

Bylaws of the Teacher Education Division (TED) of the Council for Exceptional Children

ARTICLE I DEFINITIONS

Presidential line—The Presidential Line is made up of the President-Elect, President, and Past President.

Officers-While all board members are now elected, the term officers in the bylaws refer to the presidential line, treasurer, and secretary.

Members at large-Are elected members of the executive board and represent the areas of; Membership/Diversity, Political Action, Knowledge & Skills and Professional Development, Research, Publications, and Caucus/SIG Liaison.

Executive Board—The Executive Board is made up of the Presidential Line, the Secretary, the Treasurer, all Members at Large, and the chair of the Kaleidoscope committee. The Executive Director shall serve as an Ex-Officio member of the Executive Board.

Committees—Committees are groups formed by the Executive Board and represented by a Member at Large or a member of the Presidential Line. Standing committees are defined in the Bylaws. Ad Hoc committees can be established by the President.

Caucuses—Caucuses are affinity groups formed by members of the general membership who have common interests and must be approved by the Executive Board. This approval must be renewed every three years by the Executive Board. Caucuses are subgroups of TED and must abide by TED's bylaws and strategic plans.

Special Interest Groups—Special Interest Groups (SIG) are affinity groups formed by members of the general membership who have common interests and must be approved by the Executive Board. This approval must be renewed every three years by the Executive Board. SIGs are subgroups of TED and must abide by TED's bylaws and strategic plan.

Subdivisions—Subdivisions are groups of TED members organized by state or region.

ARTICLE II NAME

The name of this organization shall be the Teacher Education Division of The Council for Exceptional Children (herein the "Division" or TED).

ARTICLE III PURPOSE

Section 1 Primary Purpose

The Teacher Education Division is a diverse community of professionals who lead and support teacher education on behalf of students with exceptional needs and their families. We accomplish this through research, professional and leadership development, and advocacy.

Section 2 Secondary Purpose

The secondary purposes of TED shall be as follows:

1. To advance teacher educators' implementation of evidence-based practices and collaboration within content areas between general and special education.
2. To actively influence policy through strong advocacy for teacher education in special education.
3. To elevate TED in the professional community.

4. To improve the dissemination of information regarding research and other issues.
5. To foster and develop the research and evaluation skills of members.
6. To increase member engagement.
7. To develop a nimble organizational structure to allow the production of products on issues or topics of importance to teacher education.

ARTICLE IV MEMBERSHIP

Section 1 Qualifications

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

Section 2 Minimum Membership Requirements

The Division shall maintain a minimum of 1.5% of the total CEC membership established by the Council for Exceptional Children (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.

Section 5 Student Membership

Student membership shall be open to student members of CEC, pre-service students, and students continuing their education in this field who are in attendance during the academic year at an accredited college or university.

ARTICLE V ORGANIZATION

Section 1 Relationship to The Council for Exceptional Children

This Division shall be affiliated with The Council for Exceptional Children.

Section 2 Fiscal and Administrative Term

The fiscal year and administrative term of office shall be January 1 through December 31.

ARTICLE VI OFFICERS

Section 1 Elected Officers

The elected officers of this Division shall be President, a President-Elect, an immediate Past-President, six members-at-large, a Secretary, and a Treasurer. This group is known as the Executive Board.

Section 2 Prerequisite to Nomination and Election

All elected officers must be members in good standing of CEC and this Division at the

time of their nomination and election and remain so throughout their term of office.

Section 3 Succession

Officers in the Presidential Line cannot succeed herself/himself in the same office until after the expiration of one administrative year, provided that this shall not apply in the case of an officer selected to fill any portion of an unexpired term. The Secretary and Treasurer may serve a second consecutive two-year term.

Section 4 Vacancies

A vacancy in the office of the President shall be filled by an automatic succession of the President-Elect to the office. A vacancy in any of the other offices shall be declared and filled by action of the Executive Board upon recommendation by the President, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 5 Election of Officers

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

Section 6 Term of Office

The administrative term of office shall be January 1 through December 31. The President, President-Elect, and Immediate Past-President shall each serve one year. The Secretary and the Treasurer shall serve two consecutive years. The Secretary will be elected in even years and begin the term of office on January 1 of the next calendar year. The Treasurer will be elected in odd years and begin the term of office on January 1 of the next calendar year. Each Member-at-Large shall serve a three-year term, on a rotating schedule with one Member-at-Large position elected each year.

