

**BYLAWS OF THE  
SOUTH CAROLINA FEDERATION OF THE  
COUNCIL FOR EXCEPTIONAL CHILDREN**

**ARTICLE I  
NAME**

The name of this organization, according to its charter, is the South Carolina Federation of the Council for Exceptional Children; hereafter referred to as the South Carolina Council for Exceptional Children (SCCEC).

**ARTICLE II  
PURPOSE**

The purpose of the South Carolina Council for Exceptional Children (SCCEC) shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. Specifically, the federation intends to assist and provide support to The Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities provided, however:

- A. No part of the unit's net earnings or assets will, either directly or indirectly, inure to the benefit of the federation's founders, or any of its officers or members, or their families, or otherwise to any private individual (except that reasonable compensation may be paid for services rendered to or on behalf of the unit and payments and distributions may be made in furtherance of the purposes set forth in Article II);
- B. No substantial part of the activities of the unit shall consist of carrying on propaganda or otherwise attempting to influence legislation (except as may be permitted by Section 501 (h) of the Internal Revenue Code, as amended), and the unit shall not participate in or intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office, nor shall the federation engage in any activities that are unlawful under applicable federal, state, or local laws;
- C. The unit shall not be operated for profit and shall not carry on any other activities not permitted to be carried on by an association exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or by an association to which contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code; and
- D. If at any time the unit is deemed to be a private foundation as defined in Section 509 of the Internal Revenue Code, the unit shall distribute its income and principal, if necessary, in such manner so as not to subject the federation to tax liability under Section 4942 (a) of the Internal Revenue Code, and the unit shall not engage in any act of self-dealing (as defined in Section 4941 (d) of the Internal Revenue Code), retain any excess business holdings (as defined in Section 4943 (c) of the Internal Revenue Code), or make any taxable expenditures (as defined in Section 4945 (d) of the Internal Revenue Code).

## **ARTICLE III MEMBERSHIP**

### **SECTION 1: QUALIFICATIONS**

- A. Membership in the South Carolina Council for Exceptional Children (SCCEC) shall consist of professional personnel and other persons interested in the education of children and youth with exceptionalities and whose membership dues are paid.
- B. Membership in the Council for Exceptional Children and residence in South Carolina shall give membership in the South Carolina Council for Exceptional Children (SCCEC).

### **SECTION 2: MEMBERSHIP REQUIREMENT**

The SCCEC 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**

All members of the SCCEC state unit, SCCEC local chapters, and SCCEC subdivisions are required to hold concurrent membership in the Council for Exceptional Children.

### **SECTION 4. MEMBERSHIP TERM**

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

## **ARTICLE IV ORGANIZATION**

### **SECTION 1: RELATIONSHIP TO THE COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)**

The South Carolina Council for Exceptional Children (SCCEC) shall be affiliated with The Council for Exceptional Children (CEC) and shall be made up of all CEC Chapters and Subdivisions in the state.

### **SECTION 2: FISCAL YEAR AND ADMINISTRATIVE TERM**

The fiscal year and administrative term of office shall be July 1 through June 30.

## **ARTICLE V ASSESSMENTS AND DUES**

### **SECTION 1: DUES**

The annual dues shall be consistent with the dues and policies of CEC.

## **SECTION 2: PAYMENT OF DUES**

Annual dues to CEC 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 placed on the inactive list and are not considered a member in good standing.

## **ARTICLE VI OFFICERS**

### **SECTION 1: COMPOSITION**

The elected officers of this organization shall be President, President Elect, Vice President, Immediate Past President, Recording Secretary, and Treasurer. The incoming President shall appoint the Corresponding Secretary.

### **SECTION 2: PREREQUISITE FOR NOMINATION AND ELECTION**

All SCCEC officers, subdivision officers, and chapter officers must be members in good standing of CEC 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 succeed the President, and the Vice President shall succeed the President Elect.

### **SECTION 4: VACANCIES**

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.

If a vacancy only occurs in the office of President Elect, the Vice President shall serve as acting President Elect for the remainder of the term of office and shall become President at the beginning of the new term.

If for any reason the President or President Elect decline advancement into the new position, the executive committee shall appoint a past officer to finish the term.

A vacancy occurring in any office other than President and President Elect shall be filled by appointment by the Executive Committee of a member in good standing to serve until the end of the current administrative year or until replaced by a duly elected successor

### **SECTION 5: DUTIES OF OFFICERS**

The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Federation.

