

**ARKANSAS
COUNCIL FOR EXCEPTIONAL CHILDREN**

POLICY MANUAL

**Revised
June 2014**

FOREWORD

The *Policy Manual* is the official portrait of the Arkansas Federation of the Council for Exceptional Children. It depicts what we believe, how our beliefs translate into policies, and how our policies emerge into organizational and professional practice. The *Policy Manual* sets forth the principles which guide elected and appointed officials in fulfilling the mission, purposes, and program of the Arkansas Federation of the Council for Exceptional Children.

The Policy Manual is organized into four segments (as outlined on the facing page) which, in the aggregate, constitute the official and complete body of policy of the Arkansas Federation of the Council for Exceptional Children. These sections are related and yet independent, each has its own unique uses and applications. This characteristic permits the easy extraction and cost-effective distribution of individual parts of the *Policy Manual* to individual users on an as-needed basis.

Each of the four major sections of the *Policy Manual* is introduced by a divider page separating the Sections. Each Section has individual Parts with separate Contents pages.

The contents of the *Policy Manual* are official in that everything contained herein, including procedures, has been adopted by the governing bodies of the Arkansas Federation of the Council for Exceptional Children. Future revisions of the *Policy Manual* will be done on an as-required basis. It is the responsibility of Arkansas Federation of the Council for Exceptional Children leaders at every unit level to be familiar with and conduct business in concert with these policies and procedures. It is also the responsibility of the user to make sure that the latest edition of the *Policy Manual* is being used and quoted.

This *Policy Manual* was compiled in February 1996 by an ad hoc committee established for this purpose. Committee members:

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POLICY MANUAL

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PART ONE

ARKANSAS

COUNCIL FOR EXCEPTIONAL CHILDREN

MISSION STATEMENT

ARKANSAS COUNCIL FOR EXCEPTIONAL CHILDREN MISSION STATEMENT

The Arkansas Council for Exceptional Children is dedicated to meeting the needs of its members through:

- Advancing the professional and ethical growth of its members
- Fostering involvement of the membership
- Serving as an effective advocate

for the purpose of enhancing the educational and life opportunities for individuals with exceptionalities.

PART TWO

**INTERNATIONAL
COUNCIL FOR EXCEPTIONAL CHILDREN**

MISSION STATEMENT

THE COUNCIL FOR EXCEPTIONAL CHILDREN MISSION STATEMENT

The worldwide mission of the Council for Exceptional Children is to improve educational outcomes for individuals with exceptionalities.

CEC, a non-profit association, accomplishes its mission which is carried out in support of special education professionals and others working on behalf of individuals with exceptionalities, by advocating for appropriate governmental policies; by setting professional standards; by providing continuing professional development; and by helping professionals achieve the conditions and resources necessary for effective professional practice.

PART THREE

**THE
COUNCIL FOR EXCEPTIONAL CHILDREN
BELIEFS**

THE COUNCIL FOR EXCEPTIONAL CHILDREN BELIEFS

WE BELIEVE . . . in advocating for the advancement of the education of individuals with exceptionalities.

all individuals have the right to an education.

All individuals have the ability to learn and attain self-fulfillment.

WE BELIEVE . . . in equitable access to and meaningful participation in quality educational opportunities for individuals with exceptionalities.

In the development of preventative programs and services for children deemed to be at risk.

In the opportunity for lifelong education for all individuals with exceptionalities.

WE BELIEVE . . . full participation of individuals with exceptionalities enriches all communities.

education is a collaborative effort among learners, educators, families, communities, governments, businesses, and industries.

CEC is THE professional organization of and for all special education professionals.

WE BELIEVE . . . qualified professionals are essential to meeting the diverse educational needs of individuals with exceptionalities.

all special education professionals have a continuing responsibility to improve their practice.

CEC has responsibility to assist special education professionals in improving their practice.

WE BELIEVE . . . special education professionals have knowledge and skills to share with education and other professionals to meet the diverse learning needs of individuals with exceptionalities.

special education professionals should practice in a manner consistent with CEC' s *Code of Ethics and Standards of Professional Practice*.

Special education professionals have a responsibility to collaborate with other professionals who work with individuals with exceptionalities to improve the delivery of instruction.

WE BELIEVE . . . governments have a responsibility to assure the provision of a free and appropriate education for all individuals with exceptionalities.

CEC is committed to an international orientation to all of its professional activities.

WE BELIEVE . . . CEC shapes the future of education by fulfilling its mission.

