

# The Franklin County Special Education Cooperative

## Bylaws

### ARTICLE ONE.

#### NAME

The name of this organization shall be “The Franklin County Special Education Cooperative”. Hereafter the Franklin County Special Education Cooperative shall be referred to as “The Co-op”.

### ARTICLE TWO.

#### AIMS AND PURPOSES

Section 1. *Mission Statement.* The primary purpose for the Franklin County Special Education Co-op is to assist member school districts in meeting the requirement of a full range of special education services.

Section 2. *Goals.* To facilitate the accomplishment of this mission the following goals are proposed:

1. **AWARENESS:** It is the goal of The Co-op to coordinate awareness activities of member districts and to inform citizenry of member school districts of the rights and needs of disabled children.
2. **EVALUATION:** To provide evaluation services depending on the needs of member districts through joint evaluation procedure and personnel.
3. **TECHNICAL SUPPORT:** To provide to member districts administrative and technical support in meeting the full service model.
4. **PROGRAM DEVELOPMENT:** To help member districts develop and refine programs for disabled students.

5. STAFF DEVELOPMENT: To coordinate and assist member districts in providing in-service trainings to administrators, special educators and regular classroom teachers working with disabled students in the least restrictive environment.
6. INSTRUCTIONAL MEDIA: To provide instructional media support to member districts in education of disabled students.
7. LOW-INCIDENCE: To provide programs for low-incidence disabled students.
8. INTERAGENCY COORDINATION: To work with other social and educational agencies to assure full services for disabled students of member districts.
9. CONTRACTED SERVICES: To provide contracted services to member districts.

### ARTICLE THREE.

#### MEMBERSHIP

Section 1. *Members.* The membership shall consist of the following school districts: Lonedell, New Haven, Franklin County R-II, St. Clair, Spring Bluff, Strain-Japan, Sullivan, and Union, hereafter referred to as “the original districts”. The following school districts are also member districts: Owensville, Steelville, Cuba, Bourbon, Hermann and Richwoods.

Section 2. *New Members.* If a member district decides to no longer be a member of The Co-op, they must remain a non-member for at least five years. Districts who wish to be considered for membership must apply in writing prior to the spring board meeting.

### ARTICLE FOUR.

#### BOARD OF DIRECTORS

Section 1. *Board Membership Selection.* The Board of Directors shall consist of a total of seven (7) members. Five (5) superintendents from K-12 districts and two (2) superintendents from K-8 districts. Any “original” K-12 districts that have been members since the beginning with no interruptions will be on the board. The remaining K-12 seats will be elected annually by all K-12 district superintendents. The K-8 districts will be responsible for electing their representative annually.

Section 2. *Board function.* The function of the board is:

- a. To approve policy
- b. To approve all programs and services of The Co-op
- c. To acquire financial support; and in order to carry out these functions it may establish offices, employ staff, sign contracts, accept and disburse funds, and otherwise carry on the work of The Co-op according to these bylaws.

Section 3. *Meetings.* The Board of Directors shall meet annually to transact the business of The Co-op. A quorum shall consist of five members.

Section 4. *Meeting Notice.* Board members shall be notified at least five business days prior to a board meeting.

Section 5. *Special Meetings.* Special meetings of the board may be called by the Chairman or by written notice to the Chairman of three members of the board. Board members shall be notified at least five business days prior to a Special Board Meeting.

Section 6. *Bylaw Amendment.* The Bylaws may be revised or amended by a two-thirds vote of the quorum of members of the board present, provided that the proposed changes are submitted in writing to each member no less than thirty days (30) in advance of the board meeting. All amendments to these Bylaws shall become effective immediately upon adoption.

Section 7. *Budget Approval.* The board shall approve all policies, services, budgets, and contracts of The Co-op.

Section 8. *Robert's Rules of Order.* All meetings of the board shall be governed by Robert's Rules of Order.

Section 9. *Officers.* Officers of the Board of Directors shall consist of the Chairman and Vice-Chairman.

Section 10. *Fiscal Agent.* The superintendent of the district serving as the fiscal agent shall serve as the Chairman of The Co-op Board of Directors. The school board policy of the fiscal agent will be used in governance of The Co-op.

Section 11. *Vacancies.* Vacancies on the board due to death, resignation, etc... shall be filled in the same manner as the original selection.

Section 12. *Secretary*. Secretarial services shall be provided by The Co-op.

- a. Keeping accurate minutes of all meetings of the Board of Directors.
- b. Have responsibility for necessary correspondence, preparation of docket, duplication of materials for handouts and preparation of meeting room.

## ARTICLE FIVE.

### DUTIES OF BOARD OFFICERS

Section 1. *Chairman of the Board*. The Chairman of the Board shall:

- a. Preside as Chairman of all board Meetings.
- b. Appoint all board committees unless otherwise directed by membership, and shall be an ex officio member of all committees.

Section 2. *Vice-Chairman of the Board*. The Vice-Chairman of the Board shall:

- a. In the event of the absence or inability of the Chairman to serve or function in any of his/her assigned duties, the Vice-Chairman shall act in the place, and with the authority of the Chairman.
- b. Serve as a member of the Board of Directors.
- c. Be appointed in April each year by the Chairman of the Board.

## ARTICLE SIX.

### ADVISORY COUNCIL

Section 1. *Membership*. The Advisory Council shall consist of the Directors of Special Education (or an appointed administrator) of member school districts and the Director(s) of The Co-op.

Section 2. *Advisory Council Meetings*. The Advisory Council shall meet monthly (except July & August), or as often as deemed necessary by the Director(s) of The Co-op.

Section 3. *Chairman*. The Chairman of the Advisory Council shall be The Co-op Director of K-12.

Section 4. *Purpose.* The Advisory Council shall act as an oversight council and will be responsible for bringing suggestions, programs, and/or recommendations to the Board of Directors for approval. Council members shall have the opportunity at each Advisory Council Meeting to discuss program development, budget, the evaluation process, and professional development.

## ARTICLE SEVEN.

### DIRECTORS OF THE CO-OP

Section 1. *Director of K-12.* The duties of the Director of the Franklin County Special Education Cooperative shall be:

- a. Responsible directly to The Co-op Board of Directors for administrative purposes.
- b. Function as the Chief Executive and business representative of The Co-op.
- c. Carry out policy as formulated by the Advisory Council and approved by The Co-op Board of Directors.
- d. Supervise the low incidence programs and services approved by the Board of Directors.
- e. Serve as ad hoc member of all Board and Advisory Council committees.

Section 2. *Director of ECSE.* The duties of the Director of the Franklin County Special Education Cooperative shall be:

- a. Responsible directly to The Co-op Board of Directors for administrative purposes.
- b. Function as the Chief Executive and business representative of The Co-op.
- c. Carry out policy as formulated by the Advisory Council and approved by The Co-op Board of Directors.
- d. Supervise the low incidence programs and services approved by the Board of Directors.
- e. Serve as ad hoc member of all Board and Advisory Council committees.

APPROVED and adopted by Resolution of the Board of Directors this 15th day of April, 2026.

Melissa Husereau, Chairman

ATTEST:

Lindsay Heady, Secretary