



CONSTITUTION AND BYLAWS

CONSTITUTION AND BYLAWS OF THE DIVISION FOR LEARNING DISABILITIES (DLD)
A DIVISION OF THE COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)
Revised November 2023; Approved January 2024

CONSTITUTION

ARTICLE I - NAME

Section 1. The name of this Organization shall be the "Division for Learning Disabilities" of the Council for Exceptional Children. The Division for Learning Disabilities is referred to herein as "the Division" or "DLD."

ARTICLE II - MISSION AND PURPOSE

Section 1. The mission of the Division for Learning Disabilities is to promote effective practices that improve the learning and wellbeing of individuals with learning disabilities. This mission shall guide all activities in which the Division engages.

Section 2. The Division of Learning Disabilities was formed to address the following stated purposes:

- a. To promote the education and general welfare of persons with learning disabilities.
- b. To provide a forum for discussion of issues facing the field of learning disabilities.
- c. To encourage interaction among the many disciplinary groups whose research and service efforts impact persons with learning disabilities.
- d. To foster research regarding the varied disabilities subsumed in the term 'learning disabilities' and promote dissemination of research findings.
- e. To advocate exemplary professional training practices to ensure the highest quality of services in the field of learning disabilities.
- f. To promote exemplary diagnostic and teaching practices in a context of tolerance for new and divergent ideas.
- g. To assist and provide support to the Council for Exceptional Children.

ARTICLE III - MEMBERSHIP

Section 1. The Division will maintain a unified membership. All members of the Division shall be members of the Council for Exceptional Children.

Section 2. Membership in the Division shall consist of professional personnel and others interested in persons with learning disabilities.

Section 3. The policy pertaining to the membership year shall be consistent with the policy of the Council for Exceptional Children, and the period of membership for each division member shall coincide with their Council for Exceptional Children membership.

Section 4. The Division shall maintain a record of all paid members.

ARTICLE IV - ORGANIZATION

Section 1. The Division for Learning Disabilities shall be a special interest group affiliated with the Council for Exceptional Children.

Section 2. The administrative term of office shall be January 1 through December 31. DLD's fiscal year is January 1 to December 31, as of January 2021.

Section 3. This Constitution and Bylaws supersedes all previous DLD Constitutions and Bylaws.

ARTICLE V - OFFICERS

- Section 1. The officers of this organization shall be a president, a president-elect who shall succeed the president, a vice-president who shall succeed the president-elect, an immediate past president, a secretary, and a treasurer.
- Section 2. All officers must be members in good standing of the Council for Exceptional Children at the time of their nomination and election and remain so throughout the duration of their term in office. The DLD Treasurer must meet screening requirements, as outlined in Financial Policies and Procedures.
- Section 3. The terms of office are as follows:
- a. The immediate past president, president, president-elect, and vice president shall serve for one year.
 - b. The secretary shall serve for two consecutive years.
 - c. The treasurer shall be elected into four year position; the first serve serving as treasurer-elect (non-voting ex officio) followed by three consecutive years as treasurer.
- Section 4. DLD officers shall be elected following procedures employed by the Nominations and Elections Committee, as written in the DLD Bylaws, Article V, Section 10(1), items (a) through (e).
- Section 5. Within-term vacancies in office shall be filled as follows:
- 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 and president-elect shall be declared and filled by action of the Executive Board upon recommendation by the president. Such person(s) shall serve until replaced by a duly-elected successor.
- Section 6. The procedure for removal of officers, for cause, shall be as follows:
- a. A petition for removal of a Division officer, which states the cause for requested removal, shall be signed by 25 members of the Division or two percent of said membership, whichever is larger. The petition shall be submitted in writing to the president. If the president is the subject of the removal, the petition shall be submitted to the president-elect.
 - b. The president, or president-elect shall, within 7 days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned and submit the information to the Executive Board within 30 days following receipt of the petition. A decision can be reached by a conference call, electronic mail ballot, postal mail ballot, or a meeting of the Executive Board.
 - c. A two-thirds majority vote of the Executive Board 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 7 days.

