

THE ILLINOIS COUNCIL
FOR
EXCEPTIONAL CHILDREN

BYLAW & POLICY GUIDE



2007-2008

Nancy Riggin, Chair

Robert Abbott

Mary Camp

Michael Daly

Dr. Vinni Hall

Elisabeth Murphy

Margaret Ortinau-
Simons

Dr. Joan Rog

Heather Tratt

Bethanie Whittaker

ISCEC President

Revised & Reprinted
Summer, 2006

ICEC PRESIDENTS

1951-1952	Russell Duffin*	1994-1995	Robin Griswold
1952-1953	T. Ernest Newland*	1995-1996	Dr. Frances Carroll
1953-1954	Jessie Summers*	1996-1997	Michael Daly
1954-1955	Jane Bull*	1997-1998	Delores Bartels
1955-1956	Mary Corlett Walsh	1998-1999	Nancy Riggin
1956-1957	Olive Bruner*	1999-2000	Iris Kerbis Puccini
1957-1958	E. Milo Pritchett	2000-2001	Dr. Lesley Graham*
1958-1959	Hester Burbridge*	2001-2002	Joyce Meyer
1959-1960	Lyndall P. Zimmerman*	2002-2003	Mary Camp
1960-1961	Dr. Merle B. Karnes*	2003-2004	Dr. Vinni Hall
1961-1962	Clarissa Hug*	2004-2005	Dr. Joan Rog
1962-1963	Leonard Dobson*	2005-2006	Margaret Ortinau-Simons
1963-1964	Gloria Calovini	2006-2007	Heather Tratt
1964-1965	Dr. Phillips R. Jones*	2007-2008	Heather Tratt
1965-1966	Delilah Newell*		
1966-1967	William Vickers		
1967-1968	Robert Leach		
1968-1969	Leonore Powell		
1969-1970	Dr. Dean S. Hage*		
1970-1971	Jack Handley		
1971-1972	Robert Abbott		
1972-1973	Dr. John Canfield		
1973-1974	Jason Barr III		
1974-1975	Jean Preston		
1975-1976	Dr. Pamela Gillet		
1976-1977	Paul Shanyfelt		
1977-1978	Mary Anne Prichard		
1978-1979	Harry Burgener*		
1979-1980	Dr. Judy Smithson		
1980-1981	Beverley H. Johns		
1981-1982	James T. Meeks		
1982-1983	Maizelle Archie		
1983-1984	Dr. Lesley Graham*		
1984-1985	Dr. Cindy Terry		
1985-1986	Naomi Law		
1986-1987	Roger Johnson		
1987-1988	William Urban		
1988-1989	Thomas Bartels		
1989-1990	Cheryl DePaepe		
1990-1991	Dr. Christy Chambers		
1991-1992	Donna Ree		
1992-1993	Clinton Conway		

ICEC GOVERNORS

1952-1956	Russell Duffin*, Danville
1956-1958	Lyndall P. Zimmerman*, Springfield
1958-1959	Genevieve Drennen*, Decatur
1959-1963	E. Milo Pritchett*, East St. Louis
1963-1966	Clarissa Hug*, Chicago
1966-1968	Leonard Dobson*, Decatur
1968-1969	Dr. Phillip R. Jones*, Champaign
1969-1971	E. Milo Pritchett*, DeKalb
1971-1973	Petra Harris, Chicago
1973-1975	William Vickers, Waukegan
1975-1978	Robert Abbott, Waukegan
1978-1981	Dr. Pamela Gillet, Niles
1981-1984	Jean Preston, Murphysboro
1984-1987	Beverley H. Jones, Jacksonville
1987-1990	James T. Meeks, Springfield
1990-1993	Dr. Lesley Graham*, Peoria
1993-1996	Naomi Law, Joliet
1996-1999	Cheryl DePaepe, Hennepin
1999-2002	James T. Meeks, Springfield

ICEC REPRESENTATIVES

2000-2001	James T. Meeks, Springfield Dr. Lesley Graham*, Peoria
2001-2002	James T. Meeks, Springfield Dr. Lesley Graham*, Peoria
2002-2003	James T. Meeks, Springfield Joyce Meyer, Gurnee
2003-2004	Joyce Meyer, Gurnee Nancy Riggin, Carterville
2004-2005	Nancy Riggin, Carterville Dr. Vinni Hall, Chicago
2005-2006	Dr. Vinni Hall, Chicago Mary Camp, Peoria
2006-2007	Mary Camp, Peoria Robert E. Abbott, Waukegan
2007-2008	Robert E. Abbott, Waukegan Iris K. Puccini, Skokie

**BYLAWS
FOR
THE ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN**

**Adopted May 11, 1956
Spring Conference
Waukegan, Illinois**

**Revised May 5, 1984
Spring Conference
Schaumburg, Illinois**

**Revised October 25, 1974
Fall Convention
Rosemont, Illinois**

**Revised November 8, 1985
Fall Convention
Rosemont, Illinois**

**Revised October 25, 1975
Fall Convention
Rosemont, Illinois**

**Revised November 6, 1987
Fall Convention
Rosemont, Illinois**

**Revised November 5, 1976
Fall Convention
Rosemont, Illinois**

**Revised November 4, 1988
Fall Convention
Arlington Heights, Illinois**

**Revised May 3, 1980
Spring Conference
Peoria, Illinois**

**Revised March 24, 1990
Spring Conference
Rock Island, Illinois**

**Revised November 21, 1980
Fall Convention
Rosemont, Illinois**

**Revised November 8, 1991
Fall Convention
Arlington Heights, Illinois**

**Revised November 5, 1982
Fall Convention
Rosemont, Illinois**

**Revised March 29, 1992
Spring Conference
Bloomington, Illinois**

**Revised April 30, 1983
Spring Conference
Joliet, Illinois**

**Revised April 24, 1993
Spring Conference
Collinsville, Illinois**

**Revised November 5, 1993
Fall Convention
Arlington Heights, Illinois**

**Revised April 15, 1994
Spring Conference
Bloomington, Illinois**

**Revised April 22, 2006
Spring Conference
Champaign, Illinois**

**Revised November 7, 1997
Fall Convention
Arlington Heights, Illinois**

**Revised April, 2000
Spring Conference
Lisle, Illinois**

**Revised November 3, 2000
Fall Convention
Schaumburg, Illinois**

**Revised March 31, 2001
Spring Conference
Peoria, Illinois**

**Revised April 27, 2002
Spring Conference
Matteson, Illinois**

**Revised November 1, 2002
Fall Convention
Schaumburg, Illinois**

**Revised November 1, 2003
Fall Convention
Schaumburg, Illinois**

**Revised November 5, 2004
Fall Convention
Schaumburg, Illinois**

BYLAWS
THE ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN

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**BYLAWS FOR ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN
A NOT-FOR-PROFIT CORPORATION**

ARTICLE I

NAME AND PURPOSES

- 1.1 The name of the corporation shall be Illinois Council for Exceptional Children.**
- 1.2 The purpose of the corporation shall be to function as a State Unit of the Council for Exceptional Children. (11/1/02)**

Further purposes of this organization shall be to function as a State Unit of local chapters in Illinois, to promote the education and welfare of exceptional children in the State of Illinois and to foster the professional growth of its members. (11/1/02)

The purposes may be extended to include others which are exclusively charitable, scientific and educational as follows:

- 1.2.1 To aid, sponsor, promote and contribute to civic projects, community chests, scientific and educational research, philanthropic or eleemosynary institutions, societies or organizations.**
- 1.2.2 To periodically grant special funds to enable members to engage in special projects which will promote the education and welfare of exceptional children in the State of Illinois, and to do or perform any or all such projects either alone or in cooperation with institutions, societies and organizations operated exclusively for charitable, scientific or educational purposes. (11/1/02)**
- 1.2.3 To receive gifts and appropriations from any and all of its resources from time to time, to carry out the objectives and purposes of the corporation.**
- 1.2.4 To exercise all such power and authority as may be necessary to carry out the purpose and objectives above specified.**

- 1.2.5** However, it is expressly declared that no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the corporation as set forth in Article I.
- 1.2.6** No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence the legislation through corporation paid lobbying, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- 1.2.7** The corporation shall not carry on any other activities not permitted to be carried on by the corporation exempt from federal income tax under Section 501.
- 1.2.8** In the event of dissolution of this corporation, the Executive Board of Directors shall, after payment of all liabilities of the organization, dispose of all assets by:
- 1.2.8.1** Contributing them to the Foundation for Exceptional Children (a non-profit, tax exempt foundation) which operates to advance the education of exceptional children, or
- 1.2.8.2** Contribute them to a national, non-profit organization or activity, the purpose of such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 of the Internal Revenue Code of 1954 as the Executive Board of Directors shall determine.

Under no circumstances shall any of the property or assets of the organization during its existence or under the dissolution thereof be distributed to any officer, member or subsidiary of the corporation.

The use of the word “charity” in the above statement of purposes shall not be deemed to authorize the corporation to receive any child for care or placement apart from its parents or guardian. In the use of the word “educational”, nothing herein shall be deemed to authorize the corporation to operate a post-secondary educational institution or a vocational school.

ARTICLE II

OFFICES

- 2.1 The corporation shall have and continuously maintain in this State a registered office and a registered agent whose office is identical with such registered office and may have other offices within and without the State of Illinois as the Executive Board of Directors may from time to time determine.**

ARTICLE III

ORGANIZATION

- 3.1.1 This corporation shall be affiliated with the Council for Exceptional Children.**
- 3.2 The corporation is authorized to accept as part of its structure:**
- 3.2.1 Local Illinois Chapters of the Illinois Council for Exceptional Children (ICEC) whose constitution and chapter requirements meet with the Illinois Council for Exceptional Children standards and who have copies of their constitution on file with Illinois Council for Exceptional Children and their corporation. (11/1/02)**
- 3.2.2 A Subdivision in good standing shall elect a member in good standing to serve as a Liaison on the ICEC Executive Board of Directors in accordance with the established ICEC timeline and procedures for ICEC membership. (11/1/02)**
- Subdivisions are completely autonomous in developing their own professional programs and meetings. These may operate within the general context of interest in exceptional children. Subdivisions may produce professional literature, plan programs for ICEC conventions, and cooperate with ICEC in matters of mutual interest. To be a Subdivision at the ICEC level, the proposed Subdivision must also be eligible for national CEC status.**
- 3.2.3 The Illinois Student Council for Exceptional Children, to be known as a student association, ISCEC, will be a group of students whose members are interested in special education. The purpose will be to present students with opportunities to improve educational professional standards and shall provide for the professional preparation of future leaders in the education of exceptional children and youth. The Illinois Student Council for Exceptional Children shall have its own executive board, constitution, and association requirements that meet with standards set forth in the Bylaws and will operate within the Bylaw and Policy Guide of ICEC. The association will have, on file, with the Illinois Council one copy of their constitution that has been approved by the Executive Board of Directors of the corporation.**
- 3.2.4 Individuals who are not affiliated with a local chapter. (11/1/02)**

ARTICLE IV

MEMBERS

- 4.1 **Classes of Members.** The corporation shall have the following classes of members:
- 4.1.1 **Chapter Members.** Chapter members shall be members in good standing of local chapters of the Illinois Council for Exceptional Children (ICEC). (11/1/02)
- 4.1.2 **Student Members.** A person who is in attendance during the academic year at a college or university and who is not engaged in full time employment in the area of education for the exceptional child may enroll as a student member. Student members and student chapters shall be considered segments of the structure of CEC and ICEC and entitled to all rights and privileges of any CEC member.
- 4.1.3 **Life Members.** Any person qualified for membership other than a Student member may become a life member upon payment of dues in such amount and in such manner as may be determined from time to time by the Council for Exceptional Children, prior to June 30, 1973.
- 4.1.4 **Non-Chapter Members.** Any person who is interested in the field of education of exceptional children may join Illinois Council for Exceptional Children upon payment of dues to the Council for Exceptional Children and therefore
- 4.1.4.1 Be a member of the regional unit or (11/1/02)
- 4.1.4.2 Be a member-at-large of the State Unit. (11/1/02)
- 4.1.5 **Subdivision Members.** Any ICEC member in good standing and who is also qualified to be a member of a Subdivision of ICEC may become a Subdivision member for voting purposes. Any person holding a student membership may become a member of a Subdivision if this is provided for within the requirements for Subdivision membership. Additional Subdivision membership classes for voting purposes may hereafter be established from time to time upon resolution duly adopted by the Executive Board of Directors. A new Subdivision shall be provided \$100.00 seed money by ICEC for Subdivision use during the initial operational year.

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- 4.2 **Membership.** All persons who were members of Illinois Council for Exceptional Children, Chapter 118 of the Council for Exceptional Children, an unincorporated association, at the time of the dissolution of such association, shall be members of the corporation, in the same classes or Subdivisions which they formerly occupied until January 1, 1969. Persons who wish to become members of the corporation between the date of dissolution of said unincorporated association and January 1, 1969, shall become members upon acceptance of dues from such persons by the Council for Exceptional Children.

After December 31, 1968, persons shall have their membership renewed or new members shall be accepted upon acceptance of dues from such persons by the Council for Exceptional Children.

- 4.3 **Voting Rights of Members.** Voting rights of members shall be limited to casting votes for members of the State Unit's Delegate Assembly (11/3/00). Chapter members shall vote as members of their respective chapters (11/1/02). Members-at-large of the State Unit shall have one vote through an elected representative. Non-chapter members of a regional unit shall have one vote via their elected Regional Director (11/1/02). Subdivision members shall have the right to have one vote through a selected representative (11/1/02). Any member who holds more than one class of membership may vote with the other members in each class in which he/she holds membership.
- 4.4 **Transfer of Membership.** Membership in this corporation is not transferable/assignable.
- 4.5 **Dues.** The annual dues of the Illinois Council for Exceptional Children shall be determined by the membership and shall be consistent with the dues policies of the Council for Exceptional Children.

Special assessments may be levied by a majority vote of delegates at the Delegate Assembly when this matter is considered, provided there is a quorum.

After January 1, 1972, persons may become members at any time upon payment of dues. The membership would extend for the next consecutive twelve month period.

Members whose dues are not paid by the end of the thirteenth month shall be considered delinquent and relinquish membership rights and privileges in the organization.

- 4.6 **Minimum Membership.** The State Unit shall maintain a minimum of one hundred (100) paid members who shall meet the membership qualifications established by CEC. (11/1/02)
- 4.7 **Unified Membership.** All State Unit members must also be members of the Council for Exceptional Children. The State Unit may not accept enrollment for local membership only. (11/1/02)

ARTICLE V

**ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN DELEGATE
ASSEMBLY**

5.1 Representation in the Delegate Assembly.

- 5.1.1 Delegates Representing Chapters. Any chapter in good standing (10 members or more) shall have the right to elect one or more delegates (11/1/02). Votes shall be granted to chapters on the basis of one vote for the first ten members, plus one vote for each additional ten members (11/1/02). A chart approved by the Executive Board of Directors shall be used by the Credentials Chairperson to determine delegate vote entitlement. Each delegate shall have a minimum of one vote in the Delegate Assembly.**

Any chapter that organized in the calendar year in which the Delegate Assembly meets, but prior to the Delegate Assembly Meeting, shall be entitled to one vote in the said Delegate Assembly.

