

DIVISION OF LEADERS AND LEGACY
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN
BYLAWS

ARTICLE I
NAME

The name of the organization shall be the Division of Leaders and Legacy (DLL), a division of the Council for Exceptional Children (CEC).

ARTICLE II
PURPOSE

Section 1.

The Division of Leaders and Legacy shall be a duly registered, not-for-profit educational association.

Section 2.

The CEC Division of Leaders and Legacy (CEC-DLL) is a visionary group of special educators who strive to inspire self and others to service. We unite with CEC and its Divisions, State/Provincial Units, and other partners to provide advocacy for individuals with exceptionalities. We provide leadership and professional learning through the legacy and historical understanding of CEC.

Section 3.

The Division of Leaders and Legacy intends to assist and provide support to CEC in all efforts on behalf of children and youth with exceptionalities and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

Section 4.

These services and programs are provided as long as:

- a. No part of the Division of Leaders and Legacy's net earnings or assets shall either directly or indirectly inure to the benefit of the DLL's founders or any of its officers, members, their families, or otherwise to any private individual (except that reasonable compensation may be paid for services rendered to or on behalf of the Division of Leaders and Legacy and payments and distribution may be made in furtherance of the purposes set forth in Article II).
- b. No substantial part of the activities of the Division of Leaders and Legacy shall consist of disseminating propaganda or otherwise attempting to influence legislation (except as may be permitted by the most recent United States Internal Revenue Code). The Division of Leaders and Legacy shall not participate in nor intervene (including the publication or distribution of statements) in any political campaign on behalf of any candidate for public office. Nor shall the

Division engage in any activities that are unlawful under applicable federal, state, provincial or local laws.

c. The Division of Leaders and Legacy shall not be operated for profit and shall not carry on any other activities not permitted to be carried on by an association exempted from federal income tax under Section 501(c)(3) of the United States Internal Revenue Code or by an association to which contributions are deductible under the most recent revision of the United States Internal Revenue Code.

d. If at any time, the Division of Leaders and Legacy is deemed to be a private foundation as defined in the United States Internal Revenue Code, the Division of Leaders and Legacy shall distribute its income and principal, if necessary, in such a manner as not to subject the Division of Leaders and Legacy to tax liability under the United States Internal Revenue Code. The Division of Leaders and Legacy shall not engage in any act of self-dealing as defined in the United States Internal Revenue Code; retain any excess business holdings as defined in the United States Internal Revenue Code; nor make any taxable expenditures as defined in the United States Internal Revenue Code.

ARTICLE III MEMBERS

Section 1. Qualifications

Any person who has been a member of CEC for a period of at least fifteen (15) years or has served in a leadership position within CEC (officer, committee/work group chair) or as an officer of a CEC Division or state/provincial unit shall qualify for membership.

Section 2. Minimum Membership Requirements

The Division of Leaders and Legacy shall maintain a minimum of one hundred (100) paid members who shall meet the membership requirements as established by both CEC and the Division of Leaders and Legacy.

Section 3. Unified Membership

All members of the Division of Leaders and Legacy must hold concurrent membership in CEC. The Division of Leaders and Legacy may not accept enrollments for division or subdivision membership only.

Section 4. Membership Term

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

Section 5. Membership Eligibility

The Executive Board shall determine any questions of eligibility for membership in accordance with the membership policies of CEC and the Division of Leaders and Legacy.

Section 6. Rights

All members shall be entitled to all rights, privileges, benefits, and services of the Division of Leaders and Legacy which will include:

- a. Voting
- b. Receiving all benefits, products, and services provided by the Division of Leaders and Legacy
- c. Attending CEC Division of Leaders and Legacy meetings
- d. Holding office
- e. Serving on the Executive Board, committees, and work groups.

ARTICLE IV DUES

Section 1. Dues

The Executive Board shall propose dues for membership and all changes in the dues structure. Action to adopt changes to the Division of Leaders and Legacy dues' structure and any special assessment will require a simple majority vote by the Executive Board to bring the recommendation forward to the general membership at the annual business meeting. A simple majority vote of those members present and voting shall be required to change the amount of the Division of Leaders and Legacy dues or to approve any special assessments.

