



## WELCOME

### Guidelines for CLD Student Chapters: Starting Student Chapters and Helping Them Grow

*On behalf of the Council for Learning Disabilities (CLD) and the Leadership Development Committee (LDC), thank you for your interest in forming a CLD student chapter (SCLD). We are excited about the formation of a new student chapter and look forward to working with you as you start the process of establishing your new chapter. This is an opportunity to assume a leadership role on a local, state, and national level in service to children with learning disabilities and their families. SCLD members have the opportunity to network and receive mentoring from some of the most-highly regarded leaders in the field of Learning Disabilities.*

*The success and vitality of SCLD depends on many factors, including the extent to which members share CLD's goals, the level and quality of services provided to members of your chapter, and the overall sense of mutual ownership derived from active involvement in the decision-making and activities of CLD.*

*Reach out to your colleagues and have a good time! Your chapter can be both a professional and a social network.*

**For additional information, contact: the Council for Learning Disabilities  
Linda Nease, Executive Director 11184 Antioch Rd. #405 Overland Park, KS 66210  
913-345-0308 [Lneaseclld@aol.com](mailto:Lneaseclld@aol.com)**



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## SCLD Member Benefits

- ❖ **Publications:** *SCLD members receive subscriptions to CLD affiliated journals including Learning Disability Quarterly (LDQ), Intervention in School and Clinic (ISC), and LD Forum, the official newsletter of CLD*
- ❖ **Professional Development:** *SCLD members receive discounted rates for state, regional, and national conferences*
- ❖ **Networking:** *SCLD members are mentored by leaders in the field of Learning Disabilities, and have opportunities for networking with peers across the country*
- ❖ **Leadership Development:** *SCLD members have an opportunity to serve as local officers and to contribute to national CLD committee-work experiences that can become a part of a well-rounded resume.*
- ❖ **Website:** *SCLD members have access to members-only links on the CLD website [www.cldinternational.org](http://www.cldinternational.org)*
- ❖ **Recognition:** *SCLD members are eligible for recognition of exemplary work through SCLD awards: the Outstanding Undergraduate and Graduate Teacher-Candidate Award, and the Outstanding Doctoral-Candidate Award*
- ❖ **Scholarship:** *SCLD members will benefit if SCLD Chapters choose to sponsor their own scholarship fund supported by local-fundraising activities*
- ❖ **Advocacy:** *SCLD members work with others to improve educational outcomes for persons with learning disabilities*

## Support for SCLD from National CLD

The national office of CLD provides various types of support to SCLD:

- Flow-through funds for submission of the Annual Chapter Report (see appendices)
- Student chapter grants (see appendices)
- Assistance in developing a database/ list serve of members
- Membership brochures
- CLD logo for letterhead and other identification
- Information about upcoming conferences
- Ideas for speakers and activities
- Help with identification of a faculty sponsor
- Information about local/state professional CLD chapters for possible affiliation
- Access to SCLD page on national CLD website and *LD Forum* to post chapter news

- Assistance in obtaining not-for-profit bulk mailing permits
- Note: Chapters might want to consider using flow-through funds and chapter grants to help fund a chapter scholarship



## Mission Statement

The Council for Learning Disabilities (CLD) is an international organization that promotes evidence-based teaching, collaboration, research, leadership, and advocacy. CLD is composed of professionals who represent diverse disciplines and are committed to enhancing the education and quality of life for individuals with learning disabilities and others who experience challenges in learning.

## Vision Statement

Our vision is to include all educators, researchers, administrators, and support personnel to improve the education and quality of life for individuals with learning disabilities and others who experience challenges in learning.

## Strategic Goals

### External Goals

1. Promote the use and monitoring of evidence-based interventions for individuals with learning disabilities and others who experience challenges in learning.
2. Foster collaborative networks with and among professionals who serve individuals with learning disabilities and others who experience challenges in learning.
3. Expand our audience to educators, researchers, administrators, and support personnel.
4. Promote high-quality research of importance to individuals with learning disabilities and who experience challenges in learning.

5. Support leadership development among professionals who serve individuals with learning disabilities and others who experience challenges in learning.
6. Advocate for an educational system that respects, supports, and values individual differences.

### **Internal Goals**

1. Ensure efficient, accountable, responsive governance to achieve the CLD mission.
2. Mentor future CLD leaders.
3. Maintain sound fiscal planning and practice.
4. Recruit and retain CLD members.
5. Increase the diversity of our organization.

## **Organizational Structure of the Council for Learning Disabilities**

The operation and management of the CLD is conducted by the Board of Trustees, which consists of elected officers and regional representatives, and committee chairs. The *LD Forum* editor, and *Learning Disability Quarterly* editor also serve on the Board. The executive director manages the daily operation of the organization and serves as the major link between officers and committees, as well as student chapters and national CLD.

