

# Kansas Subdivision for Early Childhood Bylaws

## Section I – Membership

All members shall be entitled to all rights and privileges of this subdivision.

## Section II – Newsletter Subscriptions

The duties of the officers shall be such as are implied by their respective titles and such as are specified by these bylaws.

## Section III - Officer Duties

The duties of the officers shall be such as are implied by their respective titles and such as are specified by these bylaws.

### Attendance and Position Responsibilities:

Participation in its meetings and fulfilling the responsibilities of the identified positions, participation by all Executive Board members is critical to the success of the Board in meeting its mission. Reviews will be done on an on-going basis to assess attendance and position responsibilities. The following shall constitute grounds for a possible consideration for termination of membership on the Board:

1. absence from three (3) consecutive meetings in one year, or
2. more than two unexcused absences, or
3. more than two unexcused absences and three total absences in any given year.

Members of the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating can hear each other. Participation in a meeting pursuant to this shall constitute presence at such meeting.

4. fulfilling the responsibilities of identified executive board positions will be assessed according to the description for each position.

### The Immediate Past President shall:

- a. chair the Nominations and Elections Committee.
- b. serve on the conference committee, assist in planning, and other activities to provide continuity for the subdivision.
- c. assume other specific duties as determined by the President.
- d. chair Awards and Mini Grant Committees
- e. manage the mini grant process to include solicitation of proposals by November 15, with proposal review conducted by February 1, notification during the Annual Conference and via email or phone, work with the current President to organize presentations at the next conference and to organize the written grant completion letter.
- f. as chair of Awards and Mini Grant and Nominations and Elections committees all relevant documents should be submitted to the historian prior to the end of the term.
- g. refer to Council for Exceptional Children's (CEC) publication for subdivisions.

### The President shall:

- a. be the chief executive officer of the subdivision.
- b. call and preside at the annual business meeting at Kansas Division of Early Childhood (KDEC) conference.
- c. call and preside at the business meetings of the Executive Board. Meetings are to be held at least quarterly.
- d. recommend Chairpersons of committees with input of the Executive Board with exception of the Nominations and Elections, Finance and Operations, Publications and Awards committee.
- e. review and recommend ex-officio membership.
- f. be an ex-officio member of all committees with the exception of the Nominations and Elections Committee.
- g. actively represent the subdivision in coordinating efforts with other agencies/organizations. (i.e. introduce self as a KDEC member and if appropriate, seek out the opportunity to encourage membership).
- h. provide leadership to the general policy-making and carry out directions of the membership.
- i. make an annual report to the Kansas Federation of the CEC and the International Division for Early Childhood (DEC).
- j. serve on the Federation convention program committee and arrange for appropriate sessions for the subdivision.

- k. work with Past-President to evaluate, organize and carry out any remaining programs initiated by the Past President.
- l. provide for the orderly transition of the Presidency through involvement of the President-Elect.
- m. delegate responsibilities, supervise, and give assistance whenever necessary.
- n. prepare the KDEC meeting agenda(s) and distribute it in advance to officers and committee chairs.
- o. represent KDEC at Kansas Federation CEC meetings.
- p. represent KDEC at International DEC subdivision committee meetings.
- q. assist with conference by serving on conference committee and carrying out duties as assigned.
- r. announce nominations for Executive Board and distribute ballots six (6) weeks prior to the annual business meeting.
- s. refer to CEC's publication for subdivisions

### **The President Elect shall:**

- a. serve in the place of the President with the President's authority in case of absence or disability of the President.
- b. chair the conference committee and assign duties deemed as appropriate to board members and oversee the completion of all conference timeline activities.
  - a. make necessary arrangements for the annual subdivision conference according to the policies and directions of the Executive Board.
  - b. prepare a draft of the complete convention program for approval by the conference committee.
  - c. present an evaluation and report of the conference following the conference.
  - d. work closely with the President and take on delegated or jointly decided responsibilities.
  - d. represent KDEC at Kansas Federation CEC meetings in the absence of the President.
  - e. refer to CEC's publications for subdivisions.

