NOTE: Not all CEC State/Provincial Units use this model. Please obtain and follow the model chapter constitution and bylaws approved by your CEC state/provincial unit.

CONSTITUTION AND BYLAWS
OF THE _____ CHAPTER
OF THE _____ STATE/PROVINCIAL UNIT
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN

ARTICLE I
NAME

The name of this organization shall be the
_____ Chapter of the _____
state/provincial unit of the Council for Exceptional Children.

ARTICLE II
PURPOSE

The primary 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 the _____ state/provincial unit of the Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

ARTICLE III
MEMBERSHIP

Section 1. Qualifications

Membership shall consist of professional personnel and other 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 local 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 The Council for Exceptional Children

The _____ Chapter shall be affiliated with the _____ state/provincial unit of the Council for Exceptional Children.

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 _____
_____ .

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

The president and president elect shall serve one year. The secretary and treasurer shall serve two consecutive years. The election for secretary shall be held on even-numbered years; the election for treasurer shall be held on odd-numbered years. The terms of office shall coincide with the chapter's fiscal/administrative year.

Section 5. Succession

A. The president elect 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 president elect 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 the state/provincial unit.

B. The powers and duties of the president elect 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 unit; 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 approval by the Executive Committee at the annual business meeting.

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 president elect.
B. The president (president elect) 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
EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the officers of the chapter, the immediate past president, and the chairs of the standing committees.

Section 2. Duties

The duties of the Executive Committee shall be:

A. To formulate and propose policies for the chapter;
B. To fill vacancies; and
C. To make recommendations to the chapter.

ARTICLE VII
COMMITTEES

Section 1. Types of Standing Committees

Standing committees shall be: _____.
Other committees shall be appointed as needed.

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 president elect 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.

Section 4. Duties of Committees

A. The duties of the Membership Committee shall be:

1. To maintain a current record of members and to provide all 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 chapter activities.

C. The duties of the Policy and Advocacy Committee shall be:

1. To develop a political action program under the direction of the Executive Committee; and
2. To disseminate information pertinent to national, state/provincial, and local legislative programs.

A. The duties of the Communications Committee shall be:

1. To produce a minimum of _____ newsletters each year; and
2. To plan and develop publicity that will give recognition to chapter activities and members.

E. The Nominations and Elections Committee shall prepare a slate of nominees for each office to be filled, and present it to the membership.

ARTICLE VIII
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 IX
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, distribute all of its assets to either:

1. Contribute them to the _____ state/provincial unit of the Council for Exceptional Children for its use in advancing the education of exceptional children; <u>or</u>

2. Contribute them to the Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs including:
   A. the *Yes I Can! Awards Program* for its use in recognizing the achievements of students who have excelled despite their disability;
   B. the "Kayte M. Fearn CEC Ethnic Diversity Scholarship" which annually provides a cash scholarship to a CEC student member from an ethnic background who is pursuing a degree in special education;
   C. the "In Remembrance Of…" Fund in honor of an individual to support the activities and programs of The Council; and/or
   D. the "General Council Fund" supporting the activities and programs of The Council.

ARTICLE X
PARLIAMENTARY PROCEDURE

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

ARTICLE XI
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 submitted to the membership in writing. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

_____

CEC 2-25-09