

**Colorado Association of School Executives
Colorado Association of Superintendents and Senior Administrators (CASSA)
Bylaws**

ARTICLE I - NAME

The name of this department shall be the Colorado Association of Superintendents and Senior Administrators.

ARTICLE II- PURPOSE

- Section 1 The Department endorses and will adhere to the Mission and Vision of the Colorado Association of School Executives as specified in the Association's Bylaws.
- Section 2 The Department will initiate programs and activities to serve the welfare of superintendents and senior administrators.
- Section 3 The Department will accept the responsibility of encouraging cooperative relationships with the American Association of School Administrators and with other national, regional, state and local organizations whose interests are compatible with those of the Department.

ARTICLE III – MEMBERSHIP

- Section 1 Membership requirements for the Colorado Association of Superintendents and Senior Administrators shall be consistent with those specified for active or associate membership in the bylaws of the Colorado Association of School Executives.
- Section 2 Membership in the Colorado Association of Superintendents and Senior Administrators shall include, but not be limited to, Administrators whose responsibility is districtwide; BOCES administrators; college and university personnel; and any others whose primary leadership responsibility is cross-district in nature.
- Section 3 Emeritus Membership. Retired members who were active members of CASSA at retirement may become Emeritus members of CASSA.

ARTICLE IV – GOVERNING STRUCTURE

- Section 1 Board of Directors
- a. Membership
- The Board of Directors shall consist of the President, President-elect and the immediate Past President. In addition, there shall be one member elected from each of the superintendent group regions. Additionally, each region with more than 25 active members will be entitled to one additional board position.. The official active membership count concluded March 31 annually, shall be used to determine the number of Board positions by region for the subsequent year, beginning on September 1.

If a region with an additional Board Member drops below 25 members, the Board Member elected to the additional position will complete their term and the position will not be replaced, or if a resignation from that region is accepted prior to the end of the additional Board member's term, the vacant position will not be replaced.

Annually, one (1) non-voting Emeritus Member may be appointed to the CASSA Board by the CASSA Board of Directors.

Board of Directors' Regions:

| Superintendent Group | District | County |
|-----------------------------|----------------------------------|---------------|
| DASSC | Adams 12 Five Star | Adams |
| DASSC | Adams 50 (Westminster) | Adams |
| DASSC | Adams County 14 | Adams |
| DASSC | Adams County BOCES | Adams |
| DASSC | Adams-Arapahoe 28J (Aurora) | Arapahoe |
| DASSC | Boulder Valley RE-2 | Boulder |
| DASSC | Brighton 27J | Adams |
| DASSC | Cherry Creek 5 | Arapahoe |
| DASSC | Colorado Department of Education | Denver |
| DASSC | Clear Creek RE-1 | Clear Creek |
| DASSC | Denver County 1 | Denver |
| DASSC | Douglas County RE-1 | Douglas |
| DASSC | Elizabeth C-1 | Elbert |
| DASSC | Englewood | Arapahoe |
| DASSC | Expeditionary BOCES | Denver |
| DASSC | Front Range BOCES | Denver |
| DASSC | Gilpin County RE-1 | Gilpin |
| DASSC | Jefferson County R-1 | Jefferson |
| DASSC | Littleton 6 | Arapahoe |
| DASSC | Mapleton | Adams |
| DASSC | MCREL | Denver |
| DASSC | Mt. Evans BOCES | |
| DASSC | Platte Canyon 1 | Park |
| DASSC | Sheridan 2 | Arapahoe |
| DASSC | St. Vrain Valley RE 1J | Boulder |
| DASSC | Englewood District 1 | Arapahoe |
| DASSC | University of Colorado at Denver | Denver |
| DASSC | University of Denver | Denver |
| DASSC | Weld RE-8 (Ft. Lupton) | Weld |
| Eastern Plains | Agate 300 | Elbert |
| Eastern Plains | Arickaree R-2 | Washington |
| Eastern Plains | Arriba-Flagler C-20 | Kit Carson |
| Eastern Plains | Bennett 29 J | Adams |
| Eastern Plains | Bethune R-5 | Kit Carson |
| Eastern Plains | Burlington RE-6J | Kit Carson |
| Eastern Plains | Byers 32J | Arapahoe |
| Eastern Plains | Cheyenne County RE-5 | Cheyenne |
| Eastern Plains | Deer Trail 26J | Arapahoe |

