

*Division on
Autism and Developmental
Disabilities
of the
Council for Exceptional Children*

**HANDBOOK FOR BOARD
MEMBERS**

April 2011

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**Division on
Autism and Developmental Disabilities
of the
Council for Exceptional Children

Constitution and Bylaws**

Article I

NAME

Section 1: The name of this organization shall be *The Division on Autism and Developmental Disabilities of the Council for Exceptional Children*.

Article II

MISSION

Section 1: The Division on Autism and Developmental Disabilities is an organization composed of persons committed to enhancing the quality of life of individuals, especially children and youth, with autism and developmental disabilities, including those with intellectual disabilities, autism, and related disabilities. The Division seeks to further the knowledge base of the field, thus ensuring the continued advancement of positive educational and life outcomes for those with autism and developmental disabilities.

Organizational Goals

1. To enhance the competence of persons who work with individuals with intellectual disabilities, autism, and related disabilities.
2. To respond to and address emergent and critical issues in the field.
3. To advocate on behalf of individuals with autism and developmental disabilities.
4. Expand and maintain a viable membership.

Section 2: The Division shall encourage and promote professional growth, research, and dissemination of research findings.

Article III

PROVISIONS OF CONSTITUTION AND BYLAWS

Section 1: The provisions of this Constitution and Bylaws shall be consistent with the provisions of the Constitution and Bylaws of the Council for Exceptional Children.

Section 2: After dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization(s) organized and operated exclusively for charitable, religious, or scientific purposes as shall at the time qualify as an exempt organization (s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Section 3: No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding the provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law) or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Section 4: The Corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of the United States of America.

Article IV

MEMBERSHIP

Section 1: All members of the division shall be members of the Council for Exceptional Children, and a membership of not fewer than 700 will be maintained.

Section 2: Any member of the Council whose interests relate to the field of intellectual disabilities, autism and developmental disabilities may become a member of this Division upon payment of dues.

Section 3: Bonafide, full-time students in this field are eligible for student membership according to the parameters defined by the Council.

Section 4: Members of this Division shall be entitled to all the rights and privileges of this organization.

Section 5: A quorum for the membership meeting shall consist of twenty-five (25) members.

Section 6: The Board of Directors shall determine any question of eligibility for membership in accordance with the provisions of Article IV.

Section 7: The dues shall be proposed by the Board of Directors and determined by a simple majority of members at the annual convention.

Section 8: Fiscal year for the division shall be January 1 - December 31.

Article V

OFFICERS

Section 1: The officers shall be a president, president-elect, vice-president, secretary, and treasurer. The first three named shall serve one-year terms of office. The secretary and the treasurer shall serve three-year terms of office. These five elected officers and the immediate past-president, shall constitute the Executive Committee and shall be empowered to act for the Division when time is a critical factor and when a meeting of the Board of Directors is not feasible. They shall be limited by Division policies and Division budget and shall report all actions to the Board at its next meeting along with such recommendations as it may desire to make, and the secretary shall send a report of all decisions of the Executive Committee to all members of the Board within thirty days of their occurrence.

Section 2: The president-elect shall automatically succeed to the office of president at the expiration of the president's term of office. The vice-president shall automatically succeed to the office of president-elect at the expiration of the president-elect's term of office.

Section 3:

A. A nominating/elections committee appointed by the Board of Directors shall nominate two or more candidates for vice-president each year, two or more candidates for secretary in 2010 and every three years thereafter, two or more candidates for treasurer in 2011 and every three years thereafter, two or more candidates for each regional representative position up for election and student representative position (1-2 year term). Nominees must be members at the time of nomination and election. Student representatives who complete their degrees during their term of office are expected to fill their position through December of that year. Nominees for regional representatives must reside in their respective region.

B. The nominations/elections committee's report shall be submitted to the president and all other members of the Board of Directors by September 1 of each year.

Section 4: Nominations shall be sent to members no later than July 1 of each year and shall be voted upon by mail or electronically, and submitted to the designated individual at the Council for Exceptional Children no later than November 15. That individual shall, after having the ballots counted, communicate the results of the election to the President of the Division. Those receiving the largest number of votes for each office shall be elected. The President shall notify each candidate and members of the Board of Directors of the outcome of the election prior to the business meeting and the results of the election shall be announced at that meeting giving only the names of those elected and not the number or percentage of votes received. Each person elected shall hold office for the period elected beginning January 1st of the year elected to office. If provisions of sections three and four are not met, then resolution of matters thus unresolved shall rest with the membership in the regular annual business meeting.

Section 5: A vacancy in the office of the president shall be filled by automatic succession of the president-elect to such office. A vacancy in the office of president-elect shall be filled by automatic succession of the vice-president to such office. A vacancy in the office of the vice president shall be filled by appointment by the Board of Directors. The appointed vice president shall proceed through the offices of the President-Elect,

President, and Past President as part of the normal sequence. In the event of vacancy in all three offices, the presidency shall be filled by appointment by the Board of Directors.

A. Any appointee filling the vacancy in the office of president shall serve until the end of the administration year in which the appointment was made or until replaced by a duly elected successor. Upon being replaced, he/she shall succeed to the office of immediate past president in the usual manner. Any president-elect automatically succeeding to the presidency to fill an un-expired term shall be entitled to remain as president for the ensuing regular term. In this case, the immediate past president would serve two full terms in that office and the president who failed to complete his or her term would not become immediate past president.

B. A vacancy in the office of secretary or treasurer or elected member of the Board shall be filled by action of the Board of Directors; and such person shall serve until the end of the current administration year or until replaced by a duly elected successor.

C. A vacancy in each of the offices of past president or vice-president shall remain unfilled until the next administration year.

