



***Division on
Autism and
Developmental
Disabilities***

Constitution and Bylaws

Updated: August 28, 2025

Constitution and Bylaws

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Article I: Name

The name of the organization shall be *The Division on Autism and Developmental Disabilities of the Council for Exceptional Children*.

Article II: Mission

Mission: To foster an inclusive and equitable community that encourages and promotes professional growth, research, and research findings that advance positive educational and life outcomes for individuals with developmental disabilities, including autistic individuals and those with intellectual disability.

Vision: To establish the Division on Autism and Developmental Disabilities (DADD) as a leading and impactful organization for educational professionals by:

1. Fostering a culture of diversity, equity, inclusion, and justice (accessibility + belonging)
2. Empowering educational professionals to build confidence and skills
3. Connecting resources that promote positive outcomes for individuals with developmental disabilities, including autistic individuals and those with intellectual disability.

Values

We believe that:

- All people can learn and enact agency in their lives, and all students have the right to an equitable and effective education
- Diversity, equity, inclusion, and justice (accessibility + belonging) are central to quality of life and are critical to demonstrate and advocate for
- Research-based practices should inform education
- Highly supported and well informed educators are key to success and opportunities for students
- Ethical governance practices are transparent, consistent, and open to scrutiny

Article III: Provisions of the Constitution and Bylaws

Section 1: The provisions of this Constitution and Bylaws shall be consistent with the provisions of the Constitution and Bylaws of the Council for Exceptional Children.

Section 2: Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of IRC Section 501(c)(3), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. as defined in Section 501(c)(#) of the Internal Revenue Code of 1986, as amended (, as the Board of Directors shall determine. Any such assets not so disposed shall be disposed of by

the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Section 3: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 4: Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV: Membership

Section 1: All members of the Division shall be members of the Council for Exceptional Children.

Section 2: Any member of the Council whose interests relate to the field of autism, intellectual disability, and other developmental disabilities may become a member of this Division upon payment of dues.

Section 3: Bonafide, full-time students in this field are eligible for student membership according to the parameters defined by the Council.

Section 4: Members of this Division shall be entitled to all the rights and privileges of both the Division and the Council for Exceptional Children.

Section 5: A quorum for the membership meeting shall consist of twenty-five (25) members.

Section 6: The Board of Directors shall determine any question of eligibility for membership in accordance with the provisions of Article IV.

Section 7: The dues shall be proposed by the Board of Directors and shall be determined by a simple majority vote of members present at the annual division meeting. The vote shall be conducted in person by a show of hands, unless an alternative voting method is approved by those present.

Section 8: Fiscal year for the division shall be January 1 - December 31.

Article V: Officers

Section 1: The officers shall be the president, president-elect, vice-president, immediate past president as well as the treasurer and the executive director (both of the latter two in a non-voting capacity). The first four named shall serve one-year terms of office with a total of four years in the presidential cycle. The treasurer shall be appointed by the president and serve a four-year term of office. The Executive Director shall be appointed by the president and serve a five year term. These six elected and appointed officers shall constitute the Executive Committee and shall be empowered to act for the Division when time is a critical factor and when a meeting of the Board of Directors is not feasible. They shall be limited by Division policies and Division budget and shall report all actions to the Board at its next meeting along with such recommendations as it may desire to make, and the President shall send a report of all decisions of the Executive Committee to all members of the Board within thirty days of their occurrence.

Section 2: The order of succession in the presidential cycle should include one term in each position in the order: vice president, president-elect, president, immediate past president. The presidential cycle officer holder shall automatically succeed to the next office at the expiration of their previous term with the exception of immediate past president.

Section 3:

- A. A nominations/elections committee, chaired by the immediate past president and consisting of at least 3 other members, shall recommend two or more current members as candidates for the position of vice-president and each of the other non-appointed board positions with impending vacancies prior to the election each year. In the event of a vacancy in the office of immediate past president, the president shall appoint a board member to serve as nominations chair.
- B. The nominations/elections committee issues a call for nominations to all Division members. At least 20 days before the vote, members receive the candidate list, election instructions, and a ballot electronically. After voting closes, the committee submits results to the President. Candidates with the highest votes are elected. The President informs all candidates, the Board, and the membership of the outcome. Elected individuals assume office on January 1 of the following year. If Section 3 is not fulfilled, unresolved matters will be addressed by the membership at the annual business meeting
- C. The nominations/elections committee's report shall be submitted to the president and all other members of the Board of Directors by September 15 of each year..

