

**CONSTITUTION AND BYLAWS OF THE
INDIANA WESLEYAN UNIVERSITY STUDENT CHAPTER
OF THE INDIANA STATE/PROVINCIAL UNIT
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN**

ARTICLE I

NAME

The name of this organization shall be the Indiana Wesleyan University Chapter of the Indiana state/provincial unit of the Council for Exceptional Children.

ARTICLE II

PURPOSE

The purpose of this chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. Specifically, the chapter intends to assist and provide support to the Indiana state/provincial unit of the Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities, and to participate in all appropriate governance activities of CEC.

ARTICLE III

MEMBERSHIP

Section 1. Qualifications

Membership shall consist of active students and faculty at Indiana Wesleyan University interested in the education of individuals with exceptionalities who have paid annual dues for the given school year. Members will be notified annually by executive committee members of the dues requirement and such deadlines. Dues consist of the national annual requirement for CEC members annually, which must be paid individually by each chapter member to the national organization.

Section 2. Unified Membership

All chapter members must also be members of the Council for Exceptional Children and the state/provincial unit with which the chapter is affiliated. Students who have not paid dues may attend meetings but would not be permitted to vote or participate in leadership of the organization.

Section 3. Membership Term

The policy pertaining to the membership year shall be consistent with the policy of the Council for Exceptional Children.

ARTICLE IV ORGANIZATION

This organization agrees to abide by the policies and responsibilities for student organizations as outlined by Indiana Wesleyan University. Furthermore, this organization agrees to adhere to all Indiana Wesleyan University standards, and serve as a redemptive force for Biblical truth in activities and interactions.”

Section 1. Relationship to The Council for Exceptional Children

The Indiana Wesleyan University Chapter shall be affiliated with the Indiana state/provincial unit of the Council for Exceptional Children.

Section 2. Fiscal Year and Administrative Term

The fiscal year and administrative term of office shall be the start of the Fall semester commencing at the end of the Spring semester.

ARTICLE V OFFICERS

Section 1. Elected Positions

The officers of this chapter shall be duly elected by the membership and consist of president, vice president, secretary, treasurer, chaplain, and Student Government Organization representative.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of the Council for Exceptional Children at the time of their nomination and election and remain so throughout the duration of their term of office. In addition, members must maintain a cumulative 2.5 GPA and be in good standing in all citizenship areas.

Section 3. Succession

The vice president shall automatically succeed the president at the expiration of the president's term of office.

Section 4. Vacancies

If a vacancy occurs in the office of president, the vice president shall serve as acting president for the remainder of the term of office. A vacancy occurring in the office of vice president shall be filled by an appointment of the executive committee for a member to complete the term of office for that year only. A vacancy occurring in the office of secretary or treasurer shall be filled by an appointment of the executive committee for a member to complete the term of office.

Section 5. Duties of Officers

A. The powers and duties of the president shall be:

1. To serve as chief executive of the chapter with the powers and duties usually belonging to such a position;
2. To serve as presiding officer at general meetings of the chapter and at meetings of the chapter executive committee;
3. To serve as an ex officio member of all committees except the nominating committee;
4. To prepare the annual report as required by the state/provincial unit.

B. The powers and duties of the vice president shall be:

1. To serve in the place of, and with the authority of, the president in case of the president's absence or disability;
2. To serve as program chair of the chapter, responsible for planning and developing programs for chapter meetings.

C. The powers and duties of the secretary shall be:

1. To keep a careful record of the proceedings of each meeting;
2. To notify the executive committee of the time and place of committee meetings;
3. To carry on the correspondence of the chapter as directed by the president.

D. The powers and duties of the treasurer shall be:

1. To receive all funds belonging to the chapter and pay out the same on orders approved by the executive committee and signed by the president;
2. To keep an itemized account of receipts and expenditures and to file with the secretary a written report of same at the executive committee meeting preceding the annual meeting of the chapter;
3. To submit books for an audit by a special committee appointed by the president at the end of the term of office.

E. The powers and duties of the chaplain shall be:

To begin meetings with devotion and provide prayer support.

F. The powers and duties of the SGO representative shall be:

Serve on SGO as a representative for the CEC student organization.

