



Council for
Exceptional
Children

PENNSYLVANIA

The voice and vision of special education



PACEC Constitution

Adopted 11/6/03 by vote of the PFCEC Delegate Assembly
Effective 7/1/04 | Amended 7/1/2007 | 10/31/2007 | Spring 2016

Table of Contents

Article I - Name

Article II - Purposes

Article III - Membership

Article IV - Organization

Article V - Dues

Article VI – PACEC Board of Directors Structure

Article VII – Qualifications and Tenure

Article VIII – Duties of Office

Article IX - Meetings

Article X - Dissolution

Article XI - Membership Year

Article XII - Amendments

Article XIII – Conflict of Interest

Article XIV - Parliamentary Procedure

ARTICLE I - NAME

SECTION 1. The name of this organization shall be the Pennsylvania Council for Exceptional Children, hereinafter referred to as the Association. The Association may also be referred to as PACEC.

SECTION 2. The Association shall be affiliated with the Council for Exceptional Children hereinafter referred to as CEC.

ARTICLE II - PURPOSES

SECTION 1. The principal purpose of the Association shall be to advance the education and welfare of children and youth with exceptionalities.

SECTION 2. The Association shall serve as the unifying body for CEC Members within Pennsylvania. Subdivisions will retain the primary responsibility for their organization's development and functioning.

SECTION 3. The Association may provide funds through the Regional Directors to enable regional member groups or subdivisions to engage in special projects that will promote the education and welfare of children and youth with exceptionalities in Pennsylvania.

SECTION 4. The Association shall maintain liaisons with CEC and with public and private schools, agencies and organizations interested in the education and welfare of children and youth with exceptionalities.

SECTION 5. The Association shall encourage and promote appropriate research that may benefit the education and welfare of children and youth with exceptionalities.

SECTION 6. The Association shall sponsor publications to promote the education and welfare of children and youth with exceptionalities.

SECTION 7. The Association shall encourage personal and professional growth.

SECTION 8. The Association shall exercise such reasonable power and authority as is necessary to carry out the above purposes. However, no substantial part of the activities or funds of the Association shall be used for propaganda, paid legislative lobbying or assisting in the campaign of any person for public office. Members shall be apprised of any situation in which Association funds are expended for such purposes.

SECTION 9. No Association officer or member shall accrue financial benefit by participation in any of the Association's activities, except that reasonable reimbursement for approved personal expenditures or services directly related to Association activities may be paid upon approval of the President.

SECTION 10. This organization will accept contributions of: real property; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses;

royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type if said contributions further the purposes of this organization. This organization will not accept donations if any conditions imposed by the donor on the contribution limit this organization's ability to achieve its purposes or force this organization to conduct activities that are not in furtherance of 501(c)(3) purposes. We will ensure that donations are accepted in accordance with 501(c)(3) regulations and we will properly determine fair market value according to Publication 561.

ARTICLE III - MEMBERSHIP

SECTION 1. Membership shall consist of educational professional personnel, students preparing to be educational professionals, and other persons interested in the education and welfare of children and youth with exceptionalities.

SECTION 2. Membership qualifications, membership categories, and membership dues shall reflect current CEC policy.

SECTION 3. The assignment of members to regions may be changed by the Association Board of Directors.

SECTION 4. The Association may grant honorary membership to those individuals who have contributed significantly to children and youth with exceptionalities of Pennsylvania.

- A. Candidates for honorary membership may be submitted by subdivisions, individual members, or by the Association Board of Directors.
- B. Honorary membership shall be granted by majority vote of the Association Board of Directors.
- C. Honorary members shall not pay dues. They shall have the privilege of the floor, but they shall not have the right to vote or to hold office.

ARTICLE IV - ORGANIZATION

SECTION 1. The Association, as an affiliate of CEC, is an Association of the members and subdivisions of CEC within Pennsylvania.

SECTION 2. The Association fiscal year and administrative term of office shall be January 1 through December 31 annually. The policy pertaining to the membership year shall reflect the policy of CEC.

SECTION 3. The Association shall consist of a duly organized, independent functioning group of CEC members and subdivisions in good standing with CEC.

SECTION 4. The Association shall grant membership to members of CEC in good standing who:

- A. Reside within Pennsylvania
- B. Reside outside Pennsylvania, but who request affiliation directly with the Association

SECTION 5. The Association may recognize organized regional member groups that meet the requirements of Article II of the PACEC By-Laws.

SECTION 6. The Association shall recognize state-level subdivisions that meet the requirements of Article III of the PACEC By-Laws.

SECTION 7. The Association shall recognize the Pennsylvania Student Council for Exceptional Children, hereinafter referred to as PASCEC, as an organized member group of the Association. PASCEC shall have its own board of directors, a constitution and membership responsibilities that meet with standards set forth by this Constitution and with policy set forth by CEC.

ARTICLE V - DUES

SECTION 1. The annual dues of this Association shall be determined by its Board of Directors and shall be consistent with the dues policies of CEC.

SECTION 2. In order to be a member of PACEC, individuals must first be a member of CEC. The Association shall not accept enrollments for local membership only.

SECTION 3. As provided in CEC dues policies, special assessments may be levied by the Association Board of Directors at a Board of Directors Meeting when this matter is considered.

SECTION 4. Annual dues shall be payable before the end of the individual's membership year. Members whose dues are not paid by the last day of their membership year shall be considered delinquent, and they shall be dropped from membership in the organization.

ARTICLE VI – PACEC BOARD OF DIRECTORS STRUCTURE

SECTION 1. Executive Board Composition. The Executive Committee of the Association shall be composed of the President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past-President.

SECTION 2. Board of Directors Composition. The Executive board consists of the elected officers of the Association. The Executive Board of the Association shall be composed of the Executive Committee (see SECTION 1), Regional Directors, Representatives to CEC Representative Assembly, PASCEC President, and Presidents of Subdivisions recognized by PACEC.

SECTION 3. Board of Directors Composition. The Board of Directors of the Association consists of the elected officers and appointed positions. The Board of Directors shall be composed of the Executive Board (see SECTION 2) and the Chairpersons of Standing Committees with voting privileges, which includes: Children's Action Network (CAN), , Membership, Multicultural, Public Relations (Newsletter/Journal), Student Advisory, and Technology.

ARTICLE VII – QUALIFICATIONS AND TENURE

SECTION 1. Elections. Association Officers, as required herein, shall be elected by direct vote of the eligible Association membership during the Annual Election and shall take office on the following January 1. Annual Elections shall be conducted as set forth in ARTICLE VI of the PACEC By-Laws.

SECTION 2. Qualifications. All members of the Board of Directors must be members of CEC and PACEC in good standing at the time of their nomination and election, and remain so throughout the duration of their term of office. Only a person who has consented to serve, shall be eligible for election to office. Persons appointed to office serve at the will and pleasure of the President.

SECTION 3. Tenure.

- A. Vice-President. The Vice-President shall be elected by the membership for a one-year term.
- B. President-Elect. The Vice-President shall automatically succeed to President-Elect at the expiration of the President-Elect's one-year term of office.
- C. President. The President-Elect shall automatically succeed to the Presidency at the expiration of the President's one-year term of office.
- D. Immediate Past-President. The President shall automatically succeed to Immediate Past-President at the expiration of the President's one-year term of office.
- E. Secretary and Treasurer. The Secretary shall be elected in odd numbered years and the Treasurer shall be elected in even numbered years for a two-year term of office each.
- F. Regional Directors. Regional Directors will serve three-year terms. Regional Directors will be elected each year on a three-year cycle beginning in 2002. The 1st year of the cycle for Regions 2 & 4; 2nd year of the cycle for Regions 6 & 1; 3rd year of the cycle for Regions 5 & 3. Regional Directors may succeed themselves for additional terms.
- G. Representatives to CEC Representative Assembly. Representatives shall be elected by the Association membership to serve a two-year term. Elections shall be held annually to provide for staggered terms of office. The Representatives to the CEC Representative Assembly shall assume office on January 1 of the calendar year following election.
- H. PASCEC President. PASCEC President will serve for the term of office defined in the PASCEC constitution.
- I. Subdivision Presidents. Presidents of subdivisions recognized by CEC will serve for the term of office defined in the subdivision constitution.
- J. Standing Committee Chairs. The President shall appoint the Children and Youth Action Network (CAN) Coordinator, Membership Chairperson, Multicultural Advisor, Public Relations Chairperson, Student Advisor, and the Webmaster to serve on the Board of Directors for a term of one year. Appointments shall be confirmed by the Executive Board. The President-Elect shall chair the Convention Committee. The Immediate-Past President shall chair the Elections Committee.

SECTION 4. Vacancies

- A. Elected Offices.
 - a). If before expiration of the term for which elected, the President is unable or unwilling to carry out the duties of the office, and the President-Elect shall succeed to the office

- of the Presidency for the unexpired portion of that term. In the event that the President-Elect is unable to carry out the duties of the office of President, the Vice President shall succeed to the office of the Presidency for the unexpired portion of that term.
- b). In the case of a vacancy of any office due to death, resignation, inability or unwillingness to dutifully carry out the requirements of the office, the President shall be empowered to appoint a person to fill the vacant office. In the case of the Treasurer or Secretary, the appointed person shall serve the unexpired portion of that term and shall be eligible to run for a full term of office for that position.
 - c). In the event a vacancy occurs in the office of Regional Director or Representative to CEC Representative Assembly a person shall be appointed by the President to complete the term.
 - d). In the event a vacancy occurs in the office of PASCEC President or recognized Subdivision President, the office will be filled as provided for by their respective constitutions.
- B. Appointed Offices. In the event a vacancy occurs in the Chair of a Standing Committee, a person shall be appointed by the President to complete the term.

SECTION 5. Removal from office

- A. Elected Offices.
- a. In the event a situation warrants the desire for removal of an Association Officer from office, the recommendation will be made in writing to the Executive Board.
 - b. If the President is the subject of such a petition, it shall be submitted to the President-Elect.
 - c. The Executive Board shall decide if legal counsel and action is warranted.
 - d. In the event that legal counsel is not warranted, the Association will proceed with the following steps:
 - i). The President will consult with the Executive Board to determine the validity of the concern and determine the next steps.
 - ii). The President (or President-Elect) shall, solicit relevant evidence from all parties concerned, and call a special meeting (via any means) of the Executive Board to consider the matter within 30 days following receipt of the concern
 - iii). Based on the evidence gathered by the Executive Board, a recommendation will be made to the Board of Directors regarding the circumstance of the request for removal. Relevant evidence will be provided as appropriate to the Board of Directors and a two-thirds majority vote is needed to confirm the removal of office. Removal from office is effective immediately, pending appeal.
 - iv). The officer being considered for removal shall be provided with the results of the Board of Directors action in writing within seven days.
 - v). Upon receipt of written notification of removal, the officer concerned shall have fifteen days to submit to the President (or President-Elect) written notification of appeal.

