

BYLAWS OF THE
COMPLEX AND CHRONIC CONDITIONS
DIVISION OF THE
COUNCIL FOR EXCEPTIONAL CHILDREN

ARTICLE I
NAME

The name of this organization shall be Complex and Chronic Conditions: The Division for Physical, Health and Multiple Disabilities of the Council for Exceptional Children (herein CCC-DPHMD).

ARTICLE II
PURPOSE

Section 1. Purpose

People with complex and chronic physical, health, and multiple disabilities are represented in all ethnicities, nationalities, cultural backgrounds, socio-economic levels, genders, sexual orientations, and categories of disability status. CCC-DPHMD seeks to ensure equal access for the diverse range of individuals with physical, health, and multiple disabilities. The primary purpose of CCC-DPHMD shall be to advance the education and quality of life of individuals with exceptionalities, primarily individuals with physical, health, and multiple disabilities, and to promote equality in education, related educational services, research, and outreach programs that improve life opportunities for individuals with exceptionalities. Specifically, CCC-DPHMD 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.

Section 2. Secondary Purpose

The secondary purposes of CCC-DPHMD shall be:

- A. To advance quality education for all individuals with complex and chronic physical, health and multiple disabilities;
- B. To foster close professional relationships among personnel involved in educational programs for individuals with complex and chronic physical, health and multiple disabilities;
- C. To provide avenues of communication through publications and other materials; and
- D. To promote professional standards for educators and service providers of individuals with complex and chronic physical, health and multiple disabilities.

ARTICLE III MEMBERSHIP

Section 1. Qualifications

Membership shall consist of professional personnel and other persons interested in the education of individuals with exceptionalities. Membership eligibility includes but is not limited to:

- A. Teachers of individuals with complex and chronic physical, health and multiple disabilities,
- B. Related service personnel serving individuals with complex and chronic physical, health and multiple disabilities,
- C. Supervisors or administrators involved in programs for individuals with complex and chronic physical, health and multiple disabilities, and
- D. Parents and family members of individuals with complex and chronic physical, health and multiple disabilities.
- E. Healthcare providers serving individuals with complex and chronic physical, health, and multiple disabilities,
- F. Persons interested in the education and welfare of individuals with complex and chronic physical, health and multiple disabilities in homes, schools, or hospitals.

Section 2. Minimum Membership Requirements

CCC-DPHMD shall maintain a membership of at least 1% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.

Section 3. Unified membership

All members of CCC-DPHMD shall hold concurrent membership in CEC. CCC-DPHMD will not accept enrollments for division membership only.

Section 4. Membership Term

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

ARTICLE IV ORGANIZATION

Section 1. Relationship to CEC

CCC-DPHMD shall be affiliated with CEC.

Section 2. Fiscal Year and Administrative Term

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

ARTICLE V DUES

Section 1. Dues

Dues may be proposed by the 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 delinquent, and they shall be dropped from membership of the organization.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the president, president-elect, vice-president, immediate past-president, secretary, treasurer, division publications representatives, and chairpersons of standing committees. A student who is a member of CCC-DPHMD shall be invited by the board to serve as a liaison member from the CEC student membership to the CCC-DPHMD Executive Board.

Section 2. Duties

The duties of the Executive Board shall be:

- A. To serve as CCC-DPHMD's administrative policy-making body;
- B. To act upon such official recommendations and petitions as may be received;
- C. To adopt an annual budget;
- D. To decide upon publications that should be issued;
- E. To select the site of meetings sponsored by the Division;
- F. To assume such responsibilities as assigned through the Bylaws.

Section 3. Executive Board Protocols

- A. The Executive Board shall meet every month unless otherwise voted on by the Executive Board. The purpose of these meetings shall be for conducting the work necessary to fulfill Division purpose, duties and achieving CEC mission.
- B. Executive Board Members shall attend and actively participate in regularly scheduled Executive Board and other Division meetings. Prior to any meeting, members shall complete any requested review of materials (e.g., previous month's agenda, deliverables) and work to actively participate and make meaningful contributions to meetings.

- C. If an Executive Board member misses three consecutive meetings without notification, their position will be considered vacated. A replacement member will be appointed for the duration of the term / appointment.
- D. Executive Board Members shall act in a civil manner at all times during Division and committee meetings.

ARTICLE VII OFFICERS AND COORDINATORS

Section 1. Elected Officers

The president-elect shall be nominated by the Nominations and Elections Committee and then elected by the membership from those members in good standing. This person shall then advance to the position of president and immediate past president.

Section 2. Appointed Officers and Coordinators.

The appointed officers of CCC-DPHMD shall be the secretary and treasurer. The Children's Action Network (CAN) Coordinator shall be appointed. All appointments are made by the president with approval of the Executive Board. All appointments should be reflected in the minutes of the Executive Board meeting during which they were approved.

