



## DIVISION FOR COMMUNICATION, LANGUAGE, AND DEAF/HARD OF HEARING

### STATE CEC CHAPTER AND SUBDIVISION INFORMATION

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## C.1 CHAPTER – HOW TO ORGANIZE OR REACTIVATE



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[www.cec.sped.org](http://www.cec.sped.org)

### HOW TO ORGANIZE A NEW CEC CHAPTER OR REACTIVATE AN INACTIVE CHAPTER

1. Contact the CEC president in your state/province to find out what requirements you'll need to meet to become officially recognized. There is a list of the state/provincial presidents on the CEC website at [www.cec.sped.org/membership](http://www.cec.sped.org/membership). Please note that recognition of your chapter comes from your CEC state/provincial unit – not CEC Headquarters.

Student chapters should also check with the student activities office to find out the requirements you'll need to meet to be a recognized organization at your college/university.

2. Schedule a meeting and invite everyone who might be interested! At this meeting, appoint or elect officers, establish committees, and sign up new members.

Depending on the requirements of your state/provincial CEC unit, you'll need at least 10-15 members. These can be both new members and transfers from other chapters. For new members, you'll need to send their membership application and payment to CEC or encourage them to join online on the CEC website ([www.cec.sped.org](http://www.cec.sped.org)); for current CEC members who want to be assigned to your chapter, complete the membership transfer form.

*Students—Please Note:* Not all college/university students qualify for student membership in CEC. CEC defines a student member as: "...a person enrolled in The Council who is a full-time student during the academic year as defined by an accredited college or university or a person enrolled in The Council who is a part-time student who is not engaged in full-time employment as a certified professional in the field of education."

3. Complete and submit these materials to your CEC state/provincial unit:
  - Chapter application (new chapters only)
  - List of officers
  - Constitution and bylaws

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- List of new members who are submitting their membership application to CEC or who have indicated they will join online
  - Photocopy of membership transfer form (list of current CEC members who wish to be assigned to your chapter)
4. Submit these materials to CEC:
- Membership applications and payments from new members
  - Membership transfer form (after the state/provincial unit notifies CEC that they have officially recognized your chapter, CEC will assign a chapter number and move these members into the new chapter)

That's all there is to it! Your CEC state/provincial unit will contact you if they have any questions and will notify you when your chapter has been officially recognized. If you are forming a new chapter, they will also notify you when your chapter number has been assigned.

Questions? Please contact your CEC state/provincial unit. For general information and CEC membership materials, contact CEC at 888.232.7733 or e-mail [membership@cec.sped.org](mailto:membership@cec.sped.org).

## C.2 CHAPTER APPLICATION FORM



### CHAPTER APPLICATION

This is to apply for the acceptance of our organization, namely:

\_\_\_\_\_ (Proposed name of chapter)

as an official chapter of the \_\_\_\_\_ (State/province name)

of the Council for Exceptional Children to cover a geographical area of

\_\_\_\_\_ (School district, county, college/university, etc.)

and to be composed primarily of the following interest groups:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date present organization was established: \_\_\_\_\_

Date present organization voted to apply for acceptance as a chapter: \_\_\_\_\_

We understand that during the period required by the CEC state/provincial unit to qualify for a charter, we shall enjoy all the rights of a chapter in this state/province.

For the chapter \_\_\_\_\_

Chapter President's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please complete and return this form to your CEC state/provisional unit to apply for official recognition as a chapter.**

**TO BE COMPLETED BY CEC STATE/PROVINCIAL UNIT**

Date became an active applicant chapter: \_\_\_\_\_

Membership on this date: \_\_\_\_\_

Constitution and bylaws approved: Yes / No

Minimum of 3 member officers: Yes / No

Chapter number assigned by CEC Headquarters: \_\_\_\_\_

**CEC State/Provincial Unit Approval**

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CEC State/Provincial Unit President Signature

