UNITS OVERVIEW

The following information comes directly from the CEC Policy Manual, approved by the Board of Directors as it relates to Units.

CHAPTER 1: COMPONENTS

Para. 1 – Definition of Components

a. A Unit is a state, or Canadian provincial/territorial, -wide entity comprised of all paid members within the jurisdiction. Units promote professional excellence and the advancement of special education for individuals with exceptionalities within their jurisdiction.
b. Chapters are location or student-based (e.g. college or university) CEC member groups within a state or province.
c. Divisions are focused groups of CEC members based on their professional interests, role, practice setting, or focus on a specific exceptionality.
d. Subdivisions are state or provincial based groups within an existing Division.

CHAPTER 2: DUTIES OF UNITS

Para. 1 – Duties of a Unit

a. Maintain a paid membership that is fully unified and that meets any minimum requirements in qualifications and numbers.
b. Operate under an elected governing body.
c. Provide activities and programs consistent with CEC's purposes, mission, core values, strategic direction, and the specific needs of the unit.
d. Conduct all business within the framework of the unit's officially adopted bylaws.
e. Promote the equitable representation and participation of diverse groups in positions of leadership.
f. Appropriately cite the name of the Unit ("A Unit of The Council for Exceptional Children") on websites, journals, stationary, marketing materials, etc.
g. Comply with CEC's "Public Statement Disclaimer Process for Divisions and Units".

Specifically:
All official Units and Divisions in good standing of the Council for Exceptional Children will send all public statements to CEC's Board of Directors and/or the officers of the organization for review and comment prior to the release of said statement. Further, if the Board of Directors feels that such statement is not aligned with the mission of the

organization and/or its policies and practices, and, thus, is not in agreement with the statement, but the Division and/or Unit chooses to issue the statement anyway, it will note in the statement that it does not reflect the views of the Council for Exceptional Children.

The intent of this policy is to ensure good communication among Units, Divisions, and CEC. To the public, a statement that carries the logo, name, and tag line of a Division or Unit of the Council of Exceptional Children fully implies that such a statement is, in fact, on behalf of, or at least approved by, CEC. While each Unit and Division may not always be in full agreement on a variety of issues, this policy supports the right of Units and Divisions to make public statements on issues of importance.

h. Meet any other requirements that may be established by the Board of Directors.

CHAPTER 3: GENERAL PRIVILEGES OF UNITS

Para. 1 – Privileges of a Unit

a. Exercise autonomy of operation within the framework of The Council's policies and procedures as adopted by the Board of Directors.
b. Exercise fiscal autonomy, except to the extent that such autonomy would endanger CEC as a tax-exempt organization described in U.S. Internal Revenue Code 501(c)(3).
c. Possess status as a separate legal entity, except for the maintenance of established minimum program standards and unified membership.
d. Have representation in the Representative Assembly.
e. Receive a charter from CEC upon fulfillment of the minimum requirements.
f. Receive equitable and nondiscriminatory treatment in receiving services provided by CEC.

CHAPTER 4: UNIT REQUIREMENTS

Para. 1 – Bylaws

All Units are required to have current, approved bylaws on file with CEC Headquarters which contain each of the elements listed below. Additional provisions may be included if they do not conflict with CEC's Articles of Incorporation and Bylaws. Units must file any amendments with CEC Headquarters. Unit Bylaws are required to include:

a. The official name of the unit.
b. A statement of purpose that is consistent with CEC's mission.
c. A process for the election of officers by its membership and a process to remove officers.
d. The provision that the Unit's officers must be members in good standing time of their nomination and election and that they must remain so throughout their term of office.
e. A specified fiscal year.
f. Provision for an active professional program, including an annual meeting.
g. Provision for keeping records of Unit activities and finances, and for annually sending required information to CEC Headquarters.
h. Provision for establishing committees and the process for chair/co-chair and member appointments.
i. Provision for maintaining the minimum fully unified, paid membership.
j. Provision for the appropriate disposal of assets upon dissolution of the Unit.

To receive the annual Unit refund and to have representation in the Representative Assembly, a Unit must maintain the requirements specified in Section 2, Part 3.

