



Council for
Exceptional
Children

CEC 2025
**Leadership
Institute**

[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)
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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)
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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)