Date

## C.3 CHAPTER CONSTITUTION AND BYLAWS

**NOTE: Not all CEC State/Provincial Units use this model. Please obtain and follow the model chapter Constitution and Bylaws approved by your CEC state/provincial unit.**

### ARTICLE I - Name

The name of this organization shall be the \_\_\_\_\_  
Chapter of the state/province name Council for Exceptional Children (CEC)

### ARTICLE II - Purpose

The primary purpose of this chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. Specifically, the chapter intends to assist and provide support to the state/province name CEC in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of state/province name CEC subject to the general supervision and control of state/province name 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 Requirement**

The chapter shall maintain a minimum of fifteen (15) paid members who shall meet the membership qualifications established by CEC.

#### **Section 3. Unified Membership**

All chapter members must also be members of the Council for Exceptional Children and the state/provincial unit with which the chapter is affiliated. The chapter may not accept enrollments for chapter 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 State/Province Name Council for Exceptional Children**

The \_\_\_\_\_ Chapter shall be affiliated with the state/province name Council for Exceptional Children.

#### **Section 2. Fiscal Year and Administrative Term**

The fiscal year and administrative term of office shall be \_\_\_\_\_.

## ARTICLE V - Officers

### ***Section 1. Elected Positions***

The officers of this chapter shall be duly elected by the membership and consist of President, President Elect, Secretary, and Treasurer.

### ***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. Election of Officers***

The officers of the chapter shall be elected by the membership from those members in good standing who are nominated by the Nominations and Elections Committee. Nominations may also be made from the floor. The nominee for each position receiving the highest number of votes shall be elected. The election shall be held during the annual meeting.

### ***Section 4. Term of Office***

The president and president elect shall serve one year. The secretary and treasurer shall serve two consecutive years. The election for secretary shall be held on even-numbered years; the election for treasurer shall be held on odd-numbered years. The terms of office shall coincide with the chapter's fiscal/administrative year.

### ***Section 5. Succession***

- A. The president elect shall automatically succeed to the presidency at the expiration of the president's term of office.
- B. An elected officer cannot succeed himself in the same office until 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 6. Vacancies***

- A. If a vacancy occurs in the office of 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.
- B. 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 member appointed will serve only until the end of the current administrative year or until replaced by a duly elected successor.

### ***Section 7. Duties of Officers***

- A. The powers and duties of the president shall be:
- B. To serve as chief executive of the chapter with the powers and duties usually belonging to such a position;
- C. To serve as presiding officer at general meetings of the chapter and at meetings of the chapter Executive Committee;
  1. To serve as an ex-officio member of all committees except the Nominations and Elections Committee; and
  2. To prepare the annual report as required by state/province name CEC.
- D. The powers and duties of the president elect shall be:

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- E. To serve in the place of, and with the authority of, the president in case of the president's absence or disability; and
- F. To serve as program chair of the chapter, responsible for planning and developing programs for chapter meetings.
- G. The powers and duties of the secretary shall be:
  - 1. To keep a record of the proceedings of each meeting;
  - 2. To carry on the correspondence of the chapter as directed by the president;
  - 3. To keep accurate lists of Executive Committee and committee members;
  - 4. To have available copies of the Constitution and Bylaws and minutes at all meetings of the Executive Committee and other official meetings conducted by the chapter; and
  - 5. To assume custody of all records except those specifically assigned to others.
- H. The powers and duties of the treasurer shall be:
  - 1. To serve as custodian of the funds of the chapter;
  - 2. To pay expenses approved by the Executive Committee and on authorization of the president and to keep an itemized account of receipts and expenditures;
  - 3. To make an annual report of the financial status of the chapter to the Executive Committee and at the annual business meeting; and
  - 4. To prepare and submit an annual budget for adoption by the Executive Committee.

### ***Section 8. Removal from Office***

- A. A petition for removal of an officer shall be signed by at least five members of the chapter 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, within seven days, notify each Executive Committee member of the receipt of such a petition, 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. 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 members present, provided there is a quorum, is necessary for the 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 days.