Section 7 Removal from Office

Elected officers are expected to be in attendance at the spring CEC annual meeting and the TED Executive Board and business meetings held there, as well as the fall TED Conference Executive Board and business meetings and any other planning meetings called by the President and/or Executive Committee.

1. More than one unexcused absence will be grounds for removal from office.
2. For dereliction of duty,
 - a. a petition for removal of a Division officer shall be signed by at least 50 members of the Division and submitted in writing to the President. If the President is the subject of the petition, it shall be submitted to the President-Elect.
 - b. The President (or President-Elect) shall, within 14 days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting (face to face or conference/video call) of the Executive Board to consider the matter within 30 days following receipt of the petition.
 - c. At the Executive Board meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two-thirds majority vote of the Executive Board members present, provided there is a quorum,

is necessary for the removal of the officer. A quorum shall consist of two-thirds of the Executive Board members. If a quorum is not present, the meeting will be recessed until such quorum is present. Removal from the office is effective immediately.

- d. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven days.

Section 8 Duties of Officers

As defined in the Bylaws, the elected members of the Executive Board are the officers of the Division. These include the President, President-Elect, Past President, Treasurer, Secretary, Member at Large: Membership and Diversity, Member at Large: Professional Development and Knowledge and Skills, Member at Large: Political Action and Communication, Member at Large: Research, and Member at Large: Publications. Two Kaleidoscope Committee members shall also be non-voting members of the Executive Board.

President (Year 2 of a 3-year commitment to the Presidential line)

The powers and duties of the President shall be to:

1. Serve as the chief executive officer and spokesperson of the Division with the powers and duties usually belonging to such a position;
2. Give leadership to general policymaking and carry out the directives of the membership;
3. Work with the Executive Director and Treasurer to implement the approved budget;
4. Follow through with program plans made the previous year for the TED activities at the annual CEC convention and plan additional meetings as indicated by the policies and directives of the Executive Board;
5. Call and preside at meetings of the Executive Board and the General Business meetings with the membership;
5. Appoint ad hoc committees, as needed
6. Represent the Division in coordinating efforts with CEC, other divisions, other units of CEC, and other organizations;
7. Serve as chair of the Conference Advisory Committee and as an ex-officio member of all other committees (board members are responsible for what committees are doing and report to the President about important initiatives and issues);
8. Monitor and approve information for dissemination through the TED member list and/or TED website;
9. Work with the Executive Director and Conference Chair to implement activities and programming at the annual TED conference;
10. Conduct annual evaluations of all TED contracts; and
11. Review and act upon proposed responses drafted by subunits on issues of national concern, in consultation with the TED Executive Board.

President-Elect (year 1 of 3-year commitment through Presidential line)

The powers and duties of the President-Elect shall be to:

1. Serve in the place of and with the authority of the President in case of the President's absence or inability to serve;

2. Assume designated responsibilities and participate fully in Executive Board functions for the purpose of learning about the role and responsibilities of the President;
3. Serve as the TED Representative at the CEC Program Advisory Committee (PAC member), managing the review of proposals and planning the CEC program;
4. Represent TED on the CEC Interdivisional Caucus (IDC) along with the Executive Director;
5. Serve as Chair of the Budget and Finance Committee;
6. In collaboration with the Treasurer, President, Past-President, and the Executive Director plan the budget for the upcoming year and submit it to the Executive Board for approval;
7. Submit the approved budget to the membership at the General Business meeting during the TED Annual Conference;
8. Review the TED Constitution and By-laws and propose recommended changes, if any, to the Executive Board; and
9. Perform other duties as assigned by the President.

Past President (year 3 of 3-year commitment through Presidential line)

The powers and duties of the Immediate Past-President shall be to:

1. Serve in the place of and with the authority of the President in case of the President's and/or President-Elect's absence or inability to serve;
2. Serve in an advisory capacity and provide a historical perspective to the President and the Executive Board;
3. Oversee the selection process for the Excellence in Teacher Education Award and the Distinguished Service Award;
4. Chair the Elections and Constitution Committee, identifying candidates for upcoming offices;
5. Oversee the election process according to the Nominations committee and election guidelines;
6. Present the Presidential plaque to the outgoing President at the General Business meeting held at the TED annual conference;
7. Work with membership to identify keynote speakers for TED Conference; and
8. Assume other specific duties as assigned by the President.