D. A vacancy in a regional representative position will be appointed by the president, with board approval, and remain in that position until the position comes up for election in the normal cycle.

Section 6: The duties of officers shall be such as are implied by their respective titles and such as are specified in these constitutions and bylaws.

Section 7: The President shall:

- A. Be the chief executive officer of the Division.
- B. Preside over Division meetings at the annual convention.
- C. Call and preside at meetings of the Executive Committee and Board of Directors.
- D. Serve on or appoint a representative member for all committees except nominating and elections.
- E. Represent the Division in coordinating efforts with those of other agencies.
- F. Give leadership in general policy-making and carry out decisions.
- G. Make an annual report to the Council and to the Division.
- H. Serve as a representative of the Division to the Representative Assembly.

I. Serve as a representative of the Division to the Interdivisional Caucus (IDC).

Section 8: The President-Elect shall:

- A. Act in the place of the president with his or her authority in case of absence or disability of the president.
- B. Serve as chair of the conference committee for the annual convention, regional and special meetings; serve as co-chair for future special conferences sponsored by the division.
- C. Appoint committee chairpersons of the nominations committee to be confirmed by agreement of the Board of Directors.
- D. Serve as a representative of the Division to the IDC.

Section 9: The Vice President shall:

- A. Act in the place of the president-elect with his or her authority in case of absence or disability of the president-elect and shall act in the place of the president with his or her authority in case of absence or disability of both the president and the president-elect.
- B. Serve as the Division's representative for advance program planning for the annual convention which will take place during his or her term as president-elect.

Section 10: The Secretary shall keep a record of all proceedings of the business meetings of the annual convention, the meetings of the Executive Committee, the Board of Directors, and such correspondence as is necessary for the promotion of this organization.

Section 11: The Treasurer shall be responsible for accounting for all funds in a manner prescribed by the Board of Directors, and shall prepare an annual budget and make an annual report to the Board of Directors and to the business meeting at the annual convention.

Section 12: The immediate past president shall serve as a representative of the division to the Representative Assembly and monitor the division's strategic plan.

Section 13: Removal of Officers

- A. Officers who permit their membership to lapse shall thereby vacate their offices.
- B. Officers who fail to perform their duties under the constitution and bylaws and other official rules, regulations and policies of the Division may be removed from office by the remainder of the Executive Committee

with the right to appeal such removal to the Board of Directors. All proceedings related to such procedures shall be governed by due process including the right to confrontation by accusers and hostile witnesses, the presence of favorable witness and an attorney for the defendant if provided by said defendant, a transcript of the hearing and findings provided to the defendant speedily, and an appeal hearing at the next meeting of the Board of Directors if formally requested.

Article VI

BOARD OF DIRECTORS

Section 1: The president, president-elect, vice-president, immediate past president, secretary, treasurer, student representative, Chair of the Publications Committee, Chair of the Communications Committee, Conference Coordinator, and five elected members (one from Canada, one from northeast U.S., one from southeast U.S., one from Midwest U.S., and one from far west U.S.) shall constitute the Board of Directors. Each elected member of the board may be re-elected for one additional three-year term, with the exception of the treasurer who may be re-elected for up to two additional three-year terms. The chairs of Publications Committee and Communications Committee, and Conference Coordinator are appointed by the President with Board approval for a three-year term. The Chair of the Communications Committee may be re-appointed for one additional consecutive term and the Chair of the Publications Committee and Conference Coordinator may be re-appointed for two additional three-year terms. For purposes of this section, the five areas represented by the elected regional representatives of the board shall be:

Canada – Any Canadian province or territory
 Northeast - CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VT
 Southeast - AL, AR, FL, GA, LA, MS, NC, OK, SC, TN, TX, VA, WV
 Midwest - IA, IL, IN, KS, KY, MI, MN, MO, ND, NE, OH, SD, WI
 Far West - AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

Section 2: Except for the student representative, the five elected regional representatives of the Board of Directors shall serve three-year terms of office. The student representative shall have a term of office of one or two years, contingent upon his or her being a full-time student during that year of office.

Section 3: Six members of the Board shall constitute a quorum.

Section 4: The Board of Directors shall meet at least twice each year. One meeting will be held in conjunction with the annual CEC meeting

and one meeting will be the mid-year meeting. These meetings shall be called by the president. The mid-year meeting may be an electronic meeting if the president determines that would be sufficient. The president shall act as the liaison with the Council on all matters on which such liaison is required or desirable. Where matters of policy arise, the president shall reflect the desires of the Board of Directors.

Section 5: The Board of Directors shall:

- A. Conduct all appropriate business of the Division.
- B. Formulate and recommend Division policies and programs to the annual convention.
- C. Provide and approve the annual Division budget.
- D. Provide an annual audit of Division funds.
- E. Formulate administrative policies.
- F. Interpret Division position on legislation and work with the legislative committee of the Council on such matters.

Article VII

COMMITTEES

Section 1: Standing Committees

A. The Division shall have such committees as necessary to carry out the functions of the organization.

B. Standing committees shall include:

- 1. Nominations/Elections
- 2. Membership/Unit Development
- 3. Publications
- 4. Communications
- 5. Conference
- 6. Legislation
- 7. Awards
- 8. Critical Issues
- 9. Finance
- 10. Diversity

The president can appoint ad-hoc committees as the need exists.

C. Committee members shall be appointed by the respective committee chairpersons subject to the approval of the Board of Directors except as otherwise provided in the Constitution and Bylaws.

