

Arkansas Division for Children with Behavioral Disorders Subdivision
Of the Council for Exceptional Children

CONSTITUTION

ARTICLE I NAME

Section 1. Name

The name of this organization shall be Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders, a division of the International Council for Exceptional Children.

Section 2. Affiliation

Arkansas CCBD Subdivision shall be recognized as an official subdivision of the Council for Children with Behavioral Disorders, a division of the international Council for Exceptional Children.

ARTICLE II Purpose

Section 1. Purpose

The Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders shall be a nonprofit, professional educational association, organized exclusively for charitable purposes [within the meaning of 501(c)(3) of the Internal Revenue Code].

Section 2

The primary purpose of the Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders shall be to promote the education and general welfare of children and youth with behavioral disorders or serious emotional disturbance.

Section 3

The Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders shall encourage and promote professional growth and research as a means of better understanding the problems related to children and youth with behavioral disorders or serious emotional disturbance.

Section 4

Notwithstanding any other provision of these articles, the Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U. S. Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U. S. Internal Revenue Law)].

ARTICLE III - Membership

Section 1. Minimum Membership Requirements

The Arkansas CCBD Subdivision shall maintain a minimum of fifteen (15) paid members who shall meet the membership qualifications established by the Delegate Assembly of the International Council for Exceptional Children and as may have been supplemented by the Council for Children with Behavioral Disorders.

Section 2. Unified Membership

All members of the Arkansas CCBD Subdivision must hold concurrent membership in the International Council for Exceptional Children and the Council for Children with Behavioral Disorders.

Section 3. Membership

Any person concerned with the education of children and youth with behavioral disorders or in a field closely associated therewith may become an active member of the Arkansas CCBD Subdivision of the Council for Children with Behavioral Disorders after meeting the requirements of Sections 1 and 2 above and upon payment of any established dues.

Section 4. Student Members

Students may apply for student membership.

Section 5

Active members shall be entitled to all rights and privileges of the Council for Children with Behavioral Disorders.

Section 6

The membership year shall coincide with that of the individual's membership in the International Council for Exceptional Children and the Council for Children with Behavioral Disorders.

Section 7

All members must abide by all official decisions of the International Council for Exceptional Children and its delegate assembly as well as the Council for Children with Behavioral Disorders.

ARTICLE IV – Officers

Section 1. Elected Positions

The officers of this organization shall be a president, a president elect who shall succeed the president, and immediate past president, a vice president who shall succeed the president elect, and a secretary. All Past Presidents willing to serve will remain on the board as long as their membership is active.

Section 2. Term of Office

The terms of *elected* officers shall be as follows:

President	One Year
President Elect	One Year
Vice President	Two consecutive years
Secretary	Two consecutive years
Treasurer	One Year

The elections of consecutive year terms shall be as follows:

Secretary on odd numbered years

Vice President on even numbered years

Section 3. Administrative Year

The fiscal year and administrative term of office shall be July1 – June 30.

Section 4. Vacancies

- A. A vacancy in the office of president shall be filled by automatic succession of the President elect to the office.
- B. A vacancy in the office of president elect shall be filled by automatic succession of the vice president of the office.
- C. A vacancy in any of the offices, except president and president elect shall be declared and filled by action of the Executive Board upon recommendation by the president, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 5. Succession

An elected officer cannot succeed himself/herself in the same office. However, the officer may be re-elected to the same office after the expiration of one year. An officer selected to fill any portion of an unexpired term may be elected to the same office immediately following his/her appointed term.

Section 6. Prerequisite to Nomination and Election

Individuals nominated for office must currently be members *in good standing* of The Council for Exceptional Children, International Council for Exceptional Children and the Council for Children with Behavioral Disorders throughout their term of office. Failure to maintain such membership may result in immediate removal from office.

Section 7. First Election

At the first election of this organization, eligible members shall elect a full set of officers from members of the International Council for Exceptional Children and the Council for Children with Behavioral Disorders who agree to serve until the next election

Section 7. Removal from Office

A. A petition for removal of a subdivision officer shall be signed by at least five members of the subdivision 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 receipt of the petition.

C. At the Executive Committee meeting, and opportunity shall be made available to all interested parties to present any relevant evidence; a two-thirds majority vote of the members president, provided there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.

D. The officer being considered for removal shall be provided with the results of the Executive Committee action in writing within seven days.

ARTICLE IV DUTIES OF OFFICERS

Section 1. Duties of Officers

The duties of officers shall be such as are implied by their respective titles and such as are specified in these bylaws.

Section 2. President

The President shall:

- A. Be the chief Executive office of the subdivision
- B. Call and preside at all sessions of the annual business meeting.
- C. Call and preside at meetings of the Executive Board.
- D. Recommend chairs of committees and appoint chairperson for each committee
- E. Be an ex-officio member of all committees
- F. Represent the subdivision in coordinating efforts with other agencies.
- G. Give leadership to general policy making and carry out directions of the membership.
- H. Make an annual report to the Federation and to the International Division President.

I. President will approve all routine expenditures and bring other expenditures to the Board for approval.

Section 3. President Elect

The President Elect shall:

- A. Serve in the place of the president with authority in case of absence or disability of the president.
- B. Serve as subdivision-representative on the Federation (Arkansas Council for Exceptional Children) Program Planning Committee for the Federation Annual Convention to be held during that term of office.
- C. Assist President with planning annual convention when appropriate.

