

**BY-LAWS OF THE
DIVISION OF INTERNATIONAL SPECIAL EDUCATION AND SERVICES (DISES)**

**ARTICLE I
NAME**

Section 1 Purpose

The primary purpose of the Division of International Special Education and Services (DISES) shall be to advance the international efforts on behalf of individuals with exceptionalities and to promote related educational, scientific, advocacy, and charitable purposes.

Section 2 Secondary Purpose

The secondary purposes shall be in line with the Division's strategic goals:

- A. Promote the quest for knowledge and skills in international special education to improve the well-being of children with disabilities;
- B. Promote the dissemination of knowledge and skills in international special needs education and improve the well-being of children and youth with disabilities and their families;
- C. Strengthen collaborative partnerships in international special needs education and improve the well-being of children and youth with disabilities; and
- D. Advocate for human rights of all children and youth with disabilities.

**ARTICLE II
MEMBERSHIP**

Section 1 Qualifications

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

Section 2 Minimum Membership Requirements

The Division must attain a membership of 1.5% of the total Council for Exceptional Children (CEC) membership by the end of the second year of operation to receive a charter, and maintain a membership of at least 1.5% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.

Section 3 Unified Membership

All members of this Division must hold concurrent membership in CEC. 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 CEC.

**ARTICLE III
ORGANIZATION**

Section 1 Relationship to the Council for Exceptional Children

This Division shall be affiliated with CEC.

Section 2 Fiscal Year and Administrative Term

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

ARTICLE IV DUES

Section 1 Dues

Dues may be proposed by the Board of Directors and shall be consistent with the dues policies of CEC. Approval shall require a simple majority vote at the annual Board of Directors meeting.

Section 2 Payment of Dues

Annual dues shall be payable before the end of the individual's 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 V OFFICERS

Section 1 Elected and Appointed Officers

The elected officers of this Division shall be the President, Vice President, President-elect, Immediate Past President, a Secretary, a Membership Officer, a student representative and four members-at-large. Appointed officers shall be a treasurer and an information and publications officer.

Section 2 Executive Committee

The Executive Committee shall be composed of the President, Vice President, President-Elect, Immediate Past President, Treasurer, and Executive Director, who shall cooperate in Division leadership and administration to ensure continuity in priorities and activities from year to year. The Secretary is a non-voting member and will record minutes. The Executive Director serves in an advisory capacity and is a non-voting member.

Section 3 Appointed Representatives to the CEC Representative Assembly

The President shall serve as a Division member of the CEC Representative Assembly during his or her term. The second DISES representative to the CEC Representative Assembly shall be the Vice President.

Section 4 Prerequisite to Nomination, Election, and Appointment

All DISES officers must be members in good standing of CEC and this Division at the time of their nomination, election, or appointment and remain so throughout their term of office.

Section 5 Succession

An elected or appointed officer with the exception of the Treasurer and the Information and Publications Officer, cannot succeed him/herself 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 6 Vacancies

A vacancy in the office of President shall be filled by automatic succession of the Vice President and the President-elect becomes the Vice President. A vacancy in any of the offices except the President and the Vice President shall be declared and filled by action of the Executive Committee upon recommen-

ation 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 7 Duties of Officers

A. Duties of the President

1. Act as the chief executive officer of the Division, provide leadership in general policy making, and carry out the directions of the membership;
2. Call and preside at all meetings, including preparing the agenda for all meetings;
3. Lead the annual review of priorities and strategic planning in cooperation with the Executive Committee, submit final priorities for approval of the Board of Directors and membership, and ensure that approved priorities are carried out;
4. Ensure effective communication and coordination with CEC headquarters concerning international contacts, activities, and opportunities of the Division and CEC, and share opportunities with the membership, as appropriate;
5. Serve as one of the Division representatives of the CEC Representative Assembly;
6. Serve as one of the Division representatives to the CEC Convention Program Advisory Committee and assist the Vice President in planning for the CEC convention;
7. Authorize payment of expenses approved by the Board of Directors;
8. Serve as one of the Division representatives to the CEC Inter-Divisional Caucus;
9. Represent the Division in coordinating activities with other organizations, agencies, and CEC Divisions, or appoint qualified designees to act in this-capacity;
10. Submit an annual report to CEC and the Division membership; and
11. Serve as ex-officio chair of the Elections and ByLaws Committee or appoint a designee to serve as chair.

