

COUNCIL FOR LEARNING DISABILITIES

Guidelines for CLD Chapters: Starting Chapters and Helping Them Grow

For additional information, contact:

The Council for Learning Disabilities
Linda Nease,
Executive Director
11184 Antioch Rd. #405
Overland Park, KS 66210
913.345.0308
Lneasecl@aol.com

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Welcome

THE COUNCIL FOR LEARNING DISABILITIES

On behalf of the Council for Learning Disabilities (CLD) and the Leadership Development Committee (LDC), thank you for your interest in forming a CLD chapter. We are excited about the formation of a new chapter and look forward to working with you and your officers as you initiate activities for professionals who work with individuals with learning disabilities. There are a number of professional organizations that are involved in working with individuals with learning disabilities. The success and vitality of any organization depend on many factors, including the extent to which members share the organization's goals, the level and quality of services provided to members, and the overall sense of mutual ownership derived from active involvement in the decision-making and activities of the organization.

Mission Statement of The Council for Learning Disabilities

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)

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.

Goals of the Council for Learning Disabilities

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 committee chairs.

The committees include Communications, Research, Membership, Liaison, Conference Planning, Leadership Development, Standards/Ethics, and Bylaws/Rules.

The website editors, *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 chapters and national CLD.

A list of the Board of Trustees is found in Appendix A.

Leadership Development Committee

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.

The following representative practices refer to work conducted by the Leadership Development Committee.

1. Liaison to Chapters
 - a. Work with individuals and/or groups to form a chapter.
 - b. Work with chapters annually on specific activities (e.g., conferences, mini-conferences, regional conferences, institutes, and workshops) that promote quality teaching and research.
 - c. Offer presentation support for chapter activities.
 - d. Promote submission of nominees for the Outstanding Teacher Award, Outstanding Service Award, and other awards.
 - e. Help chapters identify ways to build membership.
2.
 - a. Encourage and promote collaborative activities between chapters when appropriate.
 - b. Engage in activities to advocate on behalf of individuals with LD.
3. Membership
 - a. Work with the Executive Director to send letters of welcome to new members telling them about chapters, local groups, and planned activities.
4. Annual Conference (See Appendix B for a sample letter from the LDC chair regarding representative conference activities.)
 - a. Report chapter activities at CLD Board and Business meetings.
 - b. Work with chapter presidents to ensure participation at leadership development activities.
5. Awards (See Appendix C for forms.)
 - a. Floyd B. Hudson (Outstanding Service) Award: Candidates are selected and are coordinated by the LDC chairperson.
 - b. Outstanding Teacher Award: Procedures for selection are developed by chapters and coordinated annually by the LDC chairperson. Regional Representatives encourage chapters to select nominees.
6. Leadership Development
 - a. Promote chapter member leadership development at the state, regional, and national level.
 - b. Promote leadership development of diverse individuals (e.g., administrators, doctoral students, faculty, and teachers) in various institutions (e.g., state departments, higher education, and public schools) at the national level.

CLD Member Benefits

Publications

Learning Disability Quarterly (LDQ)
Intervention in School and Clinic (ISC)
LD Forum (insert in each issue of ISC)

Professional Development

State, regional, and national conferences

Networking

Peer support
State and regional meetings

Website: www.cldinternational.org

CLD CHAPTERS

California, Colorado, Carolinas, Maryland, Massachusetts, Prairie,
Northwest, Northwest Student, Texas, Virginia, Ohio,
(See chapter information on cldinternational.org)

Procedures for Establishing a CLD Chapter

*These guidelines are intended to help you start or nurture the growth of a chapter
(See Appendix E for sample chapter information.)*

- ☞ Call an information meeting of persons interested in forming a CLD chapter. At least **ten** of these persons should already be or should become national CLD members. Interested persons may come from a local area or from around the state or region.
- ☞ To gather names of people to invite to the meeting, at a minimum, contact the CLD executive director and request a national membership roster for your area. In addition, local school districts and state education departments are often willing to share lists of special and general education classroom teachers for such purposes. Finally, contact local or state colleges/universities that have teacher training programs in special education. Contact persons at such institutions are invaluable as you plan and maintain a chapter.
- ☞ Identify goals and objectives for the proposed chapter (see sample below.)
- ☞ Develop a set of bylaws (see sample below). The local committee should develop bylaws consistent with national CLD bylaws (may be obtained from the executive director). The bylaws should specify requirements and procedures for chapter membership.
- ☞ After the local committee and other persons interested in participating in the new chapter have reviewed chapter goals, objectives, and bylaws, a vote to approve should be taken and the results recorded.
- ☞ Once the chapter bylaws have been adopted, nomination and election of officers may take place.
- ☞ Submit the following information to the Leadership Development Chairperson in care of CLD Executive Secretary (1125 Nevada State Drive Henderson, NV 89015).
 - the names, addresses, and membership numbers of at least ten CLD members interested in organizing the proposed affiliated chapter;

- a statement of goals and objectives for the proposed chapter;
- bylaws adopted for the governance of the proposed chapter;
- a list of duly elected officers of the proposed chapter (See sample below).

