



UNIVERSITY OF
**NORTHERN
COLORADO**

Bresnahan-Halstead Center

BY-LAWS

Article I—NAME

This organization shall be known as the Bresnahan-Halstead Center on Disabilities. The Center is operated through funding provided by an endowment from the Charles Bresnahan family to the University of Northern Colorado.

Article II—MISSION AND PURPOSES

Section 1. Mission

The primary mission of the Bresnahan-Halstead Center is to work for the advancement of knowledge and quality service for individuals with disabilities and their families through research, evaluation, professional development, technical assistance, partnerships, and student scholarships/financial assistance.

Section 2. Purposes

The purposes of the Bresnahan-Halstead Center shall be:

- To initiate a focused program of research, evaluation, and scholarly activities to generate innovative research-based solutions to identified problems of practice in schools (potential topics to include Response to Intervention, strategies to meet the needs of learners with Autism Spectrum Disorders, generalization of scientifically-based strategies for literacy instruction for students with disabilities, progress monitoring and assessment approaches, strategies and research about Fragile X Syndrome, and special education policy and best practices)
- To expand professional development opportunities to include collaborative conferences and professional development events in collaboration with inter-agency partners (e.g., Colorado Department of Education, Rocky

Mountain Down Syndrome Association, Colorado Initiative for Inclusive Higher Education, local school districts and intermediate education agencies, national associations/professional organizations, and technical assistance agencies at the state and national levels)

- To sponsor scholarships and targeted financial assistance to promote the professional development of undergraduate and graduate students in the field of Special Education
- To support persons with disabilities and/or families of persons with disabilities in the pursuit of innovative opportunities to expand or increase inclusive initiatives.

Article III—MEMBERSHIP

Section 1. Membership Qualifications and Requirements

The primary stakeholders for the Bresnahan-Halstead Center are the faculty members in the School of Special Education. Other individuals who are engaged in partnerships with the School of Special Education faculty are represented by individuals from the various disciplines represented at the University of Northern Colorado, local school districts and agencies serving children with disabilities and their families, advocacy organizations, individuals with disabilities and their families, and professional organizations.

Section 2. Center Staff and Advisory Board

The management of the Bresnahan-Halstead Center is provided by three part-time employees of the University of Northern Colorado: an Executive Director, a Director of Research and Evaluation, and a Business Manager. The members of the Center's Advisory Board consist of four members representing the School of Special Education faculty and five members outside the University of Northern Colorado representing other stakeholder groups with a vested interest in supporting the mission of the Center.

Section 3. Clientele

The clientele served by the Bresnahan-Halstead Center include teachers, administrators, parents, students and other personnel concerned with the development of best practices and research that benefit individuals with disabilities and their families.

Article IV—GOVERNANCE STRUCTURE

Section 1. Leadership

The Bresnahan-Halstead Center operates through the support of a Stakeholder Committee and Advisory Board. Staff members include part-time employees of the University of Northern Colorado in positions that include Executive Director, Director of Research and Evaluation, and Business Manager.

The Stakeholder Committee provides the administrative oversight of the Center, while the Advisory Council provides advice and counsel to the Center's Director, staff, and ongoing activities. The members of the Stakeholder Committee include the Director of the Bresnahan-Halstead Center, the Director of the School of Special Education, the Dean of the College of Education and Behavioral Sciences, and the President of the UNC Foundation.

The Bresnahan-Halstead Center Advisory Board members serves a five-year term, and are required to attend meetings that are convened at a minimum on a semi-annual basis. The Advisory Council provides advice and counsel to the Center Director and Director of Research and Evaluation in the identification of priorities for research, professional development, technical assistance, partnership, and student scholarship priorities. The Advisory Council provides recommendations to Center staff concerning appointment and renewal of the five-year term of service commitments.

Section 2. Fiscal Year

The fiscal year shall be equivalent to the State of Colorado timeframe from July 1 through June 30.

Section 3. Meetings

The Advisory Board shall meet at least two times per year. Meetings shall be called by the Executive Director of the Center. Advisory Board Members shall be invited to meetings as voting members and members of the Stakeholder Committee are invited as Ex Officio members.

Section 4. Quorum

A quorum shall be constituted by at least one-half of the number of members of the Center's Advisory Board.

