**SC CEC Planning Document - 2025-2026**

GOAL 1: TEACHING AND LEARNING CONDITIONS

Goal: *To improve the conditions of teaching and learning and support the highest quality of services for individuals with exceptionalities.*

**Objective 1.1: To recognize individuals who provide service to individuals with exceptionalities.**

Executive Committee Member Responsible: Corresponding Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Establish and chair awards committee. | Ongoing | Corresponding Secretary |
| 1. Appoint Awards Committee members and submit for approval.  * Outstanding Student Member * Outstanding Member * Exceptional Educator of the Year $ * Rookie Teacher of the Year $ * Para-educator of the Year * Principal of the Year * General Educator of the Year * Advocate of the Year * Yes I Can\* * Laura Mohr Scholarship * Betty Brown Training Grant\* * Mini-grant Awards | Jul. 29, 2025 | Corresponding Secretary |
| 1. Update and present award criteria. | Jul. 29, 2025 | Executive Committee through Corresponding Secretary |
| 1. Provide directions to awards committee. | Sept. 5, 2025 | Corresponding Secretary |
| 1. Submit article and criteria for awards to newsletter and ensure criteria are posted on the website. | Article for E-newsletter- Sept. 5, 2025  Web posting-Sept. 12, 2025 | Corresponding Secretary  Publication Chairperson |
| 1. Solicit call for courtesy resolutions to be presented at RA | Oct. 17, 2025  Deadline for Submission: Nov. 28, 2025 | Parliamentarian |
| 1. Follow-up with previous mini-grant winner(s), collect financial documentation, and presentation proposal and submit to Treasurer and President-Elect. | Nov. 21, 2025 - presentation proposal due  one year from award - financial documentation due | Corresponding Secretary |
| 1. Gather award information from Award chairpersons. | Jan. 12, 2026  \*Deadline for awards-November 28, 2025 | Corresponding Secretary |
| 1. Contact all nominators of non-winners (with the formal email). | Jan. 12-16, 2026 | Corresponding Secretary |
| 1. Contact winners and nominators. | Jan. 12-16, 2026 | Corresponding Secretary |
| 1. Order plaques, trophies, and certificates to include VIP award. | Jan. 23, 2026 (this will allow time to proof names and reorder if needed) | Corresponding Secretary |
| 1. Submit names of award winners to treasurer. | Jan. 16, 2026 | Corresponding Secretary |
| 1. Pay Conference Registration for designated award recipients. $ | 2026 Conference | Treasurer |
| 1. Submit names for hotel room reservations for designated award winners to President Elect. \* | Jan. 16, 2026 | Corresponding Secretary |
| 1. Report results to executive committee and submit written documentation of recipients to Recording Secretary for records. | by February 25, 2026 | Corresponding Secretary |
| 1. Present awards at the state conference. | February 27, 2026 | Corresponding Secretary |
| 1. Submit article for newsletter about awards. | March 13, 2026 | Corresponding Secretary |
| 18. Submit 2025 SCCEC Teacher of the Year for the National CEC Teacher of the Year (pending National CEC process) | Sept 30, 2025 |  |
| 19. Provide funds to assist with expenses to attend CEC Convention for National CEC Award winners and SCCEC Clarissa Hug nominee. Individual stipends/reimbursements will not exceed $1000. | Reimbursements submitted by June 1, 2026 | Treasurer |
| 20. Issue checks for mini grants and scholarships with appropriate documentation submitted. | June 30, 2026 | Treasurer |

**Objective 1.2: To disseminate public information through print and electronic media.**

Executive Committee Member Responsible: Corresponding Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Collaborate with the Research and Professional Development Committee to publish position and policy papers. | Ongoing | Publication Chairperson |
| 1. Maintain copy of publications for archives. | Ongoing | Publication Chairperson/Archives |
| 1. Email executive board reminders for meetings submissions. | 2 weeks prior to each Executive Board meeting (Aug. 9, September 20, March 28) | President  Corresponding Secretary |
| 1. Email executive board reminders for newsletter submissions. | Newsletter submission ( 9/6, 10/18, 12/13, 3/14, and 5/23) |  |
| 1. Submit newsletter to Executive Committee to preview prior to it being sent via email or posted on website. | Sep. 13, Oct. 25, Dec. 20, Mar. 21, May 30 | Publication Chairperson |
| 1. Provide email list with updated membership to Corresponding Secretary to distribute member emails. | 1 week after newsletter deadlines (Sep. 13, Oct. 25, Dec. 20, Mar. 21, May 30) | Membership Chairperson |
| 1. Distribute Newsletter to members and Special Education Directors. | After approval of Exec. Committee | Corresponding Secretary |
| 1. Publish newsletter to website and SCCEC Community. | After approval of Exec. Committee | Publication Chairperson |
| 1. Submit written report to representative assembly. | Due to President: Feb. 13, 2026 | Publication Chairperson |