Members of a chapter entitled to more than one delegate may, at their option, elect less than the number of delegates to which they are entitled, in which event the delegate or delegates so elected shall be entitled to cast the total number of votes to which the chapter is entitled.

The number of delegate votes to which a chapter may be entitled at a Delegate Assembly shall be determined by the Credentials Committee from records of the corporation as they appear on the June 30 Report immediately preceding the Delegate Assembly.

5.1.2 Delegates Representing Non-Chapter (11/1/02).

- 5.1.2.1 Non-chapter members of the State Unit who attend a Delegate Assembly shall have the right to elect one delegate who will be entitled to one vote. A meeting for this purpose shall be called by the ICEC President who shall preside over the meeting until a delegate has been elected by the non-chapter members at large who are present. This meeting shall be called prior to Delegate Assembly at both the Fall Convention and Spring Conference. A meeting announcement will appear in the program booklets (11/1/02).**

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- 5.1.2.2 **Non-chapter members of a regional unit shall be entitled to one vote at the Delegate Assembly via their elected Regional Director (11/1/02).**
- 5.1.3 **Delegates Representing an Association. The President of Illinois Student Council for Exceptional Children will represent the Illinois Council for Exceptional Children Student Association at Delegate Assembly and be entitled to one vote.**
- 5.1.4 **Delegates Representing ICEC Subdivision Members. Members of each ICEC Subdivision who attend a Delegate Assembly shall have the right to elect one delegate to represent their ICEC Subdivision. Each recognized ICEC Subdivision shall be entitled to one vote.**
- 5.1.5 **Life Members. A life members hall have no special voting rights, but May be represented in Section 5.1.1, 5.1.2, or 5.1.3.**
- 5.1.6 **Alternates. Any group of members that is entitled to elect delegates may elect alternates to serve in the Delegate Assembly in the absence of delegates; such alternates shall be elected in the same manner as delegates, and shall be subject to the same qualifications as delegates.**
- 5.1.7 **Qualifications of Delegates. Each delegate must be a member of the corporation in good standing, and must be an active member of the voting group he/she represents.**
- 5.1.8 **Terms of Delegates. The term of each delegate shall expire at the close of the assembly for which he/she is elected.**
- 5.2 **Powers and Duties of the Delegate Assembly. The duties of the Delegate Assembly shall be:**
- 5.2.1 **To serve as the corporation’s general legislative body.**
- 5.2.2 **To elect, by simple majority (50% plus 1) vote, the officers of the corporation.**
- 5.2.3 **To establish any additional rate for State Unit membership dues beyond the rate set by the Council for Exceptional Children. (11/1/02)**
- 5.2.4 **To adopt bylaws and to make amendments thereto. These proposed changes must be sent to the delegates 30 days prior to the meeting of the Delegate Assembly.**

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- 5.2.5 To approve the annual audit of the finances of the corporation.**
- 5.2.6 To establish regulations relation to its own membership.**
- 5.2.7 To act on such other official recommendations, petitions, and resolutions as may be received by the Executive Board of Directors 30 days prior to the Delegate Assembly for which they were elected. These suggested resolutions will be distributed to the membership via the unit presidents and Executive Board of Directors prior to the meeting of the Delegate Assembly (11/1/02).**
- 5.2.8 To act on any recommendations, petitions and resolutions which have been received by the Executive Board of Directors and recognized as an emergency situation prior to Delegate Assembly.**
- 5.3 Board of Directors Resolutions passed by the Delegate Assembly are to be distributed to the membership and the Executive Board of Directors (11/1/02).**

**CREDENTIAL COMMITTEE
DELEGATE VOTE ENTITLEMENT CHART**

MEMBERS	VOTES	MEMBERS	VOTES	MEMBERS	VOTES
0-9	0	180-189	18	360-369	36
10-19	1	190-199	19	370-379	37
20-29	2	200-209	20	380-389	38
30-39	3	210-219	21	390-399	39
40-49	4	220-229	22	400-409	40
50-59	5	230-239	23	410-419	41
60-69	6	240-249	24	420-429	42
70-79	7	250-259	25	430-439	43
80-89	8	260-269	26	440-449	44
90-99	9	270-279	27	450-459	45
100-109	10	280-289	28	460-469	46
110-119	11	290-299	29	470-479	47
120-129	12	300-309	30	480-489	48
130-139	13	310-319	31	490-499	49
140-149	14	320-329	32	500-509	50
150-159	15	330-339	33	510-519	51
160-169	16	340-349	34	520-529	52
170-179	17	350-359	35	530-539	53

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ARTICLE VI

EXECUTIVE BOARD OF DIRECTORS

- 6.1 **General Powers.** The affairs of the corporation shall be managed by its Executive Board of Directors.
- 6.2 **Number, Tenure, and Qualifications.** The number of Directors shall be the listed officers and regional directors. Each director shall hold office until his/her successor shall have been elected and qualified.
- 6.3 **Regular Meetings.** A regular annual meeting of the Executive Board of Directors shall be held without notice other than this Bylaw, immediately before, and at the same place as, the annual meeting of members. The Executive Board of Directors may provide by resolution, the time and place, either within or without the State of Illinois for the holding of additional regular meetings of the Executive Board of Directors without notice other than such resolution.
- 6.4 **Special Meetings.** Special meetings of the Executive Board of Directors may be called by or at the request of the President or any five directors. The person or persons authorized to call special meetings of the Executive Board of Directors may fix any place, either within or without the State of Illinois, as the place for holding any special meeting of the Executive Board of Directors called by them.
- 6.5 **Notice.** Notice of any special meeting of the Executive Board of Directors shall be given at least five days previously thereto by written notice delivered personally or sent by mail or telegram to each director at his/her address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United State mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Executive Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.
- 6.6 **Manner of Acting.** The act of a majority of the Executive Board of Directors Present at a meeting at which a quorum is present shall be the act of the

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Executive Board of Directors, except where otherwise provided by law or by these Bylaws. In the event there is need to transact business for which a meeting is not feasible, the President may call for a ballot procedure using a variety of communication modes, the same to be confirmed at the next official Board meeting and incorporated into the minutes (11/3/00).

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ARTICLE VII

OFFICERS

7.1 **Officers.** The officers of the corporation shall be a President, a President Elect, the Immediate Past President, a Secretary, a Treasurer, the Regional Directors, the two Illinois Representatives to the CEC Representative Assembly, the elected Subdivision Liaisons, and the ISCEC President (4/4/01). These officers shall compose the Executive Board of Directors of the corporation. 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. Each member of the Executive Board holds only one vote.

7.2 **Qualifications of Officers.**

7.2.1 **President & President Elect (Two-Year Term).** (11/6/04)

Minimum of five years membership in CEC.

Minimum of two years membership in ICEC.

Prior experience as an Executive Board of Directors member or active participation in Board affairs as a chair of a standing or a special committee.

Leadership, interest, and willingness to serve.

Professional responsibility and activity for the needs of exceptional children.

7.2.2 **Secretary (Two-Year Term).**

Minimum of two years membership in CEC.

Active participation in ICEC or local CEC Chapter.

Interest and willingness to serve.

7.2.3 **Treasurer (Three-Year Term).**

Minimum of two years membership in CEC.

Active participation in ICEC or a local CEC Chapter.

Interest and willingness to serve.

7.2.4 Regional Directors (Two-Year Term – Elected by Region).

Minimum of five years membership in CEC.

Minimum of two years membership in ICEC.

Prior experience as an officer and active participation in a local CEC Chapter.

Leadership, interest and willingness to serve.

Professional responsibility and activity for the needs of exceptional children.

7.2.5 Illinois Representatives to the CEC Representative Assembly (Two-Year Term). (4/4/01)

Members in good standing of CEC and the Illinois State Unit at the time of nomination, selection, and remain members throughout their term of office.

Past/current experience on the State Unit board as an elected officer or committee chair and/or past/current experience as an officer in an active local chapter of ICEC.

Minimum of five years membership in CEC.

Minimum of two years membership in ICEC.

Leadership, interest and willingness to serve.

Professional responsibility and activity for the needs of exceptional children.

Cannot immediately succeed himself/herself.

7.3 Terms of Officers.

7.3.1 Succeeding officers shall be elected at the annual Fall Convention for Exceptional Children. All officers of the organization shall take office on July 1st following the election with the exception of Illinois Representatives whose terms shall be consistent with CEC's designated office terms (11/1/03). The President shall be elected for a two-year term (to be effective July 1, 2006), and he/she shall be succeeded at the end of his/her term by the President Elect. The President Elect shall be elected every two years (to be effective July 1, 2006) (11/6/04). The Secretary shall be elected for a two year term. The Treasurer shall be elected for a three year term. Regional Directors shall be elected for two year terms on the following cycle: Directors for Regions with odd numbers shall be elected in odd numbered years; Directors for Regions with even numbers shall be elected in even numbered years. The Illinois Representatives to the CEC Representative Assembly shall be elected for a two year term. The Subdivision Liaison shall be elected for a two year term by its members at the Fall Convention, consistent with Subdivision Bylaws and election policies and ICEC Bylaws and election policies. The ISCEC President shall be elected for a one year term. (4/4/01)

7.3.2 The Credentials Committee shall follow the instructions for the Election of officers set forth in the ICEC Policy Guide.

7.4 Duties of Officers.

The President, President Elect, Past President, Secretary, Treasurer, the Illinois Representatives to the CEC Representative Assembly, Regional Directors, Subdivision Liaisons, and ISCEC President shall execute all duties as outlined in the Policy Guide (4/4/01).

7.5 Election of Officers.

7.5.1 The President, the President Elect, Secretary, and the Treasurer shall be elected by the ICEC Delegate Assembly (11/1/02).

7.5.2 The Illinois Representatives to the CEC Representative Assembly shall be elected with one Representative being elected by the ICEC Executive Board of Directors and the second Representative elected by the ICEC Delegate Assembly (4/4/01).

7.5.3 The Regional Directors nominated by their respective regions shall be elected by the members located within their respective regions pursuant to ICEC policies. Each Regional Director will serve on the Executive Board of Directors to represent the interests of all chapters in his/her respective region (11/1/02).

7.5.4 The Subdivision Liaison nominated by a Subdivision member in good standing shall be elected by Subdivision membership. The elected Subdivision Liaison shall serve on the ICEC Executive Board of Directors to represent the interest and involvement of their Subdivision. The Subdivision Liaison shall serve a term of two years and may succeed him/herself unless prohibited by Subdivision Bylaws and Policies.

7.5.5 The ISCEC President shall be elected as provided for in the ISCEC Bylaws.

The assignment of Chapters to regions may be changed by resolution of the Executive Board of Directors. Chapters hereafter created shall be assigned to one of the regions or to a new region by resolution of the Executive Board of Directors. New regions may be adopted and Chapters may be assigned to any of the above described regions or new regions by resolution of the Executive Board of Directors.

7.6 **Vacancies in Office.** If a vacancy occurs in the office of President, the President Elect shall serve as acting President for the remainder of the term, and shall commence his/her own term as President at the expiration of said term. If a vacancy occurs in the Office of President Elect after the Spring Delegate Assembly, the current President will continue in the office of President until an election can be held at the Fall Delegate Assembly. The newly elected President Elect will assume the office effective July 1 of the following year. If a vacancy occurs in any of the other offices, a successor shall be appointed by the President (4/27/02) until a successor can be elected by the Delegate Assembly at the next annual Fall Meeting to serve the unexpired term. If a vacancy occurs in the office of Regional Director, the person so appointed shall be a member in good standing of a chapter located in the region in which the vacancy occurred. If a leave of absence is requested by any member of the Executive Board of Directors, said leave shall be presented to the President and approved by the Executive Board of Directors. The President then may appoint a

replacement during the approved leave. This replacement shall be approved by the Executive Board of Directors. This approved replacement for the leave of absence of an officer shall execute all responsibilities of that office and be entitled to all voting privileges during the length of the appointment. If a vacancy occurs in the office of a Subdivision Liaison, the person so appointed shall be a member in good standing of the Subdivision and shall be appointed by the Subdivision, consistent with Subdivision Bylaws and Policies.
(4/28/00)

7.7 Removal from Office. In order for an officer to be removed from office, a petition signed by twenty-five (25) members of ICEC is required. The petition then must be submitted to the President or President Elect.

A committee made up of the Immediate Past President, President, and the President Elect shall investigate the petition and make recommendations within fifteen (15) days of receipt of the petition (11/3/00). If the officer named to be removed from office is a member of the hearing committee, said officer immediately ceases membership on this committee. The President Elect shall preside as the chairperson of said committee. The petition should be forwarded to the Executive Board of Directors. The voting members of the Executive Board of Directors will meet within thirty (30) days. Recommendations made by said committee will be presented, at which time additional evidence may be presented by ICEC and the officer under investigation. In the case of a Subdivision Liaison, the Executive Board of Directors of ICEC shall inform and consult with the Executive Board of the representative Subdivision to facilitate removal policy consistent with ICEC and the respective Subdivision Bylaws and Policies.

Removal from office requires an endorsement by two-thirds (2/3) majority vote of the Executive Board of Directors present at the meeting.

ARTICLE VIII

COMMITTEES

- 8.1 Standing Committees. Standing committees shall be: Awards, Bylaw and Policy, Communications, Convention Site Selection (effective 4/12/06), Credentials and Election, Exceptional Children’s Week, Fall Convention, Finance, Governmental Relations, History, Membership, Nominations, Ray Graham Memorial Fund, Scholarship, Spring Conference, Student Activities (effective 7/1/01), and Web-Master (effective 11/6/04). The functions of said committees shall be assigned at the discretion of the President with the approval of the Executive Board of Directors.**
- 8.2 Ad Hoc Committees. Ad Hoc Committees may be established and their functions assigned at the discretion of the President with the approval of the Executive Board of Directors. The Ad Hoc Committee is appointed for a specific purpose which shall be clearly defined by the President. The Committee will complete the duty assigned by the end of the current term, unless discharged sooner. Upon approval of the Ad Hoc Committee recommendations by the Executive Board of Directors, the President will delegate appropriate follow up action. The Ad Hoc Committee will cease to exist as soon as the final recommendations are presented to the Executive Board of Directors (11/7/97).**

ARTICLE IX

MEETINGS OF MEMBERS

- 9.1 **Professional Meetings.** This corporation shall meet twice annually at a time and place to be decided by the Executive Board of Directors. Each meeting shall be held for a period of time equivalent to at least a full day. One meeting shall be the annual ICEC Convention. The second meeting shall be scheduled at the discretion of the Executive Board of Directors.
- 9.2 **Delegate Assembly.** The Delegate Assembly shall meet in connection with the annual meetings, or such date and such hour and place as may be determined by the Executive Board of Directors. The members shall participate in such meetings through the votes of their duly elected delegates as provided by these bylaws.
- 9.3 **Special Meetings.** Special meetings of the members may be called either by the President or the Executive Board of Directors.
- 9.4 **Notice of Meetings.** At the direction of the President, Secretary, the officers or persons calling the meeting written or printed notice stating the place, day and hour of any meeting of member shall be delivered either personally or by mail, to each member entitled to vote at such meeting, not less than ten nor more than forty days before the date of such meeting. In case of a special meeting or when required by statute or by these Bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the corporation, with postage thereon paid.
- 9.5 **Place of Meeting.** The President of the Executive Board of Directors may designate any place, either within or without the State of Illinois, as the place of meeting for any annual meeting or for any special meeting. The meeting shall be held in a facility which is accessible.

