



# BYLAWS OF THE DIVISION FOR COMMUNICATION, LANGUAGE, AND DEAF/HARD OF HEARING (DCD)

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*Approved April 21, 2010*

*Updated April 2018*

*Updated 2020*

*Updated 2022-2023 Approved 5/1/2023*

## **ARTICLE I:**

### **Name**

- 1.1 The name of this organization shall be THE DIVISION FOR COMMUNICATION, LANGUAGE AND DEAF/HARD OF HEARING (hereafter referred to as the "Division" or "DCD") of the Council for Exceptional Children (hereafter referred to as the "Council" or "CEC").

## **ARTICLE II**

### **Purpose**

- 2.1. The purposes of this Division shall be:
    - 2.1.a To promote the welfare, development, and education of infants, toddlers, children, and youth with communicative disabilities or who are deaf or hard of hearing.
    - 2.1.b To promote growth in professionals and families as a means to better understand the development of communicative abilities and the prevention of communicative disorders.
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## ARTICLE III

### Membership (Major Update-Membership Categories)

- 3.1. The division must maintain a membership of at least 1.0% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.
- 3.2. All members of the Division must hold concurrent membership in the Council for Exceptional Children. The Division may not accept applications for Division membership only.
- 3.3. Membership in the Division is open to all individuals eligible for CEC membership. CEC membership categories are: Pre-Service Student, Graduate Student, Early Career (less than 3 years in the field), Professional, Paraeducator, Retired Professional, Family/Parent Affiliate.
  - 3.3.a. DCD membership eligibility shall conform to the CEC requirements.
- 3.4. All members shall be entitled to all rights and privileges of this Division.
- 3.5. The Division membership year shall be consistent with the membership year of the Council for Exceptional Children.

## ARTICLE IV

### Organization

- 4.1. The Division shall be affiliated with the Council for Exceptional Children.
- 4.2. The fiscal year and administrative term of office shall be January 1 through December 31.
- 4.3. The Division shall be organized exclusively for educational and scientific purposes in accordance with Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

## ARTICLE V

### Dues (Minor Changes)

- 5.1. Dues for Division members shall be determined by the Executive Board and shall be consistent with the dues policies of the Council for Exceptional Children. Dues vary based on membership category.

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## ARTICLE VI

### Officers

- 6.1. The officers of the Division shall be a:
  - 6.1.a. past president
  - 6.1.b. president
  - 6.1.c. president-elect who shall succeed to be president
  - 6.1.d. secretary
  - 6.1.e. financial officer.
- 6.2. All officers, with the exception of the financial officer, shall be elected by a simple majority vote of the membership casting votes.
- 6.3. All officers must be members in good standing of the Council for Exceptional Children and the Division at the time of their nomination and election and must remain so throughout their term of office.
- 6.4. The terms of office are as follows: past-president, president, and president-elect shall serve one year in each office, successively. The secretary serves two consecutive years. The Financial Officer is appointed annually by the President with the approval of the Executive Board.
- 6.5. Vacancies in Offices.
  - 6.5.a. A vacancy in the office of president shall be filled by the immediate succession of the president-elect to the office. A vacancy in the office of president-elect shall be filled by special election of the membership.
  - 6.5.b. A vacancy in any of the offices, except president and president-elect, shall be declared and filled by action of the Executive Board.
- 6.6. Removal from Office.
  - 6.6.a. Any Division officer may be removed from office by
    - (1) A vote of two thirds of the current members of the Executive Board, or
    - (2) A written petition signed by 2% of the members of the Division on the last annual count and approval of the petition by two thirds of the members of the Division voting (voting may occur by electronic or nonelectronic ballot), or
    - (3) No longer being a member in good standing of the Council for Exceptional Children or the Division.

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- 6.7. The duties of the Executive Board officers shall be as implied by their respective titles/positions and as specified in these bylaws and the DCD Executive Board Handbook.
- 6.7.a. The President shall be the chief elected officer of the Division and call and preside at all meetings of the Executive Board.
- 6.7.b. The President-Elect shall serve in place of the president in case of absence or disability of the president.
- 6.7.c. The Past President shall serve as chair of the Honors and Awards Committee, and in an advisory capacity to the Executive Board and Division committee chairs and execute other duties as assigned by the President.
- 6.7.d. The Secretary shall prepare and distribute minutes of Division Board meetings and the annual business/membership meeting (Memberfest) and conduct such correspondence as necessary for the operation of the organization. At the direction of the President, the Secretary shall serve as Division archivist.