GOAL 2: EVIDENCE BASED PRACTICES

Goal: *Conduct professional development conference annually to disseminate evidence based and promising practices.*

Executive Committee Member Responsible: President Elect

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Coordinate conference needs with hotel staff. | Ongoing | President Elect |
| 1. Reimburse for expenses related to Conference Planning (copies, travel, etc.) | Ongoing | Treasurer |
| 1. Meet with hotel representative to review contract and begin planning including audio/visual, tables, catering, etc. | before October 6, 2025 | President Elect  (accompanied by Conference Committee) |
| 1. Select conference planning committee in collaboration with Research and Professional Development Chair. | By July Board meeting | President Elect |
| 1. Determine person securing exhibitors to solicit and organize exhibitors for conference. | Aug. 16, 2025 | Treasurer (or designated member) |
| 1. Introduce 2025 Conference Host(s). Hosts must be state chapters or subdivisions. | Aug. 16, 2025 | Executive Committee |
| 1. Select theme to present to executive committee. | Aug. 16, 2025 | President Elect |
| 1. Send email blast advertising conference to membership, state department of education, and national CEC. | Save the date on website with an email blast -Sept. 12, 2025  Reminder/info in each newsletter | President Elect  Publication Chairperson  Corresponding Secretary |
| 1. Create and distribute call for proposals | Sept. 12, 2025  Due Nov. 21, 2025 | President Elect  Corresponding Secretary |
| 1. Solicit conference proposals for Subdivision pre-conferences and activities | Sept. 12, 2025  Due Nov. 21, 2025 | President Elect/Subdivision Liaison |
| 1. Send conference information to state and district directors. | August 25, 2025 | President Elect |
| 1. Propose conference registration fee to executive board (vote needed). | July 29, 2025 | President Elect |
| 1. Develop procedures for registration process. | Oct. 6, 2025 | President Elect and Treasurer |
| 1. Recommend table prices for commercial and agency exhibitors to executive committee for approval (vote needed). | July 29, 2025  August 16, 2025 (finalized) | President Elect |
| 1. Develop Budget for 2025 Conference and present to executive committee for approval. | Before the July 29, 2025 | Treasurer and President Elect |
| 1. Prepare registration form for distribution. | Oct. 6, 2025 | President Elect |
| 1. Solicit silent auction items for conference and submit announcement for newsletter. | Oct. 17, 2025 | Past President |
| 1. Collaborate in the selection of pre-conference and conference presentations. | Nov. 24, 2025- Dec. 12, 2025 | President Elect/ Research and Professional Development Committee |
| 1. Notify presenters of proposal acceptance for pre-conference and conference presentations. | Dec. 13-Dec.14, 2025 | Professional Development Committee/Corresponding Secretary |
| 1. Solicit site proposals for 2026 Conference and present to Executive Committee with recommendations. | Dec. 8, 2025 | President and/or appointed designee |
| 1. Secure keynote speaker. | Dec. 8, 2025 | President Elect |
| 1. Secure conference bags, name tags, and recognition ribbons. | Jan. 16, 2025 for 2026 Conference | President Elect |
| 1. Secure conference administrative support. | Aug. 24, 2025 | President Elect |
| 1. Develop a plan and begin to schedule session hosts. (Volunteer for students?) | Dec. 7, 2025 | Executive Committee |
| 1. Organize and facilitate Student Activities at Conference. | Formal Plan Developed: Oct. 6, 2025  Facilitate: Feb. 27-28, 2025 | Student Advisor/Conference Committee |
| 1. Submit listing of sessions to webmaster and newsletter chairperson. | Draft of sessions: Dec. 15, 2025 | President Elect |
| 1. Create draft at-a-glance of conference program. | Jan. 16, 2026 | President Elect |
| 1. Arrange and coordinate hotel rooms for executive committee, award winners, conference administrative support, and special guests. | Jan. 16, 2026 | President Elect |
| 1. Submit conference program (printer) and at-a-glance (administrative support) for publishing. | Program: Feb. 2, 2026 (paper)  At-a-Glance: Feb. 16, 2026 (electronic) | President Elect  Publications Chairperson |
| 1. Setup and man silent auction table. | Feb. 27-Feb. 28, 2026 | Past President |
| 1. Secure gift baskets for president, president elect, and keynote speaker. | Feb. 25, 2026 | Past President |
| 1. Secure appreciation gift for President. | Feb. 25, 2026 | President Elect |
| 1. Prepare awards ceremony program and print. | Feb. 6, 2026 | Awards Chair  President Elect |
| 1. Distribute renewal certificates and conference evaluation link. | Mar. 8, 2026 | Recording Secretary |
| 1. Send designated honorarium for conference administrative support. | Mar. 2, 2026 | Treasurer |
| 1. Present conference evaluation information to executive committee and newsletter. | Apr. 11, 2026 | President Elect |