ARTICLE X

QUORUM FOR MEETINGS

- 10.1 Executive Board of Directors. A quorum for a regularly scheduled meeting of the Executive Board of Directors shall consist of a simple majority (50% plus 1) of the voting members present at said meeting. (4/4/01)**
- 10.2 Delegate Assembly. A quorum for a Delegate Assembly shall consist of those delegates present and recognized, representing a simple majority (50% plus 1) of the votes entitled to be cast at such assembly. (4/4/01)**

ARTICLE XI

ADMINISTRATION TERM

- 11.1 The period beginning July 1st of said year and ending June 30th of the following year shall constitute the administrative term.**

BLXI-1

ARTICLE XII

THE FISCAL YEAR

- 12.1 The twelve month period for which specific budget and set of bookkeeping records are established shall be termed the fiscal year. The fiscal year for the Illinois Council for Exceptional Children shall begin July 1 and end June 30.**

BLXII-1

ARTICLE XIII

CONTRACTS, CHECKS, DEPOSITS, AND GIFTS

- 13.1 **Contracts.** The Executive Board of Directors authorizes the President and President Elect in collaboration with the Finance Chair to negotiate any contract and execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances. All contracts must be approved by the Executive Board of Directors and two signatures are required on all contracts. In the absence of either the President or the President Elect, the Treasurer is also authorized to sign the contracts. (4/28/00)
- 13.2 **Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent and agents of the corporation and in such manner as shall from time to time be determined by resolution of the Executive Board of Directors. In the absence of such determination by the Executive Board of Directors, such instruments shall be signed by the Treasurer.
- 13.3 **Deposits.** All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Executive Board of Directors may select.
- 13.4 **Gifts.** The Executive Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the corporation.

ARTICLE XIV

BOOKS AND RECORDS

- 14.1 The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members. The Executive Board of Directors and committees having any of the authority of the Executive Board of Directors shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member, his/her agent or attorney for any proper purpose at any reasonable time.**

BLXIV-1

ARTICLE XV

SEAL

- 15.1 The Executive Board of Directors shall provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words “Corporate Seal, Illinois”.**

BLXV-1

ARTICLE XVI

WAIVER OF NOTICE

- 16.1** Whenever any notice whatever is required to be given under the provisions of the General Not-for-Profit Corporation Act of Illinois or under the provisions of the articles of incorporation or the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

BLXVI-1

ARTICLE XVII

PARLIAMENTARY RULES

- 17.1 The President of the Illinois Council for Exceptional Children will appoint a Parliamentarian from among its members to advise on all matters of parliamentary procedure.**
- 17.2 The rules of parliamentary practice in the current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the corporation subject to the special rules which have been or may be adopted.**
- 17.3 In any inconsistencies between the Bylaws and Policy, the Bylaws take precedence over Policy.**

ARTICLE XVIII

AMENDMENTS

- 18.1 BYLAWS. Amendments to the Bylaws may be proposed in either of the following ways:**
- 18.1.1 Proposed by action of the Executive Board of Directors after consultation and review of the financial implications by the Bylaws and Policy Committee.**
 - 18.1.2 Proposed by a petition presented to the President and signed by a minimum of twenty-five (25) members of ICEC in good standing. The petition must include a statement of the financial implications of the proposed amendment.**
- 18.2 Notice of proposed amendments must be submitted in writing by the President to the delegates, via unit Presidents, thirty (30) days prior to the meeting of the Delegate Assembly.**
- 18.3 Amendments to the Bylaws may be made by a simple majority (50% plus 1) vote of a quorum of the delegates present at any regular or special meeting of the Delegate Assembly.**
- 18.4 An amendment to the Bylaws shall become effective at the close of the meeting of the Delegate Assembly at which it was adopted unless the Delegate Assembly specifies otherwise.**
- 18.5 POLICY. Changes in the Policy are proposed by the Bylaws and Policy Committee of the Delegate Assembly at which it was adopted unless the Delegate Assembly specifies otherwise.**
- 18.6 An amendment to the Policy Guide shall become effective immediately upon approval.**
- 18.7 The Executive Board of Directors, at any called meeting, may make non substantive changes in the Bylaws and Policy Guide by a simple majority (50% plus 1) vote.**

**POLICY GUIDE
THE ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN**

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Originally compiled by the State Handbook Committee of the Policies Committee of the Illinois Council for Exceptional Children in 1965.

Gary Blake, Roy Stanford, Wilma Tinkham, Mary Walsh, John Nebo, Chairperson of Subcommittee, Hester Burbridge, Chairperson of Policies Committee, Clarissa Hug, ex-officio member.

BYLAW AND POLICY GUIDE COMMITTEES

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Revised by the State Policies Committee of The Illinois Council for Exceptional Children. Milo Pritchett, Chairperson
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1968

Revised by the State Policies Committee of The Illinois Council for Exceptional Children. Clarissa Hug-Chairperson
Policies Committee, Doris Johnson-Consultant, Policies Committee
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1971

Revised by the Constitution and Policies Committee of the Illinois Council for Exceptional Children.
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1972

Revised by the Constitution and Policies Committee of the Illinois Council for Exceptional Children.
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1973

Revised by the Constitution and Policies Committee of the Illinois Council for Exceptional Children.
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1974

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JoAnn Horowitz, Patrick Deloney, Robert Abbott, Ray Schoolfield

1975

Revised by the Bylaw and Policy Guide Committee of the Illinois Council for Exceptional Children.
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1976

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1977

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1978

Revised by the Bylaw and Policy Guide Committee of the Illinois Council For Exceptional Children.

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1984-85

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1985-86

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2006-07

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Heather Tratt, Bethanie Whittaker,
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2006-07

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Margaret Ortinau-Simons, Dr. Joan Rog,
Heather Tratt, Bethanie Whittaker,
ISCEC President**

SECTION I

INTRODUCTION

- 1.1 This handbook has been compiled to act as the official Policy Guide for officers, committees, and members of the Illinois Council for Exceptional Children. It shall serve as a source of reference when questions arise regarding policies and procedures. Because of the fluid character of any active, growing organization, changes in policy will be enacted from time to time. These approved changes will be sent to all holding a current Policy Guide.**

**The purposes of the Illinois Council for Exceptional Children, a State Unit of the Council for Exceptional Children, are outlined in the Corporate Bylaws.
(2/8/03)**

SECTION II

ORIGIN OF ICEC

- 2.1 The Illinois Council for Exceptional Children had its early development in 1948. During the years 1945-1950, annual meetings of the teachers engaged in special education were sponsored by the Division for Special Education of the Department of Public Instruction, State of Illinois; Ray Graham being director. At such meetings, persons interested in special education, supported by Mr. Ray Graham, believed that there was a distinct need for an organization concerned with special education. One of those persons was Mr. Russell Duffin, Director of Special Education, Danville Public Schools, who became the first Chairperson of a committee to organize such a group. The result was that Mr. Duffin wrote and mimeographed a letter which was sent to approximately 100 persons in Chicago. At that meeting, E. H. Mellon, Superintendent of Schools and Director of Special Education, Champaign, Illinois Public Schools, was elected chairman, 1948-1950. Others elected as leaders were Mrs. Olive Bruner, Principal of Spaulding School Chicago, as Vice President, and Ms. Kathleen Jarrett, Director of Special Education, Bloomington, Illinois as Secretary-Treasurer. During these early years, Ray Graham provided the funds for the expenses. He, the leaders, and an organizational committee wrote a constitution and selected the name "The Illinois Association for the Education of Exceptional Children". These were officially ratified by persons present at a meeting held in October, 1950.**

The Illinois Association for the Education of Exceptional Children was officially chartered as the Illinois Federation #118, ICEC, April 12, 1956. The official name was changed to the Illinois Council for Exceptional Children in May, 1959.

CEC in Illinois has grown to the extent that it is one of the largest and most active Federations in National CEC. Illinois has maintained a leadership position in membership for many years. Because of continuous growth, the Illinois Federation has revised the organizations' Bylaw and Policy Guide several times since the original ones were written. In addition, the number of local chapters has increased. The organizational structure has changed substantially to include elected Regional Directors, each of whom are assigned to serve as the direct liaison between the ICEC Executive Board of Directors and the local chapters, within a specified region of the state of Illinois.

Federation Committee work has been increased, along with the size and quality of the state convention. A Spring Conference aimed at the needs of classroom teachers has been added, and other professional meetings and workshops are conducted on a regional basis by local chapters.

SECTION III

ICEC TODAY

(2/8/03)

- 3.1 The CEC Handbook published by the Council for Exceptional Children, outlines requirements and privileges of all units of C.E.C. It is available from the Unit Development Committee, Council for Exceptional Children, 1110 N. Glebe Rd., Suite 300, Arlington, Virginia, 22201-5704. (Revised 9/30/2000)**

SECTION IV

ORGANIZATION OF THE COUNCIL FOR EXCEPTIONAL CHILDREN

4.1 Historical Development

The International Council for Exceptional Children was organized at Teacher's College, Columbia University in New York in 1922. The first convention was held in Cleveland in 1923. This organization grew out of a need felt by local groups to talk over the problems of exceptional children and try to find some solutions.

Provisions were later made for state Federations. In 1958, the name was changed to the Council for Exceptional Children.

4.2 CEC Structure

- 4.2.1 Regular Chapters. The chapter is the local unit in the Council's organizational structure. It is through chapters that CEC members in a given area may work together as a professional unit. Chapters sponsor a variety of professional activities and engage in projects designed to advance the education of exceptional children and youth and the special education profession in general, and provide a network of support for professionals in a local area. An active chapter meets the following criteria: (1) complete and submit unit report by August 1st; (2) submit names of a minimum of three officers by August 1st; (3) conduct a minimum of four activities per year; (4) maintain an updated constitution and bylaws; (5) maintain a minimum of 10 members. (2/6/04)

The Regular Chapter is comprised of a majority of professionals involved in the education of exceptional children. Both students and nonprofessionals are welcomed into regular chapters. All chapter members must be members of CEC in good standing. It is against CEC's policy of unified membership for local chapters to create a separate category of membership for local affiliation only.

- 4.2.2 Student Chapters. Student chapters are located at colleges or universities offering undergraduate or graduate coursework in special education. Students are entitled to all the advantages of any CEC chapter. To be classified as a student chapter, there must be a faculty advisor, the constitution must indicate student chapter status, and students must comprise over 75 percent of the membership. The

student members may be graduate or undergraduate students. It is not necessary that they be full-time students. (Note: Only students that are not engaged in full-time employment in the education profession are eligible for CEC membership at the student rate. (9/30/00)

4.2.3 **Federation.** A Federation is a unit of two or more local chapters in a state or province that have joined together to increase their ability to undertake professional projects. Once a state/provincial Federation is established, all chapters within that state or province are automatically enrolled and represented equitably. Council members in the state or province that are not affiliated with a local chapter become part of the Federation's at-large unit and have Federation governance structure. The Federation must maintain a minimum total state or provincial membership of 100 persons, the majority of whom are actively engaged in professional work related to the education of exceptional children. The Federation operates a broad, active program in keeping with the general purpose of the Council. Its activities include those professional projects that cannot be performed adequately by the local chapters functioning independently or by the International organization. An annual meeting must be conducted, which includes both professional and business meetings. The Federation exercises autonomy of operation within the framework of the CEC Articles of Incorporation and Bylaws. In Illinois, the Federation is called the Illinois Council for Exceptional Children.

4.2.4 **Branches.** A branch is a single, overall state or provincial unit, composed of all CEC members in that state or province. This type of organization was developed to serve CEC and its members in a state or province where geographical or population factors impair the development of several local chapters and a Federation. It enables the membership in the state or province to come under the benefits of the Council's program, hold one or more professional meetings annually, and identify and work on statewide or province-wide issues.

4.2.5 **Divisions.** A Division is an organization within CEC for members who are interested in a particular exceptionality or particular aspect of special education. Divisions are completely autonomous in developing their own professional programs, but as with CEC, operate within the general context of interest in exceptional children. Divisions are required to show in professionally appropriate ways (i.e., stationery, publications, etc.) that they are a Division of CEC. Divisions set their own membership dues, produce professional

studies and literature, plan their own programs at CEC conventions, and cooperate with CEC in matters of mutual interest. At the present time there are seventeen Divisions: The Association for the Gifted (TAG), Council for Administrators of Special Education (CASE), Council for Children with Behavioral Disorders (CCBD), Council for Educational Diagnostic Services (CEDS), Division for Children with Communication Disorders (DCCD), Division for Learning Disabilities (DLD), Division for Early Childhood (DEC), Division for Physical and Health Disabilities (DPHD), Division on Visual Handicaps (DVH), Division on Mental Retardation and Developmental Disabilities (MRDD), Teacher Education Division (TED), Division on Career Development and Transition (DCDT), Technology and Media Division (TAM), Division for Research (CEC-DR), Division for Culturally and Linguistically Diverse Exceptional Learners (DDEL), Division of International Special Education Services (DISEDS), CEC Pioneer Division (CEC-PD).

- 4.2.6 **Guidelines for Subdivisions.** A subdivision is a special interest group of Council members who conduct, within a given state or province or throughout Canada, a professional program within their special interest area. Subdivisions are completely autonomous in developing their own professional programs, and, as does CEC, operate within the general context of interest in exceptional children. Subdivisions produce professional literature, plan programs for CEC conventions, and cooperate with CEC in matters of mutual interest.
- 4.2.7 **Affiliates.** An affiliate is an organized group or agency which has overall objectives harmonious with those of CEC and has prepared a plan for affiliation which has been accepted by the CEC Board of Governors. Affiliation of an organization with CEC makes it possible for the two groups to work cooperatively on common objectives and to exchange resources.
- 4.2.8 **Coalitions.** A coalition is an organized group or agency that share a common purpose with that of CEC.
- 4.2.9 **Student Council for Exceptional Children.** The Student Council for Exceptional Children (Student CEC) is an integral part of CEC. Student CEC has its own Executive Committee and is authorized by its constitution to accept as a segment of its structure state and provincial student associations. The relationship of student chapters is with CEC rather than Student CEC. The President and Immediate Past President of the Student Council for Exceptional Children are ex-officio members of the administrative policy making body of the

council. Student CEC plans its own program at CEC's annual convention and may publish periodic newsletters. Even though every state or province may not have a Student CEC association, one who is eligible for membership in CEC at the student rate (in attendance during the academic year at an accredited college or university and not engaged in full-time employment in the education profession) is automatically a member of the Student CEC as well as of CEC. (9/30/00)

- 4.2.10 Student Club for Exceptional Children. Student Club for Exceptional Children is the name given to a high school or similar organization whose members belong to CEC. An amendment to the CEC Bylaws in 1972 permitted high school students to be associate members of CEC. High school members join CEC as a club (a minimum of 10 members) which must be under the sponsorship of a local CEC chapter. They do not have voting power in CEC, but are able to express their opinions at CEC functions and can send nonvoting representatives to Federation and International conferences. High school associate club receives the publication, Teaching Exceptional Children.**

4.3 Equity Among Units

All units and types of units shall receive equitable and nondiscriminatory treatment by the Council, e.g., if a service such as membership processing is funded by general revenue and performed without special charge to a unit or type of unit, then such membership processing shall be performed without charge for all units and types of units. However, cost of services which are unique to a unit or type of unit, such as subscription processing for the publication of a Subdivision, shall be charged to the unit(s) thus served and shall not be funded out of the general revenues of the council.