- vi). The President (or President-Elect) shall serve as the non-voting chairperson of the Appeal Board. The Appeal Board shall consist of the following, excluding the officer under investigation: Immediate Past-President, President, President-Elect, Vice-President, Secretary and Treasurer.
 - vii). At the meeting of the Appeal Board, an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members of the appeal board is necessary to overturn the Board of Directors' decision and reinstate the removed officer. Reinstatement is effective immediately.
 - viii). The officer whose appeal has been considered shall be provided with the results of the Appeal Board action in writing within seven days.
- B. Appointed Offices. Persons appointed to office shall serve at the will and pleasure of the President.

ARTICLE VIII – DUTIES OF OFFICE

SECTION 1. Board of Directors Duties in General. In addition to the rights and duties provided elsewhere in this Constitution and the By-Laws, or as custom or parliamentary procedures may provide, the officers shall have the following rights and duties:

- A. Members of the Board of Directors are bound by the Code of Ethics of the Council for Exceptional Children. Violations of the Code of Ethics may result in removal from a position.
- B. Provide leadership to the Association by identifying concerns, planning responses, and carrying out the policies and directives of the Association.
- C. Review and give final approval to the annual budget submitted by the Executive Board.
- D. Have full power and complete authority to perform all acts and to transact all business for and to manage all the property, affairs, work and activities of the Association within available resources, subject only to the provisions of this Constitution, and all resolutions and enactments of the Association.
- E. Conduct the affairs of the Association between meetings of the Board of Directors.
- F. Only current members of the Board of Directors may use Association stationery unless otherwise approved by a member of the Board of Directors or Chairperson of a standing or ad hoc committee. Matters communicated on such stationery by anyone must be reviewed by the President prior to distribution to ensure they are consistent with adopted Association policy or resolutions.

SECTION 2. Executive Committee Duties. In addition to the rights and duties provided elsewhere in this Constitution and By-Laws, or as custom or parliamentary procedures may provide, the officers shall have the following rights and duties:

- A. The President shall:

- a). Be the chief executive.
 - b). Preside at the annual convention.
 - c). Call and preside at meetings of the Executive Committee, Executive Board, the Board of Directors, and Annual Meeting.
 - d). Appoint all standing committees and other committees to serve as needed unless as otherwise specified within the Constitution.
 - e). Provide for cooperation with, participation in, and representation of the Association with other agencies of similar interest.
 - f). Be responsible for submitting the annual reports required by the Council for Exceptional Children.
 - g). Serve as a mentor to the President of PASCEC.
 - h). Serve as an ex-officio member on all committees, except the Elections Committee.
 - i). Provide leadership to general policymaking and implementation of directives.
 - j). Provide leadership for the Association's Representatives to the annual CEC Representative Assembly.
 - k). Review and update the Association's strategic plan.
 - l). File with CEC by the required date of each year the names of the Association Representatives to the CEC Representative Assembly who will serve during the next fiscal year.
 - m). Coordinate the activities of the Regional Directors.
 - n). Perform other duties as may be requested by the Association Board of Directors.
- B. The President-Elect shall:
- a). Officiate for the President in his/her absence or inability to do so.
 - b). Serve as the Convention Chairperson for the annual state convention.
 - c). Serve as a mentor to the President-Elect of PASCEC.
 - d). Perform other duties as may be requested and appropriate by the Association Board of Directors.
- C. The Vice-President shall:
- a). Officiate for either or both the President and President-Elect in their absence.
 - b). Perform such duties as may be assigned and appropriate by the President.
 - c). Assist the President-Elect in planning the annual state convention.
 - d). Serve as Chairperson of the Resolutions Subcommittee of the Convention Committee.
 - e). Perform other duties as may be requested and appropriate by the Association Board of Directors.
- D. The Immediate Past-President shall:
- a). Act as advisor to the President and Executive Board.
 - b). Serve as chairperson of the Elections Committee.
 - c). Perform other duties as may be requested and appropriate by the Association Board of Directors.
- E. The Secretary shall:
- a). Keep the minutes of the proceedings of the Executive Committee, Executive Board, Board of Directors, and Annual Meeting.
 - b). Maintain current records, and reports of the Association, except those maintained by the Association archivist.
 - c). Serve as a co-mentor to the Secretary/Treasurer of PASCEC.

- d). Prepare, collect, and count necessary ballots for the annual electronic election.
 - e). Prepare and forward copies of meeting minutes and reports to recorded absentees electronically, and the board for review in a timely manner.
 - f). Perform other duties as may be requested and appropriate by the Association Board of Directors.
- F. The Treasurer shall:
- a). Receive all monies due.
 - b). Keep accurate accounts of all receipts and disbursements.
 - c). Serve as a co-mentor to the Secretary/Treasurer of PASCEC.
 - d). Pay bills upon written authorization of the President in a timely manner.
 - e). Present a financial report of all receipts and disbursements in writing at each Executive Board Meeting, and if requested, at the Annual Meeting.
 - f). Publish reports in the Newsletter/Journal if requested and approved.
 - g). Arrange for an annual audit under the direction of the Executive Committee of the Board of Directors.
 - h). Be bonded in favor of the Association at its expense.
 - i). Relinquish all records to the successor in office by January 1st after his/her term of office expires.
 - j). Have responsibility for filing in a timely manner, with the United States Internal Revenue Service, the annual information return, after review by the President.
 - k). Perform other duties as may be requested and appropriate by the Association Board of Directors.

SECTION 3. Executive Board Duties. In addition to the rights and duties provided elsewhere in this Constitution and By-Laws, or as custom or parliamentary procedures may provide, the officers shall have the following rights and duties:

- A. Executive Board shall perform duties as outlined in SECTION 2 of the constitution.
- B. Regional Directors shall:
 - a) Participate in Board of Directors meetings as called by the President.
 - b) Facilitate the exchange of ideas periodically through disposition of written reports, joint meetings, or other appropriate means.
 - c) Attend program meetings within their region as invited or needed.
 - d) Serve on committees when appointed by the President-Elect.
 - e) Serve as a liaison between the PACEC Board of Directors and members in the areas they represent, including but not limited to:
 - i) Communicating the Association's organization and purposes,
 - ii) Assisting regional member groups in organizing local events,
 - iii) Recommending to the Board of Directors for approval/disapproval of applications from regional member groups for funding grants,
 - iv) Assisting in the organization of member groups at colleges and universities within the areas they represent,
 - v) Encouraging mentor relationships between professional and student members of PACEC,
 - vi) Identifying a cadre of student members to assist in regional activities, and

- vii) Appointing one student member from the region to serve on the Association-wide Student Advisory Committee.
 - f) To carry out the duties, each Regional Director may apply for funding grants from the Association to support specific activities within their respective region. The procedure to apply for grants is outlined in the PACEC By-Laws.
 - g) Perform other duties as may be requested and appropriate by the Association Board of Directors.
- C. Representatives to CEC Representative Assembly shall:
- a) Represent the Association at meetings of the CEC Representative Assembly and to participate in balloting and other activities necessary to the functioning of the CEC Representative Assembly;
 - b) Report regularly to the Association Board of Directors, Association, Annual Meeting, and general membership on activities of the CEC Representative Assembly and CEC;
 - c) Communicate issues and concerns from the Association to the CEC Representative Assembly;
 - d) Inform the Association about disposition of the CEC Representative Assembly issues and advice forwarded to the CEC Board of Directors;
 - e) Take other specific direction from the Association concerning the activities of the CEC Representative Assembly.
 - f) Perform other duties as may be requested and appropriate by the Association Board of Directors.
- D. PASCEC President shall:
- a) Represent PASCEC at Board of Directors Meetings
 - b) Report on PASCEC activities regularly to the Board of Directors
- E. Presidents of Subdivisions recognized by PACEC shall:
- a) Represent the subdivision at Board of Directors Meetings
 - b) Report on subdivision activities regularly to the Board of Directors

SECTION 4. Board of Directors Duties. In addition to the rights and duties provided elsewhere in this Constitution and By-Laws, or as custom or parliamentary procedures may provide, the officers shall have the following rights and duties:

- A) Board of Directors shall perform the duties as outlined in (SECTION 3) of the constitution.
- B) Chairs of Standing Committees shall:
 - a) Represent the Committee at Board of Directors Meetings
 - b) Report on Committee activities regularly to the Board of Directors
 - c) Serve as mentors to PASCEC as follows:
 - i) The Children's and Youth Action Network Chair serves as mentor to CAN Coordinator of PASCEC
 - ii) The Membership Chair serves as mentor to Membership Chair of PASCEC

- iii) The Public Relations Chair and the Technology Chair serves as co-mentors to the Media Chair of PASCEC
- d) Carryout the purpose of the Committee as outlined in the PACEC By-Laws.

ARTICLE IX - MEETINGS

SECTION 1. Board of Directors. The Board of Directors shall have at least three meetings a year at a time and place designated by the President.

SECTION 2. Strategic Planning. The Executive Committee shall undertake strategic planning activities at least bi-annually to plan goals and objectives for the organization either onsite or virtually.

SECTION 3. Board of Directors. There shall be a business meeting of the Board of Directors scheduled during the convention. A special meeting of the Board of Directors shall be held upon written request by at least seven members of the Board of Directors. This request shall be directed to the President.

SECTION 4. Annual Membership Meeting. There shall be an Annual Membership Meeting held at the annual convention.

SECTION 5. A Quorum. For the transaction of all business, a quorum of any committee or body as specified by the Constitution and By-Laws shall be the number of verified members present either onsite or virtually of such committee or body, unless otherwise provided by the Constitution and By-Laws, but no less than 2/3 of the eligible and applicable persons based on the business being conducted.

SECTION 6. Voting. Unless otherwise provided by the Constitution and By-Laws or by when a quorum is present, a simple majority (one more than half) of the verified members present shall prevail in all business matters to be determined by vote.

