

**CONSTITUTION AND BYLAWS OF THE ARKANSAS
FEDERATION
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN
Constitution**

Article I
Name

The name of this organization shall be the Arkansas Federation of the Council for Exceptional Children hereinafter referred to as AR-CEC.

Article II

The principal purpose of this organization shall be to advance the welfare and education of exceptional children and youth. The organization will not carry on any activities prohibited by non-profit organizations exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Article III

Membership shall consist of professional personnel and other persons interested in the welfare and education of exceptional children and youth.

Article IV
Organization

Section 1. Relationship to Council for Exceptional Children

The Arkansas Federation shall be affiliated with the Council for Exceptional Children hereinafter referred to as CEC. It shall be a Federation of the chapters and subdivisions of the Council for Exceptional Children in the state.

Section 2. Administrative and Membership Years

The Fiscal year and administrative term of office shall be July 1 through June 30. The policy pertaining to the membership year shall be consistent with the policy of the Council for Exceptional Children.

Article V
Dues

Section 1. Dues

The annual dues of AR-CEC shall be determined by the membership and shall be consistent with the dues and policies of the Council for Exceptional Children.

Section 2. Assessments

Special assessments may be levied by a majority vote of members in attendance at the General Membership meeting when this matter is considered, provided there is a quorum. A quorum at a regular or called meeting of the General Membership shall consist of a number equal to the total

number of members of the Executive Committee.

Section 3. Payment of Dues

Annual dues shall be payable directly to the Council for Exceptional Children before the end of the individual's membership year. Members whose dues are not paid by the end of the last day of their membership year shall be considered delinquent, and they shall be dropped from the membership of the organization.

Section 4. Minimum Membership Requirement

The AR-CEC shall maintain a minimum of one hundred (100) Council for Exceptional Children members in good standing.

Section 5. Unified Membership

All AR-CEC members must also be members of the Council for Exceptional Children. The AR-CEC may not accept enrollment for local membership only.

Article VI Officers

Section 1. Composition

The Officers of this organization shall be duly elected by the membership and consist of a President, President-Elect, Vice-President, Immediate Past-President, Secretary, Treasurer, one (elected) AR-CEC Representative to the CEC Representative Assembly, one Awards Chair and one Scholarship Chair.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of the Council of Exceptional Children for two years prior to their nomination and election and remain so throughout the duration of their terms of office, or appointment.

Section 3. Succession

The President-Elect shall succeed the President, and the Vice-President shall succeed the President-Elect.

Section 4. Vacancies

If a vacancy occurs in the office of President, the President-Elect shall serve as Acting President for the remainder of the term of office and shall become President at the beginning of the new term. If a vacancy occurs in the office of President-Elect, the duties of the President Elect will be assigned to the Immediate Past President and other members of the Executive Board as determined by the President upon consultation with the members of the Executive Board. Within 90 days after the vacancy occurs, a special membership-wide election will be held. A vacancy occurring in any office except President and President-Elect shall be filled by appointment. The President's Advisory Committee will recommend an AR-CEC member in good standing to the Executive Committee for approval. The appointee will serve until the end of the current administrative year or until replaced by a duly elected successor.

Section 5. Representatives to the Representative Assembly

The AR-CEC shall have two Representatives which serve in the CEC Representative Assembly. One Representative shall be elected by the General Membership during elections in odd numbered years, and serve a two year term. The second Representative shall be nominated on even numbered years by the President's Advisory Committee and appointed by the President for

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a two year term. This appointment must be reflected in the annual CEC Report.

Article VII Executive Committee

Section 1: Composition

Executive Committee shall consist of the officers of the organization, the Chair of the Membership Committee, the Student Council for Exceptional Children (hereinafter to be referred to as SCEC) Association Advisor, the President of the SCEC Association, the Children and Youth Action Network (hereinafter referred to as CAN) Representative, Historian, the Communication Chair, one representative from each active chapter, the appointed representative to the CEC Representative Assembly and the president of each subdivision or their appointed representative.

Section 2: Voting

A quorum must be established in order to conduct official business. A quorum must consist of fifty per cent or more of the elected officers. All members of the Executive Committee shall be eligible to vote once a quorum has been established.

