

Council for Exceptional Children, Division for Research

Constitution and Bylaws

Article I

Name

Section 1. Name and State of Incorporation

The name of this organization shall be the Council for Exceptional Children, Division for Research. The Division was incorporated under the laws of the state of Virginia on May 4, 1993. The Division for Research is referred to herein as “the Division” or “CEC-DR.”

Article II

Purpose and Mission

Section 1. Purpose Statement

The primary purpose of this Division shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Specifically, the Division intends: To assist and provide support to the Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

Section 2. Division for Research Mission Statement

The CEC Division for Research (CEC-DR) is a division of The Council for Exceptional Children (CEC) devoted to the advancement of research related to the education of individuals with disabilities and/or who are gifted. The goals of CEC-DR include the promotion of equal partnership with practitioners in designing, conducting and interpreting research in special education.

Section 3. Division for Research Commitment

As the CEC Division for Research we are committed to supporting the advancement of research that centers the most pressing educational needs for all children and families from diverse, marginalized, vulnerable, and underrepresented backgrounds.

Article III

Membership

Section 1. The Division will maintain a unified membership. All members of the Division shall be members of the Council for Exceptional Children.

Section 2. Membership in the Division shall consist of professional personnel and others interested in special education research.

Section 3. The policy pertaining to the membership year shall be consistent with the policy of the Council for Exceptional Children, and the period of membership for each division member shall coincide with their Council for Exceptional Children membership.

Article IV Organization

Section 1. The Division for Research shall be a special interest group affiliated with the Council for Exceptional Children.

Section 2. The fiscal year and administrative term of office shall be January 1 to December 31.

Section 3. This Constitution and Bylaws supersedes all previous DR Constitutions and Bylaws.

Article V Board of Directors

Section 1. The Board of Directors of CEC-DR shall consist of at least 14 persons. The Board of Directors includes the elected officers, as described in Article VI of these Bylaws, and the committee chairpersons, as described in Article VII of these Bylaws.

The Board of Directors shall consist of an Executive Committee, Chairpersons of Standing Committees, and non-voting members. The Executive Committee are President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President. The Chairpersons represent the following committees: Membership, Publications and Media; Finance and Long Range Planning; Awards; Knowledge Utilization; Government Relations and Research Advocacy; Diversity; and Research & Individuals and Families of Individuals with Disabilities. The following standing committees are chaired by elected officers: Nominations and Elections committee chaired by the Immediate Past President; and Constitution and Bylaws committee chaired by the President. The non-voting members are the Treasurer-Elect, and Student Representative(s).

Section 2. The Board of Directors shall meet no fewer than four times per year. One meeting shall be held in conjunction with the annual convention of the Council for Exceptional Children.

Section 3. A quorum shall be more than half (>50%) voting members of the Board of Directors.

Section 4. There shall be at least one regular business meeting per year.

Section 5. The rules of parliamentary practice contained in the latest edition of Roberts Rules of Order, shall govern the proceedings of this Division subject to the special rules that have been or may be adopted.

Article VI
Executive Committee

Section 1. Elected Officers

The Executive Committee of the Division shall be President, President-Elect who shall succeed the President, Vice-President who shall succeed the President-Elect, Immediate Past President, Secretary, and Treasurer.

Section 2. All Executive Committee members must be members in good standing of the Council for Exceptional Children and the Division for Research at the time of their nomination and election and remain so throughout the duration of their term in office.

Section 3. The terms of office are as follows:

- I. The Immediate Past President, President, President-Elect, and Vice President shall serve for one year.
- II. The Secretary shall serve for two consecutive years.
- III. The Treasurer shall be elected into a four-year position; the first year serving as Treasurer-Elect (non-voting ex officio) followed by three consecutive years as Treasurer.

Section 4. The CEC-DR Executive Committee shall be elected following procedures employed by the Nominations and Elections Committee, as written in the DR Bylaws, Article VII, Section VI.

Section 5. Executive Committee

The President, President-Elect, Vice-President, Immediate Past President, Secretary, and Treasurer shall comprise the CEC-DR Executive Committee.

As elected officers, the Executive Committee shall have the authority to vote on items and initiatives that further the vision and mission of CEC-DR.

