

CONSTITUTION and BY-LAWS

Higher Education Consortium for Special Education

HECSE

ARTICLE I: NAME

The name of this organization shall be the Higher Education Consortium for Special Education, hereinafter also referred to as HECSE.

ARTICLE II: PURPOSE

The Higher Education Consortium for Special Education exists for the primary purpose of serving its member institutions in seeking solutions to common problems unique to College and University programs that are involved in the preparation, of special education leadership personnel. Its purposes include but are not confined to the following general goals:

Goal 1.0 – Exchange of Information

- 1.1 To provide a vehicle for exchanging information and ideas relative to the unique concerns of special education faculty in comprehensive personnel preparation programs.
- 1.2 To provide a vehicle for the collection, consolidation, and dissemination of data specific to comprehensive graduate training programs in special education.

Goal 2.0 – Professional Renewal

- 2.1 To improve administrative and leadership skills of the membership.
- 2.2 To provide a vehicle for upgrading comprehensive personnel preparation programs through staff development, student development, and product preparation dissemination.

Goal 3.0 – Professional Advocacy

- 3.1 To present position statements on issues in special education, particularly as these relate to personnel preparation and research.
- 3.2 To serve as an advocate at the state, regional, and national levels for the needs of comprehensive graduate training programs in special education.
- 3.3 To serve as an advisory group to associations, agencies, and legislative bodies.
- 3.4 To identify and develop diversified sources of support for preparation of leadership personnel in special education.

ARTICLE III: MEMBERSHIP

In order to be considered for membership, applicant institutions must

1. Be approved by state and regional or national accrediting agencies that act upon accreditation status of the College or University.
2. Offer graduate-level teacher preparation programs.
3. Prepare special education leadership personnel at the doctoral level.
4. Have at least five full-time faculty members with doctorates and training and/or experience in special education.
5. Include an endorsement from an appropriate administrative official of the college or university with the application.

ARTICLE IV: ORGANIZATION

The fiscal year and administrative term of office shall be July 1 through June 30.

ARTICLE V: FEES

Section 1

The annual services fee shall be determined by a two-thirds vote of the membership who have cast their ballots.

Section 2

Special assessments may be levied by a simple majority vote of the members in attendance at the annual business meeting.

Section 3

Annual fee notices will be mailed to members in April for the fiscal year beginning on July 1 of the same year. Fees become payable by October 1 of each fiscal year. Members not remitting fees by December 1 of each fiscal year shall be in arrears, with loss of voting privileges, denied access to the annual HECSE meeting, HECSE website and listserv, and loss of eligibility to serve as officers for the coming year **until such time as the fee is remitted**. Full membership will be restored upon receipt of the membership fee.

Section 4

Members may bring no more than two additional (nonvoting) representatives to the annual HECSE meeting. At the discretion of the executive board, members may be permitted to bring more than two additional representatives.

ARTICLE VI: OFFICERS

Section 1

The elected officers of HECSE shall be President, President-Elect or Past President, and Secretary-Treasurer. The terms of office of the President and Secretary-Treasurer, shall be two years.

The term of office for the President-Elect shall be one year, namely the year preceding his/her assumption of the President's office. The term of office for the Past President shall be two years, namely the years immediately after conclusion of his/her Presidency.

Section 2

The President-Elect shall succeed the President.

Section 3

If a vacancy or ineligibility occurs in the office of President, the President-Elect shall serve as Acting President for the remainder of the term of office and shall become President at the beginning of the new term. If a vacancy occurs in any office except that of President, it shall be filled by the Executive Board by appointing a member of the whole body to serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 4

Officers shall be eligible to succeed themselves in office.

ARTICLE VII: EXECUTIVE BOARD

The Executive Board shall consist of the President, the Secretary-Treasurer, the immediate Past President or the President-Elect, three-members elected-at-large, and one member elected to serve as Governmental Liaison. The at-large and Governmental Liaison members shall serve two-year terms. In alternating years, one or two members at large shall be elected.

ARTICLE VIII: COMMITTEES

Section 1

The Nominations Committee, the Constitution and By Laws Committee, and the Legislative Committee shall be standing committees.

