

HOW MEMBERS ARE ASSIGNED TO CHAPTERS AND HOW TO CHANGE CHAPTERS

How Members Are Assigned to Chapters

Members are placed into chapters in one of two ways:

1. The member designates the chapter they wish to join.
2. If the member does not designate their choice of chapter, then it is automatically assigned. CEC's database utilizes a program that assigns members to chapters according to the zip/postal code on their membership record. The program looks at what chapter the majority of members in that zip/postal code belongs to, and assigns the member to that chapter (e.g., if 31 members in the zip code belong to Chapter 9999, 19 belong to Chapter 8888, and 3 belong to chapter 7777, the member will be assigned to Chapter 9999). Zip/postal codes are not mapped to chapters (i.e., Chapter 9999 does not have a list of zip/postal codes attached to that chapter).

We regret this is not the best solution for some chapters. The alternative, to specifically assign zip/postal codes to chapters, is costly and labor intensive. The programming is difficult due to the dozens of chapters that are created or dissolved, the ever-changing geographic boundaries of chapters, and the postal service's assignment of new zip/postal codes each year.

We encourage chapters to write their chapter number on applications before they distribute them to potential members to ensure the new member goes into their chapter. We also encourage chapters to request their membership list from CEC Membership Services (mbrship@cec.sped.org) to review the list and notify CEC if members need to be moved.

How Members Can Change Their Chapter

Individual members can change their chapter in a number of ways:

- Online on their membership record
- On their renewal form
- Call CEC's Constituent Services Center, 888/232-7733
- E-mail CEC's Constituent Services Center, service@cec.sped.org

Unit officers can change chapters for members. Please note that whenever a chapter transfer is requested by a unit officer, it is expected that the CEC member is fully aware of this change. Here's how unit officers can change chapters for members:

- Use the Chapter Transfer Form
- If changing chapters for less than 10 members: Call CEC's Constituent Services Center, 888/232-7733 – or Contact CEC Membership Services: e-mail mbrship@cec.sped.org, fax 703/758-1896, or regular mail
- If changing chapters for 10 members or more, contact CEC Membership Services: e-mail mbrship@cec.sped.org, fax 703/758-1896, or regular mail

Questions? Please contact Dao Tran, CEC Membership Services, at 703/264-9435 or mbrship@cec.sped.org.