

BYLAWS OF THE DIVISION FOR COMMUNICATION, LANGUAGE, AND DEAF/HARD OF HEARING (DCD)

*Approved April 21, 2010
Revised 2018**

ARTICLE I: Name

- 1.1 The name of this organization shall be THE DIVISION FOR COMMUNICATION, LANGUAGE AND DEAF/HARD OF HEARING (hereafter referred to as the "Division" or "DCD") of the Council for Exceptional Children (hereafter referred to as the "Council" or "CEC").

ARTICLE II Purpose

- 2.1. The purposes of this Division shall be:
 - 2.1.a To promote the welfare, development, and education of infants, toddlers, children, and youth with communicative disabilities or who are deaf or hard of hearing.
 - 2.1.b To promote growth in professionals and families as a means to better understand the development of communicative abilities and the prevention of communicative disorders.

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ARTICLE III

Membership

- 3.1. The division must maintain a membership of at least 1.5% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.
- 3.2. All members of the Division must hold concurrent membership in the Council for Exceptional Children. The Division may not accept applications for Division membership only.
- 3.3. Membership in the Division shall consist of regular and student members and other individuals eligible for CEC membership.
 - 3.3.a. Regular membership shall be open to professional personnel engaged in the education or provision of services for infants, toddlers, children, and youth with developmental communication needs or communication disorders, personnel who work with individuals who are deaf/hard of hearing, and to other individuals interested in the purposes of the Division.
 - 3.3.b. Student membership shall be available for pre-service students and students continuing their education who are in full-time attendance during the academic year at a regionally accredited college or university.
 - 3.3.c. Other individuals may become members of the Division if they are eligible for CEC membership.
- 3.4. All members shall be entitled to all rights and privileges of this Division.
- 3.5. The Division membership year shall be consistent with the membership year of the Council for Exceptional Children.

ARTICLE IV

Organization

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

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- 4.2. The fiscal year and administrative term of office shall be January 1 through December 31.
- 4.3. The Division shall be organized exclusively for educational and scientific purposes in accordance with Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

ARTICLE V

Dues

- 5.1. Dues for Division members shall be determined by the Executive Board and shall be consistent with the dues policies of the Council for Exceptional Children.

ARTICLE VI

Officers

- 6.1. The officers of the Division shall be a:
 - 6.1.a. past president
 - 6.1.b. president
 - 6.1.c. president-elect who shall succeed to be president
 - 6.1.d. secretary
 - 6.1.e. financial officer.
- 6.2. All officers, with the exception of the financial officer, shall be elected by a simple majority vote of the membership casting votes.
- 6.3. All officers must be members in good standing of the Council for Exceptional Children and the Division at the time of their nomination and election and must remain so throughout their term of office.
- 6.4. The terms of office are as follow: past-president, president, and president-elect shall serve two years in each office, successively. The secretary serves two consecutive years. The Financial Officer is appointed annually by the President with the approval of the Executive Board.
- 6.5. Vacancies in Offices.

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6.5.a. A vacancy in the office of president shall be filled by the immediate succession of the president-elect to the office. A vacancy in the office of president-elect shall be filled by special election of the membership.

6.5.b. A vacancy in any of the offices, except president and president-elect, shall be declared and filled by action of the Executive Board.

6.6. Removal from Office.

6.6.a. Any Division officer may be removed from office by

(1) A vote of two thirds of the current members of the Executive Board, or

(2) A written petition signed by 2% of the members of the Division on the last annual count and approval of the petition by two thirds of the members of the Division voting (voting may occur by electronic or nonelectronic ballot), or

(3) No longer being a member in good standing of the Council for Exceptional Children or the Division.

6.7. The duties of the officers shall be such as are implied by their respective titles and as specified in these bylaws and the DCD Executive Board Handbook.

6.7.a. The President shall be the chief elected officer of the Division and call and preside at all meetings of the Executive Board.

6.7.b. The President-Elect shall serve in place of the president in case of absence or disability of the president.

6.7.c. The Past President shall serve in an advisory capacity to the Executive Board and committee chairs and execute other duties as may be assigned by the President.

6.7.d. The Secretary shall prepare and distribute minutes of Executive Board meetings and the annual business/membership meeting and conduct

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such correspondence as necessary for the operation of the organization.

ARTICLE VII

Financial Matters

- 7.1. The President, with the approval of the Executive Board, shall annually appoint a financial officer who shall serve as an officer of the Division. The Financial Officer may be appointed for succeeding terms.
- 7.2. The Financial Officer shall maintain the financial records of the Division and prepare and submit an annual budget for approval by the Executive Board.

ARTICLE VIII

Executive Board

- 8.1. The Executive Board shall consist of the immediate past president, president, president-elect, secretary, financial officer, chairs of the constituent committees, chairs of the standing committees, and Division representatives duly appointed to assist in the conduct of division business (e.g., CAN coordinator, Knowledge and Skills Committee representative, Website Manager, Newsletter editor, Representative Assembly delegates).
- 8.2. The Division shall be governed by the Executive Board. The Executive Board is the single governing body of the Division and shall actively promote the objectives of the Division, operating in accordance with and administering and implementing the programs and policies established by these Bylaws and by the Executive Board. Members of the Executive Board are elected to serve by and are accountable to the members of the Division.

