

HOW TO ORGANIZE A NEW SUBDIVISION OR REACTIVATE AN INACTIVE SUBDIVISION

A subdivision is a state, province, or Canada-wide unit comprised of members of a specific international division. For example, the Virginia DEC Subdivision (often referred to as “VA DEC”) is comprised of all DEC members in Virginia. The subdivision determines its own networking, professional development, and information-sharing activities.

To organize a new subdivision, you’ll need to:

1. Contact the international division to find out what requirements you’ll need to meet to become officially recognized. It’s also a good idea to contact the CEC state/provincial unit to elicit their support. Please note that recognition of your subdivision comes from your international division – not CEC Headquarters.
 - The lists of division contacts for subdivisions can be found on the CEC Web site at www.cec.sped.org; on the CEC home page, click on “divisions” on the bar on the left.
 - The list of state/provincial presidents can be found on the CEC Web site at www.cec.sped.org; on the CEC home page, click on “states” or “provinces” on the bar on the left.
2. Schedule a meeting, and invite all division members and other interested persons within the state/province. The CEC state/provincial conference is a good time to hold this meeting, but it may be held any time. At this meeting, appoint or elect officers, establish committees, and sign up new members.

You’ll need at least 15 members to start your subdivision. These can be both new members and renewing members. For new members, distribute the membership application for them to complete and send to CEC with their dues payment, or encourage them to join online on the CEC Web site (www.cec.sped.org).

3. Complete and submit these materials to your international division:
 - Subdivision application
 - List of officers
 - Constitution and bylaws

Note: The international division may require additional materials for recognition of your subdivision.

Your CEC international division will contact you if they have any questions and notify you when your subdivision has been approved.

Questions? Please contact your international division. For general information and CEC membership materials, please contact CEC at 888/232-7733 or e-mail service@cec.sped.org.