Section 2: Nominations/Elections Committee

- A. The nominations/elections committee shall be constituted and function as prescribed in Article V, Section 3A of the Constitution.
- B. The most recent past-president available, able and willing to serve, ordinarily the immediate past-president, shall serve as chair of the nominations/election committee.
- C. The nominations/elections committee conducts the elections as indicated in Section 4 of Article V of the Constitution.
- D. The nominations/elections committee counts votes or works with the designated individual at CEC headquarters to ensure that votes are counted.
- E. The nominations/elections committee submits a report of the count to the president.

Section 3: Membership/Unit Development Committee

- A. The membership/unit development committee shall include:
 - 1. The chair who shall be a member of the Board of Directors appointed by the President-Elect, with Board approval, as chair for a two or three-year term subject to an additional such term, and
 - 2. The five members of the Board of Directors from specific geographic areas, the student representative, and such additional members as the chair appoints with Board approval, with terms of the latter to expire with that of the chair.
- B. The membership/unit development committee shall:
 - 1. Develop and, with Board approval, implement measures to increase the number of members, both regular and student.
 - 2. Make a report to the Board in writing not less than 30 days prior to the annual convention, a brief verbal report to the annual business meeting of the membership, and such other reports as the Board may require.
 - 3. Formulate practices and policies related to subdivisions of the Division.
 - 4. Serve as liaison between the Board and subdivisions.
 - 5. Provide support for the development of new subdivisions.

Section 4: Publications Committee

A. The publications committee shall consist of six members on three-year rotating terms, plus a chair who shall be an appointed member of the Board of Directors. The chair will be appointed by the President after hearing recommendations by the Executive Committee. The appointment of the Publications Chair shall be for a three-year term; reappointment for up to two additional consecutive three-year terms is permitted. Committee members will serve a three year term and can be re-appointed to one additional term.

B. The publications committee shall

1. Oversee all print, electronic, and video publications of a scholarly nature, including the division journal, ETADD, and books, monographs, and videos and CDs/DVDs
2. Recommend to the Board of Directors policy issues related to publications

Section 5: Communications Committee

A. The communications committee shall consist of six members plus a chair who shall be an appointed member of the Board. The chair will be appointed by the President after hearing recommendations by the Executive Committee. The appointment of the Communications Chair shall be for a three-year term; reappointment for up to one additional consecutive three-year term is permitted. The Communications Chair may also serve as the web-site coordinator or DADD newsletter editor. Committee members will be current members of DADD and will serve a three year term and can be re-appointed to one additional term.

B. The communications committee shall:

1. Oversee all communication between the division and the public, including the web site and division newsletter.
2. Recommend to the Board of Directors policy issues related to communication vehicles used by the division.

Section 6: Conference Committee

- A. The conference committee shall be composed of:
1. The president-elect, who shall serve as chair or co-chair.
 2. The conference coordinator, who shall serve as co-chair.
 3. The vice president.

4. A separate chair of the conference committee may be appointed for a specific conference.

B. The conference committee shall:

1. Make recommendations to the board related to the division's annual conference, including the site and theme of the conference.
2. Make a report to the board related to the division's conference and the annual CEC conference.

Section 7: Legislation Committee

A. The legislation committee shall consist of the Canadian and Student Representative members, the Division CAN (Children and Youth Action Network) coordinator, and three additional members subject to Board approval, who shall serve three year rotating terms. The CAN Coordinator, appointed by the President for a three year term, with board approval, shall serve as the chairperson of the committee.

B. The legislation committee shall:

1. Study legislation both enacted and proposed, as well as rules and regulations relative to intellectual disability, autism and developmental disabilities particularly at the national level, though not to the exclusion of sub-national and international levels.
2. Make a written report to the Board at least 30 days prior to the annual convention and such other reports as may be required by the Board; and
3. Support or oppose legislation as directed by the Board.

Section 8: Awards Committee

A. The awards committee shall include:

1. A member of the Board of Directors appointed by the President-Elect, with Board approval as chair.
2. Three other members of the Board appointed by the president-elect, with Board approval.
3. The CAN coordinator.
4. The student representative.
5. A non-Board member appointed by the president-elect, with Board approval.

B. The awards committee shall:

1. Review nominations for Division-authorized awards.
2. Select from among the qualified nominees those to receive the awards unless otherwise required by the awards criteria.
3. Prepare suitable awards for presentations.

Section 9: Critical Issues Committee

A. The critical issues committee shall include:

1. A member of the Board of Directors appointed by the president-elect, with Board approval, as chair for a two or three year term subject to an additional such appointment, and
2. A minimum of two other members of the Board and up to three other members of DADD, all of whom are to be appointed for one-year terms by the president-elect with Board approval and may be reappointed for additional one-year terms with total consecutive terms not to exceed three years.

B. The critical issues committee shall:

1. Define and study significant issues, as approved by the Board, provided all issues are germane to the purposes of the Division.
2. Submit a position paper-recommendation on such issues to the Board for its approval.
3. Prepare/obtain an in-depth article on the approved position recommendation for Board review. Such an article then may be published in the Division journal and/or posted on the division website.

Section 10. Finance Committee

A. The Finance Committee shall include:

1. The president, president-elect, vice-president, past president, Executive Director, and treasurer, with the treasurer acting as chair.
2. The immediate past treasurer, with approval of the Board of Directors, and if willing to serve.

B. The Finance Committee shall, on behalf of the Board:

1. Guide and monitor the development and maintenance of procedures that ensure the financial integrity of the Division;

2. Oversee all aspects of the management of Division finances, and/or its fiscal policies;
3. Provide direct support/guidance for the treasurer in the resolution of issues relative to the management of Division finances;
4. At the mid-year board meeting, the annual CEC convention, and at other times as directed by the Board of Directors, meet for the purpose of conducting a review of DADD's financial position and its fiscal policies and procedures.

