



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

1. Contact the CEC president in your state/province to find out what requirements you'll need to meet to become officially recognized. There is a list of the state/provincial presidents on the CEC website at <https://exceptionalchildren.org/engage/units>. Please note that recognition of your chapter comes from your CEC state/provincial unit – not CEC Headquarters.

*Please note: Student chapters should also 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 CEC unit, you may need 10-15 official CEC members to get started. This will vary though and may not apply to student chapters. These can be both new members and existing members. 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 ([exceptionalchildren.org](https://exceptionalchildren.org)) for current CEC members who want to be assigned to your chapter, they will be able to select your chapter from the drop-down menu in their account once the chapter is established.

**Students—Please Note: You can join CEC as either a Pre-Service Student or a Graduate Student.** Learn more about the types of membership here:

<https://exceptionalchildren.org/membership/individual-membership>

CEC is also proud to now offer group memberships for both Pre-Service and Graduate levels. Learn more here: <https://exceptionalchildren.org/membership/group-membership>

3. Submit these materials to CEC Headquarters:

- Student chapters should complete this form: <https://forms.monday.com/forms/6ab8da9ca47fba1b8991302ff34012d?r=use1> and provide a student chapter advisor's name and contact information to [components@exceptionalchildren.org](mailto:components@exceptionalchildren.org)
- Email CEC at [components@exceptionalchildren.org](mailto:components@exceptionalchildren.org) to request a chapter number and have your chapter added to the database (new chapters only)

**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.

## QUESTIONS?

Please contact your CEC state/provincial unit, or CEC Headquarters at [components@exceptionalchildren.org](mailto:components@exceptionalchildren.org). For general information and CEC membership information, contact CEC at 703-620-3660 or e-mail [service@exceptionalchildren.org](mailto:service@exceptionalchildren.org).