

HIGHER EDUCATION CONSORTIUM FOR SPECIAL EDUCATION (HECSE) BYLAWS

Article I

Section 1. Name

The name of this organization shall be the Higher Education Consortium for Special Education, hereafter referred to as HECSE. The HECSE was initially organized on November 30, 1976.

Article II

Section 1. Purpose/Mission

The mission of the HECSE is to promote access, equity, and opportunity through advocacy that advances special education leadership and research on behalf of students with disabilities and their families. The HECSE 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 through research and scholarship. 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 research-based personnel preparation programs.
- 1.2 To provide a vehicle for the collection, analysis, and dissemination of data specific to graduate preparation programs in special education to government and non-government agencies and foundations that provide funding to advance special education research.

Goal 2.0 – Professional Enhancement

- 2.1 To improve advocacy for leadership and research among the member institutions.
- 2.2 To provide a vehicle for upgrading research-based personnel preparation programs through professional development, graduate student development, and dissemination of research through publications.
- 2.3 To provide a vehicle for advocating for the acquisition of research funding for member institutions from agencies and organizations to advance research in special educator preparation and knowledge in general as it pertains to the field of special education.

Goal 3.0 – Professional Advocacy

- 3.1 To present position statements on issues related to special education, particularly special education personnel preparation and research.
- 3.2 To serve as an advocate at the state, regional, and national levels for the needs of research based graduate preparation programs and research in special education.

- 3.3 To serve as an advisory group to associations, agencies, and legislative bodies that provide funding that supports research-based graduate preparation programs and research in special education.
- 3.4 To continue to identify and develop diversified sources of support for research-based graduate preparation of leadership personnel in special education.

Article III

Section 1. Active Membership

The HECSE offers three types of institutional memberships: Full, Associate, and Affiliate. Non member institutions must apply for consideration under the appropriate category. The Board will make final determinations by a simple majority vote regarding membership. Full memberships are for the institutions that prepare special education leadership personnel at the doctoral level. Associate memberships are for the institutions who prepare special education leadership personnel at the master's or specialist level and are sponsored by a full HECSE member institution. Affiliate memberships are for institutions that prepare special or general education teachers at the undergraduate, master's, or specialist level and are sponsored by a full HECSE member institution. Once accepted as members, institutions agree to maintain annual services fee and the conditions associated with their membership type as specified in the HECSE Operational Policies and Procedures.

Section 2. Membership Year

The HECSE membership year shall be July 1 through June 30.

Article IV

Section 1. Dues

The annual services fee shall be approved by two-thirds (2/3) vote of the member institutions by electronic ballot. One representative from each member institution may vote. Special assessments may be levied by two-thirds (2/3) vote of the member institutions. 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 2. Active Member Institutions and Representation

Active member institutions are defined as those with current and up-to-date dues payments. Each active member institution is entitled to one vote in conducting the business of HECSE. All votes of member institutions shall be conducted by electronic ballot.

Each institution may bring only two representatives to the annual HECSE Winter Summit: one voting representative and one non-voting representative. Each institution has one (1) vote. As the HECSE is dedicated to research-based special educator preparation and scholarship, these representatives should ideally be research faculty from the institution's active research programs

(e.g., tenure-track or research track) or those who are ingrained in doctoral preparation and grant related activities at their institutions.

At the discretion of the Board, member institutions may be allowed to include additional non-voting representatives at the Winter Summit or other HECSE meetings. However, to maintain voting rights, institutions must have paid their dues in full and be considered full members.

Section 3. Discontinued or Interrupted Institutional Membership

If an institution of higher education interrupts or discontinues HECSE membership, the institution may be requested to reapply. The institution may petition the Board for a waiver from this requirement. The Board may grant the petition providing the justification presented extenuating circumstances.

Article V

Section 1. Conditions of Holding an Office on the Board

The conditions for holding an Office in the HECSE are as follows:

- 1.1 The HECSE candidates for office positions must be members of institutions in good standing and do not have an institutional representative already serving on the Board. All office candidates shall have demonstrated leadership experience (e.g., an elected office of a comparable national organization, comparable higher education experience) work with their institution's doctoral program (e.g., teaching, advising, serving on committees), and have a record of grant-related or scholarly activities.
- 1.2 Should any elected officer not fulfill the functions and responsibilities of said office or not adhere to the HECSE Bylaws and Operational Policies and Procedures, the following recall procedure will be implemented:
 - 1.2.1 Any officer of the Board may be removed from the office by the Board with notice for cause and have the opportunity to appeal to the Board.
 - 1.2.2 Upon a two-thirds (2/3) vote of the Board, the said officer will be offered the opportunity to resign.
 - 1.2.3 Should a requested resignation not occur, the Board may recommend the removal of the officer to the voting members of the HECSE institutions. Upon a simple majority vote of the HECSE membership, the said officer will be removed from the Board.
- 1.3 Removal of Appointed Board Members
 - 1.3.1 Because appointed Board Members serve at the pleasure of the President, they may be removed from office by the Presidential Line with notice for cause.

