

## CASDEM Bylaws

1. **NAME:** Colorado Association for School District Energy Managers
2. **MEMBERSHIP:** Open to public school district employees with energy management responsibilities. No dues. Members who have retired from their school districts may continue as non-voting members.
3. **PURPOSE:** To promote energy management in schools, provide a means of sharing information on energy management issues related to schools, and to provide opportunities for cooperative efforts related to energy management among school districts.
4. **STRUCTURE:** Informal with three officers: Chairperson, Vice Chairperson, Immediate Past Chairperson.
5. **ELECTIONS:** Election for Vice Chair will be the last order of business in May each year. The current Vice Chair will assume the Chair, the current Chairperson will become the Immediate Past Chair.
6. **OFFICERS DUTIES:**
  - 6.1. 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.
  - 6.2. The Vice Chairperson will assist the Chairperson with CASDEM duties as necessary and will provide minutes of the CASDEM meetings. The Vice Chairperson will assume the Chair at the close of the May Meeting each year.
  - 6.3. The Immediate Past Chairperson will assist the new Chairperson in an advisory role. The Immediate Past Chairperson will assist with arranging the annual Fall Conference.
7. **MEETINGS:** To be held on the first Thursday each September (or at the annual fall conference), November, January, March and May. Location/host district for each meeting will be set two meetings in advance.
8. **COMMITTEES:** Will be appointed by the Chair to conduct CASDEM business as necessary.
9. **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 The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a two-thirds majority of all voting members present at the next meeting after the proposed changes have been presented.
10. **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 any part in the decision on that action.

ADOPTED AS AMENDED: *September 17, 2004*  
(date)

ATTESTED BY: *Stu Reeve*  
(CASDEM Chairman)

*Ralph Bozella*  
(By-laws Committee)

CASDEM Chairs

1998-1999 Stu Reeve

1999-2000 Bill Chambers

2000-2001 Ralph Bozella

2001-2002 Tom MacDonnell

2002-2003 Jack Dempsey

2003-2004 Bill Chambers

2004-2005 Stu Reeve

Updated for 9/17/04 meeting