Section 3. Representatives to the CEC Representative Assembly

The two representatives from CCC-DPHMD to the CEC Representative Assembly will be the President and President-Elect. If one of these representatives is unable to attend Representative Assembly-related activities, another member of the Executive Board may attend as a proxy as approved by the president.

Section 4. Prerequisites to Nomination, Election, and Appointment

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

Section 5. Succession

When elected to the position of president-elect, the individual serving in this position will serve two years as president-elect. Upon completion of two years as president-elect, the person will succeed the president and serve two years. When the two-year term as president has been fulfilled, the person will move into the position of past president and serve at least one year (but may continue up to two years as past president). An officer in the position of president-elect, president, or past president may not succeed himself or herself unless an unexpected vacancy requires fulfillment for any portion of an expired term. Upon completion of this cycle, two administrative years must pass before running for the position of president-elect. The positions of secretary and treasurer will be appointed by the president upon recommendation of the Executive board. The secretary and treasurer will serve two-year terms. An officer in the position of secretary

or treasurer may succeed himself or herself if appointed by the president with the approval of the Executive Board. Re-appointments should be reflected in the minutes of the Executive Board meeting during which they were approved.

Section 6. Vacancies

A vacancy in the office of president shall be filled by automatic succession of the president-elect to the office of president. In the event that succession is not possible, the vacancy will be filled by action of the Executive Board and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected or appointed successor. A vacancy in any office other than president or president-elect shall be 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 or appointed successor.

Section 7. Duties of Officers and Coordinators

A. The powers and duties of the president shall be:

1. To serve as the chief executive officer of CCC-DPHMD 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 the annual business meeting and all meetings of the Executive Board;
4. To recommend chairs of standing committees with the exception of the Nominations and Elections committee;
5. To be an ex-officio member of all committees with the exception of the Nominations and Elections committee;
6. To recommend to the Executive Board the types of ad hoc committees and other appointive bodies needed;
7. To represent the division in coordinating efforts with other divisions, other units of CEC, and other organizations;
8. To complete the Annual Assurance Form and submit to CEC;
9. To assume the responsibilities of one of the division's representatives to the CEC Representative Assembly (RA).
10. To assume the responsibilities of one of the division's representatives to the Interdivisional Caucus (IDC).
11. To attend all annual CEC Leadership activities (e.g., Leadership Institute, Program Advisory Committee, or PAC, meetings, Legislative Summit) held at CEC Headquarters each summer.

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 as designated by the president or Executive Board;
2. To assume the responsibilities of one of the division's representatives to the CEC Representative Assembly;
3. To serve as CCC-DPHMD's Program Advisory Chair and serve on CEC's Program Advisory Committee (PAC) to coordinate review and selection of presentation proposals and finalize placement of CCC-DPHMD-sponsored presentations into the convention program; and
4. To ensure that all convention presenters are provided with the CCC-DPHMD template of information to include in their presentations/ handouts in a timely manner.
5. To participate in activities that will provide training for advancement to the office of president;
6. To attend all annual CEC Leadership activities (e.g., Leadership Institute, Program Advisory Committee, or PAC, meetings, Legislative Summit) held at CEC Headquarters each summer.

C. The powers and duties of the immediate past-president shall be:

1. To represent the division as requested by the president;
2. To serve in the place of and with the authority of the president in case of the president's absence or inability to serve as designated by the president or Executive Board;
3. To serve as newsletter editor;
4. To chair the Nominations and Elections Committee and provide a slate of nominees to the Board by September 1st of each year for an election to be held the first weeks in October.
5. To assume the responsibilities of one of the division's representatives to the Interdivisional Caucus.

E. The powers and duties of the secretary shall be:

1. To record detailed minutes of the proceedings of the annual Executive Board meeting and the annual business meeting conducted during the annual convention and provide the meeting minutes to all Executive Board members within two weeks of the conclusion of the convention;
2. To record detailed minutes of the proceedings of all Executive Board phone or e-conference meetings throughout the year and provide the meeting minutes to all Executive Board members within 14 days of the meeting date;
3. To arrange for someone to take minutes at all meetings if the secretary is unable to attend;

4. To assume custody of all records except those specifically assigned to others;
5. To keep accurate lists of Executive Board and committee members, updating the contact information list each January and disseminating to all Executive Board members by January 31 each year;
6. To transfer all records to the new secretary within 15 days of installation;
7. To coordinate with CEC staff to arrange all CCC-DPHMD meeting times and to coordinate with other entities (e.g., hotel staff, catering staff) regarding all meeting-related needs for the division at the annual convention; and
8. To organize volunteers for promoting membership recruitment efforts at the annual convention (e.g., coordinating volunteers to serve at the CCC-DPHMD booth if available, coordinating volunteers to attend CCC-DPHMD-sponsored sessions to promote CCC-DPHMD membership).

