**CONSTITUTION AND BYLAWS OF THE DIVISION FOR CULTURALLY AND LINGUISTICALLY DIVERSE EXCEPTIONAL LEARNERS OF THE COUNCIL FOR EXCEPTIONAL CHILDREN**

**CONSTITUTION**

**ARTICLE I**

**Name**

The name of this organization shall be "The Division for Culturally and Linguistically Diverse Exceptional Learners” of the Council for Exceptional Children (herein the “Division”).

**ARTICLE II**

**Purposes**

**Section 1. Purpose**

The primary purpose of this Division shall be to promote the welfare and education of exceptional children and youth from diverse ethnic, racial, linguistic and cultural heritages and to advance related educational, scientific, and charitable purposes. 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.

The vision of this Division is to serve as an education organization renowned for its leadership in advancing knowledge and practice, and shaping policy to enhance the quality of life for diverse individuals with exceptionalities. The Division believes its commitment to forging partnerships will result in solutions to persistent and emerging barriers to social justice. Furthermore, the Division will be recognized globally for its expertise and advocacy.

The mission of this Division is to improve, through professional excellence and advocacy, the education and quality of life for individuals with exceptionalities from diverse racial, ethnic, cultural and linguistic communities.

The core values of this Division include: diversity, social justice and equity, inclusiveness, advocacy, and inquiry leading to the development of practices that attend to the characteristics of unique learners.

**Section 2. Secondary Purposes**

The secondary purposes of the Division shall be to:

1. Provide a forum for understanding and addressing the needs of exceptional learners from diverse ethnic, linguistic, and cultural heritages;
2. Provide a specific organization where professionals can discuss major issues and exchange information about the needs of culturally and linguistically diverse exceptional learners;
3. Encourage research and the development of exemplary instructional and training programs/practices for culturally and linguistically diverse exceptional learners;
4. Support the recruitment, training, and leadership development of personnel to serve culturally and linguistically diverse exceptional learners and their families;
5. Support the expansion of opportunities for professionals from culturally and linguistically diverse groups to serve as leaders and role models within CEC and the  profession;
6. Enhance collaboration across professional disciplines to benefit culturally and linguistically diverse exceptional learners and their families;
7. Advocate for culturally and linguistically diverse learners, their families, and the professionals who serve them;
8. Establish and maintain active relationship with and urge support of CEC and Divisions thereof, and other appropriate organizations in order to further purposes stated in this Article.

**Section 3.**

In order to further the purposes stated in Article II, Sections 1 and 2, the Division shall establish and maintain active relationships with other professional organizations engaged in training, education, and research affecting culturally and linguistically diverse learners.

**ARTICLE III**

**Membership**

**Section 1. Qualifications**

Membership shall consist of professional personnel and other persons interested in the education of individuals with exceptionalities from culturally and linguistically diverse backgrounds.

**Section 2. Minimum Membership Requirements**

The Division must maintain a membership of at least 1.5% of the total CEC membership who shall meet the membership qualifications established by CEC.

**Section 3. Unified Membership**

All members of the Division shall hold concurrent membership in CEC. The Division may not accept enrollments for division membership only.

**Section 4. Membership Term**

The policy pertaining to the membership year shall be consistent with the policy of CEC.

**ARTICLE IV**

**Organization**

**Section 1. Relationship to the Council for Exceptional Children**

The Division shall be affiliated with the Council for Exceptional Children.

**Section 2. Fiscal and Administrative Term**

The fiscal year and administrative term of office shall be January 1 through December 31.

**ARTICLE V**

**Dues**

**Section 1. Dues**

All members of DDEL shall pay dues. Dues shall be proposed by the Division’s Executive Board and shall be consistent with the dues policies of CEC. Approval shall require a simple majority vote at the annual business meeting.

**Section 2. Payment of Dues**

Annual dues shall be payable before the end of the individual's membership year. Members whose dues are not paid by the last day of their membership year shall be considered inactive, not in good standing, and they shall be dropped from membership in the organization.

