



CABE

Bylaws

Revised May 15, 2018

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109-1242
(860) 571-7446 • 860571-7452
www.cabe.org

Article 1 NAME

The name of this Association is the Connecticut Association of Boards of Education, Inc.

Article 2 PURPOSES

The purposes of the Association shall be: to be an advocate for local and regional school boards and for local lay control of public education in order to provide high quality educational opportunities for all public school students; to provide services to member boards and their individual members to promote effective local decision making and thus improve public education; to increase the influence of school boards on laws, regulations and court decisions; to assist local and regional school boards in focusing on student achievement and to facilitate cooperative efforts among school boards and all organizations and agencies affecting the quality of and access to public education.

Article 3 MEMBERSHIP

- 3.1 There shall be four classes of membership:
regular, associate, affiliate and special.

- 3.2 **Regular Members.** Any local or regional board of education of any public school district in Connecticut may be a regular member of the Association by payment of dues. Membership entitles a board of education and its members to have access to all services of the Association. Each member board shall have at least one (1) vote at Association meetings, to be cast by a delegate(s) or alternate(s) designated by such board from its membership. The number of voting delegates from each member board shall be determined by the public school pupil population served by that board. Boards serving 7,000 pupils to 13,999 pupils shall be entitled to two delegates, each with one vote; boards serving 14,000 or more pupils shall be entitled to three delegates, each with one vote. Entitlements will be based upon the most up to date enrollment statistics available statewide and shall be reviewed every three (3) years beginning in the spring of 1986.

- 3.3 **Associate Members.** Former board members may become associate members upon payment of dues established by the Board of Directors. Associate membership entitles the individual to receive all Association publications and notices

sent to all members of member boards and to participate in Association meetings but without vote.

Past Presidents of the Association are entitled to associate membership for life, without payment of dues. The Board may grant the same membership status to any other person. Associate members may be appointed to and participate fully, with vote, in committees of the Association, but may not hold office in the Association or to be a member of the Board.

- 3.4 **Affiliate Members.** Individuals, organizations, corporations, and libraries may become affiliate members upon acceptance of their applications by the Board and payment of annual dues established by the Board. Affiliate members will receive all publications, and have access to services, but may not hold office or vote.
- 3.5 **Special Members.** Special school districts as established by statute and the board of directors of any incorporated or endowed high school or academy receiving students in accordance with C.G.S. 10-34, are eligible to become special members, upon payment of annual dues established by the Board with access to all member services. Members of the boards of directors of the Gilbert School, Norwich Free Academy, Woodstock Academy and the Connecticut Technical High School System Board may serve on the CAFE Board of Directors and are eligible to hold elected office in the Association.

Article 4 OFFICERS

- 4.1 **Officers.** The elected officers of the Association shall be President, First Vice-President, Secretary/Treasurer, Vice-President for Government Relations and Vice-President for Professional Development.
- 4.2 **Eligibility for Office.** All officers of the Association shall be members of member boards of education at the time of election or appointment. If any officer shall cease to be a member of a board of education, his/her term as an officer shall end unless there are 6 months or less remaining in the term, in which case the officer may continue to serve the remainder of the term. A candidate for the presidency must have served at least one year on the Executive Committee.

The First Vice-President shall be nominated with the understanding that he/she will be a candidate for the presidency at the next opportunity.

- 4.3 **Term of Office.** The term of office shall be one (1) year. No elected officer may serve more than two (2) successive terms in the same office.
- 4.4 **Duties.** The President shall preside at the Association and Board meetings, appoint the chairman of standing committees except as provided below, may appoint ad hoc committees and shall perform such other duties as are ordinarily performed by virtue of the office. The First Vice-President shall preside at the Association meetings in the absence of the President, assist the President as requested serve as a member of the Finance Committee, oversee membership services, work with area directors on membership recruitment and retention, and serve the remainder of the President's term if said office is vacated. The Secretary/Treasurer shall chair the Finance Committee, report the state of the finances to the Board of Directors at each of its meetings and shall be responsible for seeing that the minutes are properly recorded and maintained. The Vice-President for Government Relations shall chair the Government Relations Committee and shall advise the President on all issues before the Committee or its subcommittees. The Vice-President for Professional Development shall chair the Convention Committee and shall advise the President on all issues before the Committee or its subcommittees.
- 4.5 **Executive Committee.** Under the direction of the President, the Executive Committee shall be responsible for overseeing the operation of the Association between board meetings. Its duties shall include the planning of Board of Directors' meetings, designation of board members as liaison to other organizations, establishment and periodic review of guidelines for employment and evaluation of staff. The Executive Committee shall consist of the officers, the Immediate Past President, and one member at large appointed by the President to balance the representation on the Executive Committee by district size and geographic location.
- 4.6 **Vacancies.** The Executive Committee shall make recommendations to fill any vacancy among the officers to the Board which will then vote to fill the vacancy.

