

CONSTITUTION AND BY-LAWS OF THE WISCONSIN COUNCIL FOR EXCEPTIONAL CHILDREN

Article I Name

This organization shall be known as the Wisconsin Council for Exceptional Children (WCEC).

Article II Purpose

This state unit shall be organized for charitable, educational, and scientific purposes to advance the education of children and youth with exceptionalities and to establish and administer programs and activities for the education of its members. Specifically, the state unit intends to assist and provide support to the Council of Exceptional Children (CEC) in efforts on behalf of children and youth with exceptionalities, and to participate in all appropriate activities of CEC subject to the general supervision and control of CEC.

Article III Membership

Section 1. Qualifications

Membership shall consist of professional personnel and other persons interested in the education of individuals with exceptionalities.

Section 2. Minimum Membership Requirements

The state unit shall maintain a minimum of one hundred (100) paid members who shall meet the membership qualifications established by the CEC Board of Directors, unless exempted by special action of the CEC Board of Directors.

Section 3. Unified Membership

The state unit's membership shall consist of all members of the Council for Exceptional Children affiliated with this state. The state unit may not accept enrollments for state membership only.

Section 4. Membership Term

The policy pertaining to the membership year shall be consistent with the policy of The Council for Exceptional Children.

Article IV Organization

Section 1. Relationship to The Council for Exceptional Children

This state unit shall be affiliated with The Council for Exceptional Children.

Section 2. Fiscal year and Administrative Term

The fiscal year and administrative term of office shall be July 1st to June 30th.

Article V Assessments and Dues

Section 1. Special Assessments

Special assessments on Premier and Professional membership may be levied by a majority vote of the executive board when this matter is considered, provided there is a quorum.

Section 2. Payment of Dues

Annual dues to The Council for Exceptional Children shall be payable before the end of the individual's membership year. Members whose dues are not paid by the end of their membership year shall be dropped from membership of the organization.

Article VI Officers

Section 1. Elected Positions

The officers of this state unit shall be duly elected by the membership, and consist of a President, a President Elect, a Secretary, a Treasurer and four Members-at-Large.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of the 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 and the past-presidency at the expiration of the President's term of office.

Section 4. Vacancies

If a vacancy occurs in the office of President, the President Elect shall serve as the 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 any office except President shall be filled by an appointment of the President, with the approval of the Executive Committee. (The executive committee consists of the President Elect, President, Past President and Treasurer). The member appointed will serve only until the end of the current administrative year or until replacement by a duly elected successor.

Section 5. Duties of Officers

A. The powers and duties of the **President** shall be:

1. To serve as chief executive officer of the state unit with the powers and duties usually belonging to such a position,
2. To give leadership to general policymaking and carry out the directives of the membership,
3. To call and preside at meetings of the Executive Committee, the Board and Annual Meeting, and all other state unit sponsored meetings,
4. To recommend chairs of Standing Committees (with the exception of the Program and Awards Nominations, and Finance Committees), with the approval of the Executive Committee,
5. To serve as an ex-officio non-voting member of all committees with the exception of the Nominations Committee,
6. To recommend to the Board the types of ad hoc committees and other appointive bodies needed,
7. To prepare and submit an annual set of assurances to the Council for Exceptional Children by January 1, and
8. To assume the responsibilities of one of the state unit representatives to the CEC Representative Assembly or designate an alternate to assume the representative responsibilities.

B. The powers and duties of the **President Elect** shall be:

1. To serve in the place of, and with the authority of, the President in case of the President's absence or inability to serve,
2. To serve as ex officio of the Program and Awards Committee,

3. To serve as chairperson of the Program Committee for the Annual Meeting and/or state conferences;
4. To plan other meetings according to the policies and directives of the Executive Committee; and
5. To assume the responsibilities of one of the state representatives to the CEC Representative Assembly or designate as approved by the WCEC president an alternate representative to assume the representative responsibilities.

C. The powers and duties of the **Secretary** shall be:

1. To keep a careful record of the proceedings of each meeting of the Board, the Annual Meeting, and other meetings conducted by the state unit,
2. To carry on correspondence as necessary for the operation of the state unit,
3. To assume custody of all records except those specifically assigned to others,
4. To keep accurate rosters of the Executive Committee, the Board, and other committee members,
5. To have available copies of the Constitution and Bylaws and minutes of all meetings of the Board, and other official meetings conducted by the state unit, and
6. To transfer all records to the new secretary at the time of installation.

D. The powers and duties of the **Treasurer** shall be:

1. To serve as custodian of the funds of the state unit and the principal officer of Wisconsin Council for Exceptional Children;
2. To pay out money for expenses approved by the Executive Committee and on authorization of the President,
3. To make an annual report of the financial status of the state unit to the Executive Committee, the Board, and the state unit's membership at the Annual Meeting,
4. To act as chairperson of the Finance Committee,
5. To prepare and submit an annual budget for approval and adoption by the Executive Committee,
6. To submit records of all monies collected and expended to the Finance Committee for auditing, and
7. To transfer all monies and records to the new Treasurer within 30 days after installation.

