

Kentucky Council for Children with Behavioral Disorders

Subdivision of the International Council for Children with Behavioral Disorders,
a division of the International Council for Exceptional Children

Constitution
Revised, June 2002

CONSTITUTION

Kentucky Council for Children with Behavioral Disorders

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ARTICLE I - Name

- Section 1. The name of this organization shall be the Kentucky Council for Children with Behavioral Disorders Subdivision of the International Council for Children with Behavioral Disorders (CCBD), a division of the International Council for Exceptional Children (CEC).
- Section 2. KYCCBD (KYCCBD) shall be recognized as an official subdivision of the International Council for Children with Behavioral Disorders (CCBD), a division of the International Council for Exceptional Children (CEC).

ARTICLE II - Purpose

- Section 1. The Kentucky Council for Children with Behavioral Disorders Subdivision of the International Council for Children with Behavioral Disorders shall be a nonprofit, professional educational association, organized exclusively for charitable purposes [within the meaning of 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law)].
- Section 2. The primary purpose of the KYCCBD shall be to promote the education and general welfare of children and youth with behavioral disorders or serious emotional disturbance.
- Section 3. KYCCBD shall encourage and promote professional growth and research as a means of better understanding the problems related to children and youth with behavioral disorders or serious emotional disturbance.
- Section 4. Notwithstanding any other provisions of these articles KYCCBD shall not carry on any other activities not permitted to be carried on by:
- (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law), or
 - (b) an organization whose contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

ARTICLE III - Membership

- Section 1. KYCCBD shall maintain a minimum of fifteen (15) paid members who shall meet the membership qualifications established by the Representative Assembly of the International Council for Exceptional Children and as may have been supplemented by the Council for Children with Behavioral Disorders.
- Section 2. All members of KYCCBD must hold concurrent membership in CEC and CCBD.

- Section 3. Any person concerned with the education of children and youth with behavioral disorders, or in a field closely associated therewith, may become an active member of KYCCBD Subdivision of CCBD after meeting the requirements of Sections 1 and 2 above, and upon payment of any established dues.
- Section 4. Students may apply for student membership.
- Section 5. Active members shall be entitled to all rights and privileges of CCBD.
- Section 6. The membership year shall coincide with that of the individual's membership in CEC and CCBD.
- Section 7. All members must abide by all official decisions of CEC and its Representative Assembly, as well as CCBD.

ARTICLE IV - Officers

- Section 1. The elected officers of KyCCBD shall be as follows: president, president-elect, vice president, secretary, treasurer, and immediate past president.
- Section 2. Terms of officers shall be as follows: president, president-elect, vice-president, and immediate past-president each serve one year; The secretary shall be elected in even-numbered years serving for two years and the treasurer in odd-numbered years serving for four years.
- Section 3. The fiscal year and administrative term of office shall be July 1 - June 30.
- Section 4. Procedures for filling vacancies:
- A. A vacancy in the office of president shall be filled by automatic succession of the president-elect to the office.
 - B. A vacancy in the office of president-elect shall be filled by automatic succession of the Vice-President to the office.
 - C. A vacancy in any of the offices, except president or president-elect, shall be declared and filled by action of the Executive Board upon recommendation by the president, 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. Individuals must currently be members of CEC, and CCBD in order to be nominated for office. Officers must maintain current membership in CEC, and in CCBD throughout their term of office. Failure to maintain such membership may result in immediate removal from office.
- Section 6. Removal from Office
- A. A petition for removal of a KYCCBD officer shall be signed by at least five (5) members of the KYCCBD and submitted in writing 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, notify each Executive Board 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 Board to consider the matter within thirty (30) days following receipt of the petition.

- C. At this Executive Board meeting 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 removal of the officer. Removal from office is effective immediately.
- D. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven (7) days of the above-mentioned meeting.

ARTICLE V - Executive Board

- Section 1. The president, president-elect, Vice-President, immediate past-president, secretary, treasurer, regional representative coordinator, liaison to the Kentucky Department of Education, and any chairperson(s) of standing committees shall constitute the Executive Board.
- Section 2. A quorum shall be constituted by fifty percent (50%) of the number of KYCCBD Executive Board members.
- Section 3. The Executive Board shall meet at least once a year. This meeting shall be called by the president.

ARTICLE VI - Committees

- Section 1. Standing committees shall include:
 - A. Membership
 - B. Publications
 - C. Legislative
 - D. Behavior Institute
 - E. any others deemed necessary by KYCCBD.
- Section 2. Ad Hoc committees may be established and their functions assigned at the discretion of the president. Such establishment must clearly indicate the purpose and length of service of the committee and it's members.

ARTICLE VII - Meetings

- Section 1. A minimum of one annual business meeting shall be held.
- Section 2. The Executive Board of KYCCBD shall have the authority to conduct regional meetings, conventions, or conferences, in addition to the annual meeting.
- Section 3. KYCCBD shall submit an annual report, by September 1 of each year, to the Executive Board of C CBD.