Section 4: A vacancy in the office of the president shall be filled by automatic succession of the president-elect to such office. A vacancy in the office of president-elect shall be filled by automatic succession of the vice-president to such office. A vacancy in the office of the vice president shall be filled by appointment by the Board of Directors. The appointed vice president shall proceed through the offices of the President-Elect, President, and Past President as part of the normal sequence. In the event of vacancy in all three offices, the presidency shall be filled by appointment by the Board of Directors.

- A. Any appointee filling the vacancy in the office of president shall serve until the end of the administration year in which the appointment was made or until replaced by a duly elected successor. Upon being replaced, they shall succeed to the office of immediate past president in the usual manner. Any president-elect automatically succeeding to the presidency to fill an unexpired term shall be entitled to remain as president for the ensuing regular term. In this case, the immediate past president would serve two full terms in that office and the president who failed to complete their term would not become immediate past president.
- B. A vacancy in the office of treasurer or elected member of the Board shall be filled by action of the Board of Directors; and such person shall serve until the end of the current administration year or until replaced by a duly elected successor or in the case of the treasurer, until filled by action of the Board of Directors.
- C. A vacancy in the office of past president shall remain unfilled until the next administration year.
- D. A vacancy in the Chair of the Diversity Committee or International representative position will be appointed by the president, with board approval, and remain in that position until the position comes up for election in the normal cycle.

Section 5: The duties of officers shall be such as are implied by their respective titles and such as are specified in these constitutions and bylaws.

Section 6: The President shall:

- A. Preside over annual Division meetings.
- B. Call and preside at meetings of the Executive Committee and Board of Directors.
- C. Serve on or appoint a representative member for all committees except nominating and elections.
- D. Represent the Division in coordinating efforts with those of other agencies in coordination with the Executive Director.
- E. Give leadership in general policymaking and carry out decisions.
- F. Make an annual report to the Council and to the Division.

Section 7: The President-Elect shall:

- A. Act in the place of the president with their authority in case of absence or incapacity of the president.
- B. Serve as chair of the Conference Program Committee
- C. Serve as a division representative in the Council for Exceptional Children

Section 8: The Vice President shall:

- A. Act in the place of the president-elect with their authority in case of absence or disability of the president-elect and shall act in the place of the president with their authority in case of absence or disability of both the president and the president-elect.
- B. Record all Division, Board, and Executive Committee proceedings.
- C. Serve as a division representative in the Council for Exceptional Children

Section 9: The Treasurer shall be responsible for accounting for all funds in a manner prescribed by the Board of Directors and preparing an annual budget, both in coordination with the Executive Director. Additionally, the treasurer will annually submit a financial report to the board and division membership.

Section 10: The Executive Director shall serve as a non-voting administrative/facilitative consultant to the Executive Committee and to the Board of Directors of DADD. The Executive Director will also monitor the division's strategic plan, coordinate with the treasurer in budgeting and fund management, and represent the division with external agencies in coordination with the president..

Section 11: The immediate past president shall serve as chair of the nominations committee and serve as a division representative in the Council for Exceptional Children, as applicable.

Article VI: Board of Directors

Section 1: The President, President-Elect, Vice-President, Immediate Past President, Executive Director, Treasurer, Student Representative, Chair of the Publications Committee, Chair of the Communications Committee, International Representative, and Chair of the Diversity Committee shall constitute the Board of Directors, totaling eleven members.