Section 4. Vice President

The Vice President shall:

- A. Serve in the president's place and with the president's authority in case of absence or disability of the president elect.
- B. Assume designated responsibilities which will provide training for advancement to the office of president elect and president.
- C. Assist president with planning annual convention when appropriate.

Section 5. Immediate Past-President

The Immediate Past-President shall serve as the chairperson of the Nominations and Elections Committee.

Section 6. Secretary

The Secretary shall:

- A. Keep a record of all proceedings of the annual business meeting and the meetings of the Executive Board.
- B. Keep a record of all correspondence as necessary for the operation of the organization.

Section 7. Student Representative

The Student Representative shall:

- A. Represent issues of students in higher education.
- B. Will present an annual report detailing the number of students enrolled in early childhood special education personnel preparation programs in Arkansas.

C. Will assist the Membership Committee with recruitment of student members.

ARTICLE V - Executive Board

Section 1

The president, president elect, vice-president, immediate past president, secretary, treasurer, and chairpersons of standing committees shall constitute the Executive Board.

Section 2

A quorum shall be constituted by the number of Executive Board members attending the Executive Committee meeting.

Section 3

The Executive Board shall meet at least once a year. This meeting shall be called by the president.

ARTICLE VI – Committees

Section 1

Standing committees shall include:

- A. Membership
- B. Publications
- C. Nomination and Elections
- D. Legislative
- E. Any others deemed necessary by the subdivision.

Section 2

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.

Section 3. Appointment of Committee Chairpersons

The president, with the approval of the Executive Board, shall appoint chairpersons of the following standing committees: membership, publication, nomination and elections, legislative.

Section 2. Appointment of Committee Members

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

Section 3. Committee Membership

The membership publication, and legislative and family concerns committees should have no less than two members in addition to the chair. The chair and members shall serve three year terms.

Section 4. Reporting Procedures

All standing committees reporting at the annual meeting shall first report to the Executive Board.

Section 5. Nominations and Elections Committee Procedures

A. The Nominations and Elections Committee's procedure shall be:

1. Solicit recommendations for the nominations from the entire membership prior to March 1.
2. Nominate at least two candidates for Secretary on odd numbered years
Vice President on even numbered years
3. In case of vacancies in the offices of president elect and vice president, nominate candidates for president and president elect.

B. Ballots shall be sent or posted for/to all active members by April 1 and shall be voted upon by mail, e-mail, or electronic method and returned to the committee chairperson by the new administrative year. Those receiving a simple plurality shall be elected.

C Results of the election shall be announced on the AR CEC Website.

Section 7. Membership/Publication Committee

The Membership/Publication Committee shall:

- A. Formulate plans to be approved by the Executive Board for membership recruitment and growth of the Division.
- B. Keep records of membership.
- C. Keep a written record of the activities conducted to maintain and increase membership.
- D. Provide a minimum of 2 articles annually to the Arkansas Council for Exceptional Children newsletter

ARTICLE VII EXECUTIVE BOARD MEETINGS

Section 1. Composition

The president, president elect, vice president, immediate past president, secretary, treasurer, chairpersons of standing committees, and a student representative shall constitute the Executive Board.

Section 2. Quorum

Five members shall constitute a quorum.

Section 3. Meetings

The Executive Board shall meet at least once a year. Meetings of the Executive Board shall be called by the president or by the petition of three members of the Board, by individual notification of the members at least seven days prior to the meeting.

Section 4. Appointed Members

Appointed members of the Executive Board include the chairpersons of the membership, legislative, publications, and family concerns committees, and the student representative.

Section 5. Appointment of Committee Chairpersons

Recommendations for appointment will be solicited from the membership. The positions will be filled from the recommendations by appointment by the president with approval of the Executive Committee.

Section 6. Voting Rights

Appointed members shall have full voting rights.

ARTICLE VIII AMENDMENTS

Section 1. Constitutional Amendments

The Constitution and Bylaws may be amended at any regular meeting by a two-thirds vote of the membership present. Such amendment or amendments shall have been submitted to the membership in writing. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting. No amendment shall authorize the officers to conduct the affairs of the subdivision in any manner or for any purpose contrary to the provisions of Section 501(c) (3) of the Internal Revenue Code

ARTICLE – Dissolution

The duration of the subdivision shall be perpetual unless the officers of the subdivision unanimously determine that it should be dissolved. Upon the dissolution and final liquidation of the subdivision, the officers shall, after paying or making provision for the

payment of all debts and liabilities of the subdivision, follow specific procedures as determined by the international division, or, if no such procedures are mandated:

1. Forward them to the headquarters of The Council for Exceptional Children (a non-profit organization) with a request that they be retained in a non-interest bearing account and made available to the subdivision should it ever be reorganized; provided, however, that if The Council for Exceptional Children has theretofore dissolved or is not the qualified as a tax-exempt organization within the meaning of Section 501(c)(3) of the Internal Revenue Code, then to such organizations designated by the Officers of the association which are organized and operated exclusively for exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or

2. Contribute them to the CEC International Center for Scholarship in Education, a nonprofit, tax exempt public foundation which operates to advance the education of exceptional children and youth, or

3. Contribute them to another unit of CEC that is active and conducts programs and activities with those as described in ARTICLE II.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county or city in which the principal office of the subdivision is located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes, or to the federal government or a state or local government to be used for a public purpose.