

CASDEM Bylaws

1. **NAME:** Colorado Association of School District Energy Managers
2. **MISSION:** To promote energy management and resource conservation in schools and throughout the state of Colorado by sharing best practices, engaging in cooperative efforts, building partnerships and skills, and learning about cutting-edge products, technologies, services, and offerings.
3. **MEMBERSHIP:** Open to all public, private and charter school employees with energy and resource management responsibilities. No dues. Members who have retired from their school districts may continue as non-voting members as long as there are no conflicts of interest.
4. **ATTENDEES:** Non-members such as utility representatives, employees of the Colorado Energy Office, representatives of public agencies and companies with business interests are welcome to participate on a board approved basis only and do not have voting privileges. Presenters must follow the "CASDEM Guidelines for Presenters".
5. **STRUCTURE:** The CASDEM Board is comprised of three officers: Chairperson, Vice Chairperson, Webmaster/Secretary.
6. **ELECTIONS:** Officer positions are for one year terms starting June 1st and ending May 31st. Elections will be held during the last meeting of the academic year. Members who are interested in running for an office must provide a written statement to the Chairperson prior to the last meeting stating the name of the position and an explanation of how they will best serve the organization in this role.
 - 6.1. The Chairperson will organize the ballots for voting.
 - 6.2. Ballots will be distributed, collected, and counted by the Chairperson and Webmaster/Secretary.
 - 6.3. A simple majority of votes must be reached in order to seat a position. In the event that no candidate reaches a simple majority of votes, ballots will be recast between the two highest scoring candidates.
7. **BOARD OFFICER DUTIES:**
 - 7.1. The Chairperson will be a central contact for the group, maintain a current mailing list and work with the meeting host to assist with arrangements as necessary. The Chairperson will be the primary CASDEM contact with partner organizations. The Chairperson shall conduct elections.
 - 7.2. The Vice Chairperson will assist the Chairperson with CASDEM duties as necessary and will provide input for speakers and topics for CASDEM meetings. The Vice Chairperson will coordinate the collection of energy and water data. The Vice Chairperson will create a plan for meeting topics to be accepted by the CASDEM Board.

- 7.3. The Webmaster/Secretary will manage the website and email communications, record and send out meeting minutes, and assist in setting up CASDEM meeting logistics. The Webmaster/Secretary will send out calendar invitations and create and distribute the agenda for each meeting.
8. MEETINGS: To be held on the first Thursday of each September, November, January, March and May. If a meeting date conflicts with an event affecting CASDEM members, the meeting may be moved to a new date. Location/host district for each meeting will be set during the last meeting for the upcoming academic year. The host shall organize and conduct each meeting.
9. COMMITTEES: Appointed by the Chairperson to conduct CASDEM business as necessary.
10. CHANGES TO BY-LAWS: Proposed changes to the Bylaws shall be submitted to the CASDEM membership in writing (e-mail is acceptable) not less than two weeks prior to any action initiated to change such Bylaws. The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds majority of all voting members present at the next meeting after the proposed changes have been presented.
11. LETTERS OF SUPPORT, ENDORSEMENTS, AND POSITIONS. The Chairperson will decide whether and when an item is to be placed to a vote. Drafting of letters of support, endorsements, or positions can be requested by any CASDEM member or group of members, and submitted to the Chairperson for consideration. Non-members may not submit an endorsement or position for review. A majority of two-thirds vote must be reached for an endorsement or position to be supported by CASDEM. Notice of a vote shall be included on the agenda issued prior to the meeting.
12. CONFLICT OF INTEREST: CASDEM members shall not perform any official act wherein they may have a direct economic benefit or a business or other undertaking in which such action has a direct or substantial financial interest. Where a conflict of interest is present, the member having such conflict shall fully disclose it on the record and shall refrain from taking part in the decision on that action.

ADOPTED AS AMENDED:

March, 1, 2018

ATTESTED BY:

Dara Ward

CASDEM Chairperson

Hal Corin

CASDEM Vice Chairperson

PREVIOUS VERSION:

September 17, 2004