SECTION 7. The Executive Board shall ensure at least bi-annual review of the Constitution, By-Laws, Financial Policies and Procedures, and perform an internal audit. Any recommendations for revisions to these documents must be approved by the Board as outlined in those documents.

ARTICLE X - DISSOLUTION

SECTION 1. In the event of the dissolution of the Association, any remaining assets shall revert to CEC, which is exempt under Section 501 (C) 3 of the Internal Revenue Code of 1954 as amended, with the proviso that the assets be held in escrow for a period of five years in order to allow members time to reorganize as an Association. If, at such time 5 years has lapsed and the organization is not reorganized, the monies held in escrow may be utilized for such tax exempt purposes as CEC sees fit.

ARTICLE XI - MEMBERSHIP YEAR

SECTION 1. The fiscal year shall be from January 1 through December 31 annually.

SECTION 2. The membership year shall correspond with that of CEC.

ARTICLE XII - AMENDMENTS

SECTION 1. This Constitution may be amended at regularly scheduled meetings of the Board of Directors by a two-thirds vote of the quorum present, provided that any proposed amendment has:

- A. Been submitted in writing to the Association President and Constitution Committee at least 120 days prior to the session at which it is to be acted upon.
- B. That a copy thereof has been provided to all members of the Board of Directors at least 90 days prior to the session at which action is to be taken.

SECTION 2. Notice of proposed amendments must be provided for the membership at least 30 days before the Board of Directors Meeting when voting is to take place.

SECTION 3. Amendments shall take effect immediately following their adoption or as designated in the amendment.

ARTICLE XIII – CONFLICT OF INTEREST

SECTION 1. Any potential conflict of interest will be disclosed and addressed as necessary. The organization shall abide by the conflict of interest policy and procedures.

ARTICLE XIII - PARLIAMENTARY PROCEDURE

SECTION 1. On all matters of procedure not specifically provided for in this Constitution, the guidance shall be the latest edition of Robert's Rules of Order, Revised.

PACEC By-Laws

Adopted 11/6/03 by vote of the PFCEC Delegate Assembly
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Table of Contents

ARTICLE I - COMMITTEES

ARTICLE II – REGIONAL CHAPTERS/MEMBER GROUPS

ARTICLE III - SUBDIVISIONS

ARTICLE IV – GRANT FUNDING FOR CHAPTERS/MEMBER GROUPS

ARTICLE V – ASSOCIATION NEWSLETTER/JOURNAL

ARTICLE VI – ELECTIONS

ARTICLE VII – ASSOCIATION ANNUAL MEMBERSHIP MEETING

ARTICLE VIII – AMENDMENTS

ARTICLE IX – LIMITATION OF LIABILITY AND INDEMNITY

ARTICLE I - COMMITTEES

SECTION 1. Standing Committees. The Standing Committees of the Association with voting privileges on the Board of Directors are: Children's Action Network (CAN), Convention, Elections, Membership, Multicultural, Newsletter/Journal, Public Relations, Student Advisory, and Technology. The Standing Committees of the Association without voting privileges are: Constitution, Convention Site, and Long Range Planning. The following shall apply to members of all standing committees:

- A. The President shall appoint the chairperson and members of all committees except as otherwise provided in these bylaws or the Constitution. Appointments will be made for the term of one year, except as otherwise specified in these bylaws, or in the constitution. Chairpersons and members may be reappointed by each subsequent President.
- B. Any member of the Association may be appointed as chairperson of a standing committee provided that he/she has been an active member in good standing of the Association.

SECTION 2. Voting Standing Committee Duties. The Chairpersons of the following Standing Committees are voting members of the Board of directors.

Any member of the Association may be appointed as chairperson of a Standing Committee provided that he/she has been an active member in good standing of the Association.

Standing Committee duties include, but are not limited to, the following:

- A. Children's Action Network (CAN): The Children's Action Network (CAN) Committee shall keep the Association informed about standards, regulations and legislation that impact on children and youth with exceptionalities at state and federal levels. The chairperson shall keep members informed through the Association Newsletter/Journal, Website, any other publications deemed necessary, or through other means appropriate. The chairperson shall also act on behalf of the association to educate and influence elected and appointed officials concerning issues and legislation that impact children and youth with exceptionalities.
- B. Convention: The person who will be President-Elect at the time of the convention shall be Chairperson of the Convention Committee. The committee shall be responsible for the program and general planning of the annual convention. The Convention Subcommittees will be identified as necessary by the Convention Chair, and the chairpersons of subcommittees will be appointed by the Convention Chair. It is the responsibility of the Convention Chairperson to keep the Association President and the Board of Directors regularly apprised of the status of the convention planning, and to remain within the approved budget, unless approval is provided by the Executive Board on an as needed basis.
 - a). Awards Subcommittee: The Awards Subcommittee shall be responsible for accepting nominations and making recommendations to the Board of Directors. These awards shall include, but are not limited to, The Bernice B. Baumgartner Memorial Award (The Special Educator Award), the Association Teacher of the Year, the John Wilson Memorial Award, and the George O'Neill Memorial Scholarship Award. This committee shall include at least two Regional Directors and the Student Advisor(s).

- b). Resolutions Subcommittee: The Resolutions Subcommittee shall be chaired by the Vice President, and is responsible for developing resolutions that give expression of concern, position, interest, pride, best wishes or sympathy to the Association or CEC. Resolutions shall be presented to the Annual Meeting for acceptance.
- C. Election: The Immediate Past-President shall chair the Election Committee. The Election Committee shall have the responsibility of coordinating and conducting the Annual Election as set forth in ARTICLE VII
- D. Membership: The Membership Committee shall be responsible for the coordination and distribution of information, materials and ideas for the promotion of membership. The chairperson shall be responsible for furnishing up-to-date membership lists to Regional Directors. The chairperson shall assist the Regional Directors in locating members of respective regions. The committee shall alert the Board of Directors as to membership fluctuations and changes
- E. Multicultural: The Multicultural Committee shall lead the Association to endeavor in increasing participation by persons who are culturally and linguistically diverse in the Association. They shall strive to see that the rights of persons who are culturally and linguistically diverse are protected and represented in the Association. The Multicultural Committee chairperson shall be appointed to a term of two years in odd numbered years.
- F. Newsletter/Journal: The Chairperson of this committee shall be the Editor of the Newsletter and shall provide for the preparation, publication and distribution of the Association Newsletter/Journal at least three times a year.
- G. Public Relations: The Public Relations Committee is chaired by a member appointed by the President. The Chairperson of this committee shall coordinate with the PACEC Executive Officers, Board members and other Standing Committee Chairpersons to disseminate information regarding PACEC activities to members, non-members, the public, and/or governmental entities. The chairperson shall assist the Executive Officers in writing press releases, as well as assist the Chairperson of the Newsletter and the Webmaster. The chairperson shall relinquish all records to the successor in office.
- H. Student Advisory: The Student Advisory Committee is chaired by an adult member appointed by the President. The student association will recommend their preference for Student Advisory Chair. The Student Advisory Chair helps with transition from year to year, helps student officers learn leadership skills, guides student officers in planning for the year, serves as a source of information, and provides support as needed. The Student Advisory Committee shall be made up of a cadre of student and professional members.
- I. Technology: The Chairperson of this committee shall be the Editor of the PACEC Internet Website (the Webmaster) and shall provide for the preparation and publication of the Association Website, and other electronic sources throughout the year.

SECTION 3. Non-Voting Ad-hoc Committee Duties. The Chairpersons of the following Ad-hoc Committees are non-voting members of the Board of directors unless another position is held concurrently held and provides voting privileges per the Constitution and/or these Bylaws.

Any member of the Association may be appointed as chairperson of a Standing Committee provided that he/she has been an active member in good standing of the Association.

- A. Finance: The Finance Committee shall advise the Board of Directors on recommended changes to the Financial Policies and Procedures, review all proposed contracts, and will coordinate the annual internal audit. The committee shall be chaired by the Treasurer.
 - a. The annual internal audit should be completed by no less than two committee members neither of which can be the Treasurer and who are approved by the President to complete the audit. A report of the audit must be completed and shared with the Executive Board.
- B. Constitution: The Constitution Committee shall advise the Board of Directors on recommended changes to the Constitution and By-Laws and maintain constitutional consistency with the standards set by the CEC. They shall review and consider proposed changes from the membership-at-large for action. It is necessary to present proposed changes to the Board of Directors for action. This committee shall advise the Board of Directors on the interpretation of the Constitution and By-Laws. They shall maintain on file a copy of any proposed amendments and the result of the action taken and prepare and disseminate necessary copies to the Board of Directors. A copy of the Constitution of the Association shall be a permanent part of the records given to the Secretary to keep on file.
- C. Convention Site: The President shall appoint at least three persons, one of whom should be a Past-President of the Association to serve on the committee. The committee shall study site locations for the annual convention and shall report their findings to the Board of Directors. These appointments shall be for one year. This committee shall determine a minimum three-year projected site schedule.
- D. Long Range Planning: The Long Range Planning Committee shall be responsible for developing, reviewing and modifying Association strategic plan and overall Association activities and business. The President shall be the Chairperson. Committee members shall include the Past-President, President-Elect, and Vice-President. Long Range Planning committee meetings shall be held as deemed necessary by the President. All committee recommendations shall be discussed and/or approved by the Board of Directors.
- E. Electronic Registration Management:

SECTION 4. Ad Hoc Committees. Ad Hoc Committees are organized to address reoccurring needs of the Association and may be formed by the Association President as needed. Any member of the Association may be appointed as chairperson of an Ad Hoc committee provided that he/she has been an active member in good standing of the Association

- A. The President shall appoint the chairperson and members of all Ad Hoc committees, typically for a one year term.. Chairpersons and members may be reappointed by each subsequent President.

ARTICLE II – REGIONAL CHAPTERS/MEMBER GROUPS

SECTION 1. Recognition of Regional Chapters/Member Groups. The Association may recognize organized regional Chapters/Member Groups within Pennsylvania for the purpose of furthering the goals of the Association. Such groups may include, but are not limited to, student groups affiliated with colleges and universities, as well as groups of professional members with like interests. Professional members are encouraged to affiliate themselves with such student groups to provide mentoring and like supports. The Association may recognize Chapters/Member Groups provided the following conditions are met:

- A. The group requests recognition from the Association Board of Directors.
- B. Members of the group are members of CEC and the Association in good standing.
- C. The group's activities further the purpose and goals of the Association.
- D. The group continues to actively fulfill the responsibilities listed in SECTION 2 (below).