Section 2. Payment of Dues

Annual Division of Leaders and Legacy dues shall be paid at the same time as CEC dues are paid. Members whose dues are not paid by the last day of their membership year shall be considered delinquent, and they shall be dropped from membership in the Division of Leaders and Legacy.

ARTICLE V ORGANIZATION

Section 1. Relationship with CEC

The Division of Leaders and Legacy shall be an affiliated division with CEC.

Section 2. Fiscal and Administrative Term

The fiscal year and administrative term of the office shall be January 1 through December 31.

Section 3. Subdivisions

Subdivisions are authorized by CEC policies/procedures as a part of a division and unit. Eligibility of a subdivision is based on CEC and the Division of Leaders and Legacy membership and requirements in the DLL Handbook of Policy and Procedures.

ARTICLE VI OFFICERS

Section 1. Officers

The officers of the Division of Leaders and Legacy shall be a President; a President-Elect who shall succeed to the office of President; an Immediate Past-President; a Secretary; and a Treasurer. All Officers shall be elected by the general membership of the Division with the exception of the Treasurer who shall be appointed by the President with the approval of the Executive Board.

Section 2. Prerequisite to Nomination and Election

All officers must be members of CEC and the Division of Leaders and Legacy at the time of their nomination and election and remain so throughout the duration of their terms of office.

Section 3. Terms of Office

The terms of office are as follows:

- a. The President, President-Elect, and Immediate Past-President shall serve for one (1) year.
- b. The Secretary serves for three (3) consecutive years.
- c. The Treasurer serves for three (3) consecutive years.

Section 4. Representatives to the CEC Representative Assembly

The President and Immediate Past-President shall serve as the Division's representatives to the CEC Representative Assembly (RA).

Section 5. Succession

The President-Elect will assume the position of the President. The President will become the Immediate Past-President of the Division of Leaders and Legacy. The Secretary and Treasurer are eligible to serve a second consecutive three (3) year term.

Section 6. Vacancies

Vacancies in an office shall be filled as follows:

- a. A vacancy in the office of President shall be filled by automatic succession of the President-Elect to the office.
- b. If a vacancy occurs in the office of President-Elect, the President shall, with approval of the Executive Board, appoint a Past President of the Division of Leaders and Legacy to fill the remainder of the term.
- c. If a vacancy occurs in the office of the Immediate Past-President prior to the completion of the responsibilities as Nominations and Elections Chair, the President shall, with approval of the Executive Board, appoint a Past President of the Division of Leaders and Legacy to fill the open position until the end of the current administrative year.
- d. A vacancy in all other offices shall be declared as filled by action of the Executive Board upon recommendation by the President.
- e. The individual(s) appointed to fill a vacancy(ies) shall serve only to the end of the current administrative year or until replaced by a duly elected or appointed successor(s).
- f. CEC Headquarters shall be provided the name(s) of all individuals appointed to fill any vacancies on the Executive Board, inclusive of the Division Representatives to the CEC Representative Assembly.

Section 7. Duties of Officers

The powers and duties of officers shall be such as are implied by their respective titles and such as are specified in these Bylaws and described in the CEC-DLL Board Member Handbook of Policies and Procedures.

