

SPECIAL EDUCATION ADMINISTRATORS OF ARIZONA (SEAA)

BY-LAWS

ARTICLE I **NAME**

Section 1. Name

The name of the organization shall be the Special Education Administrators of Arizona, hereinafter called SEAA.

Section 2. Authority

The SEAA exists through the coming together of administrators desiring to improve special education services through professional development, support of appropriate legislation, input to Arizona Department of Education, Exceptional Student Services and fellowship with other administrators.

ARTICLE II **PURPOSE**

Section 1. Purpose

The purpose of the SEAA is to advise and assist in the planning, development, and implementation of activities which will ensure continued growth and attainment of best practices in the field of special education.

Section 2. Functions

Functions of the Special Education Administrators of Arizona shall include:

- 2.1 Advise and assist the Arizona Department of Education in providing policy and procedures for components involved in the operation of IDEA.
- 2.2 To promote professional development activities for special education administrators and other personnel for their continued growth and development.
- 2.3 To monitor and provide input to appropriate legislative bodies regarding legislation impacting special education.
- 2.4 To provide a forum for discussion and input on issues relevant to special education
- 2.5 To provide fellowship between and among special education administrators.

ARTICLE III
MEMBERS

Section 1. Membership

The membership of the SEAA shall consist of administrators, program specialists, coordinators, consultants, private agency special education administrative personnel, and others with special education administrative responsibilities working in the field of special education that have a legitimate interest in advancing the educational cause of students with disabilities. Members may consist of representatives of public and/or private agencies.

Section 2. Life Membership

The Executive Board may vote to award life membership to a member in good standing in recognition of long term or extraordinary service to SEAA or for outstanding contributions to special education in Arizona.

Section 3. Membership Review

An Executive Board of the five (5) Special Education Administrators elected by the membership shall meet on at least an annual basis to review membership lists and make pertinent recommendations regarding composition of the association that would improve its ability to effectively perform its duties and to appoint committees. The Executive Board shall report its finding and recommendations regarding composition of the committees to the membership. All committees shall consist of a Chairperson and up to three (3) members of the association as determined by the Executive Board. The President may serve as an Ex Officio member of any Committee.

Section 4. Refusal or Revocation of Membership

- 3.1 Dismissal from duties for just cause by a district may be grounds for termination from membership in SEAA.
- 3.2 The Executive Board may refuse membership status only upon reasonable grounds relating to ineligibility, unprofessional conduct or commission of unlawful acts.

ARTICLE IV
MEETINGS

Section 1. Membership Meetings

Regular membership meetings can be held any time, meeting date and time to be determined by the board. At least seven (7) regular meetings shall be held annually.

Section 2. Special Membership Meetings

Special membership meetings may be called by any Board member with at least one other Executive Board member in agreement.

Section 3. Notification of Meetings and Agendas

The President or Recording Secretary, at the direction of the President, shall ensure that a written notice of each meeting shall be distributed at least one (1) week prior to the meeting. Such notice shall include the tentative agenda for the meeting. Minutes of each meeting shall be distributed prior to the next meeting. Minutes of the prior meeting will be voted upon for acceptance at the next monthly meeting.

Section 4. Voting at Meetings

Only members in good standing shall be eligible to vote.

Section 5. Executive Board Meetings

The Executive Board is expected to meet either prior to or after each membership meeting to conduct routine business and planning. These meetings shall be open to all members.

Section 6. Special Board Meetings

Special Executive Board meetings may be called by any Board member with notice to all Board members at least one (1) week prior to such meeting and for good cause.

Section 7. Quorum

Board meetings must be attended by a quorum of Board members for any vote or decision to be valid.

ARTICLE V
OFFICERS

Section 1. Executive Board

An executive board consisting of the president, president-elect, past-president, recording secretary and treasurer shall be elected by the members of SEAA. The Executive Board shall transact all regular business of SEAA during the period between meetings. All regular business will be subject to review and alteration by the SEAA membership at its next regular meeting except that such revision and alteration shall not violate the rights of the third parties.

Section 2. President

- 2.1 The President shall preside at all meetings and shall exercise general governance over the SEAA according to Robert's Rules of Order.
- 2.2 The President shall construct the meeting agendas, seeking input from the Board and members.
- 2.3 The President shall coordinate meeting dates, speakers, and presentations, and is responsible for procuring refreshments for meetings.
- 2.4 The President shall represent SEAA in all official matters and functions.

Section 3. President-Elect

- 3.1 In the absence of the President, the President-Elect shall preside.
- 3.2 The President-elect shall serve on the nominations committee.
- 3.3 The President-elect shall coordinate professional development opportunities.
- 3.4 The President-Elect shall serve as recording secretary when that officer is absent.
- 3.5 The President-Elect shall support and assist the president for the good of the association.

Section 4. Recording Secretary

- 4.1 The Recording Secretary shall take minutes of all meetings and carry out correspondence as directed by the President.
- 4.2 The Recording Secretary shall distribute minutes to all members prior to the next meeting.
- 4.3 The Recording Secretary shall be responsible for coordinating and distributing the annual membership directory and any directory updates.
- 4.4 The Recording Secretary shall provide sign-in sheets at all meetings.
- 4.5 The Recording Secretary shall disseminate the membership form annually by August 15.
- 4.6 The Recording Secretary shall be responsible for coordinating arrangements for meeting locations.

