

# **Council of Educational Administrative and Supervisory Organizations of Maryland**

## **BY-LAWS**

### Article I – DUES

Each member organization shall pay annual dues as determined by the Executive Board of the Council of Educational Administrative and Supervisory Organizations of Maryland (hereafter referred to as the Council) for the ordinary and necessary operational expenses of the Council. Emergency assessments may be made with the consent of two-thirds (2/3) of the Council's member organizations.

### Article II - DUTIES OF THE OFFICERS

The President shall preside at all meetings of the Executive Board of the Council (hereafter referred to as the Executive Board) and shall perform such duties as normally required of that office, including:

1. Preparing the agenda for each meeting of the Executive Board.
2. Presiding at all meetings of the Executive Board.
3. Appointing, with the approval of the Executive Board, all chairpersons and members of standing committees, except the Nominating Committee, and special committees.
4. Serving as an ex-officio member of all committees, except the Nominating Committee.
5. Calling meetings of the Executive Board.
6. Approving all expenditures.
7. Directing the duties of the Executive Director.
8. Performing any such additional duties as the Executive Board may require.

The President Elect shall assume the duties and responsibilities of the President in case of the President's absence, resignation, or inability to serve.

The Executive Director shall keep minutes of all meetings of the Executive Board, collect dues, receive and disburse funds of the Council as authorized by the Executive Board, issue regular financial statements, serve as the coordinator of all standing committees, serve as Historian by preparing an annual history, and make such annual reports as the Executive Board may require. The Executive Director shall participate in an annual evaluation conducted by the President, President Elect, and Past President of the Council. The Executive Director may be compensated by the Council for performing these duties.

### Article III – VOTING

Member organizations "in good standing" shall be defined as any organization not in arrears in their dues obligations.

Only representatives of member organizations which are in good standing and present at the Executive Board meeting are authorized to vote.

Each member organization shall have one vote on matters being considered by the Executive Board.

Ex-officio members of the Executive Board as defined in Article V of the Council's Constitution shall not have a vote.

The President shall vote only in the case of a tie vote.

#### Article IV - NEW MEMBERSHIP AND TERMINATION OF COUNCIL MEMBERSHIP

Admission of a new organization to membership in the Council shall be by petition of the organization or institution requesting such membership, and upon a two-thirds (2/3) affirmative vote of the Executive Board of the Council.

a. The petitioning organization shall be primarily made up of individuals who are employed in an educational setting or are directly responsible for the education of persons in grades preK-16.

b. Each member organization shall be allowed one (1) vote regarding the admission of a petitioning organization.

Termination of membership in the Council may occur as a result of:

a. Non-payment of dues by January 1st, or

b. Formal resignation by the organization, or

c. Action by a two-thirds (2/3) affirmative vote of the Executive Board with each member organization allowed one (1) vote regarding the termination of the membership of an organization.

#### Article V - BY-LAWS CHANGES

Amendments to the By-Laws may be made by a two-thirds (2/3) affirmative vote of the Executive Board. Each member organization shall be allowed one (1) vote regarding adoption of a proposed amendment.

#### Article VI - RULES OF PROCEDURE

The most recent edition of "Robert's Rules of Order" shall be followed by the Executive Board at all of its regular and special meetings.

## Article VII - QUORUM

A quorum shall be a simple majority of member organizations being present.

## Article VIII - ALTERNATE REPRESENTATIVE

When an official representative is unable to attend a meeting of the Executive Board, the member organization may designate an alternate by so notifying the Executive Director prior to the meeting.

## Article IX- FILLING OF VACANCIES ON THE EXECUTIVE BOARD

A vacancy in organizational representation to the Executive Board shall be filled by the member organization within thirty (30) days and may be done electronically by notifying the Executive of the new representative.

## Article X – FILLING OF OFFICER VACANCIES

Notwithstanding the provisions of Article V, Section 8 of the Constitution, any vacancy in the Office of President shall be filled automatically by the current President Elect for the balance of the former President's term, as well as for that President Elect's upcoming term as President. The Immediate Past President's term of office shall be extended to coincide with the end of the new President's new term of office.

In the event of a vacancy in the office of President Elect, a special election shall be conducted by the Executive Board within thirty (30) days to fill the balance of the President Elect's term of office. Each member organization shall be allowed one (1) vote in the special election.

## Article XI - ANNUAL CONFERENCE

The Council shall sponsor an annual conference on important issues in education in Maryland. The Conference shall be known as CEASOM at Common Ground. It is intended that the annual conference be self-supporting. The Executive Board shall approve the theme, time, and place of the conference.

A member organization may sponsor its own conference as it sees fit.

## Article XII – RECORDS RETENTION POLICY

The Executive Board shall adopt a Records Retention Policy which shall be maintained by the Executive Director in the Council's files.

*Ratified 4/26/71*

*Revised 7/83*

*Revised 7/89*

*Revised 6/92*

*Revised 6/93*

*Revised 11/97*  
*Revised 6/20/06*  
*Revised 12/9/2013*  
*Revised 6/12/2019*