Section 2.

Ad hoc committees may be established and their functions assigned at the discretion of the Executive Board or the general membership. Such establishment must clearly indicate the purpose and length of service for the committee.

ARTICLE IX: MEETINGS

Section 1

There shall be at least one annual meeting of the membership of the organization. Its purpose being to elect officers and conduct such other business as may be brought before the membership.

Section 2

The Executive Board shall meet at least twice annually.

Section 3

The President may convene additional meetings of the Executive Board with the consent of the Board, or by special petition of one-third of the membership.

Section 4

The dates and purposes of all meetings shall be made known to the membership in writing at least thirty (30) days prior to the meeting date. Those present shall constitute a quorum at the annual or any special meeting of the general membership of this organization.

Section 5

A simple majority of the Executive Board shall constitute a quorum at regular and special meetings of the Board.

ARTICLE X: AMENDMENTS

Section 1

Proposed amendments to this Constitution or its By-laws shall be submitted in writing to the Executive Board for Review.

Section 2

Proposed amendments presented to the Executive Board shall be submitted to the membership not fewer than 15 days prior to the next legally constituted meeting of the general membership.

Section 3

A proposed constitutional amendment shall become part of this Constitution by receiving at least two-thirds of the votes cast at any legally constituted meeting of the general membership.

Section 4

Any proposed amendment of the By-Laws shall become a part of the By-Laws by simple majority vote at any legally constituted meeting of the general membership of this organization.

ARTICLE XI: DISSOLUTION

In the event of dissolution of this organization, any net assets will be divided equally among the current members in good standing at that time.

BY-LAWS

ARTICLE 1: OFFICERS

Section 1

- A. The President shall:
1. Serve as the chief executive of HECSE with the powers and duties usually associated with such a position.
 2. Provide leadership to the planning and program of the organization.
 3. Call and preside at meetings of the Executive Board.
 4. Preside at meetings of the general membership.
 5. Serve as spokesperson in communicating actions of the organization to individuals, agencies, and organizations.
 6. Serve as an ex-officio, non-voting member of all committees except those making nominations and conducting elections.
 7. Recommend to the Executive Board the types of Ad Hoc Committees and other appointive bodies needed.

8. Prepare an annual report to be distributed to the members and other parties as directed by the Executive Board.
- B. The President-Elect shall:
1. Serve in the place, and with the authority, of the President in his/her absence or in case of his/her disability.
 2. Serve as a member of the Executive Board during the year prior to assuming leadership as President.
- C. The Secretary-Treasurer shall:
1. Keep a careful record of the proceedings of all official meetings.
 2. Assume custody of all the organization's records not specifically assigned to others.
 3. Keep accurate rolls of the membership, of the Executive Board, and Standing and Ad Hoc Committees.
 4. Have available at all meetings of the organization a copy of the constitution, By-laws, and minutes of all official meetings.
 5. Serve as custodian of the funds of the organization.
 6. Pay out money for expenses approved by the President and Secretary-Treasurer. Expenses of the Secretary-Treasurer shall be approved by the President and the President-Elect or immediate Past President. The President's expenses shall be approved by the Secretary-Treasurer and President-Elect or immediate Past President.
 7. Submit to the Executive Board a record of all monies received and expended for audit.
 8. At the conclusion of his/her term, transfer all records and monies to the new Secretary-Treasurer within 15 days after installation.
 9. Maintain the archival records of the organization.

Section 2

The President and the Secretary-Treasurer shall serve two-year terms and the President-Elect shall serve a one-year term. These terms of office shall coincide with the dates of the fiscal year.

Section 3

The Nominations Committee shall present nominees for President-Elect, Secretary-Treasurer, at-large board member and Governmental Liaison member to the membership at the annual meeting, at which time elections will be held. Nominations may also be made from the floor at the annual meeting.

ARTICLE II: EXECUTIVE BOARD

The duties of the Executive Board shall be:

1. To serve as the organization's administrative policy-making body.
2. To act upon such official recommendations and petitions as may be received.
3. To adopt an annual budget.