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### **The Vice-President shall:**

- a. serve in the President's place and with the President's authority in case of absence or disability of the President and President-Elect.
- b. assume designated responsibilities which will provide training for advancement to the office of President-Elect and President.
- c. serve as the editor of the newsletter and as chairperson of the Publications Committee. Newsletters shall be published (electronically) in September, January and May.
- d. initiate preparations for the following year's conference while serving as President-Elect (i.e. book the hotel by Jan. 15th of the preceding year, review and analyze conference planner needs with the President-Elect and the Executive Board).
- e. refer to CEC's publication for subdivisions.
- f. assist with conference by serving on conference committee and carrying out duties as assigned.
- g. represent KDEC at the International DEC Conference.

### **The Secretary shall:**

- a. keep a record of all proceedings of the annual business meeting and the meetings of the Executive Board.
- b. keep a record of all correspondence as necessary for the operation of the organization.
- c. be responsible for activities related to amendments to the subdivision constitution and bylaws.
- d. distribute minutes of meetings within three weeks to Executive Board officers and committee chairs.
- e. maintain for reference at each meeting a copy of the KDEC constitution, bylaws, minutes of meetings (2 years previous), and lists of committee members.
- f. assume other specific duties assigned by the President.
- g. assist with conference by serving on conference committee and carrying out duties assigned.
- h. develop, circulate, and maintain an updated list of officers and committee chairs.
- i. refer to CEC's publication for subdivisions.
- j. co-chair the Publications Committee.
- k. serve as a member of the Publications Committee for one additional year beyond the two year term.

- l. maintain records in KDEC google drive.
- m. transfer minutes and correspondence at the end of the two year term to the historian.

### **The Treasurer shall:**

- a. make an annual report of the financial status of the subdivision to the Executive Board and membership at the annual business meeting.
- b. prepare and submit an annual budget for approval by the Executive Board prior to the presentation at the annual business meeting.
- c. conduct and maintain records of all financial transactions as directed by the Executive Board.
  - 1. financial transactions as authorized by the Executive Board.
  - 2. copies of vouchers, receipts, bank statements, canceled checks, etc.
  - 3. details of money being handled by other members.
  - 4. receipts of all money received.
  - 5. high-interest yielding accounts.
- d. chair the Finance and Operations Committee.
- e. serve as a member of the Finance and Operations Committee for one additional year. During this additional year the outgoing treasurer will serve as a mentor to the new treasurer.
- f. upon receipt of International CEC reimbursement will verify membership count with Membership Chair.
- g. be bonded prior to initiation and throughout tenure.
- h. communicate budget status to KDEC officers and chairpersons at Executive Board meetings.
- i. complete non-profit tax report as required by the Internal Revenue Service. (990N postcard)
- j. assume duties designated by the President.
- k. ensure that the Treasurer's and President's names are listed on all financial accounts.
- l. conduct audit of books upon closing of the conference and upon transfer of the books.
- m. contract a professional audit every 3 to 5 years upon recommendation of Executive Board.
- n. assist with conference by serving on conference committee and carrying out duties as assigned.
- o. ensure the web domain name fee has been paid.
- p. refer to CEC's publication for subdivisions.
- q. maintain admin and fiscal scheduling records in KDEC google drive.
- r. maintain a procedure manual for the treasurer position.
- s. consult with a financial advisor in regard to organization investments, bank accounts or other financial activity. Any major decisions regarding finances will be brought to the board for approval. (ex. moving money from savings account to an investment account)

### **The Membership Chairperson shall:**

- a. formulate plans to be approved by the Executive Board for membership maintenance and recruitment.
- b. maintain a written record of the activities conducted to maintain and increase membership.
- c. maintain quarterly records of membership.
- d. serve as a resource for membership information and dissemination of application materials.
- e. develop and function within the annual budget for membership ~~cost center~~.
- f. maintain display materials, update as necessary, and investigate opportunities for presentations.
- g. refer to CEC's publication for subdivisions.
- h. maintain records in KDEC google drive.
- i. transfer documents and correspondence at the end of every year to the historian.