## **ARTICLE VII**

### **Financial Matters**

- 7.1. The President, with the approval of the Executive Board, shall annually appoint a financial officer who shall serve as a member of the Executive Board. The Financial Officer may be appointed for succeeding terms.
- 7.2. The Financial Officer shall maintain the financial records of the Division, submit an annual accounting of expenditures, and prepare and submit an annual budget for approval by the Executive Board.

## **ARTICLE VIII**

### **Division (DCD) Board**

- 8.1. The Division Board shall consist of the officers of the Executive Board and the DCD Board members at large, namely: chairs of the constituent committees, chairs/coordinators of the standing committees, and Division representatives duly appointed to assist in the conduct of division business (e.g., CAN coordinator, Knowledge and Skills Subcommittee (K&S) representative, Representative Assembly (RA) delegates, and representative(s) on the CEC Convention and Expo Program Advisory Committee (PAC).

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8.2. The Division shall be governed by the Executive Board. The Executive Board is the single governing body of the Division and shall actively promote the objectives of the Division, operating in accordance with and administering and implementing the programs and policies established by these Bylaws and by the Division Board. Members of the Division Board are elected or appointed to serve by and are accountable to the members of the Division.

## **ARTICLE IX**

### **Committees, Representatives, Coordinators**

- 9.1. The Executive Board may establish and dissolve standing committees, constituent committees, ad hoc committees, working groups, and other entities necessary to conduct the Division's business, and designate and change their charges and determine their size, member qualifications, and terms. The at large members of the Division Board are noted below.
- 9.2. Standing committees include:
- 9.2.a. Membership Committee
  - 9.2.b. Nominations and Elections Committee
  - 9.2.c. Honors and Awards Committee
  - 9.2.d. Diversity, Equality, Inclusion, and Accessibility Committee
  - 9.2.e. Professional Development Committee
  - 9.2.f. Special Projects Committee
  - 9.2.g. Online Communications Committee
- 9.3. The president, with the approval of the Division Board, shall appoint the chairs of the following committees: Membership; Professional Development; Special Projects; Diversity, Equality, Inclusion, and Accessibility; and Online Communications. The president-elect shall serve as chair of the Nominations and Elections committee. The past-president shall serve as chair of the Honors and Awards committee.
- 9.4. Committee Membership
- 9.4.a. The chair and committee members shall serve three-year terms.
  - 9.4.b. The Nominations and Elections Committee shall consist of the chairs of the constituent committees in addition to the committee chair (President-Elect).

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- 9.4.c. The Honors and Awards Committee shall consist of the chairs of the constituent committees in addition to the committee chair (Past President).
- 9.4.d. Other committee members shall be appointed by the chair subject to approval by the president.
- 9.5. The duties of the committees shall be such as are implied by their respective titles and as specified in these bylaws and the DCD Board Handbook.
  - 9.5.a. The Membership Committee shall develop plans to be approved by the Division Board for membership recruitment, retention, and growth of the Division.
  - 9.5.b. The Nominations and Election Committee shall solicit recommendations for nominations and conduct elections for division positions.
  - 9.5.c. The Honors and Awards Committee shall recommend to the Division Board nominees for the DCD Honors and Awards.
  - 9.5.d. The Professional Development Committee shall: identify the professional development needs of the Division's members, and in collaboration with the Chairs of the Constituent Committees, design/develop professional learning activities/programs.
  - 9.5.e. The Special Projects Committee shall: identify timely topics/projects that align with the mission and goals of the Division and prepare and disseminate products (e.g., research reports, white papers, position papers, etc.) that address and support the needs of Division members, professionals, and CEC in serving children with special needs.
  - 9.5.f. The Diversity, Equity, Inclusion, and Accessibility Committee shall: guide the Division in its promotion of diversity, equity, inclusion, and accessibility (hereafter referred to as DEIA) in DCD internal proceedings, member events, and community events., provide training on DEIA topics, serve as a point of contact for DEIA questions or concerns from DCD board members or DCD membership, and coordinate accessibility services for DCD members as needed, including, but not limited to audio description, real time captioning, transliteration, and sign language interpretation.
  - 9.5.g. The Online Communications Committee shall: manage the social media platforms utilized by the Division, oversee/support/maintain the Bibliography on Deafness, support posting of the quarterly newsletter, provide technical support to members of the Executive Board and the Division Board.
- 9.6. Constituent Committees