**ARTICLE VI**

**Elected Officers and Non-Elected Members**

**Section 1. Elected Officers**

The Elected officers of this Division shall be a President, a President Elect who shall succeed the President, a Vice President who shall succeed the President Elect, Immediate Past President, Secretary, and a Treasurer.

**Section 2. Non-Elected Members**

The Non-Elected members of this Division shall be an Archivist, a Webmaster, Editor(s) of the Division journal, a Newsletter Editor, and a Student Representative.

**Section 3. Division Representatives to the CEC Representative Assembly**

The Division shall have two representatives to the CEC Representative Assembly. The Division President and President Elect will each serve a two-year staggered term. Natural succession of these positions will occur as the terms of the representatives expire.

**Section 4. Appointment of Alternate Representative to the CEC Representative Assembly**

In the event that a representative from the Division is unable to attend a given meeting of the CEC Representative Assembly, the president shall appoint an alternate representative to attend the meeting having full powers, by following established CEC procedures for selecting an alternate representative, and in consultation with the Division’s Executive Board. Individuals who are eligible to be representatives include the division’s Past Presidents, current or former Executive Board members and other members with leadership experience in the Division.

**Section 5. Prerequisite to Nomination, Election, and Appointment**

All officers must be members in good standing of CEC and DDEL at the time of their nomination, election/appointment, and remain so throughout their term of office.

**Section 6. Succession**

An elected officer cannot succeed himself/herself in the same office until after the expiration of one administrative year, provided that this shall not apply in the case of an officer selected to fill any portion of an unexpired term.

**Section 7. Election of Officers**

The officers of the Division shall be elected by the membership from those members in good standing who are nominated by the Nominations and Elections committee.

**Section 8. Term of Office**

The President, President Elect, Vice President, and Immediate Past President shall each serve a one-year term, which shall coincide with the fiscal year. The Secretary and Treasurer shall serve two consecutive years. The election for Secretary shall be held in even-numbered years; the election for Treasurer shall be held in odd-numbered years. The Division representatives to the CEC Representative Assembly shall each serve only a single two-year term which shall be on a staggered basis. The Archivist, Webmaster, Newsletter Editor, and Student Representative shall serve three consecutive years. The Editor(s) of the Division’s journal shall serve three consecutive years. The President, with the approval of the Executive Board, shall appoint the non-elected members.

**Section 9. Vacancies**

A vacancy in the office of President shall be filled by automatic succession of the President Elect to the office. A vacancy in the office of President Elect shall be filled by automatic succession of the Vice President to the office. Upon completing the unexpired term of the preceding President, the President Elect shall also complete his/her own term as President. In the event of vacancy in all three offices (President, President Elect, Vice President) the presidency shall be filled by appointment by the Executive Board. A vacancy in any of the offices, including the Division representatives to the CEC Representative Assembly 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. Similarly, a vacancy in any of the non-elected positions shall be declared and filled by action of the Executive Board upon recommendation by the President.

**Section 10. Nomination of Candidates for Election as Officers**

The Nominations and Elections Committee shall nominate two candidates for Vice President each year, and two candidates for Secretary, and Treasurer every other year, following the procedures in the Constitution and Bylaws. The Nominations and Elections Committee's report shall be submitted to the President and all other members of the Executive Board by December 1, prior to the annual business meeting.

**Section 11. Removal from Office**

1. A petition for removal of a Division officer shall be signed by at least 25 members of the Division and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President Elect. Similarly, a petition for removal of a non-elected member shall be signed by at least 25 members of the Division and submitted in writing to the President.
2. The President (or President Elect) shall, within seven days, notify each Executive Board 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 Board to consider the matter within 30 days following receipt of the petition.
3. At the meeting of the Executive Board, 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 removal of the officer. Removal from office shall be effective immediately.
4. The Division officer or non-elected member being considered for removal shall be provided with results of the Executive Board action in writing within seven calendar days of the special meeting. This action is final.

**ARTICLE VII**

**Executive Board**

**Section 1. Composition**

The Executive Board shall consist of elected officers and non-elected members. Elected officers shall be the President, President Elect, Vice President, Immediate Past President, Secretary, and Treasurer. Non-elected members of the Executive Board shall be the Archivist, Children’s Action Network (CAN) Coordinator, Chairpersons of standing committees, Webmaster, Editor(s) of the Division’s journal and newsletter, and Student Representative. All members of the Executive Board are voting members.