Examples of such items are:

- approval of appointed committee chairs
- participation in events hosted by CEC or other Divisions
- spending on a CEC-DR initiative (major purchases/expenditures over \$1000 need to be approved by the full Board of Directors - see CEC DR handbook)
- signing on to a letter or position statement

Section 6. Duties of the Executive Committee

The powers and duties of the Executive Committee shall be such as are implied by their respective titles and such as are specified by these bylaws.

- I. The President shall:
 - A. Lead, articulate and implement long-term plans and carry out the mission of the Division.
 - B. Recommend chairpersons of standing committees;
 - C. Be an ex-officio member of all committees and promote collaboration among committees;
 - D. Serve as the chairperson of the Constitution and Bylaws committee;

- E. Coordinate liaison relationships with other agencies or organizations;
 - F. Give leadership to general policy-making and carry out the directions of the membership;
 - G. Submit the Unit & Division Assurance Form to the Council for Exceptional Children by the specified deadline each year;
 - H. Establish ad-hoc committees that further the vision and mission of CEC-DR, with guidance on purpose and length of service
- II. The President-Elect shall:
- A. Serve in the place of and with the authority of the President in case of the President's absence or inability to serve;
 - B. Support President in their recommendation of chairpersons of standing committees;
 - C. Liaise with Awards Committee Chair to facilitate coordination of annual CEC-DR awards;
 - D. Assume the responsibilities of one of the Division's representatives at the annual meeting of the Council for Exceptional Children Representative Assembly;
 - E. Serve on the Program Advisory Committee of the Council for Exceptional Children, which oversees the planning of the annual convention;
- III. The Vice-President shall:
- A. Serve in the place of and with the authority of the President in case of the President's and the President-Elect's absence or inability to serve;
 - B. Assume designated responsibilities that will provide training for advancement to the office of President-Elect and President;
 - C. Assume the responsibilities of one of the Division's representatives at the annual meeting of the Council for Exceptional Children Representative Assembly;
 - D. Serve on the Program Advisory Committee of the Council for Exceptional Children, which oversees the planning of the annual convention;
- IV. The Immediate Past President shall:
- A. Serve as the chairperson of the Nominations and Elections Committee and serve as Chair of the Division's ad hoc Past President's Advisory Committee, as needed;
 - B. Provide parliamentary advice at the Division's annual business meetings and Executive Board meetings;
- V. The Secretary shall:
- A. Keep a careful record of all proceedings of the annual business meeting and the meetings of the Executive Board;
 - B. Prepare official minutes of the annual business meeting and all meetings of the Board of Directors in a timely manner for approval by the Board;
 - C. Transfer all records to the new Secretary at the time of succession of office.
 - D. Attend DR-hosted member events held at the Council for Exceptional Children annual convention;
- VI. The Treasurer shall:
- A. Prepare and submit an annual budget to be voted on by the Board of Directors; A two thirds majority vote is required for budget approval.
 - B. Make an annual report of the financial status of the Division to the Executive Committee and at the annual business meeting;

- C. Make all expenditures, as authorized by the Executive Committee and approved by the President;
- D. Verify adherence to financial policies;
- E. Completion of tax returns at federal and state level;
- F. Completion of the annual filing of the state corporation with Virginia.
- G. Maintain CEC-DR Insurance Policy;
- H. Serve as a member of the Finance and Long Range Planning Committee.
- I. Transfer all funds and financial records to the new treasurer within 15 days after a change in officers;
- J. Coordinate all banking and bookkeeping with the Council for Exceptional Children;
- K. Train and mentor the treasurer-elect during the last year of service.

Section 7. Within-term vacancies in office shall be filled as follows:

- I. A vacancy in the office of President shall be filled by automatic succession of the President-Elect to the office.
- II. A vacancy in the office of President-Elect shall be filled by automatic succession of the Vice-President to the office.
- III. A vacancy in any of the offices, except President and President-Elect shall be declared and filled by action of the Executive Committee upon recommendation by the President. Such person(s) shall serve until replaced by a duly-elected successor.