Section 2. Officers

The officers of the HECSE Board, elected by simple majority of the entire membership, shall be as follows: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Members-at-Large. A Treasurer-Elect also is elected by the membership but does not serve on the

Board or vote.

Section 3. Terms of Office

The President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Members at Large, shall each serve a two-year (2) term. The President-Elect and the Secretary shall be elected for 2 year terms Members-at-Large will be elected in staggered 2 year terms. The Treasurer's term will be 4 years with the first year serving as an apprentice to the treasurer, years 2-3 as Treasurer, and the last year serving as the mentor to the incoming Treasurer. All elected officers shall begin their duties with the new fiscal year which is July 1 to June 30.

Section 4. Successive Terms

No officer shall be elected to the same office for more than two (2) successive terms except officers in the Presidential Line will serve only one (1) term in each of the positions: President-Elect, President, Immediate Past President.

Section 5. Vacancy of the Office of President

In case of a vacancy occurring in the office of President, the President-Elect shall assume the office of President. In the case of a vacancy occurring in the Presidential line, the succession plan as written in the HECSE Operational Policies and Procedures will be followed.

Section 6. Vacancy of Other Offices

In the case of a vacancy occurring in the office of Secretary, Treasurer, Treasurer-Elect, or Member-at-Large, the office shall remain vacant until an election can be held for a replacement to complete the unexpired term. This replacement election shall occur within three (3) months of the vacancy.

Section 7. Duties of the President

The President shall preside at the annual business meeting of the HECSE and at meetings of the Board. The President, or their designee, shall represent the HECSE at meetings of other groups where HECSE representation is desired or required.

The President shall:

- Serve as a voting member of the HECSE Board only when the board is locked in a tie.
- Assist the Past President in assuming any responsibilities of the President-Elect in their absence.
- Serve as the chief executive of HECSE with the powers and duties associated with such a position. Powers and leadership include but are not limited to the following:
 - provide leadership for all organizational meetings through:
 - ensuring that all Board members and staff have an opportunity to contribute to meeting agendas
 - keeping a running record of agenda items that require address for future agenda

- providing a finalized agenda for all Board meetings
- providing a “location” and cadence for Board and other meetings
- calling and presiding at meetings of the Board
- calling and presiding at meetings of the general membership.
- Communicate with the organization’s membership through email regarding meeting arrangements, policy initiatives, and emerging issues on the federal level.
- Communicate actions of the organization to appropriate stakeholders.
- Review and approve requests and invitations from individuals, agencies, and organizations for comments, appearances, and presentations.
- Serve as an ex-officio member of all committees except those conducting elections. ● Provide recommendations to the Board Ad Hoc Committees and other appointed bodies as needed.
- 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 Board. ○ The report shall consist of the meeting minutes from the previous year (i.e., the previous Winter Summit Business meeting) and other meetings (e.g., TED, CEC, OSEP Project Directors’ Meetings).
- Assume responsibility for executing contracts and subsequent supervision of all consultants/staff hired on behalf of the organization.
- Attend the HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available.

Section 8. Duties of the President-Elect

The President-Elect shall serve in the event of resignation or absence of the President.

The President-Elect shall:

- Serve as a voting member of the HECSE Board
- Serve in the place, and with the authority, of the President in their absence, whether pertaining to disability, family emergency, other professional obligations, or otherwise. ○ This service shall pertain to intermittent or long-term absences of the President.
- Meet regularly as established by the President-Elect and President to ensure preparation of the President-Elect for the presidential role.
- Participate in the planning and implementation of the Winter Summit and other convenings.
- Assume other responsibilities as designated by the President.
- Accede to the office of President from the office of President-Elect.
- Attend HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available

Section 9. Duties of the Secretary

The Secretary shall keep accurate minutes of all meetings of the HECSE and all meetings of the Board and disseminate as appropriate in a timely manner.