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

1. To serve as chief executive of the SCCEC.
2. To give professional leadership to the planning and program of the SCCEC and carry out the directives of the membership.

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3. To call and preside at meetings of the Executive Committee, Executive Board, and other unit sponsored meetings.
4. To preside at meetings of the Representative Assembly and the annual conference.
5. To serve as an ex-officio, non-voting member of all committees except those making nominations or conducting elections.
6. To appoint, with the approval of the Executive Committee, the chairperson of all standing committees except those otherwise designated in the Bylaws, to establish Ad Hoc committees, and to recommend other appointive bodies needed to the Executive Board.
7. To prepare and submit an annual set of assurances to CEC and other reports required by CEC in a timely manner.
8. To appoint the Federation Parliamentarian and to appoint a Corresponding Secretary for one (1) term.
9. To provide for cooperation with, participation in, and representation of the Federation with other agencies and groups of similar interests.
10. To serve as a representative of the South Carolina Federation of the Council for Exceptional Children at the annual Representative Assembly of the Council for Exceptional Children.
11. To appoint with approval of the Executive Committee an alternate representative from South Carolina to the CEC Representative Assembly when either the President or Past President cannot attend.
12. To make an annual report to the Representative Assembly.

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

1. To serve in place of, with the authority of, the President in case of absence or disability.
2. To assist the President in appointing all standing committees and any special committees, except the Nominations, Finance, Awards, and Conference Committees.
3. To share committee coordination and assist in the establishment of new chapters and the strengthening of existing ones.
4. To serve as chairperson of the Conference Committee. Duties include: develop and implement the Conference Planning document for approval of the Executive Committee, propose Conference theme for approval of Executive Committee, manage the finances of the Conference under oversight of the Federation Treasurer, coordinate hotel and facilities management, coordinate with the Host Chapter assigned functions, and coordinate with the Vice President and Professional Development Chair the program for the annual Conference. The President Elect will appoint sub-committee chairpersons to assist with the functions of the Conference as identified in the Conference Planning Document and approved by the Executive Committee.
5. To coordinate planning for future Conference sites. The President Elect will appoint a Conference Liaison to conduct planning for future conference sites.
6. To make an annual report to the SCCEC President for Representative Assembly.

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

1. To serve in the place of, with the authority of, the President in the absence or disability of the President and President Elect.
2. To assist the President in appointing all standing committees and any special committees, except the Nominations, Finance, Awards, and Conference Committees.
3. To assist in the program planning for the annual Conference.
4. To conduct and coordinate Representative Assembly registration and to determine and validate the representatives to Representative Assembly.
5. To coordinate planning for training other than Conference.

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6. To make an annual report to the SCCEC President for Representative Assembly.

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

1. To keep a record of the proceedings and attendance of meetings of the Executive Committee, Executive Board, and Representative Assembly.
2. To maintain minutes for the current and previous two (2) years for each executive committee and board meeting.
3. To prepare prior years minutes for archives on an annual basis.
4. To transfer all records to the new Recording Secretary at the end of the administrative term.
5. To prepare an annual list of motions acted upon by SCCEC and maintain a notebook of active motions.
6. To keep accurate rolls of the Executive Committee, Executive Board, Representative Assembly, and committee memberships.
7. To have available copies of the current Bylaws, minutes of assemblies and Conference and reports of committee meetings.
8. To keep a register of all local chapters, subdivisions, as well as total members in the Federation.
9. To make an annual report to the SCCEC President for Representative Assembly.

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

1. To serve as custodian of all the funds of SCCEC.
2. To pay for expenses approved by the Executive Board and on the authorization of two of the following: the President, the Immediate Past President, the President-Elect, or the Vice President.
3. To submit records of collections and disbursements for audits.
4. To make a financial report in writing to the Executive Committee and Executive Board at each called meeting.
5. To transfer all funds and records to the new Treasurer after the end of the administrative term.
6. To serve as chairperson of the Finance Committee.
7. To make an annual report to the SCCEC President for Representative Assembly.

F. The powers and duties of the immediate **Past President** shall be:

1. To serve as member of the Executive Committee and Executive Board.
2. To serve as chairperson of the Nominations Committee.
3. To conduct the elections at the SCCEC Representative Assembly.
4. To plan leadership training activities for SCCEC.
5. To serve as a representative of the South Carolina Council for Exceptional Children at the annual Representative Assembly of the Council for Exceptional Children.
6. To make an annual report to the SCCEC President for Representative Assembly.

