



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.