CHAPTER CONSTITUTION AND BYLAWS CHECKLIST

Chapter Name: _____ Chapter #: _____

All chapters in this CEC state/provincial unit are required to keep a current, approved constitution and bylaws on file with the CEC state/provincial unit. The chapter should ensure that the following elements are included in their constitution and bylaws. Please include this sheet when submitting your constitution and bylaws for review by the CEC state/provincial unit.

The constitution and bylaws of chapters in this CEC state/provincial unit must include:

__ 1. The official name of the chapter.

__ 2. The chapter's relationship to, and within, the CEC state/provincial unit.

__ 3. A statement of purpose that is in harmony with the CEC state/provincial unit's core purposes, values, and strategic direction.

__ 4. Provision for the maintenance of a paid membership of at least 15 persons that is fully unified and who shall meet the membership qualifications established by CEC.

__ 5. A membership year that is in conformity with CEC's membership year. The CEC membership year makes it possible for membership to be for any twelve month period.

__ 6. A specified fiscal year and administrative term of office, preferably concurrent with the state/ provincial unit's.

__ 7. Provision for the usual officers, with a minimum of three (3), selected by systematic and democratic procedures, with appropriate authority to serve. They shall also provide for the recall or the removal of officers.

__ 8. Provision that the chapter's officers must be members in good standing of the Council for Exceptional Children at the time of their nomination and election and remain so throughout the duration of their term of office.

__ 9. Provision for active professional program.

__ 10. Provision for keeping records of membership, professional activity and finance, and for making annual reports to the CEC state/provincial unit.

__ 11. Provision for the appropriate committees and vest authority for their appointment.

__ 12. Provision for the appropriate disposal of assets upon dissolution of the chapter.

__ 13. Student chapters: Provision for a Premier or Professional CEC member to serve as Faculty Advisor.

(OVER)

To Be Completed by CEC State/Provincial Unit:

Reviewed by: _____ Date: _____

_____ Approved _____ Not Approved

Comments:

_____

_____

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Note: The original chapter constitution and bylaws should be retained by the CEC state/provincial unit; the chapter should keep a copy in its permanent file, and a copy should be available at all meetings.

SAMPLE CONSTITUTION & BYLAWS

Note: Not all CEC State/Provincial Units use this model. Please obtain and follow the model student chapter Constitution and Bylaws approved by your CEC state/provincial unit.

CONSTITUTION AND BYLAWS
OF THE _____ (STUDENT) CHAPTER
OF THE STATE/PROVINCE NAME COUNCIL FOR EXCEPTIONAL CHILDREN

ARTICLE I
NAME

The name of this organization shall be the _____ Student Chapter of the [state/province name] Council for Exceptional Children (CEC).

ARTICLE II
PURPOSE

The purpose of this chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. Specifically, the chapter intends to assist and provide support to state/province name CEC in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of state/province name CEC subject to the general supervision and control of state/province name CEC.

ARTICLE III
MEMBERSHIP

Section 1. Qualifications
Membership shall consist of students and faculty at _____ and other local persons interested in the education of individuals with exceptionalities.

Section 2. Minimum Membership Requirement
The chapter shall maintain a minimum of fifteen (15) paid members who shall meet the membership qualifications established by CEC.

Section 3. Unified Membership
All chapter members must also be members of the Council for Exceptional Children and the state/provincial unit with which the chapter is affiliated. The chapter may not accept enrollments for chapter membership only.

Section 4. Membership Term
The policy pertaining to the membership year shall be consistent with the policy of the Council for Exceptional Children.

ARTICLE IV
ORGANIZATION

Section 1. Relationship to State/Province Name Council for Exceptional Children
The _____ Chapter shall be affiliated with state/province name CEC.

Section 2. Fiscal Year and Administrative Term
The fiscal year and administrative term of office shall be _____.

ARTICLE V
OFFICERS

Section 1. Elected Positions
The officers of this chapter shall be duly elected by the membership and consist of President, Vice President, Secretary, and Treasurer.

Section 2. Prerequisite to Nomination and Election
All officers must be members in good standing of the Council for Exceptional Children at the time of their nomination and election and remain so throughout the duration of their term of office.

Section 3. Election of Officers
The officers of the chapter shall be elected by the membership from those members in good standing who are nominated by the Nominations and Elections Committee. Nominations may also be made from the floor. The nominee for each position receiving the highest number of votes shall be elected. The election shall be held during the annual meeting.

Section 4. Term of Office
Each term of office shall be one year and shall coincide with the chapter's fiscal/administrative year.

Section 5. Succession
A. The vice president shall automatically succeed to the presidency at the expiration of the president's term of office.
B. An elected officer cannot succeed himself in the same office until the expiration of one administrative year, provided that this shall not apply in the case of an officer selected to fill any portion of an unexpired term.

Section 6. Vacancies
A. If a vacancy occurs in the office of president, the vice president shall serve as acting president for the remainder of the term of office and shall become president at the beginning of the new term.
B. A vacancy occurring in any office except president shall be filled by an appointment of the president, with the approval of the Executive Committee. The member appointed will serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 7. Duties of Officers
A. The powers and duties of the president shall be:
   1. To serve as chief executive of the chapter with the powers and duties usually belonging to such a position;
   2. To serve as presiding officer at general meetings of the chapter and at meetings of the chapter Executive Committee;

3. To serve as an ex-officio member of all committees except the Nominations and Elections Committee; and
4. To prepare the annual report as required by state/province name CEC.