4.4 CEC Government

- 4.4.1 Board of Directors. The Board of Directors, the administrative, general legislative, and policy making body of CEC shall consist of twenty-one members as designated in the CEC Constitution and Bylaws. (9/30/00)**

4.5 Headquarters.

The offices of the Council for Exceptional Children are located in the CEC Headquarters building, 1110 N. Glebe Rd., Arlington, Virginia. Phone (703) 620-3660 or (800) 845-6232 membership questions only or Fax (703) 264-9494. (9/30/00)

SECTION V

OPERATION OF ICEC

5.1 The Executive Board of Directors

The Executive Board of Directors is the administrative branch of the Illinois Council for Exceptional Children. The successful, smooth, and efficient functioning of the organization depends on the leadership and planning of the board. The Corporation Bylaws of ICEC define the membership of the Executive Board of Directors. It includes the President, the President Elect, the Immediate Past President, the Secretary, the Treasurer, the Regional Directors, the elected Subdivision Liaisons, and the President of the Illinois Student Council for Exceptional Children. It is customary to invite committee chairpersons and affiliate representatives although they are not voting members, to Executive Board of Directors' Meetings. (9/30/02)

The Executive Board of Directors should meet frequently. Five meetings have provide minimal. The first responsibility of each board member after he/she takes office is the careful study of the Constitution and Bylaw and Policy Guide of the Illinois Council for Exceptional Children. This should be supplemented by an evaluation of the State Unit's activities for the past few years (2/8/03). The board is then ready to set up its objectives for the year, name committees, and plan activities. To insure the operation of the Council within the legal framework of the organization, continual reference shall be made to the Bylaw and Policy Guide of ICEC.

All officers shall be elected at the Fall Convention of the Illinois Council and all shall take office July 1st of the following year. In the event that the first meeting of the new Executive Board of Directors takes place before July 1st, all action taken at that meeting is valid upon installation of the new officers. Each shall serve a term as set forth in the Bylaws of this corporation. The President shall hold office for two years, and he/she shall be succeeded at the end of this term by the President Elect (2/5/05). If a vacancy occurs in the office of President, the President Elect shall serve as acting president for the remainder of the term and shall become President at the close of the administrative year. Should the office of President Elect become vacant, the position shall be filled by appointment by the Executive Board of Directors until an election can be held consistent with Article VII, Section 7.3. The term of the person so appointed shall end at the close of the administrative year.

5.2 The President

Certain responsibilities belong to the President as set forth by the Bylaw and Policy Guide and by traditional practices associated with the office. Of equal importance will be many duties not listed in any Bylaws, Policy Guide, or rules of order. They are marks of his/her leadership. His/her efficiency, tact, forcefulness, inspiration, vision, attention to details and fulfillment of responsibilities will largely measure the success of his/her administration.

5.2.1 Duties of the President

5.2.1.1 To appoint all Committee Chairpersons with exception of those committee chairpersons specified in the Bylaws (Bylaw and Policy Guide, Convention Site Selection, and Ray Graham Memorial Fund). Recommendations for such chairpersons shall be brought by the incoming President to the Executive Board of Directors at the time of the June Board Meeting for approval. Chairpersons may be re-appointed. The President is an ex-officio member of all committees except the Nominations Committee. (4/13/07)

The President shall keep himself/herself informed of the activities of each committee and keep them stimulated. The President should ask for written reports at appropriate Executive Board of Directors meetings and Delegate Assemblies. One copy of such reports should be kept for the filing of the annual report with the President. In addition, one (1) report should be filed with the Secretary and one (1) with the Historian. Support should be given to all committees in their endeavors. When possible and advisable, the President should attend such committee meetings. (9/30/00)

Standing Committees: (6/10/06)

Awards	History
Bylaw & Policy	Membership
Communications	Nominations
Convention Site Selection	Ray Graham Memorial Fund
Credentials & Election	Scholarship
Exceptional Children's Week	
Fall Convention	Spring Conference
Finance	Student Activities
Governmental Relations	Web-Master

Special/Ad Hoc Committee Chairpersons and Members

Chairpersons of Special/Ad Hoc Committees should be appointed when deemed necessary, by the President, with the approval of the Executive Board of Directors.

Ad Hoc Committees are appointed for a specified period of time. Careful consideration for their continuance should be given each year by the Executive Board of Directors.

Following approval of committee chairpersons and members, the President shall write/call those approved chairpersons for their acceptance and appointment.

5.2.1.2 To Secure the Past President's Pin It is the current President's responsibility to obtain the Past President's Pin to be presented to the Immediate Past President.

5.2.1.3 To Call and Conduct Executive Board Meetings.

Five Executive Board of Directors meetings have proved minimal. Additional meetings may be called if necessary. Expense should be considered.

**Agendas for Executive Board of Directors meetings detailing time and place should be prepared and distributed at least thirty (30) days in advance of each meeting. The minutes of the previous meeting are to be included with the agenda.
(4/10/99)**

Decision of which committee chairpersons should be invited to the Executive Board of Directors meetings will depend upon the work of each committee.

5.2.1.4 To Call and Conduct Delegate Assemblies

An agenda for such meetings must be sent to the Presidents of all official units and members of the Executive Board of Directors at least thirty (30) days before the Delegate Assembly.

Two Delegate Assemblies per year are required by the Bylaws.

Committee chairpersons should be asked to prepare written reports in sufficient quantity for all delegates at the meetings. All committee chairpersons should report at Delegate Assemblies.

5.2.1.5

To Familiarize Himself/Herself With and Maintain a Working Knowledge of the Illinois Council and the Local Chapters

All previous files should be read.

The Bylaws should be reviewed so that all operation and direction can be given within the confines of the Bylaws.

A knowledge of local chapter problems should be sought and maintained.

Current material should be kept in the President's files. All essential material should remain with the Illinois Council.

Correspondence should be answered promptly. Copies of such should be kept in the President's files. Any member involved with such correspondence should receive copies. This keeps everyone informed.

Oversee and designate the compilation and dissemination of the State Unit's directory information in a timely manner. (2/8/03)

5.2.1.6

To Represent ICEC in Communication with Other State and National Organizations (2/8/03)

Ensure representation at the International Convention and attend the International CEC Convention if possible. (9/30/00)

Will file with the CEC President the names of the ICEC Representatives to the CEC Representative Assembly who will serve during the next fiscal year. (9/30/00)

Represent the Illinois Council upon request, or name his/her designee to do so.

Make decisions for the organization, when expediency demands. Advice from the Executive Board of Directors should be sought by a variety of communication modes, if time allows. (9/30/00)

To facilitate the approval and payment of all submitted expenditures of the Illinois Council for Exceptional Children within thirty (30) days upon receipt of same. (9/30/00)

Approved expenditures are provided for in the annual budget. This approval should be given in writing to the Treasurer.

To submit articles summarizing ICEC issues and activities to the ICEC Communications Chair. (2/8/03)

5.2.1.7

To Give Information and Recommendations to the Successor

The President's files should be passed on to the incoming President at the last Executive Board of Directors meeting prior to July 1. It is the responsibility of the President to orient the incoming President of the purposes of the organization and the duties of the office of President.

To prepare and file annually an Assurance Report Form with Headquarters of CEC. (2/8/03)

The State Unit Assurance Form shall be prepared and distributed to the incoming President of ICEC and the Historian of ICEC. (2/8/03)

5.2.1.8

Invocation Responsibility. The President will appoint a member from the Past Presidents' Advisory Council to deliver invocations at designated ICEC functions and will request a written copy of the invocation be given to the Historian. (9/30/00)

5.2.1.9

To Appoint a Parliamentarian (consistent with 17.1 of Article X of the Bylaws). (9/7/02)

5.2.1.9.1

To Ensure Not-for-Profit Status

The ICEC President shall implement appropriate procedures to ensure that the application and fees are submitted and signatures are updated and maintained to continue Illinois Not-for-Profit status. (9/6/97)

5.3

The President Elect

The President Elect is given two full years of preparation for the Presidency during which time he/she may formulate ideas that will further enrich the organization during his/her administration. (2/5/05) The President Elect shall perform the duties of the President in his/her absence and shall work in cooperation with the President at all times. In case of death or resignation of the President, he/she shall act as President until the end of said term and shall assume the Presidency of their own term.

5.3.1

Duties of the President Elect

To be prepared at all times to take over the functions and duties of the President.

To plan and work in cooperation with the President.

To perform specific duties assigned to him/her by the President and/or Executive Board of Directors.

To assume the responsibilities of alternate for ICEC's Representatives to the CEC Representative Assembly. (9/7/02)

To be fully informed of the duties of the President and the status of current projects of the organization.

To be familiar with parliamentary procedure.

To participate actively as a responsible member of the Executive Board of Directors.

To serve as chairperson of the Ray Graham Memorial Fund Committee. (9/30/00)

To serve as chairperson of the Convention Site Selection Committee. (6/10/06)

To work with the Fall Convention and Spring Conference Committees to review and select conference and convention sites. The President Elect will give due consideration to accessibility standards when reviewing and selecting conference and convention sites. (The Immediate Past President and former Fall Convention and Spring Conference Chairs will be used as resources.) (9/7/02)

To serve on the Bylaws and Policy Committee.

To assist the President in the selection of the keynote speakers for the ICEC Convention and Spring Conference.

To serve as coordinator of Regional Directors' Meetings, activities, and responsibilities.

To act as liaison between the Illinois Student CEC Association and the Subdivision Liaisons.

To plan and implement specific activities for Subdivision Representatives, ISCEC, and chapters at Leadership Training Institutes and other workshops.

To pass on files to the incoming President Elect at the last Executive Board of Directors meeting prior to July 1.

***Additional duties are listed under Section 5.13.11 Revitalization of Inactive Chapters. (5/6/01)**

5.4 The Immediate Past President

The Immediate Past President will be of great value to his/her successor and to the Executive Board of Directors.

He/she will provide continuity for the organization.

5.4.1 Duties of the Immediate Past President

To provide advisory services to the President and the Executive Board of Directors.

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To act as chairperson of the Past Presidents' Advisory Council to make the recommendations of the PPAC to the Executive Board of Directors and to transfer these files to his/her successor at the last Executive Board of Directors meeting prior to July 1. (Refer to 5.12 for PPAC responsibilities.) (9/30/00)

To survey the chapters and make the Necrology Report to the Delegate Assembly in the Fall of each year. In honor of Ray Graham he/she shall have the sum of \$500.00 from the CEC Treasury for deposit in the Ray Graham Memorial Fund in remembrance of deceased ICEC members. (1/21/06)

To prepare a comprehensive list of ICEC members who have passed away during the past year. The list will be presented to the ICEC Executive Board of Directors at the meeting immediately following the Fall Convention and Spring Conference. (6/13/98)

To send a note to families of the deceased that a donation has been made in their honor to the ICEC Ray Graham Memorial Fund. (6/13/98)

To orient his/her successor to the duties of the office of Past President.

5.5 The Secretary

An organization does not function effectively without an efficient Secretary. It is important that accurate records be kept for reference. The Secretary serves for two years.

5.5.1 Duties of the Secretary

To keep careful records of the proceedings of all meetings of ICEC and the Executive Board of Directors. (2/8/03)

To preserve, in a permanent file, all records and letters of value to the Federation and its officers, and to transfer this file to his/her successor at the last Executive Board of Directors meeting prior to July 1.

To conduct correspondence of ICEC as directed by the President. (2/8/03)

To keep a record of the minutes of the exact wording of motions, by whom made and seconded, the votes cast, and whether the motion carried or lost.

To provide the President with a copy of the minutes of the preceding Executive Board of Directors and/or Delegate Assembly meeting within thirty (30) days of the meeting.

To read the minutes of previous Executive Board of Directors meetings and previous Delegate Assemblies to the Delegate Assembly at the request of the President.

To summarize to the Delegate Assembly action taken by the Executive Board of Directors since the last meeting, at the request of the President. (This information may be given to the President to include in his/her remarks.)

To send minutes of Delegate Assembly meetings to the voting and nonvoting members of the Executive Board of Directors, if requested by the President.

To send abstracts of the minutes of Delegate Assembly meetings and Executive Board of Directors meetings to the editor of the ICEC Newsletter, if requested by the President.

To file tapes of all official proceedings with the historian at the conclusion of the elected term.

5.6 The Treasurer

Incomes and disbursements of any organization must be kept in a methodical and accurate manner. Adherence to payment procedures is a definite requirement. The Treasurer serves three years and is bonded at the expense of the ICEC. (2/8/03)

Additional duties are listed under Section 5.13.11 Revitalization of Inactive Chapters.

5.6.1

Duties of the Treasurer

To arrange bonding for each ICEC individual who accesses major funds in behalf of ICEC, i.e.: ICEC Treasury, Conference, Convention, Exhibits, Registration Coordinators, and Ray Graham Memorial Fund Treasury. (2/8/03)

To receive all funds belonging to the ICEC, pay out same on orders approved by the Executive Board of Directors and signed by the President. This will include rebates to be granted to eligible chapters. (2/8/03)

To assist the President in the compilation and dissemination of ICEC's directory information. (2/6/04)

To keep an itemized account of receipts and expenditures. Each line item will be broken into the following areas: lodging, postage, printing, phone, rebates, and other areas pertinent to a particular committee. (2/8/03)

To file with the Secretary a written report of transactions for the year which include line items with the suggested subheadings of expenses and income for each line item with the total allotted budget amount at the first Executive Board of Directors meeting following July 1.

To report to the Delegate Assembly a summary of receipts and expenditures.

To prepare the ICEC financial records for an annual audit conducted by a C.P.A. (Certified Public Accountant). This will include keeping available records, bills, statements, vouchers for audit and annually facilitating the required ICEC Executive Board of Directors approval of audit (including a letter of understanding and preparation of required Federal and State reporting forms).

To serve on the Finance Committee.

To provide a copy of the most recent audit and information to the Finance Committee to establish a budget for the organization. (11/5/99)

To secure funds from identified inactive ICEC chapters. Said funds to be placed in the appropriate Regional Director's line item. (2/6/04)

To report the financial status of the organization at each meeting of the Executive Board of Directors as described above.