The Association may rescind its recognition of a group for cause. The Association Board of Directors has no oversight responsibility for groups other than auditing for the appropriate use of funding grants.

SECTION 2. Group Privilege and Responsibility. Groups recognized by the Association shall have the following privileges and responsibilities:

- A. Submit for consideration in the publication of the Association's Newsletter/Journal and Website information of interest to its membership or that of the Association general membership.
- B. Submit annually a report detailing its activity to the Association Board of Directors via their Regional Director.
- C. Submit a request grant funding from the Association Board of Directors via their Regional Director for the purpose of conducting activities that support the Association goals.
- D. Provide follow-up reports as required for awarded funding grants.
- E. Support CEC and Association goals and objectives.

ARTICLE III - SUBDIVISIONS

SECTION 1. Recognition of Subdivisions. The Association may recognize CEC subdivisions within Pennsylvania provided the following conditions are met:

- A. The subdivision is formally chartered by its parent CEC division.
- B. The subdivision officers request recognition from the Association Board of Directors.
- C. The subdivision continues to actively fulfill the responsibilities listed in SECTION 2 (below).

The Association, however, may rescind its recognition of a Subdivision for cause. The Association Board of Directors has no oversight responsibility for subdivisions.

SECTION 2. Subdivision Privilege and Responsibility. It shall be the privilege and responsibility of subdivisions formally recognized by the Association to:

- A. Have representation and vote on the Board.
- B. Meet at the time and place of the Association's annual convention.
- C. Submit for consideration in publication of the Associations Newsletter/Journal and Website information of interest to its membership or that of the Association general membership.
- D. To participate actively in the business and activities of the Board of Directors, including the Association's Annual Convention.

ARTICLE IV – GRANT FUNDING FOR CHAPTERS/MEMBER GROUPS

SECTION 1. Grant Funding. Grant funding from the Associations general funds may be provided to recognized regional Chapters/Member Groups as follows:

- A. An application for the requested grant shall be forwarded to the Regional Director. The application shall include a statement of purpose (including how it supports CEC and Association goals), anticipated expenses/revenues, expected participation, and any other information deemed appropriate.
- B. The Regional Director will forward the grant application for consideration to the Board of Directors with a recommendation for approval/disapproval.
- C. If the grant application is accepted by the Board of Directors, the Association Treasurer will forward the approved funds to the group representative through the Regional Director.
- D. Following the event, the group shall submit to the Association Board of Directors a report detailing the event, a statement of expenses/revenues, photographs (if appropriate), and any other supporting documentation.
- E. The group will not be eligible for further grant funding if reports are not filed as stipulated.
- F. The Association Board of Directors may limit grant funding as necessary to protect the financial interests of the Association as a whole, a decision that will be independent of any grant request.

ARTICLE V - ASSOCIATION PUBLICATIONS

SECTION 1. Newsletter/Journal. The Association shall finance as necessary, the Association Newsletter/Journal, which shall be devoted to the purposes of the Association.

SECTION 2. Distribution. The Association Newsletter/Journal shall be distributed to the members of the Association at no additional charge to individual members.

SECTION 3. Website. The Association shall finance as necessary, the Association Website, which shall be devoted to the purposes of the Association.

ARTICLE VI – ELECTIONS

SECTION 1. Nominations. Nomination of Officers for the coming year shall open on March 1 and close at the conclusion of the first summer meeting typically held in June Consent to serve shall be obtained from each member whose name is submitted to the committee.

- A. Nominations shall be taken by the Elections Committee Chairperson in preparation for the first summer Board of Directors Meeting.
- B. All nominees must meet the qualifications set forth in the PACEC Constitution for the position sought.
- C. Nominations shall be solicited via the Newsletter, Website, and through the Regional Directors and other Board members.
- D. Nominations shall be taken from the floor at the first summer Board of Directors Meeting.
- E. A slate of nominees shall be developed by the Committee consisting of at least one, but not more than three candidates for each contested race.
- F. The slate shall be presented to the Board of Directors for approval at the first summer meeting.

SECTION 2. Election Procedures. The Election Committee Chair shall execute the following procedure for the Annual Elections.

- A. The Proposed slate shall be published in the Convention newsletter.
- B. Approved candidates shall provide a biography for publication in the Convention newsletter.
- C. All Association Members in good standing with CEC as the date of the election shall be eligible to cast one ballot for each office.
- D. A ballot listing nominees and their qualifications shall be prepared for distribution.
- E. Ballots shall be distributed to the eligible general membership in the Convention newsletter. The ballot packet shall include a procedural explanation and voting postmark deadline. The deadline for return postmark shall be no later than October 1.
- F. All ballots returned by October 1 shall be verified and counted by the Election Committee.
- G. Announcement of successful candidates shall be made no later than October 15 preceding the commencement of the subject term of office.
- H. In the event of a tie vote for any elected office, the Executive Board of the Association (as described in Article VI, Sections 1; 2 of the Constitution) except the President will make the selection by secret ballot, using either non-electronic, electronic, or other means. The nominee with the simple majority of cast votes from the members of the PACEC Executive Board shall be declared the winner.
- I. In the event of a second tie, the president shall cast the deciding vote. (This process must be concluded by October 31st).
- J. The Election Committee shall prepare a report of election results for the Association Newsletter, Website, and Board of Directors.
- K. Elections Committee shall notify all candidates of results prior to publication.
- L. The Committee shall facilitate arrangements to transition position responsibilities to the new officers. The Election Committee Chair will coordinate the signing of the "Agreement to Abide by PACEC Constitution, By-Laws, and Financial Policies and Procedures," as well as a "position responsibility agreement form," and forward completed agreements to the secretary for filing.
- M. Election results may be audited by the Executive Committee when deemed appropriate.



Council for
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The voice and vision of special education

ARTICLE VII – ASSOCIATION ANNUAL MEMBERSHIP MEETING

SECTION 1. Functions. The Annual Meeting of the Association Membership shall include, but not be limited to, the following functions:

- A. Source of proposal for resolutions to be issued in the name of the Association. Only resolutions adopted by the Board of Directors shall be issued in the name of the Association.
- B. Forum to accept election of newly selected candidates for Association’s elected positions.
- C. Forum for open discussion on current issues.

ARTICLE VIII - AMENDMENTS

SECTION 1. By-Laws may be amended by a simple majority vote of a quorum present at a meeting of the Board of Directors.

SECTION 2. All provisions of previous motions of record, and rules and regulations in conflict herewith, shall be released upon adoption of these By-Laws provided, however, that all officers, directors, and committee members now in office shall continue their incumbency until their successors are duly elected or appointed as provided herein

ARTICLE IX – LIMITATION OF LIABILITY AND INDEMNITY

SECTION 1. Limitation of Personal Liability of Board Members.

An Officer, Director, Board member, and/or Advisory Board member of the Corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless:

- a) The officer, director, and/or Board member has breached or failed to perform the duties of his or her office as defined in these bylaws, including Section 2 below; and
- b) The breach or failure to perform constitutes self-dealing, willful misconduct or blatant recklessness or disregard.

The provisions of this Section shall not apply to:

- a) The responsibility or liability of an Officer, Director, Board Member and/or Advisory Board member pursuant to any criminal statute; or
- b) The liability of an Officer, Director, and/or Board member for the payment of taxes pursuant to local, state, or federal law.

SECTION 2. Standard of Care and Justifiable Reliance.

- a) An Officer, Director, and/or Board member of the Corporation shall stand in a fiduciary relationship to the Corporation, and shall perform his or her duties, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the Corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances. In performing his or her duties, an Officer, Director, and/or Board member shall be entitled to rely in good faith on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by any of the following:
- i. One or more Officers, Directors, and/or employees of the Corporation whom the President and CEO reasonably believes to be reliable and competent in the matters presented;
 - ii. Counsel, public accountants or other persons as to matters which the director reasonably believes to be within the professional or expert competence of such person;
 - iii. A committee of the Board upon which he or she does not serve, duly designated in accordance with law, as to matters within its designated authority, which committee the director reasonably believes to merit confidence.
 - iv. An Officer, Director, and/or Board member shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause his or her reliance to be unwarranted.
 - v. In discharging the duties of their respective positions, the Board, committees of the Board and individual Board Members may, in considering the best interests of the Corporation, consider the effects of any action upon the recipients of its services, employees, upon suppliers and creditors and upon communities in which the Offices or other establishments of the Corporation are located, and all other pertinent factors. The consideration of those factors shall not constitute a violation of subsection (a) of this Section.
 - vi. Absent breach of fiduciary duty, lack of good faith, willful misconduct, or self-dealing, actions taken (or any failure to take any action) as the Board, a committee of the Board or an individual Director shall be presumed to be in the best interests of the Corporation.

SECTION 3. Indemnification in Third Party Proceedings.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a representative of the Corporation, or is or was serving at the request of the Corporation as a representative of another Corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and

reasonably believed to be in, or not opposed to, the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of non contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which he or she reasonable believed to be in, or not opposed to, the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

SECTION 4. Indemnification in Derivative Actions.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a representative of the Corporation, or is or was serving at the request of the Corporation as a representative of another Corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a mariner he or she reasonable believed to be in, or not opposed to, the best interests of the Corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Corporation unless and only to the extent that the Court of Common Pleas of Bucks County or the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Common Pleas or such other court shall deem proper.

SECTION 5. Mandatory Indemnification.

Notwithstanding any contrary provision of the articles or these Bylaws, to the extent that a representative of the Corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in either pertinent Section 3 or Section 4 above, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonable incurred by him or her in connection therewith.

SECTION 6. Determination of Entitlement to Indemnification.

Unless ordered by a court, any indemnification under Section 3 or Section 4pertinent sections above shall be made by the Corporation only as authorized in the specific case upon determination that indemnification of the representative is proper in the circumstances because he or she has met the applicable standard of conduct set forth in such paragraph. Such determination shall be made:

- a) By the Board by a majority vote of a quorum consisting of Board Members who were not parties to such action, suit or proceeding; or

b) If such a quorum is not obtainable, or, even if obtainable, a majority vote of a quorum of disinterested Board Members so directs, by independent legal counsel in a written opinion.

SECTION 7. Advancing Expenses.

Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board in a specific case upon receipt of a written undertaking by or on behalf of the representative to repay such amount if it shall ultimately be determined that he is not entitled to be indemnified by the Corporation as authorized by this Article.

SECTION 8. Indemnification of Former Representatives.