**Section 2. Duties of the Executive Board**

The Executive Board shall:

1. Serve as the division’s administrative policy-making body;
2. Act upon such official recommendations and petitions as may be received;
3. Adopt an annual budget;
4. Recommend policies and programs to members at general business meetings;
5. Decide on publications that should be issued;
6. Select the site of the convention sponsored by the division; and
7. Assume such other responsibilities as are, or as shall be; and assigned through the constitution and bylaws.

**Section 3. Executive Board Meetings**

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

**ARTICLE VIII**

**Meetings**

**Section 1. Meetings**

A minimum of one annual business meeting shall be held, to occur at the same time and place as the annual convention.

**Section 2. Quorum**

A quorum for the annual business meeting shall consist of twenty (20) active members.

**Section 3. Special Meetings**

The Executive Board shall have the authority to conduct regional meetings, conventions or conferences in addition to the annual meeting.

**ARTICLE IX**

**Committees**

**Section 1. Standing Committees**

Standing committees shall be: Membership and Subdivisions, Publications, Nominations and Elections, Governmental Relations, Constitution and Bylaws, Finance, Professional Development, and Research and Professional Issues.

**Section 2. 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.

**Section 3. Appointment of Committee Chairs**

The President, with the approval of the Executive Board, shall appoint the chairpersons of standing committees. The Immediate Past President shall serve as chair of the Nominations and Elections Committee.

**Section 4. Appointment of Committee Members**

Membership to standing and ad hoc committees shall be appointed by the chairperson, subject to approval by the President.

**ARTICLE X**

**Duration and Dissolution**

The duration of the Division shall be perpetual unless the officers of the Division unanimously determine that it should be dissolved. The officers shall inform the membership that the Division is to be dissolved. In the event of dissolution and final liquidation of the Division, the Executive Board shall, after paying or making provision for the payment of all debts and liabilities of the Division, distribute all the assets of the Division to the Council for Exceptional Children (CEC), a non-profit, tax-exempt 501(c)(3) organization to apply to one or more of its programs including:

1. The Yes I Can! Awards Program for its use in recognizing the achievements of students who have excelled despite their disability;
2. The “Kayte M. Fearn CEC Ethnic Diversity Scholarship” which annually provides a cash scholarship to a CEC student member from an ethnic background who is pursuing a degree in special education;
3. The “In Remembrance Of...” Fund in honor of an individual to support the activities and programs of the Council; and/or
4. The “General Council Fund” supporting the activities and programs of the Council; or
5. A national or state/provincial non-profit organization for exceptional children and youth through programs and activities consistent with those as described in Article II of this Constitution and Bylaws; or
6. Another unit of CEC that is active or conducts programs and activities consistent with those as described in Article II of this Constitution.

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

**ARTICLE XI**

**Parliamentary Procedure**

The rules of parliamentary practice comprised in *Robert’s Rules of Order, Newly Revised* (latest edition), shall govern the proceedings of this Division subject to the special rules, which have been or may be applied.

**ARTICLE XII**

**Amendments**

**Section 1. Submission of Proposed Amendments**

Proposed amendments to the Constitution shall be submitted in writing to the Constitution and Bylaws Committee for review.

**Section 2. Review by Executive Committee**

The Constitution and Bylaws Committee shall refer all proposed amendments with recommendations to the Executive Board.

**Section 3. Referral to the Membership**

All proposed amendments submitted to the Executive Board shall be distributed to the membership no less than 30 days prior to the annual meeting.

**Section 4. Final Action**

This Constitution may be amended by a mail, electronic, or voice vote, and must pass by a two- thirds majority of the members voting.

**BYLAWS**

**ARTICLE I**

**Membership**

**Section 1. Professional Membership**

Regular membership shall be open to members of CEC interested in the education and welfare of exceptional children and youth from diverse racial, ethnic, linguistic and cultural heritages.