The Leadership Development Committee (LDC) consists of a chair and committee members. LDC is responsible for encouraging and monitoring the development and maintenance of chapters. The Committee recommends to the Board procedures for activities at the conferences that emphasize quality teaching and research and support the chapters in these endeavors. The Committee works with regional chapters, engages in advocacy activities, supports regional and national-leadership development, and promotes membership at the chapter and national level.

## **Getting Started: SCLD Chapter Guidelines**

*These guidelines are intended to help you start and nurture the growth of your chapter. Reach out and have a good time! Provide and encourage social events. It is important for SCLD members to spend time together in nonschool environments.*

1. Identify a faculty sponsor for SCLD who will secure administrative and/or financial support from the college or university, and serve as the faculty sponsor for the student chapter. This person must currently be, or be willing to become, a member in good standing of CLD.
2. The faculty sponsor will:
  - a. Work with individuals and/or groups to form a student chapter;
  - b. Host an information meeting for students interested in starting a chapter and joining SCLD (most chapters begin with a base of 10 members);
  - c. Review the mission, vision and strategic goals of CLD and determine an overall sense of ownership of these tenants for the foundation of the student organization;
  - d. Distribute CLD student membership forms and ask those who are interested to first join CLD (\$35.00);
  - e. Adopt bylaws and elect or appoint an Executive Board;
  - f. Work with students to identify a chapter focus that promotes quality teaching through the use of evidence-based instructional practices and service to children with learning disabilities and their families (e.g. professional-development opportunities including local, regional, and state conferences or workshops, sponsoring student scholarships through fund-raising activities, and/or participation in service-learning projects);
  - g. Promote the nomination of student members for the Outstanding Undergraduate/ Graduate Teacher Candidate Award and Outstanding Doctoral Candidate Award;
  - h. Offer support in promotion of student chapter activities;
  - i. Help student chapters identify ways to build and sustain membership by providing membership benefits that are responsive to the needs of the members; and
  - j. Serve as a mentor to student members.

### **Final Step for CLD Approval of a New SCLD Chapter**

Submit the following information to the Leadership Development Chairperson in care of CLD Executive Secretary (P.O. Box 40303, Overland Park, KS, 66204).

- Names and contact information for Executive Board members and the faculty sponsor
- Adopted bylaws
- List of proposed goals and activities for the year

# CHAPTER BYLAWS

*The following is a sample set of chapter bylaws. It is intended as a guide, but may be adopted as is if appropriate. Members forming a new chapter should have the opportunity to review and react to any proposed set of bylaws.*

## **ARTICLE I Name and Affiliation**

The name of this organization shall be: \_\_\_\_\_, a chapter of the Council for Learning Disabilities (CLD) at the University of \_\_\_\_\_.

## **ARTICLE II Purpose, Goals and Objectives**

The purpose of this organization is to promote evidence-based teaching, collaboration, research, leadership, and advocacy for persons with a learning disability as well as all other struggling learners. To pursue this purpose, this SCLD chapter will adopt the mission and vision statements and internal/external goals of our national CLD. The chapter will ensure plans and actions are consistent with the CLD mission statement.

## **ARTICLE III Membership**

**Section 1.** Membership is open to students pursuing a degree or licensure in a program related to the education of individuals with learning disabilities as well as all other struggling learners.

**Section 2.** The privileges of full membership entitle members to:

- a. Vote in CLD elections;
- b. Attend the annual conference or other meetings;
- c. Hold office, if qualified;
- d. Serve as a committee member;
- e. Receive all benefits provided by SCLD, including members only website access and journal subscriptions; and
- f. Eligibility for national-award recognition.

**Section 3.** Members are required to join CLD (student rate: \$35.00). Individual chapters may require chapter dues to help fund chapter activities. The amount of dues (not to exceed the cost of national dues) is be voted upon by the membership.

## **ARTICLE IV Organization**

The organization shall consist of: general membership, Executive Board, and committees. The Executive Board shall consist of the following: President, Vice President, Secretary, and Treasurer.

**Section 1.** The meeting of the Executive Board shall be called by the President as is deemed necessary. A quorum shall be a majority of the Executive Board members.

**Section 2.** Officers are elected or a vacancy in any of the offices shall be filled upon the recommendation of the President, and voted upon by the Executive Board. Terms of office are as follows:

- a. One year for the President and Vice President with option for a one-term re-election and
- b. One year for the Secretary and Treasurer with option for a one-term re-election.

**Section 3.** Duties of the Executive Board include recommending policies and programs to the membership for approval and developing a budget.