To reconcile all bank statements within ten (10) days and to receive and account for all monies collected.

To transfer to his/her successor all books, records and papers, and a listed receipt thereof after the completion of the audit.

To orient his/her successor to the purpose of the organization and the duties of the office of Treasurer and to transfer assets on hand upon completion of an official audit report.

To participate actively as a responsible member of the Executive Board of Directors.

To pay only vouchers that have been first signed by the President and forwarded to the Treasurer.

To make payment of all expense vouchers within thirty (30) days upon receipt of same.

To secure the necessary signatures on the Bank Cards on an annual basis to include the Treasurer, ICEC President, and ICEC President Elect. (9/6/97)

5.7 Illinois Representatives to the CEC Representative Assembly

The CEC Bylaws provide for a Representative Assembly. Each Representative to the CEC Representative Assembly serves for two years. The Representatives cannot immediately succeed himself/herself. Although elected at the annual fall meeting, the terms of the Illinois Representatives shall be consistent with CEC's designated office terms. (2/6/04) For powers and duties, see CEC Constitution and Bylaws.

The Illinois Representatives to the CEC Representative Assembly are members of the Executive Board of Directors of the Illinois Council for Exceptional Children.

5.7.1

Duties of the Illinois Representatives

To fulfill all the duties of a member of the CEC Representative assembly.

To fulfill all the duties of an ICEC Executive Board of Directors member.

**To keep the ICEC informed of appropriate CEC business.
(2/8/03)**

**To voice the opinion of ICEC as expressed by the ICEC Delegate Assembly and/or Executive Board of Directors to the CEC Representative Assembly on appropriate matters.
(2/8/03)**

To attend designated meetings of the CEC Representative Assembly during the two year term of office.

**To report to the ICEC Executive Board of Directors at each scheduled meeting and filing same with the President of ICEC.
(2/8/03)**

**To act as Liaison between ICEC and International CEC.
(2/8/03)**

To contribute to each publication of the ICEC Newsletter.

To pass on the Illinois Representative's notebook to the incoming Representative.

To orient his/her successor to the purposes of the organization and duties of the office of Illinois Representative.

To represent ICEC at meetings of the Representative Assembly and to participate in balloting and other activities necessary to the functioning of the Representative Assembly. (2/8/03)

To report regularly to the ICEC Executive Board, its committees, Delegate Assembly, and general membership on activities of the Representative Assembly and CEC.

To communicate issues and concerns from ICEC to the CEC Representative Assembly. (2/8/03)

To inform ICEC about the disposition of the Representative Assembly issues and advice forwarded to the CEC Board of Directors. (2/8/03)

To take other specific direction from ICEC concerning the activities of the CEC Representative Assembly. (2/8/03)

5.8 Regional Directors

As members of the Executive Board of Directors, the directors have the usual duties as a member and specific duties as assigned. They should be available to visit chapters within their respective region to learn of their programs and problems and to interpret ICEC to them. (2/8/03) The directors serve for two years. They are selected by members of areas as set forth by the Delegate Assembly, and elected by delegates from the chapters within their respective regions.

5.8.1 Duties of the Regional Director

To act as direct representative of the ICEC officers, chairpersons, and members. (2/8/03)

To interpret ICEC organization and purposes to local chapters which they represent. (2/8/03)

To assist in informing and interpreting ICEC's purposes to related agencies and organizations. (2/8/03)

To facilitate exchange of ideas periodically through disposition of written reports, through joint meetings, or other appropriate means, such as regional chapter workshops.

To serve as a resource through visitation to Executive Board and/or program meetings of the local chapters where invited or where there is felt need.

To become sensitive to ways to improve chapter development within their particular region.

**To become sensitive to ways to strengthen and build ICEC.
(2/8/03)**

To attend and report at all Regional Directors and Executive Board of Directors meetings.

To consider carefully all matters pertaining to ICEC. (2/8/03)

To participate actively as responsible members of the Executive Board of Directors.

**To serve as a Regional Chairperson for their designated area.
(2/8/03)**

To represent the non-chapter members of the regional unit with one vote at the ICEC Delegate Assembly. (2/8/03)

To distribute the Delegate Assembly credential forms to chapter Presidents within the region and to assure their return to the Credential Chairperson.

To report directly to the ICEC President and President Elect all activities, concerns and recommendations associated with delegated responsibilities. This reporting shall include copies of all written correspondence.

**To submit one copy of written reports to the ICEC Historian.
(9/30/00)**

To assure the submission of required annual, regional unit reports including required chapter officer lists, including addresses and telephone numbers, within their region to the ICEC President, Secretary, and Historian within specified timelines. (2/8/03)

***Additional duties are listed under Section 5.13.11 Revitalization of Inactive Chapters.**

5.9 ISCEC President

The ISCEC President is a member of the Executive Board of Directors.

5.9.1

Duties of the ISCEC President

To make the President's Report for the ISCEC at the ICEC Executive Board of Directors meetings, Regional Directors meetings, and Training Institutes.

To prepare and present a report of the ISCEC activities before the Delegate Assembly of ICEC at each Fall Convention and Spring Conference.

To act as ISCEC's official representative to ICEC and to have full voting rights and responsibilities on the ICEC Executive Board of Directors.

To be responsible for providing current information about the activities of ISCEC to the ICEC President and the President elect, and the ISCEC Student Activities Advisor. This report shall include copies of all written correspondence as well as beginning-of-the-year budget and an end-of-the-year financial report. (9/30/00)

To serve as the ex-officio member to the ICEC Student Activities Committee.

To be responsible for submitting an annual report of ISCEC activities and required chapter officer lists, including addresses and telephone numbers to the ICEC President, Secretary, and Historian prior to September 1 following the term of office. (2/8/03)

5.10

Subdivision Liaisons

As a member of the Executive Board of Directors, the Subdivision Liaisons have the usual duties as a member and specific duties as assigned both by ICEC and their respective Subdivision. The Subdivision Liaison shall serve two years and shall be elected by the Subdivision membership consistent with ICEC and respective Subdivision Bylaws and Policies.

5.10.1

Duties of the Subdivision Liaison

To act as a direct representative of ICEC Executive Board of Directors and their respective Subdivision.

To interpret ICEC organization and purposes to the Subdivision which they represent. (2/8/03)

To advise the Subdivision of the minimum standards they are required to adhere to by ICEC (see 5.13.7 of ICEC Policy). (2/8/03)

To facilitate exchange of ideas, information and activities on a two way interchange between ICEC and the Subdivision.

To attend and report at both the ICEC Executive Board of Directors/Delegate Assembly meetings and the respective Subdivision Executive Board and Business meetings consistent with established timetables and policies of both organizations.

To participate actively as responsible members of the ICEC Executive Board of Directors.

To serve as needed all interests of the ICEC and the respective Subdivision. (2/8/03)

To facilitate the communication of information for inclusion in the ICEC Newsletter.

5.11

Standing Committees

The chairperson of a standing committee shall be appointed by the President subject to the approval of the Executive Board of Directors, except where the Bylaws designate who shall be the chairperson. The composition of committee membership should be representative of the diversity of the ICEC membership. The committee chairperson should also include members on the committee who geographically represent the state of Illinois. A student ICEC member shall be appointed to each standing committee. All members of committees must belong to ICEC. Committee Chairs will present their committee members to the Executive Board of Directors at the June Board meeting for approval. Committee chairs, in particular Fall

Convention and Spring Conference, shall include a committee member knowledgeable about accessibility standards and compliance with accessibility standards. (9/30/00)

The chairperson will file one copy of reports with the Secretary, one copy with the Historian, and one copy with the President. Condensed copies or resumes shall be provided to the Executive Board of Directors or Delegate Assemblies in sufficient number. Committee chairpersons must return to the Executive Board of Directors to request and justify new fund allocations prior to committee expenses exceeding the funds allocated in the ICEC budget.

In the event a chairperson of a Standing Committee is unable to fulfill their “full term” of the appointment, the President will appoint a successor subject to approval by the Executive Board of Directors to complete the remainder of that “full term”. (4/13/07)

5.11.1 Awards Committee

The chairperson of this committee shall be appointed by the President of ICEC with the approval of the Executive Board of Directors. (9/30/00)

5.11.1.1 Listing of Awards and Presentation

**Fall Awards: ICEC Clarissa Hug Teacher of the Year
Legislator of the Year
Meritorious Service Award
Outstanding Contributor
Dean S. Hage Student (4/30/04)**

5.11.1.2 Responsibilities of the Awards Committee

Prepare cover letter, application forms, and guidelines including types of contributions the committee would consider to be of merit. The chairperson shall distribute awards nominations forms two (2) months prior to Spring Conference and at Spring Conference. Completed forms will be due by May 15th. (4/30/04)

All awards presentations will be done at the Fall Convention. (4/30/04)

Announce the awards in a timely manner and solicit nominations from membership. (2/8/03)

Request that the nomination of a candidate's name be accompanied with a complete statement of the candidate's accomplishments.

Request that all nominations be returned to the Awards Chair by the date established by the committee.

Collect and organize all applications.

Review all applications with committee members by correspondence.

Meet or correspond with committee members to make a final selection by ballot.

The Awards Chair will present the recommendations of the Awards Committee to the Executive Board of Directors in Executive Session prior to the presentation of the awards for final approval. If timelines allow, this recommendation should be made at the Board of Directors Meeting prior to the Fall Convention to allow adequate time to notify recipients and nominees as appropriate. If timelines do not allow, the Awards Chair will notify the ICEC President of the committee's recommendations. The ICEC President will conduct a poll of the Executive Committee by a variety of communication modes to gain approval. (9/30/00)

Awards Committee activities shall be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

Notify all applicants the status of the award.

Retain material on all candidates in the Awards Committee file. This information shall be forwarded to the ICEC Historian at the end of the current year. The chairperson of the Awards Committee will maintain a notebook and/or computer record with a printed hard copy which includes duties and a chronological listing of activities of this committee for the year which will be reviewed and then given to his/her successor. (9/30/00)

Publicize award recipients in the Federation publications.

5.11.1.3

**ICEC Clarissa Hug Teacher of the Year Award –
Criteria for Award and Announcement of Recipient.**

The nominee must be currently involved in the provision of direct services to exceptional children.

The nominee should have demonstrated exemplary performance over a period of time as a teacher or provider of direct services. He/she shall exhibit such qualities as innovativeness, imagination, creativity, and the ability to inspire as indicated by achievements clearly recognized by members of the profession and others knowledgeable of the candidate.

The nominee must be an appropriately qualified teacher or related specialist as recognized by state professional authorities.

The nominee must be a member in good standing of ICEC for at least the five (5) previous years.

The ICEC President or designee will present the award at the ICEC Annual Convention held in the fall of each year.

The ICEC President or designee will present the award at the ICEC Annual convention held in the fall of each year.

The award does not have to be given if the committee and/or Executive Board of Directors does not feel any of the nominees fill the qualifications.

The recipient shall be submitted as the ICEC nominee for the CEC Clarissa Hug Teacher of the Year Award.

5.11.1.4

Legislator of the Year Award – Criteria for Award and Announcement of Recipient.

The nominee must have served in the Illinois General Assembly or U.S. Congress for at least one (1) term.

The nominee shall have demonstrated advocacy, sponsorship, and support of legislation that improves the welfare and education of exceptional children.

The ICEC President or designee will present the award at the ICEC Annual Convention held in the fall of each year.

The award does not have to be given if the committee and/or the Executive Board of Directors does not feel any of the nominees fulfill the qualifications.

5.11.1.5

Meritorious Service Award – Criteria for Award and Announcement of Recipient.

The nominee must be a non-member of ICEC. (9/7/02)

The nominee should have demonstrated outstanding service rendered to special education in Illinois.

The ICEC President or designee will present the award at the ICEC Annual Convention held in the fall of each year.

This award does not have to be given if the committee and/or Executive Board of Directors does not feel any of the nominees fulfill the qualifications.

5.11.1.6

Dean S. Hage Student Award – Criteria for Award and Announcement of Recipient.

The nominee must be a member of the Illinois Student CEC.

The nominee must have demonstrated outstanding service and leadership to this association, the

Federation and/or local chapter and to the exceptional children of Illinois.

The recipient shall be submitted as the ICEC nominee for the CEC Outstanding Student CEC Member of the Year Award.

5.11.1.7

Outstanding Contributor Award – Criteria for Award and Announcement of Recipient. (9/7/02)

The nominee must be a long-standing member (minimum 5 years) of ICEC.

The nominee should have demonstrated outstanding service to the organization and/or to the exceptional children of Illinois.

The ICEC President or designee will present the award at the ICEC Annual Convention held in the fall of each year. (9/11/04)

This award does not have to be given if the committee and/or Executive Board of Directors does not feel any of the nominees fulfill the qualifications.

5.11.2

Bylaw and Policy Committee

The chairperson of this committee shall be appointed by the President of ICEC. The committee shall be composed of the ICEC President, President Elect, three (3) Immediate Past Presidents, ISCEC President, and four other appointed ICEC members. The chairperson shall serve a three (3) year term.

5.11.2.1

Responsibilities of the Bylaw and Policy Committee

It is the responsibility of the Bylaw and Policy Committee to deliberate and formulate recommendations to the Executive Board of Directors on matters of policy for the good of ICEC which arise and which are referred to the Bylaw and Policy Committee by the Executive Board of Directors. (2/8/03) Policy is enacted when accepted by the Executive Board of Directors at a regularly scheduled meeting.

It is the responsibility of the Bylaw and Policy Committee to deliberate and formulate recommendations concerning specific changes in bylaws to the Executive Board of Directors. The committee then presents proposed changes in bylaws to the Executive Board of Directors for approval. If the recommendations of the Bylaw and Policy Committee are accepted, the committee will make its recommendations to the Delegate Assembly. When the report of the Bylaw and Policy Committee has been accepted by the Delegate Assembly, the change becomes a part of the regulations for governing the organization and is duly entered into the Bylaw and Policy Guide.

The chairperson of the Bylaws and Policy Committee will maintain a notebook and/or computer record with printed hard copy which includes duties and a chronological listing of activities of this committee for the year which will be reviewed and then given to his/her successor. (9/30/00)

Bylaws and Policy Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4.

5.11.3 Communications Committee

The chairperson of this committee shall be appointed by the President of ICEC with the approval of the Executive Board of Directors. The Communications Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4.

5.11.3.1 Responsibilities of the Communications Committee

Collect copy ready information from the President, Secretary, Subdivision Liaisons, Regional Directors, ISCEC Vice-President, Chairperson of Membership, Governmental Relations, and other committee chairs appropriate to the issue.

Establish due dates and mailing for news prior to the first Fall Executive Board of Directors meeting, to assure the distribution of the ICEC Newsletter prior to the Fall Convention and the ICEC Spring Conference.

Edit, prepare, and distribute the newsletter according to established timelines.

Be responsible for increasing public awareness about exceptional children.

A function of this committee is to implement the courtesy guidelines as adopted by the Executive Board of Directors.