### **The Historian shall:**

- a. maintain the archives of the organization. (includes minutes from meetings, pictures from the conference, brochures from past conferences, passwords, usernames, accounts, membership roster)
- b. compile materials and photographs to record the activities of the current year.
- c. refer to CEC's publication for subdivisions.

### **The Student Representative shall:**

- a. provide liaison between the student members and the Executive Board.

- b. assist the Membership Chair in recruitment of and service to student members.
- c. plan student directed session(s) at KDEC conference.
- d. assist the President-Elect with planning for the poster session at KDEC conference.
- e. refer to CEC's publication for subdivisions.
- f. assist the partner liaison in making connections with other pre service training programs for the purpose of recruitment.
- g. attend committee meetings as needed.

### **The Family Engagement Representative shall:**

- a. represent the voice and interests of families on the Executive Board.
- b. act as a liaison with family members that are representatives on other boards.
- c. act in collaboration with the Partner Liaison with other organizations that represent the interests of families.
- d. refer to CEC's publication for subdivisions.
- e. must be a parent of a child with a developmental delay or disability aged birth- 8 and have experience with special education and related services.
- f. The family representative chairs the family committee.
- g. parent board members should be given one free conference registration to attend the annual KDEC conference.
- h. assist the conference committee in developing family focussed sessions for the annual KDEC conference
- i. ensure family committee members and KDEC Board members are also KDEC members. KDEC will cover membership fees to CEC and DEC for family board and committee members.

### **The Children's Action Network Chair shall:**

- a. provide membership with at least four (4) updates regarding activities at the state and/or national level pertinent to the mission of KDEC including but not limited to legislative activity.
- b. serve as the subdivision's representative to the KS CEC Federation Governmental Relations Committee.
- c. refer to CEC's publication for subdivisions.
- d. represent KDEC at the Special Education Legislative Summit.
- e. chair special meetings as necessary to develop position statements to present to the executive board for approval.

### **The Partnership Liaison shall:**

- a. identify potential working partnerships for KDEC to engage.
- b. recommend to the Executive Board specific organizations and/or activities to engage.
- c. attend meetings of partner organizations as appropriate.
- d. refer to CEC's publication for subdivisions.
- e. make connections with pre-service training programs for the purpose of recruitment.
- f. attend committee meetings as needed.

### **Ex Officio Positions:**

Ex Officio positions are appointed by the nature of the professional position they hold. They have voting rights as members of the KDEC board. Each of these positions should provide an update to the board at executive board meetings

- a. Part B 619 Coordinator
- b. Part C Coordinator
- c. Past President Representative
- d. Staff to the ICC
- e. KS CEC Representative
- f. Professional Development Liaison

## **Appointed Board Members:**

The historian, partner liaison, Children's Action Network representative, family engagement representative, historian, student representative, and membership chair shall be appointed by the president with the approval of the Executive Board. They have voting rights as members of the KDEC board.

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## **Section IV – Executive Board and Committees**

### **The Executive Board shall:**

- a. conduct all appropriate executive business of the subdivision.
- b. recommend policies and programs for the subdivision at the annual business meeting.

### **Committees**

The president, with the approval of the Executive Board, shall appoint the chairperson of the following standing committees: Membership and Children Action Network. The immediate past president shall serve as chairperson of the Nominations and Elections Committee and Awards Committee. The President-elect shall serve as chairperson of the annual conference. The vice-president shall serve as chairperson of the Publications Committee. The treasurer shall serve as chairperson of the Finance and Operations Committee. The Partner Liaison shall serve as the chairperson of the Partner Liaison Committee.

Committee members shall be appointed by the chairperson subject to approval by the Executive Board.

The Membership, Publications, Children's Action Committee, Finance and Operations, and Awards Committees shall have no less than two members in addition to the chairperson. The chairperson and members shall serve three (3) year terms. One third, or the nearest fraction thereof, of the membership shall be appointed each year.

The Nominations and Elections Committee shall have four members in addition to the chairperson, representing a broad geographical and professional selection. The chairperson and members shall serve one (1) year terms.

All standing committees reporting at the annual meeting shall first report to the Executive Board.