PART FOUR

**COUNCIL FOR EXCEPTIONAL CHILDREN
CODE OF ETHICS**

COUNCIL FOR EXCEPTIONAL CHILDREN CODE OF ETHICS

We declare the following principles to be the Code of Ethics for educators of persons with exceptionalities. Members of the special education profession are responsible for upholding and advancing these principles. Members of The Council for Exceptional Children agree to judge and be judged by them in accordance with the spirit and provisions of this Code.

Special Education Professionals. . .

- ξ are committed to developing the highest educational and quality of life potential of individuals with exceptionalities;
- ξ promote and maintain a high level of competence and integrity in practicing their profession;
- ξ engage in professional activities which benefit exceptional individuals, their families, other colleagues, students, or research subjects;
- ξ exercise objective professional judgment in the practice of their profession;
- ξ strive to advance their knowledge and skills regarding the education of individuals with exceptionalities;
- ξ work within the standards and policies of their profession;
- ξ seek to uphold and improve where necessary the laws, regulations, and policies governing the delivery of special education and related services and the practice of their profession;
- ξ do not condone or participate in unethical or illegal acts, nor violate professional standards adopted by the Delegate Assembly of CEC.

Section 1 – ORGANIZATION

AR-CEC Constitution and Bylaws

AR-CEC Articles of Incorporation

ARCASE Constitution and Bylaws

CCBD Constitution and Bylaws

DEC Constitution and Bylaws

DDD Constitution and Bylaws

DCDT Constitution and Bylaws

AR SCEC Constitution and Bylaws

SECTION 2 - OPERATIONAL POLICIES AND PROCEDURES

Part 1 - Governing Bodies

CHAPTER 1 EXECUTIVE COMMITTEE

A. Composition

The Executive Committee shall consist of the officers of the organization, the Chair of the Membership Committee, the Student Council for Exceptional Children (hereinafter 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, , Communications 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.

B. Voting

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

C. Powers and Duties

1. To serve as the AR-CEC administrative policy-making body
2. To act upon such official recommendations and petitions as may be received
3. To adopt an annual budget.
4. To recommend policies and programs to the General Membership at its annual meeting
5. To decide on publications that should be issued
6. To select the site of the conventions sponsored by the Federation and approve recommendations made by the annual committee Chair.
7. To establish the registration fee for the annual convention
8. To review official Federation platforms, statements of policy, and resolutions
9. To approve the annual budget
10. To assume such other responsibilities as are, or as shall be, assigned through the constitution and bylaws or legislated by the General Membership

D. Removal from Office

1. A petition for removal of an AR-CEC officer shall be signed by at least five members of 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.
2. 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 call a special meeting of the Executive Committee to consider the matter within 30 days following the receipt of the petition.
3. 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.
4. The officer considered for removal shall be provided with the results of the Executive Committee's action in writing within 7 days.

CHAPTER 2

TERM OF OFFICE AND POWERS AND DUTIES

A. President Roles and Responsibilities

1. Term of Office
 - (a) One year term which coincides with fiscal year July 1-June 30
2. Powers and Duties:
 - (a) Attend meetings, carry out duties, follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Conduct Executive Committee Meetings and General Membership Meetings using parliamentary procedure
 - a. Set Executive Committee meeting dates for minimum of four meetings by July 1
 - b. Prepare agenda and mail along with supportive materials to Executive Committee two weeks prior to the meeting in order to verify quorum in advance
 - c. Coordinate meeting space and food/beverage arrangements
 - d. Arrange for President Elect to preside in the event of absence
 - e. Call each meeting to order at designated time and establish a quorum. If a quorum is present, proceed with business. If a quorum is not present no official business can be conducted.
 - (c) Monitor progress of Executive Committee members on all CEC projects.
 - (d) Verify that the treasurer has completed IRS 990 by November deadline (15th day of the 5 month after conclusion of accounting period)
 - (e) Provide quarterly informational letter for posting on the Website
 - (f) Respond to requests from other organizations for CEC information booth during conferences or meetings
 - (g) Study information and material secured from the Past President and monitor to ensure that other officers meet with their respective predecessors
 - (h) Make sure that an up-to-date constitution is filed with the CEC headquarters
 - (i) Appointment of appropriate officers (refer to Bylaws.)
 - (j) Recommend to the Executive Committee needed ad hoc committees.
 - (k) Serve as an ex-officio nonvoting member of all committees except those making nominations or conducting elections.
 - (l) Present engraved plaque and CEC president pin to Past-President at fall conference
 - (m) Provide for the orderly transition of the presidency through the involvement of the President Elect
 - (n) Communicate with all units

