

# **Constitution and Bylaws of the Innovations in Special Education Technology (ISET) Division of the Council for Exceptional Children**

## **ARTICLE I - NAME**

The name of this organization is the Innovations in Special Education Technology Division (ISET) of The Council for Exceptional Children, hereinafter referred to as ISET.

## **ARTICLE II - MISSION AND PURPOSE**

### **Section 1. Mission Statement**

ISET seeks to promote the innovative and effective use of existing and emerging instructional and assistive technologies to improve outcomes for all learners. ISET promotes design and development, practical implementation, research, and advocacy in the area of technology for diverse learners of all ages. ISET's activities support professionals who work with individuals with disabilities, researchers, teacher educators, technology developers, as well as individuals with disabilities and their families.

### **Section 2. Primary Purpose**

ISET is an official division of the Council for Exceptional Children (CEC). The primary purpose of ISET is to support educational participation and improved results for individuals with disabilities and diverse learning needs through the selection, acquisition, and use of technology.

The division intends to assist and provide support to CEC in its efforts on behalf of persons with disabilities, and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

### **Section 3. Secondary Purpose**

The secondary purpose is to provide services to members and other units of CEC, to federal, state and local education agencies, and to business and industry regarding the current and future uses of technology and innovations with individuals with disabilities.

## **ARTICLE III - MEMBERSHIP AND DUES**

### **Section 1. Qualifications**

Membership will consist of professional personnel and other persons interested in the education of children and youth with disabilities.

### **Section 2. Minimum Membership Requirements**

The division must attain a membership of 1.5% of the total CEC membership by the end of the second year of operation to receive a charter and maintain a membership of at least 1.5% of the total CEC membership to continue charter status unless exempted by the Board of Directors of CEC.

### **Section 3. Unified Membership**

All members of the ISET Division must hold concurrent CEC membership. The division may not accept enrollments for division membership only.

### **Section 4. Membership Term**

The policy pertaining to the membership year will be consistent with CEC policy.

### **Section 5. Membership Privileges**

All members will be entitled to all rights and privileges of this division.

### **Section 6. Dues**

The Executive Board will recommend the amount of dues. Any changes in the amount will be subject to approval of the members at the annual business meeting. Dues are payable at the time CEC dues are paid. Annual dues will be payable before the end of the individual's CEC membership year. Members whose dues are not paid by the last day of their membership year will be considered delinquent, and they will be dropped from membership of the organization.

## **ARTICLE IV - ORGANIZATION**

### **Section 1. Relationship to CEC**

The ISET Division will be affiliated with the CEC.

### **Section 2. Officers' Service Term**

The officer's service term will be July 1 - June 30.

### **Section 3. The Fiscal Term**

The fiscal term will be January 1 - December 31.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1. Executive Board Membership**

The voting members of the Executive Board will consist of the President, President Elect, Vice President, Past President, Secretary, Treasurer, the two Members-at-Large, chairpersons of Standing Committees, and the Editor(s) of the division's journal, the Journal of Special Education Technology (JSET).

### **Section 2. Duties of the Executive Board**

The duties of the Executive Board will be to:

- A. Serve as the division's administrative policy-making and legislative body;
- B. Act upon such official recommendations and petitions as may be received;
- C. Appoint the Treasurer;
- D. Adopt an annual budget with consideration for expenses for each officer/committee chair position and adhere to the division's fiscal policies;
- E. Determine the publications to be produced and how they will be disseminated;
- F. Select the site of any conventions/conferences or regional meetings sponsored by the division;

- G. Establish the registration fee for any convention/conferences or regional meetings sponsored by the division;
- H. Attend meetings appropriate to the office held;
- I. Make amendments to the Constitution and Bylaws as needed and provide for membership voting on amendments;
- J. Adopt official platforms, statements of policy, and resolutions;
- K. Approve the annual Treasurer's report of the finances of the division and proposed annual expenditures;
- L. Ensure delivery to the division's members the services, benefits, and products that the division advertises;
- M. Communicate regularly with the membership regarding organizational activities and opportunities;
- N. Encourage active participation of the membership; and
- O. Contribute regularly to ISET communications with and for the membership.

### **Section 3. Quorum**

A quorum will be constituted by more than 50% of the Executive Board members.