Section 11: Diversity Committee

- A. The diversity committee shall consist of:
 1. A diversity committee chairperson appointed by the President for a three-year term (may be re-appointed for one additional three-year term).
 2. Five additional committee members appointed by the Diversity Committee chairperson. Members must be DADD members and may or may not be members of the Board of Directors.
- B. The Diversity Committee shall:
 1. Make recommendations to the Board of Directors on issues dealing with diversity.
 2. Serve as the division's liaison with CEC diversity efforts.

Section 12: Ad hoc committees may be established and their functions assigned at the discretion of the president.

Article VIII

MEETINGS

Section 1: The Board of Directors shall have the authority to conduct meetings, conventions, or conferences in addition to the annual convention.

Article IX

AMENDMENTS

Section 1: This Constitution and Bylaws may be amended either via mail ballot, electronic ballot, or at any regular business meeting of the Division with the support of two-thirds of the members.

Section 2: Any proposed change in the DADD Constitution or By-Laws which has been approved by the DADD Board of Directors must be provided to the DADD membership in writing, in advance of the vote to accept or reject the proposed amendment. Such publications can take the form of a notice in the DADD Express or through a direct mailing to membership.

Section 3: Any proposed change in the DADD Constitution or By-Laws which has been approved by the Board of Directors may be posted on the DADD Division Web site to supplement, not replace, written notice to the members. A disclaimer, indicating that the change is yet to be discussed and voted on, must be clearly included.

Section 4: Once changes have been made to the DADD Constitution or By-Laws, they will be posted on the DADD web site.

Article X

PARLIAMENTARY PROCEDURE

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

POLICIES AND PROCEDURES

A. BOARD OF DIRECTORS

For membership on the Board and other matters related thereto, see Article VI of the Constitution and Bylaws. The Executive Director, CAN Coordinator and Diversity Chair serves as an ex-officio, non-voting members of the Board of Directors.

1. Executive Committee

The Executive Committee may meet at the annual convention prior to the meeting of the Board to review the budget, agenda, and make such recommendations as it may choose. Similarly, it may meet prior to the midyear meeting of the Board for the same purposes. Special meetings of the Executive Committee may be called by the President or by any three of the remaining members. Such special meetings may be face-to-face, by conference telephone call, or other electronic means. Both shall constitute official meetings provided that due notice is given to all members of the body, reasonable effort made to permit all members to attend, parliamentary procedure followed, and minutes kept.

2. President

In addition to the provisions of the Constitution and Bylaws (Article V, Section 7), the President is vested with the responsibility to:

1. authorize/sign billings and forward to the Treasurer;
2. authorize advances (approval of treasurer is needed) when a budget allocation cannot be handled in the usual way or reimbursement for expenses. When the advance is authorized the recipient should be sent an expense form/voucher and a letter of explanation by the President, with copies of that letter going to the Treasurer and Executive Director.

3. President-Elect

In addition to the provisions of the Constitution and Bylaws (Article V, Sections 2, 5, & 8), the President-Elect is vested with the responsibility to:

1. arrange for meetings of the Board of Directors and the Business meeting at the annual conference;
2. arrange refreshments for the President's reception, and

- direct the preparation and distribution of invitations to the reception, business meeting, board meetings;
3. arrange for refreshments at the business meeting and board meetings;
 4. obtain and present the past president's pin at the business meeting;
 5. arrange for housing for the President and for the reception;
 6. attend meetings as requested by the Board, at Division expense.

4. Vice President

See Constitution Article V, Section 9, relative to duties. This individual should also attend meetings, as requested by the Board, at Division expense.

5. Secretary

In addition to provisions of the Constitution and Bylaws (Article V, Section 10), the Secretary is expected to:

1. obtain addresses and phone numbers of new members of the Board and distribute to the Board a roster of its members for the next administrative term of office within 30 days after the convention;
2. prepare and distribute a draft of the minutes of the meetings of Board of Directors and the Business meeting to members of the Board within 60 days after each meeting and modify minutes if corrections are in order;
3. prepare and submit to the communications chair, copy to the president, and a summary for the general membership of the meetings of the Board and the Business meeting to be posted on the web site.

6. Treasurer

In addition to provisions of the Constitution and Bylaws (Article V, Section 11), the Treasurer is expected to:

1. sign billings authorizing payments and pay all bills promptly or reject same with stated reasons to the biller, subject to appeal to the Board;
2. render an accounting of the state of the treasury at the annual business meeting after first clearing it with the Board;
3. render an accounting of the state of the treasury at the midyear Board meeting;

4. prepare in concert with the Executive Director, an annual budget before the annual board of directors meeting;
5. write checks and maintain balanced accounts of all DADD fiscal accounts, as directed by President, unless CEC acts as the Division's fiscal agent.
6. alert the Executive Committee and Board of Directors to fiscal trends and potential problems.

7. Immediate Past President

The Immediate Past President serves as a representative of the Division to the Representative Assembly, serves as chairperson of the nominations/elections committee, and monitors the strategic plan.

8. Student Representative

In creating and subsidizing the position of *student representative*, the Board of Directors sought the presence of the student point of view in its deliberations. Too, it was expected that the position would open and maintain communications between DADD and SCEC.

SCEC subsequently stipulated the following expectations of the Student Representative of the DADD Board of Directors:

1. attend the meetings of the DADD Board of Directors;
2. encourage the Division to appoint students to committees;
3. maintain communication with the SCEC liaison at CEC;
4. submit information regarding students to the newsletter editor for publication in the DADD Express;
5. attend the SCEC Board meeting at the annual convention;
6. maintain communications with student liaisons of other divisions.

