

CONSTITUTION CHECKLIST FOR CEC UNITS*

All CEC units are required to have a current, approved constitution and bylaws on file at the CEC Headquarters office which contain each of the elements listed below.

(Units may include additional provisions as long as they do not conflict with the Council's Articles of Incorporation and Constitution and Bylaws. Units should file any amendments and revisions with the CEC Headquarters office. Sample constitutions are available upon request from the Council's Headquarters office.)

Council action requires that the Constitution and Bylaws of a CEC unit must include:

- a. The official name of the unit.
- b. The unit's relationship to, and within, the Council for Exceptional Children.
- c. A statement of purpose that is in harmony with the Council's core purposes and values and strategic direction.
- d. Provision for the usual officers, selected by systematic and democratic procedures, with appropriate authority to serve. They shall also provide for the recall or the removal of officers.
- e. Provision that the unit's officers must be members in good standing of the Council at the time of their nomination and election and remain so throughout the duration of their terms of office.
- f. A membership year that is in conformity with CEC's membership year. The CEC membership year makes it possible for membership to be for any twelve-month period.
- g. A specified fiscal year and administrative term of office.
- h. Provision for an active professional program, including in the case of a state or provincial unit, an annual meeting.
- i. Provision for keeping records of membership, professional activity, and finance and for sending annual assurances to the Council Headquarters office.
- j. Provision for appropriate committees and vest authority for their appointment.
- k. Provision for the maintenance of a paid membership that is fully unified and that meets the minimum requirements in qualifications and numbers.
- l. Provision for the appropriate disposal of assets upon dissolution of the unit.

REQUIREMENTS OF STATE AND PROVINCIAL UNITS*

To function as an official CEC state or provincial unit, the following requirements, which are specified in the CEC Articles of Incorporation, CEC Constitution and Bylaws, and CEC policies, must be met. These requirements are in addition to the General Requirements of Units (SECTION TWO, Part 3, Chapter 01).

- a. Maintain an organization with a minimum total state or provincial membership of 100 persons unless exempted by special action of the Board of Directors, the majority of whom are actively engaged in professional work related to the education of individuals with exceptionalities.
- b. Maintain unified membership.
- c. Accept into the state or provincial unit chapters, subdivisions (provided they also meet the requirements of the international divisions), student associations, high school clubs, and other special interest groups established within the state or province.
- d. Provide for representation of all state or provincially recognized chapters (both student and professional) in the governance of the state or provincial unit as well as all subdivisions which are recognized by their parent divisions and the state or provincial unit.
- e. Enroll in the state or provincial unit all members within the state or province; 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 development and mentoring opportunities.
- f. Abide by all official decisions of CEC.
- g. Submit a constitution and bylaws to the CEC Headquarters office. Although a group may be recognized as an applicant state or provincial unit before submitting a constitution and bylaws which meet the requirements established by the Board of Directors, a charter cannot be awarded until a constitution and bylaws has been received and officially approved.
- h. 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.
- i. Conduct all business transactions within the framework of provisions established in the officially adopted constitution and bylaws.
- j. Select an executive body of not less than three persons, whose names and addresses have been forwarded to the CEC Headquarters office by January 1 or prior to the beginning of the unit's administrative year if it differs from the January 1-December 31 administrative year.
- k. Conduct a broad, active program consistent with the Council's core purpose and values and strategic direction.
- l. Maintain a program plan and budget.
- m. Conduct an annual state, provincial, or regional meeting and provide other services to enhance communication, programming, professional development, and member involvement.
- n. Submit an annual set of assurances to the CEC Headquarters office (by January 1) stating that the unit will (1) maintain a unified membership of at least 100 persons, (2) provide support to recognized chapters and/or subdivisions including representation in the governance of the unit, (3) conduct a broad active program to enhance communication, professional development, member involvement, and unit leadership throughout the state or province, and (4) adopt and implement a program plan and budget.
- o. After approval of the constitution and bylaws, successful operation of the state or provincial unit for two consecutive years, and submission of satisfactory officer reports and annual assurances, a charter will be issued.

*CEC Policy Manual (2008), SECTION TWO – Part 3, Chapter 04, Para. 3.