

**CONSTITUTION
OF THE
SMALL SPECIAL EDUCATION PROGRAMS CAUCUS
AN AFFILIATE OF THE
TEACHER EDUCATION DIVISION
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN**

**ARTICLE I
NAME**

The name of this organization shall be the **Small Special Education Programs Caucus** an affiliate of the Teacher Education Division of The Council for Exceptional Children (herein the "SSEPC").

**ARTICLE II
PURPOSE**

The purpose of the SSEPC shall be to:

- a) Identify and address the unique qualities and needs of small special education personnel preparation programs.
- b) Facilitate professional development activities which will enhance the knowledge and skills of faculty members in small special education personnel preparation programs.
- c) Promote interprofessional support, collaboration, and linkage for the professional growth and improvement of faculty members in small special education personnel preparation programs.
- d) Facilitate and promote cooperation among small special education personnel preparation programs and Federal, State, and Local Educational Agencies.
- e) Facilitate support for innovation and development efforts by small special education personnel preparation programs.
- f) Promote and support the policies and activities of the Teacher Education Division and The Council for Exceptional Children in all its efforts concerning special education personnel preparations.

**ARTICLE III
MEMBERSHIP**

All members of Teacher Education Division and Council for Exceptional Children are eligible to participate in the caucus. However, the SSEPC will be of particular interest to individuals associated with small special education personnel preparation programs. Membership will be established upon conformation of payment of applicable dues.

Section 1. Qualifications

Faculty of Public/Private Institutes of Higher Education:

- a) Involved with preparation of undergraduate and/or graduate (excluding doctoral candidates);
- or**
- b) Employed in a department or program with seven (7) or fewer full time Special Education Faculty (regardless of level of training provided by that program).

Section 2. Minimum Membership Requirements

The SSEPC shall maintain a minimum of 15 paid members who shall meet the membership qualifications established by Council for Exceptional Children.

Section 3. Unified Membership

All members of the SSEPC must hold concurrent membership in the Teacher Education Division and Council for Exceptional Children.

Section 4. Membership Term

Membership will run from Annual Teacher Education Division Meeting to Annual Teacher Education Division Meeting (Nov-Nov).

Section 5. Auxiliary Membership

Auxiliary membership shall be open to individuals from large institutions meeting unified membership requirements and also having an interest in the SSEPC. An auxiliary member is eligible for all privileges of membership with the exception of holding elected office.

Section 6. Student Membership

Student membership shall be open to student members of Council for Exceptional Children, pre-service students, and students continuing their education in this field who are in attendance during the academic year at an accredited college or university and not engaged in full time employment in the education profession. A student member is eligible for all privileges of membership with the exception of holding elected office.

**ARTICLE IV
ORGANIZATION**

Section 1. Relationship to Teacher Education Division and the Council for Exceptional Children

The SSEPC shall be affiliated with The Teacher Education Division and The Council for Exceptional Children.

Section 2. Fiscal and Administrative Term

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

**ARTICLE V
DUES**

Section 1. Dues

Dues for members may be proposed by the Executive Committee and shall be consistent with the dues policies of the Teacher Education Division and the Council for Exceptional Children. Approval of the dues amount shall require a simple majority vote at a general business meeting of the SSEPC.

Section 2. Payment of Dues

Annual dues shall be payable at the Annual Teacher Education Division Meeting (November). Dues will be renewable at the Annual Teacher Education Division Meeting (November) regardless of when paid.

ARTICLE VI OFFICERS

Section 1. Elected Officers

The officers of the SSEPC shall be Chair, an Associate Chair who shall succeed the Chair, an immediate Past-Chair, a Secretary, a Treasurer, a Membership Chair, and a Communications Editor.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of The Council for Exceptional Children, the Teacher Education Division, and the SSEPC at the time of their nomination and election and remain so throughout their term of office.

Section 3. Succession

The Chair and Associate Chair cannot succeed herself/himself in the same office until after the expiration of one administrative year, provided that this shall not apply in the case of an officer selected to fill any portion of an unexpired term. The Secretary, Treasurer, and Membership Chair may serve a second consecutive two-year term. There will be no limit to the number of terms the Communications Editor may serve.

Section 4. Vacancies

A vacancy in the office of Chair shall be filled by automatic succession of the Associate-Chair to the office. A vacancy in any of the other offices shall be declared and filled by action of the Executive Committee upon recommendation by the Chair, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 5. Duties of Officers

- a. The powers and duties of the **Chair** shall be to:
 1. Serve as the chief executive officer and spokesperson of the SSEPC with the powers and duties usually belonging to such a position;
 2. Give leadership to general policy making, establish annual goals with Executive Board concurrence, and carry out the directives of the membership;
 3. Call and preside at meetings of the Executive Committee (elected officers), and the general business meetings with the membership;
 4. Recommend to the Executive Committee the chairs of standing committees, appoint ad hoc committees, as needed;
 5. Represent the SSEPC in coordinating efforts with Teacher Education Division, and other organizations;
 6. Monitor and approve information for dissemination through the SSEPC announce list; and
 7. Report Annually to the Teacher Education Division on current status of membership.

