

**Bylaws of the Technology and Media Division
of the Council for Exceptional Children**

ARTICLE I - OFFICERS

Section 1. Duties of Officers

A. The powers and duties of the President shall be:

1. To serve as the chief executive officer of the division with the powers and duties usually belonging to such a position.
2. To call and preside at meetings of the Executive Board, Executive Board, and Membership.
3. To be an ex-officio member of all committees.
4. To represent the division in coordinating efforts with agencies and other divisions.
5. To carry on correspondence as necessary for the operation of the organization and delegate related duties as appropriate.
6. To give leadership to general policy-making and carry out directions of the membership.
7. To make an annual report to The Council for Exceptional Children if required.
8. To attend other CEC meetings pertinent to any aspect of the Division.

B. The powers and duties of the President-Elect shall be:

1. To serve in the place of the President with his/her authority in case of absence or disability of the President.
2. To assume designated responsibilities and attend meetings which will provide training for advancement to the office of President.
3. To share responsibilities with the Vice-President for development of the program for the annual CEC convention and other TAM conferences/events according to the policies and directions of the Executive Board.

C. The powers and duties of the Vice-President shall be:

1. To serve in the President-Elect's or President's place and with the President-Elect's or President's authority in case of the absence of the President-Elect or President.
2. To assume designated responsibilities and attend meetings which will provide training for advancement to the office of President and President-Elect.
3. To share responsibilities with the President-Elect for development of the program for the annual CEC convention and other TAM conferences/events according to the policies and directions of the Executive Board.

D. The powers and duties of the immediate past President shall be:

1. To chair the constitution and bylaws committee.
2. To chair the nominations committee.
3. To facilitate the selection of TAM award recipients.

E. The powers and duties of the Secretary shall be:

1. To keep a record of the annual business meeting and the meetings of the Executive Board, and distribute those minutes within 30 days of the meeting.
2. To assist with official correspondence as delegated by the President.
3. To assume custody of all records (including archived records) except those specifically assigned to others.
4. To keep accurate lists of Executive Board and standing committee memberships.
5. To have available copies of the constitution and bylaws, and minutes of all meetings of committees, assemblies, and conventions.
6. To transfer all records to the new Secretary within 30 days of the election.

F. The powers and duties of the Treasurer shall be:

1. To make an annual report of the financial status of the Division to the Executive Board and at the annual business meeting.
2. To prepare and submit an annual budget for approval by the Executive Board at the annual executive board meeting.
3. To authorize all expenditures and transactions as directed by the Executive Board.
4. To transfer all records to the new Treasurer within 15 days after installation.
5. To oversee tax preparation and on-time submission, manage outside accounting, recommend investments, maintain adequate liability insurance, and to advise on non-profit tax status issues.
6. To oversee contractual relationships with TAM vendors
7. To Chair the Finance Committee if appropriate.

G. The powers and duties of the 2 Members-at-Large shall be:

1. To represent the division at regional and national conventions and meetings.
2. To assist in developing policies for the operation and growth of the division.
3. Attend CEC's Representative Assembly meetings.
4. Report in a timely manner a summary of the CEC Representative Assembly meeting(s) and any other governance information to the Executive Board and the membership.
5. To carry out other responsibilities as delegated by the Executive Committee.
6. One member-at-large will serve as the chair of the membership committee. One member-at-large will serve as the chair of the publicity committee.

Section 2. Election of Officers

The officers of the division shall be elected by the membership from those members in good standing who are nominated by the nominating committee. Nominations may also be made from the floor at a TAM business meeting or through written correspondence to the Nominations Committee. Officer elections will occur during the month of September (exact dates for balloting to be determined by the Nominations Committee) with at least a 15 day window for membership voting.

Section 3. Term of Office

The President, President-Elect and Vice-President shall serve one year terms, which shall coincide with the fiscal year. The Secretary, Treasurer and two Members-at-Large shall serve two consecutive years, which shall coincide with the fiscal year.

Section 4. Removal from Office -- two options

Option One:

- A. A petition for removal of a division officer shall be signed by at least five percent (5%) members of the division and submitted to the President. If the President is the subject of the petition, it shall be submitted to the President-Elect.
- B. The President (or President-Elect) shall, within seven days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Board to consider the matter within 30 days following the receipt of the petition.
- C. At the Executive Board meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two thirds majority vote of the Executive Board members present, provided there is a quorum, is necessary for removal of the officer. Removal from the office is effective immediately.
- D. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven days.

Option Two:

- A. A vote of no confidence by the executive board.
- B. The President (or President-Elect) shall, within seven days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Board to consider the matter within 30 days following the receipt of the petition.
- C. At the Executive Board meeting, an opportunity shall be made available to all interested parties to present any relevant evidence; a two thirds majority vote of the Executive Board members present, provided there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.
- D. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven days.