- (o) Establish Ad Hoc committee annually for purpose of conducting a financial audit prior to the beginning of each fiscal year. Appointments are made in February
 - (p) Compile list of new Executive Committee with members addresses, telephone, E-Mail, and FAX numbers and supply copy to members at first Executive Committee meeting after July 1
 - (q) Transfer officer notebook to new president
3. International Responsibilities
- (a) Prepare an annual report at the end of term of office, submit it to headquarters with a copy to the secretary
 - (b) Keep Executive Committee informed on headquarters activities and requests
 - (c) Encourage AR-CEC representatives to attend leadership and CAN training at headquarters

B. President Elect Roles and Responsibilities

- 1. Term of Office
 - (a) One year term which coincides with fiscal year July 1-June 30
- 2. Powers and Duties:
 - (a) Attend meetings, carry out duties, follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) To serve in the place of, and with the authority of, the President in case of absence or disability of the President.
 - (c) Chair fall conference, maintain records, and pass along with recommendations to Vice President
 - (d) Chair the Conference Committee and appoint its members with the approval of the President
 - (e) Disseminate conference information to membership through the Website
 - (f) Incorporate all board conference policies into planning conference(s)

C. Past President Roles and Responsibilities

- 1. Term of Office
 - (a) One year term which coincides with fiscal year July 1-June30
- 2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Chair Nomination Committee and select committee members following procedures in Policy Manual
 - (c) To serve on the President's Advisory Committee
 - (d) To conduct an annual Executive Committee training for all members of the Executive Committee prior to the first meeting of each fiscal year.
 - (e) Disseminate officer nomination forms at fall conference with deadline
 - (f) Provide nomination forms at the annual fall conference and provide for publication on the Website

- (g) Provide information on nominees and an example ballot for publication on the Website in February.
- (h) Solicit nominations as needed and encourage participation of minority groups in preparing a slate of officers
- (i) Verify CEC membership of nominees
- (j) Arrange for the preparation of the ballot after the February board meeting
- (k) Disseminate ballots to membership by March 15
- (l) Provide information on the election results for publication on the Website by May
- (m) Coordinate strategic planning meeting, monitor progress and report to the Executive Committee
- (n) Transfer officer notebook to incoming past president

D. Representatives to the Representative Assembly Roles and Responsibilities

1. Term of Office
 - (a) Two year term which coincides with fiscal year July 1-June 30
 - i. Elected Representative elected on odd numbered years
 - ii. Appointed Representative appointed by President and approved by the Board on even numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Keep Executive Committee informed on Representative Assembly activities
 - (c) Submit newsletter article for all editions
 - (d) Transfer officer notebook to new Representative
3. International Responsibilities:
 - (a) Represent federation at Representative Assembly meetings:
 - (b) Fulfill all responsibilities outlined in international policy manual
 - (c) Read, in depth, all materials received from headquarters
 - (d) Respond to requests from headquarters
 - (e) Obtain Arkansas pins or other promotional alternatives for exchange during Representative Assembly meeting
 - (f) Provide current information on the Representative Assembly for publication on the Website

E. Vice-President Roles and Responsibilities

1. Term of Office
 - (a) One year term which coincides with fiscal year July 1 -June 30
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Assist President Elect with fall conference
 - (c) Serve as officer in charge in the absence of the President and President Elect
 - (d) Chair President's Advisory Committee
 - (e) Conference chair for topical conferences
 - (f) Obtain CEC president pin for Past President to be presented at fall conference
 - (g) Transfer officer notebook to new Vice President

F. Scholarship Chair Roles and Responsibilities (Revised 2/09)

1. Term of Office
 - (a) Two year term which coincides with fiscal year July 1-June 30 elected on odd numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Disseminate application information to membership through the website
 - (c) Provide application information at fall conference. Deadline for receipt of applications is May 31.
 - (d) Select Scholarship Committee, screen applications and select scholarship recipients at the summer AR-CEC Executive Committee Retreat.
 - (e) Recognize scholarship recipients at fall conference
 - (f) Provide information on recipients for publication on the Website
 - (g) Maintain notebook on scholarship process and pass to new Scholarship Chair

G. Awards Chair Roles and Responsibilities (Revised 2/09)

1. Term of Office
 - (a) Two year term which coincides with fiscal year July 1-June 30 elected on even numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Revise criteria as needed for AR-CEC awards
 - i. Orlan “Jack” Morgan Award for Professionals
 - ii. Advocate Award
 - iii. Distinguished Teacher in Special Education
 - iv. Distinguished Teacher in Regular Education
 - v. Award to the Outstanding Member of Student CEC
 - vi. Donna Reed Administrator Award
 - vii Outstanding Paraprofessional
 - viii Outstanding Student Achievement
 - (c) Notify membership of awards deadline through the website. Deadline for receipt of applications is May 31.
 - (d) Solicit nominations for awards
 - i. CEC Membership
 - ii. Executive Committee
 - iii. University and College personnel
 - iv. Other professional education associations
 - (e) Select Awards Committee members, screen applications and select award recipients
 - (f) Notify winners and other nominees
 - (g) Submit qualifying award winners as international award nominees
 - (h) Present plaques and certificates at fall conference
 - (i) Write article on award recipients for the website
 - (j) Write and submit a newspaper article for recipients’ home or statewide newspaper on awards
 - (k) Maintain award notebook and pass to new Award Chair