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|-----------------|---------------------------------|---------------------------|
| Eastern Plains | East Central BOCES | |
| Eastern Plains | Genoa-Hugo C113 | Lincoln |
| Eastern Plains | Hi Plains R-23 | Kit Carson |
| Eastern Plains | Idalia RJ-3 | Yuma |
| Eastern Plains | Karval RE-23 | Lincoln |
| Eastern Plains | Kit Carson R-1 | Cheyenne |
| Eastern Plains | Liberty J-4 | Yuma |
| Eastern Plains | Limon RE-4J | Lincoln |
| Eastern Plains | Strasburg 31J | Adams |
| Eastern Plains | Stratton R-4 | Kit Carson |
| Eastern Plains | Woodlin R-104 | Washington |
| Northern | Akron R-1 | Washington |
| Northern | Ault-Highland RE-9 | Weld |
| Northern | Briggsdale RE-10 | Weld |
| Northern | Brush RE-2(J) | Morgan |
| Northern | Buffalo RE-4 | Logan |
| Northern | Centennial BOCES | Weld, Boulder, Morgan, |
| Northern | Eaton RE-2 | Weld |
| Northern | Park (Estes Park) R-3 | Larimer |
| Northern | Fort Morgan RE-3 | Morgan |
| Northern | Frenchman RE-3 | Logan |
| Northern | Greeley 6 | Weld |
| Northern | Haxtun RE-2J | Phillips |
| Northern | Holyoke RE-1J | Phillips |
| Northern | Julesburg RE-1 | Sedgwick |
| Northern | Julesburg RE-1 | Sedgwick |
| Northern | Larimer BOCES | |
| Northern | Lone Star 101 | Washington |
| Northern | Northeast BOCES | |
| Northern | Otis R-3 | Washington |
| Northern | Pawnee RE-12 | Weld |
| Northern | Plateau RE-5 | Logan |
| Northern | Platte Valley RE-3 | Sedgwick |
| Northern | Platte Valley RE-7 | Weld |
| Northern | Poudre R-1 | Larimer |
| Northern | Prairie RE-11 | Weld |
| Northern | South Platte Valley BOCES | |
| Northern | Thompson R-2J | Larimer |
| Northern | University of Northern Colorado | Weld |
| Northern | Valley RE-1 | Logan |
| Northern | Weld RE-1 (Gilcrest) | Weld |
| Northern | Weld RE-3 (Keenesburg) | Weld |
| Northern | Weld RE-5J (Johnstown) | Weld |
| Northern | Weldon Valley RE-20(J) | Morgan |
| Northern | Wiggins RE-50(J) | Morgan |
| Northern | Windsor RE-4 | Weld |
| Northern | Wray RE-2 | Yuma |
| Northern | Yuma 1 | Yuma |
| Pikes Peak Area | Kiowa C-2 | Elbert |