Secretary/Representative Assembly (2-year term)

The powers and duties of the Secretary/Representative Assembly Representative shall be to:

1. Keep a careful record of the proceedings of the General Business meetings and the meetings of the Executive Board;
2. Assist the President with setting the agenda for upcoming Executive Board meetings;
3. Summarize action items two weeks after each Board meeting and send both the minutes and action items to all Executive Board members;
4. Two weeks before Executive Board meetings, send both the minutes and action items to all Executive Board members;
5. Summarize past minutes for the Executive Board and General Business meetings and seek approval of the minutes at the beginning of each meeting;
6. Maintain archival records of the minutes;
7. Transfer all records to the new Secretary at the time of installation,

Representative Assembly Duties;

1. Represent the Division at meetings of the CEC Representative Assembly, both in person and virtual, and to participate in balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
2. Report regularly to the Division's Executive Board and general membership on activities of the Representative Assembly and CEC;
3. Communicate issues and concerns from the Division to the CEC Representative Assembly; and
4. Inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors.

Treasurer/Representative Assembly (2-year term)

The powers and duties of the Treasurer/Representative Assembly board member shall be to:

Oversee all TED bank and financial accounts as well as TED funds under the stewardship of CEC including

1. Works with the Executive Director to oversee the funds of the Division;
2. Assist the President-Elect and Executive Director in preparing and submitting the budget for the coming year for approval at the annual TED Conference Executive Board meeting;
3. Assist in creating and sharing out a report of the financial status of the Division at Executive Board meetings and at the General Business meetings;
4. Oversee the maintenance of the financial records of the Division including assuring that the Executive Director files 1099s, annual 990 tax forms, and maintains Federal non-profit status;
5. Serve as liaison to CEC in all financial matters; and
6. Oversight of the TED conference accounts.

Representative Assembly Duties:

1. Represent the Division at meetings of the CEC Representative Assembly, both in person and virtual, and to participate in the balloting, and other activities necessary to the functioning of the CEC Representative Assembly;
2. Report regularly to the Division's Executive Board and general membership on activities of the Representative Assembly and CEC;
3. Communicate issues and concerns from the Division to the CEC Representative Assembly; and
4. Inform the Division about the disposition of Representative Assembly issues and advice forwarded to the CEC Board of Directors.

Member-at-Large: Membership and Diversity (3-year term)

The powers and duties of the Membership Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of the Membership Committee and the Diversity Caucus;
2. Serve as a liaison between the general membership and the Membership Committee, as specified by the President and the Executive Board; and
3. Complete other duties related to Membership as assigned by the President in consultation with the Executive Board.

Member-at-Large: Professional Development and Knowledge and Skills (3-year term)

The powers and duties of the Professional Development and Knowledge and Skills Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of the Professional Development Committee;
2. Serve as chair of the committee and a liaison between the general membership and the Professional Development Committee, as specified by the President and the Executive Board; and
3. Complete other duties related to Professional Development as assigned by the President in consultation with the Executive Board.

Member-at-Large: Political Action (3-year term)

The powers and duties of the Political Action Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of the Policy Committee;
2. Serve as chair of the committee and a liaison between the general membership and the Political Action Committee, as specified by the President and the Executive Board;
3. Serve as the TED representative to the Children and Youth Action Network (CAN);
4. Oversee the work of the TED Legislative Liaison;
5. Assume responsibility (or oversight) for communicating policy initiatives and messages from the Executive Board and engaging the membership using the website and social media platforms (e.g., FaceBook, Twitter); this includes sending out the weekly Washington Update;
6. Oversee and direct the TED Policy Intern;
7. Promote and recruit members for participation in the Special Education Legislative Summit;
8. Oversee the Jane West Spark Award process; and
9. Complete other duties related to Political Action as assigned by the President in consultation with the Executive Board.