## **ARTICLE VI - OFFICERS**

### **Section 1. Officers**

The elected officers of this organization will be a President, a President Elect who will succeed the President, a Vice President who will succeed the President Elect, the Past President, a Secretary, and two Members-at-Large. The Treasurer position will be filled by an appointment made by the Executive Board.

### **Section 2. Prerequisite to Nomination and Election or Appointment**

All officers must be members in good standing of CEC and the ISET Division at the time of their nomination and election and remain so throughout the duration of their term of office.

### **Section 3. Election of Officers**

The officers of the division will be elected by the membership from those members in good standing who are approved by the Leadership and Development Committee. Nominations may be made from the floor at an ISET business meeting and/or through written correspondence to the Leadership and Development Committee. Officer elections will occur before the end of the Officers' Service Term. Exact dates for balloting will be determined by the Leadership and Development Committee with at least a 14-day window for membership voting.

### **Section 4. Terms of Officers**

The President, President Elect, Vice President, and Past President will serve one year. The President will serve one year as Past President upon completion of their Presidential year. The President Elect will succeed the President. The Vice President will succeed the President Elect. The Secretary and Treasurer will serve two consecutive years. The election for the Secretary will be held on every other year; one Member-at-Large will be held on even numbered years; and the appointment of the

Treasurer and the election of the other Member-at-Large will be held on odd numbered years.

### **Section 5. Succession**

An elected officer, with the exception of the representatives to the CEC Representative Assembly, cannot succeed themselves in the same office until the expiration of one administrative year, provided that this will not apply in the case of an officer selected to fill any portion of an unexpired term. However, the Executive Board may decide, if a suitable candidate for an office cannot be located, to appoint an officer to succeed themselves for a limited term. This option can be exercised only if all reasonable efforts to locate a nominee have been exhausted. The representatives to the CEC Representative Assembly may serve a consecutive two-year term.

### **Section 6. Vacancies**

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

### **Section 7. Responsibilities of Officers**

A. The responsibilities of the President will be:

1. To serve as the chief executive officer of the division with the powers and duties usually belonging to such a position;
2. To call and preside at meetings of the Executive Board and membership;
3. To be an ex-officio member of all committees;
4. To represent the division in coordinating efforts with other agencies and organizations and other divisions of CEC;
5. To carry on correspondence as necessary for the operation of the organization and delegate related duties as appropriate;
6. To give leadership to general policy-making and carry out directions of the membership;
7. The president will set annual goals and objectives each year to determine active standing committees;
8. To submit an annual set of assurances to CEC year by the deadline established by CEC;
9. To share responsibilities with the President Elect or designee for development of the program for the CEC Annual Convention & Expo and other ISET conferences/events in consultation with the Executive Board;
10. To attend other CEC meetings pertinent to any aspect of the division;
11. To recommend chairs of standing committees;
12. To recommend to the Executive Board ad hoc committees and other appointed bodies needed; and
13. To serve as a member of the Leadership and Development Committee.

- B. The responsibilities of the President Elect will be:
1. To serve in the place of the President with approval of the Executive Board in case of the President's absence or inability to serve;
  2. To assume designated responsibilities and attend meetings that will provide training for advancement to the office of President;
  3. To share responsibilities with the President for development of the program for the CEC Annual Convention & Expo and other ISET conferences/events in consultation with the Executive Board; and
  4. To serve as a member of the Leadership and Development Committee.
- C. The responsibilities of the Vice President will be:
1. To serve in place of the President Elect with their authority in case of the President Elect's absence or inability to serve;
  2. To represent ISET in other activities as requested by the President;
  3. To chair the Constitution and Bylaws Committee; and
  4. To serve as a member of the Leadership and Development Committee.
- D. The responsibilities of the immediate Past President will be:
1. To chair the Leadership and Development Committee;
  2. To represent ISET in other activities as requested by the President; and
  3. To facilitate the selection of awards and awardees.
- E. The responsibilities of the Secretary will be:
1. To keep a record of the annual business meeting and the meetings of the Executive Board, and distribute those minutes within 30 days of the meeting;
  2. To assist with official correspondence as delegated by the President;
  3. To assume custody of all records (including archived records) except those specifically assigned to others;
  4. To keep accurate lists of Executive Board and standing committee memberships;
  5. To have available copies of the Constitution and Bylaws, and minutes of all meetings of committees, the Executive Board, and annual business meeting; and
  7. To transfer all records to the new Secretary within 30 days of installation.
- F. The responsibilities of the Treasurer will be:
1. To make an annual report of the financial status of the division to the Executive Board and at the annual business meeting;
  2. To prepare and submit an annual budget for approval by the Executive Board at the annual Executive Board meeting;
  3. To authorize all expenditures and transactions as directed by the Executive Board;
  4. To transfer all monies and records to the new Treasurer within 15 days after installation;
  5. To oversee tax preparation and on-time submission, manage outside accounting, recommend investments, maintain adequate liability insurance, to advise on non-profit tax status issues, and to advise the Executive Board on any other fiscal matters required or recommended by CEC; and