H. Treasurer Roles and Responsibilities

1. Term of Office
 - (a) Two year term which coincides with fiscal year July -June 30 elected on odd numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Chair Finance Committee and select members for the Finance Committee subject to the approval of the President.
 - (c) Manage financial transactions
 - (d) Provide written treasurer report at each meeting
 - (e) Submit annual financial report and proposed yearly budget prior to the beginning of the fiscal year
 - (f) Follow procedures outlined in Financial Policies Section for settlements of accounts
 - (g) Keep an accurate and detailed account of all monies received and dispersed:
 - i. Payments authorized by executive committee
 - ii. Copies of vouchers, receipts, bank statements, canceled checks, etc.
 - iii. Details of money being handled by other members
 - iv. Receipts of all money received
 - (h) Prepare and file completed IRS Form 990 by November 15 deadline (15th day of the 5th month after conclusion of accounting period)
 - (i) Prepare for an audit of financial records the end of each fiscal year by internal audit committee
 - (j) Coordinate with president all responses to IRS requests
 - (k) Deliver and explain to successor all books, papers, and correspondence pertaining to the office of treasurer 15 days prior to the first meeting of the fiscal year

I. Membership Chair Roles and Responsibilities

1. Term of Office
 - (a) Appointed for three year term which coincides with fiscal year July 1-June 30
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Provide a report to Executive Committee at all meetings containing information on units and AR-CEC memberships
 - (c) Coordinate membership booths at AR-CEC Fall conference, Special Show and other sites as requested by the Executive Committee
 - (d) Verify membership for Executive Committee nominees
 - (e) Verify membership for scholarship applicants
 - (f) Coordinate membership projects
 - (g) Use membership rosters from headquarters received twice yearly
 - (h) Report membership problems to headquarters
 - (i) Provide monthly membership information for posting on the federation Website
 - (j) Select members subject to the approval of the President and chair Membership Committee
 - (k) Maintain record of office and notes in officer's notebook and transfer to successor

J. Secretary Roles and Responsibilities

1. Term of Office
 - (a) Two year term which coincides with fiscal year July 1-June 30 elected on even years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Take minutes at board meetings and include:
 - (c) Type of meeting
 - (d) Date, place, and hour of meeting
 - (e) Executive Committee members and guests present/absent
 - (f) Approval/corrections of previous minutes
 - (g) Disseminate copies of minutes to Executive Committee within 3 weeks after the meeting

- (h) All motions (except those withdrawn); points of order and appeals, whether sustained or lost; the name of each member who introduces a main motion (the name of members who seconded motions is optional)

Example of a motion:

It was moved by R. Jones and Seconded by D. Clark that the Arkansas Federation host a social at the fall conference
.MOTION CARRIED

- (i) Maintain copies of minutes and written reports in Secretary's notebook and assume custody of all records except those specifically assigned to others
- (j) Make available the Secretary's Notebook, a current copy of By Laws and Constitution, and Policy Manual available during meetings for reference
- (k) Transfer officer notebook and official records to new secretary

K. (SCEC) Association Advisor Roles and Responsibilities

1. Term of Office
 - (a) Appointed for a two year term which coincides with fiscal year July 1- June 30 on even numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Coordinate AR-SCEC state officer election
 - (c) Coordinate SCEC Executive Committee meetings at fall conference and as needed
 - (d) Coordinate SCEC state projects
 - (e) Present SCEC budget to AR-CEC Executive Committee at the first board meeting of the new fiscal year.
 - (f) Select a committee to audit the SCEC account annually and share the results with the ARCEC Executive Board at the final board meeting of the fiscal year.
 - (g) Conduct inservice, develop materials and provide resource information to the SCEC Executive Committee and faculty advisors

L. Children and Youth Action Committee (CAN) Advisor Roles and Responsibilities

1. Term of Office
 - (a) Appointed for two year term which coincides with fiscal year July 1- June30 on odd numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Distribute written summaries of CAN information to members of the Executive Committee and AR-CEC Public Policy list serve and Website