**Section 2. Student Membership**

Student membership shall be open to student members of CEC. Student membership shall be open to preservice students and students continuing their education in the field who are full-time students during the academic year as defined by an accredited college or university or part-time students who are not engaged in full-time employment as certified professionals in the field of education.

**Section 3. Membership Term**

The period of membership for each member of the Division shall coincide with his/her membership in CEC.

**Section 4. Rights and Privileges of Membership**

All members shall be entitled to all rights and privileges of the Division.

**ARTICLE II**

**Executive Board Meetings**

**Section 1. Quorum**

A quorum shall be constituted by a majority of the Executive Board (i.e., at least nine of the sixteen Board members).

**Section 2. Agenda Items Submitted by Members**

Members seeking to have business items considered by the Executive Board at its meetings shall submit them in writing to the President at least fifteen (15) days prior to a scheduled meeting. Business items from members requiring action by the Executive Board prior to a regularly scheduled meeting shall be submitted in writing to the President at least thirty (30) days prior to the date a response is needed (unless otherwise stated in the Constitution and Bylaws).

**ARTICLE III**

**Duties of Officers**

**Section 1. Duties of the President**

The President shall:

1. Serve as the chief executive officer of the Division with the powers and duties usually belonging to such a position;
2. Provide leadership to general policy-making and carry out the directives of the membership;
3. Assume the responsibilities of one of the Division’s representatives to the CEC Representative Assembly;
4. Call and preside at the annual business meeting and all meetings of the Executive Board;
5. Serve as liaison with the Conference Advisory Committee on the divisional conference for the current year;
6. Oversee management of the Division's business throughout the year, in accordance with approved policies;
7. Approve all financial transactions, except those previously authorized or delegated to the Treasurer or other parties authorized by the Executive Board;
8. Recommend chairpersons of standing committees with the exception of the Nominations and Elections and Finance Committees;
9. Serve as an ex-officio member of all standing committees with the exception of the Nominations and Elections committee;
10. Recommend to the Executive Board the types of ad hoc committees and other appointed bodies needed;
11. Represent the Division in coordinating efforts with other Divisions, other units of CEC, and other organizations;
12. Submit the annual set of assurances to CEC by January 1 each year;
13. File with the CEC President by January 1 of each year, the names of the Division representatives to the CEC Representative Assembly who will serve during that administrative year;
14. Oversee management of the Division’s involvement in the annual conference including, but not limited to: planning conference sessions, organizing social events, and scheduling Executive Board, Business, and Ad Hoc committee meetings.
15. Perform all other duties as assigned by the Executive Board; and
16. Transfer all pertinent records to the new President within fifteen (15) days of completion of term of office and provide mentoring and support to the new President as needed.

**Section 2. Duties of the President Elect**

The President Elect shall:

1. Serve in the place of and with the authority of the President in case of the President’s absence or inability to serve;
2. Assume the responsibilities of one of the Division's representatives to the CEC Representative Assembly;
3. Serve as Division representative to the CEC annual convention Program Advisory Committee and coordinate the selection of convention presentations allocated to the Division;
4. Assist the President in managing the Division’s involvement in the annual conference including, but not limited to: planning conference sessions, organizing social events, and scheduling Executive Board, Business, and Ad Hoc committee meetings.
5. Prepare a draft of the complete convention program for approval of the Executive Board;
6. Submit a program budget to the Executive Board for approval prior to the Division's annual business meeting;
7. Assume other designated duties as assigned by the Executive Board which will provide training for advancement to the office of President; and
8. Transfer all pertinent records to the new President Elect within fifteen (15) days of completion of term of office and provide mentoring and support to the new President Elect as needed.

**Section 3. Duties of the Vice President**

The Vice President shall:

1. Serve in the place of and with the authority of the President in case of the President’s and/or President Elect’s absence or inability to serve;
2. Assume designated responsibilities and participate fully in Executive Board functions for the purpose of learning about the roles and responsibilities of the President and President Elect; and
3. Perform other duties as assigned by the President.