The Secretary shall:

- Serve as a voting member of the HECSE Board.
- Keep and preserve a careful record of the proceedings of the Winter Summit and Board meetings and distribute the minutes of these meetings electronically to the Board and to member institutions in good standing upon request.
- Gather agenda items for Board meetings and make those available electronically to the Board prior to the meeting and to members institutions in good standing upon request.
- Assume custody of all the HECSE's records not specifically assigned to others.
- Maintain accurate rolls of the membership, of the Board, and Standing and Ad Hoc Committees.
- Have available at all meetings of the organization a copy of HECSE Bylaws, HECSE Operational Policies and Procedures, and minutes of all official meetings.
- Maintain the archival records of the organization.
- Attend HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available.

Section 10. Duties of the Treasurer

The HECSE Treasurer shall be responsible for the development and oversight of the HECSE budget, filing of the necessary federal and state taxes, development of recommendations for new joint venture enterprises and sponsorships, review of non-dues revenue producing proposals, and development of recommendations for other revenue-producing ventures for the HECSE.

The Treasurer shall:

- Serve as a voting member of the HECSE Board.
- Assume responsibility for the HECSE bank account including monthly reconciliation of the bank account.
- Report monthly activity on the HECSE Treasurer's spreadsheet.
- Assume responsibility for the HECSE accounting software account including periodic reconciliation, and invoicing members for annual membership fees.
- Ensure timely payment of HECSE expenses using online banking.
- Issue invoices via the accounting software and track payments for HECSE annual membership dues.
- Develop HECSE's annual budget in collaboration with the HECSE board and provide updates on the budget at HECSE board meetings.
- Present a financial report at the Winter Summit.
- Maintain the HECSE mailbox.

- Communicate and coordinate with the HECSE's accountant to provide information for the annual tax filing.
- Collaborate with the HECSE Membership Chair around updating member contacts for billing purposes.
- Attend HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available.

Section 11. Duties of the Treasurer-Elect

The Treasurer-Elect shall begin serving their term upon being elected to support training and transfer of all necessary transactional information. The Treasurer-Elect will become the Treasurer with other officers at the beginning of the term. The Treasurer-Elect will not have voting rights until they become Treasurer.

The Treasurer-Elect shall:

- Not have voting rights on the HECSE Board.
- Be a co-signer on the bank account and assist the Treasurer if directed to pay HECSE expenses or deposit payments.
- Assist the HECSE treasurer in development of an annual budget and maintenance of the HECSE ledger.
- Attend the Winter Summit and assist the HECSE Treasurer in presentation of and dissemination of annual financial reports.
- Become familiar with use of the accounting software for purposes of electronic invoicing and filing of taxes under guidance of HECSE Treasurer.
- Attend the Winter Summit, as standard, and other convenings as needed or available.

Section 12. Duties of the Immediate Past-President

The Immediate Past-President shall be responsible for conducting nominations and elections with the Nominations and Elections Committee.

The Immediate Past-President shall:

- Serve as a voting member of the HECSE Board.
- Assume the primary responsibility of advising the current President on matters including, but not limited to, the Board and HECSE business.
- Assume responsibility for all Board and other elections.
- Participate in the planning and implementation of the Annual Summit and other convenings.
- Attend HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available.

Section 13. Duties of the Members-at-Large

The Members-at-Large shall:

- Serve as a voting member of the HECSE Board.
- Serve as a liaison between the Board and the members.
- Attend all Board meetings.
- Have a voice on behalf of the membership in decisions made by the Board.
- Assume other responsibilities as designated by the President.
- Attend HECSE Board meetings and the Winter Summit, as standard, and other convenings as needed or available.

Article VI

Section 1. HECSE Business Meetings

The HECSE shall hold an annual membership meeting. The time and location will be determined by the Board and publicized in advance to all members. This meeting may be held virtually to be more inclusive of the membership.

Section 2. Voting on Bylaw Changes

Any by-law changes will require 30-calendar days for review prior to online voting. Voting is limited to one member from each member institution in good standing. A simple majority vote is required for Bylaw changes.

Section 3. Voting on Operational and Procedures Changes

Voting on changes to the Operational Policies and Procedures requires a simple majority vote of the HECSE Board.

Section 4. Voting on Other HECSE Business Matters

Voting on other HECSE business matters not discussed above in the Bylaws or in the Operational Policies and Procedures is restricted to one member from each member institution in good standing. A simple majority vote is required for changes on other HECSE matters.