E. The powers and duties of the **Representatives** (President and President Elect or appointed alternate) to the CEC Representative Assembly shall be:

1. To represent the state unit at meetings of the Representative Assembly and to participate in balloting and other activities necessary to the functioning of the Representative Assembly,
2. To report regularly to the state Executive Committee, the Board, and general membership on activities of the Representative Assembly and CEC,
3. To communicate issues and concerns from the state unit to the CEC Representative Assembly,
4. To inform the members of the state unit about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors, and
5. To take other specific direction from the state unit concerning the activities of the CEC Representative Assembly.

F. The powers and duties of the **Members-at-Large** shall be:

1. To attend and represent the general membership at all meetings of the Board.
2. To serve on a Standing Committee by nomination or appointment.

Section 6. Election of Officers

The officers of the state unit shall be elected in March-April by electronic ballot from those members in good standing who are nominated by the Nominations Committee. Nominations may also be made by write-in ballot or by written nomination given to a WCEC board meeting prior to the ballot being distributed electronically or by other means. Brief biographies about candidates will be included on electronic ballots. The membership shall vote by acclamation to fill any post for which there is only one candidate.

Section 7. Terms of Office

A. The President, President Elect, Past President shall each serve one-year terms. As the state representative to the CEC Representative Assembly, these officers will serve one term of office (2 years total).

B. The Secretary (odd year elections) and Treasurer (even year elections) shall each serve two-year terms.

C. Four Members-at-Large shall each serve two-year terms (two even year elections and two odd year elections).

D. All terms shall coincide with the administrative term, July 1st to June 30th.

Section 8. Removal From Office

A. A petition for removal of an officer or member of the Board shall be made by at least five (5) members of the state unit and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President Elect.

B. The President (or President Elect) shall within seven (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 receipt of the petition.

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

D. The officer being considered for removal shall be provided with the results of the Executive Committee action in writing within seven (7) days.

E. Upon receipt of written notification of removal, the officer concerned shall have fifteen (15) days to submit to the President (or President Elect) written notice of appeal.

F. Within seven days following receipt of a valid written notice of appeal, the President (or President Elect) shall, in writing, call for the appointment and meeting of an Appeal Board. The Appeal Board shall consist of five members in good standing of the state unit selected by the appealing officer. No member of the Appeal Board, with the exception of the Chair, will be a current officer, Board member or committee chair of the state unit. The president (or president elect) shall serve as the nonvoting Chair of the Appeal Board. If the appealing officer is unable to select the members willing to serve, the decision of the Executive Committee will stand.

G. At the meeting of the Appeal 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 is necessary to overturn the Executive Committee's decision and reinstate the removed officer. Reinstatement is effective immediately.

H. The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven (7) days. This action is final.

Article VII Executive Committee

The Executive Committee shall consist of the officers of the state unit; the immediate past president, president elect and treasurer. Two-thirds of the Executive Committee shall constitute a quorum.

Section 1. Duties of the Executive Committee

- A. To serve as the state unit's administrative policymaking body;
- B. To act upon such official recommendations and petitions as may be received;
- C. To approve and adopt an annual budget;
- D. To determine the publications that should be issued;
- E. To select the site of the annual meeting sponsored by the state unit and act on the recommendations made by the Program Committee;
- F. To assume such other responsibilities as are, or as shall be, assigned through the Constitution and Bylaws.

Article VIII The Board

The Board shall consist of the state officers comprising the Executive Committee and one representative from each active committee, subdivision and recognized professional chapter. Officers, subdivision, and professional unit representatives shall have one vote each.

Each active student chapter shall be invited to provide a non-voting representative.

Article IX Committees

Section 1. Standing Committees

Standing Committees shall be Membership, Communications, Public Policy, Program and Awards, Nominations, Student Affairs, Constitution and Bylaws, and Finance.

Section 2. Member at Large/Committee Chairs

The Members at Large, will be assigned as the chairpersons of all Standing Committees with the exception of the Program and Awards, Finance, and Nominations Committees. The president elect shall serve as chairperson of the Program Committee. The Treasurer shall serve as chairperson of the Finance Committee. The immediate Past President shall serve as chairperson of the Nominations Committee.

Section 3. Appointment of Committee Members and Terms

Committee members shall be appointed by the chairpersons of each committee. The Nominations and Finance Committees shall have no less than two members in addition to the chair. The chairperson and members of committees shall serve two-year terms unless indicated otherwise.

Section 4. Membership Committee Composition and Duties

- A. The powers and duties of the membership committee include:
 - 1. To maintain a record of CEC members within the state and to provide all officers and committee chairs with such a list upon request; and
 - 2. To support and promote CEC in membership recruitment and retention within the state.