Section 8. The President

- a. Serves as the chief executive officer of the Division of Leaders and Legacy.
- b. Calls and presides at all meetings of the Executive Board, including special meetings; the transaction of Division of Leaders and Legacy business using a variety of means of communicating, including electronic and teleconferencing; and the Annual Membership Business Meeting.
- c. Coordinates liaison relationships with CEC, other CEC divisions, as well as agencies and organizations.
- d. Provides leadership to general policy and carries out the directions of the Executive Board and the vote of the general membership of the Division.
- e. Acts as ex-officio member of all committees with the exception of the Nominations and Elections Committee.
- f. Recommends chairs of committees, other appointed positions, and replacements to any of these positions that become vacant to the Executive Board with the exception of the Nomination and Elections Committee, Finance Committee and the Professional Development Committee.
- g. Appoints work group chairs and members as needed.
- h. Makes an annual report (including accomplishments, revisions and carry over items from the Strategic Plan) at the end of the administrative term of office to the members of the DLL Board and DLL general membership for filing with the Division's Secretary and Historian.
- i. Submits the Annual Statement of Assurances form to CEC by the designated time.
- j. Arranges for the presentation of the proclamation(s) as prepared by the Legacy Committee in conjunction with CEC.
- k. Serves as the representative of the Division of Leaders and Legacy to the Interdivisional Collaborative (IDC).
- l. Serves as one of the Division of Leaders and Legacy Representatives to the CEC Representative Assembly.
- m. Provides all required reports and Division information to CEC.

Section 9. President-Elect

- a. Serves in the President's place with the authority of the President in case of the President's absence or inability to serve.
- b. Serves as Professional Development Committee Chair and serves as the Division of Leaders and Legacy representative on the Program Advisory Committee (PAC) for the annual CEC Convention and Expo.
- c. Assumes the responsibilities for the annual events for the Division of Leaders and Legacy.
- d. Serves as the second representative of the Division of Leaders and Legacy to the IDC.
- e. Serves as a member of the Nomination and Elections Committee.

Section 10. Immediate Past-President

- a. Serves as the chair of the Nominations and Elections Committee.
- b. Serves as one of the Division of Leaders and Legacy Representatives to the CEC Representative Assembly.
- c. Provides advice to the Executive Board

Section 11. Secretary

- a. Keeps a complete record of all proceedings of the Executive Board meetings, and the Annual Membership Business meeting.
- b. Prepares, as directed, correspondence necessary for the operation of Division of Leaders and Legacy.
- c. Assumes custody of all records except those specifically assigned to others.
- d. Maintains the current listing and contact information for the members of the Executive Board.
- e. Makes available copies of the Bylaws and minutes of the previous board meeting.
- f. Provides an official copy of all minutes to the Historian at the end of each year and transfers all records to the new Secretary at the time of succession of office.

Section 12. Treasurer

- a. Prepares and submits an annual budget in collaboration with the members of the Finance Committee to the Executive Board for approval by the Board by December of each year for presentation to membership at the Annual Membership Business Meeting.
- b. Serves as chair of the Finance Committee.
- c. Makes an annual report of the financial status of the Division of Leaders and Legacy to the Executive Board (and at each Board meeting) and to the membership at the Annual Membership Business Meeting.
- d. Reviews expenditure requests from Executive Board members and pays all expenditures as authorized by the Division of Leaders and Legacy's adopted budget and approved by the President.
- e. Maintains all bank accounts and bookkeeping for the Division of Leaders and Legacy.
- f. Plans for and obtains a review of financial accounts and oversees a budget review within each three (3) year term of the Treasurer conducted by an individual with a demonstrated background in accounting/business who will provide a written report of the audit review to the Executive Board of all the financial accounts of the Division of Leaders and Legacy.
- g. Files all relevant paperwork (annual corporation report with registered agent, appropriate Federal 990 with the IRS, maintains bonding and insurance and pays fees as required) and is responsible for maintaining current status as a not for profit by securing and maintaining the services of a registered agent.
- h. Transfers all money and financial records to the new Treasurer within thirty (30) days after a change in officers.

Section 13. Division of Leaders and Legacy Representatives to the CEC Representative Assembly

- a. Represents the Division of Leaders and Legacy at meetings of the CEC Representative Assembly and participates in balloting and other activities necessary to the functioning of the CEC Representative Assembly.
- b. Reports regularly to the Division of Leaders and Legacy's Executive Board and general membership on the activities of the CEC Representative Assembly and CEC.
- c. Informs the Division of Leaders and Legacy about the disposition of CEC Representative Assembly issues.
- d. Communicates issues and concerns from the Division of Leaders and Legacy to the CEC Representative Assembly.
- e. Conducts follow up on any issues the Division of Leaders and Legacy refers to the Representative Assembly and advise the DLL Executive Board of the recommended action.
- f. Seeks input, advice, and direction from the Division of Leaders and Legacy Executive Board regarding issues before the CEC Representative Assembly.
- g. Represents only decisions that have been Executive Board adopted; present information that has been discussed by the Executive Board with a consensus reached; act only as Executive Board directed; or acts in accordance with the responsibilities of that position as described in the DLL 's Bylaws during discussion and information gathering activities conducted by the Representative Assembly.
- h. Shares the responsibility of Division of Leaders and Legacy representation through joint statements prepared by both representatives.