- (c) Prepare summaries of current legislation news for publication on the Website
- (d) Disseminate CAN information of major significance to all members through the AR-CEC newsletter and the Website
- (e) Maintain and transfer CAN notebook to new CAN Coordinator by July 1
- (f) Coordinate AR-CEC representation at public hearings
- (g) Chair the Governmental Relations Committee

M. Historian

- 1. Term of Office
 - (a) Appointed for two year term which coincides with fiscal year July 1-June 30 on odd numbered years
- 2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Preserve AR-CEC History by organizing the following information for each year
 - a. Copy of all meeting agendas
 - b. Copy of all minutes
 - c. Copy of all publications (newsletter)
 - d. Copy of all project information e.g. Convention Program
 - e. Copy of award and scholarship winner information
 - f. Biographical information about special education leaders

N. Convention Planner

- 1. Term of Office
 - (a) Selected by the board for a three year term which coincides with fiscal year July 1-June 30.
When a vacancy in the position of Convention Planner occurs, the board will advertise for applicants. Potential candidates shall submit resumes to President and be available for interview if requested. (c) The board shall establish criteria for selection.
- 2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Meet with the conference chair for approval of conference plans.
 - (c) Deal with the Hotel for sleeping rooms, exhibit rooms, and session rooms. These reservations are made 5 years in advance.
 - (d) Deal with the Convention Center for appropriate room spaces, setup specifications, registration and name badges, and extras such as pianos, limited AV, etc. These plans are coordinated with the hotel and reserved 5 years ahead.
 - (e) Deal with catering services either in Hotel or Convention Center to select menus, project numbers, order break supplies, and specify requested needs.

- (f) Set up a meeting of the hotel, CC, and caterers with event planner and conference chair during mid-summer to finalize plans for room specifications, meal and break requirements, number of sleeping rooms to be blocked, times for opening and closing the buildings, requirements for the registration personnel, etc.
- (g) Order AV according to the needs determined by the conference chair
- (h) Order tables, drapes and booths for the exhibit hall.
- (i) Order plaques and certificates for the awards banquet and badge ribbons for presenters, board members, etc.
- (j) Be present throughout the convention with a 2-way radio connected to the event planner at the Convention Center.

O. Communications Chair

1. Term of Office
 - (a) Appointed for a two year term which coincides with fiscal year July 1-June 30 on odd numbered years
2. Powers and Duties:
 - (a) Attend meetings, carry out duties and follow procedures as outlined in the Constitution/Bylaws and the Policy Manual
 - (b) Perform the duties of Communications Chair
 1. Act as a contact point for the organization information distribution
 2. Integrate content into the structure of the website
 3. Provide the structure for efficient information delivery
 4. Analyze the website logs
 5. Develop a Disaster Recovery Plan as well as plans for future growth and renewal
 6. Ensure website accessibility
 - (c) Request materials from the Executive Committee members and others for use on the website.
 - (d) Maintain currency of information on the website
 - (e) Recruit and supervise web designer(s) and photographer(s) who assist in the continuing development of the website
 - (f) Maintain the email list for the organization and develop a method for a member to change an email address through the website
 - (g) coordinate membership mailings at the request of the board

TRANSITIONS OF OFFICERS

A. Transition Timelines

For effective transitions, officers must plan prior to, during, and after his/her term of office.

B. Transition Prior to Taking Office

In-coming officers should meet with current officer in the position

- a. Inquire about the role and responsibilities
- b. Ask about activities that are on-going for the job
- c. Inquire about problems that might be encountered as well as solutions that have been identified
- d. Ask for input into new, targeted activities and tasks
- e. Receive notebook for office
- f. Read available materials regarding the position
- g. Plan and set goals for yourself in the position

D. Transition During Term of Office

To facilitate effective transitions, current officers should maintain an officer notebook of what was done during term of office.

E. Transition After Term of Office

To facilitate effective transition officers at the conclusion of their terms should participate in a transition meeting with the in-coming officers to review the role and responsibilities, transfer the Officer Notebook and share information about on-going and new, targeted activities. Transitioning officers should be available to in-coming officers on an as needed basis.

GENERAL MEMBERSHIP

A. Composition of the General Membership

There shall be a General Membership composed of the members of the Federation

B. Meetings of the General Membership

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

C. General Membership 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.

D. Duties of the General Membership

- 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.

