

Constitution of
CLARION UNIVERSITY OF PENNSYLVANIA'S CHAPTER
of the
STUDENT COUNCIL FOR EXCEPTIONAL CHILDREN
within the
PENNSYLVANIA ASSOCIATION COUNCIL FOR EXCEPTIONAL CHILDREN

ARTICLE I NAME

The name of this organization shall be the Clarion University of Pennsylvania Chapter of the Student Council for Exceptional Children (SCEC). This chapter is affiliated with the Pennsylvania Association of the Council for Exceptional Children.

ARTICLE II PURPOSE

The purpose of this chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes. This chapter shall also promote the education and training of students in Special Education at Clarion University of Pennsylvania. Specifically, the chapter intends to assist and provide support to the Pennsylvania Council for Exceptional Children (PACEC) 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.

ARTICLE III MEMBERSHIP

Section 1. Qualifications

All students and faculty, interested in individuals with exceptionalities, at Clarion University of Pennsylvania, shall be entitled to membership in this organization upon payment of annual dues.

Each member shall attend four meetings; participate in five activities, one fundraiser, and ten hours of community service per semester. Missed meetings can be made up at an auxiliary meeting IF the member has notified the Executive Board at least one day before the meeting.

Each member shall pay dues of five dollars per academic year. Please note that paying your dues does not constitute a certificate of participation unless all other requirements have been met, however, dues are mandatory in order to receive a certificate.

Section 2. Minimum Membership Requirement

The chapter shall maintain a minimum of fifteen (15) paid members who shall meet the membership qualifications established by CEC.

Section 3. Membership Term

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

ARTICLE IV ORGANIZATION

Section 1. Relationship to The Council for Exceptional Children

The Clarion University Chapter shall be affiliated with the Pennsylvania Association of the Council for Exceptional Children.

Section 2. Fiscal Year and Administrative Term

The fiscal year and administrative term of office shall be June 1st to May 31st.

ARTICLE V OFFICERS

Section 1. Elected Positions

The officers of this chapter shall be duly elected by the membership and consist of:

- A. A president
- B. A vice-president
- C. A secretary
- D. A treasurer
- E. One or two community service representative(s)
- F. One or two public relations representative(s)
- G. Two of the elective officers will volunteer to be on the Arc of Clarion and Venango Counties, Inc. board as student members.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of SCEC at the time of their nomination and election and remain so throughout the duration of their term of office. Those members who are nominated for the president's office shall have no less than one year of membership with SCEC.

Section 3. Election of Officers

The officers of the chapter shall be elected by the members. The nominee for each position receiving the highest number of votes shall be elected. The election shall be held during the second-to-last meeting of the spring semester.

Section 4. Term of Office

Each term of office shall be one year and shall coincide with the chapter's fiscal/administrative year.

Section 5. Succession

- A. The vice president shall automatically succeed to the presidency at the expiration of the president's term of office.
- B. An elected officer cannot succeed himself in the same office until 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. If a vacancy occurs in the office of president, the vice president shall serve as acting president for the remainder of the term of office.
- B. A vacancy occurring in any office except president shall be filled by an appointment of the president, with the approval of the Executive Committee. The member appointed will serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 7. Duties of Officers

- A. The powers and duties of the president shall be:
 - 1. To serve as chief executive of the chapter with the powers and duties usually belonging to such a position;
 - 2. To serve as presiding officer at general meetings of the chapter and at meetings of the chapter Executive Committee;
 - 3. To serve as an ex-officio member of all committees;
 - 4. To countersign all contracts and other instruments of the chapter except checks; and
 - 5. To prepare the annual report as required by the state/provincial unit.
- B. The powers and duties of the vice president shall be:
 - 1. To serve in the place of, and with the authority of, the president in case of the president's absence, disability, resignation, or inability to discharge duties at the time of student teaching;
 - 2. To serve as program chair of the chapter, responsible for planning and developing programs for chapter meetings; and
 - 3. To serve as fundraising chair.
- C. The powers and duties of the secretary shall be:
 - 1. To keep a record of the proceedings of each meeting;
 - 2. To carry on the correspondence of the chapter as directed by the president;
 - 3. To keep accurate lists of Executive Committee and committee members;
 - 4. To have available copies of the Constitution and Bylaws and minutes at all meetings of

- the Executive Committee and other official meetings conducted by the unit; and
5. To assume custody of all records except those specifically assigned to others.

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

1. To serve as custodian of the funds of the chapter;
2. To pay expenses approved by the Executive Committee and on authorization of the president and to keep an itemized account of receipts and expenditures;
3. To make an annual report of the financial status of the chapter to the Executive Committee and at the annual business meeting; and
4. To prepare and submit an annual budget for approval by the Executive Committee at the annual business meeting.

E. The powers and duties of the community service representative(s) shall be:

1. To be responsible for organizing community service events to allow our members ample volunteer experiences; and
2. To record volunteer hours completed by SCEC and our members.

F. The powers and duties of the public relations representative(s) shall be:

1. To create and modify bulletin boards on a bi-monthly basis assigned to the SCEC; and
2. To inform the Special Education Department, as well as, Clarion University of Pennsylvania's campus of meetings, events, activities, presentations, and professional development workshops sponsored by SCEC.

Section 8. Removal from Office

- A. A petition for removal of an officer shall be signed by at least five members of the chapter and submitted in writing to the president. If the president is the subject of the petition, it shall be presented to the vice president.
- B. The president (vice president) shall, within seven days, notify each Executive Committee member of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a meeting of the Executive Committee to consider the matter within fifteen days following receipt of the petition.
- C. At the Executive Committee 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 the 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 Committee action in writing within seven days.

ARTICLE VI
CHAPTER ADVISOR

Section 1. Appointed Position

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

Section 2. Prerequisite to Appointment

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

Section 3. Duties of the Advisor

Guidelines for the chapter advisor include the following:

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

Section 4. Term of Appointment

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

ARTICLE VII EXECUTIVE COMMITTEE

Section 1. Composition

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

Section 2. Duties

The duties of the executive committee shall be:

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

ARTICLE VIII

COMMITTEES

Section 1. Types of Standing Committees

Committees will be chosen based on activities and events SCEC does throughout the year.

Section 2. Appointment of Committee Chairs

The president, with the approval of the members, shall appoint the chairs of the standing committees.

Section 3. Appointment of Committee Members

Committee members shall be appointed by the chairs 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 through the duration of the event and/or activity.

ARTICLE IX MEETINGS

Section 1. Annual Meeting

There shall be an annual meeting of the chapter.

Section 2. Special Meetings

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

Section 3. Quorum

Ten (10) of the membership shall constitute a quorum at a regular or a specially-called meeting.

ARTICLE X DURATION AND DISSOLUTION

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

1. Contribute them to the Pennsylvania Association of the Council for Exceptional Children for its use in advancing the education of exceptional children; or
2. Contribute them 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 an ethnic background who is pursuing a degree in special education;
- C. the “In Remembrance Of...” Fund in honor of an individual to support the activities and programs of The Council; and/or
- D. the “General Council Fund” supporting the activities and programs of The Council.

ARTICLE XI PARLIAMENTARY PROCEDURE

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

ARTICLE XII AMENDMENTS

This constitution may be amended at any regular meeting by a two-thirds vote of the membership present, provided there is a quorum. Such amendment or amendments shall have been submitted in writing to the executive committee. 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.

Clarion University of Pennsylvania's SCEC 9-30-11