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

1. To carry out correspondence for SCCEC operations.
2. To assist the President in clerical and routine tasks of the organization.
3. To maintain the current criteria for all state and national awards.
4. To serve as chairperson of the Awards Committee and act as a liaison for
5. To make an annual report to the SCCEC President for Representative Assembly.

## SECTION 6: ELECTION OF OFFICERS

The SCCEC Representative Assembly shall elect the officers of SCCEC from those members in good standing who are nominated by the Nominations Committee.

Other nominations may be made at the Representative Assembly following the presentation of the slate of officers from the Nominations Committee. Nominations must be submitted in writing by at least two representatives and nominees must be members in good standing of SCCEC.

A brief (two minutes) nominating speech may be made for each candidate.

## **SECTION 7: REPRESENTATIVES TO THE CEC REPRESENTATIVE ASSEMBLY**

A. The President and Past President of SCCEC shall serve as representatives from South Carolina to the CEC Representative Assembly. When either the President or Past President cannot attend, the President will appoint an alternate representative with the approval of the Executive Committee. The alternate will be selected first from the Executive Committee, secondly, the Executive Board, or next, a member in good standing of the South Carolina Council for Exceptional Children.

B. The duties of the State Representatives to the CEC Representative Assembly are:

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

## **SECTION 7: TERM OF OFFICE**

The President, President Elect, Vice President, and the immediate Past President, shall serve one-year terms that shall coincide with the fiscal year of July 1 to June 30. The Recording Secretary shall serve a two-year term on a fixed cycle basis. The Treasurer shall serve a three term on a fixed cycle basis.

## **SECTION 8: REMOVAL FROM OFFICE**

- A. A petition for removal of an officer of SCCEC shall be signed by at least five (5) members of SCCEC and submitted in writing to the President. If the President is the subject of the petition, it should be submitted to the President Elect.
- B. The President (or President Elect) shall, within seven (7) days, notify each member of the Executive Committee 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 thirty (30) days following receipt of the petition.
- C. At the Executive Committee meeting an opportunity shall be made available for all interested parties to present any relevant evidence. A two-thirds (2/3) vote of the members present, provided there is a

quorum, is necessary for removal of the officer. The officer who is being recommended for removal will not cast a vote. 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 the 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 (7) 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 two (2) representatives from each local chapter, selected by the respective chapters' membership and shall meet within thirty (30) days following receipt of the notice of appeal. The President (or President Elect) shall serve as the non-voting chairperson of the Appeal Board.
- G. At the meeting of the Appeal Board an opportunity shall be made available for all interested parties to present any relevant evidence. A two-thirds (2/3) 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.

## **ARTICLE VII EXECUTIVE COMMITTEE AND EXECUTIVE BOARD**

### **SECTION 1: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the officers of the Federation. The Parliamentarian and Membership Committee Chairperson shall be ex-officio members of the Executive Committee.

Official business at the Executive Committee meetings will be conducted by a simple majority vote provided a quorum is present.

### **SECTION 2: DUTIES OF THE EXECUTIVE COMMITTEE**

- A. To conduct all appropriate business of the Federation.
- B. To identify problems and give direction to the Federation.
- C. To initiate special projects and activities.
- D. To explore and develop proposals for Executive Board action.
- E. To prepare the annual planning document and Federation budget for approval by the Executive Board.
- F. To approve and implement a conference-planning document and budget and recommend conference fees to the Executive Board for approval.
- G. To approve the auditors for SCCEC financial records.
- H. To provide timely responses on current issues ensuring such responses are reflective of Federation policies and platforms.

### **SECTION 3: EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet on call of the President at least four (4) times per year.

### **SECTION 4: EXECUTIVE BOARD**

The Executive Board shall consist of the Federation Executive Committee, Chapter Presidents or alternates, Subdivision presidents or alternates, and Chairpersons of all Standing Committees.

Official business at the Executive Board meetings will be conducted by a simple majority vote provided a quorum is present.

### **SECTION 5: DUTIES OF THE EXECUTIVE BOARD**

- A. To serve as the Federation's administrative policymaking body.
- B. To act upon such official recommendations and petitions.
- C. To adopt an annual planning document and Federation budget.
- D. To recommend policies and programs to the Representative Assembly.
- E. To decide upon publications to be issued by the Federation.
- F. To select the site of the SCCEC annual conference, approve the host chapter, and to approve conference fees.
- G. To assume responsibilities as assigned in the Bylaws or legislated by the Representative Assembly.

