

## **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.*

<b>BYLAWS</b> <b>OF THE _____ STUDENT CHAPTER</b> <b>OF THE <u>STATE/PROVINCE NAME</u> COUNCIL FOR EXCEPTIONAL CHILDREN</b>
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### **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.

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***[Date of Acceptance]***