Member-at-Large: Research (3-year term)

The powers and duties of the Research Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of the Research Committee;
2. Serve as chair of the committee and a liaison between the general membership and the Research Committee, as specified by the President and the Executive Board; and
3. Complete other duties related to the Research Committee as assigned by the President in consultation with the Executive Board.

Member-at-Large: Publications (3-year term)

The powers and duties of the Publications Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of the Publications Committee;
2. Serve as chair of the committee and a liaison between the general membership and the Publications Committee, as specified by the President and the Executive Board;

3. Oversee the operation and continuation of *Teacher Education and Special Education* and *Journal of Special Education Preparation*; and
4. Complete other duties related to the Publications Committee as assigned by the President in consultation with the Executive Board.

Member-at-Large: Caucus/SIG Liaison (3-year term)

The powers and duties of the Caucus/SIG Liaison Member-at-Large shall be to:

1. Participate in meetings of the Executive Board and General Business meetings as a representative of all Caucuses and SIGs (except for the Diversity Caucus);
2. Serve as a liaison between the general membership and Caucuses and SIGs, as specified by the President and the Executive Board;
3. With the assistance of the Presidential Line and Executive director, attend all Caucus and Special Interest Group (SIG) meetings and events; and
4. Complete other duties related to Caucuses and SIGs as assigned by the President in consultation with the Executive Board;

Student Representatives: Kaleidoscope (Junior and Senior Representatives; 2-year term)

The powers and duties of the Student Representatives shall be to:

1. Chair the Kaleidoscope Doctoral Student Committee,
2. Facilitate Kaleidoscope programs at the CEC Annual Convention and Expo and the annual TED Conference, and
3. Represent Kaleidoscope on the Executive Board.

Section 9 Additional Independent Contractors

The Executive Board shall have the authority to contract with individuals to conduct business on behalf of the Division. Procedures for identifying and contracting with these individuals are described in the Operations Manual. Execution of a contract on behalf of the Division requires the signature of two officers.

Executive Director

TED currently has a contract with the Council for Exceptional Children to provide association management services, including an Executive Director. This contract is to be reviewed by the Presidential Line annually and negotiated with CEC at that time.

Legislative Liaison

The Presidential Line, in consultation with the Executive Board, shall contract with a Legislative Liaison to inform the Division of and act on its behalf for the legislative activity of interest to the Division's goals through an annual contract. The term of the contract will be January 1 through December 31. The duties and responsibilities of the Legislative Liaison shall be identified in the contract between the Division and the designated individual who will be considered an independent contractor. The President, in consultation with the Presidential Line, and MAL-Political Action, will determine the renewal of the contract on an annual basis with notification to the individual by November 15 of each year.

TESE Editor(s)

The Presidential Line, in consultation with the Executive Board and the Publications Committee, shall identify an editor (or editors) to manage and oversee the continued publication of *Teacher Education and Special Education*. The duties and compensation of the editor(s) shall be described in a separate contract for a term set by the Executive Board.

JOSEP Editor

The Presidential Line, in consultation with the Executive Board, shall oversee the collaboration between TED and JOSEP. The Executive Board will review this collaboration for continued funding and support annually.

ARTICLE VI EXECUTIVE BOARD

Section 1 Composition

The Executive Board shall consist of the President, President-Elect, immediate Past-President, Secretary, Treasurer, all Members at Large, and two Kaleidoscope representatives. The Executive Director shall serve as an Ex-Officio member of the Executive Board.

Two students from the Kaleidoscope committee will be selected by members of Kaleidoscope to serve as non-voting members on the Executive Board annually. Appointments will be for two-year terms, with one new student starting every year. The students will serve as Junior Representative during year one and as Senior Representative during year two.

The elected officers shall be the voting members of the Executive Board. A quorum shall be constituted by a majority of the Executive Board. Non-voting members of the Executive Board shall share information and make recommendations on business items related to their roles, the scope of their committees' assignments, and the constituencies they represent.

Section 2 Meetings

The Executive Board shall meet at least twice per year either virtually or in person at the CEC and TED conferences. Other called meetings of the Executive Board may be held through email or phone/video conferencing.

ARTICLE VII COMMITTEES

The Division shall have such committees as are necessary beyond the officers to carry out the primary functions of the organization.

Section 1 Committee Members

Membership in committees is open to any interested member of TED. Interested members should contact the Committee Chair/Member at Large regarding their interest in the committee and should plan on attending the committee meetings held at CEC and TED.