### **SECTION 6: EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet at least four (4) times per year to conduct business and to establish basic policy of the SCCEC.

### **SECTION 7: QUORUM**

Two-thirds (2/3) of the qualified voting members of the Executive Committee shall constitute a quorum at any Executive Committee Meeting, and one-third (1/3) of the Executive Board shall constitute a quorum at any Executive Board meeting.

## **ARTICLE VIII SCCEC REPRESENTATIVE ASSEMBLY**

### **SECTION 1: LEGISLATIVE FUNCTION**

The legislative function of the Federation is vested in the Representative Assembly.

### **SECTION 2: REPRESENTATIVE ASSEMBLY MEETING**

There shall be at least one (1) regular meeting of the Representative Assembly at the time and place of the Conference. The President, with the consent of the Executive Committee, may call special Representative Assembly meetings. The membership must be duly notified in advance of a called Representative Assembly meeting.

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### **SECTION 3: CHAPTER REPRESENTATION**

Each SCCEC Chapter in good standing will have 2 total votes. Chapter standing will be based on the chapter's membership file as of June 30 of the year preceding Representative Assembly. Each representative may carry only one vote. Student chapters are allowed Representative Assembly votes on the same basis as other chapters.

Any chapter that organizes between June 30 and sixty (60) days prior to the annual Representative Assembly automatically receives one (1) vote

Each unit eligible to elect representatives shall provide for the election of an alternate for each representative position.

### **SECTION 4: SUBDIVISION REPRESENTATION**

Each Subdivision recognized by the Federation is entitled to one (1) vote.

Any Subdivision that organizes between June 30 and sixty (60) days prior to the annual Representative Assembly automatically receives one (1) vote, regardless of its membership.

Each Subdivision eligible to elect a representative shall provide for the election of an alternate.

### **SECTION 5: MEMBERSHIP PARTICIPATION**

Membership shall include all validated representatives. Officers of the Federation and the Parliamentarian shall be considered non-voting representatives. They may serve as chapter and/or subdivision representatives and shall be accorded all other privileges. Members of SCCEC who are not duly recognized delegates to the Representative Assembly may attend as a nonvoting member and may be recognized for discussion or information.

### **SECTION 6: DUTIES**

The duties of the Representative Assembly shall be:

- A. To serve as the Federation's general legislative body.
- B. To elect the officers of the Federation.
- C. To adopt the Bylaws and make amendments thereto.
- D. To adopt official Federation platforms, statements of policy and resolutions.
- E. To approve the audit of the finances of the Federation.
- F. To establish regulations relating to its own membership.
- G. To act on official recommendations and petitions as may be received.
- H. To establish the standards and regulations governing SCCEC units

### **SECTION 7: PROCEDURE**

The SCCEC Vice-President shall coordinate the procedures for the Representative Assembly registration. Chapters and Subdivisions must submit representative names prior to the conference. No representative will be admitted to the Representative Assembly as a voting member unless his/her credentials have been properly validated. There shall be no absentee ballots or proxy votes in the Representative Assembly

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## **SECTION 8: QUORUM**

One third (1/3) of the qualified representatives shall constitute a quorum at any Representative Assembly

## **ARTICLE IX COMMITTEES**

### **SECTION 1: STANDING COMMITTEES**

Standing Committees shall be: Archives, Awards, Bylaws, Conference, Finance, Governmental Relations, Membership, Nominations, Communication and Publications, Research and Professional Development, Yes I Can, and Resolutions. The Liaison for Chapter Presidents and Subdivisions, and the Student Advisor shall be considered Chairpersons of Standing Committees.

Officers and committee chairpersons are assigned specific additional functions as follows: Immediate Past President as Nominations Chairperson, President Elect as Conference Chairperson, Parliamentarian as Bylaws Chairperson, Treasurer as Finance Chairperson, Corresponding Secretary as Awards Chairperson, and Governmental Relations serves as CAN Coordinator.

### **SECTION 2: AD HOC COMMITTEES**

Ad hoc committees shall be established at the discretion of the President. The establishment of these committees shall clearly indicate the purpose(s) and length of service not to exceed one (1) year.