Each committee will schedule at the minimum quarterly meetings and submit the schedule for the year to the president at the annual retreat in June. The chair for each committee should submit an action plan and roster to the president. All committees are encouraged to meet as needed to ensure the action plan is completed.

### **The Awards and Mini Grant Committee shall:**

- a. recommend policies and procedures, including rubric, letters of support and application for awards and mini grants to be made by the subdivision.
- b. elicit recommendations for awardees from current membership and the field as outlined in award proposals.
- c. recommend those persons and programs who will receive annual awards and mini grants to the Executive Board for approval.
- d. contact nominees/awardees and complete form, summarize information into presentation format, and order awards.
- e. present awards and grants.

### **The Children Action Network Committee shall:**

- a. develop legislative strategies under direction of the Executive Board.
- b. identify legislative priorities under direction of the Executive Board.
- c. disseminate information pertinent to the national and state legislative programs.
- d. assist with interagency cooperation on legislative issues.
- e. report on committee activities at every board meeting.

### **The Finance and Operations Committee shall:**

- a. develop the annual budget for recommendation to the Executive Board.
- b. recommend procedures and policies for financial reimbursements, e.g., mileage, awards, mini grants, and committee expenditures.
- c. serve in an advisory capacity to the board regarding matters pertaining to budget and finance.
  1. budget
  2. fund raising
  3. membership recruitment
  4. review of expenditures

### **The Membership Committee shall:**

- a. formulate plans annually to be approved by the Executive Board for membership recruitment and growth of the subdivision to include membership activities at the conference, social media activities, and membership outreach.
- b. keep records of membership.
- c. keep a written record of the activities conducted to maintain and increase membership.

### **The Nominations and Elections Committee shall:**

- a. solicit recommendations for nominations from the entire membership prior to December 1
- b. nominate at least one (1) candidate for vice-president annually; for secretary on even numbered years; for treasurer on odd numbered years.
- c. in case of vacancies at election time in the offices of president-elect and vice-president, nominate candidates for president and president-elect.
- d. submit the slate of candidates with supporting materials (review rubric, resume) to the president eight (8) weeks prior to the annual business meeting.
- e. give attention to regional balance.

The president shall announce the report to the membership six (6) weeks prior to the annual business meeting.

Other nominations may be made by any group of ten (10) active members signing a nomination petition. Such nominations shall be presented to the president eight (8) weeks prior to the annual business meeting and shall be announced to the membership at the same time the report of the Nominations and Elections Committee is announced.

Ballots shall be sent to all active members six (6) weeks prior to the annual business meeting and shall be voted upon by an online voting site two weeks prior to the annual business meeting. Those receiving a simple plurality shall be elected.

Results of the election shall be announced to the membership.

### **The Partnership Committee shall:**

- a. actively engage other organizations relative to the mission of KDEC.
- b. identify potential grant opportunities.
- c. develop grant applications as appropriate following approval of the Executive Board.
- d. develop an annual plan for identification of potential partners and strengthening existing partnerships.

### **The Publications Committee shall:**

- a. be chaired by the Vice President as Newsletter Editor and co-chaired by the Secretary.
- b. consist of at least two other KDEC members appointed by the Vice President.
- c. keep KDEC membership/conference attendees electronic mailing list current.
- d. develop and function within annual budget for the newsletter line item.

- e. assist in disseminating of any other publications at the direction of the KDEC Board or President.
- f. manage KDEC website, social media accounts, newsletter, and other communications.
- a. provide recommendations for major changes and development of website & oversee recommendations approved by the Board.
- b. ensure all information is up to date and relevant throughout the year.
- c. oversee the distribution of a minimum of three communications per year to the membership which are to be distributed in September (solicit officer nominations, recommendations and award nomination recommendations and advertise conference), January (conference announcements, advertise conference, on-line registration, and DEC conference update), and May (conference write up, mini grant proposal announcements, officer election results, award results, republish budgets and minutes from annual meeting). Membership solicitation should be included in all communications.

