



**WELCOME**

## **Guidelines for CLD Chapters: Starting CLD 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 chapter. We are excited about the formation of a new 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 of individuals with learning disabilities and their families. CLD members have the opportunity to network with some of the most-highly regarded leaders in the field of Learning Disabilities.

The success and vitality CLD chapters 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 [Lneasecl@aol.com](mailto:Lneasecl@aol.com)*



## TABLE OF CONTENTS

### **The Council for Learning Disabilities (CLD)**

- Member Benefits
- Support From National CLD
- Mission, Visions and Organizational Goals
- Organizational Structure

### **CLD Chapter Guidelines**

- Suggestions for Establishing a Chapter
- Developing Goals and Providing Activities to Support Members
- Building a Strong Board and being Responsive to the Membership

#### **Appendice**

- Bylaws
- Annual Chapter Report Sample Form
- Chapter Grant Request Sample Form
- Outstanding Teacher Nomination Information
- Floyd G. Hudson Service Award Nomination Information
- Required Nomination Form Information

### **CLD Member Benefits**

- **Award Recognition:** CLD members are eligible for recognition of exemplary work. Each year, CLD recognizes educators who are outstanding students,

teachers, professionals, and researchers. These award recipients are profiled in *LD Forum* and on the CLD website, and receive an honorarium, complimentary registration to the annual-international conference, and a membership or renewal for one year.

- **Journal Publications:** CLD members receive subscriptions to CLD affiliated journals. *Learning Disability Quarterly (LDQ)* presents scientifically-based research by nationally known authors. *Intervention in School and Clinic (ISC)* translates research into practice and describes teaching tools for classroom use. *LD Forum* (the online newsletter for CLD) features articles that address current issues, provide organizational information, and highlight chapter activities.
- **Website:** CLD members have access to members-only links on the CLD website. [www.cldinternational.org](http://www.cldinternational.org)
- **Professional Development:** CLD members attend international and regional conferences to interact with distinguished educators and researchers, as well as learn about the latest strategies for successfully teaching students with learning disabilities.
- **Networking Opportunities:** CLD members receive peer support and have an opportunity to meet and communicate with other professionals throughout the country. Members are also welcome to join CLD committees and to participate in local and state chapters.

**Participation in Advocacy in the Field:** CLD members work with others to improve the educational outcomes for persons with learning disabilities. For more than 25 years, the Council for Learning Disabilities has fostered members' professional growth by presenting information related to current issues and intervention practices, and representing its members' voices on critical issues that shape policy and reform practice in the field of learning disabilities. CLD is a founding member of the National Joint Committee on Learning Disabilities (NJCLD) which provides an interdisciplinary forum to review issues affecting educational and governmental agencies. CLD is also a founding organization participating in the Coordinated Campaign on Learning Disabilities (CCLD), established to promote public awareness, early identification, and intervention.

## Support Available from National CLD

The national office of CLD provides various types of support to state/regional chapters:

- Flow-through funds from state chapter dues
- 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
- 
- Information about local/state professional CLD chapters for possible affiliation
- Access to CLD website and *LD Forum* to post chapter news
- Use of conference call line for chapter meetings

## Mission Statement

The Council for Learning Disabilities (CLD), an international organization composed of professionals who represent diverse disciplines, is committed to enhancing the education and quality of life for individuals with learning disabilities across the life span. CLD accomplishes this by promoting and disseminating evidence-based research and practices related to the education of individuals with learning disabilities. In addition, CLD fosters (a) collaboration among professionals; (b) development of leaders in the field; and (c) advocacy for policies that support individuals with learning disabilities at local, state, and national levels. (07/14)

## Vision Statement

All individuals with learning disabilities are empowered to achieve their potential.  
(07/14)

## Strategic Goals 2014-2019

### 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.
7. Continuously build membership.

#### 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, Conference, Finance, Nominations-Election, Research, Membership, Liaison, Conference Planning, Leadership Development, Standards/Ethics, Bylaws/Rules, Technology and Diversity, as well as Archivist. 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 chapters and national CLD.

The Leadership Development Committee (LDC) consists of co-chairs 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.

## CLD Chapter Guidelines

*These guidelines are intended to help you start or nurture the growth of a chapter.*

- Call an information meeting of persons interested in forming a CLD chapter. At least **ten** of these persons should already be or willing to become national CLD members. Interested persons may come from a local area or from around the state or region.
- To find persons interested in joining, contact the CLD Executive Director and request a national membership roster for your area. In addition, local school districts and state departments of education 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-candidate programs in special education. Contact persons at these institutions are invaluable as you plan and maintain a chapter.
- Develop a set of bylaws (see sample below). The local committee should develop bylaws consistent with national CLD bylaws. 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 and approved the bylaws, nominate and elect officers. Suggested officers and responsibilities are included in the Chapter Bylaws in this document.
- Submit the following information to the Leadership Development Chairperson:
  - Names, addresses, and membership numbers of at least ten CLD members who are interested in organizing the proposed affiliated chapter;
  - Statement of goals and supporting activities for the proposed chapter;
  - Bylaws adopted for the governance of the proposed chapter; and
  - List of the duly elected/appointed officers for the proposed chapter.