B. Duties of the Vice President

1. Serve in the place of, and with the authority of, the President, in case of the President's absence, inability to serve, or resignation;
2. Serve as the Division's representative to the CEC Convention Program Advisory Committee and ensure that all responsibilities thereof are carried out;
3. Develop the schedule of Division events and make the arrangements for the Division's Board of Directors meeting, General Membership Business Meeting, and other Division events to be held at the CEC convention;
4. Exercise overall oversight of the progress of Standing Committees, ad hoc committees, and individual assignments and coordinate the exchange of essential information on activities and outcomes across Committees and support as necessary for accomplishing priorities;
5. Act as leader of the Division's representation to the CEC Inter-Divisional Caucus;
6. Serve as one of the Division's representatives to the Representative Assembly
7. Serve as ex officio chair of the Awards Committee or appoint a designee to serve as chair.

C. Duties of the President-elect

1. Assist in carrying out the responsibilities of the CEC Convention Program Advisory Committee;
2. Schedule and oversee rotation of DISES members for the DISES desk at the Annual CEC Meeting;
3. Collaborate with the Vice President to support and oversee the Standing Committees of the Board;
4. Serve on the Awards Committee.

D. Duties of the Immediate Past President

1. Assist in the development of a worldwide promotion of DISES and its activities, as approved by the Board of Directors;
2. Serve as the program chair of the annual DISES event (conference or roundtable) held during his or her term as immediate past president and make all arrangements for same in collaboration with the Executive Committee;
3. Participate as a non-voting member in all meetings of the Executive Committee;
4. Participate as a voting member of the board of directors

E. Duties of the Secretary

When an Executive Director is available, items 1, 2, 5, and 6, below, may be assigned by the President to the Executive Director.

1. Receive and respond to all instructions, forms, requirements, and directives, issued by CEC headquarters, as directed by the President or Executive Director;
2. Provide rosters of members of the Board of Directors, including email addresses to other Board members, and to other DISES members who may request such information;
3. Maintain a careful record of the entire proceedings of Board of Directors, and the General Business Meetings of the membership, the Executive Committee meetings, and official transactions of the Division, and forward one copy of such records to the general office of the Division within two weeks following each meeting (in person or by teleconference or other electronic means);
4. Provide minutes of Board of Directors meetings and General Membership Business Meetings, suitable for distribution to all Board Members within thirty days of the next meeting for review;
5. Maintain records of correspondence, or carry on correspondence as necessary, at the direction of the President or Executive Director;
6. Assist the President and Executive Committee in maintaining the Division's Policies and Procedures Manual; and
7. Interface with the Executive Director to ensure the acquisition of archival documents.

F. Duties of the Treasurer

1. Serve as custodian of the funds of the Division;
2. Maintain the financial records of the Division. While the Division's funds will include funds for general Division functions, including grant funding projects as well as for traditional Division activities, the treasurer shall maintain accurate accounts for each. Reports on all accounts and financial projections must be kept separately, but may be compiled for reporting;
3. Authorize payment of expenses approved by the Board of Directors;
4. Report on the financial status of the Division to the Board of Directors and General Membership Business Meeting;
5. Respond to the President's request for fiscal data during the year and report data to the Executive Committee on a quarterly basis;
6. Recommend and coordinate fund raising projects, grant development, and vendor solicitation as deemed appropriate in collaboration with the Budget and Finance Committee.
7. Transfer all monies and records to the new treasurer within 15 days of the beginning of the fiscal year OR of the end of the Treasurer's term;
8. Comply with all CEC directives for Division Treasurers. and
9. Serve as ex officio chair of the Budget and Finance Committee.

G. Duties of the Student Representative

1. Act as a liaison between the Division and the Student CEC organization and promote Division membership within the Student CEC, including a report to the Board of Directors on matters pertaining to student member interests at each Board Meeting, and on request of the President;
2. Collaborate with the Membership Officer and Information and Publications Officer in the development of international student-to-student communications;
3. Research, pursue, and seek assistance within the Division for funding opportunities relating student involvement with the interests and goals of the Division; and
4. Serve as an ex officio member of the Membership Committee.

H. Duties of Members at Large

1. Collaborate with the Membership Officer on the continuing development of international networks and on information and linkages of value to network members in each region;
2. Share information on professional issues, needs, effective practices, and research in their regions for the distribution to Division members and the international community;
3. Provide guidance to the Board of Directors concerning Division functions, products, and services of interest to individuals in their regions, and on understandings, terminologies, communications and interactions appropriate to their regions, including a reports to the Board of Directors at the Annual Board of Directors Meeting and whenever else appropriate or requested.