ARTICLE VIII - Dissolution

- Section 1. In the event of dissolution KYCCBD, its Executive Board shall, after payment of all liabilities, of KYCCBD, dispose of all assets of the subdivision by one of the following methods:

- A. forwarding all assets to CCBD (a non-profit organization, having an exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law) with a request that they be retained in a non-interest bearing account and be made available to the subdivision, should it ever be reorganized;
- B. contributing all assets to the Foundation for Exceptional Children (a non-profit public foundation, having an exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law) which operates to advance the education of exceptional children and youth;
- C. contributing all assets to a national or local non-profit fund, foundation, or corporation operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law, and has its purpose to serve the needs of exceptional youth, children, young children, and/or infants.

Section 2. Under no circumstances shall any of the property or assets of KYCCBD, during its existence or upon the dissolution thereof, be distributed to any officer, member, employee, or subsidiary of KYCCBD.

ARTICLE IX - Amendments

- Section 1. A. KYCCBD constitution may be amended by (1) a mail (2) a voice, or (3) a ballot vote and must pass by a two-thirds (2/3) majority of the members voting.
- B. Proposed amendments to KYCCBD constitution must (1) be petitioned by ten (10) active members, and (2) circulated by mail to the active membership within eight (8) months thereafter, and is subject to a vote on or before the annual business meeting of KYCCBD. All amendments must be submitted in writing to the KYCCBD President.

Section 2. The policies and procedures of KYCCBD may be amended by a mail vote and passed by a simple majority vote.

Section 3. KYCCBD President shall inform the Executive Board of CCBD of any amendments to KYCCBD constitution. An up-to-date copy of the constitution must be on file with CCBD at all times.

Kentucky Council for Children with Behavioral Disorders

Policies and Procedures

Revised June 2002

I. Executive Officers/Board Members

A. Terms of Office

All positions on the KYCCBD Executive Board are held from July 1 to June 30. Executive Board Members shall hold office as follows:

1. Secretary - this position is held for a two-year period and is elected on even-numbered years. This officer may run for re-election at the close of the two-year term.
2. Treasurer - this position is held for four-year period and is elected on odd-numbered years. This officer may run for re-election at the close of four-year term.
3. Vice-President - this position is held for a four-year term through the succession of President-Elect, President, and Past President. The Vice-President is elected annually, and may not run for re-election for one year following the close of the four-year term.

B. Nominations

Nominations for the officer positions shall be announced/called through one or more of the following: (1) KYCCBD newsletter announcements, (2) phone calls, and (3) local/regional/national conference announcements.

The Past President shall convene a Nominations and Elections Committee that shall conduct nominations and elections for the offices of vice president, secretary, and treasurer under the supervision of the Executive Board.

Nominations and elections to the office of vice president shall be conducted annually. Nominations and elections to the offices of secretary shall be conducted every two years in even-numbered years. Nominations and elections to the offices of treasurer shall be conducted every four years in odd-numbered years.

Any current member of CCBD may recommend persons for nominations. Candidates must be current members of CCBD at the time of nomination. The Nominations and Elections Committee shall attempt to have at least two (2) nominees for each office.

The Past President shall follow procedures approved by the Executive Board in screening candidates for nomination, selecting the nominees, and preparing the ballot. Nominees for offices must have a current CCBD membership number and must have held that membership for no less than one year prior to the nomination.

Individuals nominated must affirm their agreement by a separate letter to the Past President, and must include the following materials:

- a. CEC membership number of the nominee, to validate CCBD membership.
- b. A statement that presents, in 1,000 words or fewer, the following:

- i. Describe a key issue for KYCCBD (this may involve students, professionals, or other issues relative to the position) and how to deal with the issue;
 - ii. How the nominee, if elected, will work to meet the mission of KY-CCBD;
 - iii. Background and experience with CCBD, and/or KYCCBD, and working with students with emotional and behavioral disorders.
- c. The deadline for nominations and all supporting material for offices shall be the close of the Spring KYCEC Conference.

Based on the recommendations of the Nominations and Elections Committee, the Past President will draft a slate of nominations for officer positions. The Past President shall make nominations available for review by the Executive Board. Once accepted by the Executive Board, notice of these nominations will be circulated to the membership (using the Newsletter, Members' Listserv, and/or through a special mailing). **The executive board shall disseminate all publicity related to nominations.**

If no nominations are received for an office by the time the election takes place at the general board meeting, KYCCBD Executive Board will, by consensus, name KYCCBD members meeting the stated position qualifications/criteria for the vacant offices.

Membership numbers will be placed on all ballots. The ballots will be distributed, counted, and certified according to procedures in the Policy and Procedures Manual.

Elections shall be determined by simple majority vote. In the event of a tie among two (2) or more candidates, a runoff election shall be held immediately at the general meeting.

Results of elections, certified by the Past President and members of the Nominations and Elections Committee, shall be reported to the President prior to announcement to the membership at the annual meeting.

C. Elections

The Past President oversees election procedures. Elections for new officers should occur no later than July 1 and may be held at the Behavior Institute.

