

THE CONNECTICUT ASSOCIATION OF SCHOOLS
The Sixty-First Annual Meeting
May 9, 2013

PROPOSED CHANGE TO THE CAS CONSTITUTION

ARTICLE IV (Organization) / SECTION J. (Conduct of Meetings)

Explanation of Change: Addition of language to allow committee, board and legislative business to be conducted electronically.

Proposed language (changes in ***bold italics***)

Section J. Conduct of Meetings

1. Rules of Procedure
All meetings of the Connecticut Association of Schools and its boards of control shall be conducted in accordance with the latest edition of Robert's Rules of Order.
2. Quorum
 - a. A quorum for the transaction of business of the Legislative Body shall be ten percent (10%) of the institutional membership; and
 - b. A quorum for the transaction of business of all other meetings shall be one half (50%) of the membership of the committee or board.
3. Voting Rights
 - a. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all general member schools shall have one (1) vote.
 - b. In any business before the Annual Legislative Meeting of the Connecticut Association of Schools, all CIAC member schools shall have four (4) additional votes, for a total of (5) votes.
4. ***In-person Meetings versus Tele-conferencing, Emailing and/or Virtual Meetings to Conduct Committee, Board and Legislative Business***
 - a. ***When deemed necessary or advantageous by a staff member or a committee or board, business may be conducted electronically via tele-, web- or video-conference, email or the Internet.***
 - b. ***By order of the CAS Board of Directors, the annual meeting may be conducted using web- or video-conferencing and/or secure electronic ballots. In such instances, all proposals requiring action by the membership shall be posted online and/or distributed electronically to members no less than two weeks prior to the date of the annual meeting. All voting must be completed online within ten (10) days after the annual meeting. A majority of the electronic votes cast shall be required for the passage of any proposal.***

Rationale for change: For many years, attendance at the annual meeting has been steadily declining, despite our best efforts to bolster it. Last year, we had so few members in attendance that we did not reach a quorum. Therefore, we are proposing language which would permit us, upon approval of the CAS Board of Directors, to conduct our annual business meeting electronically. Note that the proposed language has been added to the section of the bylaws which speaks to the conduct of all association meetings, thus accrediting the practice of teleconferencing which has been used by boards and committees for a number of years.

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PROPOSED CHANGES TO THE HIGH SCHOOL BYLAWS

NOTE: The CAS Board of Directors has approved a revision of the Bylaws of the High School Board of Control. The changes are largely simple language additions/deletions that serve to align the board's written bylaws with its many long-standing practices. In lieu of outlining each change individually, we are presenting the revised bylaws in their entirety and will ask that members vote on the document as a whole (see attached). The two major changes include:

- the removal of the names of committees that no longer exist; and
- the removal of language that allows the High School Board of Control to take disciplinary action against member high schools.

RATIONALE FOR CHANGE: The bylaws had not been updated since 2006 and some of the language was outdated and obsolete.

BYLAWS OF THE HIGH SCHOOL BOARD OF CONTROL

Revision of 5/9/13

ARTICLE I: NAME

The board that oversees all high school programs and services that fall under the Connecticut Principal's Center shall be the High School Board of Control.

ARTICLE II: PURPOSES

The High School Board of Control shall be responsible for the delivery of programs and services to the high school membership. Specifically, it will be called upon to:

1. Further the interests of high school education through cooperative action.
2. Provide advice and leadership for high school principals in the areas of curriculum and professional development. (The term principal is assumed to include all members of a high school's administrative staff in these bylaws.)
3. Assist principals in meeting the needs of their schools in an ever changing environment.
4. Represent principals in meeting their professional responsibilities at the local, state and federal level.

The authority of this board shall extend to all member schools containing any secondary grades (9 through 12) and which are designated as high schools by the governing board of the school district. The high school membership will be governed by these bylaws.

ARTICLE III: MEMBERSHIP

1. The principals and assistant principals (or the equivalent) of all high school institutional member schools of the Connecticut Association of Schools shall have the right to one vote per school at the annual or any special meeting of the high school membership. These principals and assistant principals are eligible for appointment to membership on all CAS and high school boards and committees. As members of these boards and committees, the principals and assistant principals are entitled to one vote each. See the Constitution Article III, Section 1.A. for further details and explanations.