Section 14. Removal from Office

- a. A petition for removal of a Division of Leaders and Legacy officer shall be signed by a minimum of five (5) members of the Division of Leaders and Legacy and submitted in print (written or electronic) format to the President. If the President is the subject of the petition it shall be submitted to the President-Elect.
- b. The President (or President-Elect) shall within seven (7) days communicate, using a variety of means of communication, including electronic and teleconferencing, to each Executive Board member the receipt of such a petition, solicit relevant evidence from all parties concerned, and arrange for the Executive Board to consider the matter with thirty (30) days following receipt of the petition.
- c. The Executive Board shall provide an opportunity for all interested parties to present any relevant evidence to be considered before any action is take.
- d. A quorum is necessary to vote. The vote authorizing removal of an elected or appointed officer requires an affirmative vote by two-thirds (2/3) of the voting members of the Executive Board present and voting. The officer being considered for removal shall be provided the results of the Executive Board's action, in printed (printed or electronic) format, within seven (7) days.
- e. The action is considered final.

ARTICLE VII EXECUTIVE BOARD

Section 1. Executive Board

The Executive Board shall be the governing board of the Division of Leaders and Legacy. All members of the Executive Board of the Division of Leaders and Legacy will follow the Division's Ethics and Code of Conduct as it applies to all members of the Executive Board, including committee chairs, as well as members of committees, work groups or individuals assigned to a group as an official representative of the Division.

Section 2. Members

The Executive Board shall consist of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, and chairs of all standing committees as voting members. The Historian will also be a voting member of the Board. Other appointed positions, shall serve as members of the Board without voting privileges.

Section 3. Meetings

A minimum of one (1) Executive Board meeting shall be held. It shall be held annually in conjunction with the annual CEC Convention and Expo. However, business of the Division of Leaders and Legacy may be conducted at other times using a variety of means of communication, including, but not limited to, electronic and tele or video conferencing.

Section 4. Quorum

A quorum shall be two-thirds (2/3) of the voting members of the Executive Board.

Section 5. Duties of Division of Leaders and Legacy Executive Board

- a. Serves as the Division of Leaders and Legacy's administrative policy making body.
- b. Conducts all appropriate executive business of the Division of Leaders and Legacy.
- c. Adopts policies and programs for the Division of Leaders and Legacy in accordance with the Bylaws and the CEC-DLL Board Member Handbook of Policies and Procedures.
- d. Recommends an Annual Division of Leaders and Legacy budget for the review and input by the membership at the Annual Membership Business Meeting.
- e. Approves amendments to the adopted budget of the Division of Leaders and Legacy.
- f. Authorizes the activities of Board committees.
- g. Approves the appointment of all committee chairs, with the exception of the Nominations and Elections Committee, the Professional Development Committee, and the Finance Committee, all committee members, and all other Board appointed positions.
- h. Authorizes meetings, conventions or conferences that are in addition to the annual meeting. These meetings may be conducted using a variety of alternative methods (i.e. phone, internet, webinars, or other virtual methods).
- i. Directs issues to the CEC Board of Directors via the Division of Leaders and Legacy's Representative to the CEC Representative Assembly or through designated action by the President of the Division of Leaders and Legacy to the President of CEC or the CEC Executive Director.
- j. Selects the honoree or topical issue for the annual Division of Leaders and Legacy Showcase Session as part of the CEC Convention. Honorees and/or topical issues selected should reflect significant contributions and/or impact to the field over time.