If no Behavior Institute is held, elections will take place during the KYCCBD division meeting at the Spring KYCEC Conference. The change in leadership to new offices will take place at the close of the Behavior Institute or on July 1.

A simple majority will secure the position. Counting of ballots will take place immediately following the close of the poll. A count will be conducted during the general meeting under the guidance of the Past President, with results conveyed to the President at the close of the count. Suggested ballot-counters are members of the Nominations and Elections Committee, and/or current Vice-President, and/or any other past officer who is not running for re-election.

All blank or miss-marked ballots (e.g., Those that have two choices indicated for the same office) shall be disregarded by the ballot-counters. The number of excluded ballots will be reported to the membership at the time the balloting results are announced.

Procedural safeguards for all elections will be in place and are the responsibility of the Past President.

The President shall schedule an orientation session for new officers as soon as possible after the election.

II. **Reimbursement**- The KYCCBD fiscal year runs from July 1 to June 30. All receipts must be submitted prior to June 30 in order to be reimbursed for that fiscal year.

Reimbursement to a KYCCBD Executive Board member for travel/mileage, meals, and/or lodging is contingent upon staying at and participating in the approved meeting/ conference/institute for it's entirety. Regional Representatives will be reimbursed for travel to executive board meetings.

The KYCCBD Executive Board must approve all reimbursement expenditures above \$50.00. Approval must be given prior to the KYCCBD treasurer issuing a check. The treasurer shall retain all copies of the reimbursement request forms from which a check has been issued. These forms will assist in the financial auditing procedures of KYCCBD funds.

A. **Forms** - a reimbursement form for all reimbursable expenditures shall be filled out and submitted along with receipts to the KYCCBD president. The president will review the form, sign it along with another executive board member, and forward it to the KYCCBD treasurer. **The president shall submit their own reimbursement forms to the president-elect (or designee) for approval prior to sending it to the treasurer.**

Reimbursement checks shall be issued on one of two types of forms:

(1) Convention Account Form (reimbursement is directly related to the planning or implementation of a convention, conference, or institute that is being sponsored by KYCCBD), or (2) General Operating Account Form (reimbursement is related to the general functioning of KYCCBD, membership activities, or training projects).

B. **Travel/Mileage** - Travel of KYCCBD Executive Board members will be reimbursed when a KYCCBD Executive Board member attends a pre-approved meeting. Mileage of KYCCBD Executive Board members will be reimbursed beginning with the 1st mile at the rate commensurate with the Commonwealth of Kentucky mileage reimbursement rate beginning September 19, 1999. This rate does not apply if other reimbursements are issued to the KYCCBD Executive Board member (e.g., KYCEC meeting attendance is reimbursed to the member through KYCEC funds or by a local school district).

C. **Meals** - Meals of KYCCBD Executive Board members will be reimbursed at the current state per diem rate for each full day the KYCCBD Executive Board member is in attendance at a meeting, conference, or institute in which they are representing KYCCBD.

D. **Lodging** - Lodging of KYCCBD Executive Board members may be reimbursed only per approval of the KYCCBD Executive Board. This approval must be made prior to the scheduled date of the meeting/conference/institute.

E. **Phone** - Phone calls made for the purpose of conducting KYCCBD business by KYCCBD Executive Board members will be reimbursed.

F. **Postage** - Postage expenses incurred for the purposes of conducting KYCCBD business by KYCCBD Executive Board members will be reimbursed.

G. **Conference Expenses** - Conference expenses of KYCCBD Executive Board members may be reimbursed only per approval of the KYCCBD Executive Board. This approval must be made prior to the scheduled date of the meeting/conference/institute.

H. **Executive Board Travel to National Events** - Reimbursement for the travel/expenses of attending the CCBD Leadership Training Conference and/or the CEC Convention are contingent upon the availability of funds in the KYCCBD General Operating Account prior to Executive Board member travel dates.

The KYCCBD president (or his/her designated KYCCBD Officer/Executive Board member) and president-elect will attend the National CCBD Leadership Training Conference each fall. CCBD offers \$500.00 toward travel/expenses for the current president. KYCCBD will reimburse the president and president-elect for expenses exceeding this amount including airfare (provided the airline ticket is obtained a minimum of 30 days prior to the event), meals (at the current state per diem rate per day), and lodging (not to exceed the conference hotel rate) for this conference. The KYCCBD president, or designee, and president-elect should first request travel/expense funds from their school/agency of employment, and request only the balance of these expenses from KYCCBD.

The KYCCBD president (or his/her designated KYCCBD Officer/Executive Board member) and president-elect will attend the National CEC Convention each spring. During this convention, the president, or designee, will attend the CCBD Board meeting representing KYCCBD. The president, or designee, will also serve as a Representative at the CEC Representative Assembly. KYCCBD will reimburse travel/expenses up to \$650.00. Again, the KYCCBD president, or designee, should first request travel/expense funds from their school/agency of employment, and request only the balance of these expenses from KYCCBD.