### **SECTION 3: APPOINTMENT OF COMMITTEE CHAIRPERSONS**

The President, with the approval of the Executive Committee, shall appoint the chairpersons of all standing committees except Nominations, Conference, Awards, and Finance. The Chairperson of the Membership Committee shall serve a three (3) year term.

### **SECTION 4: APPOINTMENT OF COMMITTEE MEMBERS**

Each standing committee member shall be subject to approval by the President and Executive Committee.

### **SECTION 5: DUTIES OF COMMITTEES**

A. The duties of the **Archives Committee** shall be:

1. To identify articles and information important for archives.
2. To collect and maintain an archive of the Federation's historical records.
3. To collect and maintain updated copies of bylaws of Federation, chapters, and subdivisions.
4. To present periodically, reports of archival information to the membership such as newsletter articles and/or displays at conventions and meetings.

B. The duties of the **Awards Committee** shall be:

1. To provide for recognition of state level awards such as Outstanding Member, Outstanding Student Member, Teacher of the Year, Rookie Teacher of the Year, Advocate Award, Mini Grant, Betty Brown Training and Assistance Grant, Paraeducator Award, Laura Mohr Scholarship for Student Preparing to Teach Special Education, General Education Teacher of the Year, and General Administrator of the Year

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2. To promote nominations for national CEC awards such as Teacher of the Year, Wallin Award, CEC Leadership Award, and “Yes I Can” Awards.

C. The duties of the **Bylaws Committee** shall be:

1. To receive and review proposed amendments by petition and to refer such proposals to the Executive Board with recommendations.
2. To make recommendations to the Executive Board for other changes, which may be needed in the Bylaws.
3. To interpret the Bylaws to the Federation and to local chapters and subdivisions.
4. To publicize proposed amendments to the Bylaws at least thirty (30) days prior to the Representative Assembly during the annual Conference or any specially called Representative Assembly.

D. The duties of the **Conference Committee** shall be:

1. To be responsible for the planning and implementation of the annual SCCEC Conference according to the Conference Planning Document to include financial, facilities, programming, and publicity.
2. The Conference Committee will work in collaboration with the Research and Professional Development Committee in program planning.
3. To coordinate Conference planning and implementation of the Conference Planning Document with the Executive Committee.
4. To conduct planning for future Conference sites with an appointed Conference Liaison.

E. The duties of the **Finance Committee** shall be:

1. To monitor SCCEC finances with the Treasurer and review audited financial reports.
2. To make recommendations to the Executive Committee to assist in the development of the SCCEC budget.
3. To monitor the fundraising activities for SCCEC.
4. To make recommendations related to fiscal management.

F. The duties of the **Governmental Relations Committee** shall be:

1. To develop a legislative program under the direction of the Executive Board and/or Representative Assembly.
2. The chair serves as CAN coordinator.
3. To disseminate information pertinent to national and state programs.
4. To keep the Federation, chapters, and subdivisions informed of legislation regarding exceptional persons and to make recommendations concerning necessary action, letters, or responses.

G. The duties of the **Membership Committee** shall be:

1. To maintain an active list of current CEC members in the state.
2. To maintain an active program of recruitment for new members.
3. To support CEC Headquarters staff in membership renewals.

H. The duties of the **Nominations Committee** shall be:

1. To prepare an annual slate of candidates for officer vacancies, which will occur at the end of the administrative year.
2. To present this slate to the membership at least thirty (30) days prior to the Representative Assembly held at the annual Conference.

I. The duties of the **Communication and Publications Committee** shall be:

1. To review the publications structure of the Federation and recommend policies and procedures.
2. To recommend to the Executive Board the publications to be issued.
3. To publish a minimum of two (2) newsletters per year.
4. To work with the Executive Board in promoting the activities of the organization through media and promotional tasks.
5. To promote the purpose of the organization by working with chapters and subdivisions to encourage promotional activities.

K. The duties of the **Resolutions Committee** shall be:

1. To be responsible for giving expression to the basic issues with which the SCCEC may be concerned in order to carry out its purposes and ideals for the welfare of persons with exceptionalities.
2. To extend such courtesies as seem appropriate for the occasion to all members of CEC and SCCEC in order that SCCEC may express its pride, interest, best wishes, or sympathy.
3. To recognize persons by way of a resolution who have given exemplary service to SCCEC.
4. To present all resolutions to the Representative Assembly for adoption.