Each such indemnity may continue as to a person who has ceased to be a representative of the Corporation and may inure to the benefit of the heirs, executors and administrators of such person.

SECTION 9. Insurance.

By action of the Board, notwithstanding any interest of the Directors in the action, the Corporation may purchase and maintain insurance, in such scope and accounts as the Board deems appropriate, on behalf of any person, who is or was a director, officer, employee, fiduciary, volunteer, or agent of the corporation, or who, while a director, officer, employee, fiduciary or agent of the corporation, is or was serving at the request of the corporation as a director, officer, partner, trustee, employee, fiduciary or agent of any other foreign or domestic corporation or of any partnership, joint venture, trust, other enterprise, or employee benefit plan, against any liability asserted against, or incurred by, him in any such capacity or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of these bylaws or applicable law

Section 10. Reliance on Provisions.

Each person who shall act as an authorized representative of the Corporation shall be deemed to be doing so in reliance upon the rights of indemnification provided by these By-laws.

Financial Policies and Procedures

Adopted 9/27/2008 by vote of the PACEC Board of Directors
Effective 9/27/08 | Revised 1/16/2010 | 11/8/14

Table of Contents

ARTICLE I – Purpose of Policy

ARTICLE II – PACEC Board of Directors Meeting Expenses

ARTICLE III – Reimbursement

ARTICLE IV – Contracts

ARTICLE V - Division Accounts

ARTICLE VI -Awards and Recognitions

ARTICLE VII - PACEC Annual Convention

ARTICLE VIII - ACTION Newsletter/Website

ARTICLE IX – Secretary and Treasurer Equipment

ARTICLE X – Donations and Grants

ARTICLE XI-Records Retention

ARTICLE XII – Amendments

Table of Contents

Appendix A – PACEC Expense Voucher

Appendix B – Board Approved Rates

Appendix C – George O’Neill Memorial Scholarship Award

Appendix D - Bernice Baumgartner Memorial Award

Appendix E – Teacher of the Year Award

Appendix F – Convention Speaker Contract

Appendix G - Agreement to Abide by PACEC Constitution, By-Laws, and
Financial Policies and Procedures

Appendix H – Member Group Recognition

Appendix I – Annual Report for Member Group

Appendix J – Grant Application for a Recognized Member Group

Appendix K – Invitation to Exhibit Examples

ARTICLE I – Purpose of Policy

Pennsylvania Association Council for Exceptional Children (PACEC) is a not-for-profit organization and must manage its fiscal resources in a responsible manner. These Financial Policies and Procedures are intended to communicate the PACEC Board’s decisions regarding the use of the association’s fiscal resources. The Board shall review the Financial Policies and Procedures in conjunction with the proposed Budget annually at the first board meeting for the year and adjust as needed to ensure the continued fiscal health of the association. Every Board member is responsible to review and abide by the Financial Policies and Procedures. New Board members will be asked to sign an “Agreement to Abide by PACEC Financial Policies and Procedures.” (See Appendix G for agreement.)

ARTICLE II – PACEC Board of Directors Meeting Expenses

The Board of Directors shall meet at least three (3) times each year at a time and location designated by the PACEC President. One business meeting will be held during the annual Convention. Additional meetings can be held at the discretion of the Executive Committee.

Annual Membership Meeting: There shall be an Annual Membership Meeting held each year during the annual convention.

Student Board of Directors Meetings: The Student Board of Directors shall hold at least three (3) meetings per year at a time and place designated by the Student President. The Student Board is invited to hold meetings in conjunction with the PACEC Board Meetings with the cost of meetings absorbed by PACEC with the exception of mileage. Mileage will be reimbursed by PACEC.

***Duties and meeting responsibilities for each of these meetings can be found in the PACEC Constitution and By Laws.**

ARTICLE III – Reimbursement

Pennsylvania Association Council for Exceptional Children (PACEC) recognizes that in order to fulfill its purpose it must depend on the willingness of its membership to volunteer their services for the benefit of the organization. PACEC believes that volunteers should receive reimbursement for reasonable expenses incurred in the performance of their duties.

Reimbursement Procedure: If expenses are reimbursable through any other source, members are encouraged to seek reimbursement from those sources first. All members must adhere to the following procedure to have expenses considered and approved for reimbursement. Some expenses require pre-approval by the President or Convention Chair. If pre-approval is required, it will be indicated.

1. All expenses must be submitted to the President for approval using a PACEC expense voucher. (See Appendix A for sample voucher)

2. Receipts are required for all expenses unless otherwise indicated or otherwise authorized by the President.

Reasonable travel expense reimbursement will be considered from/to the member's residence or place of business and requires a computer map search as documentation of mileage (ex: Google Maps, MapQuest, etc). Reimbursement for the cost of highway tolls requires receipt or Easy Pass Statement.

3. The President will approve the expenses by signing the voucher and forwarding it to the Treasurer for reimbursement to the individual.
4. The Treasurer will record the expense and issue the reimbursement.
5. Prior Board approval is required for expenses exceeding \$150. The President may conditionally approve expenses up to \$150 when approval is needed before the Board meets again, however the member must submit a voucher, receipts, and a report of the activity at the next Board meeting for final payment to be approved.
6. If prior approval is not obtained where indicated, PACEC is not obligated to reimburse expenses.

The types of expenses that are eligible for reimbursement following the standard procedure are outlined in SECTIONS 1 through 4

SECTION 1: Reimbursable Board of Directors Expenses

Travel: Reasonable mileage will be reimbursed in conjunction with the performance of duties related to a Board of Directors job. The PACEC Board of Directors (Board) shall set the rate of reimbursement for mileage expenses for the fiscal year at the executive board meeting where the budget is discussed in preparation for the next fiscal year. The rate will be determined by calculating the average of the IRS Business Rate and the IRS Charitable Rate rounded up to the nearest cent. Tolls and Parking Fees are reimbursable expenses in relation to travel. Receipts and computer map search documentation are required. (See Appendix B for current board approved travel reimbursement.)

Lodging: The PACEC President shall arrange lodging accommodations for Board meetings (except the Convention Board meeting). Lodging is based upon double occupancy of rooms. If a single room is requested, the individual will assume one-half (1/2) of the room cost. The PACEC President will notify Board Members of meeting dates and times. The PACEC President will arrange for Board member lodging for all meetings except the meetings held during convention. Rooms will be reserved only for those individuals who respond to the meeting notice requesting lodging accommodations. If a Board member does not respond to the President's notice, they are responsible for their own lodging arrangements and costs.

Cancellation of Lodging: In the event you are unable to attend the Board meeting after responding to the PACEC President that you would, you must notify the President and/or the Hotel as soon as possible but no later than 24 hours before check in to cancel the room thereby avoiding unnecessary costs for the Association. In the event that lodging is arranged and the individual does not contact nor attend the meeting, they will be billed and responsible for all costs incurred.

Meals for Board of Director Meetings: The President shall arrange for appropriate meal accommodations for Board meetings. Meals will only be arranged for those individuals who respond to the meeting notice requesting meals. If a Board member does not respond to the President's notice, they are responsible for their own meal arrangements and costs.

Cancellation of Meals: In the event you are unable to attend the Board meeting, you must notify the President and/or the Hotel as soon as possible but at least 24 hours prior to the meeting to cancel the meal thereby avoiding unnecessary costs for the Association. In the event that meals are arranged and the individual does not contact nor attend the meeting, they will be billed and responsible for all costs incurred.

Meals related to other Board of Director Activities: The PACEC Board of Directors (Board) shall set the rate of reimbursement for meals related to other Board of Director Activities. The reimbursement rate will be determined at the executive board meeting where the fiscal policies are reviewed. (See Appendix B for current board approved meal reimbursement.)

PACEC State Convention Fees

PACEC State Convention Fees are not a reimbursable expense for Board members.

SECTION 2: Reimbursable Convention Expenses for Board Member Activities

PACEC State Convention: Members of the Board are encouraged to seek out reimbursement from other available sources prior to seeking reimbursement from PACEC. If reimbursement cannot be obtained from an outside source (school district, I.U., University, etc.), PACEC will reimburse reasonable travel, lodging, and meal costs for Board Members and Convention Chairpersons whose attendance at the Convention is required by virtue of their responsibilities at Convention functions. Room and meal costs will be limited to the mutual dates of Board meetings or time needed to meet convention responsibilities. Costs for meals replacing those included in Convention fees or arranged by the President for Board meetings will not be reimbursed.

Lodging for Convention Board Meeting and PACEC Convention: Board members must make their own room arrangements directly with the hotel for lodging needs during Convention activities and the Convention Board of Directors meeting. Members who do not receive any reimbursement and are required by virtue of their responsibilities at the convention must communicate with the President, Convention Chair and treasurer if lodging reimbursement will be needed one month prior to the convention. If a single room is requested, the individual will assume one-half (1/2) of the room cost. Receipts are required unless other arrangements for payment have been made via the President and Convention Chair.

The President, Convention Chair, and Treasurer need to be aware of any contract language with the Hotel regarding complimentary rooms. Contract arrangements with the Hotel may provide for one or more complimentary rooms based on the number of rooms sold to convention attendees. Complimentary rooms may be used to pay for rooms for Board members who need Board reimbursement for their lodging at the convention, the Convention Chair, and Keynote Speaker, **PACEC Convention Related Expenses:** Convention expenditures incurred by Board members require prior approval by the Convention Chairperson and President.

Expenses incurred in relation to the PACEC Convention must be submitted by voucher to the President for approval and then to the Treasurer.

National Council for Exceptional Children (CEC) Convention: PACEC recognizes the value of state leadership participation in National CEC events.

The PACEC Board shall set the rate of reimbursement for the costs of attendance at the National CEC Convention. Reimbursement will be available for the PACEC President and the elected Representatives to the CEC Representative Assembly. (See Appendix B for the current board approved reimbursement for the National CEC Convention.)

National Leadership Convention: PACEC recognizes the value of state leadership participation in National CEC events. The PACEC Board shall set the rate of reimbursement for the costs of attendance at the National Leadership Convention. Reimbursement will be available for the PACEC President-Elect and one additional representative as appointed by the executive board.. (See Appendix B for the current board approved reimbursement for the National Leadership Convention.)

SECTION 3: **Other Allowable Expenses**

PACEC shall reimburse reasonable expenses for Board related activities such as, but not limited to: Postage (receipt required), duplication (receipt required; pre-approval by PACEC President required for large expenditures), and clerical/secretarial support (pre-approval by PACEC President and receipts required). Prior to any invited guest offers, the executive board must discuss payment of costs before the invitation is issued.