- k. Passes on all the information regarding their duties and the CEC-DLL Board Member Handbook of Policies and Procedures before the end of their terms to the incoming Board members.

Section 6. Removal from the Executive Board

- a. Elected/appointed officers may be removed from the Executive Board by following the procedures as outlined in Article VI, Section 14, of the Division of Leaders and Legacy Bylaws.
- b. All committee chairs and other appointed positions may be removed from the Executive Board upon recommendation of the President following approval by the Executive Board.

ARTICLE VIII MEETINGS

A minimum of one (1) Annual Membership Business Meeting shall be held. It shall be held in conjunction with the annual CEC Convention and Expo. A quorum for the Annual Business Meeting shall consist of the number of members present. If only members of the DLL Executive Board are in attendance, then action items will no longer be considered and the President may call for an electronic vote by the general membership at a later date, rather than reconvening the Annual Membership Business Meeting.

The purpose of the Annual Membership Business Meeting shall be to:

- a. Serve as the Division of Leaders and Legacy's general legislative body.
- b. Announce the results of the election of the Division of Leaders and Legacy officers.
- c. Establish the rate for the Division of Leaders and Legacy dues and special assessments.
- d. Review and give input on the annual budget.
- e. Establish regulations relating to the general membership.
- f. Act on such other official recommendations and petitions as may be received.
- g. Refer issues to the CEC Representative Assembly through the Division of Leaders and Legacy Representatives to the CEC Representative Assembly.

ARTICLE IX COMMITTEES

In keeping with the stated purposes of the Division of Leaders and Legacy, the following standing committees shall be established:

- a. Professional Development
- b. Award and Honors
- c. Bylaws
- d. Membership
- e. Nominations and Elections
- f. Political Advocacy
- g. Legacy Committee (CEC/CEC-DLL)

- h. Finance
- i. Communications

Section 1. Committee Chairpersons

- a. The Immediate Past-President shall serve as chair of the Nominations and Elections Committee.
- b. The President-Elect shall serve as chair of the Professional Development Committee.
- c. The Newsletter Editor shall serve as the chair of the Communications Committee.
- d. The Treasurer shall serve as chair of the Finance committee.
- e. Chairpersons of all other standing committees shall be recommended by the President with the approval of the Executive Board.

Section 2. Standing Committee Membership

- a. Each standing committee, with the exception of the Legacy Committee, shall have three (3) to six (6) members in addition to the chair, representing a broad geographical base.
- b. The chair of each committee will serve a three (3) year term with the exception of the Nominations and Elections Committee and the Professional Development Committee. The chairs of the Nominations and Elections Committee and the Professional Development Committee, the Immediate Past-President and President-Elect, will each serve a one (1) year term.
- c. Standing committee chairs, with the exception of the Nominations and Elections Committee and the Professional Development Committee, may serve a second three (3) year term.
- d. Members of the standing committees, with two (2) exceptions (Nominations and Elections Committee, Professional Development Committee), shall be appointed for three (3) year terms on a revolving basis, to provide for continuity.
- e. Members of the Nominations and Elections Committee will be appointed for a one (1) year term.
- f. Members of the CEC/CEC-DLL Legacy Committee are appointed to address the preparation of legacy proclamations and the preparation of the CEC Necrology. Up to three (3) members may be appointed for three (3) year terms to prepare the annual CEC Necrology and to assume other responsibilities assigned to the committee. Up to five (5) members may be appointed for the purpose of developing the CEC Legacy Proclamations. One (1) of these members will be appointed for a three (3) year term. The other appointments are based on the member's knowledge of the background of the individual being honored or the event being acknowledged. The appointment is task specific and lasts only for the time period to develop and finalize the Legacy Proclamation. However, all appointees may also be involved with other responsibilities assigned to the committee per the chair's discretion. Members involved with the development of the Legacy Proclamation may serve on the committee multiple times depending on the nature of the proclamation being developed.

Section 3. Committee Vacancies

All committee vacancies shall be filled by the chair, subject to the approval of the Executive Board.

Section 4. Committee Reporting

All standing committees shall report at the Executive Board meeting prior to reporting to the Annual Membership Business Meeting.