## **ARTICLE V Duties of the Officers**

**Section 1.** The **President** shall:

- a. Be the chief executive officer and preside over meetings;
- b. Represent the chapter in coordinating efforts with other agencies;
- c. Make an annual report to the chapter and submit the annual report to national CLD through the LDC chairperson;
- d. Oversee the process of nominating members for national and local awards; and
- e. Co-sign on all bank accounts with the Treasurer and work with the Treasurer and Vice President to develop an annual budget.

**Section 2.** The **Vice President** shall:

- a. Serve in place of the President with authority in case of absence or disability of the President;
- b. With the assistance of the President and Treasurer, prepare the annual budget;
- c. Prepare and maintain a current membership; and
- d. Develop a communication plan, possibly using Twitter and Face Book.

**Section 3.** The **Secretary** shall: keep the records of all meetings and maintain a file of all minutes for the year.

**Section 4.** The **Treasurer** shall:

- a. Be the custodian of all funds and shall maintain detailed accounts of all receipts and expenditures for which an account is given when requested;
- b. Assist the President and Vice President in the preparation of the annual budget for approval by Executive Board; and
- c. Co-sign with the President on any bank accounts.

**ARTICLE VI Amendment of Bylaws**

The membership shall have the power and authority by the vote of the majority to alter, amend, or repeal the Bylaws at any duly called regular or special meeting at which a quorum is present.

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**PRESIDENT**

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**SECRETARY**



**SCLD ANNUAL CHAPTER REPORT  
Cover Page**

20\_\_ - 20\_\_

**Name of Chapter** \_\_\_\_\_

**Number of Chapter Members** \_\_\_\_\_

**Number of National CLD Members** \_\_\_\_\_

**Date of Annual Business Meeting** \_\_\_\_\_

**Number of Board Meetings Held** \_\_\_\_\_

**Goals for the Year**

**Report on Accomplishment of Goals for the Year**

**Summary of Chapter Activities for the Year**

**Completed reports must include Cover Page, Chapter Financial Report and Chapter Board Members for the Next Year. Also include minutes from all meetings. Additional attachments may include newsletters and a link to a chapter website if applicable.**

Email report by July 30 to: Linda Nease at [Lneaseclد@aol.com](mailto:Lneaseclد@aol.com) and Kyle Hughes at [kyle.hughes@yahoo.com](mailto:kyle.hughes@yahoo.com)



## SCLD Chapter Financial Report

Name of Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Bank servicing chapter accounts: \_\_\_\_\_

Bank address \_\_\_\_\_

Checking Account Balance \_\_\_\_\_

Savings Account Balance \_\_\_\_\_

List individual CDs and amounts

Other Assets: \_\_\_\_\_

Names of Executive Committee Members on Bank Signature Cards \_\_\_\_\_

\_\_\_\_\_

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IRS Filing (if required; circle)

Yes

No

Tax ID Number \_\_\_\_\_

**Note: Individual chapters are responsible for filing an income tax return if appropriate.**



## **SCLD Board Members for 20\_\_-20\_\_**

### **Chapter Executive Committee for the Next Year**

**President**

**Vice-President**

**Secretary**

**Treasurer**

### **Standing Committee Chairpersons for the Next Year**

**Include home address, home phone, cell number, work email, and home email for every officer.**



## COMPETITIVE CHAPTER GRANTS

CHAPTER NAME \_\_\_\_\_

CHAPTER PRESIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

NUMBER OF CHAPTER MEMBERS \_\_\_\_\_

NUMBER OF NATIONAL CLD MEMBERS IN CHAPTER \_\_\_\_\_

DATE SUBMITTED BY CHAPTER (**Due date:** ) \_\_\_\_\_

### **Mission Statement**

*The Council for Learning Disabilities (CLD) is an international organization that promotes evidence-based teaching, collaboration, research, leadership, and advocacy. CLD is composed of professionals who represent diverse disciplines and are committed to enhancing the education and quality of life for individuals with learning disabilities and others who experience challenges in learning. (March 2007)*

### **External Goals**

- E-1. Promote the use and monitoring of evidence-based interventions for individuals with learning disabilities and others who experience challenges in learning.
- E-2. Foster collaborative networks with and among professionals who serve individuals with learning disabilities and others who experience challenges in learning.
- E-3. Expand our audience to educators, researchers, administrators, and support personnel.
- E-4. Promote high-quality research of importance to individuals with learning disabilities and who experience challenges in learning.
- E-5. Support leadership development among professionals who serve individuals with learning disabilities and others who experience challenges in learning.
- E-6. Advocate for an educational system that respects, supports, and values individual differences.

### **Internal Goals**

- I-1. Ensure efficient, accountable, responsive governance to achieve the CLD mission.
- I-2. Provide mentoring for future CLD leaders.
- I-3. Maintain sound fiscal planning and practice.