**Section 4. Duties of the Immediate Past President**

The Immediate Past President shall:

1. Serve as advisor to the Division;
2. Serve as chair the of the Nominations and Elections committee;
3. File with the CEC President by January 1 of each year, the names of the new Division President and President-Elect to ensure their representation on the PAC roster and IDC roster and to ensure they receive finance and membership reports during their term;
4. Perform other duties as assigned by the Executive Board; and
5. Transfer all pertinent records to the new Immediate Past President within fifteen (15) days of completion of term of office and provide mentoring and support to the new Immediate Past President as needed.

**Section 5. Duties of the Secretary**

The Secretary shall:

1. Keep a careful record of the proceedings of the annual business meeting, meetings of the Executive Board, and other official business transactions of the Division;
2. Execute correspondence as necessary for operation of the Division;
3. Assume custody of all records, except those specifically assigned to others;
4. Keep accurate lists of the Executive Board, standing, and ad hoc committee members;
5. Perform other duties as assigned by the Executive Board; and
6. Transfer all records to the new Secretary within fifteen (15) days of completion of term of office and provide mentoring and support to the new Secretary as needed.

**Section 6. Duties of the Treasurer**

The Treasurer shall:

1. Maintain the financial records of the Division;
2. Pay expenses approved by the Executive Board and on authorization of the President;
3. Serve as liaison with CEC in all fiscal matters;
4. Make an annual report of the financial status of the Division to the Executive Board and at the annual business meeting;
5. Prepare and submit a proposed annual budget for approval by the Executive Board at the December business meeting (to be administered the following year);
6. Prepare and submit a final draft of annual budget for approval by the General Membership at the annual business meeting;
7. Assist the President Elect in preparing the annual program budget and submit the approved budget at the Division's annual business meeting;
8. Perform other duties as assigned by the Executive Board; and
9. Transfer all records to the new Treasurer within fifteen (15) days of completion of term of office and provide mentoring and support to the new Treasurer as needed.

**Section 7. Duties of the Representatives to the CEC Representative Assembly**

The Division’s Representatives to the CEC Representative Assembly shall:

1. Represent the Division at meetings of the CEC Representative Assembly and participate in balloting and other activities necessary to the functioning of the CEC Representative Assembly;
2. Report regularly to the Division’s Executive Board and general membership on activities of the Representative Assembly and CEC;
3. Communicate issues and concerns from the division to the CEC Representative Assembly;
4. Inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors; and
5. Transfer all pertinent records to the new representative to the CEC Representative Assembly within fifteen (15) days of completion of term of office and provide mentoring and support to the new representative to the CEC Representative Assembly as needed.

**Section 8. Duties of the Journal Editor(s)**

The Journal Editor(s) shall:

1. Editors of the journal shall implement the policies regarding the content and operations of respective publications;
2. The journal editor(s) shall make recommendations to the Publications Committee for the appointment of Associate Editors and Editorial Board members. Once a decision is made by the Publications Committee, letters of appointment shall be issued to these individuals by the chair of the Publications Committee, stating the terms of office and conditions of the appointment;
3. Editors will prepare an annual budget for the publication of the newsletter and division journal, to be submitted to the Treasurer;
4. Editors may make recommendations to the Publications Committee for journal topics and/or themes;
5. Editors will prepare an annual report of publication activities to be submitted to the Publications Chair and presented to the Executive Board and at the annual business meeting;
6. Editors shall assume responsibility for other activities pertaining to the ~~newsletter and~~ journal of the Division, as assigned by the Publications Committee and the Executive Board; and
7. Facilitate the understanding of the content and operations of the Division’s journal and transfer all pertinent records to the new Journal Editors within fifteen (15) days of completion of term of office and provide mentoring and support to the new Journal Editors as needed.

**Section 9. Duties of the Newsletter Editor**

The Newsletter Editor shall:

1. The editor of the newsletter shall implement the policies regarding the content and operations of respective publications;
2. The editor will prepare an annual budget for the publication of the newsletter to be submitted to the Treasurer;
3. The editor may make recommendations to the Publications Committee for newsletter topics and/or themes;
4. The editor will prepare an annual report of publication activities to be submitted to the Publications Chair and presented to the Executive Board and at the annual business meeting;
5. The editor shall assume responsibility for other activities pertaining to the newsletter, as assigned by the Publications Committee and the Executive Board; and
6. Transfer all pertinent records to the new Newsletter Editor within fifteen (15) days of completion of term of office and provide mentoring and support to the new Newsletter Editor as needed.