III. Meetings

A. **Quorum** - Except as herein otherwise stated, a quorum shall be defined as 50% or more of the elected board members and chairs of standing committees for transaction of business. Every act or decision done or made by a majority of the KYCCBD Executive Board members present at a meeting duly held, at which a quorum is present, shall be the act of the KYCCBD Executive Board, provided, however, that a minority of the KYCCBD Executive Board members, in absence of a quorum, may not transact any business but may adjourn any meeting of the KYCCBD Executive Board..

In the event that less than a quorum is in attendance for any KYCCBD Executive Board meeting, those present may function in an advisory capacity at the direction of the president, after which the president may seek KYCCBD Executive Board acceptance of the group's recommendations.

B. **Notice** - (statement of compliance with the Open Meetings Act/Law); statement about date, time, and location announcements for Executive Board members, KYCCBD members, interested parties. KYCCBD Executive Board members will receive at least 2 weeks notice of Executive Board meeting time, day, and location.

C. **Executive Board Meetings** - The KYCCBD president shall serve as presiding officer. The KYCCBD Executive Board shall adopt Robert's Rules of Order for the conduct of its meetings. Each KYCCBD officer shall possess one vote. No KYCCBD Executive Board member shall vote by proxy, and no KYCCBD Executive Board member shall cast more than one vote, even if they are representing more than one office.

In the event of a need to transact KYCCBD Executive Board business for which a meeting is impractical, the KYCCBD president may call for a mail, phone, or electronic vote. The results of which will be confirmed at the next official KYCCBD Executive Board meeting.

- D. **Annual Business Meetings** - (also called Regular or General Meetings) One annual business meeting is required of KYCCBD. The KYCCBD Executive Board will also have three (3) standing meetings: one will be held during the fall KDE/KYCEC Conference, one will be held during the spring KYCEC conference, and one will be held during the KYCCBD Behavior Institute.
- E. **General Member Meetings** - The KYCCBD Executive Board will have three (3) general member meetings: one will be held during the fall KDE/KYCEC Conference, one will be held during the spring KYCEC conference, and one will be held during the KYCCBD Behavior Institute.
- F. **Special Meetings** - Additional KYCCBD Executive Board meetings may be held as needed, as well as in conjunction with KYCCBD Behavior Institute planning meetings. These additional meetings are at the discretion of the KYCCBD president, and all Executive Board members will be notified in advance if such meetings will be held. Special KYCCBD Executive Board meetings may be called by the KYCCBD president upon concurrence by a majority of the KYCCBD Executive Board members polled by letter or phone. The KYCCBD Executive Board members shall have the authority to conduct regional meetings, conferences, or conventions. Consideration will be given to utilizing existing technology (e.g., teleconferencing, video-conferencing) to conduct meetings for convenience and to help defray Executive Board member travel/expenses.
- IV. **Newsletter** - KYCCBD will publish at least three (3) newsletters per calendar year, identified according to the season and year in which the issue is to be published (i.e., fall, winter, spring). Submission of articles/items to be considered for publishing will be at least two (2) weeks prior to publication date (first full week of October, February, and May). The KYCCBD newsletter will be mailed to all KYCCBD members, all KYCEC Executive Board members, each of the directors of special education, the KY Special Education Cooperative directors, the regional CCBD coordinator, the CCBD membership chair, the Indiana, Ohio, Illinois, Tennessee, Missouri, and Michigan CCBD subdivision presidents, and the KDE Division for Exceptional Children Services Director. Also, the Web Manager will publish the newsletter on the World Wide Web.

VI. **Committees**

- A. Membership
- B. Publications
- C. Legislative (Children's Action Network)
- D. Behavior Institute
- E. Any other deemed necessary by the KyCCBD

VIII. **Duties of the Executive Board**

To file for an officer position of the KYCCBD Board, requirements include that the individual (a) be a member in good standing of KYCCBD for one year prior to election, and (b) retain active membership throughout the term of office.

A. **Past President**

Roles and Responsibilities

1. Serve a one-year term of office.
2. Serve as adviser to the President.
3. Is available to provide information about the subdivision's activities in previous years and can provide a historical perspective of the subdivision.
4. Provide past materials as well as information and recommendations to the President.
5. Suggest resources-- (a) individuals, (b) groups, (c) physical materials, (d) environmental settings for the subdivision to use.

6. Assumes other specific duties as determined by the President or exhibited in the policy and procedures.
7. Provide successor of the Past President with materials and familiarize them with the activities of the position.
8. Oversee mini-grant operations.
9. Coordinate nominations and elections.
10. Work with the current President to secure and complete all necessary contracts for operations of the Behavior Institute.