9. Publications Chairperson

The Publications Chairperson is appointed by the President with Board approval for a three year term on the Board of Directors. The chairperson may be re-appointed for two additional three-year terms. The chairperson is responsible for overseeing all Division scholarly publications, including regular publications, such as ETADD, and special publications approved by the Board of Directors.

10. Communications Chairperson

The Communications Chairperson is appointed by the President with Board approval for a three year term on the Board of Directors. The chairperson may be re-appointed for one additional three-year term. The chairperson is responsible for overseeing Division external communications, including the DADD newsletter and DADD web site. The Communications Chairperson may serve as the web master or newsletter editor. If the chairperson does not serve in one of these roles, he/she is responsible for overseeing the individuals in these roles.

11. Conference Coordinator

The Conference Coordinator is appointed by the Board of Directors for a three year term on the Board of Directors. The Conference Coordinator may be re-appointed for two additional three year terms. The coordinator is responsible for overseeing division conference planning and conference activities, and serves as co-chair of the conference committee with the president-elect.

Site Selection

One of the most important functions of the conference committee is the site selection for DADD conferences. The following guidelines will apply to site selection:

A. The conference committee will identify a minimum of three potential sites for DADD conferences/workshops a minimum of 18 months prior to the anticipated date of the conference.

B. The conference committee will present these sites to the Board of Directors at its next meeting, or electronically, outlining pros and cons for each site and offering its recommendations, if any. The board will make the decision concerning the location(s).

1. Once the location(s) has been designated, the conference coordinator will identify a minimum of three hotels/conference centers to host the conference/workshop. These sites will be asked to submit a proposal for review by the conference committee. The conference committee will review each proposal and make a recommendation to the board, giving pros and cons for each location. The board will make the decision concerning specific hotel/conference center.

2. Conference committee will determine the use of special amenities, such as complimentary rooms, etc.

3. Amenities such as travel awards/points earned as a result of having a conference at a particular hotel/conference center will be considered the

property of DADD. As such, the executive committee will make recommendations to the board concerning the use of these travel awards/points.

Program Planning

Another important function of the conference committee is the program development for DADD conferences/regional workshops. The following guidelines will apply to program development:

- A. The conference committee will identify a minimum of three keynote speakers for DADD conferences/regional workshops a minimum of 12 months prior to the anticipated date of the conference.
- B. The conference committee will present speaker recommendations for conferences/regional workshops to the Board of Directors at its next meeting, or electronically, outlining pros and cons for each speaker. the board will make the decision concerning the speakers.
- C. Once speakers have been selected, the conference coordinator will finalize arrangements with each speaker and report to the board within 30 – 45 days via e-mail.

Conference Coordinator Responsibilities:

- A. Finalize hotel/center arrangements conferences/workshops.
- B. Finalize speaker arrangements.
- C. Develop promotional materials for conferences/workshops.
- D. Develop and maintain registration materials.
- E. Develop and disseminate evaluation materials.
- F. Submit reports to Board of Directors at midyear and annual meetings.

12. Geographical Distribution

Five members of the Board come from designated geographical areas to avoid area bias. All five are fully responsible for and to the total membership, but have special responsibilities to division members within their region. Each may be able to contribute special knowledge and unique talents to the Board and may be appointed to serve on standing and/or ad hoc committees and may reflect unusual regional insight. Thus while the individuals elected to these represent the total DADD membership, they also have regional responsibilities related to information-sharing, recruitment, monitoring and development. Specific responsibilities may include:

1. support regional conference development activities;

2. support and assist in developing new subdivisions within their region;
3. help monitor and provide support for subdivisions within their region;
4. assist in membership recruitment and retention within their region;
5. act as regional liaison to the Board of Directors

13. Midyear Board Meetings

In addition to the annual meeting at the CEC convention, the Board shall meet in October, November, December, January, or February, unless fiscal constraint or national emergency, in the judgment of the Executive Committee, make it unfeasible. Meetings can be electronic if deemed by the President to be sufficient. At such midyear meeting, all legitimate and necessary expenses of attending membership of the Board, and others requested to be present by the board, shall be borne by DADD. When the midyear board meeting is held in conjunction with a DADD sponsored conference, the reimbursement rate will be determined by the executive committee, with consideration for conference revenues. In many cases reimbursement for attendance to the midyear board meeting and DADD conference will be less than full reimbursement. Also, board members will not be reimbursed for conference registration, which will be considered professional support for the organization. These policies related to reimbursement for mid-year board meetings apply to all board members. Reimbursement of expenses is allowable for up to 24 hours prior to a meeting that commences before noon and for up to 24 hours after a meeting. Exceptions are subject to the DADD President's approval. Travel options that would actually save the division money could be approved by the president. Reimbursement guidelines for conventions that are sponsored by DADD and held in conjunction with the midyear board meeting will be determined by the Board for each specific conference. The time and place of the midyear meeting will be determined by the Past President.

14. Convention Expenses and Reimbursement

Board members, except the publications chair, communications chair, conference chair, and treasurer, and other designated individuals by the board on an annual basis, will be reimbursed for days in which DADD business is being conducted at the annual convention, as long as such funds are in the DADD budget, to a maximum of \$1,000. The student representative will be reimbursed to a maximum of \$1,200; the ETDADD

editor, the Publications Chair, Communications Chair, Treasurer, Conference Chair, and Executive Director will be reimbursed for full expenses. Note, full reimbursements for designated board members does not apply to mid-year board meetings. See #13 above for guidelines for other than the annual conference and board meeting. The DADD Board of Directors can adjust reimbursements at any time based on budgetary issues. The following guidelines will be used in determining appropriateness of expenses.