I. Duties of Membership Officer

1. Make recommendations and carry out a program for membership growth and retention;
2. Maintain, update, and expand DISES national and international national networks;
3. Create databases of information and email address books generated by international networks and DISES;
4. Serve as ex officio chair of the Membership Committee;
5. Interface with other CEC units concerning international membership activities on matters of particular concern to DISES; and
6. Interface with the Student Representative on matters pertaining to the DISES student membership on a worldwide basis.

J. Duties of Information and Publications Officer

1. Take responsibility for all aspects of the DISES website and social media including the creation and maintenance of content;
2. Develop and produce professional information and marketing materials for approval by the Executive Committee and distribute that information
3. Prepare information and marketing materials for distribution at CEC and DISES events;
4. Prepare and distribute e-blasts and e-communications with membership;
5. Submit an annual plan and budget to the President for marketing, branding, social media and public relations functions;
6. Create and maintain a portfolio of information and marketing materials developed with input from the DISES board and membership;
7. Serve as ex officio chair of the Information and Publications Committee

K. Duties of the Division's representatives to the CEC Representative Assembly

1. To represent the Division at meetings of the CEC Representative Assembly and to participate in balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
2. To report regularly to the Division's Board of Directors and general membership on activities of the Representative Assembly and CEC;
3. To communicate issues and concerns from the Division to the CEC Representative Assembly; and
4. To inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors.

Section 8 Election and Appointment of Officers

- A. The officers of the Division, with the exception of the Treasurer, shall be elected by the membership from those members in good standing who are nominated by the Elections and Bylaws Committee.
- B. The Treasurer and the Information and Publications Officers will be appointed by the President and Executive Committee for a two-year term, with the appointment ratified by the Board of Directors.

Section 9 Terms of Office

- A. Board members and officers will serve for two consecutive years with the exception of the President, Vice President, President-elect and Immediate Past President.
- B. The President, Vice President, President-elect, and Immediate Past President will serve one year terms, each succeeding the other, i.e., the person elected as President-elect will serve for a 4-year period, first as the President-elect, then as the Vice President, then President, and finally as the Immediate Past President.
- C. Two Members at Large, the Membership Officer, and the Student Representative shall begin their terms on even numbered years.
- D. The Secretary, two Members at Large and the Information and Publications Officer shall begin their terms on odd numbered years.
- E. The Treasurer and the Information and Publications Officer are appointed by the President and Executive Committee for a two-year term. The Treasurer and the Information and Publications Officer may be reappointed for a second term with board approval.
- F. A call for nominations must be issued by Elections and Bylaws Committee, who must approve the final slate of officers.
- G. Elections will be held in April of each year. New members of the Board of Directors will begin their terms July 1.

Section 10 Removal from Office

- A. A petition for removal of a member of the Board of Directors shall be signed by at least five members of the Board of Directors, and submitted to the President. If the President is the subject of the petition, it shall be submitted to the Immediate Past President who shall then carry out all further responsibilities in this process.
- B. The President (or Immediate Past President) shall, within fourteen days, notify each member of the Board of Directors in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and organize the Board of Directors for a telephone conference, electronic conference and/or meeting to consider the matter within 30 days following receipt of the petition.
- C. At a meeting of the Board of Directors, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of all Board of Directors members present, provided that there is a quorum, shall be required for removal of the officer. Board members residing outside of the United States may submit their vote by proxy via another member of the Board

of Directors. The officer being considered for removal shall be provided with the results of Board action in writing within seven days. Removal from office shall be effective immediately.

- D. Upon receipt of written notification of removal, the officer concerned shall have fifteen days to submit to the president written notice of appeal.
- E. Within seven days following receipt of a valid written notice of appeal, the president shall, in writing, call for the appointment and meeting of an Appeal Board. The Appeal Board shall consist of five members in good standing of the Division appointed by the Board of Directors and five members in good standing of the Division selected by the appealing officer. No member of the Appeal Board, with the exception of the Chair, will be a current officer, Board member, or committee chair of the Division. The president shall serve as the nonvoting Chair of the Appeal Board. If the appealing officer is unable to select the members willing to serve, the decision of the Board of Directors will stand.
- F. At the meeting of the Appeal 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 is necessary to overturn the decision of the Board of Directors and reinstate the removed officer. Reinstatement is effective immediately.
- G. The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven days. This action is final.

