

## REQUIREMENTS OF A DIVISION\*

To function as an official division of CEC, an organized group of CEC members must meet the following requirements which are specified in the CEC Articles of Incorporation, CEC Constitution and Bylaws, and CEC policies. These requirements are in addition to the General Requirements of Units (SECTION TWO, Part 3, Chapter 01).

- a. Attain a membership of 1.5% of the total CEC membership by the end of the second year of operation to receive a charter, and maintain a membership of at least 1.5% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC. (The CEC Pioneers Division is exempted from this requirement.)
- b. Maintain unified membership. All of its members must concurrently be members of the Council for Exceptional Children.
- c. Abide by all official decisions of CEC.
- d. Operate under an approved constitution and bylaws.
- e. Inform the CEC Headquarters office of any amendments to the constitution and bylaws; an up-to-date copy should be on file at the CEC Headquarters office at all times.
- f. Conduct all business transactions within the framework of provisions established in the officially adopted constitution and bylaws.
- g. Operate under an elected governing body of not less than five persons, including the officers, whose names and addresses for the year concerned have been identified to the CEC Headquarters office prior to the start of the administrative term of office.
- h. Conduct a broad active professional program consistent with the Council's core purpose and values and strategic direction and its own special purposes.
- i. Maintain a program plan and budget.
- j. Deliver to its members the services, benefits, and products that the division advertises.
- k. Conduct, at regular intervals, meetings.
- l. Submit an annual set of assurances to the CEC Headquarters office (by October 1) stating that the unit will (1) maintain a unified membership of at least 1.5% of the total CEC membership, (2) provide support to recognized subdivisions, (3) conduct a broad active program to enhance communication, member involvement, professional development, and unit leadership within its special interest area, and (4) adopt and implement a program plan and budget.
- m. Maintain the name of the division as chartered, except when a change of name is approved by the CEC Board of Directors.
- n. Recognize a group as a subdivision, provided it meets the requirements of the sponsoring state or provincial unit.
- o. Provide equitable rights and privileges for all members; actively recruit members of ethnic and multicultural groups; and provide members with opportunities for full participation including leadership and mentoring opportunities.