Regional Directors are budgeted \$300 per fiscal year for expenses related to supporting membership activities in their respective regions.

SECTION 4: **Advances**

Advance costs for services or trips may be authorized by the President and the Treasurer. Receipts must be forwarded as soon as possible after the advance has been received. Requests for advances specifying the nature of the request must be made in writing to the Treasurer.

ARTICLE IV - **Contracts**

No member of PACEC may enter into an oral or written contract or agreement on behalf of the organization without prior approval of the Board, with the exception of the contract with the Hotel for scheduled Board Meetings. All contracts must be reviewed by the Finance Committee prior to the scheduled Board meeting vote. The Finance Committee will make recommendations to the Board regarding approval or disapproval of proposed contracts, but the final action will be determined by Board vote.

In the event that an oral or written contract or agreement is entered into without prior Board approval, that Board member may be personally liable for payments incurred or other stipulations as part of the contract.

ARTICLE V - Division Accounts

Division Accounts: Divisions may deposit their money with PACEC and have it maintained as a separate line item within the PACEC budget/account. Divisions are offered this option with the understanding that any interest earned on their account will remain in the PACEC treasury.

Payments from Division Accounts: The Division must develop and use a voucher, similar to the PACEC voucher that requires the signature of two Division Officers, one of which will be the Division President, authorizing payments made from the Division account. The Division President submits the approved voucher to the PACEC Treasurer for payment.

PACEC has no financial obligation for expenses incurred by Divisions except to issue authorized payment of Division funds available. The Board reserves the right to return Division deposits at any time if the accounting burden is too great for the PACEC Treasurer. If a Division becomes inactive for three (3) years, any funds remaining in the Division account will revert to the PACEC budget. In the event the Division desires to reactivate, the Division can request member grants funds for startup activities.

ARTICLE VI -Awards and Recognitions

PACEC shall sponsor awards and recognitions to honor members who have exemplified the ideals, goals and aspirations of the organization. Awards shall be given on a yearly timeline and shall be the responsibility of the Awards Committee. Members of this committee shall be appointed by the President and shall serve for a term of one year with the option of being invited to serve on the committee by subsequent Presidents. The committee chairperson may recruit additional PACEC members to serve on an individual awards committee.

PACEC shall set an annual budget for the cost of awards. The Awards Committee is responsible to keep expenditures within the preapproved budgeted amount. In the event the committee desires to exceed approved expenditures, prior Board approval is required.

Awards and recognitions sanctioned by PACEC are as follows:

George O'Neill Memorial Scholarship: This award is a monetary gift awarded to two full-time college students (either undergraduate or graduate). The award is named in honor of the late George O'Neill, PACEC Membership Chairperson at the time of his death in May 1981. The award recognizes George's countless hours serving as both mentor and model to student CEC members. Recipients must apply for the award and follow all guidelines as published in PACEC Newsletter and on PACEC website. The PACEC Board shall set the amount of this award. If only one student is selected, that person would receive the amount specified for one person. (See Appendix B for the current board approved award amount and Appendix C for application information.)

Bernice Baumgartner Award: This award honors the late Bernice Baumgartner, a pioneer in the development of PFCEC, organizational predecessor of PACEC. It consists of a plaque and special recognition given at the Awards Program during the annual PACEC Convention. Recipient of this award must be nominated by a current PACEC member or recognized member unit. The recipient must be a member of PACEC and a person of character like Bernice Baumgartner who worked tirelessly to promote special education services, programs, and knowledge to educators, students, parents, and the general public across the Commonwealth. (See Appendix D for application information.)

Teacher of the Year Award: This award recognizes an outstanding Pennsylvania teacher of exceptional children. The award consists of a plaque and special recognition during the Awards Presentation of the PACEC annual Convention. Nominations are accepted from recognized member groups or individual PACEC members. Recipient of this award must be a CEC member in good standing. The Recipient will become the Pennsylvania nominee for the Clarissa Hug Teacher of the Year Award for the following year if the candidate meets all qualifications for that National Award.

Past President's Award: The President of PACEC presents this award annually to the Immediate Past President of PACEC in recognition of dedicated service to the organization. The award consists of a plaque, a CEC Past Presidents Pin, and with special recognition during the Awards Presentation at the annual PACEC Convention.

President's Award: This award is intended to honor an individual or organization who has provided the PACEC President with inspiration, guidance, and support throughout the President's career as a special educator. Presented at the discretion of the President, the award is presented during the Awards Presentation at the annual PACEC Convention.

John Wilson Memorial Award of Excellence: John Wilson was a remarkable professional member of the PFCEC (PACEC's precursor association) Executive Board. This award was unanimously created to honor John and his achievements. This award is intended to recognize an individual for outstanding contributions to the CEC/PACEC organizations. Candidates are nominated by PACEC Board Members by notifying the Awards Committee Chair.

Leslie G. Kolodin Memorial Student Award of Excellence: Leslie G. Kolodin was a remarkable professional member of the PACEC Executive Board and a mentor to students in the organization. This award was unanimously created to honor Leslie and her achievements. This award is intended to recognize an individual student for outstanding contributions to the PACEC/PASCEC organizations. Candidates are nominated by PASCEC Board Members by notifying the Awards Committee Chair.

Other Awards and Recognitions: PACEC reserves the right to provide additional awards or recognition at the discretion of the Board. Any awards or recognition will be discussed with the Awards Committee Chairperson who will bring the proposal to the Board for discussion and approval.

ARTICLE VII - PACEC Annual Convention

Convention Notebook: The Convention Chairperson (President-Elect during the year of the convention) shall maintain written documentation of the planning and implementation process for conducting a PACEC Convention. This documentation will be passed on to the new Vice-President who will be in charge of the Convention for the following year. Included will be all correspondence related to the Convention, committee structures, contacts, and any other useful information.

Convention Budget: Convention expenses shall be budgeted in the PACEC Budget approved by the Board for the fiscal year. The Convention Chair is responsible to ensure convention expenses do not exceed the budgeted amounts. Any variation in excess of the approved budgeted amount requires prior Board approval. Even though funds have been budgeted, many contracts, arrangements, expenditures require prior Board approval as outlined in the Constitution, By-Laws, and Financial Policies and Procedures.

The Convention Chair is responsible to be aware of and follow policies and procedures for approval. In the event that an oral or written contract or agreement is entered into or costs exceed budget without prior Board approval, the Convention Chair may be personally liable for payments incurred or other stipulations as part of the contract or expense.

Convention Fees: The Executive Board shall annually set the fee structure for the Convention. This item should be addressed at the executive board meeting that sets the financial policies for the year. meeting. (See Appendix L for the conference formula and convention fees).

Convention Fee Refunds: Convention Fee refunds will be made when the refund request is received prior to the Board meeting at the start of Convention. Any refunds made will have 20% deducted for administrative costs.

Convention Speakers: PACEC recognizes the need to provide quality speakers during the annual convention in order to advance the professional development of our members. The PACEC Budget shall contain a standing approved amount for Keynote Speakers. In the event the Convention Chair desires to engage a speaker whose costs exceed the current approved amount, the Chair shall present the request to the Board for approval before entering into a contract. A standard contract template will be used to develop individual contracts for hired speakers. (See Appendix B for current board approved rate and Appendix F for contract template.)

Exhibitors, Sponsors, and Advertisers: Money or prizes received for the Convention from exhibitors, sponsors, and advertisers shall be forwarded to the PACEC Treasurer upon receipt. These funds will be used at the discretion of the Board.

Entertainment: All costs related to Convention entertainment require prior Board approval. Follow the procedures noted in ARTICLE IV to obtain prior Board approval.

Electronic registration: CVENT-

Resolutions: As defined in the Constitution and By Laws of PACEC, resolutions should be prepared in advance of the Annual Membership Meeting and presented to the Resolutions Committee Chairperson. These resolutions are an opportunity for the members at large to express their beliefs, opinions, and concerns on topics and issues relevant to the PACEC. After being presented to the membership at the Annual Membership Meeting, each resolution will be voted on by the Board of Directors to determine if it should represent the official position of PACEC.

ARTICLE VIII - ACTION Newsletter/Website

ACTION Newsletter Publication/Website

. Constant Contact will be used to disseminate a newsletter in March and December. A published copy will be mailed in August showcasing the conference. Additional newsletters/correspondence can be sent at the discretion of the board.

Equipment

The PACEC Board may authorize the Newsletter Editor/Webmaster to purchase and house equipment appropriate to meet the needs for communication. PACEC shall retain ownership of this equipment, and the Editor/Webmaster/CVENT coordinator shall furnish the Secretary and Treasurer with a copy of inventory. The Editor/Webmaster/CVENT coordinator shall relinquish the equipment upon request of the Board.

Bulk Mailing Permit

PACEC shall maintain a Bulk Mailing Permit for distribution of the *ACTION* Newsletter and other items deemed feasible for bulk mailing. The cost of this permit shall be assumed by the Association and, in most cases, shall be housed in a Post Office convenient for the Newsletter Editor.

Web Host Fees

The PACEC Board shall authorize the Webmaster to secure Web Hosting Services and bulk emailing services. PACEC will fund the cost of those services.

ARTICLE IX – Secretary and Treasurer Equipment

Equipment

The PACEC Board may authorize the Secretary and Treasurer to purchase and house equipment appropriate to meet the needs for communication and financial record keeping. PACEC shall retain ownership of this equipment, and the Secretary and Treasurer shall furnish the President with a copy of inventory annually. The Secretary and Treasurer shall relinquish the equipment upon request of the Board.

ARTICLE X – Donations and Grants

Donations to PACEC

Any donations made to PACEC shall be reported to the Executive Committee and used for purposes as approved by the board. Whenever possible the intent of the donor will be honored.

Donations from PACEC

When fiscally sound, the board may consider making donations. These donations shall reflect and enhance the purpose of PACEC.

Grants

Recognized PACEC Chapters/Member Groups may request member grants in accordance to procedures outlined in the By-Laws.

ARTICLE XI-Records Retention

Records Retention. Unless otherwise specified, PACEC Financial Records shall be maintained by the Treasurer for eight (8) years. Appropriate records will be purged at the start of each fiscal year (January 1). Records maintained by any other Board member are also subject to this requirement. Any data storage devices of retired electronic equipment (such as hard drives, flash drives, and other electronic storage media) must be erased and then destroyed.