The information specified above will be reviewed by the Leadership Development Committee and then forwarded to the national president with a recommendation for action by the Board of Trustees.

Help from National CLD



The national office of CLD can provide various types of support for developing chapters including:

1. List of national CLD members in area
2. Name of appropriate Regional Representative
3. Seed money
4. CLD logo for letterhead and other identification
5. Samples of chapter newsletters and suggested contents
6. List of national officers
7. Ideas for speakers, topics, activities
8. Assistance in developing a database of names
9. Samples of CLD publications
10. Membership brochures
11. Information about upcoming international, regional, and chapter conferences
12. Assistance in obtaining not-for-profit bulk mailing permits
13. Chapter grants (see Appendix G)

Sample Chapter Goals, Objectives, and Bylaws

The purpose of the Council for Learning Disabilities is to promote the education and general welfare of individuals having specific learning disabilities. To accomplish this purpose, the goals and objectives of the organization are:

GOALS

1. To assist in the ongoing development of standards for programs for individuals with learning disabilities.
2. To establish links with other organizations and agencies concerned with learning disabilities.
3. To promote and maintain communication between parents and professionals.
4. To establish networks of support for LD professionals.
5. To assure a sound research and database for decision making.
6. To establish and maintain standards and ethics for professionals.

OBJECTIVES

1. To act as a source of information for the members regarding various aspects of the education of individuals with learning disabilities.
2. To give direction to all groups dealing with the education of individuals with learning disabilities.
3. To act as a liaison among groups dealing with the education of individuals with learning disabilities.
4. To promote state (or province), regional, and local conferences for the purpose of dissemination and professional development for LD teachers.
5. To support efforts in recruitment and development of competent LD teachers.
6. To support member involvement in national, state (or province), and regional CLD conferences
7. To support parent education programs with respect to legal rights, research findings, and placement and evaluation procedures for students with learning disabilities.
8. To influence teacher certification standards and procedures.

SAMPLE FORMAT FOR 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

Section 1. The name of this organization shall be the _____ Chapter of the Council for Learning Disabilities, hereafter referred to as _____ CLD or the _____ Council.

ARTICLE II Purpose and Goals

The purpose of this organization is to promote the education and general welfare of persons having specific learning disabilities. To accomplish this purpose, the goals of this organization will be to:

1. improve teacher preparation programs
2. improve local special education programs
3. resolve important research issues
4. establish liaison with professional organizations outside the Council structure

ARTICLE III Membership

Section 1. Full membership is open to any professional who is actively engaged in professional work related to the education of learning disabled persons.

Section 2. The privileges of Full Membership entitle the member to:

- a. exercise voting rights
- b. attend the regular business meeting
- c. hold office, if qualified, or to serve on and chair committees

Section 3. The amount of dues shall be recommended by the Executive Committee and is subject to approval of a majority of the membership at the annual business meeting. Dues shall be payable at an annual time set by the Board.

ARTICLE IV

Organization

The structure units of the organization shall consist of:

1. General membership
2. Executive Committee
3. Standing committees
4. Working committees

ARTICLE V

The Executive Committee

Section 1. The Executive Committee shall consist of the following officers: President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past President, and Nomination-Election Officer.

Section 2. The meeting of the Executive Committee shall be called by the President as deemed necessary.

Section 3. A quorum shall be a majority of the committed members.

ARTICLE VI

Duties of the Executive Committee

Section 1. Conduct all appropriate executive business of _____ CLD.

Section 2. Recommend policies and programs for _____ CLD to the membership for approval.

Section 3. Recommend a plan of operation and the annual _____ CLD budget.

Section 4. Recommend the amount of dues to the membership.

ARTICLE VII

Standing Committees

Section 1. The standing committees are constituted to perform a continuing function and remain in existence permanently or for the life of _____ CLD.

Section 2. The following shall stand as continuing working units of _____ CLD:

- a. Bylaws and Rules Committee
- b. Communications Committee
- c. Liaison Committee
- d. Research Committee

Section 3. The chairpersons of standing committees will be appointed by the President to serve a two-year term on a rotating basis, with chairpersons from two committees appointed each year.

Section 4. Each standing committee shall have no less than two members, in addition to the chairperson, who are appointed by the chairperson.

ARTICLE VIII

Duties of the Standing Committees

Section 1. All standing committees will carry out the responsibilities prescribed in these Bylaws. A report of their actions shall be made to the Executive Committee upon request of the President. A summary of these reports shall be presented at the annual business meeting.

Section 2. The standing committees will form and supervise the activities of specific working committees upon the request or approval of the President and/or the Executive Committee.