ARTICLE VI - EXECUTIVE BOARD

- Section 1. The Executive Board shall be the governing board of the Division for Learning Disabilities.
- Section 2. The Executive Board ($n = 16$) shall consist of Officers, Chairpersons of Standing Committees, and non-voting members. The officers ($n = 6$) are president, president-elect, vice president, secretary, treasurer, and immediate past president. The Chairpersons ($n = 7$) represent the following committees: communications, research, professional development and standards, membership, public policy, cultural and linguistic diversity, and digital engagement. The non-voting members ($n = 3$) are the treasurer-elect, student representative, and executive director.
- Section 3. The Executive Board shall meet no fewer than one time per year. One meeting shall be held in conjunction with the annual convention of the Council for Exceptional Children.
- Section 4. A quorum shall be at least half of the voting members of the Executive Board.

ARTICLE VII - MEETINGS

- Section 1. A minimum of one annual business meeting shall be held. It shall be held in conjunction with the annual convention of the Council for Exceptional Children.
- Section 2. The Executive Board shall have the authority to conduct national or regional meetings, conventions, or conferences in addition to the annual meeting.

ARTICLE VIII - COMMITTEES

- Section 1. In keeping with the stated purposes of the Division, the standing committees shall be:
- Communications Committee
 - Research Committee
 - Professional Development and Standards Committee
 - Membership Committee
 - Public Policy Committee
 - Cultural and Linguistic Diversity Committee
 - Digital Engagement Committee
- Section 2. Ad hoc committees may be established and their functions assigned at the discretion of the president. Such establishment must indicate the purpose and length of service of the committee.
- Section 3. The Nominations and Elections Committee will be formed annually as an ad hoc committee. The Past Presidents Advisory Committee and Publications Committee will be formed as needed, as special ad hoc committees for that administrative year only. The responsibilities of these ad hoc committees are outlined in bylaws sec Article V, Section 11.

ARTICLE IX - AMENDMENTS

- Section 1. a. This constitution can only be amended by a mail or electronic ballot and must pass by a two-thirds majority of the members voting.
- b. Proposed amendments to the Constitution may be initiated by any officer or the Executive Director, who will submit the pros and cons of the amendment to the Executive Board. The Executive Board must make recommendations to the membership concerning such amendments and will circulate the information and ballot by mail or electronic communication to the regular membership within 30 days after a decision by the Executive Board.
- Section 2. The bylaws may be amended by the same procedure as Article IX, Section 1, and passed by a simple majority of the members voting.

ARTICLE X - DURATION AND DISSOLUTION

- Section 1. The duration of the Division shall be perpetual unless the officers of the Division unanimously determine that it should be dissolved. In the event of dissolution of this Division, the Executive Board shall, after payment of all liabilities of the Division, dispose of all assets of the Division by giving them to the Council for Exceptional Children. Under no circumstances shall any of the property or assets of the Division during its existence or upon dissolution thereof be distributed to any officer, member, employee, or subsidiary of the Division.

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BYLAWS

ARTICLE I - MEMBERSHIP

- Section 1. Regular membership shall consist of professional personnel and others interested in persons with learning disabilities.
- Section 2. Student membership in the Division shall be available to student members of the Council for Exceptional Children.
- Section 3. All members shall be entitled to all rights and privileges of this Division, which shall include:
- a. voting
 - b. attending business meetings

- c. holding office
- d. serving on committees
- e. receiving all benefits provided by the Division

ARTICLE II - DUES

- Section 1. Dues for regular and student members shall be proposed by the Executive Boards. Approval shall require a simple majority vote at the annual business meeting.
- Section 2. Dues shall be paid at the same time as the Council for Exceptional Children dues.