## **ARTICLE VI - Executive Committee**

### ***Section 1. Composition***

The Executive Committee shall consist of the officers of the chapter, the immediate past president, and the chairs of the standing committees.

### ***Section 2. Duties***

The duties of the Executive Committee shall be:

- A. To determine the policies and programs of the chapter;
- B. To adopt an annual budget; and
- C. To assume such other responsibilities as are, or as shall be, assigned through the Constitution and Bylaws.



## ARTICLE VII - Committees

### ***Section 1. Standing Committees***

Standing committees shall be Membership, Program, Communications, and Nominations and Elections.

### ***Section 2. Appointment of Committee Chairs***

The president, with the approval of the executive committee, shall appoint the chairs of the standing committees with the exception of the Program Committee. The president elect shall serve as chair of the Program Committee.

### ***Section 3. Appointment of Committee Members***

Committee members shall be appointed by the chairs, subject to approval by the president. All committees shall have no less than two members in addition to the chair. The chairs and members of committees shall serve one-year terms.

### ***Section 4. Duties of Committees***

- A. The duties of the Membership Committee shall be:
  - 1. To maintain a current list of members and to provide officers and committee chairs with this list upon request;
  - 2. To maintain an active program for the recruitment of new members; and
  - 3. To maintain an active program for the retention/renewal of members.
- B. The Program Committee shall be responsible for developing and presenting suitable programs for professional development and other chapter activities.
- C. The duties of the Policy and Advocacy Committee shall be:
  - 1. To develop a political action program under the direction of the Executive Committee; and
  - 2. To disseminate information pertinent to national, state/provincial, and local legislative programs.
- D. The duties of the Communications Committee shall be:
  - 1. To maintain regular communications with members concerning chapter meetings, activities, programs, governance, and other information; and
  - 2. To plan and develop publicity that will give recognition to chapter activities and members.
- E. The Nominations and Elections Committee shall prepare a slate of nominees for each office to be filled, and present it to the membership. Only those persons who are members in good standing of the Council for Exceptional Children may be nominated.

## ARTICLE VIII - Meetings

### ***Section 1. Annual Meeting***

There shall be an annual meeting of the chapter.

### ***Section 2. Special Meetings***

Special meetings may be called by the president with the consent of the executive committee.

### ***Section 3. Quorum***

\_\_\_\_\_ of the membership shall constitute a quorum at a regular or a specially-called meeting.

### ARTICLE IX - Duration and Dissolution

The duration of the chapter shall be perpetual unless the officers of the chapter unanimously determine that it should be dissolved. Upon the dissolution and final liquidation of the chapter, the officers shall, after paying or making provision for the payment of all the debts and liabilities of the chapter, contribute all of its assets to either:

1. The *state/province name* Council for Exceptional Children for its use in advancing the education of exceptional children; or
2. The Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs.

### ARTICLE X - Parliamentary Procedure

Robert's *Rules of Order, Newly Revised*, latest edition, shall be used as a guide by this chapter in carrying out its parliamentary procedure.

### ARTICLE XI - Amendments

This Constitution and Bylaws 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 in writing to the executive committee. Within 30 days of the date received, it shall be distributed to the membership. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting.

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**CEC 7-26-13**

## C.4 CHAPTER CONSTITUTION AND BYLAWS CHECKLIST

### CHAPTER CONSTITUTION AND BYLAWS CHECKLIST

Chapter Name \_\_\_\_\_ # \_\_\_\_\_

All chapters in this CEC state/provincial unit are required to keep a current, approved constitution and bylaws on file with the CEC state/provincial unit. The chapter should ensure that the following elements are included in their constitution and bylaws. ***Please include this sheet when submitting your constitution and bylaws for review by the CEC state/provincial unit.***

The constitution and bylaws of chapters in this CEC state/provincial unit must include:

- \_\_\_\_\_ 1. The official name of the chapter.
- \_\_\_\_\_ 2. The chapter's relationship to, and within, the CEC state/provincial unit.
- \_\_\_\_\_ 3. A statement of purpose that is in harmony with the CEC state/provincial unit's core purposes, values, and strategic direction.
- \_\_\_\_\_ 4. Provision for the maintenance of a paid membership of at least 15 persons that is fully unified and who shall meet the membership qualifications established by CEC.
- \_\_\_\_\_ 5. Membership year that is in conformity with CEC's membership year. The CEC membership year makes it possible for membership to be for any twelve month period.
- \_\_\_\_\_ 6. A specified fiscal year and administrative term of office, preferably concurrent with the state/provincial unit's.
- \_\_\_\_\_ 7. Provision for the usual officers, with a minimum of three (3), selected by systematic and democratic procedures, with appropriate authority to serve. They shall also provide for the recall or the removal of officers.
- \_\_\_\_\_ 8. Provision that the chapter's 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.
- \_\_\_\_\_ 9. Provision for active professional program.
- \_\_\_\_\_ 10. Provision for keeping records of membership, professional activity and finance, and for making annual reports to the CEC state/provincial unit.
- \_\_\_\_\_ 11. Provision for the appropriate committees and vest authority for their appointment.
- \_\_\_\_\_ 12. Provision for the appropriate disposal of assets upon dissolution of the chapter.
- \_\_\_\_\_ 13. Student chapters: Provision for a Premier or Professional CEC member to serve as Faculty Advisor.

(OVER, PLEASE)



**C.5 CHAPTER – OFFICER ID LIST**



**CHAPTER OFFICERS' LIST**

**CHAPTER NAME:** \_\_\_\_\_ # \_\_\_\_\_

**TERM OF OFFICE:** \_\_\_\_\_

**PRESIDENT** \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**PRESIDENT-ELECT** \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**VICE-PRESIDENT** \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**TREASURER** \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

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### SECRETARY \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### MEMBERSHIP CHAIR \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### NEWSLETTER EDITOR \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

### **STUDENT CHAPTERS:**

#### **FACULTY ADVISOR \_\_\_\_\_**

Street \_\_\_\_\_

City \_\_\_\_\_ State/Prov \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Phone: Cell (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

**Please complete and submit this form to your CEC state/provisional unit.  
Be sure to report your new officers each year.**

## C.6 SUBDIVISION STARTUP GUIDEBOOK (DEC)



## DEC SUBDIVISION GUIDEBOOK

### DEC Subdivisions

DEC Subdivisions are state, province, or international units comprised of DEC members. For example, the Illinois DEC Subdivision is comprised of all DEC members in Illinois. Subdivisions provide a means for networking, professional development, and information sharing for DEC members in each state, province, or international unit. Typical activities include sponsoring sessions, strands or workshops at state or provincial conferences; publishing a newsletter; engaging in political advocacy; and supporting the activities of DEC.

### General Information

Subdivisions are managed and led by Subdivision Officers who are DEC members and volunteers of the organization.

### ***Subdivision Management***

Examples of Subdivision Officer Positions:

- President
- Vice---President
- Secretary
- Treasurer
- Program Chair
- Communications Chair
- Social Media Chair
- Membership Chair
- Member-At-Large
- CAN Coordinator
- Government Relations

Subdivisions do not need to have each of these positions represented; these are examples of positions that have existed in other Subdivisions. Subdivisions may also create any position (permanent or temporary/ad hoc) that they believe is necessary to complete their activities and tasks.

### ***Alternative Structures***

It may be beneficial for some states to form a Subdivision partnership where you have 2, 3 or 4 States become one Subdivision. For example: Maine and New Hampshire come together to form 1 subdivision.