GOAL 3: COMMUNITY AND MEMBERSHIP

Goal: *To promote growth and diversity in membership by building a more engaged community to enhance professional practice, learning, leadership, and collaboration.*

**Objective 3.1: To improve the recruitment and retention of our members, including a diverse membership, by increasing the value of programs and services.**

Executive Committee Member Responsible: Membership Chair

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Retain membership through publications (website, newsletter, emails). | Ongoing/Monthly | Membership Chair |
| 1. Serve as liaison with international CEC concerning membership needs. | Ongoing | Membership Chair |
| 1. Implement plan for retention and recruitment. | Ongoing | Membership Chair/Committee |
| 1. Create a membership committee to assist with recruitment/retention. | Initiate July 29, 2025; By Aug. 16th | Membership Chair |
| 1. Maintain accurate membership roster and report to executive committee. | At Exec. Com. meetings: Aug. 16th, Oct. 4, Feb. 25, April 11 | Membership Chair |
| 1. Develop a plan for retention and recruitment of members and present to executive committee to share at LTI. | July 29, 2025 | Membership Chair |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 14, 2026 | Membership Chair |
| 1. Qualify recipients for the membership award for chapters increasing membership by 10% (Dec. 2024 - Dec. 2025). | Submit chapter names to Award Chair by Jan. 9, 2026  Announce at Awards Ceremony | Membership Chair |

**Objective 3.2: To facilitate chapter and subdivision growth and development.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Assist units in the development and revision of their by-laws and planning document. | Ongoing | Past President |
| 1. Provide assistance to prospective chapters in meeting the requirement to be recognized as a chapter according to the by-laws. | Ongoing | President/Past President |
| 1. Disseminate VIP and organizational requirements to chapter presidents. | July 29, 2025 | Past President |
| 1. Qualify recipients for VIP award and submit to executive committee based on meeting VIP criteria for the previous year. | Eligibility: President 2024-2025  Deadline: Aug. 23, 2025  Qualified: Oct. 4, 2025 | Past President |
| 1. Collect by-laws & planning document and compile list of officers from each chapter & subdivision. | Oct. 4, 2025 | President and Chapter/Subdivision Liaison |
| 1. Disseminate lists of chapter and subdivision officers and membership total to the Recording Secretary. | Officers: Oct. 4, 2025  Membership Total: Ongoing | Chapter/Subdivision Liaison and Membership Chairperson |
| 1. Submit written report to President for Representative Assembly. | Due to President: Feb. 13, 2026 | Chapter Presidents Subdivision Presidents |
| 1. Recognize presidents meeting the VIP criteria at the annual conference. | At Awards Ceremony | Past President |

GOAL 4: PUBLIC POLICY AND ADVOCACY

Goal: *To advance governmental policies impacting the teaching and learning of individuals with exceptionalities and the practice of professionals who work on their behalf.*

