



**CONSTITUTION AND BYLAWS  
OF THE VIRGINIA DIVISION ON CAREER DEVELOPMENT AND TRANSITION  
(VADCDT) A SUBDIVISION OF THE NATIONAL DCDT  
OF THE COUNCIL FOR EXCEPTIONAL CHILDREN**

**ARTICLE I  
NAME**

The name of this non-profit organization shall be the Virginia Division on Career Development and Transition a subdivision of the national DCDT of The Council for Exceptional Children, hereinafter referred to as VADCDT.

**ARTICLE II  
PURPOSE**

**Section 1. Purpose**

The primary purpose of VADCDT shall be to advance the education of individuals with exceptionalities and to promote and support efforts to improve the quality of, and access to career development and transition services across their life span. Specifically, the division intends to assist and provide support to 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 subject to the general supervision and control of CEC.

**Section 2. Secondary Purpose**

The secondary purpose shall be to encourage and promote professional growth, research, legislation, information dissemination, technical assistance, interaction, and collaboration among the subdivision of the Council for Exceptional Children (CEC) and other organizations concerned and involved in the career development and transition of exceptional individuals.

**ARTICLE III  
MEMBERSHIP**

**Section 1. Qualifications**

Membership shall consist of professional personnel and other persons interested in the education of individuals with exceptionalities.

**Section 2. Minimum Membership Requirements**

VADCDT shall maintain a minimum of 15 paid members who shall meet the membership qualification established by CEC.

### Section 3. Unified Membership

All members of this division must hold concurrent membership in The Council for Exceptional Children. The division may not accept enrollments for division membership only.

### Section 4. Membership Term

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

## ARTICLE IV ORGANIZATION

### Section 1. Relationship to The Council for Exceptional Children

The VADCDDT shall be recognized as an official subdivision of the National Division on Career Development and Transition, and thus shall be affiliated with The Council for Exceptional Children.

### Section 2. Fiscal and Administrative Term

The fiscal year and administrative term of office shall be July 1 through June 30.

## ARTICLE V DUES

### Section 1. Dues

Dues may be proposed by the Executive Board and shall be consistent with the dues policies of The Council for Exceptional Children. Approval shall require a simple majority vote at the annual business meeting.

### Section 2. Payment of Dues

Annual dues shall be payable before the end of the individual's CEC membership year. 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 of the organization.

## ARTICLE VI OFFICERS

### Section 1. Elected Officers

The elected officers of this subdivision shall be past president, a president who shall succeed the past president, a vice president who shall succeed the president, a secretary, and a treasurer.

### Section 2: Election of Officers

The immediate past president, president, and vice president shall serve one-year terms, which shall coincide with the fiscal year, July 1 through June 30. The secretary and treasurer shall each serve a two-

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year term. The election for secretary shall be held on even-numbered years and the election for treasurer shall be held on odd-numbered years.

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

### Section 3. Prerequisite to Nomination and Election

All elected officers must be members in good standing of The Council for Exceptional Children and the National Division on Career Development and Transition, and thus the subdivision at the time of their nomination and election and remain so throughout their term of office.

### Section 4. Succession

An elected officer cannot succeed 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.

### Section 5. Vacancies

A vacancy in the office of president shall be filled by automatic succession of the vice president to the office. A vacancy in any of the offices, except president, 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 6. Duties of Officers

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

1. To serve as the chief executive officer of the division with the powers and duties usually belonging to such a position;
2. To give leadership to general policymaking and carry out the directives of the membership;
3. To call and preside at the annual business meeting and all meetings of the Executive Board;
4. To recommend chairs of standing committees with the exception of the awards/recognition committee;
5. To be an ex-officio member of all committees with the exception of the awards/recognition committee;
6. To recommend to the Executive Board the types of ad hoc committees and other appointive bodies needed;
7. To represent the subdivision in coordinating efforts with other units of CEC and other organizations;
8. To update the VADCDT history report, annually;
9. To make an annual report to The Council for Exceptional Children.

#### 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 inability to serve;
2. To serve as chair of the awards/recognition committee;
3. To assume other responsibilities as designated by the president.

- C. The powers and duties of the secretary shall be:
1. To keep a careful written record of the proceedings of the annual business meeting and the meetings of the Executive Board; and to disseminate copies to the Executive Board.
  2. To carry on correspondence as necessary for the operation of the subdivision.
  3. To assume custody of all records except those specifically assigned to others;
  4. To keep accurate lists of the Executive Board
  5. To transfer all records to the new secretary at the time of installation.
- D. The powers and duties of the treasurer shall be:
1. To serve as custodian of the funds of the division;
  2. To authorize and pay all approved expenses;
  3. To provide a detailed written report of all debits and credits for each Executive Board meeting and to provide an annual report for the annual business meeting;
  4. To provide all records to the Executive Board 15 days prior to the new treasurer installation, in order for the Executive Board to conduct an audit.
- E. The powers and duties of the immediate past president shall be:
1. To manage the yearly nominations/elections to include soliciting recommendations for nominations from the entire membership for vice president and for the other officer position to be filled; presenting the nominees to the membership; and announcing the results of the election.
  2. To advise and mentor the president.