Section 8. The procedure for removal of officers, for cause, shall be as follows:

- I. A petition for removal of a Division officer, which states the cause for requested removal, shall be signed by 25 members of the Division or two percent of said membership, whichever is larger. The petition shall be submitted in writing to the President. If the President is the subject of the removal, the petition shall be submitted to the President-Elect.
- II. The President, or President-Elect shall, within 7 days, notify each Executive Committee member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned and submit the information to the Executive Committee within 30 days following receipt of the petition. A decision can be reached by a conference call, electronic mail ballot, postal mail ballot, or a meeting of the Executive Committee.
- III. A two-thirds majority vote of the Executive Committee is necessary for removal of the officer. Removal from office is effective immediately.
- IV. The officer being considered for removal shall be provided with the results of the Executive Committee in writing within 7 days.
- V. An officer may resign at any time by providing written notice to the Executive Committee.

Article VII
Committees

Section 1. Appointment of Committee Chairpersons

- I. The President, with the approval of the Executive Committee, shall appoint the chairpersons of the following standing committees: Membership, Publications and Media, Awards, Knowledge Utilization, Government Relations and Research Advocacy, Diversity, Research and Families of Individuals with Disabilities, and Financial and Long-Range Planning Committee.

- II. The President shall serve as chairperson of the Constitution and Bylaws Committee.
- III. The Past President shall serve as chairperson of the Nominations and Elections Committee.
- IV. Appointed committee chairs, who do not hold elected office, shall serve 3-year, renewable terms.
- V. Terms of committee chairs should be staggered across committees so that new terms begin in different years. The President, with the approval of the Executive Committee, shall appoint chairpersons of ad hoc and task force committees as required.
 - A. Such committees shall be charged by the Executive Committee and remain active until a final report is made to the Executive Committee.

Section 2. Appointment of Committee Members

Committee members shall be appointed by the chairperson, subject to approval by the Executive Board.

Section 3. Committee Composition and Terms of Appointment.

- I. All committees will be composed of at least three members in addition to the committee chairperson. Committee chairs and members shall serve 3-year, staggered terms, renewable terms, unless determined otherwise by the Executive Committee.
- II. All committee chairs and members shall be active CEC-DR members in good standing.
- III. The Publications and Media Committee shall include editors of publications and electronic media as well as other members as appointed.
- IV. The representative to the Children's Action Network (CAN) for the Division shall serve as the chair of the Government Relations and Research Advocacy committee.
- V. All committee chairs will prepare an annual written report in writing to the President that would serve as one of our preserved reports/documents.

Section 4. Responsibilities of Committees

I. The Membership Committee shall:

- A. Maintain an active record of members
- B. Maintain an active program for the recruitment of new members
- C. Support Council Headquarters in its follow-up of membership renewal; contact lapsed members to encourage renewal; welcome new members.
- D. Report any inaccuracies in membership reporting to the Council for Exceptional Children;
- E. Advise Executive Committee on recruitment and retention strategies;
- F. Promote CEC-DR membership benefits at in-person and virtual events.
- G. Be responsible for membership transactions with Council for Exceptional Children Headquarters;

II. The Publications and Media Committee shall:

- A. Regularly review the publications structure of the Division, including its electronic or media-based programs, and recommend policies and procedures related to its growth and development;
- B. Review the CEC DR website monthly and determine needed updates and communicate those to CEC.
- C. Communicate with membership via email, and have a presence in social media each year.

