

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

BYLAWS

**ARTICLE I
NAME**

The organization's name shall be the Division of Leaders and Legacy (DLL), a division of the Council for Exceptional Children (CEC). The Division of Leaders and Legacy (DLL) is officially known as CEC DLL. In the Bylaws this Division may be referred to as DLL.

**ARTICLE II
PURPOSE**

Section 1.

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

Section 2.

The Division of Leaders and Legacy is a division of dedicated members preserving the Council's history, fostering emerging leaders and upholding the organization's foundational principles – member involvement, professional development, advocacy, public policy, professional standards, equity and inclusivity – in both current and future endeavors of the Council for Exceptional Children (CEC).

Section 3.

The Division of Leaders and Legacy intends to assist and support CEC in all efforts on behalf of children and youth with exceptionalities and those who serve them 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 Division of Leaders and Legacy activities shall consist of disseminating propaganda or 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 unlawful activities 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 exempt 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

Section 1. Qualifications

A CEC member is eligible to join the Division of Leaders and Legacy if they meet any of the following:

- a. Have been a leader in The Council, its units/divisions, or in similar or comparable organization(s).
- b. Held a leadership position in the field of special education.
- c. Has a commitment to preserving and expanding the history of The Council.
- d. Has a desire to share their leadership skills, knowledge, and experience with others.
- e. Supports The Council's recognition of lifelong contributors to CEC and the field.

Section 2. Minimum Membership Requirements

The Division of Leaders and Legacy 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 by following 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. A simple majority vote of those members 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 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 until 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, including 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) and the Annual Membership Business Meeting.

c. Completes the transactions of Division of Leaders and Legacy business using a variety of means of communicating, including electronic and teleconferencing.

d. Coordinates liaison relationships with CEC, other CEC divisions, as well as agencies and organizations.

e. Provides leadership on general policy and carries out the directions of the Executive Board and the vote of the general membership of the Division.

f. Acts as an ex-officio member of all committees except the Nominations and Elections Committee.

g. Recommends chairs of committees, other appointed positions, and replacements to any of these positions that become vacant to the Executive Board except for the Nomination and Elections Committee and the Finance Committee.

h. Appoints work group chairs and members as needed.

i. 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.

j. Submits the Annual Statement of Assurances form to CEC by the designated time.

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 (RA).

m. Provides all required reports and Division information to CEC.

n. Should the President or Past President not be able to attend the RA, the President may appoint the President Elect as an alternate.

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 member 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 board meetings.
- 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, pays fees as required

and is responsible for maintaining 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 advises 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; acts only as Executive Board directed; or acts following 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 taken.

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 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, workgroups 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 and the Legacy Proclamation and Necrology Committee Chair 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 a simple majority 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 exceptions of the Nominations and Elections 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. The President Elect, as a Professional Development Committee member, shall work with the Professional Development Chair and Committee to select presentations (e.g. DLL Showcase) for the CEC Annual Conference.
- 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, in that case, 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 to membership the names of the newly elected officers following the fall election through appropriate means.
- 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. Finance
- h. 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 a member 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. The President shall recommend chairpersons of all other standing committees with the approval of the Executive Board.

Section 2. Standing Committee Membership

- a. Each standing 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 except for the Nominations and Elections Committee. The chair of the Nominations and Elections Committee (the Immediate Past-President) will serve a one (1) year term.
- c. Standing committee chairs, with the exception of the Nominations and Elections Committee may serve a second three (3) year term.
- d. Members of the standing committees, with one (1) exception, the Nominations and Elections 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.

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. Assists the President Elect to solicit, review and select papers for presentation at the Division of Leaders and Legacy's Showcase and other sessions at the annual CEC Convention.
- 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 (e.g. webinars, book studies, other presentations at the annual CEC conference).

Section 7. Award and Honors Committee

- a. Oversees a Division of Leaders and Legacy Award Program and assists CEC units in recognizing 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, 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, including nominee(s) for the Legacy Proclamation 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.

g. Makes editorial corrections (e.g. grammar, punctuation and spelling) to the Bylaws, with the approval of the DLL Board, without going to membership for a vote.

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 periodically.
- 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 how 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 a 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 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. 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 13. Communications Committee

1. Communication

- a. Recommends any additional strategies to increase communication with the general membership.
- b. Collaborates with DLL Executive Board/Committee Chairs to increase communication for DLL events/activities/recruitment events and/or information.
- c. Facilitates distribution and registration information for DLL events.
- d. Provides turnkey communication from CEC to DLL Members when appropriate.
- e. Work collaboratively with Membership committee to maintain the Member Database.

2. Newsletter

- a. The Communication Committee Chair serves as the editor of the virtual copy 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 the individuals with disabilities) to all Division of Leaders and Legacy members in a timely manner.
- c. Notifies and solicits information, reports, and articles from the Executive Board members for publication.
- d. 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, other CEC official groups and the CEC Board of Directors will be published.
- e. Files a copy of each newsletter with the Historian.

3. Microsite

- a. Update the CEC Microsite and any designated electronic communication platforms for the Division.

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

With the Executive Board approval, the President appoints the Historian for the Division of Leaders and Legacy who 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 history and development of the Division of Leaders and Legacy.
- 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. Legacy Proclamation and Necrology Committee in Collaboration with the CEC Board of Directors (CEC/CEC-DLL)

- a. Sends out call to CEC Units and Divisions for nominations for the CEC Legacy Proclamation.
- b. Reviews and ranks all nominees using a scoring rubric based on the nomination information submitted, and determines if the nominee meets the established criteria for the Proclamation.
- c. Sends the CEC Legacy Proclamation's recommendations for the recipient(s) to the CEC BOD for approval, as the Board holds the granting authority.
- d. Informs the DLL Executive Board of the outcome of the vote of the CEC BOD.
- e. Contacts all nominators concerning the outcome of the CEC BOD action. Units and divisions are responsible for notifying the nominee(s).
- f. Contacts other sources to locate additional information for the development of the Proclamation (if necessary).
- g. Prepares the Legacy Proclamation.
- 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 reporting to the CEC membership via *Special Education Today* or some other CEC membership publication, the *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.
- l. Establishes and maintains the biographical information for all CEC past presidents, adding the biographical information from each new immediate past president.
- m. Members of the CEC/CEC-DLL Legacy Proclamation and Necrology Committee are appointed and charged to annually review and rank all nominees for the CEC Legacy Proclamation, using a scoring rubric, recommend to the CEC Board of Directors the nominees for the Legacy Proclamation honor, and create the legacy proclamations. In addition, the committee prepares the annual CEC Necrology and collects and maintains the biographies of the CEC past presidents. Three (3) to seven (7) members may be appointed serving a three (3) year terms. The CEC Board of Directors (BOD) appoints a BOD member as the committee liaison with full membership rights. A CEC staff member is selected as the staff liaison. These appointments are task specific and last only for the time period to develop and finalize the legacy Proclamation. The chair may consult with others who know the recipient's CEC and field careers to prepare the CEC Legacy Proclamation. The chair selects one (1) member of the committee to coordinate the entries for the CEC Necrology and send condolences from the The Council when the time is appropriate.
- n. A report shall be made to the DLL Board regarding the number of nominees, the nominating body, the number and names of the LP recipients, and the preparation of the Necrology. As issues that affect the organization and functioning of the Committee are identified, the DLL Board shall be informed and participate, where appropriate, in seeking resolution.

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 one or more of the following groups based on a majority vote of the DLL Board:

- 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 that operates to advance the education of exceptional children and youth.

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 public purposes.

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; workgroup 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. The Bylaws Committee will review all proposed amendments 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 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
Amended September 19, 2024