Section 5. Ad Hoc Committees and Work Groups

Ad hoc committees and work groups may be established by the Executive Board with their functions assigned at the discretion of the President. Such establishment must clearly indicate the purpose, length of service, and expected outcome(s).

Section 6. Professional Development Committee

- a. Solicits, reviews and selects papers for presentation at the Division of Leaders and Legacy's sessions at the annual CEC Convention, with the exception of the Division of Leaders and Legacy Showcase Session, as a Division of Leaders and Legacy representative and member of the Program Advisory Committee (PAC) for the CEC Annual Convention and Expo.
- b. Makes recommendations and serves as chair of the committee to the Executive Board for approval for hosting special meetings or sponsoring Division of Leaders and Legacy functions at the CEC Annual Convention and Expo or throughout the year.
- c. Explores other ways to offer professional development activities to the membership of the Division.

Section 7. Award and Honors Committee

- a. Oversees a Division of Leaders and Legacy Award Program and assists CEC units to recognize members of long standing who made notable contributions to CEC, the Division of Leaders and Legacy, and the field of special education.
- b. Selects the winner of the Romaine P. Mackie Leadership Award which is presented to an individual who has demonstrated leadership over time in programs for exceptional children and youth. Contacts the award winner with details, contacts nominees and nominators who were not selected for the award, and orders the award/gift for presentation during the CEC Annual Conference.
- c. Identifies individuals and submits their nominations for appropriate CEC honors and awards on behalf of the Division of Leaders and Legacy according to established Division procedures.

Section 8. Bylaws Committee

- a. Performs a periodic review of the Division of Leaders and Legacy's Bylaws.
- b. Reviews any proposed amendments to the Bylaws and makes recommendations to the Executive Board for approval by the general membership.
- c. Maintains an updated version of the Bylaws and files a current copy with any changes made with CEC and a file for the CEC-DLL Historian.
- d. Ensures that a current copy of the Bylaws are available to the President and Secretary, at all meetings of the Division of Leaders and Legacy, and to any Division member making such a request.

- e. Recommends revisions to the Division of Leaders and Legacy's Bylaws per changes required by the action of CEC.
- f. Develops and recommends changes to the CEC-DLL Board Member Handbook of Policies and Procedures per actions taken by the Executive Board as directed by the President and forwards them to the President for review and action.

Section 9. Membership Committee

- a. Conducts an active membership recruitment and retention program for the Division of Leaders and Legacy.
- b. Develops an annual membership campaign for the Division of Leaders and Legacy.
- c. Encourages every eligible CEC member to become a member of the Division of Leaders and Legacy through methods developed by the committee.
- d. Maintains and reports to the Executive Board a membership count on a periodic basis.
- e. Provides volunteer support to CEC membership recruitment and retention programs.
- f. Develops a plan for contacting lapsed members.
- g. Works closely with CEC Membership Services to improve the means by which the Division of Leaders and Legacy recruits and retains members.
- h. Prepares and maintains changes to the current membership list of the Division of Leaders and Legacy.
- i. A member(s) of the committee will be appointed to serve as a link to the Division of Leaders and Legacy Subdivisions should any be established.

Section 10. Nominations and Elections Committee Duties

- a. Solicits recommendations for nominations for the open positions on the Division of Leaders and Legacy Executive Board from the entire membership.
- b. Nominates qualified candidate(s) who have agreed to run for each open office.
- c. Prepares the official ballot and accompanying candidates' background information for each nominee for the fall issue of the Division's newsletter.
- d. Submits the suggested slate of officers as prepared by the Nominations and Elections Committee to the President for presentation to the Executive Board as an information item.
- e. Submits the ballot and candidates' information to the Newsletter Editor by the designated deadline for publication of the fall issue of the Division of Leaders and Legacy's newsletter.
- f. Conducts the annual election per the voting procedures determined by the Executive Board.
- g. Determines the winner of the election in the manner consistent with *Robert's Rules of Order, Newly Revised Edition* and in accordance with any Executive Board adopted procedures.
- h. Announces the results of the elections using a variety of Division communications.
- i. Maintains, for a period of one (1) year, copies of the ballots submitted.
- j. Conducts a run-off election as recommended by the Nominations and Elections Committee and approved by the Executive Board in the event that no candidate for that office receives a majority vote in the Division of Leaders and Legacy's annual election process.