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| Pikes Peak Area | Academy 20 | El Paso |
| Pikes Peak Area | Big Sandy 100J | Elbert |
| Pikes Peak Area | Calhan RJ-1 | El Paso |
| Pikes Peak Area | Canon City RE-1 | Fremont |
| Pikes Peak Area | Cheyenne Mountain 12 | El Paso |
| Pikes Peak Area | Colorado School for the Deaf and Blind | |
| Pikes Peak Area | Colorado Springs 11 | El Paso |
| Pikes Peak Area | Cripple Creek Victor RE-1 | Teller |
| Pikes Peak Area | Edison 54 JT | El Paso |
| Pikes Peak Area | Elbert 200 | Elbert |
| Pikes Peak Area | Ellicott 22 | El Paso |
| Pikes Peak Area | Falcon 49 | El Paso |
| Pikes Peak Area | Florence RE-2 | Fremont |
| Pikes Peak Area | Fountain 8 | El Paso |
| Pikes Peak Area | Hanover 28 | El Paso |
| Pikes Peak Area | Harrison 2 | El Paso |
| Pikes Peak Area | Lewis Palmer 38 | El Paso |
| Pikes Peak Area | Manitou Springs 14 | El Paso |
| Pikes Peak Area | Miami Yoder 60 JT | El Paso |
| Pikes Peak Area | Peyton 23 JT | El Paso |
| Pikes Peak Area | Pikes Peak BOCES | |
| Pikes Peak Area | Ute Pass BOCES | |
| Pikes Peak Area | Widefield 3 | El Paso |
| Pikes Peak Area | Woodland Park RE-2 | Teller |
| San Luis Valley | Adams State College | Alamosa |
| San Luis Valley | Alamosa RE-11J | Alamosa |
| San Luis Valley | Centennial R-1 | Costilla |
| San Luis Valley | Center 26 JT | Saguache |
| San Luis Valley | Creede Consolidated 1 | Mineral |
| San Luis Valley | Del Norte C-7 | Rio Grande |
| San Luis Valley | Monte Vista C-8 | Rio Blanco |
| San Luis Valley | Mountain Valley RE 1 | Saguache |
| San Luis Valley | North Conejos RE-1J | Conejos |
| San Luis Valley | San Luis Valley BOCES | |
| San Luis Valley | Sanford 6-J | Conejos |
| San Luis Valley | Sangre De Cristo RE-22J | Alamosa |
| San Luis Valley | Sargent RE 33J | Rio Blanco |
| San Luis Valley | Sierra Grande R-30 | Costilla |
| San Luis Valley | South Conejos RE-10 | Conejos |
| San Luis Valley | Moffat District 2 | Saguache |
| Southern | Aguilar Reorganized 6 | Las Animas |
| Southern | Branson Reorganized 82 | Las Animas |
| Southern | Campo RE-6 | Baca |
| Southern | Cheraw 31 | Otero |
| Southern | Cotopaxi | Fremont |
| Southern | Crowley County RE-1J | Crowley |
| Southern | Custer C-1 | Custer |
| Southern | Eads RE-1 | Kiowa |
| Southern | East Otero R-1 | Otero |