## **The Conference Committee**

- a. be chaired by the president elect.
- b. develop a conference budget in conjunction with the committee and the treasurer.
- c. 8 months prior to the conference develop a preliminary conference plan.
- d. 7 months prior to the conference have a formalized conference plan completed including procedures for conference proposals, poster sessions, vendors etc.
- e. 7 months send out the call for proposals and save the date for the conference.
- f. 5 months prior to the conference review proposals for recommendation to the executive board for acceptance to include in the conference.
- g. ensure conference timelines are met.
- h. work with the CEU representatives to ensure all requirements and documentation are met and submitted by entity timelines.
- i. reporting to the executive board occurs at every board meeting.
- j. supports smooth transition between vice president and president elect regarding conference planning.
- k. organize conference proposals within the matrix.
- l. following the conference, gather and report conference feedback to the executive board.

## **The Family Committee**

The role of the Family Committee is to support KDEC in promoting authentic engagement of families of children with disabilities and other special needs in all KDEC activities. Committee members assist KDEC in these efforts by working collaboratively with the Executive Board members. As such, the charge of the Family Council includes ensuring families are involved in the following activities:

- a. engage families of children with disabilities and other special needs as active members of KDEC.
- b. ensure family members are aware of complimentary conference registration and are represented at the KDEC conference.
- c. recommend family members as co-presenters for the KDEC conference.
- d. work with the publications committee to represent the family voice in all KDEC publications.
- e. ensure families are represented in each KDEC committee.

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## **Section V – Finances**

### **Finances**

All financial accounts for the organization must have two signatures to avoid any problems with inaccessibility to the funds. The Treasurer is responsible for ensuring that the President's name and signature is on all accounts.

### **Reimbursement Policies**

Reimbursement policies are subject to review on a yearly basis because of fluctuating financial resources and budget decision-making.

Travel of Executive Board Members, Committee Chairs, and Representatives to various Committees will be reimbursed at the currently approved state rate for round-trip mileage to attend Board meetings. If an individual has to travel more than 150 miles, KDEC will pay mileage and the cost of a hotel room upon request. ~~Ex-officio members will not have travel expenses reimbursed.~~ Receipts of expenses must be submitted in order to receive reimbursement.

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## **Section VI – Procedures**

### **Networking/Communication**

Board Minutes: Any KDEC member may receive Board minutes by submitting a request to the Secretary and providing envelopes and postage or an e-mail address.

Officer Transitions: When new officers join the Board, a transition meeting will be arranged by the President to give outgoing officers the opportunity to orient the new officers to their positions.

Mailing List: Nonprofit organizations requesting mailing labels from KDEC will be charged for the cost of the labels. Mailing lists will be free to nonprofit organizations. Neither mailing lists nor labels will be released to for-profit organizations.

Addresses of individuals on the mailing list should be updated following the KDEC spring conference. The Conference Chair (President Elect) will provide the Publications Chair (Vice President) with the names and addresses of conference participants, following the conference.

New Newsletter subscribers' names should be sent to the Publications Chair (Vice President) and the Conference Chair (President-Elect).

Individuals who have not attended the KDEC Conference for one year or are not DEC members, will be dropped from the Newsletter electronic mailing list.

### **Ad Hoc Constitutional Committee**

The Ad Hoc Constitutional Committee is made up of three past Presidents who are residing in the state.

### **Tied Elections**

In the case of a tied election, officers, chairpersons, and committee members will vote by secret ballot to elect the individual for the position. Voting will be done prior to the annual membership meeting.

### **Advocacy**

Any Board or KDEC member providing legislative testimony or public comment on behalf of KDEC must submit a copy of it to the KDEC Secretary and distribute it to Board members prior to providing the testimony in order to secure consensus agreement on the content of the testimony.

Prior to any advocacy activity being conducted on behalf of KDEC the Board must approve all activities.

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## **Section VII – Award Selection**

### **Award Selection Procedure**

Call for nominations for awards will appear in a fall communication. The deadline for receiving applications will be 30 days prior to the Annual Conference.

The Awards Committee, chaired by the Past President with four additional members representing diverse geographic areas of the state as well as professional disciplines, will evaluate the applications and select the award recipients.