**Section 10. Duties of the CAN Coordinator**

The Children’s Action Network (CAN) Coordinator shall:

1. Disseminate information pertinent to national and state/provincial legislative programs that impact on culturally and linguistically diverse learners;
2. Communicate with public policy-makers;
3. Share strategies for effective lobbying; and
4. Use Division newsletters to inform members about governmental relations activities that impact on culturally and linguistically diverse exceptional learners.
5. Transfer all pertinent records to the new CAN Coordinator within fifteen (15) days of completion of term of office and provide mentoring and support to the new CAN Coordinator as needed.

S**ection 11. Duties of the Webmaster**

The Webmaster shall:

1. Design and develop the Division website;
2. Manage and maintain the website;
3. Design and develop the Division’s social media presence;
4. Manage and maintain the social media outlets;
5. Collaborate with members of the Division in posting the content of the website;
6. Ensure all web servers, hardware, and software are working properly;
7. Promote the website and facilitate search engine optimization;
8. Ensure legal protection of the website by issuing proper privacy policies, terms, and disclaimers where appropriate;
9. Ensure protection of the website by employing appropriate security software;
10. Ensure accessibility of the website through design that facilitates ease of use;
11. Examine website traffic through the site to determine any important trends of use; and
12. Facilitate the transition of website management and related data management systems to the new Webmaster fifteen (15) days of completion of office and provide mentoring and support to the new Webmaster as needed.

**Section 12. Duties of the Archivist**

The Archivist shall:

1. Compile and maintain important records and documents for the purpose of documenting a history of the Division;
2. Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electronic information storage technology;
3. Organize archival records and develop classification systems to facilitate access to archival materials;
4. Develop a system for determining if and when records/documents should be deleted or destroyed; and
5. Facilitate the transition of records and record-keeping systems to the new Archivist fifteen (15) days of completion of office and provide mentoring and support to the new Archivist as needed.

**Section 13. Duties of the Student Representative**

The Student Representative shall:

1. Fulfill the responsibilities of an Executive Board member, such as attend meetings (including the annual meeting at the CEC Convention), vote, and serve on subcommittees where requested by the President;
2. Provide the Executive Board with a student perspective on important issues discussed by the board;
3. Serve as a liaison between the Executive Board and student groups within the organization;
4. Coordinate the student poster session at the annual CEC Convention and Expo; and
5. Facilitate the transition of records and record-keeping systems to the new Student Representative within fifteen (15) days of completion of office and provide mentoring and support to the new Student Representative as needed.

**ARTICLE IV**

**Committees**

**Section 1. Terms of Office**

The President, with the approval of the Executive Board, shall appoint the CAN Coordinator and chairpersons of standing committees for three-year terms of office, unless otherwise specified in the Constitution and Bylaws. Of the nine (9) appointments (eight chairpersons of standing committees and the CAN coordinator), three (3) shall be made each year in accordance with a plan for the management of committees approved by the Executive Board. The Nominations and Elections Committee chairperson shall serve a one-year term in conjunction with his/her term of office as Immediate Past President.

**Section 2. Succession**

The chairperson of a standing committee and the CAN Coordinator shall not succeed himself/herself in the same position until after the expiration of one administrative year. This restriction shall not apply in the case of a chairperson/coordinator selected to fill an unexpired term of office.

**Section 3. Committee Membership**

Each standing committee shall be composed of a chairperson and a minimum of four (4) appointed members. Committee members shall be appointed by the chair, subject to approval by the President. Committee members will serve three-year terms. Appointments shall be staggered so that approximately one-third of all committee's members are appointed each year. The Publications Committee shall include the Webmaster and newsletter and journal editors. The Division's Representatives to the CEC Representative Assembly and CAN Coordinator shall serve as members of the Governmental Relations Committee. The President shall serve as an ex-officio member of all standing committees with the exception of the Nominations and Elections Committee. Committee members may be re-appointed unless otherwise specified in the constitution and bylaws with the exception of the Nominations and Elections Committee.