Section 3. The duties of the Bylaws and Rules Committee shall be to:

- a. carry out the periodic review and revision of _____ CLD Bylaws
 - b. review and render advice on any proposed amendments or revisions of _____ CLD
 - c. ensure that any changes made in the Bylaws are noted in the existing Bylaws
 - d. provide the Communications Committee with a current copy of the Bylaws following any revisions or amendments
 - e. seek any necessary parliamentary or legal advice as required for Bylaws and Rules decisions
- be responsible for having parliamentary counsel present at the annual meeting if deemed necessary

Section 4. The duties of the Communications Committee shall be:

- a. provide for the dissemination of information about the business and activities of the chapter to the membership
- b. prepare guidelines and procedures for vehicles of dissemination of all communications
- c. submit all guidelines and procedures for approval by the Executive Committee
- d. maintain communication channels with the membership
- e. maintain working relationships with all other committees for the dissemination of committee actions and reports

Section 5. The duties of the Liaison Committee shall be to:

- a. develop working relationships with organizations and agencies outside the

CLD structure

- b. monitor legislative information that is pertinent to the field and inform the membership of same
- c. be responsible for requests for information relevant to the development, interpretation, and/or application of legislation

Section 6. The duties of the Research Committee shall be to:

- a. encourage and solicit research projects in the field
- b. monitor current research and report noteworthy studies through the Communications Committee
- c. assist National CLD in efforts to encourage and solicit research

ARTICLE IX

Working Committees

Section 1. Working committees are appointed, as the need arises, to carry out a specific task. At the completion of the task, or upon presentation of its final report, the committee ceases to exist.

Section 2. The working committees are established and conducted as specified in Article VIII, Section 2.

Section 3. A working committee is directly responsible to the standing committee of which it is a subcommittee.

Section 4. The chairperson of a working committee is selected at the recommendation of the chairperson of the respective standing committee.

ARTICLE X

Officers

Section 1. The elected officers of the _____ CLD shall be a President, a President-Elect who shall succeed the President, a Vice-President who shall succeed the President-Elect, the Immediate Past President, a Secretary, a Nomination-Election Officer, and a Treasurer.

Section 2. The terms of office are as follows:

- a. one year for the President, President-Elect, Vice-President, and Nomination-Election Officer
- b. two consecutive years for the Secretary and Treasurer; the Treasurer shall be elected in even-numbered years and the Secretary in odd-numbered years

Section 3. A vacancy in the office of President shall be filled by automatic succession of the President-Elect to the office. A vacancy in the office of the President-Elect shall be filled by

automatic succession of the Vice-President to the office. In the case of such vacancies, each officer would fill out the unexpired term and the term to which each was duly elected.

Section 4. A vacancy in any of the office, except President and President-Elect, shall be filled upon the recommendation of the President, and such person(s) shall serve the remainder of the unexpired term and until a duly elected successor is chosen.

Section 5. An elective officer may not serve two terms in succession in the same office. This rule shall not apply to an officer selected to fill any portion of an unexpired term.

Section 6. The administrative term and the fiscal year shall be July 1 through June 30. Newly elected officers will assume their official responsibilities on July 1.

Section 7. To be eligible to be nominated and serve in any of the Executive Committee offices, a member must have demonstrated service to the organization.

ARTICLE XI

Duties of the Officers

Section 1. The duties of the officers shall be such as are implied by their respective titles and such as specified in these Bylaws.

Section 2. The President shall:

- a. be the chief executive officer of _____ CLD
- b. call and preside at annual and special meetings and Executive Committee meetings
- c. appoint all standing committee chairpersons and be an ex-officio member of all committees
- c. inform the nomination-election officer of vacancies to be filled
- e. carry out and/or cause to be carried out the policies, laws, rules, and directions of _____ CLD
- f. represent _____ CLD in coordinating efforts with other agencies either personally or through a person designated by the President or as provided in the Bylaws
- g. be responsible for notifying each member of a business meeting no less than thirty-five days prior to such meeting
- h. make an annual report to the national CLD
- d. assist the President-Elect with the preparation of the proposed plan of operation, annual budget, and charge to committees for the ensuing year

Section 3. The President-Elect shall:

- a. serve in place of the President with his/her authority in case of absence or disability of the President

- b. with the assistance of the President and Vice-President, prepare a proposal plan of operation and charge to committees for the ensuing year; with the assistance of the President, Vice-President, and Treasurer prepare the annual budget

Section 4. The Vice-President shall:

- a. serve in the President's place and with the President's authority in case of absence or disability of the President and President-Elect
- b. assist the President and President-Elect in the planning and preparing of the plan of operation and annual budget
- c. assist the President and perform such other duties as may be assigned to the office

Section 5. The Secretary shall:

- a. keep the records of the annual, special, and Executive Committee meetings
- b. send copies of all such records to the Leadership Development Committee Chairperson by June 30 of each year
- c. maintain a permanent file of the records of all meetings to be passed on to the next person elected to the position of Secretary
- d. maintain a file of all reports submitted at the meetings specified in a. of this section

Section 6. The Treasurer shall:

- a. be the custodian of all funds and shall maintain detailed accounts of all receipts and expenditures for which he/she shall render an account to the annual meeting and the Executive Committee at each regular meeting or at any time when so requested by these bodies
- b. assist the President-Elect in the preparation of the annual budget for recommendation by the Executive Committee
- c. recommend to and for approval by the _____ CLD fiscal policies for the organization to follow that shall include banking and annual fiscal review (based on a fiscal year of July 1 through June 30) procedures

ARTICLE XII

Nominations

Section 1. A nomination-election officer as provided for in Article X, Section 1, shall be responsible for all duties relating to the nomination and election of officers.