F. The powers and duties of the treasurer shall be:

1. To keep accurate records of all incoming funds and expenditures including management of funds held by CEC as well as funds located in the CCC-DPHMD checking account;
2. To maintain all tax documents and ensure that CCC-DPHMD is compliant with tax requirements consistent with non-profit status;
3. To pay expenses from the CCC-DPHMD checking account or from funds held by CEC as approved by the Executive Board and on authorization of the president;
4. To make an annual report of the financial status of the division to the Executive Board during the Board meeting prior to the annual business meeting;
5. To make an annual report of the financial status of the division to CCC-DPHMD membership at the business meeting during the annual convention;
6. To prepare and submit an annual budget for approval by the Executive Board by November 30 each year and to present this budget at the annual business meeting during the next annual convention;
7. To transfer all records to the new treasurer within 15 days after installation;
8. To complete the annual tax return in a timely manner and file IRS Form 990; and
9. To maintain 501c3 documents regarding CCC-DPHMD.

G. The powers and duties of the Children's Action Network (CAN) Coordinator shall be:

1. To develop the division's political action program in collaboration with and under the direction of the Executive Board;
2. To disseminate information pertinent to national and state/provincial public policy to the division; and
3. To support CEC Headquarters in its policy and advocacy efforts and campaigns.

H. The powers and duties of the CCC-DPHMD representatives to the CEC Representative Assembly shall be:

1. To represent CCC-DPHMD at meetings of the CEC Representative Assembly and to participate in balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
2. To report regularly to the division's Executive Board and general membership on activities of the Representative Assembly and CEC;
3. To communicate issues and concerns from the division to the CEC Representative Assembly;
4. To inform CCC-DPHMD about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors.

Section 8. Election of Officers and Terms of Office

The officers serving in the positions of president, president-elect, and past president of the division shall be members in good standing. The president-elect shall be nominated by the Nominations and Elections Committee and then elected by the membership from those members in good standing. This person shall then advance to the positions of president and past president. All terms will coincide with the calendar year, January 1 through December 31.

- A. The president and president-elect shall each serve two-years in each office. The immediate past president shall serve at least one year, but may remain in office up to two years.
- B. The secretary and treasurer shall each serve one two-year term. The appointment of secretary shall be completed during even-numbered years. The appointment of treasurer shall be completed during odd-numbered years.

Section 8. Removal from Office

- A. A petition for removal of a CCC-DPHMD officer shall be signed by at least five 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.
- B. 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.

- C. At the Executive Board 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 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 Board action in writing within seven days. This action is final.

ARTICLE VIII MEETINGS

Section 1. Meetings

A minimum of one annual business meeting shall be held each year.

Section 2. Special Meetings

The Executive Board shall have the authority to conduct regional meetings, conventions, conferences, or to convene telephonically or by any other electronic medium (including but not limited to exercise of votes by electronic mail or other online format) in addition to the annual meeting.

Section 3. Executive Board Meetings Quorum

A quorum shall consist of at least 5 members of the Executive Board and must include at least two officers. In instances where voting is conducted electronically, a quorum shall be constituted as the exercise of vote by no less than two thirds of the Executive Board members.

Section 4. Annual Business Meetings Quorum

One percent of the current membership of CCC-DPHMD shall constitute a quorum at the annual business meeting. This number includes members of the Executive Board.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

Standing committees shall be Bylaws / Knowledge and Skills; Finance; Membership, Elections, and Awards; Professional Development and Resources; Publications and Social Media.

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 chairs of the standing committees.

Section 4. Appointment of Committee Members

Committee members shall be appointed by committee chairs.

Section 5. Membership, Elections, and Awards Committee Composition

The Membership, Elections, and Awards Committee shall, at minimum, include the chair and an executive board member.

Section 6. Publications and Social Media Committee Composition

The Publications and Social Media Committee shall, at a minimum, include an editor and one executive board member.

Section 7. Duties of Committees

A. The duties of the Bylaws / Knowledge and Skills Committee shall be:

1. To facilitate operation of the Division in accordance with the Bylaws including:
2. To receive and review all proposed amendments to the Bylaws and refer recommendations to the Executive Board;
3. To solicit input from the Executive Board regarding changes which may be needed in the Bylaws;
4. To communicate with CEC headquarters regarding proposed amendments to the Bylaws;
5. To coordinate with officers to hold a vote of the Executive Board for approval of recommended changes to the Bylaws. If approved by the Executive Board, the committee shall coordinate with officers to hold a vote of the CCC-DPHMD membership body for approval of changes; and
6. To provide CEC with the most recently-approved Bylaws after amendments are made.
7. To assist the Division with work related to Professional Standards including:
8. To represent the division and individuals with physical, health and multiple disabilities at Knowledge and Skills meetings;

9. To revise Knowledge and Skill statements related to CEC professional standards for teachers of individuals with physical, health and multiple disabilities when changes in the field warrant such revisions;
10. To collaborate with other divisions and partnering organizations to address cross-categorical needs of individuals with disabilities.