The chairperson of the Communications Committee will maintain a notebook and/or computer records with a printed hard copy which includes duties and a chronological listing of activities of this committee for the year which will be reviewed and then given to his/her successor. (9/30/00)

5.11.4 Convention Site Selection Committee

The chairperson of this committee shall be the President-Elect of ICEC. The committee shall be composed of the Immediate Past President, former Fall Convention and Spring Conference chairpersons, and the current Fall Convention and Spring Conference chairpersons. (6/10/06)

5.11.4.1 Responsibilities of the Convention Site Selection Committee

To work with the Fall Convention and Spring Conference committees to review and select conference and convention sites. The President Elect will give due consideration to accessibility standards when reviewing and selecting conference and convention sites. (6/10/06)

5.11.5 Credentials and Election Committee

The chairperson of this committee shall be appointed by the President of ICEC for a three (3) year term with the approval of the Executive Board of Directors. The Credentials and Election Chairperson shall be ineligible to run for elected office during his/her appointed term. Credentials and Election Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (2/6/04)

Membership for the purpose of determining the number of delegates shall be that on record in the ICEC files as of the preceding June 30. The Credentials and Election Committee should secure this information from the ICEC Membership Chairperson.

Delegates shall be selected by the chapters as provided in the chapter constitution provided the persons selected are active members of the local chapter to be represented, and provided the method of election is consistent with the Bylaw and Policy Guide of ICEC.

Members-at-large (not members of local chapters) shall be represented by receiving one vote (2/8/03). The delegate representing individual members shall be elected at a meeting of such members in attendance at some time prior to the Delegate Assembly. The time and place shall be announced. This meeting shall be called by the chairperson of the Credentials and Election Committee, or his/her representative, who shall preside until a delegate has been elected from the members present.

Non-chapter members of a regional unit shall be represented by the elected Regional Director for a respective region, carrying one vote. (2/8/03)

5.11.5.1

Procedures for the Credentials and Election Committee

Sixty (60) days prior to the Delegate Assembly, the Credentials and Election Chairperson shall distribute a “credentials packet” to each Regional Director, Subdivision President, and Association President. (2/8/03)

This packet will include:

Cover letter explaining certification of unit delegates.

Registration form in triplicate for each chapter in that region listing the number of delegate votes the chapter is entitled to (filled out by Credentials and Election Chairperson), the assigned delegates/alternates (to be filled in by unit with the number of votes each will carry), the Credentials and Election Chairperson’s address, and the postmark deadline. (2/8/03)

A statement of chapter’s rights to petition for delegate vote entitlement. (2/8/03)

The Regional Directors shall distribute the “credential packets” 45 days prior to the Delegate Assembly. (2/8/03) In the event of a vacant Regional Director position, the

Credentials and Election Chairperson will send the “credentials packet” directly to the Chapter Presidents of that region.

The Regional Director is responsible for sending the registration forms to each Chapter President in their region.

The Chapter, Subdivision, or Association President fills out the registration form, signs it, and returns as indicated on the form. (2/8/03) This form is the official record of delegate registration and used for validation. The Chapter, Subdivision, or Associate President shall send a copy to the Regional Director. (2/8/03)

The Chapter, Subdivision, or Associate President or designee has the authority to petition the Delegate Assembly for delegate vote entitlement by presenting objective evidence of memberships in good standing. (2/8/03). This petition must be received by the Chair of the Credentials and Election Committee by the end of the publicized closing time of delegate registration. (4/10/99)

The Credentials and Election Committee folder contains a form which has been used. Example:

REGION _____ *CHAPTER* _____ *SUBDIVISION* _____ *REGIONAL UNIT* _____
ASSOCIATION _____

The June 30, 20__ roster of members from ICEC shows that, as of this date, your chapter or regional unit had _____ members. (2/8/03) This entitles you to _____ votes at the Delegate Assembly. The following are hereby certified as our Delegates/Alternates:

<i>Delegate</i>	<i>Alternate</i>	<i># of Votes</i>
_____	_____	_____
_____	_____	_____

The Credentials and Election Committee reviews a person’s credentials after he/she has registered for the convention. Upon validation of his/her credentials, the committee will clearly denote on the delegates’ badge the number of votes for which the delegate was certified. After a delegate’s (or alternate’s) credentials have been validated by the committee,

there can be no transfer of votes from one person to another. As soon as a person's (either the delegate or alternate) credentials are validated, he/she is the only one entitled to the votes for which he/she was certified.

A minimum of two members from the Credentials and Election Committee shall be seated at a desk near the entrance to the Delegate Assembly. The Credentials and Election Committee Chairperson is responsible for all signs and packets related to the Delegate Assembly. All Delegate Assembly reports are to be submitted on standard 8 1/2" by 11" paper.

The physical set up for the arrangements must be requested through the Convention/Conference Chairperson.

At the opening of the Delegate Assembly, the President will call for a report of the Credentials and Election Committee. This report will contain:

The number of delegates present.

The number of chapters, subdivisions, associations, regional units represented. (2/8/03)

The total number of votes in the assembly.

A statement that a quorum is present. (2/8/03)

The chairperson of this committee will maintain a notebook which will include the duties and a chronological listing of activities of this committee for the year. This notebook will be reviewed and given to his/her successor.

The chairperson will also keep on file the past credentials reports to Delegate Assembly for a period of five years and the credential tally sheets for a period of two years.

The Credentials and Election Committee is responsible for conducting contested elections and counting of the ballots at the Fall Convention.

The officers shall be elected at an ICEC Fall Delegate Assembly of duly accredited delegates.

Elections shall be by voice vote when there is only one candidate for an office. Elections shall be by ballot when there is more than one candidate for an office.

A majority (one more than half) of the votes cast shall be necessary for the election.

In the event of a tie, repeated balloting will be held until the tie is broken. (9/6/97)

5.11.6 Exceptional Children's Week Committee

The chairperson of this committee shall be appointed by the President of ICEC with the approval of the Executive Board of Directors. Exceptional Children's Week Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

This committee will serve to provide suggested formats which local chapters and regional units might follow, voluntarily, in observing Exceptional Children's Week. (2/8/03) Their principal function is to counsel and guide.

5.11.6.1 Responsibilities of the Exceptional Children's Week Committee

Request a proclamation from the Governor of Illinois.

Prepare and distribute guides and other appropriate material for direction of all local and state Exceptional Children's Week plans. Activities to include Student Recognition Awards (at least one per region) to be presented at the Spring Conference. The award recipient's nominations are to be forwarded to the Yes, I Can Foundation the following fall. (4/10/99)

Contact key people with statewide influence and persuade them to help in the cause.

The chairperson of the committee will maintain a notebook which includes duties and a chronological listing of activities of

this committee for the year which will be reviewed with and then given to his/her successor.

Communicate with and involve Regional Directors in Exceptional Children's Week activities.

5.11.7 Fall Convention Committee

The Convention Chairperson is appointed by the President with the approval of the Executive Board of Directors. Fall Convention Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

It is the duty of the Convention Committee to plan and arrange the state convention which is held in the fall. The Convention Committee shall be responsible for assuring the opportunity for Subdivisions to participate. The ICEC President Elect shall serve as the designated member to review accessibility standards. (9/7/02)

The Convention Chairperson will maintain a convention notebook to be passed on to his/her successor and finally to the Historian. (9/7/02)

There shall be no registration fee for retired CEC members at the Fall Convention. It is the responsibility of the Registration and Membership Chairpersons to see that this is carried out. It is the responsibility of ICEC to provide complimentary lodging for individuals in the following prioritized list: President, Convention Chairperson, ISCEC President, and President Elect. (9/30/00)

Complimentary lodging may also be provided for other individuals involved with the Fall Convention such as Exhibit drayage personnel per contract, keynote speakers, special guests, and interpreters. (9/30/00)

The Convention Chairperson shall submit a list of proposed speakers and fees and registration fees to the Executive Board of Directors for approval prior to entering into final contractual agreements. (9/30/00)

5.11.8 Finance Committee

The chairperson of this committee shall be appointed by the President of ICEC, shall have knowledge in the areas of finance and contracts, and shall not be the current ICEC Treasurer. The committee shall be composed of the ICEC President, President Elect, Immediate Past President, Treasurer, previous Finance Chair, the ISCEC Treasurer, ICEC Regional Directors, and up to two (2) other ICEC members. The chairperson will serve a three (3) year term. Finance Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (2/6/04)

5.11.8.1 Responsibilities of the Finance Committee

The focus of this committee is on the development and maintenance of sound financial planning and practices. It is the responsibility of the committee to facilitate operating a balanced budget.

Review most current audit and estimated expenses from each committee in preparation of the new budgetary period.

Develop an annual budget with the President to be submitted to the Executive Board of Directors for approval.

Consult in all matters which involve financial considerations.

The Treasurer of ICEC shall serve on the Finance Committee. (2/8/03)

The chairperson of the Finance Committee will be a co-signer on all checks issued by the Treasurer for payment of services, fees, or activities sponsored by ICEC. (4/13/07) The chairperson of the Finance Committee will maintain a notebook which includes duties and a chronological listing of activities of this committee for the year which will be reviewed and then given to his/her successor. (11/5/99)

5.11.9 Governmental Relations Committee

The committee chair shall be appointed by the President, with the approval of the Executive Board of Directors. There shall be at least six (6) members of the committee, four who hold membership in different regions, one representing Subdivisions, and one additional member of the Executive Board of Directors. (2/8/03)

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5.11.9.1

Responsibilities of the Governmental Relations Committee

Study legislative needs and proposals.

Advise the Executive Board of Directors from time to time about the need for design of appropriate studies and suggestions concerning government and exceptional children.

Distribute the legislative information to the Executive Board of Directors, local chapters, subdivisions and associations.

Provide leadership in facilitating Delegate Assembly action relative to governmental affairs.

Keep local chapters informed of legislative problems. The chairperson should have direct communication with local legislative committee chairpersons and keep each informed at all times. A governmental relations network shall be composed of governmental relations liaisons from ICEC chapters, subdivisions, ISCEC, and regional units and other interested ICEC members. (2/8/03)

Disseminate information regarding legislation affecting exceptional children and other school legislation. Governmental relations activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

Establish and maintain contact with the governmental relations department of the Council for Exceptional Children. (2/8/03)

Facilitate communication with legislators.

Prepare an annual legislative platform and supportive principles.

Seek support of other organizations for legislation desirable for exceptional children and other school legislation.

Maintain records of actions and outline of procedure for transmission to succeeding committees. This includes the established governmental relations network. (9/30/00)

Advise CEC staff in planning, developing, and maintaining a structure within CEC for governmental information.

Advise the Executive Board of Directors on a regular basis relating to governmental relations (executive, legislative, judicial).

To serve as the CAN (Children's Action Network) Coordinator for ICEC. (2/8/03)

5.11.10 History Committee

The Historian shall be appointed by the President of ICEC with the approval of the Executive Board of Directors and maintain the history of the Illinois Council for Exceptional Children and record, in condensed form, additions to the history, such records to be in loose-leaf form. The Historian shall have a committee to advise and perform any duties assigned. The chairperson of the Historian Committee will maintain a notebook and/or computer records with a printed hard copy which includes duties and a chronological listing of activities of this committee for the year which will be reviewed and then given to his/her successor. (9/30/00)

Historian Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

5.11.11 Membership Committee

The chairperson of this committee shall be appointed by the President of ICEC with the approval of the Executive Board of Directors. Membership is basic to attendance, finance, projects, and every activity of the organization. The Membership Chairperson serves for three (3) years. At the end of the chairperson's second year, the ICEC President will select a co-chairperson to serve concurrently during the chairperson's third year. It is expected that the co-chairperson will have an opportunity to learn of the responsibilities of the Membership Committee which will enable him/her to continue for a three-year term as Membership Chairperson. Membership Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

5.11.11.1

Responsibilities of the Membership Committee

Develop materials that will be of help to local chapters in obtaining new and maintaining old members. This may be such materials as invitations to become a member, procedures for conducting membership drives, and flyers giving pertinent information about the organization. Notify individuals in isolated areas of their nearest CEC chapter and advise them as to the procedure for becoming a member of the state and national organization if a local chapter is not in their vicinity.

Help newly-formed chapters in the process of being organized with information and materials which will assist them in building up a membership and organizing an effective chapter. (2/8/03) ICEC will provide \$100 as an incentive to assist with start up costs of a new chapter. (11/5/99)

Participate in member verification at Fall and Spring Conference.

The membership chair will be responsible for the securing of membership forms and brochures from CEC. (2/8/03)

The membership chair will be responsible for disseminating membership forms and brochures to local chapters, regional units, and subdivisions. (2/8/03)

The membership chair and committee will respond to all membership inquiries. (2/8/03)

The membership chair will assist together with the regional directors in the development of new chapters, providing necessary materials and resources. (2/8/03)

The membership chair will maintain an accurate membership listing of current status of each category of membership. (2/8/03)

The membership chair will maintain records for his/her successor. (2/8/03)

The membership chair will participate with the Regional Directors, Credentials Chairperson, and the ICEC President in the verification of chapter, regional unit, ISCEC, and

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subdivision membership numbers for Delegate Assembly entitlement per ICEC policies and procedures. (2/8/03)

5.11.12 Nominations Committee

The primary responsibility for the selection of well qualified candidates for office and, therefore, most of the responsibility for the successful operation of the organization, falls upon the Nominations Committee. The committee shall be selected with care. The members shall assume their duties with a sense of responsibility. The chairperson and the members shall be well acquainted with the qualifications of the leaders of ICEC. They themselves, shall have been involved in leadership positions (not necessarily officers) in the state organization and/or local chapter. The chairperson of this committee shall be a past ICEC President who is currently not a voting member of the ICEC Executive Board of Directors. (9/30/00) Each member of the organization, likewise, has a responsibility to consider the needs of the organization and to make wise suggestions to the Nominations Committee. The Nominations Committee shall consist of the chairperson and at least three members. The chairperson shall present his/her committee to the Executive Board of Directors for approval at the first Executive Board of Directors meeting. The committee shall not include any voting officer serving on the current Executive Board of Directors. (2/2/02).

Members on the committee shall be ineligible for any vacancies due to their charge.

Nominations Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

5.11.12.1 Responsibilities of the Nominations Committee

Start work as soon as the committee has been appointed.

Determine which officers need to be elected (see Bylaws and check with President).

The Nominations Chairperson and committee shall be responsible for preparing and maintaining a spreadsheet or calendar timeline of current ICEC officers, committee chairs, and their respective terms of office. (4/30/04)

Notify the units of vacancies to be filled in compliance with the qualifications listed below:

Establish timelines for the submission of nominations.

Inform nominee, if he/she currently holds a voting position on the Executive Board of Directors, and is elected to another position, the nominee must resign the current position effective the date he/she takes office.

Solicit suggestions for candidates from all local units and individual members which must be returned to the chairperson of the Nominations Committee by the established deadlines. Sample forms may be found in the Nomination Chairperson's notebook. Qualifications for each office under consideration shall accompany the solicitation form. (9/6/97)

Consider these suggestions carefully, keeping in mind the qualifications necessary in an officer. Some qualities to be considered are: leadership, interest, willingness to serve, contribution to CEC and the cause of exceptional children, knowledge of the needs of ICEC, and knowledge of special education problems.