Section 2. Nominations for office will be conducted by petition submitted to the nomination-election officer. All nominations must be supported by a petition bearing the signatures of at least five members of _____ CLD. The petition must also include evidence of the candidate's qualifications for the office sought.

Section 3. All nominees must consent to stand for election.

Section 4. All candidates who meet the qualifications shall be included on the ballot, which will be mailed to all voting members.

ARTICLE XIII Elections

Section 1. Officers shall be elected by the voting membership to the term specified for the office and shall serve until each successor has been elected and assumed office.

Section 2. Election of officers shall be conducted by mail ballot. A candidate must receive a majority of the votes cast.

Section 3. The Hare system will be used to tabulate the votes and determine winners if no candidate receives a clear majority for an office.

Section 4. The nomination-election officer will be responsible for the elections.

Section 5. The President shall announce the results of the election at the annual business meeting.

ARTICLE XIV Meetings

Section 1. The annual meeting shall consist of a business meeting and such other activities as required by these Bylaws.

Section 2. The annual business meeting shall consist of:

- a. a report of _____ CLD activities and other matters of concern to the President
- b. a report of the election of officers
- c. the minutes of previous meetings
- d. a report of the Treasurer
- e. approval of budget and program for the coming year
- f. a report of standing committees
- g. such other matters as are of concern or interest to _____ CLD

Section 3. Joint meetings with other organizations may be conducted under the direction of the Liaison Committee.

Section 4. A quorum at a duly called annual or special membership meeting shall consist of 30% of the members.

ARTICLE XV
Parliamentary Authority

The rules contained in "Robert's Parliamentary Law" and the latest edition of "Robert's Rules of Order, Revised" shall govern all actions of _____ CLD subject to special rules which have been or may be adopted.

ARTICLE XVI
Amendment of Bylaws

Section 1. The membership shall have the power and authority to alter, amend, or repeal the Bylaws at any duly called regular or special meeting at which a quorum is present by the vote of a majority.

Section 2. Amendments may be presented in writing by any five members, the Executive Committee, or any committee. All proposed amendments must be submitted to the President and the Bylaws Committee for that committee to review and render advice.

These Bylaws shall be voted upon and, if approved, shall become effective _____.
Adopted by the membership the _____ day of _____, 200__.

PRESIDENT

SECRETARY

Serving as a Chapter Leader

Congratulations! You have been elected or appointed as an officer in a chapter of the Council for Learning Disabilities (CLD). Information about your office and about the Council is contained in this handbook.

The elected officers of each CLD chapter include a President; a President-Elect, who shall succeed the President; a Vice-President, who shall succeed the President-Elect; the Immediate Past President; a Secretary; a Nomination-Election Officer; and a Treasurer.

The terms of office are as follows:

- a. one year for President, President-Elect, Vice-President, and Nomination-Election Officer.
- b. two consecutive years for Secretary and Treasurer.
The Treasurer is elected in even-numbered years and the Secretary in odd-numbered years.

A vacancy in the office of President is filled by automatic succession of the President-Elect to the office. A vacancy in the office of the President-Elect is filled by automatic succession of the Vice-President to the office. In the case of such vacancies, each officer would fill out the unexpired term and the term to which each was duly elected.

A vacancy in any of the offices, except President and President-Elect, is filled upon the recommendation of the President. Any person so appointed by the President serves the remainder of the unexpired term and until a duly elected successor is chosen. An elected officer may not serve two terms in succession in the same office. (This rule does not apply, however, to an officer selected to fill any portion of an unexpired term.)

The administrative term and the fiscal year of CLD Chapter is from July 1 through June 30. Thus, newly elected officers assume their official responsibilities on July 1 of each year. To be eligible to be nominated and serve in any of the Executive Committee offices, you must have demonstrated service to the organization.

Now, good luck in your continued service to CLD as a chapter officer. This handbook was developed by the CLD Leadership Development Committee to guide you toward that goal.

Duties of the Officers

The duties of the chapter officers are such as are implied by their respective titles and such as specified in these Bylaws, and sometimes expanded or modified by chapter action. The duties of each officer outlined in this section are those noted in sample Bylaws approved by the national Council for Learning Disabilities.