B. The duties of the Finance Committee shall be:

1. To develop and implement strategies for raising funds;
2. To oversee the treasurer's activities and provide input into fiduciary activities of the division;
3. To review the budget and treasurer's report for accuracies and to ensure that financial activities are consistent with CEC policies.
4. To complete an internal audit of the division's finances and fiduciary activities and submit a report to the Executive Board annually during the annual Executive Board meeting and/or the annual business meeting.

C. The duties of the Membership, Elections, and Awards Committee shall be:

1. To maintain a current record of members and to provide all officers and committee chairs with such a list;
2. To maintain an active program for the recruitment and retention of members to include:
 - a. Sending correspondence to welcome new members,
 - b. Sending correspondence to lapsed members to encourage them to rejoin,
 - c. Maintaining ongoing contact with members to encourage retention of membership;
3. To develop and implement membership strategies;
4. To support Council headquarters in its follow-up of membership renewals;
5. To keep a written record of the activities conducted to maintain and increase membership.
6. To provide a report at the Executive Board meetings regarding activities and current membership numbers and to provide the current list of members to the president or communications coordinator when needed for communication with division members.
7. To solicit recommendations for nominations from the entire membership;
8. To make an attempt to nominate at least two candidates for vice-president and to provide a slate of nominees to the Executive Board by October 31 of each year;

9. To send ballots to the membership by December 1; Ballots will be sent electronically via email or other electronic means which are consistent with CEC policies;
 10. To determine winners and notify the Executive Board;
 11. To announce the results to the membership as soon as possible after the vote;
 12. To review and update criteria for CCC-DPHMD awards;
 13. To receive and review applications for CCC-DPHMD awards;
 14. To coordinate input and approval from the Executive Board on award nominees; and
 15. To complete all award-related tasks for presentation of awards (e.g., notifying award recipients; coordinating with treasurer for purchasing awards; creating award-related presentations; designating a presenter for award presentations that occur at convention).
- D. The duties of the Professional Development and Resources Committee shall be:
1. To pursue, develop, and deliver professional development opportunities that will benefit CCC-DPHMD members;
 2. To disseminate information related to needs of individuals with physical disabilities, chronic medical conditions, and multiple disabilities.
 3. To ensure that some of the CCC-DPHMD-sponsored convention presentations are meaningful to persons who interact with individuals with chronic medical conditions and severe disabilities.
- E. The duties of the Publications and Social Media Committee shall be:
1. To continuously review the publications structure of the division and recommend policies and procedures related to its growth and development;
 2. To assess the composition of the membership for consideration in determining the scope of the publications program;
 3. To recommend to the Executive Board publications to be issued;
 4. To publish a minimum number of publications as submitted in the Division Assurances to CEC.
 5. To maintain the CCC-DPHMD website;
 6. To communicate with the CCC-DPHMD membership through various means including, but not limited to, email, social networking sites, and, when necessary, postal mail;
 7. To distribute marketing communications;

ARTICLE X DURATION AND DISSOLUTION

The duration of CCC-DPHMD 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. Upon the dissolution and final liquidation of the division, the officers shall, after paying or making provision for the payment of all debts and liabilities of the division, 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 including:

- A. the Yes I Can! Awards Program for its use in recognizing the achievements of students who have excelled despite their disability;
- B. and/or the “General Council Fund” supporting the activities and programs of The Council.

ARTICLE XI AMENDMENTS

Section 1. Proposed Amendments

Proposed amendments to the Bylaws should be addressed to the chair of the Bylaws Committee or the president. Upon receiving suggestions for amendments, the chair or president must present the proposed amendments to the Executive Board within one month for discussion and revisions. After a period of discussion and feedback lasting no longer than one month, the chair or president will submit proposed amendments to CEC for feedback. After communicating with CEC, revisions will be submitted to the Executive Board for a vote. Upon approval by 2/3 of the voting members of the Executive Board, amendments will be submitted for a vote of the membership body within one month.

Section 2. Voting

The Bylaws may be amended by mail, voice, or electronic vote and must pass by a two-thirds majority of the members who place votes.

Section 3. Inconsequential Changes for Formatting, Writing Mechanics, or Clarity of Wording

The Bylaws may be amended with approval of Executive Board for formatting, mechanics, or clarity of wording when such changes do not alter the meaning of content.