

CONNECTICUT ASSOCIATION OF SCHOOLS
CENTER FOR EARLY ADOLESCENT EDUCATORS

BY-LAWS

ARTICLE 1 - Name

The name of this organization shall be The Center for Early Adolescent Educators.

ARTICLE 2 - Mission

The Center for Early Adolescent Educators is an organization dedicated to creating a statewide advocacy group, providing leadership and an environment for the nurturing and growth of quality education for middle-level students. To this end, we are committed to promoting opportunities for professional growth for those who provide living and learning experiences for early adolescents.

ARTICLE 3 - Membership

Center membership is:

- open to anyone interested in advocating for and promoting developmentally appropriate education for middle-level students
- not denied on the basis of age, sex, religion, national origin, color, or handicap in accordance with applicable laws and regulations

Types of membership:

- **Regular** - A member is one who has paid appropriate dues and fees. Regular members are eligible to vote, hold office, and receive all publications, notices of conferences, general meeting notices, etc.
- **Student** (post secondary) - Any student member is one who is enrolled in a college, etc., and has paid appropriate dues and fees. Student members are eligible to receive all publications, notices of conferences, general meetings, etc.
- **Honorary** - An honorary member is one who has rendered notable service to education, demonstrated service to the Association and exhibited a commitment to the mission of the Center. An honorary member shall be an individual whose membership will be of value and continuing honor to the Association. Honorary members shall not have the power to vote or to hold office and shall be exempt from payment of dues.
- **Retired** - a member is one who has paid appropriate dues and fees. Retired members are eligible to vote, hold office, and receive all publications, notices of conferences, general meeting notices, etc.

ARTICLE 4 - Governance Board

Section 1 Composition

The Advisory Board shall consist of no fewer than eleven (11) and no more than nineteen (19) members who shall be elected at the Annual Meeting.

Section 2 Powers and Duties

It shall be the responsibility of the Advisory Board to manage the affairs of the Association by establishing policies governing the organization's activities. Each member of the Governance Board shall be expected to serve as the chairperson or member of at least one of the Association's committees.

Section 3 Terms of Office

Each Board member shall serve one three (3) year term and may be elected to a second three (3) year term, but one (1) year must then expire before such board member is again eligible for election. At the first Meeting of the Center, one-third of those elected for three (3) year terms, one-third for two (2) year terms, and one-third for a one (1) year term. Thereafter, one-third of the Advisory Board shall be elected at the September meeting of each year.

Section 4 Vacancies

In the case of a vacancy on the Advisory Board, the remaining members may elect a successor to fill the unexpired term. A Board member appointed to fill a vacancy may be elected to two additional terms only if the vacancy she/he fills is for no more than one (1) year.

Section 5 Attendance

Any member of the Advisory Board who is absent for two consecutive meetings of the Board will be dropped by the Board, unless the reason(s) for absence are accepted by the chair; that unexpired term shall be filled by the Advisory Board until the September meeting of the Center.

Section 6 Committees

There shall be such committees as the Advisory Board shall from time to time establish. Among these shall be the following standing committees whose Chair shall serve as a voting member of the Advisory Board:

- Committee on Research, Resources, and Publications
- Committee on Membership
- Committee on Professional Development

Section 7 Compensation

Advisory Board members shall serve without compensation.

ARTICLE 5 - Officers

Section 1 Officers

The Officers of the Center shall be a Chair, a Vice-Chair, a Secretary, and a Past Chair.

Section 2 Election and Terms of Office

Members of the Advisory Board and the Officers shall be **approved** [elected] by the **general membership through a mailing in June**. [Advisory Board at the September meeting of the Center], and shall serve for a term of no more than two (2) consecutive years. **A recommended slate will be determined by a nominating committee comprised of outgoing members of the Advisory Board.**

In case of a vacancy in any Office **or on the Advisory board**, the Advisory Board may elect a successor to fill the unexpired term.

Section 3 Duties

- The Chairperson shall preside at all the meetings of the Board. The Chairperson shall be a member ex-officio of all committees except the Nominating Committee.
- The Vice-Chair shall exercise the power and shall perform all the duties of the Chair in the absence of the Chairperson or in the event of a vacancy in that office, and shall perform other such duties incident to the office.
- The Secretary shall keep the records of all meetings of the Board; shall be responsible for the general correspondence of the Board; shall notify the Advisory Board of all meetings; and shall perform the duties incident to the office and as requested by the Chair. The secretary may delegate, in part, these duties to responsible members of the Center.

ARTICLE 6 - Meetings

Section 1 Frequency

The Advisory Board shall meet at least once per month during the school year.

Section 2 Quorum

A quorum of the Governance Board shall consist of a majority of the members and all business of the Association can be conducted by a majority vote when a quorum is present. In order to vote, a member must be present; there shall be no voting by proxy.

Section 3 Special Meetings

Special meetings of the Advisory Board may be called by the Chair with the consent of four (4) other members of the Advisory Board or at the request, in writing, of any five (5) members of the Advisory Board.

Section 4 Action Without Meeting

Under circumstances which require immediate action such that the Advisory Board may not be called together, the President may take action without a meeting if all members of the Board are contacted and at least a two-thirds majority agree orally to the

action to be taken. At the next meeting, the Board shall ratify the action and this resolution shall be included in the minutes of the proceedings of the Board.

Section 5 Annual Meeting

An [The] Annual Meeting of the Center may [shall] be held in April of each year, at a time and place to be determined by the Advisory Board. Business to be conducted at the Annual Meeting shall include [the election of members of the Advisory Board, election of Officers, election of the Chairperson of the Nominating Committee, and] consideration of annual reports of all Standing and special Committees **or any other business as determined by the Advisory Board**.

Section 6 Rules

All meetings shall be conducted according to Robert's Rules of Order, latest edition.

ARTICLE 7 - Dues

Active membership (Individual, Student)

The annual dues for active members shall be fixed by a vote of the **CAS Board of Directors** [Center Board] in June, and shall cover the period from **July 1 to June 30**. [September 1 to August 31]. The dues may be changed by the following process:

- Thirty (30) days notice to the membership of the proposed change(s)

ARTICLE 8 - Amendments

These by-laws may be amended or repealed at any regular or special meeting of the Center Board by the affirmative vote of at least two-thirds of the members of the Board present, provided that written notice of such meeting shall be given by mail with a copy of the amendment accompanying the notice. Such notice shall be deposited in the mail at least seven (7) days prior to the date of the meeting. A first reading of the proposed amendment shall take place at the first meeting; a second reading and vote shall take place at a second meeting.