Section 6. Election of Officers

The officers of the chapter shall be elected by the membership from those members in good standing and have paid their annual dues who are nominated by the nominating committee. A nomination may also be made from the floor.

Section 7. Term of Office

Each term of office shall be one year and shall coincide with the fiscal year, beginning of Fall semester and commencing at the end of the Spring semester.

Section 8. Removal from Office

A. A petition for removal of an officer shall be signed by at least five members of the chapter and submitted in writing to the president. If the president is the subject of the petition, it shall be presented to the vice president.

B. The president (vice president) shall solicit relevant evidence from all parties concerned, and call a meeting of the executive committee to consider the matter within fifteen days following receipt of the petition.

C. The executive committee shall forward the petition, with or without recommendations, to a meeting of the general membership that is to be held within thirty days following the executive committee's consideration of the petition.

D. At the meeting of the general membership, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present, provided there is a quorum, is necessary for the removal of the officer.

ARTICLE VI CHAPTER ADVISOR

Section 1. Appointed Position

The officers and the special education faculty shall appoint a regular CEC member to serve as chapter advisor.

Section 2. Prerequisite to Appointment

The advisor must be a regular CEC member in good standing of the Council for Exceptional Children, be available to provide time and energy to aid the chapter, and indicate dedication to CEC and the future of special education.

Section 3. Duties of the Advisor

Guidelines for the chapter advisor include the following:

- A. Serve the students in an advisory, non-voting capacity;
- B. Develop and nurture leadership skills;
- C. Offer suggestions, not directives;
- D. Model professional attitudes and behaviors;
- E. Attend chapter meetings and events;
- F. Provide continuity for the chapter and with the state/provincial association;
- G. Be an advocate for student concerns.
- H. University representative will ensure that all university policies are followed.

Section 4. Term of Appointment

The chapter advisor will serve a two year term. If a vacancy occurs, the persons responsible for the appointment will seek another advisor.

ARTICLE VII ELECTIONS

Section 1.

The officers will be elected by the Council for Exceptional Children members.

Section 2. Eligibility

All members who have paid annual dues are eligible to run for elected office.

Section 3. Nominations

The officers will be nominated by the association and will be voted on by secret ballot. Ballots must be cast in person. The winner of the most votes will be appointed to that office.

Section 4. Term of Office

There will be a new election each Fall. The officers of the previous year will be allowed to run as long as they fit the requirements of their office. The Vice-President will assume the role of President for the next year.

Section 5. Vacancies

If a vacancy occurs in the office of president, the vice president shall serve as acting president for the remainder of the term of office. A vacancy occurring in the office of vice president shall be filled by an appointment of the executive committee for a member to complete the term of office for that year only. A vacancy occurring in the office of secretary or treasurer shall be filled by an appointment of the executive committee for a member to complete the term of office.

ARTICLE VIII MEETINGS and QUORUM

Section 1. Annual Meeting

There shall be an annual meeting of the chapter.

Section 2. General Meetings

A general CEC meeting shall convene every other week and the executive committee will be responsible for determining the meeting schedule.

Section 2. Special Meetings

Special meetings may be called by the president with the consent of the executive committee.

Section 3. Quorum

Sixty percent of the membership shall constitute a quorum at a regular or a specially-called meeting.

ARTICLE IX RULES OF ORDER

Robert's Rules of Order, Newly Revised, latest edition, shall be used as a guide by this chapter in carrying out its parliamentary procedure.

ARTICLE X FINANCES

Section 1. The Budget

The executive committee will create an annual budget which will be presented to the chapter.

Section 2. Administration of Funds

The treasurer and faculty advisor will be responsible for the administration of funds.

ARTICLE XI COMMITTEES

Section 1. Types of Standing Committees

Standing committees shall be Membership, Program, Newsletter, Publicity, and Nominating.

Section 2. Appointment of Committee Chairs

The president, with the approval of the executive committee, shall appoint the chairs of all standing committees with the exception of the program committee. The vice president shall serve as chair of the program committee.

Section 3: Appointment of Committee Members

Committee members shall be appointed by the chairs subject to approval by the president. The membership and nominating committees shall have no less than two members in addition to the chair.