CLD Chapter President

The President of each CLD Chapter is elected to:

- a. be the chief executive officer of the Chapter
- b. call and preside at annual and special meetings and Executive Committee meetings
- c. appoint all standing committee chairpersons and be an ex-officio member of all committees
- d. inform the Nomination-Election Officer of vacancies to be filled
- e. carry out/or cause to be carried out the policies, laws, rules, and directions of the Chapter
- f. represent the Chapter in coordinating efforts with other agencies either personally or through a person designated by the President or as provided in the Chapter Bylaws
- g. be responsible for notifying each member of a business meeting no less than thirty-five days prior to such meeting
- h. make an annual report to the Chapter
- i. assist the President-Elect with the preparation of the proposed plan of operation, annual budget, and charge to

President-Elect

The President-Elect of the CLD Chapter must:

- a. serve in place of the President with his/her authority in case of absence or disability of the President
- b. with the assistance of the President and Vice-President, prepare a proposed

plan of operation and charge to committees for the ensuing year

- c. with the assistance of the President, Vice President, and Treasurer prepare the annual budget

Vice-President

The Vice-President of the CLD Chapter is elected to:

- a. serve in the President's place and with the President's authority in case of absence or disability of the President and President-Elect
- b. assist the President and President-Elect in the planning and preparing of the plan of operation and annual budget
- c. assist the President and perform such other duties as may be assigned to the office

Secretary

The Secretary of the CLD Chapter is responsible for:

- a. keeping the records of the annual, special, and Executive Committee meetings
- b. sending copies of all such records to the Leadership Development Committee Chairperson by June 30 of each year
- c. maintaining a permanent file of the records of all meetings to be passed on to the next person elected to the position of Secretary
- d. maintaining a file of all reports submitted at the meetings as specified above

Treasurer

The Treasurer of the CLD Chapter must:

- a. be the custodian of all funds and maintain detailed accounts of all receipts and expenditures for which he shall render an account to the annual meeting and the Executive Committee at each regular meeting or at any time when so requested by these bodies
- b. assist the President-Elect in the preparation of the annual budget for recommendation by the Executive Committee
- c. recommend to and for approval by the Chapter fiscal policies for the organization to follow that shall include banking and annual fiscal review (based on a fiscal year of July 1 through June 30) procedures

d. seek Chapter approval of fiscal policies recommended

Nomination - Election Officer

A nomination-election officer is responsible for all duties relating to the nomination and election of officers.

Nominations for office will be conducted by petition submitted to the nomination-election officer. All nominations must be supported by a petition bearing the signatures of at least five members of the Chapter. The petition must also include evidence of the candidate's qualifications for the office sought.

All nominees must consent to stand for election.

All candidates meeting the qualifications shall be included on the ballot, which will be mailed to all voting members.

Elections

CLD Chapter officers are elected by the voting membership to the term specified for the office. They serve until each successor has been elected and has assumed office.

Election of officers is usually conducted by mail ballot and a candidate must receive a majority of the votes cast.

A Nomination-Election Officer is responsible for chapter elections.

The President announces the results of the election at the annual business meeting prior to July 1 when officers assume their positions. The incoming and outgoing officers must begin working together right away to provide for increased planning, preparation of the annual report, and transition to another productive year of CLD activities.

Membership Notes

Each member should be provided opportunities for personal growth, education, and leadership development through involvement in CLD. The following activities are suggested as chapter activities designed to promote growth of membership:

1. Provide Teacher of the Year Award at the chapter level.
2. Provide research grants for in-classroom research.
3. Provide opportunities for grass-roots input through seminars, meetings, etc., around the state or region on given topics simultaneously.
4. Provide results of above to membership through the newsletter.
5. Establish regional subcommittee contacts to help maintain communication between grass-roots and leaders of organization. Encourage them to be ambassadors for CLD. Highlight them in newsletters.
6. Provide P.R. as appropriate when a member is honored, including local newspaper items and notes to congressional delegation offices.
7. Provide both large and small conferences on topical issues.
 - a. Piggyback important speakers so CLD can share expenses.
 - b. Collaborate with other special education organizations in the state or region (ASHA, Orton, LDA, etc.) to provide high quality, large regional conferences (this nets P.R. as well as money),
8. Don't become hung up on technicalities. Be a responsive, not a rigid, organization.
9. Reach out and have a good time!

Board Meeting Notes

CLD organizations are as strong as the boards representing them. Here are some suggestions for building and maintaining effective boards:

1. Nominate Board candidates according to their qualifications for specific needed areas of expertise.
2. Send out agendas with times indicated prior to each Board meeting so participants can be prepared. If other materials will be discussed, include them.
3. Maintain on-time meetings. Do not allow endless discussion. Realize that discussion is “talk with a purpose.” To waste the time of busy people is detrimental to the work of the organization.
4. Be sure everyone has some responsibility each month to keep interest alive.
5. Handwrite thank you notes to Board members when appropriate. Be sensitive to their personal needs.
6. Provide and encourage social events to local CLD members. Members need to spend time together in nonschool environments.

Key Chapter Deadlines

September 1

Chapter Presidents who are attending the International Conference need to be registered for the conference and have notified the Executive Secretary of their attendance

September 15

Deadline for RSVP for LDC activities.

October or November

CLD International Conference.

