

COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

COLORADO ASSOCIATION OF LEADERS IN EDUCATIONAL TECHNOLOGY (CALET)

ARTICLE I - NAME

The name of this organization shall be the Colorado Association of Leaders in Educational Technology (CALET) of the Colorado Association of School Executives (CASE).

ARTICLE II - PURPOSES

- Section 1.** To support professionals serving, or interested, in educational technology leadership roles.
- Section 2.** To provide professional development opportunities that enhance the growth of educational technologists as educational leaders.
- Section 3.** To influence decision-making concerning educational technology, including policy and funding, at local, state and national levels.
- Section 4.** To share knowledge of technology and its application in education to other educational leaders.
- Section 5.** To recognize quality work and excellence in the field of educational technology.
- Section 6.** To network with other educational leaders and groups for whom educational technology is a priority.
- Section 7.** To be mindful of the goals, purposes and bylaws of CASE, the umbrella organization, in all deliberations.

ARTICLE III - PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, Newly Revised shall govern the Colorado Association of Leaders in Educational Technology in all cases in which they are applicable and in which they are not in conflict with these bylaws or those of the Colorado Association of School Executives.

ARTICLE IV - RELATIONSHIP WITH THE COLORADO ASSOCIATION OF SCHOOL EXECUTIVES

- Section 1.** Governance Plan
- This department shall submit to the CASE Coordinating Council a copy of its governance plan, which shall include qualifications for membership, the procedure for the election of officers, and other governance procedures. The plan shall be compatible, and not inconsistent, with the bylaws of the Colorado Association of School Executives; determination of compatibility shall be made by the Coordinating Council. CALET shall be required to submit to the Council any changes in its governance plan.
- Section 2.** Autonomy

This department shall be autonomous to conduct activities and provide services to its members, consistent with the purposes and objectives of CALET and CASE.

ARTICLE V - MEMBERSHIP

Section 1. Active members of CALET shall be only those persons who have paid the current annual CASE membership dues.

Section 2. Membership in the Colorado Association of Leaders in Educational Technology shall be classified using the following criteria:

a. Active Membership

Active members are persons who (1) are engaged in educational leadership at a building and/or district level, or (2) are engaged in a support relationship to leadership through other agencies or provide training or leadership (but choose to be active), or (3) are identified as active by a specific department, and (4) have paid active member dues.

b. Affiliate Membership

Affiliate members are covered by a formal CASE/district agreement that entitles them to specific advocacy, professional development, and communication benefits, but does not include all of the benefits of an Active Membership. Affiliate members may not serve on the CALET Board and do not receive legal benefits.

c. Associate Membership

Associate members are (1) individuals in the classroom who hold a principal or administrative license and who are not currently employed as an administrator at the school or district level, (2) non-administrative, licensed individuals from a school or district who support the instructional program, or (3) individuals from higher education, education groups, education policy groups, or related organizations who have professional level responsibilities in support of education leaders and who prefer an individual rather than an institutional membership.

d. Student Membership

Student members are non-administrators who are enrolled in a principal or administrator licensure program through a college or university. These individuals may maintain this category of membership as long as they are enrolled in a degree program and until graduation.

e. Institutional Membership

Institutional members are institutions of higher education, education groups and professional organizations that (1) are in a support relationship to education leaders or (2) provide training to school administrators. School districts and BOCES do not qualify as institutional members. A membership includes 1-5 employees with provisions to cover additional employees.

f. Emeritus Membership

Emeritus members are persons who were active members of CASE upon retirement and who wish to continue to benefit from and support CASE.

Section 3. Membership shall not be denied to any qualified applicant on the basis of race, color, creed, or national origin.

Section 4. The CALET membership year shall be consistent with the CASE membership year.

Section 5. Annual membership dues shall be consistent with CASE membership dues structure and may be modified according to CASE bylaws and procedures.

ARTICLE VI - OFFICERS AND ELECTIONS

Section 1. The CALET Board shall consist of a President, President-elect, immediate Past President, Secretary, five (5) Regional Board Members, one (1) At-Large Board Member, one COSN Representative and an ex-officio Emeritus Member. In the absence of an available Emeritus Member within CALET, the Emeritus Board Member Office shall remain vacant. The President, President-elect, immediate Past President, and Secretary comprise the Executive Committee. The Immediate Past President shall serve as ex-officio on the Board and Executive Committee and only cast votes to break ties upon request of the President. CALET voting representatives to the Coordinating Council shall be the President, President-elect, and Immediate Past President.

Section 2. The immediate Past President, the President and President-elect shall each serve a one-year term, with the President-elect succeeding to the presidency. The Secretary shall serve a two-year term. As many as five (5) Regional Board Members and one (1) At-Large Board Member shall be elected annually each to serve two-year terms.

Section 3. The Regional Board Members shall represent the following five (5) regions of Colorado: Eastern Plains, Northern Front Range, Southern Front Range, Central Mountains and Western Slope as defined by the regions in Article X1, Section 1. Additionally, one (1) At-Large Board Member representing any of the five regions shall complete the allotment of six (6) Board Members for CALET. When there are no board candidates from a particular region, the department may elect an at-large member to represent that region for a one-year term. The main office of employment shall determine the region of representation.

