

CONSTITUTION AND BYLAWS
CEC LGBTQ+ CAUCUS OF SPECIAL EDUCATORS

ARTICLE I: NAME

The name of this organization shall be the CEC LGBTQ+ Caucus of Special Educators. The short name of this organization shall be the LGBTQ+ Caucus.

ARTICLE II: PURPOSE

The purpose of the caucus shall be to provide members of The Council for Exceptional Children and the LGBTQ+ Caucus with educational information and resources supportive of gay, lesbian, bisexual and transgender students, teachers and parents or guardians.

ARTICLE III: MEMBERSHIP

Caucus membership shall be open to all members of The Council for Exceptional Children and other individuals who have an interest in of gay, lesbian, bisexual and transgender issues and the protection of the rights of all.

ARTICLE IV: ORGANIZATION

Section 1. Relationship to The Council for Exceptional Children

The LGBTQ+ Caucus shall be affiliated in an advisory and communication relationship with The Council for Exceptional Children and its Diversity Standing Committee.

Section 2. Fiscal Year and Administrative Term of Office

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

ARTICLE V: DUES

Section 1. Dues

The annual dues of the LGBTQ+ Caucus shall be determined by the membership and shall be consistent with any established dues policies of The Council for Exceptional Children.

Section 2. Membership

All caucus members are encouraged to become members of The Council for Exceptional Children, but membership is open to all individuals with an interest in gay, lesbian, bisexual and transgender issues and the protection of the rights of all, including those with disabilities.

Section 3. Special Assessments

Special assessments may be levied by a majority vote of those present at the annual meeting of the LGBTQ+ Caucus.

ARTICLE VI: OFFICERS

Section 1. Elected Positions

The officers shall consist of the chair, the secretary and the treasurer. The officers of the LGBTQ+ Caucus shall be duly elected by the membership for terms of two years.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of the LGBTQ+ Caucus at the time of their nomination and election and remain so throughout the duration of their term of office.

Section 3. Vacancies

Vacancies in any of the offices shall be filled immediately and to the end of the term of office by appointment of a member of the caucus by the Executive Committee (defined below).

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall consist of the elected officers of the LGBTQ+ Caucus.

Section 2. Duties

The duties of the executive committee shall be: (a) to formulate and propose policies for the caucus; (b) to fill vacancies; (c) to make recommendations to the caucus regarding caucus activities, and (d) to plan and administer caucus activities and business.

ARTICLE VIII: COMMITTEES

Committees shall be appointed as needed by the executive committee. Members of the nominating committee shall be appointed at the Annual Meeting for the next year.

ARTICLE IX: MEETINGS

Section 1. Annual Business Meeting

The annual meeting of the LGBTQ+ Caucus shall be held at the annual convention of the Council for Exceptional Children as published in written communication to members at least 30 days before the annual meeting.

Section 2. Quorum

The members present at the annual meeting will constitute a quorum.

Section 3. Other meetings

Other meetings of the executive committee or the membership will be held as necessary. Other forms of meeting, such a teleconferencing, shall be used in lieu of formal assembly for meetings whenever deemed appropriate by the respective conveners. Reports of any such meeting shall be made at the annual meeting.

ARTICLE X: PUBLICATIONS

The website, ceclgbtqpluscaucus.org, shall serve as the official publication of the LGBTQ+ Caucus.

ARTICLE XI: AMENDMENTS

This constitution may be amended at the annual meeting by a two-thirds vote of the membership present. Such amendment or amendments shall have been submitted in writing to the executive committee 60 days before the annual meeting of the LGBTQ+ Caucus. Within 30 days of the date received, it shall be submitted to the membership in writing.

ARTICLE XII: DISSOLUTION

In the event of dissolution of the LGBTQ+ Caucus, the executive committee shall, after payment of all liabilities of the caucus, dispose of all the assets of the caucus by:

1. Forwarding them to the headquarters of The Council for Exceptional Children (a nonprofit corporation) with a request that they be retained in a non-interest bearing account and made available to the caucus should it ever be reorganized, or
2. Contributing them to The CEC International Center for Scholarship in Education, a nonprofit, tax-exempt public foundation which operates to advance the education of exceptional children, or
3. Contributing them to a local, nonprofit organization or activity, the purpose of which is to serve the needs of gay, lesbian, bisexual or transgender youth or exceptional children.