- b. The powers and duties of the **Associate-Chair** shall be to:
 1. Serve in the place of and with the authority of the Chair in case of the Chair's absence or inability to serve;
 2. Plan and execute the Annual Silent Auction; and will
 3. At end of term will automatically assume office of Chair.

- c. The powers and duties of the immediate **Past-Chair** shall be to:
 1. Serve in an advisory capacity and provide a historical perspective to the Chair and the SSEPC Board;
 2. Chair the Awards/Certificate Committee;
 3. Chair the Elections Committee, and identifying candidates for upcoming offices;
 4. Oversee the election process according to the procedures outlined in the election guidelines; and will
 5. Assume other specific duties as determined by the Chair or the Board.

- d. The powers and duties of the **Secretary** shall be to:
 1. Keep a careful record of the proceedings of the general business meetings and the meetings of the Executive Committee;
 2. Carry on correspondence as necessary for the operation of the SSEPC;
 3. Assist the Chair with setting the agenda for upcoming Board meetings;
 4. Maintain archival records of the minutes;
 5. Send minutes to Communications Editor for publication, and
 6. Transfer all records to the new Secretary at the time of installation; and
 7. In absence of Chair and Associate Chair will preside at meetings.

- f. The powers and duties of the **Treasurer** shall be:
 1. To oversee all SSEPC bank accounts;
 2. In regard to the funds for which SSEPC serves as custodian to:
 - a. Serve as custodian of the funds of the SSEPC;
 - b. Make a report of the financial status of the SSEPC to the Executive Board and at the general business meetings (Fall/Spring);
 - c. Pay bills in a timely manner; and
 - d. Work with membership chair to maintain a roster of current membership

- g. The powers and duties of the **Membership Chair** shall be to:
 1. Maintain an accurate record of the members;
 2. Facilitate recruitment for membership activities;
 3. Work with Treasurer to maintain a roster of current membership;
 4. Work with the Communications Editor to maintain a current e-mail list of members;

and
 5. Prepare an annual report of membership for submission to the chair at the General Business Meeting at the Annual CEC Convention.

- h. The powers and duties of the **Communications Editor** shall be to:
 1. Facilitate communication among members through the publication of an electronic newsletter minimum of three times annually (February, June, and October); and
 2. Work with the Membership Chair to maintain a current e-mail listing of members.

Section 6. Election of Officers

The officers of the SSEPC shall be elected by the membership from those members in good standing who are nominated by the nominating committee.

Section 7. Term of Office

The administrative term of office shall be January 1 through December 31. The Chair, Associate Chair, and Immediate Past-Chair shall each serve one year.

The Secretary, Membership Chair, Treasurer and Communications Editor shall serve two consecutive years. The Secretary and Membership Chair will be elected in even years and begin the term of office on January 1 of the next calendar year. The Treasurer and Communications Editor will be elected in odd years and begin the term of office on January 1 of the next calendar year.

Section 8. Removal from Office

- A. Officers are expected to be in attendance at both the spring Council for Exceptional Children annual meeting, and the fall Teacher Education Division annual meeting. More than one unexcused absence will be grounds for removal from office.
- B. For dereliction of duty, a petition for removal of an officer shall be signed by at least 10 members of the SSEPC and submitted in writing to the Chair. If the Chair is the subject of the petition, it shall be submitted to the Associate Chair.
- C. The Chair (or Associate Chair) shall, within 14 days, notify each Executive Committee member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Committee to consider the matter within 30 days following receipt of the petition.
- D. At the Executive Committee meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two-thirds majority vote of the Executive Committee members present, provided there is a quorum, is necessary for removal of the officer. A quorum shall consist of two-thirds of the executive committee members. If a quorum is not present, the meeting will be recessed until such quorum is present. Removal from office is effective immediately.
- E. The officer being considered for removal shall be provided with the results of the Executive Committee action in writing within seven days.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the Chair, Associate Chair, immediate Past-Chair, Secretary, Treasurer, Membership Chair, and Communications Editor..

Section 2. Duties of the Executive Committee

The duties of the Executive Committee shall be to:

- A. Serve as the SSEPC's administrative policy-making body;
- B. Act upon such official recommendations and petitions as may be received;
- C. Adopt an annual budget and report the budget to the membership;
- D. Decide on publications that should be issued; and
- E. Assume such other responsibilities as are, or as shall be; and assigned through the constitution and bylaws.

ARTICLE VIII MEETINGS

Section 1. Meetings

A minimum of one annual business meeting shall be held. Other general business meetings may be convened as necessary.