6. To oversee contractual relationships with ISET vendors.
- G. The responsibilities of the two Members-at-Large will be:
1. To represent the division at regional and national conventions and meetings;
  2. To assist in developing policies for the operation and growth of the division;
  3. To serve as the division's representatives to the CEC Representative Assembly, and in that role:
    - a. Represent the division at meetings of the CEC Representative Assembly;
    - b. Participate in balloting and other activities necessary to the functioning of the CEC Representative Assembly;
    - c. To communicate issues and concerns from the division to the CEC Representative Assembly;
    - d. Report in a timely manner a summary of the CEC Representative Assembly meeting(s) and any other governance information to the Executive Board and the membership; and
  4. To carry out other roles and responsibilities as delegated by the Executive Board.

## **Section 8. Removal from Office**

In the event of a petition by the membership for the removal of an officer:

- A. A petition for removal of a division officer will be signed by at least five members of the division and submitted in writing to the President. If the President is the subject of the petition, it will be submitted to the President Elect.
- B. The President (or President Elect) will, within seven 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 of the Executive Board to consider the matter within 30 days following the receipt of the petition.
- C. At the Executive Board meeting, an opportunity will be made available to all interested parties to present any relevant evidence; two-thirds majority vote of the Executive Board members present, provided there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.
- D. The officer being considered for removal will be provided with the results of the Executive Board action in writing within seven days.

## **ARTICLE VII – STANDING COMMITTEES**

### **Section 1. Standing Committees**

Active standing committees will be the

- Constitution and Bylaws Committee (chaired by the Vice President),
- Early Career Leadership Committee (appointed),
- Leadership and Development Committee (chaired by the immediate Past President)
- Membership Committee (chaired by one Member-At-Large),
- Policy and Advocacy (chaired by the CAN Representative),
- Professional Development Committee (appointed),
- Publications Committee (appointed),
- and Publicity Committee (chaired by one Member-At-Large).

## **Section 2. Ad Hoc Committees**

Ad hoc committees may be established and their functions assigned at the discretion of the President. Such establishments must clearly indicate the purpose and length of service of the committee.

## **Section 3. Appointment of Committee Chairs**

The President, with the approval of the Executive Board, will appoint the chairs of the standing committees with the exception of the Membership, Publicity, Leadership and Development, and Constitution and Bylaws.

## **Section 4. Appointment of Committee Members**

Committee members will be appointed by the chairperson of the committee, subject to approval by the President.

## **Section 5. Duties of Committees**

- A. The duties of the Constitution and Bylaws Committee will be:
  - 1. To receive and review all proposed amendments to the constitution and bylaws and refer them with recommendations to the Executive Board;
  - 2. To ensure that the provisions of the Constitution and Bylaws are followed in all Executive Board decisions and actions; and
  - 3. To call to the attention of the Executive Board other changes which may be needed in the constitution and bylaws.
- B. The duties of the Early Career Leadership Committee will be:
  - 1. To support a network of early career professionals interested in special education technology;
  - 2. To propose early career-specific professional development initiatives to the executive board and/or Professional Development committee;
  - 3. To nominate one of the committee members to be a representative on the Professional Development committee; and
  - 4. To facilitate the development of future ISET leadership from the ranks of the early career members.
- C. The duties of the Leadership and Development Committee will be:
  - 1.
  - 2. To solicit recommendations for nominations from the entire membership and conduct officer elections prior to the start of the administrative year;
  - 3. To determine eligibility of nominees for office, to prepare a ballot and obtain Board approval, to run the election, and to announce results to the Board; and
  - 4. To develop strategies for encouraging CEC members from diverse groups to participate in ISET leadership activities.
- D. The duties of the Membership Committee will be:
  - 1. To report on membership activity, including total numbers and changes in membership, to the Executive Board at each meeting;
  - 2. To provide the updated membership list to the webmaster;
  - 3. To maintain an active program for the recruitment of new members and renewal of members; and

