

KENTUCKY DIVISION FOR EARLY CHILDHOOD

Chapter Constitution and Bylaws

CHAPTER CONSTITUTION

**CONSTITUTION AND BY-LAWS OF THE KENTUCKY FEDERATION
SUBDIVISION FOR EARLY CHILDHOOD OF THE INTERNATIONAL COUNCIL
FOR EXCEPTIONAL CHILDREN**

**ARTICLE I
NAME**

The name of this organization shall be The Kentucky Federation Subdivision for Early Childhood of The International Council for Exceptional Children.

**ARTICLE II
PURPOSE**

The purpose of this organization shall be to promote the welfare and education of exceptional children, prenatal through 8 years of age, and to promote the values, programs, practices, and resources of the Division for Early Childhood.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership

Membership shall consist of parents, professional and paraprofessional personnel, students, and other persons interested in the education of exceptional children and youth.

Section 2. Minimum Membership Requirement

The Subdivision shall maintain a minimum of twenty (20) paid members who shall meet the membership qualifications established by the CEC Delegate Assembly.

Section 3. Unified Membership

All Subdivision members must also be members of the International Council for Exceptional Children and The Federation with which the Subdivision is affiliated. The Subdivision may not accept enrollments for local membership only.

**ARTICLE IV
ORGANIZATION**

Section 1. Relationship to The International Council for Exceptional Children

The Kentucky Subdivision for Early Childhood shall be affiliated with The International Council for Exceptional Children.

Section 2. Fiscal Year and Administrative Terms of Office

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

**ARTICLE V
FEES**

Section 1. Activity Fees

Fees may be charged for newsletters, conferences, and other Subdivision activities, with the fee amount to be approved by the executive committee of the Subdivision and with reduced fees being made available to all parents. Membership dues to International CEC-DEC will be paid by the organization for a parent representative on the Executive Board.

Section 2. Special Assessments

Special assessments may be levied by a majority vote of those present at the meeting when this matter is considered, provided there is a quorum.

**ARTICLE VI
OFFICERS**

Section 1. Elected Positions

The officers of this organization shall be duly elected by the membership and consist of a president, president elect, secretary, membership coordinator, Children's Action Network coordinator, and treasurer. Elected officers may be reimbursed for travel to executive board meetings or attend/present at state conferences. Mileage reimbursement will be based on the current state reimbursement rate and may not exceed \$400 annually for the entire board.

Section 2. Prerequisite to Nomination and Election

All members must be in good standing with The International Council for Exceptional Children at the time of their nomination and election and remain so throughout the duration of their term of office.

Section 3. Succession

The president elect shall automatically succeed to the presidency at the expiration of the president's term of office.

Section 4. Vacancies

If a vacancy occurs in the office of the president, the president elect shall serve as acting president for the remainder of the term of office and shall become president at the beginning of the new term. A vacancy occurring in the office of president elect shall be filled by appointment, by the executive committee, of a member to complete the term of office for that year only. Nomination and election of a president elect shall be necessary at the following election. A vacancy occurring in the office of secretary or treasurer shall be filled by appointment by the executive committee of a member to complete the term of office.

**ARTICLE VII
EXECUTIVE COMMITTEE**

Section 1. Composition

The executive committee shall consist of the officers of the organization, the immediate past president, and the chairman of current standing committees.

Section 2. Duties

The duties of the executive committee shall be (a) to formulate and propose policies for the Subdivision; (b) to fill vacancies; and (c) to make recommendations to the Subdivision. Furthermore, the treasurer or other qualified executive board member must inform the full executive board prior to signing checks.

**ARTICLE VIII
COMMITTEES**

Standing committees shall be appointed as necessary.

**ARTICLES IX
MEETINGS**

Section 1. Minimum Required Number

There shall be at least one professional meeting each fiscal year to be held at such time and place as shall be called by the executive committee. Special meetings may be called by the president with the consent of the Executive Committee.

Section 2. Quorum

Those present shall constitute a quorum (a minimum of 4) at a regular or specially-called meeting, with a majority vote passing.

**ARTICLE X
AMENDMENTS**

This constitution may be amended at any regular meeting by a two-thirds vote of the membership present, provided there is a quorum. Such amendment or amendments shall have been submitted to the executive committee and, within 30 days of the day received, submitted by the executive committee to the membership in writing. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

**ARTICLE XI
DISSOLUTION**

In the event of dissolution of the Subdivision, the executive committee shall, after payment of all liabilities of the Subdivision, dispose of all assets of the Subdivision by:

1. Contributing them to the Kentucky Federation of The International Council for Exceptional Children for its use in advancing the education of exceptional children in Kentucky, or
2. Forwarding them to the Division Headquarters of The International Council for Exceptional Children (a non-profit corporation) with a request that they be retained in a non-interest bearing account and made available to the Subdivision should it ever be reorganized, or
3. Contributing them to The Foundation for Exceptional Children, a non-profit tax-exempt public foundation, which operates to advance the education of exceptional children.