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- 9.6.a Committee for Children who are Deaf with Disabilities
- 9.6.b Committee for Children who have Speech and Language Learning Disabilities
- 9.6.c. Committee on Infants, Toddlers, and Preschoolers
- 9.6.d Committee on Children who are Deaf/Hard of Hearing
- 9.7. Constituent Committees
  - 9.7.a. The Chairs of the Constituent Committees shall be elected by the membership for a term of three years.
  - 9.7.b. The Chairs of the Constituent Committees shall serve as at large members of the Division Board.
  - 9.7.c. The Chairs of the Constituent Committees shall serve as members of the Nominations and Elections Committee and the Honors and Awards Committee.
  - 9.7.d. A vacancy in any of the Constituent Committee Chair positions shall be declared and filled by action of the Executive Board.
- 9. 8. Appointed Representatives to CEC and other committees.
  - 9.8.a. CEC Representative Assembly:
    - (1) Two representatives from the Division to the CEC Representative Assembly shall be appointed by the Executive Board.
    - (2) The representatives must be members in good standing of the Council for Exceptional Children and the Division.
    - (3) The representatives shall be appointed for terms of two years and may serve a second consecutive two-year term.
    - (4) The representatives shall serve as members of the Division Board.
  - 9.8.b. CEC Children and Youth Action Network (CAN) and CEC Knowledge and Skills Subcommittee.
    - (1) Representatives shall be appointed by the president with the approval of the Executive Board.
    - (2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.
    - (3) The term of appointment shall be specified at the time of the appointment.
    - (4) The appointee shall report to the Executive Board on at least an annual basis.
    - (5) The representative shall serve as a member of the Division Board.

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- 9.8.c. Representatives to National Joint Committee on Learning Disabilities (NJCLD) and National Joint Committee for the Communicative Needs of Persons with Severe Disabilities (NJC)
- (1) Representatives shall be appointed by the president with the approval of the Executive Board.
  - (2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.
  - (3) The term of appointment shall be specified at the time of the appointment.
  - (4) The appointee shall report to the Executive Board on at least an annual basis.
  - (5) The representative shall serve as a member of the Division Board.
- 9.8.d Representative to the CEC Knowledge & Skills Subcommittee
- (1) Representative shall be appointed by the president with the approval of the Executive Board.
  - (2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.
  - (3) The term of appointment shall be specified at the time of the appointment.
  - (4) The appointee shall report to the Executive Board on at least an annual basis.
  - (5) The representative shall serve as a member of the Division Board.
- 9.8.e Representative to the CEC Convention & Expo Program Advisory Committee (PAC)
- (1) Representative shall be appointed by the president with the approval of the Executive Board.
  - (2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.
  - (3) The term of appointment shall be specified at the time of the appointment.
  - (4) The appointee shall report to the Executive Board on at least an annual basis.
  - (5) The representative shall serve as a member of the Division Board.
- 9.8.b. Other Representatives to CEC:
- (1) As needed, other representatives to CEC shall be appointed by the president with the approval of the Executive Board

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- (2) The representative must be a member in good standing of the Council for Exceptional Children and the Division.
- (3) The term of appointment shall be specified at the time of the appointment.
- (4) The appointee shall report to the Board on at least an annual basis.
- (5) The representatives shall serve as members of the Executive Board.

## ARTICLE X

### Meetings

10. 1. A minimum of one annual business meeting shall be held each year. The Executive Board shall have the authority to conduct regional and other meetings as deemed necessary.
10. 2. Meetings and all other Division activities may be conducted using electronic and/or non-electronic means.

## ARTICLE XI

### Amendments

- 11.1. These bylaws may be amended or repealed by a three-fourths vote of the Division Board. Notice of all proposed amendments or changes must be submitted to the Board in writing at least 20 days prior to scheduled vote. If a Board member is unable to attend the meeting at which a vote to repeal or amend the bylaws is taken, a written vote (e.g., email, text message, online) will be accepted. The Executive Board may propose amendments on its own initiative or upon petition by any 25 DCD members in good standing, addressed to the Executive Board. Amendments and updates shall be disseminated to the membership and reported to the appropriate CEC departments.

