

CONSTITUTION OF THE UNIVERSITY OF DELAWARE  
STUDENT CHAPTER OF THE COUNCIL FOR EXCEPTIONAL  
CHILDREN

Final  
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Approved  
OSS + SGA  
11/9/69

ARTICLE I  
NAME

The name of this organization shall be the University of Delaware Student Chapter of the Council for Exceptional Children.

ARTICLE II  
PURPOSE

The purpose of this organization shall be to promote the welfare and education of exceptional children and youth and the necessary professional activities related thereto.

ARTICLE III  
MEMBERSHIP

Section 1.

Full-voting membership will consist of full-time undergraduates at the University of Delaware

Section 2.

Auxiliary-voting membership will consist of graduate students at the University of Delaware and other local persons interested in the education of exceptional children and youth.

ARTICLE IV  
ORGANIZATION

Section 1.

The University of Delaware Student Chapter shall be under the auspices of the Council for Exceptional Children and the Delaware Federation of the Council for Exceptional Children.

Section 2.

The fiscal year and administration term of office shall be June 1 through May 31 and the membership year January 1 through December 31.

ARTICLE V  
DUES

Section 1.

The annual dues of this chapter shall be determined by the membership and shall be consistent with the dues of the state federation and the Council for Exceptional Children.

Section 2.

Special assessments may be levied by a majority vote of those present at the meeting when this matter is considered, provided there is a quorum.

ARTICLE VI  
Officers

SECTION 1.

- A. The officers of this organization shall be a president, vice president, secretary and treasurer.
- B. 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 appointment by the executive committee of 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 appointment by the executive committee of a member to complete the term of office.

Section 2.

To be qualified for an officer's position, one must be a full-time undergraduate at the University of Delaware in good academic standing.

Section 3. Duties of officers, stipulated in Robert's Rules

- A. The power 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 organization 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 Council for Exceptional Children and The State Federation.
- 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 his absence or disability;
  - 2. To serve as program chairman 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 organization 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 to be read at the annual business meeting and to file with the secretary a written report of same at the executive committee meeting preceding the annual meeting of the organization;
  3. At end of term of office, to submit books for an audit by a special committee appointed by the president;
  4. To serve as an ex-officio member of the membership committee.

#### Section 4. Method of election

A slate of officers shall be presented to the membership by the nominating committee at the next to last meeting of the fiscal year. Each person shall have given his consent for his name to appear on the slate, and qualifications of each nominee shall be presented. Nominations may also be made from the floor. The membership will vote at the last meeting of the fiscal year on the slate presented at the preceding meeting.

#### Section 5.

Each term of office shall be one year and shall coincide with the fiscal year, June 1 through May 31.

### ARTICLE VII EXECUTIVE COMMITTEE

#### Section 1.

The executive committee shall consist of the officers of the organization, and the chairman of the standing committees. The chapter shall have a faculty advisor who shall serve as an ex officio member of the executive committee in an advisory, non-voting capacity.

#### Section 2.

The Duties of the executive committee shall be: a. to formulate and propose policies for the chapter, b. to fill vacancies, and c. to make recommendations to the chapter.

### ARTICLE VIII COMMITTEES

#### Section 1.

Standing committees shall be: membership, program, legislative, archives, projects and services, newsletter, publicity, and nominating. Other committees shall be appointed as needed.

#### Section 2.

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

#### Section 3.

Committee members shall be appointed by the chairmen, subject to approval

by the president. The membership and nominating committees shall have no less than two members in addition to the chairman.

#### Section 4. Duties of committees

A. The duties of the membership committee shall be:

1. To maintain an active record of members and to provide all officers and committee chairmen with such a list;
2. To maintain an active program for the recruitment of new members;
3. To support Council Headquarters in its follow-up of membership renewals;
4. To be responsible for membership transactions with Council Headquarters.

B. The program committee shall be responsible for developing and presenting suitable programs for chapter meetings.

C. The duties of the legislative committee shall be:

1. To develop a legislative program under the direction of the executive committee or the membership;
2. To disseminate information pertinent to national and state legislative programs.

D. The archives committee shall be responsible for collecting, organizing, and preserving significant records and historical documents of the chapter.

E. The projects and service committee shall plan, organize and implement activities which will contribute to members' knowledge and understanding of exceptional children and provide needed services.

F. The newsletter committee shall produce a minimum of three newsletters each year, one to appear in each of the following months: October, January, and April.

G. The publicity committee shall plan and develop publicity that will give recognition to chapter activities and members.

H. The nominating committee shall prepare a slate of officers or candidates for each office to be filled and present same to the membership.

### ARTICLE IX MEETINGS

#### Section 1.

There shall be at least four professional meetings each fiscal year to be held at such time and place as shall be called by the executive committee. Special meetings may be called by the president with the consent of the executive committee.

#### Section 2.

One-third of the membership shall constitute a quorum at a regular

or called meeting.

### **Section 3. Parliamentary procedure**

Robert's Rules of Order Revised shall be used as a guide by this chapter in carrying out its parliamentary procedures.

## **ARTICLE X FACULTY ADVISORS**

### **Section 1.**

Advisors shall be selected from among the faculty and staff at the University of Delaware, who are interested in serving in such a capacity.

### **Section 2. Duties**

A faculty advisor shall act in an advisory capacity and as a liaison between the group and the education department.

## **ARTICLE XI RATIFICATION AND AMENDMENTS**

### **Section 1.**

This constitution shall become effective upon the affirmative vote of 2/3 of the chapter membership in addition to approval by the Student Government Association Senate and the Office of Student Services.

### **Section 2.**

Amendments to this constitution shall become effective upon the affirmative vote of 2/3 of the chapter membership, in addition to approval by the SGA Senate and the Office of Student Services.