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Identify issues to which SCCEC needs to respond and direct pertinent information to international CEC. | Ongoing | Governmental Relations Chair |
| 1. Submit recommendations for state policies and positions to the executive board after review of national policy and position statements. | Ongoing | Governmental Relations Chair/Executive Committee |
| 1. Submit success stories to the Children’s Action Network and to local newspapers. | Ongoing | Governmental Relations Chair |
| 1. Provide information to chapters and subdivisions on pertinent issues. | Ongoing | Governmental Relations Chair |
| 1. Submit articles to newsletter and website. | 9/6, 10/18, 12/13, 3/14, and 5/23 | Governmental Relations Chair |
| 1. Develop a plan to disseminate information to membership regarding accessing state level legislative and policy issues. | Aug. 16, 2025 | Governmental Relations Chair |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 14, 2026 | Governmental Relations Chair |
| 1. Plan meeting/information sharing session for conference (Policy session with education leaders). | December 13, 2025  January 9, 2026 (follow up) | Governmental Relations Chair w/Conference Committee |
| 1. Submit recommendations for state policies and positions for approval to the Representative Assembly after review of national policy and position statements. | February 28, 2026 | Executive Board |
| 1. Attend Legislative Training as scheduled by National CEC. | When Scheduled | Governmental Relations Chair |
| 1. SC CEC Advocacy Day Event | TBA | Governmental Relations Chair/Committee |

GOAL 5: ORGANIZATIONAL EFFECTIVENESS

Goal: *To continuously improve organizational performance and fiduciary effectiveness to provide value to members and customers.*

**Objective 5.1: To maintain fiscal accountability.**

Executive Committee Member Responsible: Treasurer

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Reimburse travel expenses for members of Finance Committee. | Ongoing | Treasurer |
| 1. Submit proposed changes to financial procedures to executive committee/ executive board. | Ongoing | Treasurer |
| 1. Maintain necessary insurance coverage for SCCEC and SCCEC Conference. | Ongoing | Treasurer and President |
| 1. Pay storage rental fees. | Monthly | Treasurer |
| 1. Submit books to CPA for tax preparation. | Two weeks after the close of the fiscal year | Treasurer |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 13, 2026 | Treasurer |
| 1. Conduct internal audit, review financial activities and make recommendations. | During Conference  During LTI | Finance Committee |
| 1. Present Finance Committee Recommendations to executive committee/executive board. | First EB meeting after conference | Treasurer |
| 1. Pay PO Box fee yearly. | July, 2025 | Treasurer |
| 1. Submit needed paperwork to SC Secretary of State’s office. | As required | Treasurer and President |
| 1. Submit needed paperwork to CEC for Assurances form | As required | Treasurer and President |

**Objective 5.2: To maintain written documentation of federation activities.**

Executive Committee Member Responsible: Recording Secretary

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Develop documentation procedures for federation activities. | Ongoing | Executive Committee |
| 1. Submit proposed changes to procedures to executive committee. | Ongoing | Recording Secretary |
| 1. Submit written report for Representative Assembly. | Due to President: Feb. 14, 2026 | Recording Secretary |

**Objective 5.3: To conduct the business of the federation.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Reimburse travel expenses for Executive Committee and Executive Board members (1 per chapter) attending meetings as prescribed by Finance Committee Recommendations. | Ongoing | Treasurer |
| 1. Determine appropriateness of expenditures necessary for the good of the order and submit to the Executive Committee for approval; Treasurer will issue check. | Ongoing | President or designee |
| 1. Prepare Planning Document for approval by executive board. | June Workday | President/Executive Committee |
| 1. Send proposed agenda to Corresponding Secretary for Executive Committee and Executive Board meetings. | 2 weeks prior to meeting dates (Aug. 2; Sept. 20; Feb. 11; March 28, June 6) | President |
| 1. Contact chapter and subdivisions who were not in attendance and provide information. | 1 week after meetings | Chapter/Subdivision Liaison |
| 1. Arrange for sign in sheets and name tags for all executive committee and board meetings under the direction of the president. | All scheduled Executive Committee and Executive Board meeting dates | Corresponding Secretary |
| 1. Establish meeting dates and sites of all executive committee and board meetings. | Annual Planning Meeting/ Leadership Training Institute (LTI)--June 13, 2026 | President |
| 1. Arrange accommodations if needed for executive committee. | As needed | President/Treasurer |