- A. Elected roles have voting privileges and include the following: President, President-Elect, Vice-President, Immediate Past President, Student Representative, International Representative, and Chair of the Diversity Committee (seven members).
- B. Appointed roles attend board meetings in a non-voting capacity and include: Executive Director, Treasurer, Chair of the Publications Committee, and Chair of the Communications Committee (four members).
- C. Each elected member of the board may be re-elected for one additional consecutive term. The chairs of the Publications (three-year term) and Communications Committees (four-year term) as well as the Treasurer (four-year term) and Executive Director (five-year term) are appointed by the President with Board approval and may be re-appointed for additional terms.

Section 2: The Chair of the Diversity Committee and the International Representative will serve on the board as membership representatives. The Chair of the Diversity

Committee (three-year term) may live in any region of the United States and will represent all regions. The International representative (three-year term) may live in any country outside of the United States and will serve as the DADD representative for non-US members. The Student Representative may live in any region of the United States and shall have a term of office of one or two years, contingent upon their being a full-time student during that year of office. Students who graduate during their term, shall remain in the role until the end of the year.

Section 3: A quorum shall consist of fifty percent of the Board, including at least fifty percent of the voting members.

Section 4: The Board of Directors shall meet at least twice each year with at least 90 days between meetings. Meetings may occur in person or via distance-enabled platforms. The president shall act as the liaison with the Council on all matters on which such liaison is required or desirable. Where matters of policy arise, the president shall reflect the desires of the Board of Directors.

Section 5: The Board of Directors shall:

- A. Conduct all appropriate business of the Division in accordance with its mission and bylaws..
- B. Formulate and recommend Division policies and programs to the annual convention.
- C. Provide fiscal oversight, including the development, approval, and monitoring of the annual Division budget.
- D. Provide an annual audit of Division funds.
- E. Formulate administrative policies.
- F. Uphold legal, ethical, and fiduciary responsibilities in accordance with applicable laws and nonprofit governance standards.
- G. Interpret and represent the Division's position on legislation and coordinate with the Council's legislative committee on relevant advocacy efforts.

Article VII: Affiliate Members

Section 1: Division Members may be appointed to fulfill a specific duty of the board, while not a member of the board of directors. These members, referred to as affiliate members, may include ad-hoc committee chairs, publication editors, or other board assigned position holders.

Section 2: Selection process, duties, and terms of office shall be determined by the board of directors. Affiliate members shall attend at least one meeting of the board of directors per year in a non-voting capacity and provide a report of their work.

Article VIII: Removal of Position for Elected or Appointed Officers, Board Members, and Affiliate Board Members

Section 1: Removal from Office

- A. Those appointed or elected officers, board members, and affiliate board members who permit their membership to lapse shall thereby vacate their offices.
- B. Officers, board members, and affiliate board members elected or appointed by the board may be removed by the board with or without cause.

Article IX: Committees

Section 1: Standing Committees

- A. The Division shall have such committees as necessary to carry out the functions of the organization.
- B. Standing committees shall include:
 - 1. Nominations/Elections
 - 2. Membership
 - 3. Publications
 - 4. Communications
 - 5. Conference Program
 - 6. Awards
 - 7. Finance
 - 8. Diversity
- C. Committee chairs will be determined as follows:
 - 1. Chaired ex-officio: finance (by the treasurer), publications (by the publications chair), communications (by the communications chair), nominations (by the immediate past president), and conference program (by the president-elect)
 - 2. Elected by the membership: diversity
 - 3. Elected by committee members: awards, membership
- D. All standing and ad hoc committees shall submit a written report annually to the board of directors

Section 2: Nominations/Elections Committee

- A. The nominations/elections committee shall be constituted as prescribed in Article V, Section 3A and in the event of a vacancy in the position of immediate past president, Section 5, of the Constitution and Bylaws.
- B. The nominations/ elections committee shall conduct the elections and report results as indicated in Section 3B of Article V of the Constitution.

Section 3: Membership Committee

- A. The membership committee shall consist of the committee chair, the division president or their designee, the international representative, student representative, and diversity chair, and at least three additional members of the division.
- B. The membership committee shall:

1. Develop and implement measures to increase the number of members.
2. Work in collaboration with the Communication Chair to support state, provincial, and regional division representation
3. Suggest policies and practices to the board to increase member support and engagement.

