

BYLAWS

ARTICLE I

NAME

The name of this organization is the TxDCDT - Texas Division on Career Development and Transition (herein referred to as TxDCDT) and is a sub-division of the national Division on Career Development and Transition of the Council for Exceptional Children. TxDCDT shall educate, train and communicate with professionals of various educational organizations and agencies providing career development and transition services to students with disabilities.

ARTICLE II

PURPOSE

The purpose of TxDCDT is to promote successful transition from secondary school to adulthood through education and networking among children, youth, families, agencies, schools, and community members. TxDCDT is organized exclusively for educational purposes, including workshops, conferences, trainings, professional papers and other professional development opportunities and including such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. TxDCDT does not discriminate against any individual with regard to race, color, gender, age, national origin, religion, disability, sexual orientation or any other constitutionally or statutorily impermissible reason. This policy extends to all programs and activities supported by TxDCDT.

ARTICLE III
MEMBERSHIP

Section 1. Unified Membership

The subdivision membership shall consist of members of the national Division on Career Development and Transition (DCDT) within the Council for Exceptional Children (CEC). The subdivision may not accept enrollments for subdivision membership only.

Section 2. Minimum Membership Requirements

The subdivision shall maintain a minimum of 15 paid members who shall meet the membership qualifications established by CEC and the national DCDT/

Section 3. Membership Term

The policy pertaining to the membership year shall be consistent with the policy of the division, and thus of the Council for Exceptional Children.

Section 4. Subdivision Fees

The subdivision may collect fees for specific activities or services at differential rates for members versus non-members. The privileges of membership cannot be withheld from members due to non-payment of these fees.

ARTICLE IV
ORGANIZATION

Section 1. Relationship to the Division

This subdivision shall be recognized as an official subdivision of the national Division on Career Development and Transition and shall be subject to the general supervision and control of the division.

Section 2. Relationship to the State Unit

This subdivision shall be affiliated with the Texas Council for Exceptional Children.

Section 3, Fiscal and Administrative Provisions

- a. The fiscal year and administrative term of office shall be September 1 through August 31.
- b. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. 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 (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- c. Notwithstanding any other provision 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, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE V OFFICERS

Section 1 Elected Positions

The officers of this subdivision shall be President; President-Elect; Vice President; Secretary; Treasurer; Past-President. Duties of the Officers of the subdivision shall be delineated in the Officers Policy and Procedure Manual.

Section 2. Prerequisite to Nomination and Election

All officers must be members in good standing of the Council for Exceptional Children, the DCDT and thus the subdivision at the time of their nomination and election and remain so throughout their term of office.

Section 3. Election of Officers

The officers of the subdivision shall be elected by the membership from those members in good standing who are nominated by the nomination committee. Nominations may also be made from the floor. The nominee for each position receiving the highest number of votes shall be elected. The election shall be held during the annual meeting or via electronic means annually.

Section 4. Term of Office

The term for Vice President, President-Elect, President, and Past President shall be one year each. The term for Secretary and Treasurer shall be two years. The term for each office shall coincide with the fiscal/administrative year.

Section 5. Succession

a. The vice president shall succeed to the office of president elect, president elect shall succeed to the office of president, and president shall succeed to the office of past president in the following fiscal/administrative year and as soon as a vacancy occurs. If such a vacancy occurs prior to the term for which he or she was elected, the president elect shall fill both the unexpired term to which he or she succeeded and the term for which he or she was elected.

b. A vacancy in any of the offices, except president and president elect; shall be declared and filled by action of the Executive Committee upon recommendation by the president, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 7. Removal from Office

- a. A petition for removal of an officer shall be signed by at least five members of the subdivision and submitted in writing to the president. If the president is the subject of the petition, it shall be submitted to the president elect.
- b. The president (or president elect) shall, within seven days, notify each Executive Committee member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Committee to consider the matter within 30 days following receipt of the petition.
- c. At the Executive Committee meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two-thirds majority vote of the members present, provided there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.
- d. The officer being considered for removal shall be provided with the results of the Executive Committee action in writing within seven days.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall consist of the president, president elect, vice president, immediate past president, secretary, and treasurer.

Section 2. Duties of the Executive Committee

The duties of the Executive Committee shall be:

- a. To formulate and propose policies for the subdivision;
- b. To fill vacancies; and
- c. To make recommendations to the subdivision.

**ARTICLE VII
MEETINGS**

Section 1. Meetings

There shall be an annual meeting of the subdivision.

Section 2. Special Meetings

Special meetings may be called by the president with the consent of the Executive Committee.

Section 3. Quorum

15 members shall constitute a quorum at a regular or specially-called meeting.

**ARTICLE VIII
COMMITTEES**

Section 1. Standing Committees

Standing committees shall include membership and marketing committee; publications committee; continuing education committee that the President-Elect shall chair.

Section 2. Ad Hoc Committees

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

Section 3. Appointment of Committee Chairs

The president, with the approval of the Executive Committee, shall appoint the chairs of the standing committees. The immediate past president shall serve as chair of the nominations and

elections committee.

Section 4. Appointment of Committee Members

With the exception of the nominations and elections committee, committee members shall be appointed by the chair, subject to approval by the president. Committee members may include non-DCDT members.

Section 5. Duties of Committees

a. The duties of the membership/marketing committee shall be:

1. To maintain a current record of members and to provide all officers and committee chairs with such a list upon request;
2. To maintain an active program for the recruitment of new members;
3. To support the Council for Exceptional Children's headquarters office in its follow-up of membership renewals;
4. To keep a written record of the activities conducted to maintain and increase membership.
5. To market purpose of DCDT.

b. The publications committee shall publish the newsletter, flyers for workshops, and any other promotional materials.

c. The duties of the nominations and elections committee shall be to prepare a slate of nominees for each office to be filled and present it to the membership.

ARTICLE IX

DURATION AND DISSOLUTION

The duration of the subdivision shall be perpetual unless the officers of the subdivision unanimously determine that it should be dissolved. Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a

public purpose. Upon the dissolution and final liquidation of the subdivision, the officers shall, after paying or making provision for the payment of all debts and liabilities of the subdivision, follow specific procedures for handling of the remaining monies as determined by the division, or, if no such procedures are mandated:

1. Forward them to the division with a request that they be retained in a non-interest bearing account and made available to the subdivision should it ever be reorganized; or
2. Contribute them to the Yes I Can! Foundation for Exceptional Children, a nonprofit, tax-exempt public foundation which operates to advance the education of exceptional children and youth.

**ARTICLE X
PARLIAMENTARY PROCEDURE**

Roberts Rules of Order, Newly Revised, latest edition, shall be used as a guide by this subdivision in carrying out its parliamentary procedure.

**ARTICLE XI
AMENDMENTS**

This Constitution and Bylaws may be amended by consensus of the Executive Committee. General membership may submit proposed changes to the Executive Committee in writing for consideration.

Revised 10/10/2008