2. Non-voting membership and appointment to committees as non-voting consultants are available to non-member high school principals, administrative assistants, central office personnel, members of the Departments of Education of Connecticut colleges and universities, members of the State Department of Education, honorary members, retired principals or assistant principals, aspiring principals in administrative preparation programs and certified administrators. See the Constitution Article III, Section A.3 for further details and explanations.

ARTICLE IV: COMPOSITION

1. There shall be a High School Board of Control elected by the voting members of the high school membership at the Annual Meeting of the Association by majority vote of the members actually in attendance. The CAS Nominating Committee will provide the nominations. In addition, nominations may be made from the floor at the Annual Meeting.
2. The CAS Assistant Executive Director for High Schools will be a non-voting, ex officio, member of the board of control.
3. The membership of the board of control shall consist, when possible, of a chair, a vice chair, a past chair, two representatives from each of the classes of high schools, small, medium and large, and two assistant principals chosen at large.
4. Any member desiring to resign from the board of control shall submit a written resignation to the chair. Such a vacancy may be filled until the Annual Meeting by majority vote of the board of control.
5. The board of control may appoint consultants to serve on the board of control as non-voting members in order to accomplish its objectives.

ARTICLE V: DUTIES AND RESPONSIBILITIES

1. Develop and approve a budget to be submitted to the CAS Board of Directors.
2. Propose public policy issues for study and propose legislation affecting high schools to the CAS Board of Directors.
3. Establish committees and develop guidelines for each committee to follow.
4. Act on behalf of high school principals and make appropriate policy decisions which should not be in conflict with the CAS Constitution between annual meetings.
5. Work in collaboration with the CAS Principal Director(s) and CAS Board of Directors to develop professional development programs and activities.
6. Recommend appointments to the CAS Nomination Committee as provided by the Constitution.
7. Review the bylaws of the High School Board of Control every two years.

ARTICLE VI: MEETINGS

1. Regular meetings of the board of control shall be held at such times as may be determined by the members.
2. Special meetings of the board of control may be called by the chair.
3. Meetings of the board of control shall be conducted in accordance with the latest edition of Robert's Rules of Order.
4. Fifty percent (50%) of the voting members of the board of control shall constitute a quorum for the transaction of business.

ARTICLE VII: OFFICERS

There shall be a chair, a vice chair and a past chair. The chair shall be a principal and the vice chair will be chosen from the class positions. Terms of office are two years with a second two-year term available for each class and at large position. The chair may serve beyond the first four years and is limited to two terms as chair beyond other service.

ARTICLE VIII: ELECTIONS

1. The board may recommend candidates for positions on the board to the CAS Nominating Committee prior to the Annual Meeting. See Article IV, Section H for a description of the Nominating Committee and procedures.
2. All members of the board of control and board officers must be members of CAS.

ARTICLE IX: DUTIES OF OFFICERS

1. The chair shall:
 - call and preside at all meetings of the membership and the board of control.
 - execute decisions of the membership and the board of control.
 - serve as ex officio member of each high school committee.
 - represent the board on the CAS Board of Directors.
 - provide an annual report at the CAS Annual Meeting on the activities of the board.
2. The vice chair shall:
 - preside at all meetings in the absence of the chair.
 - fulfill the duties and responsibilities of the chair until the next annual meeting if the chair is incapacitated.

ARTICLE X: COMMITTEES

1. The board shall establish sub-committees for specific professional needs of the membership at its discretion.

ARTICLE XI: CONTROL

1. All members of the High School Board of Control agree as a requirement for membership to abide by the constitution of the Connecticut Association of Schools and its bylaws, including the bylaws of the CIAC and CSAC.
2. Any board officer, committee or board chair or member may be removed from the position by a two thirds vote of members present at a meeting of the board for failure or inability to fulfill the responsibilities of the position or other just cause.

ARTICLE XII: AMENDMENTS

1. A member school may submit a proposed amendment to the bylaws to the board up to one month before the annual meeting of the high school membership. All such amendments will be submitted to member schools two weeks before the annual meeting, with or without the recommendation of the board. At the same time, all amendments voted by a two-thirds majority of the board will be submitted to the membership.
2. Adoption of proposed amendments shall require a two-thirds vote of those present at the annual meeting of the high school membership and will take effect on the July 1st following the annual meeting.