ARTICLE XII - AMENDMENTS

SECTION 1. By-Laws may be amended by a simple majority vote of a quorum present at a meeting of the Board of Directors.

SECTION 2. All provisions of previous motions of record, and rules and regulations in conflict herewith, shall be released upon adoption of these By-Laws provided, however, that all officers, directors, and committee members now in office shall continue their incumbency until their successors are duly elected or appointed as provided herein.

PACEC Budget Categories

Operations	OP-1 Executive Board OP-2 Executive Board Meetings OP-3 Regional Directors Activities OP-4 Technology OP-5 Leadership Conference OP-6 CAN Conference
Service	SV-1 Current Initiatives SV-2 Awards SV-3 Newsletter
State Convention	SC-1 Executive Board Accommodations SC-2 Committee Planning and Expenses SC-3 Program/Publicity SC-4 Entertainment SC-5 Speakers SC-6 AV Equipment SC-7 Convention Accounting
National Convention	NC-1 Executive Board Representatives NC-2 Hospitality
Miscellaneous	MS- Legislative Coalition MS-2 Audit MS-3 Bonds MS-4 Voids MS-5 Other (stationery, miscellaneous printing, etc.)

1. Please describe activities in which you participated.
2. Receipts must be attached to this form.
3. Mail completed and signed form to the president, who will forward it to the treasurer for payment after approving payment.

Description of Activities:

Revised 9/26/08

Appendix B

Current Board Approved Rates

The following table summarizes current Board Approved Reimbursement rates. Please refer to the PACEC Financial Policies & Procedures for complete information regarding reimbursement.

Event	Reimbursement Amount	Date Board Approved Rate
Travel	Re evaluate every calendar year	2016 .34
Meals related to other Board of Director Activities	Up to \$40.00 per day with receipts(excluding alcohol and tips)	
International Council for Exceptional Children (CEC) Convention	Up to \$1000 each for President and (2) elected Representatives for travel, meals, lodging, etc. with receipts	4/13/07
International Leadership Convention	Up to \$700 each for Vice President and Executive board designee	11/14
Children's Action Network (CAN) Convention delete all	Up to \$700 to CAN Coordinator	6/06
Convention Speakers	\$1500 total costs (travel, fees, lodging, meals, etc.) Prior Board approval needed for additional costs	
Chapter/Member Grants	Up to \$500 per group /capped at \$3000/yr	

Current Board Approved Award Amounts

The following table summarizes current Board Approved award amounts. Please refer to the PACEC Financial Policies & Procedures for complete information regarding awards.

Award Name	Award Amount	Date Board Approved Amount
George O'Neill Memorial Scholarship	\$1000 Total \$500 each award	11/8/14

Current Board Approved Convention Fees

The following table summarizes the 2009 convention fees.

Convention Event	Regular Member	Regular Non-Member	Student Member	Student Non-Member
Conference Package (2 days, 2 lunches, 1 dinner, entertainment, and dance)	\$139	\$169	\$89	\$99
One day (includes lunch)	\$99	\$109	\$59	\$79
Banquet Only	\$40	\$40	\$40	\$40

Convention Cancellation Fees

The Board of Directors will consider requests for convention fee refunds due to emergency situations or district denial of release time provided the request is received by the registration contact prior to the Board meeting held the Wednesday evening prior to convention. A 20% administration fee will be deducted from the refund.

Appendix C

GEORGE O'NEILL MEMORIAL SCHOLARSHIP AWARD

PURPOSE: Thirty years ago, the PACEC Scholarship Committee of the Pennsylvania Council for Exceptional Children renamed its student scholarship award to recognize **George O'Neill** who was serving as PACEC's Membership Chairperson at the time of his unexpected death in May 1981. In recognition of the countless hours he served as both mentor and model to student CEC members, the Executive Board immediately changed the "student scholarship" to the "George O'Neill Memorial Scholarship." The award of \$100.00 was increased to \$500.00 and subsequently to \$1000.00 and now \$1500 (Two awards of \$750 each). This tradition has continued throughout the years with a special presentation of a beautiful plaque and cash award at the Awards Ceremony each fall at PACEC's Annual Convention.

PACEC is committed to the enduring recognition of George's selfless contributions and support to our state's special education majors in this way; while encouraging PACEC student members to become as immersed in our profession and the spirit of volunteerism, as was George O'Neill, one of our most valued members.

All PACEC students and professionals are encouraged each year to submit applications and nominations respectively for this most prestigious award. The Scholarship committee chooses a student member whose involvement in special education is judged most exemplary. The recipient must have the highest degree of professional excellence and advanced the education of exceptional children.

APPLICATIONS must include:

- A completed Application Form.
- 2 faculty letters of recommendation providing a chronology of the candidate's involvement and work; highlighting unique contributions to, and significant achievements on behalf of, exceptional children which have significantly promoted the education of exceptional children, and which qualify the candidate to receive recognition from PACEC
- Two page essay (12 font-Arial).
 - Prompt: "Student CEC members benefit from active participation in PASCEC and other organizations which endeavor to help students with exceptionalities."
- Resume with employment and volunteer experience.
- A photo will be requested from the award recipient

ANNUAL GEORGE O'NEILL MEMORIAL SCHOLARSHIP AWARD Application Form

CANDIDATE

Name: _____

PASCEC Member Number: _____

Email Address: _____

Phone: _____

Permanent Address: _____

College: _____ GPA: _____

Major: _____ GPA: _____

Minor: _____ GPA: _____

REFERENCES INCLUDED WITH APPLICATION

1. Name: _____ Title: _____

College/Organization: _____

Email address: _____ Phone: _____

2. Name: _____ Title: _____

College/Organization: _____

Email address: _____ Phone: _____

3. (Optional) Name: _____ Title: _____

College/Organization: _____

Email address: _____ Phone: _____

APPLICATIONS must be **RECEIVED** BY the date published in the **ACTION** Newsletter

via US PO Mail **or** Email to:

PACEC Scholarship Committee

ATTN: DR. CONSTANCE LYTTLE

45 KEESLER ROAD

DAMASCUS, PA 18415

oneill@pacec-sped.org

Appendix D

Bernice Baumgartner Memorial Award

Deadline:

The deadline for nominations will be published in the *ACTION* Newsletter.

Background:

This award was established by the PACEC Executive Board to recognize an individual who has made significant contributions to the education of children and youth with exceptionalities, disabilities, and/or gifts and talents.

Candidate:

- The nominee should have a professional reputation in Pennsylvania and demonstrated exemplary performance over their educational careers to the education of children and youth with exceptionalities. These contributions could include one or more of the following areas: publications; research; development of new programs, approaches, concepts; improved psychological or educational evaluation procedures; improved administration procedures; practical application of improved teaching techniques; and dynamic leadership.
- The work of the nominee should be consistent with PACEC and CEC's mission statement.
- The nominee may be in service or retired and candidates include teachers, administrators, college/university professors or any other educator that meets the criteria.
- Must be a CEC member in good standing both currently and for at least the previous five years.

Information Needed to Complete the Nomination:

- Nominations can be accepted from active CEC members.
- Description of the outstanding professional contributions of the nominee in the delivery of direct services.
- Two letters of recommendation must be included highlighting the nominee's lifetime accomplishments.
- Vita of nominee.
- Nominations must include: verification of membership (obtainable from CEC Headquarters); Nominee's name, address, phone number, and e-mail.
- Nominators must include their own name, address, phone number, e-mail, and signature.

Send nomination to:
GINA SCALA
476 Timothy Drive/Macada North
Bethlehem, PA 18017

Appendix E

TEACHER OF THE YEAR AWARD

CALL FOR NOMINATIONS

Deadline:

⇒ Nominations must be postmarked by the date published in the *ACTION* Newsletter.

Background:

⇒ This award was established by the PACEC Executive Board to recognize an outstanding teacher of exceptional children.

Candidate:

⇒ Must be currently involved in the provision of direct services to students who have disabilities/or are gifted and talented.

⇒ Should have demonstrated exemplary performance over a period of time as a teacher or provider of direct services, exhibiting qualities as innovativeness, imagination, creativity and the ability to inspire, as indicated by achievements clearly recognized by members of the profession and others knowledgeable of the candidate.

⇒ Must be a CEC member in good standing.

⇒ Should be an appropriate qualified teacher or related services specialist as recognized by the Pennsylvania Department of Education.

Nominator:

⇒ Nominations can be accepted from Regional Directors.

PACEC TEACHER OF THE YEAR AWARD

CALL FOR NOMINATIONS

Nomination of:		
Address:		
City, State, Zip:		
Work/ Home Phone #:		
Nominating Chapter and #:		
Person Submitting:		
Chapter Officer Position:		
Address:		
City, State, Zip:		
Work/ Home Phone #:		
Signature of Nominator:		

INFORMATION NEEDED TO COMPLETE THIS NOMINATION

- * All information requested on the CALL FOR NOMINATIONS sheet;
- * Description of the outstanding professional contributions of the nominee in the delivery of services;
- * Vita of nominee;
- * Letters of recommendation (no more than 5);
- * Verification of membership (obtainable from CEC headquarters).
- * Send nomination to:
 Gina Scala
 476 TIMOTHY DRIVE/ MACADA NORTH
 BETHLEHEM PA 18017

Appendix F

Convention Speaker Contract

As Vice President of PACEC, I would like to thank you for indicating an interest in our invitation to be the keynote speaker at the PACEC Annual Convention to be held at _____, Pennsylvania on _____ Date _____

By accepting PACEC's invitation, you agree to the conditions listed below:

- PACEC will pay an honorarium of \$500.00 for a 90 minute keynote address
- PACEC will reimburse travel costs as follows:
 - Public transportation fees or personal automobile transportation at a rate of 45.5 cents per mile to and from the specific airport
 - Coach class airfare for number people from specific airport to specific airport not to exceed amount approved by board for this situation. You are responsible for your own airline travel arrangements
- PACEC will provide travel from the specific airport to the convention hotel
- PACEC will make arrangements for and provide number night(s) accommodations at the convention hotel as required by your travel arrangements and scheduled presentation.
 - PACEC will not pay for liquor or other extra hotel expenses incurred by the travelers or companions
 - Extended stays at the conference hotel prior to or after the PACEC Convention will be arranged by you at your own expense.
- PACEC will provide number free complete registrations for the conference which includes all sessions and meals
- PACEC will provide number free exhibit tables for speaker or sponsor at no cost
- PACEC will reimburse meal costs up to a maximum of \$50.00 per day when conference meals are not provided
- PACEC reserve the right to cancel this agreement if, by date, a minimum enrollment of two hundred paid conference registrations are not obtained
- You agree to abstain from presenting for other organizations within 200 miles of the PACEC Convention during the four (4) months prior to or after the PACEC Convention

To receive reimbursement for all expenses, you must submit a completed PACEC Travel Expense Report along with receipts to name of treasurer. A check for your expenses will be provided at the convention. A check for the honorarium will be provided to you at the completion of your Keynote Address.