Section 2. Annual Convention

A minimum of one annual convention shall be held in connection with the Annual Council for Exceptional Children' Expo and Convention.

Section 3. Special Meetings

The Executive Committee shall have the authority to conduct regional meetings, institutes, conventions or conferences in addition to the annual meeting.

Section 4. Quorum

The *members present* at a published, regular or specially called meeting will constitute a Quorum.

ARTICLE IX COMMITTEES

Section 1. Standing Committees

The SSEPC shall have such committees as are necessary to carry out the primary functions and goals of the organization.

Section 2. Ad Hoc Committees

Ad hoc committees may be established and their functions assigned at the discretion of the Chair. Such establishment must clearly indicate the purpose and length of service of the committee.

Section 3. Committee Chairs

The Chair, in consultation with the Executive Committee, shall appoint the Chair of the Publication Committee. Chairs may serve two consecutive terms at the request of the Chair. The immediate Past-Chair shall serve as Chair of the Nominations, Elections, and the Awards Committees. The Associate Chair shall serve as chair of the Silent Auction. The Treasurer shall serve as Chair of the Budget and Finance Committee. The Chair shall serve as an ex-officio member of all standing committees. Committee chairs shall present reports to the Board, at general business meetings, and at other times as requested by the Chair. Reports to the membership shall be presented to the Executive Board prior to presentation at a general business meeting.

Section 4. Appointment of Committee Members

Committee members shall be nominated by the Committee Chairs; nominations are approved by the Executive Committee; and appointed by the Chair. Committee members may be reappointed unless otherwise specified in the Constitution and Bylaws.

Section 5. Awards Committee

The Awards Committee shall recommend and implement policies and procedures pertaining to awards bestowed by the SSEPC. They shall oversee the selection of the Nasim Dil Award.

Section 6. Budget and Finance Committee

The Budget and Finance Committee shall study matters and make recommendations related to the financial affairs of the SSEPC.

Section 7. Elections Committee

The Elections Committee shall have responsibilities pertaining to the solicitation of nominations and management of elections within the SSEPC. Process of the committee shall be to:

1. Solicit names of SSEPC members for vacant offices by:
 - a. Publishing an announcement in the October newsletter requesting nominations for vacant offices, and
 - b. Formally soliciting names of individuals to fill vacant offices at the SSEPC meeting held in conjunction with the Annual TED Convention;
2. Prepare a slate of candidates for each vacant office; and.
3. Conduct the election via secret ballot (this could be paper or e-ballot).

Section 9. Membership Committee

The Membership Committee shall have responsibilities for recruiting members.

Section 10. Publications Committee

The Publications Committee shall study matters and make recommendations to the Executive Board pertaining to the governance, operations and financing of publications issued by the SSEPC.

ARTICLE X ORGANIZATIONAL CHANGES

Any and all organizational changes of the SSEPC must be submitted in writing to the Chair thirty (30) days prior to either a regular or announced special meeting. The Chair will assure that the proposed changes are published in the next issue of the newsletter or posted on the listserv. A vote on said changes will be made at the next General Business Meeting. All approved changes will become effective thirty days after the vote.

ARTICLE XI DURATION AND DISSOLUTION

Section 1. Voluntary Dissolution

The duration of the SSEPC shall be perpetual unless the officers of the SSEPC unanimously determine that it should be dissolved.

Section 2. Involuntary Dissolution

The SSEPC will be dissolved when and if its active membership falls below 15 members for a period of two consecutive years and such action is requested by the Executive Committee of the Teacher Education Division.

Section 3. Liquidation of Assets

Upon the dissolution and final liquidation of the SSEPC, the officers shall, after paying or making provision for the payment of all debts and liabilities of the SSEPC, distribute all of its assets to either:

1. The headquarters of the Teacher Education Division of the Council for Exceptional Children (a non-profit organization) with a request that they be retained in an interest bearing account and made available to the SSEPC should it ever be reorganized; or
2. Contribute them to The Foundation for Exceptional Children, a nonprofit, tax-exempt public foundation which operates to advance the education of exceptional children and youth; or
3. Contribute them to another unit of the Teacher Education Division of the Council for Exceptional Children that is active or conducts programs and activities consistent with those as described in Article II of this Constitution and Bylaws.

ARTICLE XI PARLIAMENTARY PROCEDURE

The rules of parliamentary practice comprised in Roberts Rules of Order, Newly Revised, latest edition, shall govern the proceedings of this Division.

ARTICLE XII AMENDMENTS

Section 1. Submission of Proposed Amendments

Proposed amendments to the constitution must be petitioned by ten active members and circulated by mail or technology to the active membership within eight months thereafter, subject to a vote at or before a General Business Meeting. All amendments must be submitted to the Chair.

Section 2. Voting

This Constitution may be amended by either a mail vote or a voice vote and must pass by a two-thirds majority of the members voting.