**Section 4. Committee Reports**

Chairpersons of standing committees shall report at meetings of the Executive Board, at the annual business meeting and at other times as requested by the President. Reports to the membership shall be presented to the Executive Board prior to presentation at the annual business meeting.

**ARTICLE V**

**Duties of Committees**

**Section 1. Duties of the Membership and Subdivisions Committee**

The Membership and Subdivisions Committee shall:

1. Promote activities designed to serve needs and interests of the Division's and/or subdivision’s members, extend the national organization to states/provinces, and facilitate the development of subdivisions on a systematic basis;
2. Maintain data regarding membership in the states/provinces, communicate with CEC pertaining membership records and provide officers and committee chairpersons with current membership lists;
3. Support CEC in follow-up of membership renewals;
4. Maintain an active program for the recruitment of new members.
5. Foster participation of members in activities of the Division;
6. Evaluate members' satisfaction with Division;
7. Prepare reports for presentation at the meetings of the Executive Board and annual business meeting; and
8. Assume responsibility for other activities pertaining to membership as assigned by the Executive Board.

**Section 2. Duties of the Publications Committee**

The Publications Committee shall:

1. Continuously review the publications structure of the Division and recommend policies and procedures related to its growth and development;
2. Assess the composition of the membership for consideration in determining the scope of the publications program;
3. Make recommendations to the Executive Board pertaining to the governance, operations and financing of publications issued by the Division;
4. Make a recommendation to the Executive Board for an appointment of the editor(s) of the newsletter and editor(s) of the journal. Once a decision is made by the Executive Board, letters of appointment shall be issued to editors by the President, stating the terms of office and the conditions of the appointment. All other newsletter, journal, or special publications personnel shall be appointed by the chairperson of the Publication Committee;
5. Develop policies regarding the content and operations of Division publications in collaboration with journal and newsletter editors, to be approved by the Executive Board;
6. Publish the newsletter and Division journal at regular intervals specified by the Executive Board. The major function of the newsletter shall be to disseminate information concerning international, state/provincial, and local divisional affairs to the membership. The purpose of the journal shall be to publish articles of scholarly research and position papers on topics of interest to the members of the Division. The newsletter and the Division journal shall be mailed free of charge to all Division members;
7. Prepare reports for presentation at the meetings of the Executive Board and annual business meeting; and
8. Assume responsibility for other activities pertaining to publications of the Division, as assigned by the Executive Board.

**Section 3. Duties of the Professional Development Committee**

The Professional Development Committee shall:

1. Make and implement recommendations relative to programs for professional development approved by the Executive Board;
2. Make recommendations to the Executive Board as to the locations of conferences/conventions, symposia, or other professional development activities which shall be decided at least two years in advance;
3. Recommend to the Executive Board themes for conferences/conventions/symposia, topical priorities for programs, and formats for programs;
4. Make recommendations to the Executive Board on local arrangements coordinators and chairpersons for conferences/conventions/symposia. The responsibilities for local arrangements coordinators and program chairpersons shall be described in a *DDEL Conference Planning Handbook;*
5. Assure that all professional development activities and conferences are evaluated;
6. Assume responsibility for implementing divisional policies pertaining to managing and accounting for finances related to professional development activities;
7. Maintain and update the *DDEL Conference Planning Handbook* and distribute copies to identified local arrangements coordinators and program chairpersons;
8. Prepare reports for presentation at the meetings of the Executive Board and annual business meeting; and
9. Assume responsibility for all other activities pertaining to professional development activities as assigned by the Executive Board.

**Section 4. Duties of the Governmental Relations Committee**

The Governmental Relations Committee shall:

1. Keep the Executive Board apprised of matters pertaining to the governance of CEC and to federal legislation, regulation and policy matters related to culturally and linguistically diverse exceptional learners;
2. Serve as the Division's liaison with other organizations/associations on matters pertaining to federal legislation, regulations and policy matters related to culturally and linguistically diverse exceptional learners;
3. Periodically evaluate the effectiveness of the Division's Children’s Action Network (CAN) Coordinator;
4. Provide advice and assistance to the Division's Representative to the CEC Representative Assembly and its CAN Coordinator;
5. Prepare reports for presentation at the meetings of the Executive Board and annual business meeting; and
6. Assume responsibility for other activities related to governmental relations, as assigned by the Executive Board.