1. Transportation (air/train/bus): Amount of ticket (coach fare)
2. Mileage: IRS rate, as identified by DADD Executive Director (not to exceed coach air fare)
3. Registration: Actual basic amount
4. Lodging: Room rate plus taxes
5. Meals: Not to exceed \$45.00 per day (this excludes any meals provided by the division during a particular reporting period)
6. Reimburse board members who are teachers for substitute pay up to \$550 per meeting.

Travel expenses must be submitted on current DADD Travel Expense Voucher, and comply with requirements elicited on the form. Original receipts must be included for any single expense exceeding \$25.00.

Pre-payment for travel may be reimbursed in certain situations. If individuals want to secure their own airline ticket, they may purchase the ticket and request reimbursement. This will be processed the same as reimbursement for any travel as long as the cost of the ticket does not exceed the maximum amount to be reimbursed. If for some reason an individual does not travel to the destination that the ticket has been purchased, the individual must reimburse the division for the amount that has been paid by the division to the individual. Individuals may also obtain an airlines ticket from the official DADD travel agent, designated by the President, with direct billing to DADD, as long as the cost of the ticket does not exceed the maximum amount to be reimbursed. Reimbursement of expenses is allowable for up to 24 hours prior to a meeting that commences before noon and for up to 24 hours after a meeting. Exceptions are subject to the DADD President's approval.

Reimbursements requests must be received by the DADD President within 60 days following the last day of the convention. Failure to do so could result in non-approval of the reimbursement.

B. DADD Publication Policy

The publications of DADD shall focus on the education and quality of life of persons with intellectual disability, autism, and other developmental disabilities. Emphasis shall include exposition and research on such relevant topics as characteristics, prevention, identification and assessment, educational planning, teaching, behavioral support, habilitation, preparation of instructional personnel, community understanding and provisions, and legislation affecting these individuals. A goal of the Division is to publish one or more journals as well as special publications to reflect the needs and issues within the field of intellectual disability and Autism and Developmental Disabilities.

1. Editors, Web Coordinator, and Publication Policy

See Constitution Article VI, Section 1, and Bylaws article IV, Section 5, relative to status on the Board and the Publications and Communications Committees.

In addition to the provisions of the Constitution and Bylaws the editors and web coordinator are governed by the Publication Policy adopted by the Board of Directors. All editors and web coordinator will be evaluated by the publications and communications committees annually.

2. Duties of Editors and web Coordinator

1. Implementation of publication policy approved by the Board;
2. Performance of routine editorial and management tasks such as:
 - a. determine content except as specified by the Board;
 - b. determine departments, features, and such, and their editors;
 - c. appoint all editorial and clerical personnel;
 - d. approve advertising and collect payments for same;
 - e. make minor style, grammatical and organizational revisions;
 - f. copyright contents;
 - g. recommend annual budget to the Publications and Communications Chairperson and the Executive Director;
 - h. maintain appropriate records and files;
 - i. recommend size and scope of publications;
 - j. evaluate cost and quality of printing services, and make recommendations to the Publications/Communications Committee and/or Board of Directors for changes.
 - k. present mid-year and annual reports to the board.

3. Advertising Policy

Advertising copy must conform to the policies and purposes of the Division; it must be professionally oriented and ethical. The following are eligible for review (without charge):

- a. instructional materials and devices
- b. psycho-educational test and assessment materials
- c. diagnostic, instructional, and recreational
- d. facilities, services, and programs
- e. furniture and equipment
- f. employment opportunities

Notices regarding convention programs and professional organizations will be reviewed for appropriateness but may be published as information items without charge. The editor has the responsibility for accepting or rejecting advertising copy and has the right to require additional data or evidence in support of the copy. Information on rates, mechanical specifications, closing dates, circulation, etc. will be available in an advertising rate sheet available from the editor.

Publication of an advertisement is not an endorsement or guarantee, but means only that it is in compliance with DADD standards for advertising.

4. Publications Chairperson

The Publications Chairperson shall:

- a. periodically review the content and format of the regular publications of the Division;
- b. recommend editor(s), assist in the determination of content, and oversee production of special publications of the Division;
- c. communicate information to the members of the publications committee and solicit their input;
- d. inform and respond to questions from the Board of Directors concerning publications of the Division.

5. ETADD Editor

The ETADD Editor will

6. Communications Chairperson

The Communications Chairperson shall

- a. recommend the newsletter editor and web coordinator and oversee these two communication devices.
- b. Communicate information to members of the communications committee and solicit their input.
- c. Inform and respond to questions from the Board of Directors concerning the newsletter and web-site.
- d. May serve as either the newsletter editor or web-site coordinator.

7. Newsletter Editor and Web Coordinator

The Division's newsletter editor and web coordinator are appointed by the Board of Directors for three year term(s). Re-appointment for additional three-year terms is at the discretion of the Board of Directors. The Editor and web coordinator are expected to attend the DADD Board and Business meetings at the CEC convention and shall be reimbursed for that purpose on the same basis as are members of the Board of Directors.

9. ETADD Sales

In order that accurate records may be maintained, the Board of Directors requires that all sales of the journal be conducted by the CEC central office.

C. Executive Director

The Executive Director shall serve as administrative/facilitative consultant to the Executive Committee of the Board of Directors of DADD. The duties of the position shall be:

- a. to strive to maintain the fiscal integrity of DADD by careful monitoring of budget, income, and expenditures;
- b. to monitor subdivision level units with respect to membership requirements, annual reporting, and requirements pertaining to organization of subdivisions;
- c. to distribute a preliminary annual budget, in cooperation with the treasurer, to the Executive Committee at least 30 days prior to the annual convention;
- d. to render such reports and perform such other duties as the Board of Directors shall require from time to time;
- e. to serve as an ex-officio, nonvoting member of the Board of Directors;

- f. to operate according to policies established by the Board of Directors under the direction of the President;
- g. to serve as Division archivist and thus to administer the collection, collation, storage, and retrieval of Division records.
- h. to serve as the professional representative of the Board of Directors; and
- h. additional duties as assigned by the Board.
- i.
- j.
- k.
- l.
- m.