Secure permission from the nominee to place his/her name on the slate.

Present the report of the committee to the Executive Board of Directors prior to the Spring Conference.

Prepare and submit a slate of candidates for each office with a standardized resume by the Spring Conference.

Keep samples of the forms used and the procedure followed to hand on the next Nominations Committee in the form of a Nominations Committee notebook.

Advise membership that additional nominations may be made by petition providing the petition is signed by twenty-five (25) or more active members. (2/8/03) Petitions are to be submitted to the Nominations Committee within thirty (30) days of the conclusion of the Spring Conference Delegate Assembly. No petitions

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will be accepted prior to or during the Spring Conference Delegate Assembly. In the case of a petition for a Regional Director, the petition must be signed by twenty-five (25) or more active members of that region. (9/6/97)

In case of a contest for any office, vote shall be by ballot.

Each candidate has a right to designate an “observer” to oversee the counting of the ballots. The candidate will notify the Credentials and Election Chair of the name of the observer prior to the start of the Delegate Assembly at which the election is to be held. (9/6/97)

The Nominations Chairperson will inform the President and Credentials Chairperson of any contested offices no more than sixty (60) days after the Spring Conference.

Submit the slate of candidates along with information from the standardized resume to be published in the summer issue of the ICEC Newsletter.

Maintain a current card file of qualifications of potential candidates including previous nominees, past officers, committee chairpersons and/or any individuals who would be willing to be considered for ICEC office at a future time. (4/13/07)

The current chairperson will be responsible for keeping this file confidential and up-to-date, and give it to his/her successor.

The Nominations Committee shall be permitted to refer to this file, in addition to the current solicitation forms, in preparing the slate.

ICEC Executive Board of Directors will be elected as follows:

- 2007** President elect (two-year term), Secretary, Treasurer and odd numbered Regions (1, 3, 5, 7). The Fall Convention Executive Board of Directors elects one Representative to serve at the 2008 and 2009 CEC Representative Assemblies.
- 2008** Even numbered Regions (2, 4, 6, 8), and one Representative to serve at the 2009 and 2010 CEC Representative Assemblies.
- 2009** President Elect (two-year term), Secretary, and odd numbered Regions (1, 3, 5, 7). The Fall Convention Executive Board of Directors elects one Representative to serve at the 2010 and 2011 CEC Representative Assemblies.
- 2010** Treasurer, even numbered regions (2, 4, 6, 8) and one Representative to serve at the 2011 and 2012 CEC Representative Assemblies. (2/5/05)
- 2011** President Elect (two-year term), Secretary, and odd numbered regions (1, 3, 5, 7). The Fall Convention Executive Board of Directors elects one Representative to serve at the 2012 and 2013 CEC Representative Assemblies.
- 2012** Even numbered regions (2, 4, 6, 8) and one Representative to serve at the 2013 and 2014 CEC Representative Assemblies.
- 2013** President-Elect (two-year term), Treasurer, Secretary, odd numbered regions (1, 3, 5, 7). The Fall Convention Executive Board of Directors elects one Representative to serve at the 2014 and 2015 CEC Representative Assemblies. (4/13/07)

5.11.12.2

ICEC Campaign Guidelines

It is recognized that the Illinois Council for Exceptional Children is a professional organization and shall theretofore conduct all elections and pre-election activities in a professional manner.

At no time may a member of the ICEC Executive Board (except when the ICEC board member may be a duly nominated candidate) facilitate the campaign of any candidate by either suggesting campaign strategy or providing names and addresses of potential recipients of campaign literature.

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Each member of the ICEC Executive Board of Directors and local Chapter Presidents has a copy of the ICEC Directory listing names and addresses of ICEC Executive Board, Illinois Subdivision, Student Association, and local chapter officers.

(2/8/03) Each of these officers may make such information available to the candidates upon request as they deem appropriate. The Nominations Chairperson will provide one copy of the ICEC Directory upon request to the candidates so making the request.

No campaigning shall begin prior to the official announcement of the slate of officers which occurs at the Spring Conference Delegate Assembly. (9/30/00)

Other than the basic announcement of nominees and their respective biographical data, no campaign information on behalf of any candidate may appear in material published by the ICEC, ICEC Subdivisions, or the Student Association.

At no time may an ICEC chapter, regional unit, subdivision, or student association expend any of their treasury's funds in support of a candidate's campaign. Money spent by an ICEC chapter, regional unit, subdivision, or association on campaign activities may be solicited by and contributed to the unit specifically for that purpose. (2/8/03)

During the duration of the ICEC Fall Convention and Pre-Convention Workshop, no campaign material of any kind (especially signs, posters, banners, etc.) may be affixed in any way to hotel property. Distribution of fliers, brochures, buttons, ribbons, armbands, hats, etc. is acceptable.

During the duration of the ICEC Fall Convention no campaign material may be displayed* or distributed within any of the following areas: professional session meeting rooms; convention registration and pre-registration areas; exhibit hall; rooms used for meetings of the ICEC Executive Board of Directors and Delegate Assembly; delegate credentials validation desk; room used for balloting; and rooms where all student activities are held. (*This would not include an individual's wearing campaign buttons, ribbons, hats, armbands, etc.)

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Campaign materials may be distributed during the Candidates' Forum or other activity designated by the ICEC Nominations Committee. (2/7/97)

A poster will be provided by ICEC for the purpose of giving a general orientation of the candidates to interested delegates. It will be on display in a prominent area during convention activities. The Nominations Chairperson will notify each candidate of what material they can submit and the due date. Material will be limited to a professional vitae, a photograph, and personal statement concerning special education and/or ICEC.

The Nominations Chairperson is charged with providing the candidates with a copy of these guidelines and with a list of ICEC events the candidates may wish to attend, and with sending each chapter, subdivision, and student association President a copy of the guidelines.

All subdivision, regional and student sponsored activities should be open to candidates. If invitations and announcements are sent out, all candidates should receive the same so they have an equal opportunity to attend ICEC functions.

Any campaign that is not conducted in accordance with the guidelines herein stated should be reported in written format to the President. Such reports will be considered by the ICEC Executive Board of Directors which will determine what corrective or punitive action, if any, shall be taken.

Candidates for the office of ICEC President Elect and candidates for any contested election will be offered an opportunity to speak to the delegates prior to the voting at the Delegate Assembly. (11/5/99) Campaign speeches are to last no longer than five (5) minutes. The Nominations Chair will be responsible for timing the speeches and informing the candidates when one (1) minute remains, to allow the individual to draw their comments to a close. (2/7/97)

Each candidate has a right to designate an "observer" to oversee the counting of ballots. The candidate will notify the Credentials and Election Chair of the name of the observer

prior to the start of the Delegate Assembly at which the election is to be held. (9/6/97)

5.11.13 The Ray Graham Memorial Fund Committee

This committee will govern the Ray Graham Memorial Fund in accordance with the October 26, 1962 directive from the Executive Board of Directors and Delegate Assembly of the Illinois Council for Exceptional Children. The provision of this directive are as follows:

The name of the fund shall be **THE RAY GRAHAM MEMORIAL FUND.**

THE PURPOSE OF THE FUND:

To encourage the improvement of total education for exceptional children, within the Illinois Council for Exceptional Children, through financial aid for the development and implementation of such programs sanctioned by the Executive Board of Directors of the Illinois Council for Exceptional Children. The Ray Graham Memorial Fund will be made available for various projects within the State of Illinois, the results of which shall be made available to ICEC Chapters, Regional Units (through the Regional Directors), Subdivisions, and Association. (2/8/03)

PERPETUATION OF THE FUND:

This fund will grow through:

Individual contributions. (9/7/02)

Annual Local Chapter contributions until the minimum of \$10,000 is reached. It has been suggested on the basis of a state-wide questionnaire that an annual fifty dollar (\$50.00) pledge per chapter be made, or, in lieu a chapter pledge of one dollar (\$1.00) per member be made. Annual Illinois Council contributions of \$500.00 in memoriam of deceased members of the Illinois Council for Exceptional Children. (1/21/06)

All profits from Ray Graham Memorial activities. (1/21/06)

RULES TO GOVERN THE FUND:

The regulations, approved by the Executive Board of Directors and Delegate Assembly of the Illinois Council for Exceptional Children

hereinafter referred to as ICEC, shall have the same force and effect as Bylaws of ICEC, and shall remain in effect until amended or repealed.

Such monies as are now available for the memory of Ray Graham shall henceforth be known as the Ray Graham Memorial Fund, which may hereinafter be referred to as the Fund.

A standing committee shall be organized for the purpose of exercising supervision and control of said Fund. Ray Graham Memorial Fund Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

The standing committee shall be known as the Ray Graham Memorial Fund Committee which may, hereinafter, also be known as the Fund Committee.

Such standing committee shall be comprised of five (5) officers: President, President Elect (chair), Immediate Past President, Treasurer, and an ISCEC Representative. The ICEC Treasurer shall serve as the Treasurer of the Ray Graham Memorial Fund Committee concurrent with his/her term of office as Treasurer of ICEC. (9/17/05)

Any Executive Board of Directors member, standing committee chairperson, or chapter chairperson of ICEC may submit project proposals for use of the funds, to the ICEC Executive Board of Directors. The Directors will institute the action of the Executive Board of Directors.

5.11.13.1

Responsibilities of the Ray Graham Memorial Fund Committee

Deposit all Ray Graham Memorial Fund monies currently held and all monies collected or controlled in the name of Ray Graham Memorial Fund in the ICEC checking and/or savings accounts. Said Ray Graham Memorial Funds will be maintained by the ICEC Treasurer as a separate line item in the ICEC Treasurer accounts and financial balance and transactions reported to the Ray Graham Memorial Fund Committee and ICEC Executive Board consistent with established ICEC financial reports and procedures. (9/17/05)

See that all monies deposited in said fund are used solely for the project(s) approved by the Executive Board of Directors of ICEC.

Issue a voucher naming the person and amount to whom a check is to be made payable. This voucher should in turn be sent to the Treasurer, who writes the checks. (9/17/05)

The Treasurer shall collect and deposit all funds received for the Ray Graham Memorial Fund. He/she will also be the sole person to disburse the funds. This person will be responsible for acknowledging contributions and for keeping accurate records in duplicate, of all contributions. An annual financial report shall be made to the chairperson for his/her dissemination at the Fall Delegate Assembly. (9/6/97)

Hold meetings at such times and places as may be required to carry out duties herein delegated.

Consider the purposes as stated above, the directors will make available to designated Executive Board of Directors members, standing committee chairpersons, or chapters after Executive Board of Directors approval, sums as shall be deemed necessary and appropriate but not to exceed one-fourth (1/4) of the fund, per year for the first five (5) years. Thereafter (1967) not to exceed the rate of interest (paid annually to the fund), or an amount recommended by Ray Graham Fund directors and approved by the ICEC Executive Board of Directors.

Keep minutes of all meetings, records of all receipts (including interest) and disbursements, all bills, invoices, and all correspondence. All such records which have been retained for a period of seven years should be transferred to the Historian.

The Chairperson of the Fund Committee shall present its annual report to the Fall Delegate Assembly of ICEC at the state convention.

Turn over to the new chairperson, on June 30, all books, accounts, correspondence, and records of the Fund Committee.

No expense of the directors, other than record books and stationery, shall be borne by the Fund.

Provide a brief presentation about Ray Graham during the Ray Graham Luncheon held at the ICEC Fall Convention. (6/29/96)

5.11.14 Scholarship

The chairperson is appointed by the ICEC President with the approval of the Executive Board of Directors.

5.11.14.1 Responsibilities of the Scholarship Committee

Send scholarship packets to appropriate resources. These are two different scholarship applications – Post Secondary Education Scholarship and School to Work Transition Scholarship. Each scholarship has separate guidelines and eligibility requirements and separate application forms. It is necessary to have these two different categories to meet the needs of all students with disabilities. (9/7/02)

Send all information received to the committee members and deal with the material by correspondence. (11/7/96)

Select the recipient(s) based on the identified criteria – completeness of application. When funds are available to award at least two scholarships, there shall be a recipient from each scholarship category provided there are well qualified applicants in each. Any further scholarships will be awarded from either category at the discretion of the committee. (11/7/96)

The chairperson of the Scholarship Committee will make the presentation on occasion of the second ICEC Delegate Assembly of the current fiscal year to become effective in 1991. (11/7/96)

The chairperson of the Scholarship Committee will maintain a notebook and/or computer records with a printed hard copy which includes duties and a chronological listing of activities of

this committee for the year which will be reviewed and then given to his/her successor. (9/30/00)

Scholarship Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

5.11.14.2

ICEC Lesley P. Graham Post Secondary Education Scholarship – Criteria for Award. (7/1/06)

The applicant shall be an Illinois resident with verification of a disability who plans to enter an Illinois college, university, or trade school. (11/7/96)

The applicant must submit the current Individual Education Plan (IEP) including a Transition Plan showing he/she is graduating from high school in a special education program. (9/7/02)

The applicant must have a minimum of a C average (2.0 on a 4 point scale) in high school. (11/7/96)

The applicant must submit the following:

- a. Official transcript;**
- b. Evidence of high school enrollment in a special education program;**
- c. Official application to an Illinois college, university, or trade school;**
- d. Letter of recommendation from a special education teacher or administrator. (11/7/96)**

5.11.14.3

ICEC School to Work Transition Scholarship – Criteria for Award.

The applicant must be an Illinois resident with verification of a disability and who is in need of financial assistance for transition from high school to the world of work (job coach, transportation, occupational or physical therapy, etc.). (11/7/96)

The applicant must submit the current Individual Education Plan (IEP) including a Transition Plan showing he/she is graduating from high school in a special education program. (9/7/02)

The applicant must submit the following:

- a. Official transcript;**
- b. Letter of recommendation from a special education teacher or administrator;**
- c. Letter from IEP Case Manager describing the student's post secondary needs. (9/7/02)**

5.11.15 Spring Conference

5.11.15.1 Responsibilities of the Spring Conference Committee

The Spring Conference Chairperson is appointed by the President of ICEC with the approval of the Executive Board of Directors. Spring Conference Committee activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

It is the duty of the Spring Conference Committee to plan and arrange the state conference which is held in the spring. The Conference Committee shall be responsible for assuring the opportunity for Subdivisions to participate. The ICEC President Elect shall serve as the designated committee member to review accessibility standards. (9/7/02)

The Conference Chairperson will maintain a conference notebook to be passed on to his/her successor and finally to the Historian. (9/7/02)

There shall be no registration fee for retired ICEC members at the Spring Conference. It is the responsibility of the Registration and Membership Chairpersons to see that this is implemented. (9/7/02)

It is the responsibility of ICEC to provide complimentary lodging for individuals in the following prioritized list: President, Spring Conference Chairperson, ISCEC President, and President Elect.

Complimentary lodging may also be provided for other individuals involved with the Spring Conference such as special guests, and interpreters. (2/6/04)

The Spring Conference Chairperson shall submit a list of proposed fees and registration fees to the Executive Board of Directors for approval prior to entering into final contractual agreements. (2/6/04)

5.11.15.2

Spring Conference Format

Spring Conference activities shall focus on leadership training, begin on a Friday afternoon and continue through Saturday, and shall include the following elements.