ARTICLE II - EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the President, President-Elect, Vice-President, immediate past-President, Secretary, Treasurer, two members-at-large, and chairpersons of the standing committees.

Section 2. Duties of the Executive Board shall be to:

1. serve as the division's administrative policy-making and legislate body;
2. act upon such official recommendations and petitions as may be received;
3. appoint the Treasurer;
4. adopt an annual budget with consideration for travel expenses for each officer/committee chair position;
5. decide on publications that should be issued;
6. select the site of the conventions/conferences or regional meetings sponsored by the division;
7. establish the rate for division special assessments;
8. establish the registration fee for convention/conferences or regional meetings;
9. adhere to the Division's travel policies;
10. attend meetings appropriate to the office held;
10. adopt a constitution and bylaws and to make amendments thereto;
11. adopt official platforms, statements of policy, and resolutions;
12. approve the annual treasurer's report of the finances of the division;
13. establish regulations relating to its own membership;
14. communicate regularly with the membership regarding organizational activities and opportunities.
15. encourage active participation of the membership;
16. assume such other responsibilities as are, or shall be, assigned in the constitution and bylaws;
17. contribute regularly to TAM Connector.

ARTICLE III - COMMITTEES

Section 1. Appointment of Committee Chairpersons

The Executive Board shall appoint chairpersons of the following standing committees: publications, governmental relations, and professional development. The immediate past President shall serve as chairperson of the nominating committee and as chairperson of the constitution and bylaws committee; the Treasurer shall serve as chairperson of the finance committee. The appointed chairperson of the governmental relations committee shall serve as the Division's Children's Action Network (CAN) representative.

Section 2. Committee Appointments

Committee members shall be appointed by the chairperson of the committee, subject to approval by the President. All committee members must hold membership in TAM.

Section 3. Committee Composition

- b. The publications committee shall include the newsletter, webmaster and/or Journal editor(s).
- c. The constitution and bylaws committee shall be chaired by the immediate past President, and shall include the President, President Elect and Vice President as members.
- d. The governmental relations chair shall serve as TAM's representative to CEC's Children's Action Network (CAN).
- e. The professional development committee shall include a representative from the publications committee, and a representative from the publicity committee.

Section 4. Duties of Committees

- A. The duties of the membership committee shall be:
 - 1. To maintain an active record of members and to provide all officers and chairpersons with such a list.
 - 2. To maintain and update the TAM membership database, and provide the updated list to the webmaster.
 - 3. To maintain an active program for the recruitment of new members.
 - 4. To support Council Headquarters in its follow-up of membership renewals.
 - 5. To keep a written record of the activities conducted to maintain and increase membership.
- B. The duties of the publications committee shall be:
 - 1. To continuously review the publications structure of the division and recommend policies and procedures related to its growth and development.
 - 2. To consider the composition of the membership for determining the content of the publications.
 - 3. To recommend to the Executive Board publications to be issued.
 - 4. To publish a minimum of four newsletters and four issues of the journal each year.
 - 5. Oversee marketing, production, sales and distribution of TAM publications and products.
- C. The duties of the governmental relations committee shall be:
 - 1. To develop a legislative program under the direction of the Executive Board.
 - 2. To disseminate information pertinent to national and state legislative programs via TAM Connector and TAM website.
 - 3. Recommend advocacy activities

- D. The duties of the publicity committee shall be:
1. To plan and develop publicity that will give recognition to division activities and members.
 2. Plan and develop publicity that communicates the availability of TAM products to members and non-members.
 2. A member of this committee shall serve on the professional development committee.
- E. The duties of the nominating committee shall be:
1. To solicit recommendations for nominations from the entire membership prior to July 1, and conduct officer elections during the month of September.
 2. To nominate candidates for the offices of Vice-President and member-at-large annually and for Secretary on odd numbered years.
 3. In case of vacancies in the offices of President-Elect and Vice-President simultaneously, nominate candidates for President and President-Elect.
- F. The duties of the constitution and bylaws committee shall be:
1. To receive and review all proposed amendments to the constitution and bylaws and refer them with recommendations to the Executive Board.
 2. To call to the attention of the Executive Board other changes which may be needed in the constitution and bylaws.
 3. The Past President serves as chair of this committee. The President, President Elect and Vice President shall serve as members of this committee.
- G. The duties of the finance committee shall be:
1. To propose, develop or review plans for raising money.
 2. To arrange for the audit of the Treasurer's report.
 3. The Treasurer shall serve as the chair of this committee.
- H. Professional development committee:
1. Develop an ongoing plan for a variety of types of professional development opportunities for TAM sponsorship and the infrastructure for support of those activities.
 2. Plan and implement professional development activities for the organization that includes technology and media systems, applications and software for persons with disabilities and diverse learners.
 3. To investigate and recommend to the Executive Board cooperative efforts with other CEC divisions and organizations.

ARTICLE IV - PARLIAMENTARY PROCEDURE

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