Section 3: Training

Each member of the Executive Committee will participate in a training, conducted by the Immediate Past-President, prior to the first meeting of each fiscal year.

Article VIII General Membership

There shall be a General Membership composed of the members of AR-CEC.

Article IX Committees

Section 1. Standing Committees

Standing committees shall be the membership committee, governmental relations committee, nominating committee, finance committee, the scholarship committee, the awards committee and the President's Advisory Committee.

Section 2. Standing Committee Chairs

The Membership Chair shall serve as chair of the membership committee. The CAN Representative shall serve as chair of the governmental relations committee. The Immediate Past-President shall serve as chair of the nominating committee. The Treasurer shall serve as the chair of the Finance committee. The Scholarship Chair shall serve as chair of the Scholarship Committee. The Awards Chair shall serve as chair of the Awards Committee. The Vice-President shall serve as chair of the President's Advisory committee.

Section 3 . Ad Hoc Committees

Ad hoc committees may be established and their functions assigned at the discretion of the President. Such establishment must clearly indicate the purpose and length of service of the committee.

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Article X
Meetings

Section 1. Annual Convention

There shall be an annual state convention of the AR-CEC.

Section 2. General Membership

There shall be at least one regular meeting of the General Membership to be held at the time of the annual AR-CEC state convention. Special meetings may be called by the President with the consent of the Executive Committee.

Section 3. General Membership Meeting Quorum

A quorum must be established in order to conduct official General Membership business. A quorum must consist of a number of AR-CEC members equal to the total number of members of the Executive Committee. Members of the AR-CEC Executive Committee present shall be counted when establishing this quorum. The number of Executive Committee members could vary yearly depending upon the number of active chapters and subdivisions.

Article XI
Amendments

Section 1. Submission of Proposed Amendments

Any proposed amendment to this constitution and bylaws shall be submitted in writing to the Executive Committee for review.

Section 2. Review by Executive Committee

All amendments presented to and approved by the Executive Committee shall be submitted to the General Membership with not less than 15 days prior notice preceding a vote by the General Membership.

Section 3. Referral to General Membership

Any amendment approved by the Executive Committee and submitted for vote by the General Membership shall become a part of this constitution and/or bylaws by a two-thirds majority of the votes cast by the General Membership, at a legally constituted meeting or using a variety of communication modes.

Article XII
Dissolution

In the event of dissolution of this Federation, the Executive Committee shall, after payment of all liabilities of the Federation, dispose of all the assets of the Federation by:

1. Forwarding them to the headquarters of the Council for Exceptional Children, a 501 (c)(3) nonprofit corporation, with a request that they be retained in a non-interest bearing account and made available to the Federation should it ever be reorganized, or,
2. Contributing them to The Foundation for Exceptional Children, a 501 (c)(3) nonprofit

tax exempt public foundation which operates to advance the education of exceptional children, or,

3. Contributing them to a state/provincial, 501 (c)(3) nonprofit organization or activity, the purpose of which is to serve the needs of exceptional children.

Under no circumstances shall any of the property or assets of the AR-CEC during its existence or upon the dissolution thereof go and be distributed to any officer, member, employee, or subsidiary of the AR-CEC.

BYLAWS

Article 1

Officers

Section 1. Powers, Duties and Term of Office

A. President

a. Term of Office:

1. One year term which coincides with fiscal year July 1 – June 30.

b. Powers and Duties:

1. To serve as Chief Executive of the AR-CEC with the powers and duties usually belonging to such a position.
2. To give professional leadership to the AR-CEC's planning and program.
3. To call and preside at meetings of the Executive Committee using parliamentary procedure.
4. To establish a quorum at General Membership meetings.
5. To preside at meetings of the General Membership using parliamentary procedure.
6. To serve as an ex-officio nonvoting member of all committees except those making nominations or conducting elections.
7. To appoint ad hoc Chairs and establish ad hoc committees and other appointive bodies needed.
8. To prepare the annual report for the Council for Exceptional Children.
9. To appoint a Chair of the Membership Committee, the Communication Chair, the CAN Representative, Historian, Appointed Representative to the CEC Representative Assembly, and the SCEC Association Advisor.
10. To file with the CEC President by March 15 of each year, the names of the representatives to the CEC Representative Assembly who will serve during the next fiscal year.
11. To appoint alternative(s) representative(s) to the Representative Assembly in the event that either one or both of the Representatives from the AR-CEC is unable to attend a given meeting of the Assembly; such alternative(s) shall have full powers, and shall be appointed following established CEC procedures for soliciting an alternative representative(s).
12. To carry out any other duties as assigned by the Executive Committee.