The executive director shall be evaluated annually by the board of directors.

D. Committees and Chairpersons

1. Chairperson of the Membership/Unit Development Committee

See Bylaws Article VII, Section 3. In addition, the chairperson should:

- a. make a brief report at the annual business meeting;
- b. have an up-to-date roster of members at the business meetings and the meetings of the Board of Directors;
- c. review functioning of the position with successor.

2. Nominations and Elections Committee

The most recent past president available and willing to serve is chairperson of the nominations/elections committee. The Board of Directors at its convention meeting appoints members to this committee, number not specified, who may be nominated by the chairperson of the nominations/elections committee.

Nominations are sought through a call for nominations sent to each member of the Division in the spring newsletter, and to be received by the chairperson not later than July 1. No photographs are solicited and no campaign statements are required since this is not an election among self-proclaimed candidates but among peer-acclaimed candidates.

The chairperson of the nominations/elections committee shall:

- a. seek candidates for offices, as described in the Constitution and Bylaws.
- b. when necessary, fill vacancies in offices listed above as they occur.

- c. communicate with individuals nominated to assure willingness to serve and to have them complete and return by stipulated deadline the biographical data sheet forwarded by the chairperson.
- d. soon after the nominations deadline has passed, and the biographical data sheets are returned, send the material on the nominees, who must be division members, to the members of the nominations committee, followed by a telephone conference call to establish the slate of at least two candidates for each office. If more than two candidates are listed per office, the method of election shall be determined in accordance with Robert's Rules of Order.
- e. The ballots are distributed to the members at least eight weeks before the first day of the annual CEC convention. The ballot shall contain instructions to return it by two weeks before the Convention to the chair of the Nominations/Elections Committee or to the Division Manager. The ballots may be distributed via the newsletter or by such other means as the Board chooses.
- f. If DADD conducts its own elections, the chairperson of the nominations/elections committee shall:
 - 1. receive mail ballots;
 - 2. verify postmarks;
 - 3. check for membership number on ballot and/or mailing envelope;
 - 4. open and count ballots with the members of the nominations/elections committee; if the ballot for an office shows more than two candidates, a method of determining the winner that is in accordance with Robert's Rules of Order, which has been previously approved by the Nominations/Elections Committee, shall be used. In the event of a tie, the elections committee chairperson, in the presence of competent witnesses who will attest to the result, will determine the winner *by chance*.
 - 5. notify the president of the results of the election at least five days prior to the convention. The president will notify all candidates of the results of the election prior to the business meeting.
 - 6. Submit a written report of the election results to the president signed by three members of the elections committee.
 - 7. announce the names of the winners of the election at the annual business meeting.

E. Subdivisions

Documents are in the appendix which is used by the Executive Director in facilitating the organization of new units and in monitoring others:

- a. Guidelines for establishing and maintaining DADD subdivisions including rebate eligibility
- b. Annual Report Form
- c. Information regarding financial support during formation.

It is Board policy that a state or province desiring to organize a subdivision after necessary preliminary work by their organizing committee and convincing evidence of its effectiveness, may have a member of the Board of Directors or the Executive Director attend their organization meeting at DADD expense. Requests for this should be directed to the Executive Director who will seek the necessary presidential approval prior to confirmation of arrangements.

XXXXX Seed and Rebate Money

F. DADD Divisional Awards

The following awards will be made in a formal presentation by the president of DADD during the annual business meeting at the time of the CEC convention, with the exception of the Dolly Gray Children's Book Award and the Shriver-Kennedy Award. The Dolly Gray Children's Book Award is awarded every two years and the Shriver-Kennedy Award is awarded every year at the annual conference.

1. The Herbert J. Prehm Student Presentation Award
2. The John W. Kidd Subdivision Award
3. The Burton Blatt Humanitarian Award
4. The Legislative Award
5. The Research Award
6. The Practitioner Presentation Award
7. The Dolly Gray Children's Book Award
8. Kennedy-Shriver Student Achievement Award

1. The Herbert J. Prehm Student Presentation Award

Annually, the President-Elect, as a member of the CEC Program Committee, shall select three proposals relative to the field of intellectual disability and Autism and Developmental Disabilities from among those chosen for inclusion in the program of the CEC convention and submit it to the DADD Awards Committee for consideration for the Herbert J. Prehm Student Presentation Award. Criteria for this selection shall be:

- a. the submitter shall be a full-time student(s) at the time of submission;
- b. the presentation shall represent student-coordinated research or be a student-oriented program/project for which the student(s) has had major responsibility;
- c. the faculty sponsor of the student(s) shall attest to (a) and (b) above;
- d. preference shall be given to a student(s) who is a member of DADD;
- e. should more than one student share responsibility for the proposal, more than one certificate may be awarded and the cash award will be divided equally among joint recipients unless the Board of Directors approves a recommendation from the recipients for an alternative method of distribution.
- f. in the event that no suitable proposal is received, no award shall be given;
- g. in addition to the above listed criteria, the selection process may include an on-site adjudication of the presentations under consideration.