B. President

Roles and Responsibilities

1. Serve a one-year term of office with the commitment to serve an additional year as Past-President.
2. Call for and preside at all KYCCBD meetings.
3. Appoint standing and ad hoc committee chairpersons (pending approval of the board).
4. Coordinate KYCCBD activities at the annual KYCEC conference (as determined by the KYCEC President-Elect and the subdivision board).
5. Serve as a member of the general board of KYCEC.
6. Present a written report of KYCCBD activities at each KYCEC general board meeting.
7. Submit an annual list of officers to the KYCEC membership chair (or secretary).
8. Submit a copy of the annual report to ICCBD and KYCEC.
9. Assume additional duties designated by the policies and procedures.
10. Request reports from KYCCBD officers (and committees, standing and ad hoc).
11. Maintain a familiarity with working knowledge of KYCEC, CEC, and CCBD.
12. Delegate responsibilities, supervise and assist KYCCBD executive board members as needed and appropriate.
13. Serve as a member of the Behavior Institute Committee and as authorized by the Executive Board, enter into contracts on behalf of KYCCBD to secure facilities and services needed for Behavior Institute Operations (e.g., conference meeting space and lodging, AV services, catering, vendor contracts, presenter contracts, contacts related to the Behavior Institute social, and conference pre-registration services).
14. Perform other duties as are usually incidental to the office of the President.

Guidelines as presiding officer

- a) Preside at all meetings (or notify in advance the Vice-President or President-Elect to preside).
- b) Consult with officers and committee chairpersons before each meeting to see that all details of the meeting agenda are ready as planned.
- c) Call each meeting to order at the designated time (proceed with business if quorum is present).
- d) Follow agenda and assist Secretary with items.
- e) Be familiar with Robert's Rule of Order, New Revised, the KYCCBD policies and procedures, and KYCCBC Policies and Procedures.
- f) State each motion clearly (after it has been seconded and before discussion) and verbalize results of every vote.
- g) Decision-making options would be via formal vote or consensus.
- h) Recognize a member who has not previously spoken to the question in preference to one who has spoken.

Guidelines to beginning term as President

- a) Work with secretary to develop, circulate and maintain an updated list of subdivision officers and committee chairs, (i.e., names, addresses, and phone numbers).
- b) Review recent accomplishments to determine areas of member/officer interest and areas of need.
- c) Meet with board members to set expectations. Let them know how much you want to be informed, and reinforce communications.

- d) Encourage Past President to begin seeking nominations for open executive board positions and to develop a timeline to ensure easy transition for the next fiscal year.

C. President-Elect

Roles and Responsibilities

1. Serve a one-year term of office with a commitment to an additional two years (as President and Past-President).
2. Be prepared at all times to take over the function and duties of President (in case of absence or disability of President).
3. Serve as member of committees for KYCCBD.
4. Work closely with President and take on jointly decided responsibilities.
5. Keep current on all decisions and activities of KYCCBD so that a smooth transition can take place.
6. Attend meeting for leadership training and information sharing.
7. Assist in planning a program of activities for the year.
8. Work with the current President to secure and complete all necessary contracts for operations of the Behavior Institute.
9. Assume additional duties designated by the President or policies and procedures.
10. Familiarize and provide successor with materials and activities of the President-Elect.

D. Vice-President

Guidelines

1. Serve a one-year term of office with a commitment to an additional three years (as President-Elect, President and Past-President).
2. Work with Behavior Institute program committee and oversee the development and implementation of all programs.
3. Coordinate the evaluation of programs.
4. Prepare for future presidency by learning and participating fully with the President and President-Elect as they implement their official roles.
5. Participate with other members of the executive committee in decision-making.
6. Actively seek to establish the needs of the members and communicate frequently in a continuous manner with all officers and members.
7. Work with the current President to secure and complete all necessary contracts for operations of the Behavior Institute.
6. Serve as officer in charge in the absence of the President and President- Elect.

E. Treasurer

The Treasurer is the financial officer of the board and serves as the authorized custodian of the subdivision's funds.

1. Serve a four-year term of office.
2. Keep an accurate and detailed account of all monies received and dispersed. This information should be kept in a permanent book to pass on to successors. Records to include:
 - a) Payments authorized by the executive board.
 - b) Copies of vouchers, receipts, bank statements, checks, etc.
 - c) Details of money being handled by other members.
 - d) Receipts of all money received.
3. Receive and disperse all money as authorized by the executive board.
4. Communicate budget status at regularly scheduled meetings.
5. Submit a financial statement at each meeting.
6. Serve as chairperson for any finance or fundraising committee.
7. Provide input and information for the preparation of the annual budget.
8. Preserve all vouchers, receipts, bank statements, canceled checks, etc. for a minimum of five (5) years.

9. Deliver and explain to successor all books, papers, and correspondence pertaining to the office of treasure.
10. Assume additional duties designated by the President or the policies and procedures.

F. Secretary

Roles and Responsibilities

1. Serve a two-year term.
2. Prepare and distribute an agenda in advance of each meeting (in cooperation with the President).
3. Notify membership of the time and place of each meeting.
4. Maintain for reference at each meeting:
 - a) copy of the subdivision's policies and procedures
 - b) standing rules
 - c) accepted order of business
 - d) minutes of previous meeting
 - e) list of all committees
5. Read the minutes of any previous meeting if asked to do so.
6. Record all business transacted at each meeting of the subdivision and executive committee, and present the printed minutes for approval at the next meeting.
7. Help count votes when requested by the presiding officer.
8. Act as custodian of all records except those specifically assigned to others, and promptly deliver and explain all records to your successor.
9. Carry out the duties assigned by the President.
10. Complete correspondence as necessary to KYCCBD.
11. In the event that a board member is absent, the recording secretary will be responsible for mailing all meeting information and materials to the board member.
12. Assume additional duties designated by the President or the policies and procedures.
13. Familiarize and provide successor with official minutes materials and activities of the recording secretary.