Article 5 AREAS

- 5.1 **Areas.** The Board shall divide the state into geographic areas. The delegates of member boards of education in each area shall elect their directors to serve for two years. The election shall take place at the Convention Delegate Assembly. In the event of a tie, the entire Delegate Assembly shall vote to determine a winner.
- 5.2 **Area Directors.** Each area shall be represented by up to three representatives of the area known as the Area Directors. The annual CAFE budget shall direct funds to support area activities.
- 5.3 **Term of Office.** The term of office shall be for two (2) years, and no officer may serve more than two successive terms in the same office.
- 5.4 **Duties of Area Directors.** The Area Directors shall call at least two (2) meetings of their area boards per year. Additional meetings may be called as needed or at the request of the Board. Area Directors shall inform the Board of area activities.
- 5.5 **Change of Area.** Any member board may change its membership in an area with the approval of the Board of Directors.

Article 6 BOARD OF DIRECTORS

- 6.1 **Membership.**
 - a. The Board shall consist of the officers, the Immediate Past President, Area Directors or Co-Directors, representatives of each member board of education from the five largest cities, (Bridgeport, Hartford, New Haven, Stamford, Waterbury) herein referred to as City Representatives, five directors appointed at large by the President referred to as Associate Directors, up to three additional associate directors appointed by the president from among member boards in the twenty five largest districts, any member of the Board of Directors of the National School Boards Association, and all chairmen of standing committees and subcommittee chairmen of the Government Relations and Convention Committee who are not otherwise entitled to Board membership. In the case of City Representatives, if no appointment is made within two months of the convention

the President may fill such seats. The President may also appoint Area Directors to fill vacancies.

- b. Membership on a member board of education shall be a prerequisite to serving as a member of this Board. If the Immediate Past President is no longer a member of a member board of education, he/she shall continue to be an ex officio member of the Executive Committee and the Board.
- c. All board members appointed by the president shall serve for a term of one year and are eligible for reappointment.

6.2 **Conflict of Interest.** No member of the Board shall be an employee of the Association.

6.3 **Officers.** The officers of the Association shall be the officers of the Board.

6.4 **Duties.** The Board shall: appoint an Executive Director, transact the business of the Association, and appoint an auditor annually to audit the financial records of the Association, a report of which shall be given to the Board.

6.5 **Meetings.** The Board shall hold at least six (6) meetings annually to conduct the business of the Association. After the President and the Executive Director have conferred and set the agenda, it shall be sent to the board members at least seven (7) days before the meeting. Ten (10) members shall constitute a quorum.

6.6 **Agenda.** Any member of the Board may request that an item be placed on the agenda provided that the President or Executive Director is given two (2) weeks notice.

6.7 **Removal.** Any member of the Board may be removed for cause by a two-thirds vote of the Board present and voting, whenever, in its judgment, the best interests of the Association would be served thereby. At least two weeks notice of such proposed action shall be given, with written notice provided to the board member under consideration for removal.

Article 7 COMMITTEES

- 7.1 **Reports.** All committee reports shall be received by the Board prior to release.
- 7.2 **Chairmen of standing committees shall be members of member boards.** Members of member boards and Associate Members of the Association are eligible to serve on standing committees.
- 7.3 **Finance Committee.**
- a. **Members.** The Secretary/Treasurer shall chair the Finance Committee. The First Vice-President shall serve as a member of the Finance Committee. The Secretary/Treasurer shall appoint one member at large, one City Representative and at least two Area Directors to serve on this Committee.
 - b. **Duties.** The Finance Committee shall be responsible for review of an annual budget, which has been developed by staff, with input from the Finance Committee, and make recommendations to the Board for its approval. The Finance Committee shall be responsible for execution and monitoring the investment policy and for periodically reviewing association investments and investment return. The Finance Committee will review investment performance and recommend changes at least annually to the full Board for endorsement.
- 7.4 **Nominating Committee.**
- a. **Members.** There shall be a minimum of seven (7) members, no more than three (3) of whom are from the Board. The Immediate Past President shall serve as Chairperson of the Nominating Committee and shall convene at least one meeting at which a majority of members are present, which shall not be a conference call. If there is no Immediate Past President, the Board shall appoint a member who served on the immediately preceding Nominating Committee. This member shall convene the new Nominating Committee and the Committee shall select its own chairperson.