ARTICLE VI BOARD OF DIRECTORS

Section 1 Composition

The Board of Directors shall consist of the President, Vice President, President-elect, Immediate Past President, Secretary, Treasurer, Membership Officer, Information and Publications Officer, Student Representative, and four members-at-large. The Executive Committee meets regularly throughout the year, makes recommendations to the full board, and may act on behalf of the Board. The Executive Director is an ex officio member of the Board of Directors and shall participate as a non-voting member in the meetings of the Executive Committee as well as the meetings of the full Board of Directors.

Section 2 Duties of the Board of Directors

- A. To serve as the Division's administrative, leadership and policy-making body;
- B. To act upon such official recommendations and petitions as may be received;
- C. To adopt an annual budget;
- D. To determine the publications that should be issued;
- E. To select the site of meetings sponsored by the Division;
- F. To insure delivery to the Division's members the services, benefits and products that the Division advertises;
- G. To assume such other responsibilities as are, or as shall be assigned through the Bylaws.

ARTICLE VII EXECUTIVE DIRECTOR

Section 1 Nature of the Position

The role of the Executive Director is to assist the Executive Committee and DISES in all matters deemed by the President to be germane to the proper functioning of the Division. The Executive Director serves at the direction of President in collaboration with the Executive Committee.

Section 2 Removal from Position

Procedures for removal of an Executive Director shall be dependent on the Executive Committee recommendation, as ratified by the Board of Directors.

Section 3 Yearly Written Evaluation

The Executive Director shall be evaluated on a yearly basis by the President and the Executive Committee. The written evaluation will be submitted to the Executive Director and submitted to DISES Personnel files.

Section 2 Duties of the Executive Director

- A. Assist the President and the Executive Committee in the execution of business initiatives, events, and ongoing activities, as described and directed by the President, with Board approval. This will include continual interaction with the President and Vice President regarding Division affairs, including the scheduling and planning for meetings of the Board of Directors and the collection and distribution of annual reports.
- B. Maintain the DISES archive;
- C. Participate in meetings of the Board of Directors and General Membership Business Meetings;
- D. Serve as a general link between members and the DISES Executive Committee and CEC, including the maintenance of Division contacts (phone, e-mail, mailing address); as well as the maintenance for the general Division records with assistance from the DISES Secretary; and
- E. Keep the President and Executive Committee apprised of all legal obligations of the Division as known (including registration with the appropriate state agencies, tax related issues, and any other Division responsibilities. The Board may provide the Executive Director with the authority to follow-up on such formalities, or may act on its own behalf.

ARTICLE VIII MEETINGS

Section 1 Meetings

A minimum of one annual business meeting of the membership shall be held.

Section 2 Special Meetings

The Board of Directors shall have the authority to conduct regional meetings, conventions or conferences in addition to the annual meeting.

Section 3 Quorum

A majority of the membership of the Board of Directors shall constitute a quorum at a regular or specially-called meeting of the Board of Directors.

ARTICLE IX COMMITTEES

Section 1 Standing Committees

Standing committees shall be Awards, Budget and Finance, Election and Bylaws, Information and Publications, and Membership. Committees serve solely in an advisory capacity to the Executive Committee and the Board of Directors.

Section 2 Appointment of Committee Chairs

The president, with the approval of the Board of Directors, shall appoint the chairs of any committees with the exception of standing committees which have ex officio chairs.

- A. The President shall serve as chair of the Election and Bylaws Committee or may appoint a designee;
- B. The Treasurer shall serve as ex officio chair of the Budget and Finance Committee;
- C. The Information and Publications officer shall serve as the ex officio chair of the Information and Publications Committee;
- D. The Membership Officer shall serve as the ex officio chair of the Membership Committee;
- E. The Vice President shall serve as the ex officio chair of the Awards Committee; and
- F. The President-elect shall serve as one of the members of the Awards Committee.

Section 3 Appointment of Committee Members

Committee members shall be appointed by the chair, subject to approval by the President. All committees shall have no less than two members in addition to the chair. The chairs and members of committees shall serve two-year terms unless indicated otherwise. Residence or citizenship in countries outside the US shall be a consideration in making committee appointments with the goal of representing the diversity of the DISES membership.

Section 4 The Awards Committee

The Awards Committee is responsible for carrying out procedures to solicit, evaluate, and recommend nominations for the DISES Awards which shall be presented periodically, but not necessarily annually. The Vice President shall serve as the ex officio chair of the Awards Committee. The President-elect will serve as a member of the Awards Committee.

Section 5 The Budget and Finance Committee

The Budget and Finance Committee is responsible for studying, and making recommendations concerning, the financial affairs of the Division, and for recommending and carrying out approved fund-raising activities. The treasurer is ex officio chair of this committee.

