

Higher Education Consortium for Special Education

HECSE

Constitution

ARTICLE I: NAME

The name of this organization shall be the Higher Education Consortium for Special Education, hereinafter also referred to as HECSE.

ARTICLE II: PURPOSE

The Higher Education Consortium for Special Education exists for the primary purpose of serving its member institutions in seeking solutions to common problems unique to College and University programs involved in the preparation of special education leadership personnel. Its purposes include but are not confined to the following general goals:

Goal 1.0 – Exchange of Information

- 1.1 To provide a vehicle for exchanging information and ideas relative to the unique concerns of special education faculty in comprehensive personnel preparation programs.
- 1.2 To provide a vehicle for the collection, consolidation, and dissemination of data specific to comprehensive graduate preparation programs in special education.

Goal 2.0 – Professional Renewal

- 2.1 To improve administrative and leadership skills of the membership.
- 2.2 To provide a vehicle for upgrading comprehensive doctoral personnel preparation programs through professional development, doctoral student development, and product preparation dissemination.

Goal 3.0 – Professional Advocacy

- 3.1 To present position statements on issues in special education, particularly as these relate to doctoral personnel preparation and research.
- 3.2 To serve as an advocate at the state, regional, and national levels for the needs of comprehensive doctoral preparation programs in special education.
- 3.3 To serve as an advisory group to associations, agencies, and legislative bodies.

3.4 To identify and develop diversified sources of support for preparation of leadership personnel in special education.

ARTICLE III: MEMBERSHIP

HECSE offers two types of institutional memberships: Full and Associate. Non-member institutions must apply for consideration under the appropriate category. The Executive Committee will make final determinations regarding membership. Once accepted as members, institutions agree to maintain annual services fee and the conditions associated with their membership type.

To be considered for Full Membership, applicant institutions must:

1. Prepare special education leadership personnel at the doctoral level (including programs that prepare leadership personnel in education-related fields with a specialization or focus in special education, e.g., doctoral preparation programs in general education leadership with a special education strand or focus area).
2. Be approved by a state department and a regional, or national accrediting agency focusing on education.
3. Offer teacher preparation programs to serve children with disabilities.
4. Have active full-time doctoral tenured or tenure-track faculty member(s) with experience in special education or related services, and/or faculty member(s) who have been awarded a leadership grant from the Office of Special Education Programs, and/or leadership personnel serving in continuing contract positions.
5. Include an endorsement from an appropriate administrative official of the College or University with the application.
6. If institutions are eligible for Full membership, they cannot apply for Associate membership.
7. Indicate status as a non-profit organization.

Benefits of Full Membership

- Faculty representatives may be elected for officer positions within HECSE and serve as standing committee chairs
- Doctoral students can apply for the HECSE Winter Summit HECSE Short Course
- Two spaces reserved for attendance at the HECSE Winter Summit (i.e., two faculty representatives may attend from each institution with a Full membership)
- Political Liaison updates
- Allowed to sponsor one Associate Member Institution

Adopted: November 30, 1976
Revised: February 2006
Revised: February 28, 2012
Revised: January 19, 2019

- Access to job board
- Access to tools for student recruitment
- Access to HECSE listserv
- Attend HECSE meetings held during TED, CEC, and OSEP conferences

To be considered for Associate Membership applicant institutions must:

1. Prepare special education leadership personnel at the master's or specialist level.
2. Be sponsored by a Full HECSE member institution. Special consideration may be given to:
 - HBCUs
 - States without HECSE member institutions
 - Very large programs
 - Programs wishing to establish collaborative relationships with HECSE member institutions
3. Be approved by a state department and a regional, or national accrediting agency focusing on education.
4. Provide some institutional history of preparing graduate students to work in special education and related fields.
5. Have active full-time tenured or tenure-track faculty members with experience in special education or related services, and/or faculty members who have been awarded a leadership grant from the Office of Special Education Programs, and/or leadership personnel serving in continuing contract positions.
6. Include an endorsement from an appropriate administrative official of the College or University with the application.
7. Include status as a non-profit organization.

Benefits of Associate Membership

- Attend HECSE Winter Summit as one of the two member attendee slots of the sponsoring Full Member Institution
- Apply to attend without the sponsoring institution as one of a pre-established, limited number of attendees paying a registration fee to attend
- Are allowed to run for the elected position of Associate Member Institution Representative to the HECSE Executive Board (with one vote representative of all Associate Members)
- Political Liaison updates
- Access to job board
- Access to tools for student recruitment

Adopted: November 30, 1976
 Revised: February 2006
 Revised: February 28, 2012
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- Access to HECSE listserv
- Attend HECSE meetings held during TED, CEC, and OSEP Project Directors' Meetings

ARTICLE IV: ORGANIZATION

The fiscal year and administrative term of office shall be July 1 through June 30.

