

**CONSTITUTION OF
THE CAPITOL REGION EDUCATION COUNCIL**

ARTICLE I – NAME AND AUTHORITY

The name of the Council shall be “The Capitol Region Education Council,” also known as “CREC.” Its governing body is referred to as “the Council”.

The Council shall be established as a Regional Educational Service Center (RESC) under Connecticut General Statutes 10-66a *et seq.*

ARTICLE II – PURPOSE

The mission of the Council is to work with boards of education of the region to improve the quality of public education for all learners. The Council shall consider issues, opportunities, and programs affecting public school education and assist the various school systems within the region in a cooperative effort to improve the quality of public education. In addition, the Council may consider and assist with respect to any other educational matters within the region or elsewhere in furtherance of its mission.

The Council is a public educational authority acting on behalf of the State of Connecticut. No part of the net earnings of the Council may inure to the benefit of any private person. Upon dissolution of CREC, all property owned by the CREC shall be sold at public auction or otherwise as to the member districts, acting through their designated representatives, may determine. The resulting monies, plus operating, surplus and reserve funds shall be used to pay all outstanding indebtedness and liabilities. The remainder shall be distributed on a pro-rated basis to member districts at the time of dissolution.

ARTICLE III – MEMBERSHIP

1. The “Capitol Region” shall mean the municipalities within the borders of the regional planning area as defined by the Connecticut Office of Policy and Management under section 16a-4a (4) of the Connecticut General Statutes, as well as any other town or towns which shall, by a vote of the Council, be considered to be part of the Capitol Region for the purpose of the Council.
2. The governing body of the “Capitol Region Education Council” (Council) shall consist of a representative from each board of education within the Capitol Region, which elect to be members and which have paid their CREC dues in accordance with Article X. The Council shall make the policies of the organization, and the Executive Director and his/her staff shall implement them.
3. Council membership entitles a board of education to designate one (1) representative to serve on the governing body, who shall have one vote at Council meetings. Each member board of education will designate, in writing, its voting member and alternate; said alternate shall be authorized to vote in the absence of the voting member.

ARTICLE IV – MEETINGS

1. The Council shall convene meetings pursuant to a schedule adopted by the Council. THE COUNCIL WILL HAVE THE OPTION TO HOLD MEETINGS UTILIZING AN ELECTRONIC/VIRTUAL PLATFORM. THE CREC EXECUTIVE DIRECTOR SHALL ASSURE SUCH ELECTRONIC/VIRTUAL PLATFORM IS AVAILABLE TO ALL COUNCIL MEMBERS.

2. Special meetings of the Council may be held by the call of the Chairperson, or by the petition of three voting members of the Council. Only businesses listed in the notice of these meetings may be transacted. Meetings held in response to a petition must be held within thirty days of receipt of such petition.

2. The power to exercise a district’s vote at Council meetings shall be consistent with Article III, Section 3.

NEW ARTICLE V – EMERGENCY ACTION BY THE COUNCIL

In the event that the Council is unable to meet, the Officers of the Council, which include the Chairperson, Vice-Chairperson, and Secretary/Treasurer, shall be empowered to take emergency actions on behalf of the Council. Such actions shall be reported to the full Council at the next regularly scheduled meeting or sooner, if possible.

If such actions require full council action, the information and vote may be completed electronically via e-mail or via some other electronic meeting platform. The Executive Director will be responsible for providing information to Council members and maintaining a record of each member's electronic vote. The results of such action shall be reported to the full Council at the next regularly scheduled meeting or sooner, if possible.

ARTICLE VI – APPOINTMENT OF OFFICERS AND EMPLOYEES

At each annual meeting of the Council, the Council shall choose, by ballot, a Chairperson, Vice-Chairperson, and Secretary/Treasurer from among the Council representatives as may be nominated by the Nominating Committee.

1. The Council may, thereafter, appoint any other officers and employ such persons as deemed to be necessary and appropriate for the transaction of the business of the agency.

2. Each officer shall serve from July 1st to the next June 30th or until his/her successor has been duly elected. In the case of an officer election to fill a vacancy, the term shall begin immediately upon election and conclude the next June 30th.

ARTICLE VII – DUTIES OF THE OFFICERS

1. The Chairperson shall be the presiding officer at all meetings of the Council. S/he shall appoint Council representatives to the standing committees described in Article XI and to special committees as the Council may create from time to time, with such appointments subject to ratification by the Council. The Chairperson shall be an ex-officio member of all Council committees.
2. The Vice-Chairperson shall perform the duties of the Chairperson in her/his absence or disability. The Vice-Chairperson shall chair the Personnel Committee.
3. The Secretary/Treasurer shall be the recording officer of the Council. Any monies shall be deposited in a bank or banks to be designated by the Council upon the recommendation of the Executive Director or his/her designee. The Secretary/Treasurer shall chair the Finance & Audit Committee.
4. The Secretary/Treasurer and such other officers and employees shall give to the Council a bond in the amount as determined by the Council, conditioned upon the faithful performance of the duties of their respective offices. The cost of such bond shall be paid for by the Council.