ARTICLE III - DUTIES OF OFFICERS

- Section 1. The powers and duties of officers shall be such as are implied by their respective titles and such as are specified by these bylaws.
- Section 2. The President shall:
- a. Serve as chief executive officer of the Division;
 - b. Direct and oversee the DLD strategic plan;
 - c. Call and preside at all sessions of the annual business meeting;
 - d. Call and preside at meetings of the Executive Board;
 - e. Recommend chairpersons of standing committees;
 - f. Be an ex-officio member of all committees and promote collaboration among committees;
 - g. Review and propose member benefits;
 - h. Coordinate liaison relationships with other agencies or organizations;
 - i. Give leadership to general policy making and carry out the directions of the membership;
 - j. Serve on the Program Advisory Committee of the Council for Exceptional Children, which oversees the planning of the annual convention;
 - k. Assume the responsibilities of one of the Division's representatives at the annual meeting of the Council for Exceptional Children Representative Assembly.
- Section 3. The President-Elect shall:
- a. Serve in the place of and with the authority of the president in case of the president's absence or inability to serve;
 - b. Assume responsibilities as Chair of any DLD-hosted member events to be held during their term of office as president;
 - c. Recommend chairpersons of standing committees for terms coinciding with the beginning of the president-elect's term as president;
 - d. Oversee coordination and communication for awards with relevant chairs of Standing Committees;
 - e. Serve on the Program Advisory Committee of the Council for Exceptional Children, which oversees the planning of the annual convention;
 - f. Appoint a student representative to the Executive Board by July 1.
- Section 4. The Vice-President shall:
- a. Serve in the place of and with the authority of the president in case of the president's and the president-elect's absence or inability to serve;
 - b. Assume designated responsibilities that will provide training for advancement to the office of president-elect and president;
 - c. Attend Committee Chair meetings to serve as liaison to the Executive Board;
 - d. Monitor and support collaboration across committees;
 - e. Determine Executive Board's role in providing supports for committees to adhere to activities and timeline for completion of projects.
- Section 5. The Secretary shall:
- a. Keep a careful record of all proceedings of the annual business meeting and the meetings of the Executive Board;
 - b. Prepare official minutes of the annual business meeting and all meetings of the Executive Board in a timely manner for approval by the Board and filing by the Executive Director;
 - c. Transfer all records to the Executive Director at the time of succession of office.

- Section 6. The Treasurer shall:
- a. Prepare and submit an annual budget in cooperation with the Executive Board;
 - b. Make an annual report of the financial status of the Division to the Executive Board and at the annual business meeting;
 - c. Make all expenditures, as authorized by the Executive Board and approved by the president;
 - d. Verify adherence to financial policies;
 - e. Completion of tax returns at federal and state level;
 - f. Maintain DLD Insurance Policy;
 - g. Transfer all funds and financial records to the new treasurer within 15 days after a change in officers;
 - h. Coordinate all banking and bookkeeping with the Council for Exceptional Children;
 - i. Oversee independent review of the financial records every two years by a certified public accountant;
 - j. Train and mentor the treasurer-elect during last year of service.

- Section 7. The Immediate Past President shall:
- a. Serve as the chairperson of the Nominations and Elections Committee and serve as Chair of the Division's ad hoc Past President's Advisory Committee, as needed;
 - b. Assume the responsibilities of one of the Division's representatives at the annual meeting at the annual meeting of the Council for Exceptional Children Representative Assembly;
 - c. Provide parliamentary advice at the Division annual business meetings and Executive Board meetings.

ARTICLE IV - EXECUTIVE BOARD

- Section 1. The Executive Board shall:
- a. Serve as the Division's administrative policy-making body;
 - b. Conduct all appropriate executive business of the Division;
 - c. Recommend policies and programs for the Division to the annual business meeting in accordance with the constitution and bylaws;
 - d. Adopt an annual Division budget and report to the membership at the annual business meeting;
 - e. Authorize the activities of its committees.

