

CEC Student Chapters

CREATING OR REACTIVATING A
UNIVERSITY/COLLEGE STUDENT CHAPTER



Welcome!

I am excited that you're looking to form (or re-launch) a chapter at your college or university. As the future of special education, we depend on you and your colleagues to keep moving the profession forward and increasing the success of students with exceptionalities.

My CEC colleagues and I are here to support you, as are the leaders of your local state/provincial unit. You can find your unit president's contact information at www.cec.sped.org. All CEC student chapters are "authorized" or recognized by their local unit—CEC Headquarters (located in Arlington, Virginia) does not provide that authorization of chapters.

We do want to help, though, so we've pulled together some resources to help you organize your student chapter. These documents are just samples—be sure to consult your state or provincial unit leaders to make sure you comply with their chapter recognition requirements.

In this packet, you'll find:

- [Instructions for organizing a new chapter or reactivating an inactive one](#)
- [A sample chapter application \(for new chapters\)](#)
- [A sample chapter officer reporting form](#)
- [A sample chapter bylaws checklist](#)
- [Sample chapter bylaws](#)
- [A sample chapter membership transfer form](#)
- [A sample annual chapter report for your state/provincial unit](#)

Some of these documents may seem overwhelming, but remember, they're just samples. Not all state/provincial units use these models. Consult with your state or provincial unit leaders to make sure you comply with their chapter recognition, bylaws, and membership requirements.

We wish you the best in getting your chapter started! Thank you for your commitment to CEC, special education, and children and youth with exceptionalities.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Harrison". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Judy Harrison
Director, Membership, Marketing, & Communications
Council for Exceptional Children
judyh@cec.sped.org



HOW TO ORGANIZE A NEW CEC STUDENT CHAPTER OR REACTIVATE AN INACTIVE CHAPTER

1. Contact the president of your CEC state/provincial unit to find out what requirements you'll need to meet to become officially recognized. There is a list of the unit presidents on the CEC website at www.cec.sped.org/membership. *Please note that recognition of your chapter comes from your CEC state/provincial unit – not CEC Headquarters.*

Check with the student activities office to find out the requirements you'll need to meet to be a recognized organization at your college/university.

2. Schedule a meeting, and invite everyone who might be interested! At this meeting, appoint or elect officers, establish committees, and sign up new members.

Depending on the requirements of your state/provincial unit, you'll need at least 10-15 members. These can be both new members and transfers from other chapters. For new members, you'll need to send their membership application and payment to CEC or encourage them to join online on the CEC website (<http://www.cec.sped.org/>); for current CEC members who want to be assigned to your chapter, complete the membership transfer form.

Please note: Not all college/university students qualify for student membership pricing. Student discounts of 20% are only available for members who meet these requirements: "Students must be enrolled full or part-time in a matriculating program by an accredited college or university. Students are eligible for the discount for a maximum of 6 cumulative years. For verification the following information is required at the time you join or renew – University Name, Expected Graduation Date and Degree Program."

3. Complete and submit these materials:
 - a. To your CEC state/provincial unit:
 - i. [Chapter application](#) (new chapters only)
 - ii. [List of officers](#)
 - iii. [Constitution and bylaws](#)
 - iv. List of new members who are submitting their membership application to CEC or who have indicated they will join online
 - v. Copy of [membership transfer form](#) (list of current CEC members who wish to be assigned to your chapter)
 - b. Submit these materials to CEC:
 - i. [Membership applications](#) and payments from new members

- ii. [Membership transfer form](#) (after the state/provincial unit notifies CEC that they have officially recognized your chapter, CEC will assign a chapter number and move these members into the new chapter)
4. That's all there is to it! Your CEC state/provincial unit will contact you if they have any questions and will notify you when your chapter has been officially recognized. If you are forming a new chapter, they will also notify you when your chapter number has been assigned.
5. Questions? Please contact your CEC state/provincial unit. For general information and CEC membership materials, contact CEC at membership@cec.sped.org.