SECTION 2

OPERATIONAL POLICIES AND PROCEDURES

Part 2 - Committees

CHAPTER 1 COMMITTEES REQUIRED BY THE CONSTITUTION

A. The following committees are required by the Constitution:

Executive Committee
President's Advisory Committee
Nominating
Finance
Membership
Governmental Relations
Scholarship
Awards
Ad Hoc

B. Operational Procedures for The Executive Committee: The consists of the officers of the organization including the elected Representative to the Representative Assembly, the Chair of the Membership Committee, the SCEC Association Advisor, SCEC Association President, the CAN representative, Historian, Communications Chair, one representative from each active chapter, the appointed Representative to the Representative Assembly, and the president of each subdivision or their appointed representative. Membership is determined by the Constitution.

- a. Prior to the September board meeting, each Committee Chair provides the President with a written list of members selected for committee membership and contact information.
- b. At the September board meeting, the President will approve the committees and provide a list of all Committees including the Committee chair and members and contact information to the Board
- c. Contact Information on the committees and their membership will be posted on the Website.
- d. The President is an ad hoc member of all committees.
- e. Committee reports are to be submitted to the President at each board meeting.

C. Operational Procedures for the President's Advisory Committee:

- a. The committee shall
 - (1) Recommend a member to the Executive Committee for appointment to fill a vacancy of an office except President or President-Elect.
 - (2) Recommend an AR CEC member to the President for appointment as the Representative to the Representative Assembly on even years for a two year term
- b. The Constitution and By-Laws determine the composition of the President's Advisory Committee with Vice President its Chair and the committee members including the Immediate Past President

D. Operational Procedures for the Nominating Committee

- a. The committee shall be responsible for establishing nomination for elected officers
- b. The composition of the committee shall be a minimum of three members including the Chair (Immediate Past President), representing a broad geographical section selection and shall include any past presidents who may be willing to serve, are still AR-CEC members, and reside within a 50-mile radius of Arkansas. Each member shall serve one year term. Committee members are appointed by the Committee Chair and approved by the President.
- c. Duties of the committee are:
 - (1) Prepare annual slate of officers that corresponds with terms of office.
 - (2) Verify membership
 - (3) Prepare the ballots and provide to membership by March 15
 - (4) Count the ballots and verify the results
 - (5) Report new officers to chair

E. Operational Procedures for the Membership Committee

- a. The purpose is to assist Membership Chairperson with membership activities and responsibilities
- b. The composition shall be a minimum of three including the Chair. The Chair and members shall serve a three year term, with one third of members being appointed each year. Committee members are appointed by the Committee Chair and approved by the President.
- c. The duties are:
 - (1) Maintain an active record of members and to provide all officers and committee chairs with such a list as needed
 - (2) Maintain active program of recruitment for new members
 - (3) Support CEC International in its follow up of membership renewals
 - (4) Assist with membership transactions with CEC International as needed

F. Operational Procedures for the Governmental Relations Committee

- a. Purpose is to assist CAN Chair with governmental relations activities and responsibilities
- b. Composition shall be of minimum of three persons including the Chair (CAN Advisor). Committee members are appointed by the Committee Chair and approved by the President.
- c. The duties include:
 - (1) To advise the membership about CEC policies at the Federation and National levels (executive, legislative and judicial)

- (2) To assist in developing a structure within the Federation for governmental action
- (3) To assist in planning appropriate studies with regard to governmental action
- (4) To provide a liaison between Federation and National governmental relations committee
- (5) To work with state groups in suggesting public policy concerning persons with exceptionalities

G. Operational Procedures for the Scholarship Committee and Awards Committee

- a. The purpose is to assist each Chair with activities and responsibilities necessary for the presentation of scholarships or awards
- b. The composition shall be the respective Committee Chair (either Scholarship or Awards) and a minimum of three which includes the Chair representing a broad geographic section selection. Committee members are appointed by the Committee Chair and approved by the President.
- c. Duties include:
 - (1) To prepare information on scholarship and awards including criteria to be met by applicants and procedures to be followed by the Federation
 - (2) To disseminate the information to all institutions of higher education, local education agencies, early childhood programs, private agencies
 - (3) To select recipients of the scholarship or awards
 - (4) To develop and mail announcements/press releases to key regional newspapers and media concerning the scholarships or awards
 - (5) To prepare brief annual report to be presented to the Executive Committee and annual business meeting
 - (6) To disseminate information concerning Scholarships and Awards using the organization's Website.
 - (7) To provide plaques and certificates

H. Operational Procedures for the Finance Committee

- a. The purpose is to assist and advise treasurer in drafting a budget
- b. The composition shall be made of a minimum of three members, one of which is the Chair (Treasurer) and two elected officers from the executive committee. Committee members are appointed by the Committee Chair and approved by the President.