February 1

March or April

CLD Spring Regional Conference.

May 1

The Outstanding Teacher Awards nominations are due at the national office. Each chapter determines its own procedures for selection. Winners from state/region chapters complete the application form and submit it with vita information on the winner and several letters of support. Award winners to be recognized are notified by August 15. Send materials to the national office (see Appendix C).

The Floyd G. Hudson Service Award nominations are due. One professional is selected from . A completed application form as well as a letter of nomination, letters of support, and a two-page vita are required. Winners are notified by August 15. Send materials to the national office (see Appendix C).

June 30

Annual Chapter Reports are due from the chapter Presidents of each chapter. Requirements and forms for the reports are found within the Chapter Officer Handbook. If you need assistance with the report, please contact your Regional Representative. Send report materials to the national office.

Newsletters

Production

Key steps in newsletter development:

1. Read the bylaws governing the committee responsible for the newsletter (probably Communications and Publications); determine the responsibilities of that committee, which are to be met via the newsletter.
2. Select a newsletter editor with access to resources needed to produce the newsletter (e.g., secretarial support, word processing and printing capabilities, bulk mailing, photocopying, etc.).
3. Establish a geographically representative committee of individuals interested in contributing to the success of the newsletter.
4. Work with the Chapter's Executive Committee to determine a dissemination schedule (in accordance with the deadlines set forth in the bylaws -- e.g., nomination and election announcements, etc.) and the amount of funding that can be expected to support production and dissemination costs.
5. Seek recommendations from the Executive Committee regarding features for the newsletter and identify any deadlines for information to be included (e.g., ballot for the nomination and election of officers).
6. Secure samples of newsletters from other CLD chapters and other professional organizations to assist in the selection of a format.
7. Design catchy headings for regularly featured columns. Use pictures or graphics such as clip art to enhance column identity.
8. Establish guidelines (including timelines) for column editors.
9. Seek column editors (productive people) and featured articles from the membership by direct contact with known members and through announcements in each issue. Clarify the column editors' responsibilities and terms of service with a letter.
10. Set up a format for the newsletter on the word processor, which can be saved for production of future issues.

Mailing

1. Take advantage of any procedures available for non-profit bulk mailing privileges. (Get permission to use the permit number and print it on the newsletter.) Determine the minimum number of pieces of mail required in order to use the permit number.
2. Use printing services of an educational institution (if available), if the cost is less than commercial services. Determine if there are separate costs for printing per page, collating, stapling, and possibly folding the newsletter.
3. Work closely with your Chapter's Membership Committee to establish procedures for printing mailing labels for current members. (Membership may wish to use the newsletter to notify members of renewal dates as well.)
4. To save time and energy in bulk mailings, set up labels to be printed in the sequential order of zip codes (not just alphabetically).
5. If printing front and back on a page, make certain that tear out and return items such as membership renewals, election ballots, etc., are not back-to-back and hence lost when information is cut out.
6. To reach potential members, try to get State Department personnel to supply mailing labels for each school or school district in the state. Randomly select schools to receive complimentary copies of the newsletter. You may wish to purchase a rubber stamp noting Attention LD Teacher to use with these labels.
7. Ordering Mailing Labels:

CLD computer-generated membership mailing labels are available to your chapter for easier distribution of:

- * Information on chapter or general CLD activities
- * Chapter newsletters
- * Announcements of upcoming professional opportunities
- * Call for papers
- * Call for nominations

It is important to note that Chapter officers can use labels only for chapter activities. Professionals who want to reach your members regarding products or services that are unrelated to unit programming should call the executive director directly.

To request mailing labels for your chapter, contact the executive director of CLD with the following details:

- Chapter name
- Name and address to whom Headquarters should send the labels.
- Name and address to whom Headquarters should send the invoice.
- Purpose of labels.
- Date labels are needed.
- Order alphabetical order or zip code order; if not specified, labels will be run in zip code/postal code order.

Labels are always run from the most recent membership list. Therefore, it's best to order them one set at a time, rather than ordering several sets of labels that will become outdated. Once a request for labels is received, it generally takes three to five working days to put them in the mail.

An invoice will be sent to the designated officer at the time the labels are mailed. Please understand that the national office of CLD will be unable to provide labels to chapters having two outstanding invoices or an invoice that is four months outstanding.

In addition, the CLD executive director invites you to add the national office to your mailing list and provide the office with a copy of the material mailed to your members. This enables staff to be more knowledgeable of your activities and to better respond to the inquiries they sometimes receive.

Council for Learning Disabilities ANNUAL CHAPTER REPORT Guidelines and Forms

Annual Report Format

The purpose of the annual report is to provide evidence of chapter activities. Parts of the report will be included in a database maintained on the chapters in CLD. They may also be used to publicize chapter activities through CLD publications, web site, etc.

In order to maintain status as a chapter in good standing with CLD, each chapter must submit an annual report to the national office. This report is to be completed by the chapter President for the previous fiscal year and is due by June 30 of each year. Flow-through funds from CLD are sent to chapters filing an annual report that contains the requested information/forms.