CHAPTER APPLICATION

This is to apply for the acceptance of our organization, namely: **[proposed name of chapter]** as an official chapter of the **[state/provincial unit]** of the Council for Exceptional Children to cover a geographical area of **[school district, county, college/university, etc.]** and to be composed primarily of the following interest groups: **[insert anticipated membership demographics/locale/interests here]**.

Date present organization was established: _____

Date present organization voted to apply for acceptance as a chapter: _____

We understand that during the period required by the CEC state/provincial unit to qualify for a charter, we shall enjoy all the rights of a chapter in this state/province.

For the chapter: _____

Chapter President's Signature

Date

Please complete and return this form to your CEC state/provincial unit to apply for official recognition as a chapter.

To Be Completed by CEC State/Provincial Unit:

Date became an active applicant chapter: _____ Membership on this date: _____

Constitution and bylaws approved: Yes / No Minimum of 3 member officers: Yes / No

Chapter number assigned by CEC Headquarters: _____

CEC State/Provincial Unit Approval Signature:

Unit President's Signature

Date

SAMPLE CHAPTER OFFICERS' LIST



Chapter Name: _____

Chapter # _____

Term of Office: _____

PRESIDENT

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

PRESIDENT ELECT

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

VICE PRESIDENT

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

TREASURER

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

SECRETARY

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

MEMBERSHIP CHAIR

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

NEWSLETTER EDITOR

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

FACULTY ADVISOR

Street Address _____

City, State/Prov.; Zip/Postal Code _____

Phone _____

Email _____

Complete and submit this form to your CEC state/provincial unit. Be sure to report your new officers each year.



SAMPLE CHAPTER BYLAWS CHECKLIST

Chapter
Name: _____

Chapter
#: _____

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

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

The 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 CEC member to serve as Faculty Advisor.

To Be Completed by CEC State/Provincial Unit:

Reviewed by: _____ Date: _____

___ Approved ___ Not Approved

Comments:

Note: The original chapter 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 BYLAWS

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

BYLAWS OF THE _____ STUDENT CHAPTER OF THE <u>STATE/PROVINCE NAME</u> 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 _____ Student 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 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 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 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 state/province name Council for Exceptional Children for its use in advancing the education of exceptional children; or
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

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 XII AMENDMENTS

These 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.

[Date of Acceptance]



SAMPLE REPORT OF MEMBERSHIPS TRANSFERRED TO/FROM A CHAPTER

IMPORTANT: Whenever a chapter transfer is made, it is expected that the CEC member is fully aware of this change.

Chapter Name: _____

Chapter Number: _____ State/Province: _____

Directions: Please print the name, member identification number, and state or province for each member who is to be transferred to another chapter. If you are moving an entire chapter to another, you do not need to list each member's name and can write "All members from Chapter ###: Move to Chapter ###." If the chapter is being disbanded by the state/provincial unit, include this list with the state/province's letter to CEC.

Member's Full Name	ID#	State/ Province	Transfer to Chapter #

Send completed form to membership@cec.sped.org.



SAMPLE CHAPTER ANNUAL REPORT
FOR THE PERIOD: _____

CHAPTER NAME _____ **#** _____

Officers (name and e-mail address):

President: _____

President Elect: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Faculty Advisor: _____

Describe the professional development activities your chapter conducted.

Describe your chapter's legislative/advocacy/CAN activities.

Describe the membership recruitment, retention, or reactivation strategies your chapter utilized.

Describe the fundraising activities your chapter conducted.

Describe the activities in your community that your chapter sponsored or participated in this year.

Describe how your chapter encourages members' active participation in your chapter and its activities.

If your chapter has a Facebook page, what is it? _____

If your chapter has a website, what is it? _____

Use this space to describe any other chapter activities or events you'd like to tell us about, or to suggest ways the state/provincial unit can assist your chapter.

Your Name _____ Officer Position _____

Phone _____ E-mail _____

**Complete and submit this report to your CEC state/provincial unit at the end of each year.
Be sure to report your officers for the coming year, too!**