

**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.”

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 Capitol 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 Capitol Region in a cooperative effort to improve the quality of public education. In addition, the Council may consider and give assistance with respect to any other educational matters within the Capitol 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 the Council, all property owned by the Council shall be sold at public auction or otherwise as 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 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 may delegate its authority to oversee the affairs of CREC to a Board of Directors as set forth in Article V below, provided that approval of a budget, adoption of policies, election of the Board of Directors at the annual meeting, and election of officers of the Council are powers reserved to the Council. The Council shall make the policies of the organization, and the Executive Director and his/her staff shall implement them. The Board of Directors may also recommend policies for consideration by the Council.

3. Council membership entitles a Board of Education to designate one 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, which 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 CREC Council shall meet four times annually, generally in September, January, May and June, and otherwise as set forth in section 3 below. The May meeting will be the Annual Meeting for CREC.

The CREC Board of Directors shall meet five times annually, generally in October, November, February, March and April and otherwise as set forth in section 3 below.

2. At one of the Council meetings during the second quarter of each calendar year, on a date to be set by the Board of Directors, elections to the position of Director shall be held in accordance with ARTICLE V – BOARD OF DIRECTORS, Section 3 of this Constitution.
3. Special meetings of the Council or Board of Directors may be held by the call of the Chairperson, the Board of Directors, or by the petition of three voting members of the Board of Directors. Only business 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.
4. The power to exercise a district’s vote at Council meetings shall be consistent with Article III, Section 3.

ARTICLE V – BOARD OF DIRECTORS

1. The affairs of the Council shall be governed by the Council, which may delegate any matter consistent with the General Statutes to a Board of Directors comprised of up to fifteen and no less than 7 voting members of the Council.
2. At its annual meeting each year, the Council shall designate by vote of its members up to fifteen Council representatives in the manner provided in Section 3 of this Article to serve on the Board of Directors. The Council representatives so elected shall comprise the membership of the Board of Directors, provided such persons are currently serving terms on the Board of Education in their districts.
3. In electing representatives to serve on the Board of Directors, the Council shall consider the geographic/demographic characteristics of the Capitol Region. The Hartford Board of Education representative, as long as the Hartford Board of Education is a member of the Council, shall be a member of the Board of Directors.

4. If a vacancy occurs on the Board of Directors for any reason other than normal expiration of a director's term of office, the vacancy may be filled by the Board of Directors until the next annual meeting of the Council.

ARTICLE VI – APPOINTMENT OF OFFICERS AND EMPLOYEES

Immediately following the election of the Board of Directors 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 serving on the Board of Directors as may be nominated by the Nominating Committee and otherwise.

1. The Board of Directors 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 Council.
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 on the next June 30th.

ARTICLE VII – DUTIES OF THE OFFICERS

1. The Chairperson shall be the presiding officer at all meetings of the Council and of the Board of Directors. S/he shall appoint Council representatives to the standing committees described in Article XI and to special committees as the Board of Directors may create from time to time, with such appointments subject to ratification by the Board of Directors. 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 Board of Directors and of the Council. Any monies shall be deposited in a bank or banks to be designated by the Board of Directors. The Secretary/Treasurer shall chair the Finance/Audit Committee.
4. The Secretary/Treasurer and such other officers and employees as the Board of Directors shall give to the Council a bond in the amount as determined by the Board of Directors, conditioned upon the faithful performance of the duties of their respective offices. The cost of such bond shall be paid by the Council.

ARTICLE VIII - QUORUM

1. At any meeting of the Council, persons entitled to vote representing 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, five members of the Board of Directors shall constitute a quorum.
2. At meetings of the Board of Directors, five of the voting members of the Board of Directors shall constitute a quorum.
3. 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, Board of Directors, 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 program budgets, including dues, fees, and expenditures.
2. At the Annual Meeting the following action will be taken:
 - a. set dues for the ensuing year;
 - b. adopt for the ensuing year the leadership budget which has been submitted by the Executive Director to the Board of Directors for their consideration and appropriate recommendation to the Council.
3. Dues to support basic administrative costs of the organization shall be based on the previous year's Average Daily Membership for each Board of Education. 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 Board of Directors or the Executive Director as the Board of Directors may 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 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 Board of Directors regarding fiscal matters. The Finance/Audit Committee shall consist of at least three members of the Council including the Secretary/Treasurer, nominated by the Board Chairperson and ratified by the Council. The Finance/Audit Committee shall also discharge the following audit responsibilities. It shall recommend auditors to be retained by the Board of Directors. The Finance/Audit Committee shall (review) recommend to the Board of Directors the appointment of the Independent Auditors in accordance with CGS 7-391 and monitor the activities of the auditors, (selected by the Board of Directors). The Finance/Audit Committee shall work closely with the Chief Financial Officer 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. 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 Board of Directors.

2. Nominating Committee

The Board of Directors shall solicit from all Council members, volunteers to serve on a Nominating Committee each year. The Chairperson shall appoint at least two volunteers plus an outgoing Board member to 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 a) establish and oversee a process for hiring the Executive Director, and b) establish a process for evaluating the Executive Director. The Personnel Committee and the Executive Director shall advise the Council on items such as, but not limited to, salaries and benefits, negotiation strategies, and affirmative action. The Vice-Chairperson shall chair the Personnel Committee, which shall consist of at least three members of the Council, nominated by the Board Chairperson and ratified by the Board of Directors.

4. Legislative Committee

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

The Legislative Committee shall be nominated by the Board Chairperson and ratified by the Board of Directors, and it shall consist of at least three Council members, as well as the Council Chairperson and the Secretary/Treasurer and shall be chaired by the Council Chairperson or his or her designee.

5. Policy Committee

The Policy Committee shall review the policies and make recommendation to the Council. The Policy Committee shall consist of at least three members of the Council, nominated by the Board Chairperson and ratified by the Board of Directors.

ARTICLE XII – AMMENDMENTS

This Constitution may be amended at any meeting of the Council by 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 prior to the meeting.

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

Revised: 10/21/93; 5/20/98; 6/16/04; 9/05/13; 11/16/16