ARTICLE V - COMMITTEES

- Section 1. Standing Committee chairpersons shall be appointed by the President, with the approval of the Executive Board. This includes all standing committees listed in Constitution Article VIII, Section 1.
- Section 2. Makeup of standing committees:
- a. Each standing committee shall have a minimum of six members, representing a broad geographical and professional selection, in addition to the chairperson. The chairperson and members of each standing committee will serve three (3) year terms.
 - b. Committee vacancies shall be filled by the chairperson.
 - c. All committee members must be members of DLD.
- Section 3. All standing committees shall report on ongoing tasks at regular Committee Chair meetings as a method of communicating with the Executive Board. Standing committees will also report to the membership at the annual business meeting. Each committee will maintain the tasks outlined in these bylaws, as well as other activities at the direction of the President.
- Section 4. The Communications Committee shall:
- a. Assess the composition of the Division membership and seek their advice regarding the desired scope of the publications program;
 - b. Continuously review the communication activities within the Division and recommend procedures for improvement and growth;
 - c. Recommend to the Executive Board the publications that should be issued by the Division;
 - d. Coordinate the content and maintenance of the Division website and newsletters;
 - e. Designate a member or members from the committee as the DLD Newsletter Editor(s);

- f. Provide oversight for other Division publications and communications, as requested by the Executive Board;
- g. Assign a designee to regularly attend meetings of the Digital Engagement Committee.

Section 5. The Research Committee shall:

- a. Review current research in the field of Learning Disabilities and related disciplines, and report noteworthy findings to the membership through Division resources;
- b. Translate significant research results into ways of application in the classrooms and clinics where professionals work with persons who have learning disabilities;
- h. Encourage the continuation of quality research in the field of learning disabilities;
- i. Liaise with the editorial team of *Learning Disabilities Research & Practice* and facilitate promotion of the journal;
- c. Assume responsibilities for procedures in awarding the Samuel A. Kirk Publication Awards, John W. Lloyd Doctoral Research Award and Jeannette E. Fleischner Career Leadership Award.

Section 6. The Professional Development and Standards Committee shall:

- a. Advocate for appropriate standards to maintain high-quality education and delivery of educational, therapeutic, and social services for individuals with learning disabilities, including promotion of high-quality teacher preparation;
- b. Collaboration with Research Committee to develop resources to support training and professional development of practitioners;
- c. Promote activities which will disseminate effective practices to the membership;
- d. Participate in appropriate committees or commissions which are developing or reviewing standards of performance for professionals in the field of learning disabilities and related fields;
- e. Assume responsibilities for procedures in awarding the Candace S. Bos Innovative Project Grants and Outstanding Educator of the Year Award.

Section 7. The Membership Committee shall:

- a. Monitor and report membership enrollment for each Executive Board meeting;
- b. Reconcile monthly membership reports and contact lapsed members to encourage renewal;
- c. Report any inaccuracies in membership reporting to the Council for Exceptional Children;
- d. Welcome new DLD members;
- e. Advise Executive Board on recruitment and retention strategies;
- f. Promote DLD membership benefits at in-person and virtual events.

Section 8. The Public Policy Committee shall:

- a. Serve as the Children and Youth Action Network (CAN) representative;
- b. Establish and maintain contact with the Public Policy Unit of Council for Exceptional Children;
- c. Distribute legislative information and action alerts to the DLD Executive Board and membership;
- d. Engage with Education Taskforce of Consortium of Citizens with Disabilities;
- e. Share regular policy updates with Digital Engagement and Publications Committees;
- f. Consider and vote on all advocacy letter requests, and maintain database of all sign-on letters;
- g. Advise the DLD Executive Board about the need to develop position papers and suggest activities of a legislative construct, governmental procedure, or policy on behalf of persons with learning disabilities or the profession;
- h. Assume responsibilities for procedures in awarding the Policymaker Award(s).

Section 9. The Cultural and Linguistic Diversity Committee shall:

- a. Develop strategies and activities to recruit DLD members from culturally and linguistically diverse backgrounds;
- b. Develop resources focused on individuals with learning disabilities from diverse backgrounds;
- c. Maintain communication with other Divisions of the Council for Exceptional Children or outside organizations, as appropriate to further DLD's mission;
- d. Assume responsibilities for procedures in awarding the Marva Collins Diversity Award.

Section 10. The Digital Engagement Committee shall:

- a. Maintain strategic digital engagement plan in conjunction with other committee chairs, to be proposed and approved at bi-annual board meetings;
- b. Post DLD communication, product updates, and events through relevant social media platforms;
- c. Communicate with DLD Membership and broader professional communities regularly through social media platforms.