## ARTICLE XII

### Discrimination

- 12.1. The Division shall not discriminate on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability. All programs and activities of the Division shall be conducted in furtherance of this policy.

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## ARTICLE XIII

### Dissolution

- 13.1. 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.
- 13.2. 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 for use in one or more exempt programs/purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).
- 13.3. Under no circumstances shall any of the property or assets of the Division during its existence or upon dissolution go to or be distributed to any officer, member, employee, or subsidiary of the Division.

## ARTICLE XIV

### Parliamentary Procedures

- 14.1. The Council for Exceptional Children gives divisions the latitude to set the procedures, policies, practices, and rules of order in their Bylaws. The most current version of *Robert's Rules of Order, Newly Revised*, shall be consulted if needed.
  - 14.1.a. Quorum: For Division Board Meetings, 50% plus 1 of board members present shall constitute a quorum.
  - 14.1.b. Motions: Motions brought before the Board for action shall be presented by a Board member and seconded by another Board member.
  - 14.1.c. Voting:
    - (1) For appointments, resolutions, motions, and other actions before the Board that require a vote, a simple majority vote by Board members present shall be required.
    - (2) For changes to the Bylaws, a 75% vote by the Division Board members shall be required for acceptance of the changes. When multiple major changes are to be considered, the changes can be considered individually or as a whole at the request of the President and support of a simple majority of the Board members present.

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(3) Online voting may be utilized at the discretion of the Board.

14.1.d. Elections: Under the Bylaws, certain positions on the Division Board require election by the division membership. With the exception of election for President-Elect, candidates running unopposed shall be elected by acclamation of the Division Board. If more than one candidate is running for a position, the winner shall be determined by a simple majority of those Division members casting a vote. If the President-Elect nominee is running unopposed, voting by the Division membership as noted above in 14.1.c(2) will be followed.

14.1.e. Additional items may be added to this list as needed.

## NOTES

### 2022-2023

Several changes and updates were made during the 2022-2023 review period.

These included the following:

1. Article III Membership: Membership categories for DCD members were revised to conform to CEC categories.
2. Article VI Executive Board Officers: Terms of office in the presidential sequence were changed from two years in each office to one year in each office.
3. Article VIII Division (DCD) Board: The make-up of the Executive Board and the Division (DCD) Board were redefined.
4. Article IX Committees, Representatives, Coordinators: a standing committee on Diversity, Equality, Inclusion, and Accessibility was approved. Duties of all committees were reviewed and updated as needed.
5. Article XIV Parliamentary Procedures: The procedures, practices, and rules of order for the Division Board were revised and updated.
6. Other: Typing, spelling, and numbering errors were corrected as needed. Minor rewording for clarification were made as needed.

### 2018

The name of the Division was changed from Division for Communicative Disabilities and Deafness (DCDD) to Division for Communication, Language, and Deaf/Hard of Hearing (DCD) by vote of the membership and approval of the CEC Board of Directors. The new name was launched in November 2018. Bylaws were updated to reflect the change in name and associated acronym.

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### **2019**

The Special Projects Committee was established by the Executive Board in August 2019. The Bylaws were updated to reflect this addition. Other minor typographical/grammatical errors were corrected at the same time. The updates were approved by the Executive Board.

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## ADDENDUM 1

(Historical document)

### Voting Privileges at Executive Board Meetings

Report prepared by: David F. Conway, Secretary

March 26, 2004

### Background

Article VIII, Section 1 of the Constitution & Bylaws, identifies the members of the Executive Board as follows:

Immediate past president

President

President-elect

Secretary

Financial Officer

Chairs of Constituent Committees

Chairs of Standing Committees

Division representatives to CEC Representative Assembly

As designated members of the Executive Board, these individuals have full parliamentary privileges (including making motions and voting on those motions) during Board meetings. Please note that this list does not include certain individuals who are appointed by the Board and who are requested to attend Board meetings to provide reports on their activities (i.e., CAN Coordinator, K&S Representative, Newsletter Co-editors). Since these individuals are not named members of the Executive Board, they do not have voting status on the Board.