**Objective 5.4: To maintain by-laws.**

Executive Committee Member Responsible: Parliamentarian

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Serve as Executive Committee and Board parliamentarian. | Ongoing | Parliamentarian |
| 1. Obtain recommendations for by-law revisions and submit in writing to By-laws Committee. | Ongoing | Parliamentarian |
| 1. Facilitate by-law changes for chapters and subdivision units. | Ongoing | Parliamentarian/Subdivision Liaison/Chapter Liaison |
| 1. Submit proposed amendments and recommendations to Executive Committee (if needed). | Oct. 4, 2025 | Parliamentarian |
| 1. Submit by-law proposed changes to the website/email/newsletter (if needed). | 30 days prior to Representative Assembly | Parliamentarian/  Publications |
| 1. Present revised by-laws and by-laws for action at Representative Assembly (if needed). | Feb. 28, 2026 | Parliamentarian |
| 1. Post revised by-laws on website (if needed). | June 30, 2026 | Parliamentarian/  Publications |

**Objective 5.5: To conduct annual elections.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Create a nominating committee. | July 29, 2025/August 16, 2025 | Past President |
| 1. Review nomination procedures. | Oct. 4, 2025 | Nominating Committee |
| 1. Submit proposed revisions of procedures to Executive Committee (if needed). | Oct. 4, 2025 | Past President |
| 1. Submit call for nominations to Publication Chairperson. | Oct. 19, 2025  \*Deadline for nominations: Dec. 5, 2025 | Past President |
| 1. Present nominees to Executive Committee with recommendations for slate. | Dec. 14, 2025 | Past President |
| 1. Submit nominee biographies for posting on website and email to all members. | Jan. 4, 2026 | Past President |
| 1. Submit written report to Representative Assembly. | Due to President: Feb. 14, 2026 | Past President |
| 1. Prepare ballots, collect, and count votes at Representative Assembly. | Feb. 28, 2026 | Past President |

**Objective 5.6: To conduct Representative Assembly.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Review Representative Assembly procedures with Vice President and submit proposed changes to procedures to Executive Committee (if needed). | Oct. 4, 2025 | President/Past-President/ Parliamentarian/Vice President |
| 1. Submit Representative Assembly Procedures to Publications Chairperson for publication. | Oct. 19, 2025 | Vice President |
| 1. Request chapter and subdivision leaders to submit their representative for Representative Assembly. | Invite by Dec. 14, 2025 | Vice President |
| 1. Submit representative names for Representative Assembly to Vice President. | Feb. 14, 2026 | Chapter/Subdivision President |
| 1. Establish times for Representative registration at SCCEC Conference and email info to representatives and submit to newsletter. | Dec. 14, 2025  \*submit to membership by email | Vice President |
| 1. Conduct Representative registration at SCCEC Conference. | Feb. 27-28, 2026 | Vice President |
| 1. Check in representatives at the door and give a report at the opening of Representative Assembly. | Feb. 28, 2026 | Vice President |
| 1. Collect reports and compile RA handout. | Feb. 25, 2026 | President/Vice President |

**Objective 5.7: To represent SCCEC at CEC Convention, Representative Assembly, and Leadership Training Institute.**

Executive Committee Member Responsible: President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Attend National LI. | As scheduled | President/President Elect or Designee |
| 1. Reimburse expenses for Representatives to attend National CEC LTI. Travel expenses are as prescribed by Finance Committee Recommendations. | Within 1 month after attendance at event with submission of receipts | Treasurer |
| 1. Immediately after SCCEC Conference, prepare nominations for awards relevant to National CEC. | Based on National Award Deadlines | President/Awards Chair |
| 1. Attend Representative Assembly meeting. | At National CEC Convention  when scheduled | Past President/President or Designee |
| 1. Reimburse expenses for Representatives to attend National CEC RA. | Within 1 month after attendance at event with submission of receipts | Treasurer |
| 1. Inform SC Membership of current CEC issues. | Ongoing | Past President and President |

**Objective 5.8: To conduct annual LTI.**

Executive Committee Member Responsible: Past President

| **Activity** | **Due Date** | **Person Responsible** |
| --- | --- | --- |
| 1. Facilitate annual LTI. | June 21, 2025 | Past President |
| 1. Cover costs associated with LTI as identified in the plan and not to exceed $500 | June 21, 2025 | Treasurer |
| 1. Reimburse travel expenses for up to 2 representatives from each unit, committee chairs, and executive committee members. | Within one month of receiving request | Treasurer |
| 1. Develop a plan for annual LTI. | June 14, 2025 | President |