ARTICLE V: FEES

Section 1

The annual services fee shall be approved by two-thirds vote of the member institutions in attendance at the annual business meeting.

Section 2

Special assessments may be levied by two-thirds vote of the member institutions in attendance at the annual business meeting.

Section 3

Annual fee notices will be mailed to member institutions in April for the fiscal year beginning on July 1 of the same year. Fees become payable by July 1 of each fiscal year. Members not remitting fees by October 1 of each fiscal year shall be in arrears, with loss of voting privileges, denial of access to the annual HECSE meeting, removal from the email list, and loss of eligibility to serve as officers for the coming year until such time as the current annual services fee is remitted. Full membership will be restored upon receipt of the annual services fee.

Section 4

Each member institution may have one voting and one non-voting representative at the annual HECSE meeting. At the discretion of the executive board, member institutions may be permitted to have more than one non-voting representative.

ARTICLE VI: OFFICERS

Section 1

The elected officers of HECSE shall be President, President-elect, Past President, Secretary, and Treasurer. The terms of office of the President, President-elect, Secretary, and Treasurer, shall be two years. The term of office for the Past President shall be two years, namely the years immediately after conclusion of his/her Presidency.

Section 2

The President-Elect shall succeed the President.

Section 3

If a vacancy or ineligibility occurs in the office of President, the President-Elect shall serve as Acting President for the remainder of the term of office and shall become President at the beginning of the new term. If a vacancy occurs in any office except that of President, it shall be filled by the Executive Board by appointing a member of the whole body to serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 4

Officers shall be eligible to succeed themselves in office.

ARTICLE VII: EXECUTIVE BOARD

The Executive Board shall consist of the President, the Secretary, the Treasurer, the immediate Past President, the President-Elect, three-members elected-at-large, the member-at-large representing Associate members, and the chairs of the standing committees. The three at-large members, as well as the member-at-large representing Associate members shall serve two-year terms. In alternating years, one or two of the three members elected-at-large shall be elected.

ARTICLE VIII: STANDING COMMITTEES

Section 1

The Communications Committee, the Constitution and Bylaws Committee, the Legislative Committee, the Meetings Committee, the Membership Committee, and the Nominations Committee, shall be standing committees. The Executive Board shall appoint members to these committees for two-year, renewable terms.

Section 2

The Nominations Committee shall consist of three members including the Past President and two additional HECSE Board members appointed by the current President.

Section 3

Ad hoc committees may be established and their functions assigned at the discretion of the Executive Board or the general membership. Such establishment must clearly indicate the purpose and length of service for the committee.

ARTICLE IX: MEETINGS

Section 1

There shall be at least one annual meeting of the membership of the organization. The purpose of the meeting shall be to elect officers and conduct such other business as may be brought before the membership. The dates and purposes of the annual meeting shall be made known to the membership electronically at least thirty (30) days prior to the meeting date. Those present shall constitute a quorum.

Section 2

The Executive Board shall meet at least once annually.

The President may convene additional meetings of the Executive Board at his or her discretion or in response to special petition of one-third of the membership.

A simple majority of the Executive Board shall constitute a quorum at regular and special meetings of the Board.

Section 4

Standing Committees shall meet at least annually or as necessary.

ARTICLE X: AMENDMENTS

Section 1

Proposed amendments to this Constitution or its Bylaws shall be submitted in writing to the Executive Board for review not fewer than 30 days prior to the next annual meeting of the general membership.

Section 2

Proposed amendments presented to the Executive Board shall be submitted to the membership not fewer than 15 days prior to the next annual meeting of the general membership.

Section 3

A proposed Constitutional amendment shall become part of this Constitution when approved by two-thirds vote of the member institutions in attendance at the annual business meeting.

Section 4

Adopted: November 30, 1976
Revised: February 2006
Revised: February 28, 2012
Revised: January 19, 2019

Any proposed amendment of the Bylaws shall become a part of the Bylaws when approved by two-thirds vote of the member institutions in attendance at the annual business meeting.

ARTICLE XI: DISSOLUTION

In the event of dissolution of this organization, any net assets will be divided equally among the current member institutions in good standing at that time. The President in office at the time of dissolution shall be responsible for maintaining all pertinent records that are legally required.