B. The powers and duties of the vice president shall be:
1. To serve in the place of, and with the authority of, the president in case of the president's absence or disability; and
2. To serve as program chair of the chapter, responsible for planning and developing programs for chapter meetings.

C. The powers and duties of the secretary shall be:
1. To keep a record of the proceedings of each meeting;
2. To carry on the correspondence of the chapter as directed by the president;
3. To keep accurate lists of Executive Committee and committee members;
4. To have available copies of the Constitution and Bylaws and minutes at all meetings of the Executive Committee and other official meetings conducted by the chapter; and
5. To assume custody of all records except those specifically assigned to others.

D. The powers and duties of the treasurer shall be:
1. To serve as custodian of the funds of the chapter;
2. To pay expenses approved by the Executive Committee and on authorization of the president and to keep an itemized account of receipts and expenditures;
3. To make an annual report of the financial status of the chapter to the Executive Committee and at the annual business meeting; and
4. To prepare and submit an annual budget for adoption by the Executive Committee.

Section 8. Removal from Office

A. A petition for removal of an officer shall be signed by at least five members of the chapter and submitted in writing to the president. If the president is the subject of the petition, it shall be presented to the vice president.

B. The president (vice president) shall, within seven days, notify each Executive Committee member of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a meeting of the Executive Committee to consider the matter within fifteen days following receipt of the petition.

C. At the Executive Committee meeting, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present, provided there is a quorum, is necessary for the removal of the officer. Removal from office is effective immediately.

D. The officer being considered for removal shall be provided with the results of the Executive Committee action in writing within seven days.

ARTICLE VI
CHAPTER ADVISOR

Section 1. Appointed Position

The officers and the special education faculty shall appoint a Premier or Professional member of the Council for Exceptional Children to serve as chapter advisor.

Section 2. Prerequisite to Appointment

The advisor must be a Premier or Professional member in good standing of the Council for Exceptional Children, be available to provide time and energy to aid the chapter, and indicate dedication to CEC and the future of special education.

Section 3. Duties of the Advisor
Guidelines for the chapter advisor include the following:
A. Serve the students in an advisory, non-voting capacity;
B. Develop and nurture leadership skills;
C. Offer suggestions, not directives;
D. Model professional attitudes and behaviors;
E. Attend chapter meetings and events;
F. Provide continuity for the chapter; and
G. Be an advocate for student concerns.

Section 4. Term of Appointment
The chapter advisor will serve a _____ year term. If a vacancy occurs, the persons responsible for the appointment will seek another advisor.

ARTICLE VII
EXECUTIVE COMMITTEE

Section 1. Composition
The executive committee shall consist of the officers of the chapter and the chairs of the standing committees. The chapter shall have a faculty advisor who shall serve as an ex-officio member of the executive committee in an advisory, non-voting capacity.

Section 2. Duties
The duties of the executive committee shall be:
A. To determine the policies and programs of the chapter;
B. To adopt an annual budget; and
C. To assume such other responsibilities as are, or as shall be, assigned through the Constitution and Bylaws.

ARTICLE VIII
COMMITTEES

Section 1. Standing Committees
Standing committees shall be Membership, Program, Communications, and Nominations and Elections.

Section 2. Appointment of Committee Chairs
The president, with the approval of the executive committee, shall appoint the chairs of the standing committees with the exception of the Program Committee. The vice president shall serve as chair of the Program Committee.

Section 3. Appointment of Committee Members
Committee members shall be appointed by the chairs subject to approval by the president. All committees shall have no less than two members in addition to the chair. The chairs and members of committees shall serve one-year terms.

Section 4. Duties of Committees

A. The duties of the Membership Committee shall be:
   1. To maintain a current list of members and to provide officers and committee chairs with this list upon request;
   2. To maintain an active program for the recruitment of new members; and
   3. To maintain an active program for the retention/renewal of members.
B. The Program Committee shall be responsible for developing and presenting suitable programs for professional development and other chapter activities.
C. The duties of the Communications Committee shall be:
   1. To maintain regular communications with members concerning chapter meetings, activities, programs, governance, and other information; and
   2. To plan and develop publicity that will give recognition to chapter activities and members.
D. The Nominations and Elections Committee shall prepare a slate of nominees for each office to be filled, and present it to the membership. Only those persons who are members in good standing of the Council for Exceptional Children may be nominated.

ARTICLE IX
MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the chapter.

Section 2. Special Meetings

Special meetings may be called by the president with the consent of the executive committee.

Section 3. Quorum

_____ of the membership shall constitute a quorum at a regular or a specially-called meeting.

ARTICLE X
DURATION AND DISSOLUTION

The duration of the chapter shall be perpetual unless the officers of the chapter unanimously determine that it should be dissolved. Upon the dissolution and final liquidation of the chapter, the officers shall, after paying or making provision for the payment of all the debts and liabilities of the chapter, contribute all of its assets to either:

1. The <u>state/province name</u> Council for Exceptional Children for its use in advancing the education of exceptional children; <u>or</u>
2. The Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs.

ARTICLE XI
PARLIAMENTARY PROCEDURE

<u>Robert's Rules of Order, Newly Revised</u>, latest edition, shall be used as a guide by this chapter in carrying out its parliamentary procedure.

ARTICLE XII
AMENDMENTS

This Constitution and Bylaws may be amended at any regular meeting by a two-thirds vote of the membership present, provided there is a quorum. Such amendment or amendments shall have been submitted in writing to the executive committee. Within 30 days of the date received, it shall be distributed to the membership. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

_____

Signature, Date