4. To support CEC Headquarters in its membership recruitment and retention programs.
- E. The duties of the Policy and Advocacy Committee will be:
1. To develop a political action program in consultation with the Executive Board;
  2. To disseminate information pertinent to national and state/provincial legislative programs via the ISET website and other outlets;
  3. Recommend advocacy activities; and
  4. To support CEC Headquarters as appropriate in its policy and advocacy efforts and campaigns.
- F. The duties of the Professional Development Committee will be:
1. Develop an ongoing plan for a variety of types of professional development opportunities for ISET membership and the infrastructure for support of those activities;
  2. As appropriate, assist local and regional ISET units in their implementation of professional development;
  3. To investigate and recommend to the Executive Board cooperative efforts with other CEC divisions and organizations.
- G. The duties of the Publications Committee will be:
1. To review division publications at least annually and recommend policies and procedures related to their growth and development;
  2. To consider the composition of the membership for determining the content of the publications;
  3. To recommend to the Executive Board publications to be created and their means of dissemination;
  4. To solicit nominations for the division's journal editors at the conclusion of any editorial term and report nominations to the Executive Board;
  5. To oversee the publication of a minimum of four issues of the journal each year; and
  6. To oversee marketing, production, sales and distribution of ISET publications and products.
- H. The duties of the Publicity Committee will be:
1. To develop publicity avenues to continue to enhance the membership's awareness of ISET's activities;
  2. To work with the membership in recruiting assistance in publicity for ISET throughout other professional organizations as well as other applicable avenues; and
  3. To oversee the quality of the website and social media communications, as well as their responsiveness to the membership and developments in the field.



## **ARTICLE VIII - MEETINGS**

### **Section 1. Business Meetings**

A minimum of one annual business meeting will be held.

### **Section 2. Board Meetings**

A minimum of one annual board meeting will be held.

### **Section 3. Regular Meetings**

The Executive Board will meet regularly as needed to conduct division business, but no less than twice a year.

### **Section 4. Special Meetings**

The Executive Board will have the authority to conduct and/or co-sponsor conventions, conferences, and regional meetings in addition to the annual meeting.

### **Section 5. Special Meetings of the Executive Board**

Special Executive Board meetings may be called by the President with the consent of the Executive Board.

## **ARTICLE IX – DURATION AND DISSOLUTION**

The duration of the division will be perpetual unless the officers of the division unanimously determine that it should be dissolved. The officers will inform the membership that the division is to be dissolved. Upon the dissolution and final liquidation of the division, the Executive Board will, after payment of all the debts and liabilities of the division, distribute all the assets of the division either to CEC, a nonprofit, tax-exempt 501(c)(3) organization with a similar mission and purpose as the ISET Division. The final distribution of assets will be determined by the Executive Board.

Under no circumstances will any of the property or assets of the division during its existence or upon the dissolution be distributed to any officer, member, employee, or subsidiary of this division for their personal gain.

## **ARTICLE X - PARLIAMENTARY PROCEDURE**

The rules of parliamentary procedure in Robert's Rules of Order, Newly Revised, latest edition, will govern the proceedings of this division subject to the special rules which have been or may be adopted.

## **ARTICLE XI - AMENDMENTS**

### **Section 1. Submission of Proposed Amendments**

Proposed amendments to the Constitution and Bylaws may be petitioned by ten (10) active members or by the Constitution and Bylaws Committee. Proposed amendments to this Constitution and Bylaws will be submitted in writing to the Constitution and Bylaws Committee.

**Section 2. Review by Executive Board**

The Constitution and Bylaws Committee will refer all proposed amendments with recommendations to the Executive Board. The Constitution and Bylaws Committee will review the Constitution and Bylaws annually and submit any amendments they deem appropriate to the Executive Board.

**Section 3. Referral to the Membership**

All proposed amendments submitted to the Executive Board will be approved by the Executive Board, and those approved will be submitted to the membership for a vote.

**Section 4. Final Action**

This Constitution and Bylaws may be amended by a simple majority vote of the membership through a mail, electronic, or voice vote.