CHAPTER 2
AD HOC COMMITTEES

A. Purposes of Ad Hoc Committees

The Purposes of Ad Hoc Committees are determined by the President

B. Composition of Ad Hoc Committees

The composition of Ad Hoc Committees is determined by the President

C. Duties of Ad Hoc Committees

The duties of Ad Hoc Committees are to be determined by the President

SECTION 3 – FINANCIAL POLICIES

Part 1 – Accounting Procedures

CHAPTER 1 ANNUAL BUDGET

A. Submission of the Annual Budget

- a.** A proposed annual budget (including expense verification forms with approved reimbursement rates) is submitted to the Executive Committee prior to the beginning of the fiscal year
- b.** All expenses be paid during the budget year in which they occur with exceptions approved by the board
- c.** The budget is prepared by the treasurer with the assistance of the finance committee

B. Line Item Descriptions

1. Income line item descriptions
 - (a) Membership Dues (for additional information see reference section)
 - a. regular member dues
 - b. student member dues
 - c. Refund of inactive chapters income listed here would always include an explanation on every treasurer report
 - (b) Conference
 - a. Registration
 - b. Exhibit fees
 - c. Donations
 - d. Subdivision/Chapter Promotional Activities
 - (c) Interest
 - (d) Miscellaneous – Income listed here would always include an explanation on every treasurer report

2. Expense line item descriptions
- (a) Conference
 - a. Exhibits
 - b. Registration
 - c. Promotional Activities
 - d. Subdivision/Chapter
 - e. Printing
 - f. Postage
 - g. Conference Supplies and Services
 - h. Conference expenses of the Conference Committee

 - (b) Leadership Training (for Executive Committee approved functions)
 - a. Travel
 - b. Lodging
 - c. Meals
 - d. Registration fee

 - (c) Executive Committee (for Executive Committee approved functions)
 - a. Reimbursement for substitutes if applicable
 - b. Meals
 - c. Lodging
 - d. Travel
 - e. Expenses incurred for board business associated with duties

 - (d) Publications/Communications/Website
 - a. Printing
 - b. Postage
 - c. Website costs
 - d. Other Services

 - (e) Expenses of Representatives to Representative Assembly
 - a. Travel
 - b. Lodging
 - c. Registration fees
 - d. Meals not included in registration fees

- (f) Awards
 - a. Award plaques and certificates
 - b. Past President Pin and Plaque
 - c. Travel expenses to national conference for Distinguished Teacher in Special Education if individual has been a CEC member for 3 consecutive years
 - d. Waive AR-CEC conference registration fees for Distinguished Teacher in Special Education if individual is not a 3 year consecutive member in CEC
- (g) Scholarships
 - a. Scholarship Awards
 - b. Travel Expenses
- (h) Miscellaneous as approved by the Executive Committee
 - a. Approved travel expenses associated with national conference
- (i) Subdivision Startup

C. Approval of the Annual Budget

The budget is approved by the Executive Committee

D. Procedures for Budget Line Item Over Expenditures

1. Expenditures of less than 10% over an approved line item amount may be made by the Treasurer without prior approval.
2. Expenditures of more than 10% over an approved line item amount require Executive Committee Approval.
3. When a request for an expenditure of more than 10% of an approved line item amount is submitted more than seven days prior to an Executive Committee meeting, the President may approve the payment of such expenditures; and such expenditures will be submitted to the Executive Committee at the next scheduled meeting.

E. Audit of Annual Budget

1. The Budget will be audited annually by an Ad Hoc Committee, appointed in February by the president, established for that purpose
2. A report from that committee must be submitted to the Executive Board by the second Executive Board meeting of each new fiscal year.

CHAPTER 2 PAYMENT PROCEDURES

A. Time lines for submitting bills or reimbursement requests

Certain travel expenses may be paid in advance with written request. Receipts must be submitted to Treasurer within four weeks of the activity

B. Reimbursement Procedure: Reimbursement requests for travel and other board approved expenses shall be made on the board approved reimbursement request form with provision of required itemized receipts (i.e. lodging, air fare) Reimbursement requests may be considered by the board at a regularly scheduled meeting in absence of required information. Treasurer to pay within 30 days of receipt of approvable request.

C. Time lines for payment of bills

Treasurer to pay bills or reimbursement expenses within 30 days of receipt of approved request or bill.

CHAPTER 3
ARKANSAS COUNCIL FOR EXCEPTIONAL CHILDREN
SUBDIVISION/CHAPTER BUDGETS

A. Income Sources

1. Membership dues
2. Interest
3. Conferences
4. Subdivisions
5. Miscellaneous

B. Location and Reporting of Funds

1. The funds are maintained within the AR-CEC account
2. The status of subdivision/chapter funds is reported to the Executive Committee at each regularly scheduled meeting

C. Accessing Subdivision/Chapter Funds (revised June 2008)

1. Subdivision Presidents submit budget to Treasurer by September 1 annually, utilizing the format of the AR CEC budget.
2. If budget is not submitted, funds may be accessed by the subdivision/chapter upon approval by the AR CEC board OR by the Subdivision President and Treasurer AND AR CEC President and Treasurer as documented on the bill or invoice. UNTIL such time a budget is submitted.