Section 4: Publications Committee

- A. The publications committee shall consist of the committee chair, the division president or their designee, and at least three additional members of the division.
- B. The publications committee shall
 1. Oversee all print, electronic, and video publications, including the division journal, ETADD, and books, monographs, and other media
 2. Recommend to the Board of Directors policy issues related to publications

Section 5: Communications Committee

- A. The communications committee shall consist of the committee chair, the division president or their designee, and at least three additional members of the division.
- B. The communications committee shall:
 1. Oversee all communication between the division and the public, including the web site and social media.
 2. Recommend to the Board of Directors policy issues related to communication vehicles used by the division.
 3. Recommend to the Board of Directors critical issues (significant issues as well as legislation, rules, and regulations) germane to the purposes of the Division.

Section 6: Conference Program Committee

- A. The conference committee shall consist of the committee chair (i.e., president elect), the Executive Director, the division president or their designee, the Treasurer, the chair of the Diversity Committee (or designee), and the conference coordinator—in a non-voting capacity.
- B. The conference committee shall:
 1. Make recommendations to the board related to the division's annual conference, including the site and theme of the conference
 2. Oversee all aspects of the division's annual conference including preparation, on site logistics, and post conference follow-up
- C. A separate chair and committee may be appointed by the president for any conference in addition to the annual conference.

Section 7: Awards Committee

- A. The awards committee shall consist of the committee chair, the division president or their designee, and at least three additional members of the division.
- B. The awards committee shall:
 1. Maintain and conduct a process for solicitation and review of Division-authorized awards.

2. Select from among the qualified nominees those to receive the awards unless otherwise required by the awards criteria.
3. Present awards to winners.

Section 8: Finance Committee

- A. The Finance Committee shall include:
 1. The president, president-elect, vice-president, past president, Executive Director, and treasurer, with the treasurer acting as chair.
 2. The immediate past treasurer, with approval of the Board of Directors, and if willing to serve.
- B. The Finance Committee shall, on behalf of the Board:
 1. Guide and monitor the development and maintenance of procedures that ensure the financial integrity of the Division;
 2. Oversee all aspects of the management of Division finances, and/or its fiscal policies;
 3. Provide direct support/guidance for the treasurer in the resolution of issues relative to the management of Division finances;
 4. Meet no less than one time per year for the purpose of conducting a review of DADD's financial position and its fiscal policies and procedures

Section 9: Diversity Committee

- A. The diversity committee shall consist of the committee chair, the division president or their designee, and at least three additional members of the division.
- B. The Diversity Committee shall:
 1. Make recommendations to the Board of Directors on issues of diversity.
 2. Serve as the division's liaison with CEC diversity efforts.

Section 10: Ad hoc committees may be established and their composition and functions assigned at the discretion of the president.

Article X: Meetings

The Board of Directors shall have the authority to conduct meetings, conventions, or conferences in addition to the DADD annual conference.

Article XI: Amendments

Section 1: This Constitution and Bylaws may be amended either via electronic ballot or at any regular business meeting of the Division, with the support of two-thirds of the members.

Section 2: Any proposed change in the DADD Constitution or By-Laws must first be approved by the DADD Board of Directors. Following board approval, written notice of the proposed amendment(s), including the full text and rationale, shall be provided to

the DADD membership at least 14 days in advance of the vote. Written notice may be delivered via email or through publication in the DADD Express newsletter.

Section 3: Proposed amendments may also be posted on the official DADD Division website to supplement—but not replace—the required written notice. If posted, a disclaimer must be included clearly indicating that the proposed change is pending discussion and a formal vote.

Section 4: Once changes to the DADD Constitution or Bylaws have been approved by the membership, the updated version shall be posted on the official DADD website within a reasonable time. The posting shall reflect the official, adopted version of the governing documents.

Article XII: Parliamentary Procedure

Section 1: The rules of the parliamentary practice in Robert's Rules of Order, newly Revised, latest edition, shall govern the proceedings of this Division, subject to the special rules which have been or may be adopted.