Section 5. Communications Committee Composition and Duties

- A. The Communications Committee shall include the newsletter editor and the webmaster/social media coordinator.
- B. The powers and duties of the Communications Committee shall be:

1. To assess the composition of the membership for consideration in determining the scope of the publications program;
2. To continuously review the publications structure of the state executive and recommend policies and procedures related to its growth and development;
3. To recommend to the Board publications and communications to be issued;
4. To plan and develop publicity that will give recognition to state executive activities and members; and
5. To publish the official publication of the executive.

Section 6. Public Policy Committee Composition and Duties

A. The Public Policy Committee shall include the **Children's & Youth Action Network (CAN) coordinator.**

B. The duties of the Public Policy Committee shall be:

1. To develop a political action program under the direction of the Board;
2. To disseminate information pertinent to international, national and state public policy; and
3. To support CEC in its public policy efforts and campaigns.

Section 7. Program and Awards Committee Composition and Duties

A. The President Elect shall serve as chairperson of the Program and Awards Committee.

B. The duties of the Program and Awards Committee shall be:

1. To develop the program for the annual meeting;
2. To honor outstanding contributors to the education and welfare of exceptional children in the State of Wisconsin via the Clarissa Hug/Teacher of the Year Award and the May Lemke Award and other suitable awards created by the state Executive Committee;
3. To select the recipient of service provider mini grant competitions; and
4. To coordinate the new teacher CEC membership scholarships.

Section 8. Nominations Committee Composition and Duties

A. The immediate Past President shall serve as Chair of the Nominations Committee. The Nominations Committee shall have two members in addition to the chairperson. The chairperson and members shall serve one-year terms.

B. The duties of the Nominations Committee shall be:

To prepare annually a slate of candidates as needed, for the positions of President Elect, Secretary, Treasurer, and Members-at-Large, and to present the slate to the membership 30 days prior to the election. Only those persons who are members in good standing of the Council for Exceptional Children may be nominated.

Section 9. Student Affairs Committee Composition and Duties

A. One undergraduate or graduate student shall be appointed by the President as chairperson of the Student Affairs Committee. The Student Affairs Committee shall include one member of each CEC student chapter elected by the student chapter or appointed by the CEC student chapter president. The chairperson shall serve a one-year term and may be reappointed for more than one year. The Committee members shall serve one-year terms.

B. The duties of the Student Affairs Committee shall be:

1. To serve as liaison between recognized CEC student chapters functioning within the state executive;
2. To provide guidance and support to existing CEC student chapters on behalf of the state executive and assist in the formation of new CEC student chapters;

3. To formulate a report of the CEC student chapters activities to be presented at the Annual Meeting.

Section 10. Bylaws Committee Composition and Duties

A. The Bylaws Committee shall include the Past President.

B. The duties of the Bylaws Committee shall be:

1. To receive and review all proposed amendments to the Bylaws and refer recommendations to the Executive Committee; and
2. To call to the attention of the Board other changes which may be needed in the Bylaws.

Section 11. Finance Committee Composition and Duties

The Finance Committee shall have no less than two members. The Treasurer shall serve as chairperson of the Finance Committee.

The duties of the Finance Committee shall be:

1. To prepare and submit an annual budget for adoption by the Executive Committee and the Board;
2. To develop plans for raising funds;
3. To audit the Treasurer's report; and
4. Ensure all legal reporting requirements are met.

Section 12. Ad Hoc Committees

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

Article X Meetings

Section 1. Annual Meeting

There shall be an Annual Meeting of the membership of the state unit. The Executive Committee shall select the date and shall announce the meeting to the membership at least 30 days prior to the meeting.

Section 2. Special Meetings

Special meetings may be called by the President with the consent of the Executive Committee.

Article XI Duration and Dissolution

The duration of the state unit shall be perpetual unless the officers of the state unit unanimously determine that it should be dissolved. The officers shall inform the membership that the state unit is to be dissolved. Upon the dissolution and final liquidation of the state unit, the officers shall, after paying or making provision for the payment of all the debts and liabilities of the state unit, distribute all of its assets to the Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs.

Article XII Parliamentary Procedure

The rules of parliamentary practice in Robert's Rules of Order, Newly Revised latest edition, shall govern the proceedings of this state executive subject to the special rules, which have been or may be adopted.

Article XIII Amendments

Section 1. Submission of Proposed Amendments

Any proposed amendment to this Constitution and 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 Board.

Section 3. Referral to Membership

All proposed amendments presented to the Executive Committee and the Board shall be submitted to the membership not less than 30 days prior to the Annual Meeting or 30 days prior to vote.

Section 4. Final Action

Any proposed amendment shall become a part of this Constitution and Bylaws by a simple majority of the votes cast at the Annual Meeting or by other means.

Revised & Adopted 7.22.2024