D. Subdivision Expenses

1. AR-CEC will support subdivisions with preconferences during the fall conferences by providing registration and room/food arrangements. Subdivisions will be assessed a fee of 5% of the subdivision's profits for these services.

SECTION 3 - FINANCIAL POLICIES

Part 2 - Authorized Expenses

CHAPTER 1
APPROVED FEDERATION OPERATING EXPENSES

A. Conference Expenses

1. Budget line item approved annually
2. Executive Committee to be updated at every meeting on financial implications
3. Approved Expenses
 - (a) Facility rentals
 - (b) Meals
 - (c) Presenter/s fees and expenses
 - (d) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services
 - (e) Supplies and Services
4. Conference Refund Policy, as approved by the Executive Committee, will be administered by the Treasurer, Finance Committee, and assigned agents.
Conference Refund Policy Includes:
 - (a) No refunds will be given when request for refund is received less than two weeks prior to the conference date
 - (b) Treasurer may determine exceptions to the refund policy if request is approved by Conference Chair and President. If the issue is still unresolved, move to board action.

B. Award Expenses

1. Budget line item approved annually
2. Executive Committee to be updated at every meeting on financial implications
3. Expenses approved
 - (a) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services
 - (b) Engraved plaques
 - (c) Certificates of nomination
 - (d) Travel expenses to national conference for Distinguished Teacher in Special Education if individual has been a CEC member for 3 consecutive years
 - (e) Waive AR-CEC conference registration fees for Distinguished Teacher in Special Education if individual is not a 3 year consecutive member in CEC

C. Scholarship Expenses (revised 2/09)

1. Base amount is \$1500 each for four scholarships: One identified as the Ada Thompson Memorial Scholarship; the second as the Arkansas CEC Scholarship; the third as the AR CEC Paraprofessional Scholarship; and the fourth as the AR-CEC Student Presidential Scholarship.
2. Approved expenses
 - (a) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services
 - (b) Scholarship winners have annual fall state conference fee waived.

D. Communications and Public Relations Expenses

1. Budget line item approved annually
2. Executive Committee to be updated at every board meeting on financial implications
3. Approved expenses
 - (a) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services

E. Nomination and Election Expenses

1. Approved expenses
 - (a) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services

F. Postage – Bulk Rate Permit

1. Bulk Rate permit fee paid annually
2. All postage sent Bulk Rate unless approved

G. Executive Committee Members Expenses

1. Budget line item approved annually
2. Executive Committee members may be reimbursed for the following expenses incurred in carrying out assigned duties
 - (a) Publications/Communications
 - a. Printing
 - b. Postage
 - c. Other Services
 - (b) Lodging and meals (for required overnight stays)

H. Distribution Procedures for Operating Expenses

Receipts must be submitted with all reimbursement requests within four weeks of the activity

I. Procedure to Change Budget Line Item Amounts

1. Executive Committee must approve amendments to budget line items
2. Policy Manual updated

CHAPTER 2
APPROVED TRAVEL EXPENSES

A. Executive Committee Training

1. Executive Committee approves training attendees
2. Budget line item categories for training will include
 - (a) Leadership
 - (b) Representatives to Representative Assembly
 - (c) Specialized topics
3. Budget line item amount approved annually

B. Executive Committee Members Attendance at Executive Committee Meetings

1. Budget line item approved annually
2. Executive Committee members who are unable to access travel and associated expense reimbursement from other sources (including subdivisions for which they are president) may request reimbursement for the following items:
 - (a) Substitute pay for the Executive Committee member's absence from their employment
Travel as approved by the board

CHAPTER 3
APPROVED EXPENSES FOR SUBDIVISION SUPPORT

A. New Subdivisions Start Up Stipend Expense

1. A one time \$250 stipend may be requested to support the development of a new subdivision
2. A letter of request to the Executive Committee for a Start-up Stipend must include documentation of:
 - (a) Activities or actions proposed
 - (b) A copy of membership list with a minimum of 15 members
 - (c) A copy of the letter acknowledging the organization of the Subdivision to the Executive Director of the Division
 - (d) Constitution/By Laws and list of officers
3. The Subdivision agrees to furnish the Executive Committee a report of the status of the proposed activities or actions and expenditure of funds within four weeks after the conclusion of each activity or action.