2. The John W. Kidd Subdivision Award

This award is given annually to a subdivision that has shown exceptional performance during the past year. Criteria for the award include:

- a. maintain of membership integrity during the previous fiscal year;
- b. engage in innovative programming, evidenced by plans and performance presented at time of application for award;
- c. active participation by members in DADD activities beyond the subdivision level;
- d. nominations for award to be made in writing to award committee chairperson

3. The Burton Blatt Humanitarian Award

The Burton Blatt Humanitarian Award may be presented annually to an individual who reflects the ideals of the Division and who has made significant contributions to the field of intellectual disability and Autism and Developmental Disabilities. Criteria used to select the individual include:

- a. exceptional effort exerted and involvement in furthering the cause of persons with intellectual disability and Autism and Developmental Disabilities;
- b. nomination for award to be made in writing to awards committee chairperson.

4. The Legislative Award

This award may be given annually to an individual who has demonstrated leadership in the area of legislation. Criteria used for the award include:

- a. individual who has been involved in the development and/or support and/or enactment of legislation designed to meet needs of individuals with intellectual disability and Autism and Developmental Disabilities;
- b. nominations to be made in writing to awards committee chairperson.

5. The Research Award

The Research Award is presented annually to an individual who reflects the ideals of the Division and who has made significant contributions to the field of Autism and Developmental Disabilities through research. Criteria used to select the individual include:

- a. exceptional effort exerted and involvement in furthering the cause of persons with Autism and Developmental Disabilities through research;
- b. must be a member of DADD;
- c. nomination for award to be made in writing to awards committee chairperson.

6. The Practitioner Presentation Award

Annually, the President-Elect, as a member of the CEC Program Committee, shall select up to three meritorious submitted proposals relative to the field of intellectual disability and Autism and Developmental Disabilities, from among those chosen for inclusion in the program of the CEC Convention, and submit these (with the permission

of the author(s) to the DADD Awards Committee for consideration for the Practitioner Presentation award. Submission of the selected proposals to the Awards Committee shall be made in such a manner that the identity of the authors shall remain unknown to the Committee as far as possibly feasible. Criteria for this selection shall be:

- a. the submitter shall be employed as a practitioner providing direct services to persons with intellectual disability and Autism and Developmental Disabilities at the time of submission;
- b. the proposal shall represent practitioner-coordinated research or be a practitioner-oriented program or project for which the practitioner has had major responsibility.
- c. preference shall be given to a practitioner who is a member of DADD;
- d. should more than one practitioner share responsibility for the proposal, more than one certificate may be awarded and the cash award will be divided equally among joint recipients unless the Board of Directors approves a recommendation from the recipients for an alternative method of distribution;
- e. in the event that no suitable proposal is received, no award shall be given;
- f. in addition to the above criteria, the selection process for the Practitioner Award may include an on-site adjudication of the presentation under consideration.

These awards to be presented only during the year when nominations are made that meet the criteria as stated. The possibility exists that no award would be made during a given year.

The publications committee is to work in tandem with the awards committee in sufficiently publicizing the awards process in the appropriate publication of DADD, listing deadlines, criteria, and announcing award recipients in the issues following the CEC convention.

Awards committee chair to also communicate the receipt of nominations, criteria, deadlines, etc., by mail to Subdivision presidents.

7. The Dolly Gray Children's Book Award

This award is given biennially, in conjunction with the Special Needs Project to highlight children's books that include positive portrayals of characters with intellectual disability or Autism and Developmental Disabilities. The purpose is to recognize children's books that dispel many common and harmful myths portrayed in the media regarding

individuals with intellectual disability or Autism and Developmental Disabilities.

8.-Shriver-Kennedy Student Achievement Award

The Shriver-Kennedy Student Achievement Award is presented annually to a young person up to age 25 who excels in one of the following areas: academics, arts, athletics, community service, employment, extracurricular activities, independent activities, technology, and self-advocacy. Students with an intellectual disability, autism spectrum disorder, or other developmental disability will be given priority for this award.

9. Other Awards

In addition to the awards described above, the division will solicit a subdivision teacher of the year award and paraeducator of the year award from each subdivision. Individuals nominated from each subdivision will receive a certificate and a letter from the President of DADD. These will be announced and awarded at the annual business meeting.

10. Form of Awards

Herbert J. Prehm Student Presentation Award

cash & certificate

John W. Kidd Subdivision Award

plaque

Burton Blatt Humanitarian Award

plaque

Legislative Award

Plaque

Research Award

Plaque

Shriver-Kennedy Student Achievement Award

cash and plaque

Practitioner Presentation Award

cash and certificate

Dolly Gray Children's Book Award
plaque

Subdivision Teacher of the Year Award

certificate

Subdivision Paraeducator of the Year Award

certificate

Deadline for submission of nominations to the chairperson of the awards committee for the Burton Blatt Humanitarian Award, the John W. Kidd Subdivision Award, and the Legislative Award, is January 15 of each year.

The appreciation of the Board of Directors of DADD may formally be expressed from time to time by the president, with Board approval, to individuals or groups of individuals for services rendered to the Division on Autism and Developmental Disabilities. Such recognition may take the form of a suitably worded certificate or plaque.

G. Archives

The archives of DADD have been developed and are being maintained so as to make available for worthy purposes the documents and accounts of the Division's activities from time to time as needed and as approved by the Executive Director, the Division's archivist.

Minutes and publications of the Division are to be the continuing core of the archives. In addition, critical documents, communications and accounts of activities which are not found in the minutes and publications of the Division are to be included. The responsibility for collecting and storing as well as for accessibility to the archives is delegated by the Board to the Executive Director. Such minutes, publications, and other documents as are not readily available to the Executive Director may be sought as contributions or as purchases with the President's approval. Originally, the archives were stored with the

Executive Secretary Director. CEC made space available for Division's archives in the spring of 1988, at which time they were transferred to CEC with Board approval.

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