- b. **Manner of Election.** Nominating Committee members shall be elected by the Board by the September meeting. Member boards of education may recommend candidates to the Board for the Nominating Committee Member boards of education shall be notified by the Secretary/Treasurer at least one (1) month before such elections that they may file recommendations with the Executive Director Candidate recommendations must be filed no later than two (2) days before the board meeting at which election is to take place. No name may be submitted without permission of the nominee.
- c. **Duties.** A request shall be sent to every Association member board for recommendation prior to any election. The Committee shall then file a list of nominees, none of whom shall be members of said Committee, for the officers of the Association with the Secretary/Treasurer six (6) weeks before the Convention Delegate Assembly. The Secretary/Treasurer shall send a copy to each member board immediately. Additional nominations for any office may be made upon action of at least two (2) member boards of education filing such nominations with the Executive Director not less than ten (10) days before the Delegate Assembly, at which time nominations shall be closed. The Executive Director shall forward the nominations to each member board forthwith. In the event that a vacancy occurs between the time of close of nominations and the elections, the Nominating Committee shall recommend a nominee to fill the open position.
- d. **Election Procedure.** Following the closing of nominations, a ballot shall be prepared listing the names of all nominees under the office for which they have been nominated both by the nominating committee and/or by written request of at least two member boards of education.

If there shall be two candidates for an office, the person receiving the larger number of votes shall be elected to such office. In the event there are three or more candidates for an office, and if a majority vote of the delegates present and voting is not received by any candidate for such office, there

shall be a run-off election between the two candidates receiving the largest number of votes at the same Delegate Assembly.

7.5 **Government Relations.**

- a. **Members.** The Vice-President for Government Relations shall chair the Government Relations Committee and shall appoint, with the approval of the President, three subcommittee chairmen. The subcommittees include Resolutions, State Relations, and Federal Relations. Each member board shall be notified annually that membership on the committee and its subcommittees is open to its members.
- b. **Duties.** The Government Relations Committee shall propose annually, for action by the members at the Delegate Assembly, resolutions that further the interest of public education in accordance with the purposes and objectives of the Association. The Committee shall act for the Association in promoting a government relations program that is based upon these resolutions.
- c. **Procedure.**
 1. **Resolutions Subcommittee.** This subcommittee shall gather from member boards, Association committees, areas and the Board resolutions to be acted upon by the members in the Delegate Assembly. Such proposed resolutions shall be submitted in writing to the Resolutions Subcommittee at least ten (10) weeks before the Delegate Assembly at which they are to be acted upon. Resolutions approved by the Government Relations Committee shall be sent to the member boards at least four (4) weeks before the Delegate Assembly. Amendments to proposed resolutions must be submitted at the Delegate Assembly in writing. Beliefs shall be continued from year to year unless modified or deleted at the Delegate Assembly.

2. **State Relations Subcommittee.** This subcommittee shall develop specific proposals from the resolutions enacted by the members at the Delegate Assembly and promote the proposals and the Association's purposes and objectives in the state legislative, executive and judicial branches of government.
3. **Federal Relations Subcommittee.** This subcommittee shall promote the Association's established purposes, objectives and positions as established by resolution, in the legislative, executive and judicial branches of the federal government. It shall, with the knowledge of the Board present and promote appropriate Association purposes, objectives and positions established by resolutions, to the Policies and Resolutions Committee of the National School Boards Association.

7.6 **Convention Committee.** The Vice-President for Professional Development shall chair the Convention Committee and shall appoint, with the approval of the President, subcommittee chairmen.

- a. **Membership.** There shall be a minimum of five (5) members of the Convention Committee at least one of whom has served on the previous year's Committee. Each member board shall be notified annually that membership on the committee and its subcommittees is open to its members.
- b. **Duties.** The Convention Committee shall be responsible for planning the Convention.