ARTICLE VIII - QUORUM

1. At any meeting of the Council, persons entitled to vote to represent a majority of the members of the Council shall constitute a quorum except that in those cases where a majority of the members of the Council are not present EIGHT members of the COUNCIL shall constitute a quorum. Members participating via an electronic or telephonic platform shall be considered “present”.
2. A majority vote of those present and voting shall be necessary to carry any motion made.

ARTICLE IX – COMMITMENT

All actions of the Capitol Region Education Council through the Council, or committees, or through its Executive Director in endorsing, supporting or administering any program shall not be construed as approval of the concept, substance, or content of such a program by any member of the Capitol Region Education Council unless such member expresses approval of the specific action or program.

ARTICLE X – BUDGETS, DUES, AND FEES

1. The Council is responsible for adopting the Leadership budget and each program’s/school’s budgets, including dues, fees, and expenditures.

2. At the Annual Meeting the following action shall be taken:
 - a. set membership dues for the ensuing year;
 - b. adopt for the ensuing year the Leadership budget, which has been submitted by the Executive Director to the Council for their review and action.
3. Dues to support basic administrative costs of the organization shall be based on the previous year's Average Daily Membership for each school district. The rate shall be established by a vote of the Council.
4. Fees to support specific services rendered by the Council shall be paid only by those organizations using the services. The fees and the program budgets they support shall be set by vote of the Council or the Executive Director as the Council's delegate.

ARTICLE XI – STANDING COMMITTEES

The following shall be standing committees of the Council. Members of these committees shall serve until the annual meeting or until their successors are named. Council members who are not named members of a committee may still attend committee meetings.

1. Finance & Audit Committee

The Finance & Audit Committee and the Executive Director or her/his agent shall develop an annual budget for adoption by the full Council and advise the Council regarding fiscal matters. The Secretary/Treasurer shall chair the Finance/Audit Committee, which shall consist of at least three Council members nominated by the Board Chairperson and ratified by the Council.

The Finance & Audit Committee shall

- a) recommend auditors to be retained by the Council.
- b) review and recommend to the Council the appointment of the Independent Auditors in accordance with CGS 7-391 and monitor the activities of the auditors.
- c) work closely with the Leadership of CREC to review and recommend appropriate responses to the (auditor's Management Letter) Report of Independent Accountants and all other statutorily required reports (and) to the Council.

2. Nominating Committee

The Council Chairperson shall solicit from all Council members, volunteers to serve on a Nominating Committee each year. The Chairperson shall appoint at least two volunteers to form a Nominating Committee. At the Annual Meeting following its election, the Nominating Committee shall place in nomination the names of Council representatives to serve as officers: a Chairperson, Vice-Chairperson, and a Secretary/Treasurer.

3. Personnel Committee

The Personnel Committee shall be chaired by the Vice-Chairperson and at least three members of the Council who have been nominated by the Council's Chairperson. The Committee shall

- a) establish and oversee a process for hiring the Executive Director, and
- b) establish a process for evaluating the Executive Director.
- c) advise the Council on items such as, but not limited to, salaries and benefits, negotiation strategies, and affirmative action upon the advice of the Executive Director or his/her designee.

4. Legislative Committee

The Legislative Committee shall represent the Council on legislative issues in the State Capitol, throughout the State of Connecticut, and at a national level.

The Legislative Committee shall consist of, at least, three members appointed by the Council Chairperson. The Committee shall be chaired by the Council Chairperson or his /her designee.

5. Policy Committee

The Policy Committee shall review the policies and make a recommendation to the Council to act. The Policy Committee shall consist of at least three members of the Council, appointed by the Council Chairperson and it shall be chaired by the Council Chairperson or his/her designee.

ARTICLE XII - AMENDMENTS

This Constitution may be amended at any meeting of the Council by the affirmative vote of a majority of the voting representatives of the member boards of education, either in person or by electronic participation, provided notice of the proposed change has been sent to the voting representatives of the member boards of education not less than thirty (30) days before the meeting.

Before the Council considers any proposed change to the Constitution under the procedures of this Article, the Council shall consider such proposed change and report to the Council with its recommendation as to the advisability of making such a change.