hoc committee

The Communications Committee:

1. Solicits information from Board members and committee chairs regarding communication needs of the organization;
2. Designs coordinated strategies for the internal and external communications of MASE;
3. Provides periodic reports to the MASE Board on the work of the communications committee;
4. Evaluates the effectiveness of communication strategies;
5. Makes budget recommendations to secure necessary resources for communication activities; and
6. Performs other similar duties at the direction of the President and/or Board of Directors.

Section 2 Chairpersons may appoint subcommittees to carryout specific tasks in fulfilling the mission of their respective Committee.

Section 3 Ad Hoc Committees shall be formed by the President when it is deemed to be in the best interests of MASE. The Board of Directors shall approve such Ad Hoc Committees at their regular meeting, or approval may be granted by a majority vote of the membership present at the annual meeting or special meeting called for that purpose.

Section 4 The President shall have the discretion to appoint members to serve as representatives of MASE to other organizations. Such representation shall be approved, on an annual basis, by the Board of Directors. All appointees are responsible for reporting, in writing, to the President at least annually.

ARTICLE IX – CONTRACTUAL AGREEMENTS

Section 1 The Board of Directors shall execute any contractual agreements and contents thereof. When said agreement includes the employment of any person, the Board of Directors shall determine and outline the duties and business functions of that position.

Section 2 The evaluation of the performance of any contracted staff shall be the responsibility of the Board of Directors of MASE.

Section 3 The Board of Directors shall have the authority to approve and execute any and all other contractual agreements by majority vote of the Board of Directors.

ARTICLE X – FISCAL YEAR AND AUDIT

The fiscal year of the Association shall end on June 30 of each year, and each year the financial budget shall be audited by an auditing committee appointed by the President, upon approval by the Board of Directors.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, latest revised edition, shall control parliamentary procedures.

ARTICLE XII - BUSINESS SPONSORSHIP

Section 1 Benefits

A business sponsorship can be secured by a for-profit or non-profit organization that provides support to the mission of MASE. The business sponsorship will be recorded in the name of the organization and the designated representative. Business sponsors shall be provided the MASE newsletter and invitation to events held by the MASE organization.

Section 2 Fees

Sponsorship fees shall be set by the MASE Board based upon recommendations of the Treasure as part of the annual budget planning process

ARTICLE XIII – POLICY

The need for the development of policies to guide the work of the Board and committees will be determined through an annual review of the strategic planning committee. The strategic planning committee in cooperation with the standing committee chairs and Board members will develop specific policy language and make final recommendations to the Board.

Section 1 Legality

The policies of MASE shall conform with applicable state and federal laws against discrimination.

Section 2 Enforcement

It is the responsibility of the Board and Officers of MASE to ensure that policies are followed and to take necessary action to correct any situation that results in a violation of policy.

Section 3 Continuation

Policies shall remain in force from year to year unless amended or eliminated by action of the Board.

Section 4 Reading

The Board of Directors of MASE will adopt or revise policies at any regular Board meeting or a special meeting conducted in person or by mail for the purpose of changing, adding, or deleting a policy.

1. First Reading: Presentation of proposed new or revised policies as an item of information/discussion/modification.
2. Second Reading: Presentation of policy for second reading in original or modified form. Final consideration is given for adoption by the Board.

Section 5 Adoption

A policy shall be considered adopted after the second reading with a majority vote of Board members present or voting by mail by an established deadline when a quorum is secured.

Section 6 Effective date

New or revised policies shall be effective immediately upon approval/adoption of the Board unless otherwise specified at the time of adoption.

Section 7 Policy manual

A MASE policy manual shall be maintained with revisions dated as approved. A review of the policy manual will be conducted annually by the strategic planning committee.

ARTICLE XIV AMENDMENTS

Amendments may be proposed by any member of MASE and submitted to the Board of Directors for consideration and action.

Proposed amendments shall be submitted to the Board of Directors in sufficient time to notify the membership, at least thirty (30) days prior to the annual meeting or special meeting called for that purpose.

The By - Laws may be amended by a majority vote of those members present at an annual meeting or special meeting at which a quorum is present, or by a two-thirds majority of those members voting thereon by ballot.

Effective date of change – upon approval of the membership as indicated by a majority vote.

*Revisions Approved by the MASE Board of Directors on March 9, 2016
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