Section 5. Treasurer

- 5.1 The Treasurer shall have a fiduciary responsibility with the monies entrusted to his/her care. A monthly financial report shall be submitted to the President and members of SEAA and an annual summary financial report shall be presented to the Board and membership at the first meeting of the new year.
- 5.2 The Treasurer shall invoice for funds due to SEAA and record payments received.
- 5.3 The Treasurer shall make deposits of funds to the SEAA checking account in a timely manner.
- 5.4 The Treasurer shall make payments on approved invoices.
- 5.5 The Treasurer shall coordinate the purchase of gifts for recognition, retirement and the holiday luncheon.
- 5.6 The Treasurer shall file any required annual financial reports in conformance with state and federal laws.

ARTICLE VI **ELECTIONS**

Section 1. Term of Office – President

President shall serve for the current term of one (1) year, having advanced from the position of President-Elect, and then shall serve as Past President for one (1) year thereafter.

Section 2. Term of Office – President-Elect

The President-Elect shall serve their current term upon election by the membership and shall advance to the position of President during the next term.

Section 3. Term of Office – Recording Secretary and Treasurer

The Recording Secretary and Treasurer shall each serve a two (2) year term upon election to the position by a vote of the membership. The Treasurer shall be elected during odd years and the Secretary during even years.

Section 4. Removal of Officers

An officer may be removed from office for non-compliance with the by-laws, or by failing to fulfill his/her duties in an efficient and acceptable manner. A written notice shall be provided, giving specific factual details of the unsatisfactory performance, and an opportunity given for the officer to improve his/her performance to an acceptable level and the timeframe to do so. This notice shall be signed by a minimum of three of the other four officers. If acceptable performance is not evident, as demonstrated by objective, factual information, the officer shall receive written notice of his/her failings and shall have an opportunity to refute the allegations at a board meeting called for this purpose. A quorum of remaining Executive Board members must be present at the meeting. This meeting shall be posted and open to the general membership. The meeting shall be presided over by the highest ranking officer not subject to removal. After both sides of the issue have been presented, a roll call vote of the remaining Executive Board members will be taken to determine if the officer should be removed from office. A majority vote shall decide the issue and the resulting decision shall become effective immediately.

Section 5. Elections

- 5.1 The Past President shall issue a call for nominations by March 15.
- 5.2 The Past president will issue ballots to all members by April 15. Returned ballots must be received by May 7 to be counted.
- 5.3 The nominations committee will count all ballots received by May 7 and record the results. The Past President will notify the President of the results and then notify all candidates of the results.

Section 6. Vacant Offices

Any vacancies in other offices of the Board shall be filled for the unexpired term by an appointment by the Board for the remainder of the term.

ARTICLE VII **COMMITTEES**

Section 1. Establishing Committees

The President may establish committees or task forces as deemed necessary to carry out tasks as designated by the Special Education Administrators of Arizona Association. Each committee must consist of at least two (2) SEAA members and must be chaired by an SEAA member.

Section 2. Nominations Committee

The nominations committee shall consist of the Past President, President–elect and at least one member at large.

Section 3. Designees

Members unable to attend a committee meeting may appoint a designee to represent them in committee meetings on an emergency basis.

ARTICLE VIII **FUNDING**

Section 1. Funding for SEAA

- 1.1 Funding will be generated from dues paid by each member and any professional development activities sponsored by SEAA. The Executive Board will establish the dues which will be applied to the school year in which they are collected.
- 1.2 The fiscal year for SEAA will be from July 1 to June 30.

ARTICLE IX **GENERAL PROVISIONS AND PROCEDURES**

Section 1. Parliamentary Procedures

- 1.1 Substance questions put to vote shall be decided by a majority of members present and voting.
- 1.2 A quorum shall consist of a simple majority of the membership present and voting.
- 1.3 Matters may be introduced for consideration by any member, by the President, other officers or by designated staff. Motions shall require seconding.
- 1.4 Rules of precedence of motions and other parliamentary procedures not specified herein shall be governed by Robert's Rules of Order.
- 1.5 Under special circumstances, the President may authorize a special vote by mail or conference call.

Section 2. Amendments

Additions or revisions to these by-laws shall be made by a majority vote at any membership meeting, providing that such amendments be in writing, disseminated to the membership at least 30 days prior to the vote, and must be open for discussion at two (2) meetings prior to voting.

Section 3. Staff and Services

- 3.1 Special Education Administrators of Arizona may use appropriate funds to carry out the purpose and functions of the association.
- 3.2 The President shall serve as an Ex Officio member of all Committees and shall complete SEAA related tasks as outlined in the By-Laws.

ARTICLE X
DISSOLUTION

Section 1. Dissolution

In case of dissolution of SEAA, being approved by a majority of the membership vote present at a special meeting called for this purpose, no property or funds belonging to SEAA shall be distributed to or inure to the benefit of any member, but shall be donated to another statewide special education administrator organization, e.g., AZ Case. All members in good standing shall be notified at least four (4) weeks in advance of the meeting by either email or U.S. mail stating the purpose of the meeting.

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4/10/89
5/8/08
4/24/09 Adopted