

[Insert your unit’s logo here as well] (Optional)

**HOW TO ORGANIZE A NEW CEC CHAPTER OR REACTIVATE AN INACTIVE CHAPTER**
*A guide for CEC state and provincial units to provide to interested parties*

**Step 1: Initial Contact – You’ve Already Done It!**

You've taken the first step by reaching out to your state or provincial CEC unit to express interest in starting a local or student chapter in your area.

**For Student Chapters:**
Be sure to check with your college or university’s student activities office to learn what is required to be recognized as a student organization on campus.

**Step 2: Host an Interest Meeting**

Organize a meeting and invite anyone who might be interested. Use this opportunity to:

* Share the vision and goals of your chapter.
* Appoint or elect officers.
* Establish initial committees.
* Begin recruiting members.

**Membership Requirements**
[Insert your unit’s specific requirements here. Sample language below:]

To form a chapter, you’ll need a minimum of **10 members**, who may be new or existing CEC members.

* Members can join CEC individually online or submit paper membership applications.
* Once your chapter is officially established, current members will be able to select your chapter from the drop-down menu in their CEC member profile.

**For Students:**
Students can join CEC as either Pre-Service or Graduate Student members.
Learn more here: <https://exceptionalchildren.org/membership/individual-membership>

CEC also offers group memberships for both Pre-Service and Graduate Student levels.
Learn more here: <https://exceptionalchildren.org/membership/group-membership>

**Step 3: Submit Required Materials to Your State/Provincial Unit**

Submit the following to your CEC unit (not CEC Headquarters):

[Insert your unit’s specific requirements here. You may include:]

* Chapter application (for new chapters only)
* List of elected officers
* Constitution and bylaws
* List of members (including those who are submitting membership applications or joining online)

**Step 4: Coordinate with CEC Headquarters**

Once your chapter is approved by the unit:

* Email **CEC Headquarters** at components@exceptionalchildren.org to:
	+ Request a chapter number and have your chapter added to the national database (for new chapters only)
	+ Provide contact information for your chapter advisor (for student chapters only)

**That’s It! You’re On Your Way!**

[Insert any additional steps or unit-specific follow-up here.]

**Questions?**

Please contact your CEC unit [insert your unit’s contact information] or:

**CEC Headquarters**
components@exceptionalchildren.org
703-620-3660
📧 service@exceptionalchildren.org (for general or membership inquiries)