Section 2 Budget and Finance Committee

The Budget and Finance Committee shall study matters and make recommendations related

to the financial affairs of the Division. The President-Elect shall chair this committee.

The Budget and Finance Committee shall:

1. Develop and revise, as necessary, guidelines for the accounting and bookkeeping procedures for funds of the Division, including those related to conferences;
2. Develop and revise, as necessary, guidelines for providing reimbursement to members for expenses incurred when performing functions of the Division;
3. Review dues on an annual basis and recommend dues adjustments, as needed;
4. Assist the President-Elect in preparing the annual budget;
5. Assure that the finances of TED are reviewed annually;
6. Make recommendations to the Executive Board regarding fundraising activities; and
7. Assume responsibility for other activities pertaining to financial affairs, as assigned by the Executive Board.

Section 3 Conference Advisory Committee

The Conference Advisory Committee shall make recommendations to the Executive Board regarding the selection of the TED conference venue and give input on the program and logistics for the annual TED Conference. The President serves as liaison to the Conference Advisory Committee.

The Conference Advisory Committee shall:

1. Make recommendations to the Executive Board as to the locations of TED conferences, which shall be decided at least two years in advance;
2. Make recommendations to the Executive Board on local arrangements and local arrangements coordinators for the TED conferences. The responsibilities of local arrangements coordinators and program chairpersons shall be described in the TED Conference Planning Handbook;
3. Make recommendations to the Executive Board as to themes for conferences, topical priorities for programs, and formats for programs;
4. Be responsible for assuring all conferences are evaluated; and
5. Work with the Executive Director to maintain the TED Conference Planning Handbook and for distributing copies to identified local arrangements coordinators and program chairpersons.

Section 4 Elections and Constitution Committee

The Elections and Constitution Committee shall have responsibilities pertaining to the solicitation of nominations and management of elections for TED. The immediate Past-President serves as Chair of the Elections and Constitution Committee.

The Elections and Constitution Committee with the assistance of the Executive Director shall:

1. Solicit nominations for positions on the Executive Board;
2. Implement a candidate selection process by reviewing applicants and selecting at least two (2) candidates, if available, for each position;
3. Notify all nominees and their respective nominators of the results of the candidate selection process;
4. Solicit statements of qualifications for the position of up to 250 words from each candidate;
5. Prepare an electronic ballot with the names of candidates for the positions, including statements of qualifications;

6. Electronically disseminate ballots and accompanying statements of qualifications for the position by candidates at least 30 days in advance of the deadline for voting;
7. Assure ballots are counted and results verified in order for those elected to be announced before January 1;
8. Notify candidates of their respective contest results via email within one week after the election results are announced;
9. Provide updates on nominations and/or elections at request of Executive Board and during each Executive Board and General Business meeting;
10. Announce election results before January 1; and
11. Maintain and update policies related to nominations and elections.

Section 5 Political Action Committee

The Political Action Committee shall be chaired by the Member-at-Large-Political Action and shall:

1. Serve as the Division's liaison with other organizations/associations on matters pertaining to federal legislation, regulations, and policy matters related to the preparation of personnel to educate students with exceptionalities;
2. Develop a legislative program under the direction of the Executive Board;
3. Provide advice and assistance to the Division's representative to the CEC Representative Assembly;
4. Oversee and work closely with the Division's Legislative Liaison to determine necessary actions on the part of TED in the political arena;
5. Assume responsibility for other activities related to governmental relations as assigned by the Executive Board;
6. Review Policy Intern applications and conduct interviews to make recommendations for new intern appointments;
7. Direct and oversee policy intern activities; and
7. Implement approved procedures for soliciting nominations and bestowing the TED Jane West SPARK Award

Section 6 Membership Committee

The Membership Committee shall have responsibilities for recruiting members and supporting the subdivisions.