- D. Communicate and collaborate with all relevant committees and board members to correspond with members of the division.
 - E. Post CEC DR communication, Newsletter, product updates, and events through email and relevant social media platforms.
- III. **The Finance and Long-range Planning Committee shall:**
- A. Plan and recommend to the Executive Committee specific strategies and actions designed to enhance and improve the financial status and capabilities of the division.
 - B. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).
- IV. **The Awards Committee shall:**
- A. Plan and implement suitable awards and recognitions as approved by the Executive Committee.
 - B. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).
- V. **The Knowledge Utilization Committee shall:**
- A. Make visible and accessible the nature and adequacy of the current knowledge base related to special education and early intervention;
 - B. Collaborate with other organizations to identify different community member needs for information about the status of the current evidence base related to practices that promote the development and learning of individuals with disabilities;
 - C. Stimulate and support the research-performing community to engage in dialogue about its confidence and concurrence related to the research method and interpretation of published research findings and evidence supporting current policy intention and practice effectiveness.
 - D. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).
- VI. **The Nominations and Elections Committee shall:**
- A. Solicit recommendations for nominations from the entire membership prior to October 15
 - B. Make a strong effort to nominate at least two candidates for Vice-President (serves as Vice- President for one year and then serves as President-Elect, President, and Past-President, for one-year sequential terms), to take office annually; and for secretary (two-year term) and treasurer (four-year term)
 - C. All elections will be conducted electronically. New officers will be elected at least 30 days prior to beginning their terms of office: January 1 to December 31 of the following year.
 - D. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).
- VII. **The Government Relations and Research Advocacy committee shall:**
- A. Serve as a liaison with CEC governmental liaison and other entities as

- authorized by the President with the approval of the Executive Committee;
- B. Prepare recommendations for the Executive Committee concerning relations with government and other relevant entities.
 1. Prepare timely communications to inform the membership of advocacy, litigation, legislative issues, and administrative agency programs (e.g., DOJ, IES, NIH, NSF, OSEP) related to the education of people with exceptionalities.
 2. Prepare recommendations and written comments approved by the Executive Committee in response to advocacy, litigation, legislative issues, and administrative agency programs (e.g., DOJ, IES, NIH, NSF, OSEP).
 3. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media)
 4. Serve as the Children and Youth Action Network (CAN) representative;
 5. Establish and maintain contact with the Public Policy Unit of Council for Exceptional Children;

VIII. The Constitution and Bylaws Committee shall:

- A. Receive and review all proposed amendments to the constitution and bylaws and refer with recommendations to the Executive Committee;
- B. Call to the attention of the Executive Board other changes which may be needed in the constitution and bylaws;
- C. Ensure that all governance members have a copy of the constitution and bylaws;
- D. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).

IX. The Diversity Committee shall:

- A. Promote ongoing communication with other Council Divisions' diversity committees, the Division for Culturally and Linguistically Diverse Exceptional Learners (DDEL), CEC's Executive Director, and other entities as authorized by the president with the approval of the Executive Committee;
- B. Prepare recommendations for the Executive Committee concerning diversity issues;
- C. Promote culturally responsive, special education research practices supporting the needs of students, families, and researchers from diverse and marginalized communities;
- D. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).

X. The Research and Families of Individuals with Disabilities Committee shall:

- A. Develop and propose mechanisms for including individuals with disabilities and their families in research and the dissemination processes;
- B. Promote ongoing communication among research, family, and practitioner communities;
- C. Assist the research community in understanding critical issues for families of individuals with disabilities;
- D. Assist families and agencies serving families in gaining access to and interpreting research outcomes related to individuals with disabilities;

- E. Assist research community (including other divisions of CEC) in collaborating efforts regarding research on families of individuals with disabilities.
- F. Foster a research agenda that addresses critical issues regarding families of individuals with disabilities, with a focus on improving equity issues in research.
- G. Provide information regarding the work of the committee to Publication and Media Committee for use in communications with members (e.g., Newsletter, website, social media).

ARTICLE VIII Amending Bylaws

Section 1. Proposed amendments must be sent to the Chair of the Constitution and Bylaws Committee (the President).

Section 2. The Board shall review and approve all proposed amendments.

Section 3. All board-approved amendments to these bylaws shall be submitted to the membership in writing at least 20 days before the Annual Business Meeting.

Section 4. Any proposed amendment shall become a part of these Bylaws by a vote at the business meeting of the Division held during the CEC Convention.

ARTICLE IX Duration and Dissolution

The duration of the Division shall be perpetual unless the Executive Committee of the Division unanimously determines that it should be dissolved. Upon the dissolution and final liquidation of the Division, the CEC-DR Executive Committee shall, if funds are available, pay or make provision for the payment of all the debts and liabilities of the Division. The Division will determine a recommendation as to the distribution of remaining assets at the time of dissolution with first consideration going to the Division's Foundation, if one exists, then to CEC, or other tax-exempt 501 (c)(3) organizations.