Section 11. The following Ad Hoc Committees shall be reconstituted, as needed, under the chairmanship of the designated officers and with the following designated duties.

(1) The Nominations and Elections Committee shall assume the following responsibilities annually, with the immediate past president serving as chair:

- a. Solicit recommendations and/or nominations from the entire membership prior to September 15 to fill DLD officer positions;
- b. Send the ballots to the membership;
- c. Declare winners by simple majority of votes cast;
- d. Announce results of the election at the annual business meeting.

(2) The Past President's Advisory Committee shall assume the following responsibilities, with the immediate past president serving as chair:

- a. Upon request of the Executive Board, provide information and advice regarding current issues and problems facing the Division;
- b. Upon request of the Executive Board, make suggestions regarding solutions to current problems and possible activities that might be carried out by the Division;
- c. Meet annually at the Council for Exceptional Children convention;
- d. Have as its members all Past Presidents of DLD.

(3) The Publications Committee shall assume the following responsibilities, with the current or immediate past president serving as chair:

- a. Oversee selection of new journal editor for Learning Disabilities Research & Practice, as needed;
- b. Negotiate publishing contracts.

ARTICLE VI - NON-VOTING MEMBERS OF THE EXECUTIVE BOARD

Section 1. The Treasurer-Elect shall:

- a. Meet monthly with the Treasurer to review relevant financial procedures, reports, and processes;
- b. Attend Executive Board meetings as non-voting ex officio member;
- c. Not have financial authority to make expenditures or other financial transactions as a representative of DLD.

Section 2. The Student Representative, who term is served from July 1 to June 30, shall:

- a. Participate as a non-voting member of the Executive Board;
- b. Serve as a liaison between the Student Council for Exceptional Children (SCEC) and the Division;
- c. Communicate with Student Representatives in other Divisions of Council for Exceptional Children;
- d. Assist in the coordination of DLD student activities, including poster session, at the Council for Exceptional Children's annual convention;
- e. Report to the Executive Board at each meeting and at the annual business meeting.

Section 3. The Executive Director shall:

- a. Participate as a non-voting member of the Executive Board;
- b. Provide logistical and support services to the Board;
- c. Represent DLD to Council for Exceptional Children and various professional meetings;
- d. Serve as a transition facilitator and institutional memory for the DLD Board;
- e. Assume custody of all records except those specifically assigned to others;
- f. Keep accurate rolls of Executive Board and committee memberships;
- g. Assist the treasurer in the maintenance of financial records and monitoring of Division financial resources;
- h. Maintain and periodically review the Division constitution and bylaws and furnish a current copy to the Council for Exceptional Children whenever changes are made;

- i. Administer the organization's business, represent the organization to others, and coordinate activities among the committees;
- j. Initiate development activities including seeking external funding;
- k. Perform all activities through direction from the President;
- l. Make an annual report to the Council for Exceptional Children and to the Division;
- m. File with the Council for Exceptional Children President by March 15 of each year, the names of the Division representatives to the Representative Assembly of the Council for Exceptional Children who will serve during the next fiscal year;
- n. Given input from the Executive Board and committee chairpersons, will monitor and maintain web and social media presence.

ARTICLE VII - ANNUAL MEETING

Section 1. The annual meeting shall consist of a business meeting and such other activities as to conform to the appropriate arrangements with the Council for Exceptional Children.

Section 2. The annual business meeting shall consist of:

- Report of Division activities and other matters of concern by the President
- Minutes of previous meetings
- Treasurer's report
- Report of adopted budget and program for the coming year
- Reports from each committee
- Reports of the Council for Exceptional Children activities of concern to the Division
- Such other matters as are of interest and concern to the Division

ARTICLE VIII - PARLIAMENTARY RULES

Section 1. The rules of parliamentary practice comprised in "Robert's Rules of Order, Revised," shall govern the proceedings of this Division, subject to the special rules which have been or may be adopted.