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

BY-LAWS

ARTICLE I: OFFICERS

Section 1. Duties of Officers

- A. The powers and duties of the president shall be:
 - 1. To serve as chief executive of the Subdivision with the powers and duties usually belonging to such a position;
 - 2. To give leadership to general policy making and carry out the directives of the membership;
 - 3. To call and preside at general meetings of the organization and at meetings of the Subdivision executive committee;
 - 4. To recommend chairs of standing committees, with the exception of the nominations and elections committee;
 - 5. To recommend to the Executive Committee the types of ad hoc committees and other appointive bodies needed;
 - 6. To prepare the annual report as required by DEC;
 - 7. To attend Kentucky CEC Board meetings;
 - 8. To support the state CEC conference, as requested, with speakers for early childhood sessions;
 - 9. To designate, with approval of the parent representative to the Executive Board, an alternate parent representative, as needed.
 - 10. When feasible, to attend the national DEC conference. KY DEC will pay for the president's conference registration or for the registration of another officer appointed by the president to attend the conference.

- B. The powers and duties of the president elect shall be:
 - 1. To serve in place of, and with the authority of, the president in case of his absence or disability;
 - 2. To serve as program chairman of the Subdivision, responsible for planning and developing programs for Subdivision meetings.
 - 3. To assist in the development and be responsible for the direction of public awareness campaigns as pertinent to the stated mission and operation of the Subdivision;
 - 4. To assist in the development of a public relations program that will promote the purpose and mission of this Subdivision including but not limited to the development of printed materials, organizing members to participate in a variety of professional conferences and workshops, and provide support to increase and maintain the roster of active members.

- C. The powers and duties of the secretary shall be:

1. To keep a careful record of the proceedings of each meeting;
2. To notify the executive committee of the time and place of committee meetings;
3. To carry out the correspondence of the Subdivision as directed by the president;
4. To assume custody of all records except those specifically assigned to others;
5. To keep accurate lists of Executive Committee and committee members;
6. To send, at a minimum, semi-annual update to the national DEC office for the KY Subdivision web site (DEC-sped.org).

D. The power and duties of the treasurer shall be:

1. To receive all funds belonging to the organization and pay out the same on orders approved by the executive committee and signed by the president;
2. To authorize and pay all expenditures;
3. To keep an itemized account of receipts and expenditures;
4. To make an annual report of the financial status of the Subdivision to the Executive Committee and at the annual business meeting;
5. To prepare and submit an annual budget for approval by the Executive Committee at the annual business meeting;
6. At the end of term of office, to submit books for an audit by a special committee appointed by the president.

E. The power and duties of the membership coordinator shall be:

1. To coordinate efforts to recruit new members including advertising DEC at state and regional conferences as well as student organizations
2. To maintain a current membership roster based on DEC and CEC records of membership

F. The power and duties of the CAN coordinator

1. To develop and operate an effective children action network in the state
2. To distribute information to KY DEC members and listserv members regarding advocacy issues
3. To trigger the network, when necessary, to achieve political action objectives at all levels of government
4. Inform members and the Executive Board about significant activities in local, state, or national politics that have implications for DEC members and activities
5. Provide members with public statements and media articles as necessary

Section 2. Election of Officers

The officers of the Subdivision shall be elected by the membership from those members in good standing who are nominated by the nominating committee. Nomination may also be made from the floor.

Section 3. Term of Office

Each term of office shall be two years from July 1st through the following June 30th.

Section 4. Removal from office

- A. A petition for removal of an 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 presented to the president elect.
- B. The president (president elect) shall solicit relevant evidence from all parties concerned, and call a meeting of the executive committee to consider the matter within fifteen days following receipt of the petition.
- C. The executive committee shall forward the petition, with or without recommendations, to a meeting of the general membership that is to be held within thirty days following the executive committee's consideration of the petition.
- D. At the meeting of the general membership, 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 an officer.

**ARTICLE II
COMMITTEES**

Section 1. Appointment of Committee Chairmen

The president, with the approval of the executive committee, shall support the chairmen of all standing committees except for the program committee. The president elect shall serve as chairman of the program committee.

Section 2. Appointment of Committee Members

Committee members shall be appointed by the chairmen, subject to approval by the president. The nominating committee shall have no less than two members in addition to the chairman.

**ARTICLE III
REPRESENTATION IN THE DELEGATE ASSEMBLY OF THE INTERNATIONAL
COUNCIL FOR EXCEPTIONAL CHILDREN AND THE KENTUCKY FEDERATION**

Section 1. Selection of Delegates

Delegates, who must be chosen from the active membership, shall be selected for the delegate assembly of The International Council for Exceptional Children and the Kentucky Federation in the manner prescribed for each body.

Section 2. Selection of Alternates

Alternates may be selected to represent the Subdivision in the event of the absence of any delegates.

Section 3. Delegate Registration

Delegates and alternates may be appointed by the president or elected by the membership. They must be registered with and certified to a credentials committee in the manner prescribed for the particular body in which they are representing the Subdivision.

**ARTICLE IV
PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, shall be used as a guide by this Subdivision in carrying out its parliamentary procedure.

**ARTICLE V
AMENDMENTS**

Amendments to these by-laws may be made at any regular or special meeting or the Subdivision by a majority vote, provided a quorum is present.