The following forms/information should be found at the beginning of the report with appropriate exhibits as supporting documentation:

1. Chapter Data Form

- Name of chapter/region
- List of current chapter officers: addresses, telephone numbers, e-mail address, CLD membership number
- List of the officers who will assume office for the next fiscal year: addresses, telephone numbers, e-mail address, CLD membership number
- Number of members in the chapter
- Number of chapter members who are members of CLD
- Number of Business Meetings held during the reported year
- Number of Executive Board meetings held during the reported year

1. Chapter Financial Report Form

2. Supporting Documentation

- ___ Exhibit A: Membership list including addresses
- ___ Exhibit B: Copies of official minutes from Business Meetings
- ___ Exhibit C: Copies of the minutes from Executive Board meetings
- ___ Exhibit D: End-of-year budget statement
- ___ Exhibit E: Copies of chapter newsletters
- ___ Exhibit F: Brief statement of goals and activities of the year

Email report by JUNE 30 to:

Linda Nease at Lneaseclld@aol.com and Monica Lambert at lambertma@appstate.edu

Council for Learning Disabilities

ANNUAL CHAPTER REPORT

Chapter Data Form

200_ - 200_

Name of Chapter _____

Region _____

Number of Chapter Members _____

Number of CLD Chapter Members _____

Number of Business Meetings Held _____

Number of Executive Board Meetings Held _____

Chapter Financial Report

Name of Chapter _____

Chapter Treasurer

Name _____

Address _____

Phone _____ e-mail _____

Amount of Chapter Dues _____

Joint Membership (circle) Yes No

Chapter Bank Account

Address _____

Account Number _____

Checking Signatures: Name/Office

(Signature of Executive Secretary must be on account)

*** IRS Filing (if required; circle) Yes No

End-of-Year Balance _____

Note:

We are not responsible for your chapter's bank statement.

Please include your tax id number or explanation of the status of your tax id number.

In order to receive the full flow-through monies you must submit your report by the deadline.

Chapter Executive Officers

200_ - 200_

CURRENT FISCAL YEAR: (Please include address, phone, e-mail, CLD membership number)

President

Past-President

President-Elect

Vice President

Secretary

Treasurer

Other

Chapter Executive Officers

200_ - 200_

PRIOR FISCAL YEAR: (Please include address, phone, e-mail, CLD membership number)

President

Past-President

President-Elect

Vice President

Secretary

Treasurer

Other

Appendix A
Fall Conference Activities

Sample of Conference Activities

Friday

- **Complimentary Coffee/Tea in Early Morning**
- **Registration**
- **9:00 a.m. – 4:00 p.m.**

Professional Development Institutes

Half-Day Workshops

- **12:00 p.m. – 1:00 p.m. Lunch (on your own)**
- **Half-Day Workshops**
- **4:00 p.m. – 6:30 p.m. Registration & Grand opening of Exhibits**
- **4:30- 6:30 p.m.**

Presidential Reception in Exhibit Area

(complimentary appetizers/ cash bar)

- **4:30 p.m. - 6:30 p.m. Concurrent Poster Sessions in Exhibit Area**
- **5:30 p.m. - 6:30 p.m. Master Teacher Showcase in Exhibit Area**

Saturday

- **Open CLD Committee Meetings**
- **Exhibits & Complimentary Coffee/Tea in Early Morning**
- **7:45 a.m. – 8:45 a.m. Concurrent Sessions**
- **9:00 a.m. – 10:30 a.m. Keynote Session & Recognition of Award Winners**
- **10:45 a.m. – 11:45 a.m. Concurrent Sessions**
- **12:00 p.m. – 5:30 p.m. Concurrent Sessions**
- **Outstanding Researcher – special event**
- **Distinguished Lecturer – special event**
- **CLD Business Meeting – special event**

Appendix B

CLD Awards

OUTSTANDING RESEARCHER AWARD

Purpose and Nature of Award

To promote and recognize research, the COUNCIL FOR LEARNING DISABILITIES annually presents an award for an outstanding manuscript-length paper on learning disabilities based on a doctoral dissertation or master's study completed within the last five years.

The winner will receive a certificate to be presented at the Distinguished Lecture during the annual International Conference on Learning Disabilities. In addition, the paper will be considered for publication in the *Learning Disability Quarterly*.

Notification Process

Six copies of the APA-style paper (25 pages) should be submitted to

Linda Nease
Executive Director
11184 Antioch Rd. #405
Overland Park, KS 66210
913.345.0308

Winners will be notified by August 15.

Deadline for submission of papers: May 1

OUTSTANDING TEACHER AWARD

Purpose and Nature of Award

As part of an effort to encourage and recognize quality instruction, each year the Council for Learning Disabilities recognizes Outstanding Teachers from state and regional chapters.

Winners receive a certificate presented at the annual International Conference on Learning Disabilities as well as a complimentary conference registration and a stipend.