B. President-Elect

a. Term of Office:

1. One year term which coincides with fiscal year July 1 – June 30

b. Powers and Duties:

1. To attend AR-CEC Executive Committee Meetings.
2. To serve in the place of, and with the authority of, the President in case of absence or disability.
3. To develop the program for the annual convention and plan other meetings

according to the policies and directives of the Executive Committee.
He/She shall prepare a draft of the complete convention program for approval of the Executive Committee.

4. To carry out any other duties as assigned by the Executive Committee.

C. Vice President

a. Term of Office:

1. Elected annually
2. One year term which coincides with fiscal year July 1 – June 30
3. Vice-President automatically moves up to the President-Elect position, and then to President and Immediate Past President

b. Powers and Duties:

1. To attend AR-CEC Executive Committee Meetings.
2. To serve in the place of, and with the authority of, the President in case of the absence or disability of the President and President-Elect.
3. To serve as assistant to the President-Elect for the annual convention.
4. To act as Chair of the President's Advisory Committee.
5. To carry out any other duties as assigned by the Executive Committee.

D. Immediate Past-President

a. Term of Office:

1. One year term which coincides with fiscal year July 1 – June 30

b. Powers and Duties:

1. To attend AR-CEC Executive Committee Meetings.
2. To serve as chair of the nominating committee.
3. To serve on the President's Advisory Committee
4. To conduct an annual Executive Committee training for all members of the Executive Committee prior to the first meeting of each fiscal year.
5. To carry out any other duties as assigned by the Executive Committee.

E. Secretary

a. Term of Office:

1. Two year term which coincides with fiscal year July 1 – June 30
2. Election held on even numbered years

b. Powers and Duties:

1. To attend AR-CEC Executive Committee Meetings.
2. To keep a careful record of the proceedings of the meetings of the Executive Committee and General Membership.
3. To carry on correspondence as necessary for the operation of the organization.
4. To assume custody of all records except those specifically assigned to others.
5. To keep accurate rolls of Executive Committee and committee memberships.

6. To have available copies of the constitution and bylaws, and minutes of all meetings of committees, assemblies, and conventions.
7. To transfer all records to the new Secretary prior to the first meeting of the fiscal year.
8. To carry out any other duties as assigned by the Executive Committee.

F. Treasurer

a. Term of Office

1. Two year term which coincides with fiscal year July 1 – June 30
2. Election held on odd numbered years

b. Powers and Duties

1. To attend AR-CEC Executive Committee Meetings.
2. To serve as custodian of the funds of the AR-CEC and the SCEC Association.
3. To pay out money for expenses approved by the Executive Committee and on authorization of the President.
4. To serve as chair of the finance committee and to submit records of all monies collected and expended to the audit committee for the annual audit.
5. To transfer all funds, accounts and records to the new Treasurer 15 days prior to the first meeting of the fiscal year.
6. To carry out any other duties as assigned by the Executive Committee.

G. Elected Representative to the CEC Representative Assembly

a. Term of Office

1. Two year term which coincides with fiscal year July 1 – June 30
2. Election held on odd numbered years

b. Powers and Duties

1. To attend AR-CEC Executive Committee Meetings.
2. To represent the AR-CEC at meetings of the CEC Representative Assembly and to participate in balloting using a variety of communication modes, and other activities necessary during the year in the administration of CEC's program.
3. The elected Representative shall serve as a member of the President's Advisory Committee.
4. To carry out any other duties as assigned by the Executive Committee.