- I-4. Recruit and retain CLD members.
- I-5. Increase the diversity of our organization.

**CRITERIA FOR FUNDING**

Total funding for chapter grants is \$500.00. Chapters must submit an annual report to be eligible for a chapter grant. Maximum award amount per chapter is \$200.00 with amounts varying based upon:

- a. connection of activities to national CLD goals and mission statement,
- b. connection to efforts to **increase national membership**,
- c. number of national CLD members, and
- d. number of grant applications received.

**DESCRIPTION OF ACTIVITY**

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**DESCRIPTION OF RELATIONSHIP OF ACTIVITY TO SPECIFIC CLD GOALS**

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**Signature of Chapter President:** \_\_\_\_\_

\* Signature indicates that the Chapter President agrees to submit a written summary of activities for an approved grant to *LD Forum*. Details on submitting the summary will be provided at a later date. This summary of grant activities should also be included in the chapter year-end report.

Send an electronic copy to [kyle.hughes@yahoo.com](mailto:kyle.hughes@yahoo.com) and [lnaseclld@aol.com](mailto:lnaseclld@aol.com)

**LDC Action:** \_\_\_\_\_

**Date Submitted to Treasurer:** \_\_\_\_\_



## CLD Outstanding Pre-Service Teacher of the Year Award

Each year, the Council for Learning Disabilities recognizes outstanding teacher candidates who are Student Council for Learning Disabilities (SCLD) members and enrolled in teacher preparation programs with a focus on providing quality instruction to students with learning disabilities, as well as other students who struggle with learning. These teacher candidates have emerged as leaders who demonstrate competence and outstanding scholastic ability that is aptly applied in field work.

### Award Benefits

Recipients will be honored at the annual international conference and will receive complimentary conference registration. During the conference award program, recipients receive a certificate of recognition and an honorarium. The accomplishments of these SCLD leaders are also recognized in *LD Forum*, the official newsletter of CLD. Additionally, recipients will receive a one-year membership renewal.

### Criteria for Nomination

- Member of SCLD in good standing
- GPA of 3.2 or higher
- Advocate for persons with learning disabilities

### Contents of Nomination Packet

- Completed Nomination Form, including autobiographical statement
- Most recent official, sealed college transcript (Students in a post-baccalaureate program must also include a sealed transcript of undergraduate study)
- Three letters of recommendation from:

- The student's advisor, addressing the nominee's qualifications including information about student's status in the plan of study
- A Special Education faculty member, addressing the nominee's qualifications, including the student's role as an advocate for persons with learning disabilities
- The field/site supervisor addressing the nominee's qualifications including skills and commitment in implementing evidence-based practices to benefit children with learning disabilities and their families
- Completed packets should be submitted to the SCLD faculty advisor
- The faculty advisor will select the most-qualified candidate and forward the nomination packet of that person to the LDC Chair



## CLD Outstanding Doctoral Candidate of the Year Award

Each year, the Council for Learning Disabilities recognizes outstanding doctoral candidates who are Student Council for Learning Disabilities (SCLD) members and are currently enrolled in an accredited doctoral program with a focus on students with learning disabilities.

### Award Benefits

Recipients will be honored at the annual international conference and receive a complimentary conference registration. During the conference award program, the honoree will receive a certificate of recognition and an honorarium. These SCLD members will also be profiled in *LD Forum*, the official newsletter of CLD and receive a one-year membership renewal.

### Criteria for Nomination

- Member of SCLD
- Dissertation study (approved or in process) that will conduct research to directly benefit children with LD and their families, and/or professionals who serve students with LD

### Contents of Nomination Packet

- Completed Nomination Form, including autobiography and abstract
- Three letters of recommendation from dissertation advisor, CLD sponsor and one additional person chosen by the candidate
- Submit completed packet to SCLD faculty sponsor



## Doctoral Candidate of the Year Nomination Form

Nominee \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ email \_\_\_\_\_  
Faculty sponsor submitting nomination: \_\_\_\_\_  
Contact information for faculty sponsor: \_\_\_\_\_

- **Applicant's background:** Write a brief autobiography (maximum 500 words) describing your motivation for pursuing a degree in special education, including information about personal experiences, role models or influences, your interests and personal strengths that will enhance your teaching skills.
  
- **Dissertation Study:** Write a 500 word abstract describing the dissertation study, including a brief review of the literature, the research question or statement of purpose, participant description, and method

**Deadline: Chapter submission deadline** to be determined by individual chapters. Faculty sponsors must submit nomination packets to the Leadership Development Committee Chair by \_\_\_\_\_. Questions may be submitted to: [kyle.hughes@yahoo.com](mailto:kyle.hughes@yahoo.com)  
Kyle Hughes, Leadership Development Committee Chair  
1011 S. Cove Way Denver, CO 80209