Your speech is scheduled for day, date, time.

Please sign and date if you are willing to be a Keynote Speaker for PACEC and agree to all of the conditions listed above.

Name: _____ Date: _____

Phone: _____ Email: _____

Please return the signed agreement to me at Convention Chair Contact _____. We look forward to an outstanding program at our annual convention.

Sincerely,

Convention Chair Name

Convention Chair, PACEC

Appendix G

Agreement to Abide by PACEC Constitution, By-Laws, and Financial Policies and Procedures

1. I understand that as a member of the Board of Directors, I am expected to attend every Board meeting and attend the State PACEC Convention
2. I understand that as a member of the Board of Directors, I am expected to abide by the PACEC Constitution, By-Laws, and Financial Policies and Procedures
3. I have received and reviewed the PACEC Constitution, By-Laws, and Financial Policies and Procedures
4. I understand that PACEC incurs significant costs to accommodate Board members during Board of Director's meetings (costs range between \$150-\$400 per person per meeting).
5. I understand that I must respond to the President's notice-of-meeting indicating if I will attend, when I will attend, or when I won't attend and what meals I will need
6. I understand that if circumstances prevent me from attending a meeting to which I responded that I would, I will provide the president 48 hours notice of the change
7. In the event of a last minute circumstance, I will contact the President immediately and also contact the Hotel immediately but no later than 24 hours prior to check in to cancel room and meal arrangements. If I fail to provide such notification, I understand that PACEC will bill me for reimbursements for these expenses
8. I understand that if I have not responded to the President's notice-of-meeting, no arrangements will be made for meals or lodging. If I choose to attend anyway, I will make my own arrangements for meals or lodging
9. I understand that if I cannot attend a Board meeting, I may send a representative in my place. In this situation, I will notify the President and Treasurer in advance of the meeting with the name of the person representing me. I understand that the representative will not have voting privileges
10. I understand that if I can get reimbursement for expenses from other sources (such as Subdivision funds or recognized member group funds), I will access those sources before requesting reimbursement from PACEC
11. Any expenses not submitted for reimbursement may be tax deductible. I understand that I am responsible for consulting my tax advisory to determine what, if any, unreimbursed expenses may be deductible
12. I understand that I need to maintain the PACEC Handbook and records for my position and pass those materials and records on to my successor at the conclusion of my tenure on the Board of directors

My signature indicates that I have reviewed the above statements, the PACEC Constitution, By Laws, and Financial Policies and Procedures and agree to abide by them while a member of the PACEC Board of Directors.

Name: _____ Date: _____

Appendix H

Member Group Recognition

Name of Member Group _____

Region _____

Name of Person Submitting Application _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Name of Second Contact Person _____

If this is a student group, please put advisor information here.

Advisor Name _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Anticipated number of members _____

Brief Description of Activities:

***Optional: You may include a list of officers, members, or any other documentation.**

Send to: E-mail: pacecmembership@gmail.com

Appendix I

Annual Report for Member Group

Name of Member Group _____

Region _____

Name of Contact Person _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Name of Second Contact Person _____

If this is a student group, please put advisor information here.

Advisor Name _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Average number of members _____

Activities:

Additional Information / Documentation:*

We, the above named group, hereby request to be recognized as a regional member group of PACEC. We understand that an annual report will be submitted to the Membership Chair.

***Optional: You may include a list of officers, members, or any other documentation.**

Send to: E-mail: pacecmembership@gmail.com

Appendix J

Grant Application for A Recognized Member Group

Name of Member Group _____

Region _____

Name of Contact Person _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Name of Second Contact Person _____

If this is a student group, please put advisor information here.

Advisor Name _____

Address _____

Phone Number _____

Email Address _____

CEC Membership Number _____

Amount of money requested from PACEC: _____

Goals of the Activity (Purpose or Outcomes):

Description of the Activity:

Budget:

Date of Submission: _____

Appendix K

PACEC 49th Annual Convention
“Solutions to the Education Puzzle”
November 6, 2008
Hershey – Harrisburg Holiday Inn

Invitation to Exhibit

Welcome. We invite you to exhibit at our 49th Annual Convention. We are the second largest CEC Convention in the United States and have the third largest state association. At our convention, we serve over 500 teachers, lawyers, students, parents, professors and administrators. PACEC also has a large membership which receives web site information, newsletters and journals. Please read the following information and consider exhibiting at our convention. We have many exciting opportunities available.

- Theme: Solutions to the Education Puzzle
Location: Harrisburg – Hershey Holiday Inn, Grantville PA
Date: November 6, 2008
Exhibit set up: Wednesday, November 5, 2008 from 4:00 – 7:00 and Thursday,
November 6, 2008 from 6:30 – 7:30
Exhibit Hours: Thursday, November 6, 2008 from 7:30 until 3:00
Materials: Materials can be shipped to the Hershey – Harrisburg Holiday Inn prior to the event. Space is limited so please ship as close to the event as possible. Exhibitors are encouraged to bring free information/ catalogues/ materials, door prizes and materials to be purchased.
Door Prizes: Door prizes will be offered daily through a bingo system. In order to win a door prize donated by the exhibitors, each participant must visit a certain percentage of exhibitors. We are also attempting to obtain funds to purchase gas cards to be offered as door prizes.
Refreshments: Exhibitors will have a reserved coffee break, free lunch, and opportunities to attend the Thursday evening banquet. Please contact Tanya if you wish to attend the banquet. **We are looking for exhibitors interested in sponsoring refreshment breaks to be located in the exhibit area for all participants.**
Disclaimer: PACEC does not endorse products, services, publications, medications or treatments. Exhibitors at a PACEC sponsored event do not represent an endorsement by PACEC, nor is it testimony by PACEC as to the quality of the products and services exhibited or the validity of the exhibitor’s claims.
Security: All exhibits, unless otherwise notified, will be located in a locked room during nonexhibit hours. Individuals are available to watch exhibits for short periods during exhibit hours.
Contact Information: Tanya Kuhl, PACEC Exhibits Coordinator tkuhl@iu17.org
152 Putnam Drive, Mansfield PA 16933
(570) 662- 3639

PACEC 49th Annual Convention
Solutions to the Education Puzzle
Hershey/ Harrisburg Holiday Inn, Grantville PA
Options for Exhibitor Participation

- Exhibits: \$300.00 Exhibit Package
 - One covered display table/ space eight feet long by thirty inches wide
 - Two lunch vouchers for Thursday (additional lunches may be purchased)
 - Additional tables/ spaces may be purchased for \$125.00
- Material Display
 - Materials will be available for members on a material display booth for a fee of \$75.00. Door prizes are also welcome
 - No materials will be returned
 - Materials must be received by October 20, 2008. Please ship materials to Tanya Kuhl.
- **Material Distribution with Programs**
 - **Materials will be either inserted in programs or handed out with program. This is a new option for exhibitors who want to be sure everyone receives their materials for a fee of \$100.00 for the PACEC Convention.**
 - **Material distribution at the CASE Conference (Council for Administrators of Special Education) for a fee of \$100.00. This is a great way to get your information to Special Education directors, principals, etc.**
 - **No materials will be returned.**
 - **All materials must be received by October 20, 2008. Please ship materials to Tanya Kuhl.**
- Advertisement Copy (Copy is due ASAP) – Email Copy is preferred.
 - Business Card Size \$25.00
 - Quarter Page \$50.00
 - Half Page \$100.00
 - Full Page \$150.00
- Presentations: All exhibitors are encouraged to present at our convention. There is no charge for this option. Please fill out the form at www.pacec-sped.org to present. Deadline is June 30th. All requests received after this will be used in an as needed format.
- Lodging: Lodging arrangements can be made by contacting the Hershey/ Harrisburg Holiday Inn, Grantville PA directly at (717) 469 – 0661. Please tell the hotel you are with the PACEC Convention for the appropriate rate.
- Sponsor an activity to receive fee waivers for tables, material displays, etc. Contact Tanya Kuhl for more information.

Please complete and return the enclosed Exhibitor Response Form and return to:

Tanya Kuhl, PACEC Exhibits Coordinator
152 Putnam Drive
Mansfield PA 16933
tkuhl@iu17.org (570) 662- 3639

Solutions To The Education Puzzle

November 6, 2008

Exhibitor Response Form

Information (unless noted otherwise) will be listed in the Program:

Organization/ Company: _____

Address: _____

Telephone: _____ Fax: _____

Website/ E-mail: _____

Representative (s): _____

Email for confirmation of Exhibit package: _____

Non profit organizations – Please contact Tanya Kuhl for fee waivers.

Fee waivers will be offered for companies sponsoring events – contact Tanya Kuhl.

Option	Quantity	@	Total
Exhibitor Package (8' display space with 8' x 30" covered table)		\$300.00	
Additional Tables/ Space		\$125.00	
Material Displayed in Material Booth		\$75.00	
Material with PACEC Program		\$100.00	
Material with CASE Packet		\$100.00	
Advertisement: Business Card		\$25.00	
Advertisement: Quarter Page		\$50.00	
Advertisement: Half Page		\$100.00	
Advertisement: Full Page		\$150.00	
Total	Xxx	Xxx	

The exhibitor will work: ____ In front of the table ____ behind the table ____ both

Please return this form to:

Tanya Kuhl, PACEC Exhibits Coordinator
152 Putnam Drive
Mansfield PA 16933
tkuhl@iu17.org (570) 662-3639

Checks may be made payable to PACEC. Visa and Mastercard are accepted.

Exhibitor deadline is October 20, 2008.

Refunds will be issued when requested in writing by October 1, 2008. Refunds will be minus a twenty – five dollar handling fee. Refunds will not be issued until after the convention.

PACEC reserves the right to accept or reject all exhibit requests. Exhibit space will be awarded on a first come first serve basis.

Sponsor an event and receive a fee waiver!