Section 4. Prior to the annual CASE Convention, the CALET President shall appoint a Nominating Committee consisting of not less than three (3) members and shall designate a Chairman; the committee shall present a full slate of officers to the Board for approval prior to the elections.

Section 5. Election of officers shall be by legally recognized means of balloting, with provision for write-in candidates. The election process shall be completed not less than twenty (20) days preceding the annual CASE Convention and plurality vote shall elect. Officers shall assume office at the close of the CALET Business Meeting held during the annual CASE Convention.

Section 6. Only active CALET members shall be eligible to vote and hold office.

Section 7. No CALET Active Members shall be eligible for more than two (2) full consecutive terms in the same office.

Section 8. No person shall hold more than one elective office at the same time, except that a CALET officer may also serve on the CASE Coordinating Council and hold concurrent positions.

Section 9. Any officer, elected or appointed, may be removed by the Executive Committee according to the process described in Roberts' Rules of Order, Newly Revised whenever, in its judgment, the best interests of CALET will be served thereby.

- Section 10.** A vacancy occurring in an office shall be filled; by the Board for the unexpired term. If a vacancy occurs in the office of President, the President-elect shall immediately succeed to that office. The Board shall, by majority vote, elect an Acting President-elect from the Board to fill the unexpired term of office. A new President-elect will be elected according to procedures described in Sections 3 and 4 of this Article. Should the vacancy occur in the office of President-elect, the Board shall provide for a special election. Should the vacancy occur in the office of immediate Past President, the Board may select a former Past President, who is an active member, to fill the unexpired term of office.
- Section 11.** The CALET Board may appoint CALET Liaisons from among the active membership upon request of any CASE department or outside organization as deemed appropriate by the Board. The requesting organization may nominate a preferred Liaison for consideration. Liaison Officers will serve one-year assignments to the requesting organization. CALET Liaison Officers may, by invitation, attend organizational meetings as non-voting advisors on educational technology. Liaison Officers shall be invited to report to the CALET Board on organizational activities when they pertain to CALET missions and objectives.
- Section 12.** The President shall serve for a one-year term and after which shall become Past President. The President-elect shall be elected and serve a one-year term, then ascend to the Presidency. The Office of Secretary shall be a two (2) year term. The five (5) regional board members and one (1) At-Large board member shall serve two (2) year terms.

ARTICLE VII - BOARD

- Section 1.** All officers named in Article VI, Section 1, of these bylaws shall comprise the CALET Board.
- Section 2.** The Board shall be the governing body of the department and shall determine department policies.
- Section 3.** A majority of the Board Members present shall constitute a quorum.
- Section 4.** The Board shall meet at the call of the President on an established time schedule or at the call of a majority of the board.
- Section 5.** The Board shall have the power to censure, suspend, or expel any member for cause after due notice and an opportunity for hearing before the board. At the next general meeting, the department shall have the authority to lift a censure or to reinstate a suspended or expelled member.
- Section 6.** The Board shall approve the appointment of a Nominating Committee according to Article VI, Section 3, of these bylaws and shall have the authority to fill vacancies according to Article VI, Section 9. At the last board meeting of the year prior to the annual CASE convention, the Board of Directors shall appoint the COSN Representative and the Emeritus Board Member for the upcoming year.
- Section 7.** The Board has the authority to call meetings of the Colorado Association of Leaders in Educational Technology designating time, location, and program/agenda. Paper or electronic notice shall be provided to the membership no less than ten (10) days preceding such meetings. Those members present at any general meeting shall constitute a quorum.
- Section 8.** The CASE staff departmental liaison shall serve as an ex-officio, non-voting member of the Board.

ARTICLE VIII - REPRESENTATIVES TO CASE COORDINATING COUNCIL

Section 1. Representatives (see Article VI, Section 1, of these bylaws) shall attend all regularly scheduled and called meetings of the Coordinating Council and will report actions/activities to the CALET Board.

ARTICLE IX - RECALL OF ELECTED OFFICERS

Section 1. Any member may initiate a recall action by submitting a petition containing signatures of ten (10) percent of the department's members to the Board.

Section 2. Upon receiving and certifying the recall petition, the Board will, within forty-five (45) days, establish and implement recall procedures which will guarantee a fair process.

ARTICLE X - AMENDMENTS

Section 1. Bylaws may be amended using the following procedures:

1. The proposed amendment must be approved by the CALET Board of Directors;
2. A copy of the proposed amendment(s) is sent to each CALET member at least thirty (30) days before the vote is to be taken;
3. The amendment is approved by a two-thirds (2/3) ballot vote of the active members present at a duly called meeting of the general membership;

OR

4. By a simple majority of active members voting by paper or electronic ballot.

Section 2. The Executive Committee or the Board of the Colorado Association of Leaders in Educational Technology, by a majority vote, may authorize the preparation and submission of a revised set of bylaws as a substitute for the existing bylaws, with approval following the same procedure as for amendments.

Article XI— REGIONS

Section 1. The CALET Board of Directors has the authority to set and revise the CALET Regions as set forth in Attachment 1 of the CALET Bylaws based on a majority vote of the Board.

Section 2. The Board shall designate the regional assignment for any district or BOCES that bridges more than one region.

Amended June 2018