Under no circumstances shall any of the property or assets of the caucus during its existence or upon the dissolution thereof go and be distributed to any officer, member, employee, or subsidiary of this caucus.

Notice of final dissolution action and a report of dissolution of funds shall be reported in writing to The Council for Exceptional Children membership office.

BYLAWS

ARTICLE I: OFFICERS

Section 1. Duties of Officers

A. The powers and duties of the chair shall be:

1. To serve as the chief executive of the caucus with the powers and duties usually belonging to such a position;
2. To serve as presiding officer at general meetings of the organization and at meetings of the executive committee;
3. To serve as an ex-officio member of all committees except the nominating committee;
4. To communicate on behalf of the caucus with the Chair of the Diversity Standing Committee of the Council for Exceptional Children, and to the organization.

B. *The powers and duties of the secretary shall be:*

1. To keep a careful record of the proceedings of each meeting;
2. To notify the executive committee of the time and place of committee meetings;
3. To carry on the correspondence of the caucus as directed by the chair;
4. To collect, organize, and preserve significant records and historical documents of the caucus.

C. *The powers and duties of the treasurer shall be:*

1. To receive all funds belonging to the organization and pay out the same on orders approved by the executive committee;
2. To keep an itemized account of receipts and expenditures and to file with the secretary a written report of same at the executive committee meeting preceding the annual meeting of the organization;
3. To submit books for an audit by a special committee appointed by the chair at the end of the term of office.

Section 2. Election of Officers

- A. The officers of the LGBTQ+ Caucus shall be elected by a majority vote of the membership at the annual meeting from those members in good standing who are nominated by the nominating committee. Nominations may also be made from the floor of the annual meeting.
- B. The treasurer shall be elected in even-numbered years; the chair and the secretary shall be elected in odd-numbered years.

Section 3. Term of Office

Each term of office shall be two years and shall coincide with the CEC fiscal year, July 1 through June 30.

Section 4. Removal from Office

- A. A petition for removal of an officer shall be signed by at least five members of the LGBTQ+ Caucus and submitted in writing to the chair. If the chair is the subject of the petition, it shall be presented to the secretary.
- B. The chair (or secretary) shall solicit relevant evidence from all parties concerned and call a meeting of the executive committee to consider the matter within fifteen days following receipt of the petition.
- C. The executive committee shall forward the petition, with or without recommendations, in writing to the general membership within thirty days following the executive committee's consideration of the petition.
- D. A mail ballot will be conducted on the question. A two-thirds majority vote of the members returning ballots is necessary for the removal of the officer.

ARTICLE II: COMMITTEES

Section 1. Appointment of Committee Chairpersons

The chair, with the approval of the executive committee, shall appoint chairs of any committees that may be established by the executive committee, except for the Nominating Committee.

Section 2. Appointment of Committee Members

Committee members shall be appointed by the chairpersons, subject to approval by the chair. All committees shall have no less than two members in addition to the chairperson.

Section 3. Duties of Committees

- A. The duties of any committees established by the executive committee shall be clearly defined in writing, and the committee shall be so charged-
- B. The nominating committee shall:

Prepare a slate of nominees for each office to be filled and present it to the membership at the annual meeting. A call for nominations must be provided in writing to the membership at least 30 days prior to the annual meeting. It is preferred that nominees be members in good standing of The Council for Exceptional Children.

ARTICLE III: REPRESENTATION ON CEC COMMITTEES

Section 1. Selection of Representative

The executive committee will make all appointments to CEC committees on which our representation would serve to advance the rights of gay, lesbian, bisexual, and transgender individuals.

Section 2. Selection of Alternates

Alternates may be selected to represent the caucus on such committees as needed.

ARTICLE IV: PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be used as a guide by the LGBTQ+ Caucus in carrying out its parliamentary procedures.

ARTICLE V: AMENDMENTS

Amendments to these bylaws may be made at any regular or special meeting of the LGBTQ+ Caucus by a majority vote.

These amendments were adopted by the Membership on February 1st, at its annual meeting held at the 2019 Annual Convention of The Council for Exceptional Children in Indianapolis, Indiana.