The announcement of award recipients and biographical information will be disseminated to the membership. The awards will be presented during the General Session of the Annual Conference.

The Outstanding Student, Distinguished Service Provider, and KDEC Award of Excellence recipients are forwarded to the Kansas Federation of CEC competition and are due June 30th. The recipient of the state level award is then submitted for International CEC competition and is awarded at their annual conference.

### **Outstanding Student CEC/DEC Member**



The "Outstanding Student CEC/DEC Member" Award is presented to current full-time student member of CEC/DEC who has contributed a great deal of time, energy and support to their Student CEC Chapter, and to exceptional children and their families.

Criteria to consider when nominating an individual:

1. Number of years involved in Student CEC.
2. Number of years involved in Division for Early Childhood.
3. Experience as an officer or committee chair.
4. Shows initiative in developing programs and events.
5. Maintains involvement in Student CEC/DEC activities.
6. Serves as a positive role model.
7. Exhibits professionalism.
8. Encourages membership in CEC/DEC.
9. Attends meetings, conferences and workshops.
10. Works with exceptional individuals and their families outside CEC activities, i.e., volunteer activities, summer activities.
11. Exhibits a sincere commitment to exceptional children, their families, and the field of special education.

### **Direct Service Provider Award**

The "Direct Service Provider" Award is presented to a current CEC/DEC member who has made contributions to exceptional children and their families. The candidate for this award has less than 10 years of experience and provides direct service or related services to young exceptional children and their families. The award honors those who are beginning their career and have made exemplary contributions in their local area.

Criteria to consider when nominating an individual:

1. Number of years involved in CEC.
2. Number of years involved in DEC.
3. Maintains involvement in CEC/DEC/KDEC activities.
4. Serves as a positive role model.
5. Exhibits professionalism.
6. Encourages membership in CEC/DEC.
7. Works with exceptional children and their families outside of CEC/DEC activities.
8. Works with local community to promote the awareness level of special programs for young children and their families.
9. Exhibits a sincere commitment to exceptional children, their families, the field of special education, and their community.

### **Distinguished Service Provider**

The "Distinguished Service Provider" Award is presented to a CEC/DEC member who has made exemplary contributions to KDEC. The candidate must have demonstrated exemplary performance over a period of time as a provider of direct services to children and their families. The nominee should have demonstrated such exemplary qualities as innovativeness, imagination, creativity, and the ability to inspire. Such achievements should be clearly recognized by members of the profession and others knowledgeable of the candidate. The individual must be a CEC/DEC member in good standing both currently and for at least the previous 5 years.

Criteria to consider when nominating an individual:

1. Membership in CEC/DEC.
2. Maintains involvement in CEC/DEC/KDEC activities.
3. Serves as a positive role model.
4. Exhibits professional leadership.
5. Encourages membership in CEC/DEC.
6. Experience serving KDEC in a leadership role.
7. Ten years or more experience as a service provider.

### **Awards of Excellence**

The "Award of Excellence" honors an individual who has made significant contributions to the development of young children with disabilities and their families. Contributions may be in one or more of the following areas: publications, research, development of new concepts, approaches or programs, new techniques for diagnosis or rehabilitation, improved psychological or education evaluation procedures, improved administrative procedures, practical application of improved teaching devices, and dynamic leadership.

Criteria to consider when nominating an individual:

1. Ten years experience in Intervention/Special Education in Kansas.
2. Kansas residence at the time of selection and current CEC/DEC membership.
3. Statewide visibility.
4. Influence in the field of Early Intervention/Special Education in the state.
5. Dedication to CEC/DEC.

## **Outstanding Contributor Award**

The "Outstanding Contributor" Award honors an individual who has made a significant contribution to Early Intervention/Special Education in Kansas. All CEC/DEC members are eligible for this award, as well as non-members.

Individuals who might be considered for this award are parents, legislators, physicians, educators, or others who have made a significant contribution in any area dealing with the exceptional young children and their families.

(KDEC Bylaws and Policies were combined into a single document and approved by membership vote as Bylaws. July 27, 2015)