Article VII: HECSE BOARD

Section 2. HECSE Presidential Line

The Presidential Line of the HECSE Board, known as the Presidential Line or the Presidents, includes the President, the Immediate Past President, the President-Elect.

Section 2. HECSE Board Members

The elected members of the HECSE Board include the President, the Immediate Past President, the President-Elect, the Secretary, the Treasurer, and Members-at-Large. Chairs of the Standing

Chairs of Standing Committees are appointed by the President in consultation with the Presidential line and serve on the Board as non-voting members. A Treasurer-Elect is an elected member but does not attend Board meetings or have voting privileges. When Associate and Affiliate members join HECSE, one member-at-large representing the Associate members and one member-at-large representing the Affiliate members shall be members of the Board.

Voting privileges are reserved for the elected members of the HECSE Board who are present at the time a vote is taken. Proxy voting is not permitted. Each member of the Board has one (1) vote.

ARTICLE VIII: STANDING COMMITTEES

Section 1. Standing Committees

The Standing Committees include the Policy Committee, the Membership Committee, the Technology and Communications Committee, the Bylaws Committee, and the Nominations and Elections Committee. The President, in consultation with the Presidential Line shall appoint Chairs and members to these committees for two-year (2) renewable terms. Chairs of the Standing Committees shall attend HECSE Board Meeting as non-voting members.

Section 2. Policy Committee

The Policy Committee shall be composed of the Presidents, the Policy Chair, the Policy Consultant, and other members as determined necessary by the team. The Policy Committee shall work to establish the Legislative Platform and Policy Agendas for the HECSE. The team will also be responsible for reviewing and recommending responses to be made by the President to requests from other organizations regarding policy and legislation.

Section 3. Membership Committee

The Membership Committee shall be composed of a Membership Chair and other members as determined necessary by the team. The Committee shall work to maintain a current list of member institutions, increase membership, and contact institutions who are out of compliance with their dues. The Committee shall work with the Treasurer and Secretary to maintain a current list of institutions.

Section 4. Technology and Communications Committee

The Technology and Communications Committee shall be composed of the Chair and other members as determined necessary by the team. The Committee shall work to maintain the HECSE website, monitor and post to HECSE social media outlets, keep information current, upload job postings, and publish additional information as directed by the Board.

Section 5. Bylaws Committee

The Bylaws Committee shall be composed of the Chair and other members as determined necessary by the team. The Committee shall work to revise the HECSE Bylaws and Operational Policies and Procedures Manual as directed by the Board.

Section 6. Nominations Committee

The Nominations Committee shall consist of three members including the Past President and two additional HECSE Board members appointed by the current President in consultation with the Presidents. The Committee shall work to obtain nominations for elected positions that will be vacated, run the elections, and announce the new officer to the membership.

Section 7. Ad Hoc Committees

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

Article IX

Parliamentary Authority: The rules contained in Robert's Parliamentary Law and the latest edition of Robert's Rules of Order, Revised, shall govern the HECSE in all cases to which they are applicable, and in which they are not inconsistent with the articles of these Bylaws.

Article X

Dissolution: Upon dissolution of the HECSE, the Board shall, after paying or making provision for the payment of all liabilities, dispose of all the assets exclusively for the purpose of the HECSE in such manner, or to such organizations, the purposes of which are to serve the needs of students with exceptionalities. Under no circumstances shall any of the property or assets be distributed to any officer, member, employee, or subsidiary of the HECSE. The Corporation shall not be operated for profit. It shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the internal revenue code, or (b) by a corporation to which contributions are deductible under section 170(c)(2) of the internal revenue code. If at any time the Corporation is deemed to be a private foundation as defined in section 509 of the internal revenue code the Corporation shall distribute its income and principal, if necessary, (but not to members), at such time and in such manner as not to subject the corporation to tax liability under section 494(a) of the internal revenue code, and the Corporation shall not engage in any act of self-dealing (as defined in section 4941(d) of the internal revenue code), retain any excess building business holdings (as defined in section 4943(c) of the internal revenue code), make any investment that would jeopardize carrying out any of its exempt purposes under section 4944 of the internal revenue code, or make any taxable expenditures (as defined in section 4945(d) of the internal revenue code).

Article XI

Amendments: The Bylaws and the Articles of Incorporation may be amended by a simple majority of the vote. Voting is limited to eligible voting institutions (one vote per institution) using electronic ballot. The membership will be notified of the proposed changes 15 days in advance of the vote.

Amended by the Membership
November 19, 2024

Adopted: November 30, 1976
Revised: February 2006

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