In addition, the committee shall:

- A. Make recommendations to the Board of Directors on the annual budget and changes in member dues;
- B. Review the treasurer's quarterly and annual reports, and participate in preparation for the periodic review of financial procedures;
- C. Develop plans for raising funds and vendor solicitation for DISES annual events;
- D. Develop grant funding process as deemed appropriate by the Executive Committee and as approved by the Board of Directors;

Section 6 Elections and Bylaws Committee

The Elections and Bylaws Committee is responsible for carrying out the election process of the Division and for recommending amendments to the Bylaws as necessary. The President is ex officio chair of this committee. In addition, the committee shall:

- A. Solicit recommendations for nominations from the entire membership in March of each year;
- B. Nominate at least two candidates for President-elect and for other officer positions to be filled;
- C. Distribute the ballots to the membership ~~in~~ by April of each year;
- D. Determine winners by using a voting process parallel to the CEC election process;
- E. Announce the results through electronic means in May of each year in advance of the new officer terms of office which will begin on July 1;
- F. Recommend bylaws changes as needed and send to the Executive Committee for review;

- G. Send revisions to the Board of Directors and subsequently to the DISES membership for their review and comment;
- H. Consideration of all comments and recommendations for change are made by the Bylaws Committee and the Executive Committee of the Board; and
- J. The President will distribute the Revised Bylaws to the Board of Directors for approval and subsequently to the DISES membership for ratification.

Section 7 Information and Publications Committee

The Information and Publications Committee shall include journal editors, web steward, social media director, and additional members including some from outside the US and Canada. The Information and Publications Officer is ex officio chair of this committee.

In addition, the committee shall:

- A. Conduct periodic reviews of the Division’s website, social media, and publications including branding and marketing materials and make recommendations for improvement and continued relevance;
- B. Assess the composition of the membership for consideration in determining the scope of the publications and communications program; and
- C. Recommend publications and marketing materials to be distributed at the CEC Annual Meeting and the DISES annual event.
- D. Assess the cost benefit of any web site improvements along with a budget and rationale when making recommendations for changes.

Section 8 The Membership Committee

The Membership Committee is responsible for studying, making recommendations, and carrying out a program for membership growth and retention. This Committee shall consist of a minimum of eight members representing the diversity of our membership. The Membership Officer is the ex officio chair of this committee.

In addition, the committee shall:

- A. Maintain a current record of members and to provide all officers and committee chairs with this list upon request;
- B. Maintain an active program for the recruitment of new members and renewal of members; and
- C. Support CEC Headquarters in its follow-up of membership renewals and member recruitment and retention programs.
- D. Make recommendations to the Board of Directors regarding means of better serving the needs of our members.

Section 9 Ad Hoc Committees

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.

**ARTICLE X
DURATION AND DISSOLUTION**

The duration of the Division shall be perpetual unless the officers of the Division unanimously determine that it should be dissolved. The officers shall inform the membership that the Division is to be dissolved. Upon the dissolution and final liquidation of the Division, the officers shall, after paying or

making provision for the payment of all the debts and liabilities of the Division, distribute all of its assets to the Council for Exceptional Children, a nonprofit, tax-exempt 501(c)(3) organization, to apply to one or more of its programs including:

- A. The Yes I Can! Awards Program for its use in recognizing the achievements of students who have excelled despite their disability;
- B. The Kayte M. Fearn CEC Ethnic Diversity Scholarship which annually provides a cash scholarship to a CEC student member from a minority ethnic background who is pursuing a degree in special education; and/or
- C. The General Council Fund supporting the activities and programs of the CEC

ARTICLE XI PARLIAMENTARY PROCEDURES

The rules of parliamentary practice comprised in Roberts Rules of Order, Newly Revised, latest edition, shall be used as a guideline for the proceedings of this Division subject to any special rules which have been, or may be, adopted.

ARTICLE XII AMENDMENTS

Section 1 Submission of Proposed Amendments

Proposed amendments to the Bylaws shall be submitted in writing to the Elections and Bylaws Committee for review.

Section 2 Review by the Board of Directors

The Elections and Bylaws Committee shall refer all proposed amendments with recommendations to the Board of Directors.

Section 3 Referral to the Membership

All proposed amendments submitted to the Board of Directors shall be submitted to the membership not less than 10 days prior to the annual meeting or other established voting period.

Section 4 Final Action

The Bylaws may be amended by mail, electronic, or voice vote, and must pass by a two-thirds majority of the members voting.

Amended by 2017 vote of the Membership: November 2017