G. Publications Chair

Roles and Responsibilities

A. Newsletter

1. Serve as Editor of the KyCCBD Newsletter.
2. Participate in the process of determining:
 - a) the number of newsletters to be printed
 - b) information to be included
 - c) procedures for submission of information for consideration
 - d) deadlines to be followed.
3. Monitor CEC and other publications for information to be included in the newsletters.
4. Provide the final editing of material.
5. Oversee the mechanics of the newsletter being printed and mailed.
6. Ensure that the newsletter is issued on time.
7. Account for the newsletter receipts and expenditures and ensure the operation is within the budget allocated by KYCCBD.
8. Obtain and maintain an updated mailing list.
9. Provide an orderly transition process through the sharing of roles and responsibilities with the incoming Newsletter Editor.
10. Place copies of the newsletter in the subdivision files.
11. Send newsletter information to other CEC units as requested.

12. Chapters should send a copy of their newsletter to their federation; subdivisions should send a copy to both their federation and their division.
13. Send a copy to the Department of Member and Unit Development at CEC Headquarters.
14. Submit a written summary report regarding the newsletter at the end of each term or at the request of the board.
15. Send electronic copy of newsletter to Web Manager.

B. Web Site Management

1. Serve as Web Manager
2. Determine the “look” and “feel” of the site layout
3. Gather, edit, and write content
4. Provide current and accurate information for membership, including meetings and special events
5. Apply HTML (Hypertext Mark-up Language) to files
6. Transfer files to a server
7. Assemble the main pages, writing the “linking verbiage,” and placing graphics
8. Link files to the main pages
9. “Tweak” both file content and graphic look
10. Update the page with new information and features (e.g., contact information, newsletter)
11. Moderate Discussion forums
 - a) Add, edit, or delete discussion forum members (e.g., KyCCBD membership and KyCCBDBoard Yahoo!Groups).
 - b) Manage input of comments posted in discussion forums
12. Provide an orderly transition process through the sharing of roles and responsibilities with the incoming Web Manager.

H. Membership Chair

Roles and Responsibilities

Membership development and successful professional programming go hand in hand. Through person-to-person contact, telephone, and mail communication; the membership committee utilizes the information and material provided by CEC Headquarters, as well as their own creations to recruit new members, welcomes new members, remind members to renew, and encourage lapsed members to renew. The membership chair must be concerned not only with recruiting and retaining members, but also with effective planning and delivery of needs-based professional activities to serve members interest and to insure growth of the unit.

1. Be responsible for recruitment, retention, and reactivation of members.
2. Develop communication across the state through publications, meetings, and other means.
3. Promote membership at the KyCEC and KyCCBD conferences in exhibit area.
4. Keep an orderly account of the membership activities and records.
5. Assume additional duties designated by the President and policies and procedures.
6. Familiarize and provide successor with activities and materials of the membership chairperson.
7. Develop a program of membership development activities for the year and continuously evaluate all membership activities.
8. Bring CEC membership materials to every function (even if not sponsored by CEC) Obtain and maintain a sufficient inventory of brochures and applications: These are obtained from CEC Constituent Services Center 888-CEC-SPED.
9. For federations and chapters: ensure the unit number is recorded on all membership applications prior to distributing.

10. Expect to receive rosters of active and lapsed members every three months:

<u>Roster date</u>	<u>Date to Receive (approximate)</u>
June 30	July 21
September 30	October 21
December 31	January 21
March 31	April 21

To fully benefit from these rosters

- a) Eyeball each list to see if accurate. Contact CEC Constituent Services Center if ERROR is found.
- b) Send a welcome to all new members noting your unit activities and next program/agenda.
- c) Note which members have a renewal (expiration) date approaching. Contact these people to remind them of their importance as members. Even if they cannot attend each program, members like to know what CEC is actively doing; a plug for the next unit event is appropriate.
- d) Call each former member, even those on the lapsed roster who have received three renewal notices from CEC Headquarters through the mail, and tell them how much their membership is valued.
- e) Chapters should contact the Federation Membership Chair to see if there are members from the area who are not assigned to your unit. The Federation Membership Chair receives a quarterly printout of all at-large state/provincial members.
- f) Leave good notes and files from your term of office to give your.
- g) For more information on membership development, see To The Point, Section 4.0-- MEMBERSHIP DEVELOPMENT.

I. Children's Action Network (CAN) Coordinator

Roles and Responsibilities

1. Seek implementation of the governmental affairs policies of CEC at the local, state, and national levels.
2. Inform people about governmental, legislative, and political matters.
3. Communicate with public policy-makers.
4. Inform people of the short and long term effects of an issue so they will support CEC's efforts.
5. Teach strategies for effective advocacy to others.