Section 11. Political Advocacy Committee

The Committee Chair shall serve as the Division of Leaders and Legacy's representative to CEC's advocacy system, the Children and Youth Action Network (CAN).

- a. Advises the Executive Board regarding CEC policies relating to public policy, advocacy, and the rules and regulations governing the delivery of special education programs.
- b. Advises the membership on critical public policies and assists in developing appropriate responses for Executive Board action.
- c. Participates in advocacy and public policy programs and activities of CEC.
- d. Reports to the Executive Board and general membership on advocacy activities and programs conducted by CEC and the Division of Leaders and Legacy.

Section 12. Legacy Committee (CEC/CEC-DLL)

- a. Sends out call to CEC Units and Divisions for nominations for the CEC Legacy Proclamation.
- b. Determines, using a rubric and the nominations information submitted, if the nominee meets the established criteria for the Proclamation.
- c. Researches additional background information accomplishments, career achievement, and CEC involvement for members recommended by the Units and Divisions to receive the Legacy Proclamation.
- d. Contacts other sources to locate additional information for the development of the Proclamation.
- e. Prepares the Legacy Proclamation.
- f. Communicates with other CEC Units and Divisions associated with the honoree to seek co-sponsorship of the Proclamation.
- g. Submits the proposed Proclamation to the Division's Board for review and action for approval to submit the Legacy Proclamation as approved to CEC.
- h. Assumes responsibility for various ways to announce and acknowledge the recipients of the CEC Legacy Proclamations in collaboration with CEC.
- i. Contacts all CEC Units and Divisions for the submittal of names of CEC members who have died during the designated time period with any accompanying member service information.
- j. Prepares a necrology on an annual basis for reporting to the CEC membership as an *In Memoriam* in honor of the deceased CEC members' service to CEC and the field of special education.
- k. Facilitates any other recognition activities to be conducted in recognition of these members.

Section 13. Finance Committee

- a. Reviews annual income and expenses and prepares the proposed annual budget for the Division for presentation to the general membership of the Division for review and input.
- b. Provides advice regarding investments.
- c. Explores means for supporting the programs and services of the Division through a variety of means to generate revenue, including annual fund raising activities.
- d. Studies and develops all Division financial procedures.
- e. Reviews the annual audit of the Division under the direction of the Treasurer.

- f. Recommends to the Division of Leaders and Legacy's Board any policies needed for the financial operations.
- g. Assists the Treasurer as directed.

Section 14. Communications Committee

- a. The Communications Committee Chair serves as the editor of the Division of Leaders and Legacy Newsletter.
- b. Ensures that the required issues of the newsletter are sent electronically (or in a format to meet the needs of individuals with disabilities) to all Division of Leaders and Legacy members in a timely manner.
- c. Solicits information, reports, and articles from the Executive Board members for publication.
- d. Notifies Executive Board members of the required articles/information and deadline for each issue of the newsletter.
- e. Ensures that only factual descriptions of discussion items, reports of adopted position statements, and specific outcomes of action items by the Executive Board, the CEC Representative Assembly, the Interdivisional Collaborative, and the CEC Board of Directors will be published.
- f. Maintains the CEC Microsite and any designated electronic communication platforms for the Division.
- g. Recommends any additional ways to better communicate with the general membership.
- h. Suggest additional publications for the Division.
- i. Files a copy of each newsletter with the Historian.

ARTICLE X

OTHER MEMBERS OF THE EXECUTIVE BOARD

In addition to the elected and appointed officers and committee chairs, there are other appointed voting positions on the Division of Leaders and Legacy Executive Board.

Section 1. Historian

The President, with the approval of the Executive Board, appoints the Historian. The Historian for the Division of Leaders and Legacy is responsible for collecting the history and activities of the Division, keeping information and material organized, and stored for future reference.