#### Section 7. Removal from Office

- A. A petition for removal of an elected officer shall be signed by at least five members of the subdivision and submitted in writing to the president. If the president is the subject of the petition, it shall be submitted to the vice president.
- B. The president (or vice president) shall, within seven 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 30 days following receipt of the petition.
- C. At the special meeting of the Executive Board, 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 days.

### ARTICLE VII EXECUTIVE BOARD

#### Section 1. Composition

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The Executive Board shall consist of the president, vice president, immediate past president, secretary, treasurer, chairs and leaders of standing committees, and non-voting ad hoc members.

#### Section 2. Duties of the Executive Board

The duties of the Executive Board shall be:

- A. To formulate and propose policies for the subdivision;
- B. To fill vacancies;
- C. To formulate and propose recommendations to the subdivision.

### ARTICLE VIII MEETINGS

#### Section 1. Meetings

A minimum of one annual business meeting shall be held. Regular business meetings of the Executive Board can take place through conference call meetings called by the president or face-to-face meetings as called by the president.

#### Section 2. Annual Conference

A minimum of one annual conference shall be held.

#### Section 3. Special Meetings

The president with the consent of the Executive Board may call special meetings.

#### Section 4. Quorum

Ten percent (10%) of the membership shall constitute a quorum at a regular or specially called meeting. Fifty percent (50%) of the members of the Executive Board shall constitute a quorum at an Executive Board meeting.

### ARTICLE IX COMMITTEES

#### Section 1. Standing Committees

Standing committees shall be membership, publicity, program, awards/recognition, and scholarship.

#### Section 2. Ad Hoc Members

Ad hoc members may be established and their functions assigned at the discretion of the president. One representative from the Virginia Department of Education and one representative from the Department of Rehabilitative Services will serve as Ad hoc members. Such establishment must clearly indicate the purpose and length of service. The ad hoc members do not have voting privileges.

#### Section 3. Appointment of Committee Chairs

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The president, with the approval of the Elected Executive Board, shall appoint the chairs of the Standing Committees. The vice president shall serve as the chair of the awards/recognition committee.

#### Section 4. Appointment of Committee Members

The chair, subject to approval by the president, shall appoint committee members.

#### Section 5. Duties of Committees

A. The duties of the membership committee shall be:

1. To maintain a current record of members and to provide all officers and committee chairs 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 keep a written record of the activities conducted to maintain and increase membership.

B. The duties of the publicity committee shall be:

1. To develop materials deemed effective for publicity under the direction of the Executive Board
2. To modify, improve and maintain all publicity materials.
3. To oversee the duties of the newsletter, website, and legislative leaders. The leaders will serve on the executive committee. The duties of the following leaders include:  
Newsletter: publish and disseminate a minimum of two newsletters each year; disseminate other information that has been approved by the Board.  
Website: maintain and update the website; disseminate information to members via an email directory.  
Legislative: develop a legislative program under the direction of the Executive Board; disseminate information pertinent to national and state/provincial legislative programs.

C. The duties of the program committee shall be:

1. To plan for the annual conference;
2. To develop other programs

D. The duties of the awards/recognition committee *chaired by the vice president* shall be:

1. To solicit nominations for the Transition Leader, Youth, Employer and Practitioner of the Year award;
2. To determine other recognitions and awards that may be appropriate to present.

E. The duties of the scholarship committee shall be:

1. To review applications on a regular basis per direction of the scholarship guidelines, which will be reviewed annually;
2. To present recommendations to the Executive Board for approval;
3. To follow up with scholarship recipients to include required documentation.

## ARTICLE X DURATION AND DISSOLUTION

The duration of the subdivision shall be perpetual unless the officers of the subdivision unanimously determine that it should be dissolved. Upon the dissolution and final liquidation of the subdivision, the officers shall, after paying or making provision for the payment of all debts and liabilities of the subdivision, distribute all of its assets to either:

1. The headquarters of The Council for Exceptional Children (a non-profit organization) with a request that they be retained in a non-interest bearing account and made available to the subdivision 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 CEC 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

Providing there is a quorum, this Constitution and Bylaws may be amended at any regular meeting by two-thirds vote of the membership present, or through an electronic or mail vote by a two-thirds vote of the membership responding. Such amendment or amendments shall have been submitted in writing to the Executive Board. Within 30 days of the date received, it shall be submitted to the membership in writing. The membership shall have received the proposed amendment or amendments at least 14 days prior to the meeting or call for a vote.