### **Checklist for Organizing a New Subdivision**

1. Email the executive office
  - a. To initiate a new or reactive a formerly active Subdivision, email the DEC Executive Office [dec@dec-sped.org](mailto:dec@dec-sped.org) stating the interest your state has in becoming an active Subdivision. In this email include the name of your state and at least 6--8 DEC Members in that state who will assist in starting a Subdivision. If you need a list of members in your state, request this from the DEC Executive Office.
2. Schedule the first meeting.
  - a. To invite all members in the state to participate, request a list of members from the DEC Executive Office.
  - b. Determine the overarching goals of the Subdivision that specifically align with DEC's policies and mission statement.
  - c. Create a schedule of meetings and set deadlines for accomplishing tasks.
3. Elect officers
  - a. Within the first 3 months, the newly established Subdivision must appoint or elect officers and establish bylaws. A sample bylaws document will be provided from which a new Subdivision may base their bylaws.
4. Email the executive office
  - a. Once officers are confirmed, the Subdivision president should send an email to the DEC Executive Office with the following:
    - i. Each position filled.
    - ii. Name and contact information of each officer.
    - iii. Member number of each officer and date DEC membership expires.
5. The subdivision will be officially recognized by the dec executive board when the following are complete:
  - a. The above email has been sent confirming all officers are active DEC members.
  - b. Bylaws have been approved by Subdivision officers and state members with supplemental information required from the DEC Executive Office.
  - c. At least 10 DEC members in good standing reside in that state or province.
6. Receive acknowledgement
  - a. Upon approval, the Subdivision officers will receive a letter from the Executive Office acknowledging the status as an active DEC Subdivision.

### **Subdivision Responsibilities**

#### ***Meetings***

Subdivisions should hold no less than 4 members meetings per year. These can be face-to-face, conference call/webinar, and/or held at state and national conferences. As well, Subdivision officers



should hold monthly meetings to ensure the Subdivision is meeting its goals and timelines. All state subdivision meetings should be listed on the [DEC calendar](#), which is available at [dec-sped.org/calendar](#).

For these meetings Subdivisions may request a DEC conference call line. Please email [dec@dec-sped.org](mailto:dec@dec-sped.org) to retrieve the free conference call information.

### ***Subdivision Leader Activities***

Subdivisions will participate in the regularly scheduled Subdivision Leader activities conducted by the Executive Office, Executive Board and/or the Membership Council. These meetings will occur via conference call, webinar, and/or at the annual DEC conference. These meetings will help Subdivisions connect to one another and share ideas about activities, ways to communicate with members, strategies for inspiring member involvement, and examples of community collaboration activities sponsored by DEC Subdivisions. A list of these meetings can be found at [dec-sped.org/subdivisions](#).

### ***Marketing/Branding***

All DEC Subdivisions must use the DEC logo. All DEC Subdivisions must use the DEC website and maintain their own page on the website unless they already have a webpage developed. Training information about the DEC website is available on the DEC subdivision page on the DEC website.

All Subdivision must use the following name: [insert state] DEC. Example: Vermont DEC or Vermont Division for Early Childhood.

### ***Listservs***

It is the responsibility of the Subdivision to monitor the state listserv. Four times a year, the designated Subdivision officer should send out an email informing listserv members of the purpose for the listserv, the type of information that can be posted, and instructions for joining or removing oneself from the listserv. All DEC listservs are managed by the DEC Executive Office. DEC members self-select to join or remove themselves from the listserv.

If a state does not have an active listserv and would like one, a Subdivision officer should email [dec@dec-sped.org](mailto:dec@dec-sped.org) to request the listserv initiation.

### ***State Membership Lists***

Once a month, the Executive Office will email out membership lists to each state Subdivision President or person that is listed as the state subdivision point of contact on the DEC website. The lists will be sent out between the 15<sup>th</sup> – 21<sup>st</sup> of each month. DEC only receives updated lists once a month from CEC, so new lists can only be distributed on the above dates.

### ***Subdivision Annual Report***

Subdivisions are responsible for completing an annual report. Details regarding the annual report are made available on the [DEC website](#) at [dec-sped.org/subdivisions](#).