L. The duties of the **Research and Professional Development Committee** shall be:

1. To be responsible for ensuring that all content related publications and programs meet the requirements of scientifically based or peer reviewed research.
2. To work collaboratively with the Conference committee and Teacher Education Division to ensure high quality professional development at the annual conference and other professional development events.
3. To recognize evidence based practices within our state and acknowledge these practices through an annual publication.

M. The duties of the **Yes I Can Committee** shall be:

1. To provide recognition of state level accomplishments of students with disabilities in the following areas: academics, arts, athletics, community service, employment, extra-curricular activities, and self-advocacy.
2. To nominate the state winner for the International Council for Exceptional Children's Yes I Can award.

## **ARTICLE X SCCEC MEETINGS**

### **SECTION 1: ANNUAL CONFERENCE**

There shall be an annual Conference of SCCEC.

### **SECTION 2: ANNUAL MEETING**

There shall be at least one annual meeting of the SCCEC Representative Assembly held at the time of the SCCEC Conference or as approved by the Executive Board with a thirty (30) day notice to the membership.

### **SECTION 3: SPECIAL MEETINGS**

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Special meetings may be called by the President with the consent of the Executive Committee and due notice to the membership.

## **ARTICLE XI CHAPTERS AND SUBDIVISIONS**

### **SECTION 1: CHAPTER RECOGNITION**

A. The SCCEC may recognize and give official status to chapters who meet the requirements for chapter organization according to the policies of CEC and SCCEC.

B. The Executive Committee may authorize the recognition of a new chapter provided that the following criteria have been met:

1. Minimum membership in the chapter of 12.
2. CEC unified membership of chapter members.
3. Consideration of chapter location to other chapters.
4. Election of Chapter officers and reported to SCCEC.
5. The Chapter By-laws are filed with SCCEC.
6. All members are in good standing with CEC.

### **SECTION 2: SUBDIVISION RECOGNITION**

A. The SCCEC may accept subdivisions as horizontal structures within the Federation.

B. The Executive Committee may authorize subdivisions provided that the following criteria have been met:

1. Minimum membership in the subdivision of 12.
2. CEC unified membership of subdivision members.
3. The CEC subdivision structure is followed and the subdivision is in good standing with the CEC division.
4. The Subdivision Bylaws are filed with SCCEC.
5. All members are in good standing with CEC.

### **SECTION 3: CHAPTER AND SUBDIVISION PARTICIPATION**

A. The chapter and subdivision Presidents actively participate as voting members of the SCCEC Executive Board.

B. The chapter and subdivision Presidents must submit a written annual report to the SCCEC President for the Representative Assembly.

## **ARTICLE XIII AMENDMENTS**

### **SECTION 1: PROPOSED AMENDMENTS**

Any proposed amendment to the Bylaws shall be submitted in writing to the Bylaws Committee for review.

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## **SECTION 2: REVIEW**

The Bylaws Committee shall refer all proposed amendments with recommendations to the Executive Board.

## **SECTION 3: REFERRAL TO THE REPRESENTATIVE ASSEMBLY**

All proposed amendments presented to the Executive Board shall be presented to the membership at least thirty (30) days prior to the Representative Assembly meeting.

## **SECTION 4: FINAL ACTION**

Amendments to the Bylaws shall require a two-third (2/3) majority at any legally constituted meeting of the Representative Assembly. Emergency amendments may be made to the Bylaws by a two-thirds (2/3) majority vote of the Executive Board. Any amendment by this process shall be effective until ratified by the next official Representative Assembly.

## **ARTICLE IV DISSOLUTION**

In the event of dissolution of the Federation, the Executive Board shall, after payment of all liabilities, dispose of all assets by: forwarding them to the Headquarters of CEC (a non-profit corporation) with a request that they be retained in a non-interest bearing account and made available to the Federation should it be reorganized; or, contributing the assets to the Foundation for Exceptional Children (a non-profit, tax exempt public foundation) which operates to advance the education of exceptional people; or contributing them to another organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954, or any prior or future Internal Revenue Code, or to the federal, state, or local government which is exempt from federal income tax. Under no circumstances shall any of the property or assets of the Federation, during its existence or upon dissolution thereof, be distributed to any officer, member, employee, or subsidiary of the Federation.

## **ARTICLE XV PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Revised (latest edition) shall govern the Federation in all cases to which they are applicable and in which they are not inconsistent with the CEC rules, these Bylaws, and any special rules of order the Federation may adopt.