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|--------------|---------------------------------|------------|
| Southern | Fowler R-4J | Otero |
| Southern | Granada RE-1 | Prowers |
| Southern | Hoehne Reorganized 3 | Las Animas |
| Southern | Holly RE-3 | Prowers |
| Southern | Huerfano Dist RE-1 (Walsenburg) | Huerfano |
| Southern | Kim Reorganized 88 | Las Animas |
| Southern | La Veta RE-2 | Huerfano |
| Southern | Lamar RE-2 | Prowers |
| Southern | Las Animas RE-1 | Bent |
| Southern | Manzanola 3J | Otero |
| Southern | McClave RE-2 | Bent |
| Southern | Plainview RE-2 | Kiowa |
| Southern | Primero Reorganized 2 | Las Animas |
| Southern | Pritchett RE-3 | Baca |
| Southern | Pueblo City 60 | Pueblo |
| Southern | Pueblo Rural 70 | Pueblo |
| Southern | Rocky Ford R-2 | Otero |
| Southern | Salida R-32 | Chaffee |
| Southern | Santa Fe Trail BOCES | |
| Southern | South Central BOCES | |
| Southern | Southeastern BOCES | |
| Southern | Springfield RE-4 | Baca |
| Southern | Swink 33 | Otero |
| Southern | Trinidad 1 | Las Animas |
| Southern | Vilas RE-5 | Baca |
| Southern | Walsh RE-1 | Baca |
| Southern | Wiley RE JT | Prowers |
| Southwestern | Archuleta County 50 JT | Archuleta |
| Southwestern | Bayfield 10 JT-R | La Plata |
| Southwestern | Delta County 50 (J) | Delta |
| Southwestern | Dolores County RE-2 | Dolores |
| Southwestern | Dolores RE-4A | Montezuma |
| Southwestern | Durango 9-R | La Plata |
| Southwestern | Grand Valley BOCES | |
| Southwestern | Gunnison Watershed RE 1J | Gunnison |
| Southwestern | Hinsdale County RE-1 | Hinsdale |
| Southwestern | Ignacio 11 JT | La Plata |
| Southwestern | Mancos RE-6 | Montezuma |
| Southwestern | Mesa County Valley 51 | Mesa |
| Southwestern | Montezuma-Cortez RE-1 | Montezuma |
| Southwestern | Montrose County RE-1J | Montrose |
| Southwestern | Norwood R-2J | San Miguel |
| Southwestern | Ouray R-1 | Ouray |
| Southwestern | Plateau Valley 50 | Mesa |
| Southwestern | Ridgway R-2 | Ouray |
| Southwestern | San Juan BOCES | |
| Southwestern | Silverton 1 | San Juan |
| Southwestern | Southwest BOCES | |
| Southwestern | Telluride R-1 | San Miguel |

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|--------------|------------------------|------------|
| Southwestern | Uncompahgre BOCES | |
| Southwestern | West End RE-2 | Montrose |
| West Slope | Buena Vista R-31 | Chaffee |
| West Slope | Aspen 1 | Pitkin |
| West Slope | DeBeque 49 JT | Mesa |
| West Slope | Eagle County RE-50 | Eagle |
| West Slope | East Grand 2 | Grand |
| West Slope | Garfield 16 | Garfield |
| West Slope | Garfield RE-2 | Garfield |
| West Slope | Hayden RE-1 | Routt |
| West Slope | Lake County R-1 | Lake |
| West Slope | Meeker RE-1 | Rio Blanco |
| West Slope | Moffat County RE-1 | Moffat |
| West Slope | Mountain BOCES | |
| West Slope | North Park R-1 | Jackson |
| West Slope | Northwest BOCES | |
| West Slope | Park County RE-2 | Park |
| West Slope | Rangely RE-4 | Rio Blanco |
| West Slope | Rio Blanco BOCES | |
| West Slope | Roaring Fork RE-1 | Garfield |
| West Slope | South Routt RE-3 | Routt |
| West Slope | Steamboat Springs RE-2 | Routt |
| West Slope | Summit RE-1 | Summit |
| West Slope | West Grand 1-JT | Grand |

b. Election

Regional members of the Board of Directors shall be elected by those they represent. Individuals seeking office must complete the required petition and return it to the CASE office with the appropriate signatures. In the event more than one (1) petition per region is received, an election will be conducted. The winner will be the candidate receiving a simple majority of the votes cast. Members shall be elected for three-year (3) terms and terms shall overlap to assure continuity.

c. Duties

The duties of the Board of Directors shall be

1. To adopt the annual budget of the department
2. To approve and administer the affairs of the department, and its programs and activities
3. To approve committee appointments proposed by the President
4. To call special meetings when appropriate

Section 2 Executive Committee

a. Membership

The Executive Committee shall be composed of the President, President-elect and the immediate Past President. The CASE staff liaison shall serve as a non-voting member of the committee.

b. Duties

The Executive Committee shall perform the following duties:

1. Act on behalf of the department in the absence of the Board of Directors

2. Prepare and recommend the annual budget to the Board of Directors
3. Such other duties as may be assigned to it by the Board of Directors