H. Scholarship Chair

a. Term of Office

1. Two year term which coincides with fiscal year July 1 – June 30
2. Election held on odd numbered years

b. Powers and Duties

1. To attend AR-CEC Executive Committee Meetings.
2. To chair the Scholarship Committee.

3. To follow procedures outlined in the AR-CEC's policy manual.
- I. Awards Chair
- a. Term of Office
 1. Two year term which coincides with fiscal year July 1 – June 30
 2. Election held on even numbered years
 - b. Powers and Duties
 1. To attend AR-CEC Executive Committee Meetings.
 2. To chair the Awards Committee.
 3. To follow procedures outlined in the AR-CEC's policy manual.
 4. To carry out any other duties as assigned by the Executive Committee.

Section 2. Terms of Office

Appointed Members of the Executive Committee

- All Committee chair appointments by the Executive Committee shall be made at the first meeting of the assigned fiscal year in which the member takes office.
- Duties will be outlined in AR-CEC Policy Manual.

Appointed Representative to the CEC Representative Assembly

- ◆ Two year term which coincides with fiscal year July 1 – June 30
- ◆ Appointed on even numbered years

CAN Representative

- ◆ Two year term which coincides with fiscal year July 1 – June 30
- ◆ Appointed on odd numbered years

Membership Chair

- ◆ Three year term which coincides with fiscal year July 1 – June 30

Communication Chair

- ◆ Two year term which coincides with fiscal year July 1 – June 30
- ◆ Appointed on odd numbered years

Historian

- ◆ Two year term which coincides with fiscal year July 1 – June 30
- ◆ Appointed on odd numbered years

SCEC Association Advisor

- ◆ Two year term which coincides with fiscal year July 1 – June 30
- ◆ Appointed on even numbered years

Section 3. Removal from Office

- A petition for removal of an AR-CEC officer shall be consistent with the AR-CEC Policy Manual.
 - A. A petition for removal of an AR-CEC officer shall be signed by at least five members of the AR-CEC and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President-Elect.
 - B. The President (or President-Elect) shall, within seven days, notify each Executive committee member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Committee to consider the matter within 30 days following the receipt of the petition.
 - C. At the Executive Committee's meeting, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present, provided there is a quorum, is necessary for the removal of the officer. Removal from office is effective immediately.
 - D. The officer considered for removal shall be provided with the results of the Executive Committee's action in writing within seven days.

Article II Executive Committee

The duties of the Executive Committee shall be:

- A. to serve as the AR-CEC administrative policy-making body
- B. to act upon such official recommendations and petitions as may be received
- C. to adopt an annual budget
- D. to recommend policies and programs to the General Membership at its annual meeting
- E. to decide on publications that should be issued
- F. to select the site of the conventions sponsored by the Federation and approve recommendations made by the annual committee Chair
- G. to establish the registration fee for the annual convention
- H. to review official AR-CEC platforms, statements of policy, and resolutions
- I. to approve the annual budget
- J. to assume such other responsibilities as are, or shall be, assigned through the

constitution and bylaws or legislated by the General Membership.

Article III General Membership

The duties of the General Membership shall be:

- A. to serve as the AR-CEC general legislative body
- B. to elect, by the majority of votes cast, the officers of the AR-CEC
- C. to establish the rate for AR-CEC membership dues
- D. to adopt a constitution and bylaws and to make amendments thereto
- E. to adopt official AR-CEC platforms, statements of policy, and resolutions
- F. to approve the annual audit of the finances of the AR-CEC
- G. to establish regulations relating to its own membership
- H. to act on such other official recommendations and petitions as may be received.

Article IV Committees

Section 1. Appointment of Committee Chairs

The President shall appoint Committee Chairs.

Section 2. Appointment of Committee Members

Committee members shall be appointed by the chair, subject to approval by the President.

Section 3. Participation of Members with Cultural and Linguistic Diversity

The equitable representation and participation of members with cultural and linguistic diversity shall be encouraged when appointing committee chair and members, and when preparing a slate of officers or candidates.

Section 4. Composition of Committees

All committees shall have at least three members including the chair. Duties of committees are outlined in the AR-CEC Policy manual.