**Section 5. Duties of the Nominations and Elections Committee**

The Nominations and Elections Committee shall:

1. Have the responsibility pertaining to solicitation of nominations and management of elections within the Division;
2. Solicit nominations for elected positions on the Executive Board;
3. Prepare a ballot with the names of candidates for the positions;
4. Notify all nominees and their respective nominators of the results of the candidate selection process;
5. Solicit statements of qualifications up to 250 words from each candidate;
6. Disseminate ballots and accompanying statements by candidates at least 30 days in advance of the deadline for voting;
7. Assure ballots are received, counted, and results verified by CEC at least seven days prior to the annual business meeting held in conjunction with the annual CEC convention;
8. Notify candidates of results of their respective contests prior to the DDEL Executive Board's meeting held in conjunction with the annual CEC convention;
9. Announce election results at the annual business meeting held in conjunction with the annual CEC Convention;
10. Prepare reports for presentation at the meetings of the Executive Board and the annual business meeting;
11. Maintain and update policies related to nominations and elections; and
12. Assume responsibility for other activities pertaining to nominations and elections, as assigned by the Executive Board.

**Section 6. Duties of the Constitution and Bylaws Committee**

The Constitution and Bylaws Committee shall:

1. Receive and review all proposed amendments to the Constitution and Bylaws and refer them with recommendation to the Executive Board;
2. Review and evaluate annually the Division's constitution and bylaws and call to the attention of the Executive Board changes which may be needed;
3. Prepare reports for presentation at the meetings of the Executive Board and annual business meeting; and
4. Assume responsibility for other activities pertaining to the Constitution and Bylaws, as assigned by the Executive Board.

**Section 7. Duties of the Finance Committee**

The Finance Committee shall:

1. Make recommendations related to the financial affairs of the Division;
2. Develop and revise, as necessary, guidelines for the accounting and bookkeeping procedures for funds of the Division, including those related to professional development activities;
3. Develop and revise, as necessary, guidelines for providing reimbursement to members for expenses incurred when performing functions to the Division;
4. Recommend dues increases, as needed;
5. Audit the Treasurer's financial report;
6. Assist the President Elect in preparing the annual program budget;
7. Make recommendations to the Executive Board regarding fund raising activities;
8. Prepare reports for presentation at the meetings of the Executive Board and the annual business meeting; and
9. Assume responsibility for other activities pertaining to financial affairs, as assigned by the Executive Board.

**Section 8. Duties of the Research and Professional Issues Committee**

The Research and Professional Issues Committee shall:

1. Make recommendations to the Executive Board on matters pertaining to research and professional issues regarding culturally and linguistically diverse exceptional learners and their families;
2. Apprise the membership of research and issues of particular concern to the Division;
3. Study emerging professional issues pertaining to the preparation of personnel to educate culturally and linguistically exceptional learners;
4. Submit suggestions for topics/themes to the Professional Development Committee;
5. Propose and coordinate research activities involving members of the Division and collaborate with other divisions/organizations/associations on research in areas of interest to the members of the Division;
6. Submit annual reports summarizing current research and professional issues and making recommendations on these matters to the Executive Board; and
7. Assume responsibility for other activities related to research and professional issues, as assigned by the Executive Board.

**ARTICLE VI**

**Amendments**

**Section 1. Submission of Proposed Amendments**

Proposed amendments to these Bylaws shall be submitted in writing to the Constitution and Bylaws Committee for review.

**Section 2. Review by Executive Committee**

The Constitution and Bylaws Committee shall refer all proposed amendments with recommendations to the Executive Board.

**Section 3. Referral to the Membership**

All proposed amendments submitted to the Executive Board shall be submitted to the membership not less than 30 days prior to the annual meeting.

**Section 4. Final Action**

These Bylaws may be amended by a mail, electronic, or voice vote, and must pass by a two- thirds majority of the members voting.