To function as an official CEC Unit, the following requirements, specified in CEC's Articles of Incorporation**,** Bylaws or policies, must be met**:**

<u>Para. 2 – Requirements of a Unit</u>

a. Conduct all business in accordance with the Unit's officially adopted bylaws.
b. Maintain an organization with a minimum total membership of 50 persons unless exempted by the Board of Directors.
c. Maintain unified membership.
d. Accept the Unit local (e.g., county) and student chapters (i.e., college/university), subdivisions (provided they also meet the requirements of the relevant CEC division), and other special interest groups established within the state or province.
e. Provide equal rights and privileges for all members; actively recruit members from diverse groups, and provide all members with opportunities for full participation, including in leadership positions and development and mentoring opportunities.
f. Abide by all official decisions of CEC.
g. Keep an up-to-date copy of the Unit's bylaws on file with CEC Headquarters at all times. Inform CEC Headquarters of any amendments to the bylaws when submitting a copy. Although a group may be recognized as a Unit before submitting bylaws which meet the requirements established by the Board of Directors, a charter cannot be given until bylaws have been received and officially approved.

h. Conduct all business transactions within the officially adopted bylaws.
i. Operate under an elected governing body of not less than three persons, whose names and contact information have been submitted to CEC Headquarters prior to the beginning of the Unit's fiscal year.
j. Maintain an annual program plan and budget.
k. Conduct an annual state, provincial, or regional meeting and provide other services to enhance communication, programming, professional development, and member engagement.
l. Submit an annual set of assurances to CEC Headquarters by the date specified, including, but not limited to:
    a. maintaining a unified membership of at least 50 persons.
    b. adopting and implementing an annual program plan and budget.
    c. providing support to recognized chapters and/or subdivisions, including representation in the governance of the Unit, if required by the bylaws.
    d. conducting a broad, active program to support and enhance communication, professional development, member engagement, and leadership throughout the state/province.
m. After approval of the bylaws, successful operation of the Unit for two consecutive years (as deemed by CEC), and submission of satisfactory annual assurances, a charter will be issued.
n. Complying with other requirements approved by the Board of Directors.

Para. 3 – Privileges of a Unit

A Unit exercises autonomy of operation within the framework of CEC's Articles of Incorporation**,** Bylaws**,** and policies adopted by the Board of Directors**.** In addition to the General Privileges of Units (Section Two, Part 3, Chapter 02), a unit may:

a. Exercise autonomy of operation in accordance with CEC's policies and procedures as adopted by the Board of Directors.
b. Exercise fiscal autonomy, except to the extent that such autonomy would jeopardize The Council as a tax-exempt 501(c)(3) organization as described in U.S. Internal Revenue Code (state Units only).
c. Possess status as a separate legal entity, except for the required maintenance of established minimum any program standards and unified membership.
d. Possess representation in the Representative Assembly.
e. Receive a charter upon fulfillment of the minimum requirements.
f. Plan its own meetings and professional development or other program and establish its own registration fees.

g. Recommend to a Division when it is in the best interest of the Division and Unit to disband a Subdivision.
h. Designate two members to serve as Unit representatives to the CEC Representative Assembly.
i. Allow for the same kinds of special interest groups (e.g., Affinity Groups) at the Unit that CEC may have.
j. Support local/county/regional/student chapters and Subdivisions.
k. Collaborate with other Units, Divisions, or other entities (e.g., state/provincial-level entities) to conduct meetings and/or provide other services to enhance communication, programming, professional development, and member engagement.

Para. 4 – Exemptions

Upon the request of a Unit, the Board of Directors may grant an exemption from the 50-member minimum membership requirement If approved, the exemption would be valid within the year it was requested through December 31st of the following year, unless otherwise specified.

The Unit must also:

a. Provide documentation that the Unit is delivering the services as required and the benefits and products as specified to its members.
b. Collaborate with CEC to develop a membership recruitment and retention plan, or other recommended actions.

Para. 5 – Inactive Units

To receive a Unit refund and to be represented on the Representative Assembly, a Unit must maintain the requirements for being a Unit as specified in Section 2, Part 3, and any other applicable portion of the CEC *Policy Manual*. Prior to declaring a Unit inactive, the Unit must:

a. Notify CEC Headquarters of the intent to become inactive.
b. Notify members of the Unit that the Unit will be declared inactive on a specified date.

Para. 6 – Reactivating a Unit

a. Notify CEC Headquarters of the intent to reactive the Unit.
b. Call a meeting of members.

c. Appoint or elect a temporary chair and establish the necessary committees, such as bylaws and finance.
d. Submit a request to CEC Headquarters for recognition as a Unit, including the names and terms of officers and proposed bylaws.