7.7 **Policy Committee.** The President shall appoint a Policy Committee consisting of three (3) members, one of whom shall be a member of the Executive Committee who shall serve as chairman. The Policy Committee shall be responsible for reviewing the policies of the Association and recommending changes to the Board. They shall encourage the staff to produce and periodically update a handbook for the Association which shall indicate all current practices of staff and standing committees of the Association.

- 7.8 **Bylaws Committee.** The President shall appoint a Bylaws Committee which shall review the bylaws at least every five years and recommend changes as appropriate.
- 7.9 **Other Committees.** The President shall appoint ad hoc committees as necessary.

Article 8 MEETINGS OF THE ASSOCIATION

- 8.1 **Convention.** The Board of Directors shall convene an annual convention for all members of the Association.
- 8.2 **Delegate Assemblies.** The Board of Directors shall convene Delegate Assemblies.
- a. The Board of Directors shall convene a Delegate Assembly in conjunction with the convention. The following business will take place at the Delegate Assembly:
1. **Election of Officers.** The election of the Association's officers shall take place at this meeting. Such officers shall serve from the adjournment of the Delegate Assembly at which they are elected until their respective successors are elected.
 2. **Other Business.** The delegates may, by vote, appoint special committees to implement the purposes of the Association. Other business of the Association may also be considered at this meeting.
- b. The Board shall convene a Delegate Assembly at least six (6) weeks prior to the convening of the regular annual session of the General Assembly. The following business will take place at the Delegate Assembly:
1. **Resolutions.** The delegates shall adopt resolutions regarding the positions of the Association for the following year.

2. **Other Business.** Other business of the Association may also be considered at this meeting.
- c. **Special Delegate Assemblies.** The Board may convene a special delegate assembly or the President may call a special delegate assembly with the concurrence of the Board or upon petition by twenty (20) member boards of education or upon petition of member boards of education representing 25% of the public school student population in Connecticut. The President and Board shall designate the time and place of such an assembly and, in the case of an assembly called in response to a petition, shall call the assembly within thirty (30) days and convene the assembly within forty-five (45) days of receipt of the petition. Only business in the notice for special assemblies may be transacted at such assemblies.
- d. **Participation.** Although only the designated delegates of each member board may present motions or vote at any delegate assembly, any member of a member board and any other member of the Association may participate in discussions and other activities. A motion made at a delegate assembly must receive a second by a delegate from another board of education.
- 8.3 **Rules.** Unless otherwise specified in the bylaws, the latest edition of "Roberts Rules of Order" shall govern the transaction of business at all meetings of the Association.

Article 9

BUDGET

- 9.1 The fiscal year of the Association shall be from the first day of July of one year until the last day of June in the next year.
- 9.2 After consultation with the Executive Director, the Finance Committee shall submit to the May meeting of the Board a recommended budget for the fiscal year beginning the first day of July. The Board shall adopt a budget before the end of the fiscal year. Any change from the adopted budget summary shall be approved by the Executive Committee.

Article 10 DUES AND FEES

Dues. Each member board shall pay dues annually. The Board may approve a dues increase or decrease each year in April. Membership dues shall be based upon average daily membership (ADM) and district reference group (DRG) statistics published by the Connecticut State Department of Education. Dues are payable to the Association within thirty days following the commencement of the Association's fiscal year.

Article 11 COUNCILS

The Connecticut Council of School Attorneys. The Board may authorize the formation of the Connecticut Council of School Attorneys as a council of the Association. The Board shall approve the bylaws of such Council.

Article 12 AMENDMENTS

The delegates of the member boards may amend the bylaws by a two-thirds vote of the delegates present at any Delegate Assembly, provided notice of the proposed amendment has been sent to the member boards four weeks before the Assembly.

Article 13 DISSOLUTION

Were CABE to dissolve, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a charitable public purpose. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 14 EFFECTIVE DATE

These bylaws become effective on passage.

Approved by the Delegate Assembly on December 1, 1988

Revised by the Delegate Assembly on November 4, 1994

Revised by the Delegate Assembly on November 12, 1998

Revised by the Delegate Assembly on November 16, 2000

Revised by the Delegate Assembly on November 13, 2008

Revised by the Delegate Assembly on November 19, 2009

Revised by the Delegate Assembly on November 14, 2013

Revised by the Delegate Assembly on May 15, 2018