The Membership Committee shall be chaired by a Member-at-Large and shall:

1. Include, but not be limited to:
 - i. Member-at-Large; Membership and Diversity
 - ii. Chair of Diversity Caucus, or appointed member of the Diversity Caucus;
 - iii. A Kaleidoscope Representative, or appointed TED student member;
2. Monitor the TED membership roster on a monthly basis;
3. Develop, implement, and maintain a record of proactive strategies to recruit and retain diverse members;
4. Develop, implement, and maintain a record of strategies to retain members whose membership will expire during the current month;
5. Develop, implement, and maintain a record of strategies to reenlist lapsed members;
6. Facilitate the induction and orientation of new members;
7. Foster participation of members in the activities of the Division;

8. Communicate and collaborate with CEC headquarters to support membership and diversity initiatives;
9. Keep a written record of the activities conducted to maintain and increase membership.;
10. Serve as the monitor of subdivision development by receiving and reviewing applications, receiving and verifying membership petitions, receiving and reviewing constitutions for new subdivisions, and making recommendations to the Executive Board for official recognition;
11. Sponsor a meeting at the annual TED conference and CEC convention and expo for representatives from each of the state subdivisions in order to promote regional collaborations and share state-specific recruitment and retention strategies;
12. Review state subdivisions annually for active status to ensure that they continue to meet TED guidelines;
13. Disseminate State Subdivision membership rosters to State Subdivision leaders on a quarterly basis; and
14. Assume responsibility for other activities pertaining to membership and diversity, as assigned by the Executive Board.

Section 7 Publications Committee

The Publications Committee shall study matters and make recommendations to the Executive Board pertaining to the governance, operations, and financing of publications issued by the Division.

The Publication Committee shall be chaired by a Member-at-Large and shall:

1. include, but not be limited to:
 - i. Editor(s) of *Teacher Education and Special Education* (TESE)
 - ii. Editor of the *Journal of Special Education Preparation*
2. Make a recommendation to the Executive Board for an editor(s) of the TESE journal. Once a decision is made by the Executive Board, a contract shall be issued to the journal editor(s) by the President, stating the terms of office and the conditions of the appointments. Journal editors serve for 3-year terms and can be reappointed once. The purposes of TESE are to support the goals of TED and to stimulate in-depth reflection of the critical issues shaping the future of teacher education and special education. TESE publishes original quantitative and qualitative research, systematic reviews of the literature, theoretically grounded position papers, evaluations of personnel preparation and professional development programs, and policy analyses;
3. Participate in evaluation, discussions, and recommendations related to continuing relationship between TED and JOSEP;
4. Recommend policies regarding the content and operations of Divisional publications to be approved by the Executive Board;
5. Assume responsibility for other activities pertaining to research and/or publications of the Division, as assigned by the Executive Board.
6. Prepare and Disseminate TED conference proceedings
7. Implement approved procedures for soliciting nominations and bestowing the TED Publication Award

Section 8 Professional Development and Knowledge and Skills Committee

The Professional Development Committee shall study matters and make recommendations to the Executive Board pertaining to the ongoing professional growth and educational needs of TED members.

The Professional Development and Knowledge and Skills Committee shall:

1. Study emerging professional development issues pertaining to the preparation of personnel to educate individuals with exceptional educational needs;
2. Make recommendations to the Executive Board regarding effective continuing professional development (both content and methods) for TED members;
3. Make recommendations to the Executive Board and the CEC Knowledge and Skills Task Force regarding CEC standards revision;
4. Make recommendations to the Conference Advisory Committee regarding relevant topical areas in continuing professional development for inclusion in TED conferences/workshops/seminars and sponsor sessions;
5. Establish and maintain a network of professionals who are responsible for the continuing professional development of persons involved in the education of individuals with exceptional needs;
6. Establish and maintain liaisons with other organizations involved in the continuing professional development of educators of individuals with exceptional needs;
7. Propose and coordinate professional development activities involving members of the Division and collaborate with other divisions or organizations on professional development in areas of interest to the membership of TED;
8. Populate, maintain, and update the Teaching Resource Center on the TED website; and
9. Assume responsibility for other activities related to professional development as assigned by the Executive Board.

Section 9 Research Committee

The Research Committee shall study matters and make recommendations to the Executive Board pertaining to research in teacher education.