Section 5. Appointments

- **Executive Director:** Applicants for Executive Director of the Bresnahan-Halstead Center are solicited from the School of Special Education faculty via letter of application/intent submitted to the Director of the School of Special Education. Applicants are reviewed and interviewed by the Advisory Board of the Center. The Board recommends candidates to the Director of the School of Special Education who, in consultation with the faculty of the School of Special Education, appoints the Executive Director to a five-year term. If no applicants are received from the School of Special Education, applicants external to the School will be accepted from members of the Advisory Board, from the University, and from a national search, in that order. The Executive Director of the Bresnahan-Halstead Center is evaluated annually by the Bresnahan-Halstead Center Advisory Board through established University evaluation processes. The evaluation summary and recommendations from the Advisory Board are forwarded to the Director of the School of Special Education for completion of the evaluation report. The evaluation summary will be reviewed by the Dean of the College of Education and Behavioral Sciences.
- **Director of Research and Evaluation:** This position is filled by a member of the School of Special Education faculty to support School faculty-sponsored projects funded by the Center. The individual serving in this role is provided one course release for each of fall and spring semesters (paid over 12 months) funded by the Bresnahan-Halstead Center. Applicants for the Research and Evaluation Director of the Bresnahan-Halstead Center are solicited from the School of Special Education faculty via letter of application/intent submitted to and reviewed and interviewed by the Advisory Board of the Center. The Board recommends to the Director of the School of Special Education who will, in consultation with the faculty of the School of Special Education, appoint the Research and Evaluation Director to a five-year term. Annual evaluation of the Bresnahan-Halstead Center Director of Research and Evaluation will be completed by the Center's Executive Director with input from the School of Special Education faculty and Center Advisory Board.
- **Business Manager:** Individuals interested in serving as the Business Manager for the Bresnahan-Halstead Center submit a letter of intent to Center Executive Director or may be nominated by an individual on the

Advisory Board. The Executive Director, in consultation with the Director of the School of Special Education and the faculty of the School of Special Education, appoint the individual to a five-year term. Annual evaluation of the Bresnahan-Halstead Center Business Manager will be completed by the Executive Director with input from the School of Special Education faculty and Center Advisory Board.

- **Advisory Board Membership:** An individual interested in serving on the Bresnahan-Halstead Center Advisory Board will submit a letter of intent to the Executive Director or be nominated by a current member of the Advisory Board. The Bresnahan-Halstead Center staff and Advisory Board will interview each applicant/nominee. The Executive Director of the Center, in consultation with the Director of the School of Special Education and the faculty of the School, will formally appoint the individual to a five-year term.

Article V—DUTIES OF APPOINTED POSITIONS

Section 1. Duties of the Advisory Board

- Provide policy recommendations to the Center staff
- Review appointments of Executive Director, Director of Research and Evaluation, and Business Manager
- Review and make recommendations for annual budget of the Center
- Recommend agenda items and participate in all Advisory Board meetings
- Identify priorities for projects and activities that support the Center's missions
- Recommend proactive partnerships and activities that support the Center

Section 2. Duties of the Stakeholder Committee

- Provide administrative oversight of the Center
- Approve annual budget and expenditures of the Center
- Approve appointments of Executive Director, Director of Research and Evaluation, and Business Manager

Section 3. Duties of Executive Director

- Facilitate meetings of the Advisory Board
- Communicate fiscal priorities and expenditures to the Stakeholder Committee

- Provide leadership for activities of the Center
- Cultivate partnerships in support of the Center's missions
- Review and recommend potential funding of proposals submitted to advance the Center's missions
- Communicate the activities and accomplishments of the Center to all affective stakeholders
- Convene Center staff meetings as necessary

Section 4. Duties of the Director of Research and Evaluation

- Facilitate proposals from Special Education faculty members that support the Center's missions
- Evaluate the impact of funded projects in support of the Center's missions
- Communicate the activities and accomplishments of the Center to the faculty members in the School of Special Education
- Review and recommend potential funding of proposals submitted to advance the Center's missions
- Participate in Center staff meetings

Section 5. Duties of the Business Manager

- Prepare budget and expenditure summaries for all Center activities
- Review and recommend potential funding of proposals submitted to advance the Center's missions
- Work with University financial offices for initiation of payments to support Center activities
- Develop contracts in collaboration with external agencies to support projects funded by the Center

Article VI—FINANCES

Section 1. Financial Support

The operating capital from the Bresnahan-Halstead endowment is approximately 5% of the account corpus annually, depending on market conditions that support the endowment. This amount will vary from year to year based on the return on investments from the endowment account that is managed by the UNC Foundation. An annual budget is prepared by the Center's Executive Director to address the priorities established by the Center's Advisory Board, as endorsed by the Stakeholder Committee.

Section 2. Other Sources of Support

The Center shall finance all activities not covered by the annual operating funds from fees for special projects and activities, fund raising events, receipt of special funds, and such other activities that are consistent with the non-profit status of the Center, as well as its mission and purposes.

SECTION 3. Physical Location

The physical location of the Bresnahan-Halstead Center includes the conference room and office in rooms 22 and 20a of McKee Hall. The space serves as a research and professional development hub for the Center, and is utilized by the faculty of the School of Special Education for ongoing meetings, seminars, and research activities on a regular basis.

Article VII—ADOPTION OF THE BY-LAWS

These by-laws shall have been adopted upon a vote of the Advisory Board, with a majority approval of those voting.

Article VII—AMENDMENTS TO THE BY-LAWS

These by-laws may be amended through the following process:

- Proposed amendments/changes to the by-laws must be petitioned by Advisory Board members or School of Special Education faculty members
- Proposed amendments/changes to the by-laws will be circulated by e-mail or at a meeting of the Advisory Board
- The Advisory Board will have the opportunity to vote either by mail ballot, by email ballot, or on location at an Advisory Board meeting
- Amendments/change to the by-laws must pass by a simple majority of the Advisory Board membership
- All approved amendments/changes will become effective immediately