Selection Criteria

Individual chapters develop criteria for selection of an outstanding teacher. Applicants should contact either the national CLD office or the President of their state/region CLD chapter for application materials and criteria.

Notification Process

Application materials are reviewed by procedures determined by individual chapters. The names of the award winners must be submitted to the national CLD office by **May 1**.

Information on award winners must include a one-page summary of accomplishments and contributions of the award winner to the field of learning disabilities.

To obtain the name/address of your CLD Chapter President, contact the national CLD Office:

Linda Nease,
Executive Director
11184 Antioch Rd. #405
Overland Park, KS 66210
913.345.0308

Deadline: Chapter deadline to be determined by individual chapters. Names must be submitted to CLD national office by **May 1**.

Nomination Form for
Outstanding Teacher Award

Name: _____

Address: _____

Professional Role: _____

Years of service to individuals with learning disabilities: _____

Specific types of service to individuals with learning disabilities and their families:

Other contributions to the field of learning disabilities:

Additional experiences:

Please use additional paper if needed. Attach letters of support from students, parents, teachers, administrators, and others. Include any information that highlights the contributions of this person.

Deadline : Send nomination materials by May 1 to:

Linda Nease,
Executive Director
11184 Antioch Rd. #405
Overland Park, KS 66210
913.345.0308

FLOYD G. HUDSON OUTSTANDING SERVICE AWARD

Purpose and Nature of Awards

The Floyd G. Hudson Service Awards are granted by the Council for Learning Disabilities for outstanding performance and commitment to individuals with learning disabilities as exhibited by professionals who are not necessarily special education classroom teachers. One professional is selected by each of the seven CLD Regions as that region's Floyd G. Hudson Service Award winner. Winners receive a complimentary one-year membership in the Council for Learning Disabilities.

Selection Criteria

Nominees are judged based on the following criteria:

1. Extent and quality of professional service to the field of learning disabilities.
2. Exemplary service to the field of learning disabilities for a minimum of 5 years.

Review Process

One nominee is submitted to the Leadership Development Committee by each chapter. Final approval of nominations rests with the Leadership Development Committee.

Application Procedure

All nominations must include:

1. A completed application form and related materials. Forms can be obtained from the national office or your regional representative.
2. A letter of nomination outlining the extent and quality of the nominee's professional contributions to the field of learning disabilities as based on letters of support from colleagues, parents, students, etc. (Self-nominations are accepted).
3. A two-page vita.

Deadline: Region deadline to be determined by individual chapters. Names must be submitted to CLD national office by **May 1**.

Nomination Form for
Floyd G. Hudson Outstanding Service Award

Name: _____

Address: _____

Professional Role: _____

Years of service to individuals with learning disabilities: _____

Specific types of service to individuals with learning disabilities:

Outstanding contributions to the field of learning disabilities:

Additional experiences:

Attach letters of support, vitae, and other information that helps highlight the contributions of this person.

Deadline : Send nomination materials by May 1 to:

Mary Provost
Council for Learning Disabilities
P. O. Box 2266
Mount Pleasant, SC 29465
mprovost@bellsouth.net

Appendix C
Chapter Grant Request

**Council for Learning Disabilities
Leadership Development Committee
CHAPTER GRANT REQUEST**

CHAPTER NAME _____

**CHAPTER PRESIDENT
NAME** _____

ADDRESS _____

PHONE _____

EMAIL _____ **FAX** _____

A. RELATIONSHIP OF GRANT ACTIVITIES TO NATIONAL CLD GOALS (check all that apply)

EXTERNAL

Goal 1: Strengthen services and supports to professionals who serve individuals with learning disabilities and their families.

Goal 2: Advocate on behalf of individuals with learning disabilities and their families.

Goal 3: Disseminate research that promotes effective practice for individuals with learning disabilities.

Goal 4: Disseminate information related to the support and education of students with learning disabilities from culturally and linguistically diverse backgrounds.

Goal 5: Identify and respond to the critical issues affecting individuals with learning disabilities.

INTERNAL

Goal 1: Ensure efficient, accountable, responsive governance to achieve the CLD mission.

Goal 2: Expand and strengthen networks and alliances with other organizations.

Goal 3: Mentor future CLD leaders.

Goal 4: Maintain sound fiscal planning and practice.

Goal 5: Recruit and maintain CLD members.

B. GOALS OF CHAPTER GRANT (add more lines if you wish; do not feel compelled to have 3 goals/outcomes)

1. GOAL:

2. GOAL:

3. GOAL:

C. DESCRIPTION OF ACTIVITIES

D. AMOUNT OF FUNDING REQUESTED: _____ (The amount of the chapter grant will be based on your chapter's # of national CLD members with the total not to exceed \$10.00 per national CLD member [e.g., 25 national CLD members=\$250.00 maximum award])

E. PLANS FOR ACKNOWLEDGING NATIONAL CLD SUPPORT

Recommendation of Chapter President: _____

Recommendation of LDC Chairperson: _____