ARTICLE IX

Committees, Representatives, Coordinators

- 9.1. The Executive Board may establish and dissolve standing committees, constituent committees, ad hoc committees, working groups, and other

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entities necessary to conduct the Division's business, and designate and change their charges and determine their size, member qualifications, and terms.

9.2. Standing committees include:

9.2.a. Membership Committee

9.2.b. Nominations and Elections Committee

9.2.c. Honors and Awards Committee

9.2.d. Professional Development Committee

9.3. The president, with the approval of the Executive Board, shall appoint the chairs of the following committees: Membership and Professional Development. The president-elect shall serve as chair of the Honors and Awards and the Nominations and Elections Committees.

9.4. Committee Membership

9.4.a. The chair and members shall serve three-year terms.

9.4.b. The Nominations and Elections Committee shall consist of the chairs of the constituent committees in addition to the chair.

9.4.c. The Honors and Awards Committee shall consist of the chairs of the constituent committees in addition to the chair.

9.4.d. Other committee members shall be appointed by the chair subject to approval by the president.

9.5. The duties of the committees shall be such as are implied by their respective titles and as specified in these bylaws and the DCD Executive Board Handbook.

9.5.a. The Membership Committee shall develop plans to be approved by the Executive Board for membership recruitment, retention, and growth of the Division.

9.5.b. The Nominations and Election Committee shall solicit recommendations for nominations and conduct elections for division positions.

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9.5.c. The Honors and Awards Committee shall recommend to the Executive Board nominees for the DCD Honors and Awards.

9.5.d. The Professional Development Committee shall:

- (1) Identify the professional development needs of the Division's members.
- (2) Develop, in collaboration with the Chairs of the Constituent Committees, the program for the annual CEC convention and plan other professional development meetings according to the policies and directives of the Executive Board.
- (3) The chair of the Professional Development Committee shall serve as the Division representative on the CEC Program Advisory Committee for the CEC Annual Convention.

9.6. Constituent Committees

9.6.a. The Chairs of the Constituent Committees shall be elected by the membership for a term of three years.

9.6.b. The Chairs of the Constituent Committees serve as members of the Executive Board

9.6.c. The Chairs of the Constituent Committees serve as members of the Nominations and Elections Committee and the Honors and Awards Committee.

9.6.d. A vacancy in any of the Constituent Committee Chair positions shall be declared and filled by action of the Executive Board.

9.7. Appointed Representatives to CEC

9.7.a. CEC Representative Assembly:

- (1) Two representatives from the Division to the CEC Representative Assembly shall be appointed by the Executive Board.
- (2) The representatives must be members in good standing of the Council for Exceptional Children and the Division.

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(3) The representatives shall be appointed for terms of two years and may serve a second consecutive two-year term.

(4) The representatives shall serve as members of the Executive Board.

9.7.b. Other Representatives to CEC:

(1) As needed, other representatives to CEC shall be appointed by the president with the approval of the Executive Board

(2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.

(3) The term of appointment shall be specified at the time of the appointment.

(4) The appointee shall report to the Board on at least an annual basis.

(5) The representatives shall serve as members of the Executive Board.

ARTICLE X

Meetings

10. 1. A minimum of one annual business meeting shall be held. The Executive Board shall have the authority to conduct regional meetings as necessary.

10. 2. The Executive Board and the Division may conduct meetings and complete all Division activities using electronic and non-electronic means.

ARTICLE XI

Amendments

11.1. These bylaws may be amended or repealed by a three-fourths vote of the Executive Board. Notice of all proposed amendments or changes must be submitted to the Board in writing at least 30 days prior to scheduled vote. If a Board member is unable to attend the meeting at which a vote to repeal or amend the bylaws is taken, a written vote will be accepted. The Executive Board may propose amendments on its own initiative or upon petition by any 25 members in good standing of the Division addressed to the Board.

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ARTICLE XII

Discrimination

12.1. The Division shall not discriminate on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability. All programs and activities of the Division shall be conducted in furtherance of this policy.

ARTICLE XIII

Dissolution

13.1. 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.

13.2. Upon the dissolution and final liquidation of the Division, the officers shall, after paying or making provision for the payment of all the debts and liabilities of the Division, distribute all of its assets to the Council for Exceptional Children for use in one or more exempt programs/purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

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

ARTICLE XIV

Parliamentary Procedures

14.1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Division in all cases to which they are applicable and to the extent they are not inconsistent with these Bylaws or with any policies or rules of order the Division may adopt.

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****Notes:***

The name of the Division was changed from Division for Communicative Disabilities and Deafness (DCDD) to Division for Communication, Language, and Deaf/Hard of Hearing (DCD) by vote of the membership and approval of the CEC Board of Directors. The new name was launched October 2018. Bylaws were updated to reflect the change in name and associated acronym.