- a. Establishes a procedure for the collection of material relative to the formation and ongoing operation of the Division of Leaders and Legacy.
- b. Develops and maintains the Division of Leaders and Legacy's history and development.
- c. Maintains the Division of Leaders and Legacy's history files.
- d. Serves three (3) year term with the option for reappointment(s).
- e. Provides support to the CEC Archives relative to cataloging and indexing of archival documents; acquiring material for the CEC historical collection.

Section 2. Newsletter Editor

The Communications Chair serves as Newsletter Editor. Responsibilities are included under the Communications Committee (Article IX, Section 14).

ARTICLE XI DURATION AND DISSOLUTION

The duration of the Division of Leaders and Legacy shall be perpetual unless the officers of the Division of Leaders and Legacy unanimously determine that it should be dissolved. Upon the dissolution and the final liquidation of the Division of Leaders and Legacy, the officers shall, after paying or making provision for the payment of all debts and liabilities of the Division of Leaders and Legacy, distribute all its assets to The Yes I Can! Program of CEC and if this program no longer exists, the assets would be distributed to:

- a. The Council for Exceptional Children.
- b. Another unit (state/provincial) or division of CEC that is active and conducts programs and activities consistent with the purposes of the Division of Leaders and Legacy as described in Article II of the Division of Leaders and Legacy's Bylaws.
- c. A non-profit tax-exempt public organization which operates to advance the education of exceptional children and youth.

Should The Yes I Can Program of CEC no longer exist, the distribution of the assets would be decided by a majority vote of the DLL Board.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in the county or city in which the office of the registered agent of the Division of Leaders and Legacy is located, exclusively for such purpose or to such organization(s), as said court shall determine which are organized and operated exclusively for such purposes to the federal government or a state or local government to be used for a public purpose.

Under no circumstances shall any of the property or assets of the Division of Leaders and Legacy during its existence or upon dissolution be distributed to any officer, Executive Board member, member, or Subdivision of the Division of Leaders and Legacy.

ARTICLE XII ETHICS AND CODE OF CONDUCT

The Division of Leaders and Legacy's Ethics and Code of Conduct shall serve to govern the conduct of all members of the Executive Board, including committee chairs, and other appointed positions; work group chairs; and the members of committees and work groups when carrying out the business of the Division of Leaders and Legacy.

ARTICLE XIII PARLIAMENTARY PROCEDURES

The rules of parliamentary practice as described in *Roberts Rules of Order, Newly Revised Edition*, shall govern the proceedings of the Division of Leaders and Legacy subject to the special rules which have been or may be adopted.

ARTICLE XIV AMENDMENTS

Section 1.

The Division of Leaders and Legacy's Bylaws can be amended by the general membership of the Division of Leaders and Legacy using a mail or secure electronic vote. All amendments to the Bylaws must be passed by a two thirds (2/3) majority vote of the members voting. All proposed amendments will be reviewed by the Bylaws Committee before being submitted to the general membership.

Section 2.

Proposed amendments to the Bylaws may be initiated by the Bylaws Committee, a voting member of the Executive Board, or by a petition of the (10) members submitted to the Bylaws Committee. The Bylaws Committee will prepare and submit a rationale for the amendments to the Executive Board. The Executive Board must make a recommendation to the membership concerning such amendments and will circulate this information and the ballot for the purpose of voting electronically or by mail to the membership within thirty (30) days after a decision by the Executive Board. No amendments will be authorized by the Executive Board to conduct the affairs of the Division of Leaders and Legacy in any manner for any purpose contrary to the provision of the United States Internal Revenue Code.

Adopted April 26, 1990

Amended April 4, 1991

Amended November 25, 1992

Amended May 25, 1993

Amended March, 1996

Amended April 21, 2001

Edited (retyped) August, 2004

Amended January 13, 2007

Amended July, 2008

Amended November, 2012

Amended 2014

Amended November, 2016

Amended March 25, 2021

Amended December 19, 2022