The Research Committee shall:

1. Include the Editor(s) of *Teacher Education and Special Education (TESE)*;
2. Apprise the membership of research and issues of particular concern to the Division;
3. Study emerging research issues and methodology pertinent to the preparation of personnel to educate individuals with exceptional educational needs;
4. Submit suggestions for topics and themes to the Conference Advisory Committee and sponsor sessions;
5. Propose and coordinate research activities involving members of the Division and collaborate with other divisions or organizations on research in areas of interest to the membership of TED; and
6. Implement approved procedures for soliciting nominations and bestowing the TED Early Career Research Award; and
7. Assume responsibility for other activities pertaining to the research of the Division, as assigned by the Executive Board.

Section 10 Kaleidoscope Committee

The Kaleidoscope Committee represents TED's graduate students. The Kaleidoscope

Committee shall be chaired by two student representatives who are elected by Kaleidoscope and appointed to the Executive Board. Kaleidoscope chairs shall:

1. Plan and host the Kaleidoscope sessions at both the annual CEC Convention and Expo and the annual TED conference;
2. Select from their membership individuals to represent Kaleidoscope on each of the standing TED committees;
3. Participate at the Executive Board meetings held at the annual CEC Convention and Expo and the annual TED conference;
4. Support and mentor incoming chairs;
5. Assume responsibility for activities related to graduate students as assigned by the Executive Board; and
6. Oversee the TED Dissertation Award process and selection.

Section 11 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 VIII CAUCUSES, SPECIAL INTEREST GROUPS, AND SUBDIVISIONS

Section 1 Caucuses, Special Interest Groups, and Subdivisions

Members with common interests may form Caucuses and Special Interest Groups (SIGs). Members with geographical similarities may form Subdivisions. These groups must be organized in accordance with approved procedures, and their existence shall be finalized by the approval of the Executive Board and renewed every three years. Caucuses and state subdivisions are organized as separate entities from TED and must adhere to all federal and state regulations regarding their organizational status.

Section 2 Chairpersons

Chairpersons of Caucuses, SIGs, and subdivisions shall be elected by members of their respective groups in accordance with approved procedures.

Section 3 Purpose Statement

All Caucuses, SIGs, and subdivisions shall develop guidelines and purpose statements that will be submitted to the Executive Board for approval every three years. Once approved, Caucuses and SIGs will be recognized for a period of three years. At the end of three years, the status of the group shall be evaluated and a decision made by the Executive Board on whether to extend recognition to the group for an additional three years.

Section 4 Fiscal Reporting

Caucuses, SIGS, and subdivisions may request funding from the Executive Board. Each year, caucuses and subdivisions must submit a guarantee statement that they have completed all required federal and state legal reporting to maintain their status. Procedures for this report are included in the Operations Manual. The guarantee statement must be submitted by May 1.

ARTICLE IX GENERAL BUSINESS MEETINGS AND DUES

Section 1 Meetings

A minimum of two annual business meetings shall be held. Other general business meetings may be convened as necessary. Meetings shall be conducted according to Robert's Rules of Order.

Section 2 Special Meetings

The Executive Board shall have the authority to conduct or approve of caucuses, SIGs, or subdivision-sponsored regional meetings, institutes, conventions or conferences in addition to the annual meeting.

Section 3 Quorum

Quorum shall be constituted on the basis of *members present* at a published, regular or specially-called general business meeting.

Section 4 Dues

Dues for regular and student members should be reviewed annually and changes may be proposed by the Executive Board, consistent with the dues policies of The Council for Exceptional Children. Approval of the dues amount shall require a simple majority vote at a general business meeting of the Division.

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 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. Upon the dissolution and final liquidation of the Division, the officers shall, after paying or making provision for the payment of all debts and liabilities of the Division, distribute all of its assets to either:

1. The headquarters of The Council for Exceptional Children (a non-profit organization) with a request that they be retained in an interest-bearing account and made available to the Division should it ever be reorganized; or
2. Contribute them to The Foundation for Exceptional Children, a nonprofit, tax-exempt public foundation which operates to advance the education of children and youth with exceptionalities; or
3. Contribute them to another unit of CEC that is active or conducts programs and activities consistent with those as described in Article II Purpose.

ARTICLE XI AMENDMENTS

Any proposed amendments to the bylaws must be submitted to the Executive Board. The bylaws shall be amended by a majority vote of the Executive Board. Prior to a vote, proposed amendments to the bylaws shall be published at least two months in advance for review and comment by members. Changes in bylaws shall be disseminated in writing to the membership.