Guidelines

1. Serve as a member of the unit executive committee and as such attend all regularly scheduled meetings as well as all executive committee meetings.
2. Provide reports on legislation and other key policy issues at all meetings.
3. Read and be familiar with information on governmental affairs from CEC Headquarters and other sources, (congressional, state newsletters, bills and journals).
4. Disseminate pertinent information to the committee and all unit members (via meetings, newsletters, telephone trees, and special meetings).
5. Delegate responsibilities to ensure maximum response/action to current issues.
6. Suggest and promote follow-through activities.
7. Respond to CAN ALERTS and all relevant legislative material received.
8. Maintain contact with the federation or division CAN Coordinator or Department of Public Policy staff at CEC Headquarters about current national and state issues.
9. Interact with other action/advocacy agencies.
10. Submit an annual report of the committee's activities to the President for inclusion in the KYCCBD annual report.
11. Provide a file of contact persons, materials, suggestions, and recommendations for the next CAN representative.
12. For more information on CAN, see TO THE POINT section 3.13.

J. Regional Representative Chair

Roles and Responsibilities

1. Attend all executive and general board meetings and be prepared to report on Regional Representative activities within regions served.
2. Represent the interest of individuals who are not members of or affiliated with local chapters through the Regional Representatives.
3. Act as direct representative of the KYCCBD, and the Regional Representatives.
4. Represent and interpret KYCCBD organization and purposes through the Regional Representatives in the respective regions served.
5. Assist in informing and interpreting KYCCBD's purpose to Regional Representative who will then inform related agencies and organizations in their regions.
6. Become sensitive to ways to promote KYCCBD with Regional Representatives.
7. Assume additional duties designated by the President or policies and procedures.
8. Familiarize and provide successor with materials and activities of the Regional Representative Chair position.

K. Regional Representatives

1. Must live and/or work in the region they represent. In some regions, it may be necessary to have Co-Regional Representatives. This will be determined by the KYCCBD Executive Board and the Regional Representative Chair.
2. Attend all executive and general board meetings and be prepared to report on activities within region served.
3. Represent the interest of individuals who are not members of or affiliated with a local chapter.
4. Act as direct representative of the KYCCBD.
5. Represent and interpret KYCCBD organization and purposes in the respective region served.
6. Assist in informing and interpreting KYCCBD's purpose to related agencies and organizations in the respective region served.
7. Become sensitive to ways to promote KYCCBD development within the particular region served.
8. Assume additional duties designated by the President, Regional Representative Chair, or policies and procedures.
9. Familiarize and provide successor with materials and activities of Regional Representative position.

L. Liaison to Kentucky Department of Education

The primary purpose of KYCCBD is to advance the education of individuals with emotional and behavioral disabilities and the primary purpose of the Liaison to the Kentucky Department of Education is to assist in the promotion of positive activities in relation to KyCCBD's purpose/mission. We recognize the importance of a working relationship with the state department of education. The president of KyCCBD will appoint to the executive board a person (s) to serve as a liaison to the Kentucky Department of Education. The president shall consider appointing the current KDE EBD Consultant (s) to this position but is not required to do so. Should the KDE EBD Consultant position cease to exist, the president is encouraged to appoint a person (s) who has a positive working relationship with the State Director of Special Education. Additionally, members of the state department staff are able to serve on the executive committee when they are elected to an office. KDE staff can also function as a liaison. This is a voting position and serves in the same capacity as a chairperson of a standing committee.

M. University Liaison

The Faculty Advisor is an important person to any student unit. The advisor is there to help transition from one year to the next, to help officers as they learn the leadership skills, to guide the officers in planning the budget and program, to serve as a source of information and provide support as needed.

Your advisor:

- a) is approachable
- b) is a problem solver and a role model
- c) is familiar with CEC
- d) available... advisors volunteer their time because they **want** to help
- e) should be informed of meetings and be expected to attend
- f) should be asked to approve new projects and ideas to assure that they are consistent with school policy and chapter philosophy
- g) should have regularly scheduled meetings with the Executive Committee to discuss chapter activities.

Guidelines

1. Assist in organizing chapter and recruiting members.
2. Check to see if local chapter conforms to the rules and regulations of the school and CEC.
3. Be available to officers and members for assistance and guidance at all times. Be sure to post office hours.
4. Train student officers about their roles and responsibilities on an ongoing basis.
5. Attend all meetings and as many activities as possible.
6. Sign all membership forms. Be an advocate for CEC membership.
7. Serve as a resource person for ideas, materials, and community contacts.
8. Serve as a sounding board for all present or future plans/ideas.
9. Serve as liaison between chapter and the school faculty and administration (try to encourage faculty to attend meetings and activities as well).
10. Help with problem solving.
11. Inform students of current activities, available scholarships, audiovisual aids, and other resources for dissemination of career information about special education as a profession.
12. Keep students informed of professionally related activities.
13. Provide the next advisor with in-service training and a notebook of past records.
14. Communicate with the state association advisor and other CEC advisors at other colleges and universities.
15. Reinforce the officers when appropriate.