Higher Education Consortium for Special Education

HECSE

Bylaws

ARTICLE 1: OFFICERS

Section 1

A. The President shall:

1. Serve as the chief executive of HECSE with the powers and duties associated with such a position.
2. Provide leadership to the organization's meetings.
3. Communicate with the organization's membership through email regarding meeting arrangements, policy initiatives, and emerging issues on the federal level.
4. Call and preside at meetings of the Executive Board.
5. Preside at meetings of the general membership.
6. Serve as spokesperson in communicating actions of the organization to individuals, agencies, and organizations.
6. Serve as an ex-officio member of all committees except those conducting elections.
7. Recommend to the Executive Board Ad Hoc Committees and other appointed bodies as needed.
8. Prepare an annual report to be distributed at the annual business meeting (held during the Winter Summit) to the members and other parties as directed by the Executive Board. The report shall consist of the meeting minutes from the previous year (i.e., the previous Winter Summit Business meeting and meetings held at TED, CEC, and OSEP Project Directors' Meetings).

B. The President-Elect shall:

1. Serve in the place, and with the authority, of the President in his/her absence or in case of his/her disability.

2. Serve as a member of the Executive Board during the two years prior to assuming leadership in the presidential line.

C. The Secretary shall:

1. Keep a careful record of the proceedings of annual and Executive Board meetings and distribute the minutes of these meetings electronically to member institutions in good standing within 30 days of such meeting.
2. Assume custody of all the organization's records not specifically assigned to others.
3. Keep accurate rolls of the membership, of the Executive Board, and Standing and Ad Hoc Committees.
4. Have available at all meetings of the organization a copy of the Constitution, Bylaws, and minutes of all official meetings.
5. Maintain the archival records of the organization.

D. The Treasurer shall:

1. Serve as custodian of the funds of the organization.
2. Receive all funds due the organization.
3. Pay all bills incurred by the organization and approved by the President and President-Elect. Expenses of the President-Elect shall be approved by the President and Past President. The President's expenses shall be approved by the President-Elect and Past President.
4. Submit to the Executive Board a record of all funds received and expended for audit. Submit an annual financial report to the President no later than 30 days following the close of each fiscal year. This report shall be presented to both the Executive Board and the general membership at the annual business meeting.
5. File state and federal taxes.
6. Prepare an annual budget
7. Submit a copy of member institutions in good standing to the Secretary on July 1st and October 1st of each year.
8. At the conclusion of his/her term, transfer all records and monies to the new Treasurer within 15 days after installation.

Section 2

The President, the President-Elect, the Secretary, the Treasurer, and members-at-large shall serve two-year terms. These terms of office shall coincide with the dates of the fiscal year.

Section 3

The Nominations Committee shall present nominees for President-Elect, Secretary, Treasurer, and at-large members to the member institutions at the annual business meeting, at which time elections will be held. Nominations may also be made from the floor at the annual meeting.

ARTICLE II: EXECUTIVE BOARD

The duties of the Executive Board shall be:

1. To serve as the organization's policymaking body.
2. To act upon such official recommendations and petitions as may be received.
3. To adopt and manage an annual budget.
4. To assist in planning the agenda of regular meetings of the membership.
5. To approve new membership applications, including applications for Associate or Full membership.
6. To perform duties associated with education and information-sharing for legislators, including:
 - a. Inform and maintain communication with Washington federal agency representatives on issues pertinent to organizational goals.
 - b. Represent the organization at Washington, DC meetings, as needed.
 - c. Communicate with HECSE members and other groups as needed.
 - d. Develop Talking Points to assist in advocacy and education efforts.
 - e. Assist in arranging and planning for Congressional visits during the annual meeting.
 - g. Conduct other duties as assigned.

7. To perform duties associated with organizing the annual Winter Summit and business meeting, including:
 - a. Assist in planning the agenda for the annual meeting with the President and the Political Advocacy Consultant.
 - b. Arrange annual meeting hotel and other related logistics, including registration.
 - c. Arrange for the Leadership Award Plaque.
 - d. Collaborate with the President and Secretary regarding meeting materials.
 - e. Conduct other duties as assigned.

ARTICLE III: STANDING COMMITTEES

The duties of Standing Committees are described below. All Standing Committees will report committee activities and accomplishments to the membership at the annual business meeting.

1. The Communications Committee shall:
 - a. Publish and distribute information to members.
 - b. Maintain the Website.
 - c. Develop or secure Position Papers as needed.
 - d. Conduct other duties as assigned.
2. The Constitution and Bylaws Committee shall:
 - a. Review and if necessary update the Constitution and Bylaws every 10 years or earlier as needed.
 - b. Present proposed changes in writing to the Executive Board for consideration at the annual meeting.
 - c. Conduct other duties as assigned.
3. The Membership Committee shall:
 - a. Recruit new HECSE Full and Associate members.

b. Recommend new Full member and Associate member institutions to the Executive Board.

c. Facilitate new member orientation.

4. The Nominations Committee shall:

a. Solicit nominations and recruit candidates for open positions.

b. Present nominees for open positions to the membership at the annual meeting.

c. Conduct other duties as assigned.