Section 3 Representatives on the Coordinating Council

- a. Membership
The department shall have **TWO (2)** representatives to the Coordinating Council: the President who shall serve a one-year (1) term, and the President-elect who shall serve a one-year (1) **BOTH THE PRESIDENT AND PRESIDENT-ELECT SHALL BE VOTING MEMBERS OF THE COORDINATING COUNCIL.**
- b. Duties
 1. to apprise the Coordinating Council of the activities/positions of the department
 2. to apprise the department of the activities/actions of the Coordinating Council Proposed Changes to CASSA Bylaws

ARTICLE V- OFFICERS

Section 1 Designation
The officers of the Colorado Association of Superintendents and Senior Administrators shall be a President, a President-elect and the immediate Past President.

Section 2 Term of Office
Officers of the department will serve for one year beginning September 1 following their election. Which shall be conducted no later than June 1.

Section 3 Duties
All officers shall perform such duties as customarily pertaining to their respective office. The President shall preside at the annual meeting and other business meetings of the department. The President-elect shall preside in the absence of the President. The President and President-elect shall also serve as the planning committee for any activities sponsored by the department.

Section 4 Election
The election of the President-elect of the department shall be conducted by mail no later than June 1. The nominating committee shall submit at least one (1) nominee for the office of President-elect. Nominations may be by petition signed by twenty-five (25) or more active members of the department and filed with the executive director at least ten (10) days prior to the election.

Section 5 Vacancy

- a. In the case of a vacancy in the office of the President, the President-elect will immediately succeed to the office of President. The Board of Directors will appoint an acting President-elect who will fill the remainder of the term of that office. At the next election, both a President and a President-elect shall be elected.
- b. Regional vacancies occurring on the Board of Directors shall be filled for the remainder of the terms of office by the respective regions.

ARTICLE VI- MEETINGS

- Section 1 The annual meeting of the department shall be held during the Annual Convention of the Association
- Section 2 A quorum shall consist of those present at the annual meeting.
- Section 3 Special meetings may be called by the Board of Directors.

ARTICLE VII - COMMITTEES

- Section 1 The Department endorses and will adhere to the Mission and Vision of the Colorado Association of School Executives as specified in the Association's Bylaws.
- Section 2 The Standing Committees of the department shall be:
AASA GOVERNING BOARD
Communications Committee
CASB/CASSA Joint Convention Planning Committee
Nominating Committee
- Section 3 Basic membership on each of the Standing Committees shall be determined by the Board of Directors. Ad Hoc Committees may be established by the President as need arises with appointments to those committees based on the committee's charge.
- Section 4 Nominating Committee
- a. The Nominating Committee shall consist of available Past Presidents, with the immediate Past President acting as chair.
 - b. The Nominating Committee shall review the membership of the department for the purpose of selecting and placing in nomination the name(s) of member(s) who are capable of providing leadership to the organization as officers. The Nominating Committee shall present a slate of nominees no later than thirty-days 30 prior to the election.
 1. President-elect
 2. Colorado representative to the **AASA GOVERNING BOARD** when openings occur

ARTICLE VII- RELATIONS WITH OTHER ORGANIZATIONS

- Section 1. Delegates to AASA
- a. The Board of Directors shall either annually appoint delegates to AASA or utilize the AASA nomination process.

ARTICLES XI- FINANCES

There shall be no department dues other than those paid to the Colorado Association of School Executives.

ARTICLE X- PARLIAMENTARY AUTHORITY

The latest edition of Roberts' Rules of Order, newly Revised, shall govern in all meetings of the department except as otherwise provide in the bylaws.

Amendments to these bylaws will be proposed by the Board of Directors or by a petition bearing the signatures of at least twenty-five (25) active members of the department.

Amendments to be voted on at the annual meeting shall be proposed by mail at least two (2) weeks in advance of the annual meeting and shall require simple majority vote of the active members present.

Amendments proposed by mail, shall require a simple majority of the active members voting for passage. Voting may be by mail and/or electronic means.