In conjunction with the Spring Conference format a Transition Leadership Development session will be planned annually by the PPAC. The following members of ICEC should attend: current and future members of ICEC chapters and subdivisions, Executive Board members and all committee chairpersons. (7/1/06)

Sessions with a focus on regional activities, officer and leadership training subdivision activities, along with relevant topics of discussion as determined by the Spring Conference Committee.

ICEC Executive Board and Delegate Assembly shall be scheduled for Friday evening.

Spring Conference shall, when possible, be held at a not-for-profit facility (public school, university, etc.).

Saturday activities will include a luncheon format with appropriate awards recognition.

Spring Conference shall not include paid keynote speakers.

The Spring Conference Committee will secure lodging with rates to be distributed to the membership. (2/6/04)

5.11.16 Student Activities Committee

The chairperson of the committee will be appointed by the ICEC President with the approval of the ICEC Executive Board of Directors. This chairperson will be designated as ICEC Student Activities Advisor. (9/7/02)

5.11.16.1 Responsibilities of the Student Activities Advisor

Coordinate plans for the Student Activities Committee.

Work closely with the Chapter Advisors of ISCEC.

Act as a liaison between ICEC and ISCEC.

Attend ISCEC Executive Board meetings in an advisory capacity.

Assist, in any possible, the efforts of Local CEC University Chapters.

Assist the Local Chapter Advisor of the student chapter(s) hosting the student section of the ICEC Spring Conference and Fall ICEC Convention, when necessary.

Assist Local Chapters in bringing to the attention of ICEC or ISCEC any pertinent problems. This should be accomplished by using the Student Activities Committee and a screening committee.

Work through and with local Regional Directors to assist college chapters when a problem arises.

Assist Regional Directors and Local Chapters in: planning of local activities; disseminating pertinent information; stimulating interest in ISCEC and ICEC at the local chapter and regional level; and stimulating interest in the profession.

See that all available ISCEC materials are located and maintained by a designated person in a central location that is accessible for use and distribution purposes.

Act as an advisor to the Student ISCEC President whenever assistance or recommendations are needed.

Attend the ICEC Executive Board of Directors Meetings.

Pass on the records of the Student Activities Committee to the succeeding chairperson.

Orient his/her successor to the purposes of the organization and duties of the chairperson of the Student Activities Committee.

This committee's activities will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

The President of ISCEC will be an ex-officio member of this committee. This person will be responsible for preparing and presenting reports on ISCEC activities and its local student chapters at ICEC activities and its local student chapters at ICEC Executive Board Meetings and at each Delegate Assembly of the Illinois Federation.

5.11.17 Web-Master

5.11.17.1 Responsibilities of the Web-Master

Collect copy ready information from the President, Secretary, Subdivision Liaisons, Regional Directors, ISCEC, Membership, Governmental Relations, and other committee chairs.

Establish due dates for updates to the ICEC web page.

Be responsible for increasing public awareness about ICEC and its website.

Keep a log of activity on the ICEC website. (2/5/05)

5.12 Past Presidents' Advisory Council (9/30/00)

The chairperson of this committee shall be the Immediate Past President of ICEC.

The committee shall meet at least twice a year.

This committee shall be responsible for deliberating and formulating recommendations to improve the operations of the Federation.

This committee shall be responsible for planning an annual Transition Leadership Development session in conjunction with Spring Conference. (7/1/06)

Reports of committee actions shall be made regularly by the Immediate Past President to the Executive Board of Directors. (9/30/00)

One copy of all material prepared by the committee shall be sent to the ICEC President and the Historian.

The Subdivisions and Associations may be utilized relevant to their areas of expertise.

All records of this Council's activities and copies of all position papers, statements, and letters of endorsement should be maintained in a Past President's Advisory Council notebook by the Immediate Past President to be passed on to his/her successor. (9/30/00)

5.12.1 Responsibilities of the Past President's Advisory Council

To deliberate and formulate recommendations to the Executive Board of Directors on positions relevant to the education and welfare of exceptional children.

To prepare position papers and other related presentations upon the direction and with the approval of the President and the Executive Board of Directors.

Activities of the Past President's Advisory Council will be consistent with ICEC operational procedures as outlined in Subsection 5.13.4. (9/30/00)

5.13 **Operational Procedures**

5.13.1 **Authorized Reimbursement with Receipts Attached to the ICEC Voucher to Executive Board of Directors Members and Committee Members**

Telephone Calls

The cost of telephone calls in the conduction of official emergency ICEC business shall be reimbursed with the approval of the ICEC President. In cases of unit billings which do not indicate itemized cost, reimbursement shall be made contingent on submission of a log which reflects estimated costs of telephone usage.

Postage

The cost of postage in the conduction of ICEC business shall be reimbursed with the approval of the ICEC President.

Travel Allowance

Reimbursement for attendance at Executive Board of Directors meetings and committee meetings held at a time other than the Annual State Meeting or the Spring State Meeting shall be made as follows:

Automobile Expenses

Gasoline costs at a mileage rate consistent with the current IRS rate. (1/21/06)

Parking charges

Tolls

Carrier Fare

Actual cost for lowest possible fare.

Taxi fare from railway station or airport to meeting and return.

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Lodging

Actual cost of the least expensive room in keeping with current practices of the Executive Board of Directors.

Miscellaneous

Printing, office supplies and other approved expenditures with appropriate receipts.

5.13.2

Dues

The dues of this organization are established by the CEC Board of Directors. (9/30/00)

5.13.3

Representation at CEC

The President and President Elect shall represent the Council at the International Convention and shall receive reimbursement for transportation and lodging as determined by the Executive Board of Directors in consideration of the prevailing financial status of the Council.

The two Illinois Representatives to the CEC Representative Assembly shall represent the Council at the International Representative Assembly and shall receive reimbursement for transportation and lodging as determined by Executive Board of Directors in consideration of the prevailing financial status of the Council. (2/10/01)

5.13.4

Representation of ICEC (9/30/00)

The Executive Board of Directors may request the Past President's Advisory Council to review a position paper before it takes any approval action.

No member shall represent ICEC in an official capacity without the approval of the Executive Board of Directors, or without the specific designation of the ICEC President. All official written or verbal representations are to be approved in advance by the Executive Board of Directors or the ICEC President.

No member shall send an official written communication relating ICEC matters or positions without the approval of the Executive Board of Directors or the ICEC President.

Members shall subscribe to the Bylaws of ICEC, uphold its policies and abide by the CEC Code of Ethics (see Appendix A). (4/13/07)

No member of the ICEC Executive Board of Directors shall support, endorse, recommend any treatment, product, evaluation center or program in any manner which gives the appearance of ICEC's support, endorsement or recommendation without approval by the ICEC Executive Board of Directors.

The use of people first language in publications, convention and conference programs, governance reports both written and verbal shall be adhered to by ICEC units and members. (4/13/07)

5.13.5

Treasurer

Funds of ICEC shall be deposited by the Treasurer in a Savings Account by authorization of the Executive Board of Directors when there is an accumulation of funds over and above that required for the efficient operation of the Illinois Council. The amount to be deposited shall be determined at the time the annual budget is approved.

The ICEC Treasurer's name shall be on all accounts opened in the name of the Illinois Council for Exceptional Children.

Any check, money order, draft, etc., issued in payment for an ICEC activity, service or fee, shall be made payable only to the Illinois Council for Exceptional Children. (2/8/03) In the event that an individual ICEC member or chapter receives a check, etc. for ICEC issued in his/her/their name, he/she/they shall immediately endorse it to ICEC and mail it to the Treasurer of ICEC.

All checks, drafts or orders for the payment of money notes received in the name of ICEC or for payment of services, fees,

or activities sponsored by ICEC shall immediately be forwarded to the President for voucher approval and then sent to the Treasurer of the Illinois Council for Exceptional Children.

Any person receiving monies in cash or other form of payment for Illinois Council for Exceptional Children fees, activities or services shall issue a written receipt to the payee.

The Treasurer of the Illinois Council for Exceptional Children shall be responsible for paying bills of the Corporation. (9/30/00) Signatures of the ICEC Treasurer and the Finance Chairperson shall be on all checks made for payment of services, fees, or activities sponsored by ICEC. (4/13/07)

5.13.6

The Student Council for Exceptional Children

Student CEC shall be an association of students interested in exceptional children and youth. In its nature, it shall present students with opportunities to improve educational professional standards and/or increase awareness of exceptional children and youth. It shall also be the focal point for the “professional preparation” of any student interested in the services for exceptional children and youth.

The purpose of Student CEC shall be to promote professional standards of a high order and improve the preparation of all professionals dealing with exceptional children and youth. It shall further be the purpose of this organization to promote programs designed to enhance the professional development of its members in serving exceptional children and youth and to disseminate information to inform the public of the needs of exceptional persons at the local, state, provincial, regional, and international levels. It shall also be the purpose of this organization to interest and involve all students concerned with the welfare of exceptional children and youth.

The following requirements must be met by state or provincial groups of students wishing to organize associations of Student CEC:

Secure sponsorship by the ICEC in the state. (2/8/03)

Maintain a minimum total state or provincial membership of 25 student members of CEC.

Accept into the association all student chapters in the state or province.

Provide for representation of each student chapter on the association's governing body.

Enroll in the association, as non-chapter members, all independent student members of CEC and provide comparable rights and privileges for all members, chapter and non-chapter.

Abide by all official decisions of CEC and Student CEC.

Submit a Constitution and Bylaw and Policy Guide to CEC Headquarters.

Inform the central office of any amendments to the constitution. An up-to-date copy should be on file at CEC Headquarters at all times.

Conduct all business transactions within the framework of provisions established in the officially adopted Constitution and Bylaws.

Operate under an elected governing body of not less than five (5) persons, including the officers whose names and addresses for the year concerned have been identified to CEC Headquarters.

Operate a broad, active program in keeping with the general purposes of the council.

Conduct an annual meeting (business and professional) at the time of the annual convention of ICEC. (2/8/03)

Submit an annual report to the ICEC President and ICEC Historian. (2/8/03)

Subdivision

A Subdivision is a special interest group of council members within their special interest area. A Subdivision is completely autonomous in developing their own professional programs as long as they operate within the general context of interest in exceptional children. To function as an official Subdivision of ICEC, an organized group of CEC members must meet the following requirements:

Maintain a minimum membership of 25 persons.

Maintain a unified membership. All of its members must be members of the Council for Exceptional Children.

Abide by all official decisions of the ICEC Delegate Assembly.

Operate under an approved Constitution and Bylaws which are on file with ICEC.

Inform ICEC of any amendments to the Constitution. An up-to-date copy should be on file with ICEC at all times.

Conduct all business transactions within the framework of provisions established in the officially adopted Constitution and Bylaw and Policy Guide.

Operate under an elected governing body of not less than four (4) persons including officers.

Conduct a broad professional program in keeping with the general purposes of ICEC and its own special purposes.

Conduct at regular intervals statewide meetings which include both professional and business content.

**Meet minimum standards established by ICEC.
(2/8/03)**

Submit an annual report to the ICEC Executive Board of Directors.

Elect a member to serve as the Subdivision Liaison to the ICEC Board of Directors carrying one vote for a term of two years consistent with the ICEC Bylaw and Policy Guide.

Participate in the ICEC Delegate Assembly pursuant to ICEC policy. (2/8/03)

5.13.8

Coalition

With the approval of the ICEC Executive Board of Directors, the Illinois Council for Exceptional Children may become a member of a coalition whose overall objectives are harmonious with the overall objectives of ICEC. The relationship with the coalition shall be reviewed annually by the ICEC Executive Board of Directors. (9/7/02)

5.13.9

Annual Not-for-Profit Report

The official registered agent for ICEC shall be responsible for preparing and filing the required State of Illinois Not-for-Profit Annual Report, for facilitating the payment of required annual State of Illinois registration and filing fees, and for preparing and filing the IRS Tax Exempt forms. (9/7/02)

The ICEC President shall implement appropriate procedures for required payment information and signatures to maintain continued Illinois Not-for-Profit status.

5.13.10

Nominations for International CEC Executive Board Positions

Any ICEC member who desires to make a nomination for CEC positions would do so pursuant to the established policies and procedures of CEC. (2/8/03)

Any ICEC member is requested to inform the ICEC President of their intent and subsequent actions to nominate. (2/8/03)

5.13.11

Revitalization of Inactive Chapters

ICEC Treasurer contacts chapters regarding location of treasuries and authorized signatures.

Regional Directors devise a list of inactive chapters in their respective regions and begin contacting them to identify which of the five (5) areas are problematic and preventing the chapter from being active.

The ICEC Treasurer will send to the Regional Directors a listing of chapters in their region and the amount of money available to each chapter.

If no money is being held in escrow for an inactive chapter seeking reactivation, ICEC will provide \$100 as an incentive to assist with reactivation costs. (6/13/98) The Regional Director will send out a letter to all chapter members indicating the amount of money available along with a proposal form to request the use of these chapter funds.

Chapter members, under the guidance of the Regional Director, will meet at Fall and Spring Convention meetings to review and award projects. These two meetings will count as two of the four required meetings.

If there is not an active Regional Director or if the Regional Director cannot be present at the Fall or Spring meeting, the President Elect would carry out the duties of the Regional Director.

Annual announcement of how these funds are spent will be made at the convention/conference. A follow-up notice of how funds were used will be sent to the ICEC Newsletter and report to the ICEC Board of Directors by the President Elect.

Mailing labels for chapter members with acting officers will be secured from CEC Headquarters by the ICEC President.

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Chapters wishing to become more active will have the same opportunity to implement this process to revitalize their chapters.

All funds are identified by chapter and region when accounted by the ICEC Treasurer.

If no funds are behind held in escrow for an inactive chapter seeking reactivation, ICEC will provide \$100 as an incentive to assist with reactivation costs. (6/13/98)

APPENDIX A

CODE OF ETHICS

ILLINOIS COUNCIL FOR EXCEPTIONAL CHILDREN BOARD MEMBERS

As a member of the Illinois Council for Exceptional Children (ICEC) Board, I will ascribe to the following Code of Ethics.

1. I shall represent all ICEC constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, and shall not use my ICEC Board membership for personal gain or publicity.
3. I shall recognize that an ICEC Board member has no legal authority as an individual and that decisions can be made only by a majority vote at an ICEC Board meeting.

I shall take no private action that might compromise the Board or Board appointed committees and shall respect the confidentiality of privileged information.

5. I shall abide by majority decisions of the ICEC Board, while retaining the right to seek changes in decisions through ethical and constructive channels.
6. I shall encourage and respect the free expression of opinion of my fellow Board members at ICEC Board meetings and others who seek a hearing before the ICEC Board.
7. I shall be involved and knowledgeable about local educational concerns as well as State and National issues.
8. I will support the ICEC Board president who is the presiding officer and follow Robert's Rules of Order Newly Revised when a question arises concerning procedure.