During the January 9-10, 2004, Board meeting, a motion was passed by the Board to grant all individuals attending the Board meeting privileges to vote on motions at that meeting. President Montgomery further instructed the Secretary to review the division's Constitution and Bylaws to determine what changes may be needed to make this extension of privileges permanent.

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## Constitution and Bylaws Revisions Issue

The “non-voting” individuals who routinely attend Board meetings actually reflect two categories – one, appointed representatives who are charged to report to the board at least annually; two, appointed representatives who become members of a standing committee/board of the division who also are asked to report to the Board. So, it would appear that the DCDD Constitution and Bylaws would have to designate that these individuals will have “voting” privileges at Board meetings.

After study of parliamentary procedures and discussions with a trained parliamentarian, the current DCDD Secretary has determined that wording changes/revisions to the Constitution and Bylaws may not be needed in this case. The goal of extending voting privileges can be achieved through passage of a formal resolution that extends these privileges to designated individuals. With that in mind, the following resolution is presented for consideration.

If the resolution is passed by a majority vote of the presently named voting members, it would become a part of the permanent record of actions of the Board. It would be appended to the Constitution and Bylaws and would remain in force until rescinded by the Board.

## Resolution

**Whereas:** The Executive Board of DCDD is empowered by the Constitution and Bylaws to conduct the business of the division; and

**Whereas:** The Board has the power to appoint individuals to assist in conducting Board and division business as prescribed in the Constitution and Bylaws (e.g., CAN Coordinator, K&S Representative, Newsletter Co-editors); and

**Whereas:** Such special appointees must be members in good standing of the Council for Exceptional Children and the division and must remain so throughout the term of their appointment; and

**Whereas:** The Board appointees must report on their activities to the Board; and

**Whereas:** The Board relies upon the counsel and advice of these special appointees in making decisions that affect the division.

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## Therefore, Be It Resolved:

That, effective April 14, 2004, all Board appointed individuals attending Executive Board meetings shall be extended the privilege of introducing motions, discussing motions, and voting on motions at all meetings of the Executive Board that they attend.

The resolution was approved by unanimous vote at the April 14, 2004, meeting of the Executive Board.

## ADDENDUM 2

(Historical document)

### DCD Awards

#### Honors Of The Division

The Honors of the Division for Communication, Language, and Deaf/Hard of Hearing (DCD) recognizes distinguished contributions to DCD and is the highest honor the Division can give.

##### Eligibility:

- DCD member for 10 years or more.
  - Significant involvement in DCD governance or DCD programs over a long period of time.
  - Recipient is associated with a major program or activity that had a major impact on DCD.
  - Although typically conferred near the end of a professional career, the quality of the achievements and the influence on DCD are of greater importance than length of service.
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#### Award For Distinguished Contribution

The DCD Award for Distinguished Contributions recognizes the importance of an individual who has made significant contributions to communicative disabilities and deafness through excellence in academic teaching, research, or service to the profession.

##### Eligibility

- Recipient may be a member or a nonmember of DCD.
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- The award recognizes a DCD member or others who have made significant contributions to DCDD's programs and activities at the local, state/provincial, national, and/or international level over an extended period of time or for completing a single project that had a major influence on DCD, or who have made significant contributions to the profession.
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### **Award For Outstanding Publications**

The DCD Award for Outstanding Publications recognizes a professional who has made significant contributions to the literature in communicative disabilities and/or deafness in the areas of theory, practice, basic or clinical research, education, and administration as exemplified by a body of work appearing in professional journals and other professional publications (books, conference proceedings, etc.)

#### **Eligibility**

- Must be well-recognized in the field for research contributions.
  - Does not need to be a member of DCD or CEC.
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### **Certificate Of Appreciation**

The Certificate of Appreciation recognizes contributions of members and nonmembers who have participated in DCD governance and program activities one time or for a short period of time.

#### **Eligibility**

- Recipient may be a member or nonmember of DCD.
- Served as a DCD Executive Board member or as Chair of a DCD Committee.
- Typically given at the end of a member's term of office or when he/she no longer serves on the Board or as Committee Chair.
- May be given to DCD members who have served on a Committee or who have provided other services for DCD one time or for a short time.
- May be given to non-members who have provided services for DCD one time or
- for a short time.

Given to division members for longevity of membership at the decade years (10, 20, 30, etc.)