M. Behavior Institute Chair

(It is recommended that the Chair be chosen from the Behavior Institute Job Coordinators on the Behavior Institute Committee)

Roles and Responsibilities:

1. Chair Behavior Institute Committee
2. Coordinate All Behavior Institute Activities and Timelines
 - Coordinate and Arrange Institute Planning Retreats (if KY-CCBD continues to use Behavior Institute Retreats as a Planning Tool, the Co-Chairs coordinate/delegate arrangements (including location, dates, lodging and meeting arrangements and agenda)
 - Maintain Essential Ongoing Communications between E-board, members and Behavior Institute Committee (especially regarding major timelines and activities)
 - Advise and Assist E-Board Officers (especially President, Vice-President, President-Elect and Treasurer) to secure and complete necessary contracts with convention center/hotels and other independent contractors in order to provide for fundamental Behavior Institute services (e.g., Conference Meeting Space and Lodging, Conference Pre-Registration, AV services, catering, vendors, and social events) within appropriate timelines.
 - Maintain Institute Coordination Files and copies of all institute-related contracts

Approved by membership 6/25/02

- Provide regular Behavior Institute Status Updates at E-Board Meetings (esp regarding overall progress, timelines, budget issues or concerns)
- Develop, revise and maintain written guidelines and forms for Behavior Institute jobs, activities, retreats and timelines

3. Supervise, Assist and Coordinate the work of Behavior Institute Job Coordinators

a. National Speaker Coordinator

- Coordinate selection and communication with Keynote Speaker
- Coordinate identification of national speakers priority list (completed at fall retreat; includes alternates)
- Assign and coordinate contact persons/facilitators for national speakers
- Coordinate/track contacts with national speakers and completion of National Speaker Information Forms and timelines for submission of items (NSIS, pg.3)
- Attend Behavior Institute Planning Retreats

b. State Speaker Coordinator

- Supervise nomination/selection of in-state speakers (at winter planning retreat)
- Assign/supervise contact persons for in-state speakers
- Create and disseminate updated State Speaker forms
- Inform contact people to ask assigned speakers to submit speaker intake forms to State Speaker Coordinator for **consideration by program committee.**
- Coordinate intake of state speaker forms and session descriptors; forward to grid coordinator, editor and typist
- Send updates with regard to receipt of speaker intake forms.
- Prompt contact people to continue prompting speakers for intake forms.
- Communicate with members regarding state speaker forms, issues and deadlines
- Create alphabetical check-list of state presenters for retreat.
- Attend Behavior Institute Planning Retreats

c. Behavior Institute Session Grid Coordinator

- Create Behavior Institute conference session grids which correspond to meeting space layout
- Work with national speaker coordinator to plan national speaker session days and sequences
- Organize state speaker sessions by level of intensity (Universal-Target-Intensive), and sequence needs of all audience groups (e.g., regular ed teachers, specialed/ alternative school teachers, administrators, counselors/school psych, mental health personnel, FRYSC's, etc.)

- Accomodate speaker limitations of time and multiple session conflicts
- Contact speakers to negotiate topical adjustments or session length changes
- Design and coordinate a process for completing letters that notify state speakers of final session dates, times, and room assignments (at spring retreat)
- Attend Behavior Institute Planning Retreats

d. Behavior Institute Program Editor/Coordinator

- Secure typist (and approval for payment agreed) for program
- Assign and coordinate persons who provide information needed in the general section of the program (i.e., first 15-20 pages)
- Secure/Edit all session descriptors for clarity, distinction, and grammar
- Supervise typist and creation of final program
- Supervise final editing and printing of conference program
- Attend Behavior Institute Planning Retreats

e. Behavior Institute Registration Coordinator

- Meet with paid consultant (e.g., Mitch) to plan Behavior Institute pre-registration procedures and negotiate contract details/ expectations (also include President, Past President)
- Create pre-registration letters, registration forms and flyers to go out statewide (and alternative materials for administrators and mental health personnel, etc.)
- Coordinate/complete statewide mailing of pre-registration materials by March 1
- Create confirmation letter with map of area and send to Mitch by March 15
- Meet with Mitch after May registration deadline to approve rejections - prepare rejection letter or form
- Organize and supervise on-site registration and volunteers

f. Behavior Institute Finance Coordinator

- Assist KY-CCBD Treasurer to maintain Convention Account checkbook for Behavior Institute
 - Coordinate Behavior Institute Budget Planning each year in advance; set limits
 - Provide status reports to E-board regarding Convention Account
 - Advise E-Board annually regarding the setting of BEHAVIOR INSTITUTE registration fee rates
 - Write checks (in conjunction with KY-CCBD Treasurer) for Institute Speakers and Behavior Institute - related contract organizations
 - Maintain detailed financial records of all Behavior Institute financial transactions and policies (in conjunction with KY-CCBD Treasurer)

4. **Serve as a member of the KYCCBD Executive Board and attend all regularly scheduled Executive Board meetings.**