## Developing Goals and Providing Activities to Support Members

Each member should be provided opportunities for personal as well as professional growth and leadership development through involvement in CLD. Ensure that chapter goals align with the CLD mission and vision and address local needs. The following activities are suggested as possible goals designed to promote growth of membership:

- Establish regional-outreach contacts to help maintain communication between local, regional, and national CLD leaders. Encourage members to serve as ambassadors for CLD.
- Organize conferences on topical issues. Collaborate with other special and general education organizations in the area to provide high-quality, regional conferences.
- Keep your members informed through a chapter newsletter, email updates, blogs or Face Book.
- Provide research grants for action research.
- Provide recognition for teachers and other professionals through the award process.

## **Building a Strong Board and being Responsive to Your Membership**

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

- Nominate Board candidates according to their qualifications for specific needed areas of expertise.
- Send out agendas with times indicated prior to each Board meeting so participants can be prepared. If other materials will be discussed, include them.
- 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.
- Create a “working board”, ensure everyone has some responsibility each month to maintain a focus.

Create a Board that is nurturing. Provide and encourage social events for local CLD members.

## **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).

## **ARTICLE II Purpose**

The purpose of this organization is to promote evidence-based teaching, collaboration, research, leadership, and advocacy for persons with learning disabilities, as well as all struggling learners. To pursue this purpose, the 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) Full Membership is open to any professional who has a commitment to serving persons with learning disabilities.

Section (2) The privileges of Full Membership entitle the members to exercise voting rights, attend regular business meeting and hold office. If qualified, members may also serve on and chair committees.

Section (3) Membership dues shall be recommended by the Executive Committee (EC) and are subject to approval by a majority of the membership at the annual-business meeting. Dues shall be payable at an annual time set by the EC.

## **ARTICLE IV Executive Committee**

Section (1) The Executive Committee shall consist of the following officers: President, Past- President, President-Elect, Secretary, and Treasurer.

Section (2) The **President** shall:

- a) be the chief executive officer of the chapter and be responsible for calling and presiding at meetings;
- b) appoint all standing committee chairpersons;
- c) carry out and/or cause to be carried out the policies, laws, rules, and directions of the chapter; and represent the chapter in coordinating efforts with other agencies either personally or through a person designated by the President;
- d) be responsible for notifying each member of a business meeting no less than thirty-five days prior to such meeting;
- e) prepare and submit an annual report to the national CLD;
- f) assist the President-Elect and Treasurer with the preparation of the proposed plan of operation, annual budget, and charge to committees for the ensuing year;
- g) co-sign on all bank accounts with the Treasurer; and



- h) submit nomination packets for Teacher of the Year and The Floyd G. Hudson Service Award.

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;
- b) with the assistance of the President and Vice-President, prepare a plan of operation, annual budget and charge to committees for the ensuing year; and
- c) serve as the chapter-membership coordinator, ensuring that chapter goals and activities are designed to increase membership in national CLD (Note: some chapters may elect to have Membership as a standing committee).

Section (4) The **Past-President** shall:

- a) serve as a mentor to the President and President-Elect, helping with operations as needed and
- b) coordinate the awards application process and submit packets of nominees to the President to forward to national CLD.

Section (5) The **Secretary** shall:

- a) record minutes of all meetings and
- b) submit electronic copies of minutes to the President for inclusion in the annual report.

Section (6) The **Treasurer** shall:

- a) serve as the custodian of all funds, maintain detailed accounts of all receipt and expenditures, and provide a written treasurer's report to be submitted with the chapter's annual report;
- b) provide updates for the annual business meeting and to the EC as needed;
- c) assist the President and President-Elect in the preparation of the annual budget;
- d) recommend fiscal policies to the organization and file a tax return (if appropriate) based on a fiscal year of July 1 through June 30; and
- e) co-sign on all bank accounts with the Treasurer.

## **ARTICLE V Term Limitations for Executive Committee**

Section (1) The terms of office are as follows:

- a) one to two years for the President, President-Elect, and Past-President and
- b) minimum of two consecutive years for the Secretary and Treasurer.

Section (2) 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 the recommendation of the President.

Section (3) Other vacancies shall be filled upon the recommendation of the President for the unexpired term.

Section (4) The administrative term and the fiscal year shall be July 1 through June 30. Newly elected/appointed officers will assume their official responsibilities on July 1.

## **ARTICLE VI Standing Committees**

The standing committees are established to perform a continuing function for the chapter. The chairpersons of standing committees will be appointed by and report to the President. A written summary of the activities of the committee will be submitted for the chapter's annual report and the chairperson will provide committee updates at meetings.

## **ARTICLE VII Working Committees**

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

## **ARTICLE VIII Annual Business Meeting**

The agenda for the annual business meeting should include:

- a) minutes from the previous meeting,
- b) Treasurer's Report,
- c) President's Report on chapter goals and related activities,
- d) discussion of pertinent issues, and
- e) standing committee reports.

## **ARTICLE IX 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 the chapter subject to special rules which have been or may be adopted.

## **ARTICLE X Amendment of Bylaws**

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. All proposed amendments must be submitted to the President and the Executive 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



*SAMPLE-DO NOT SUMBIT THIS FORM*

## 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 Web site if applicable.**

Email report by July 31 to: Linda Nease at [Lneasecl@aol.com](mailto:Lneasecl@aol.com) and Min Mize at [mizem@winthrop.edu](mailto:mizem@winthrop.edu)



## Chapter Financial Report

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

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

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

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

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

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

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

List individual CD's and amounts

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

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

\_\_\_\_\_

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

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

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



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

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

**President**

**Past-President**

**President-Elect**

**Secretary**

**Treasurer**

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

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



***SAMPLE FORM-DO NOT SUBMIT***  
**COMPETITIVE CHAPTER GRANTS**

**Due September 30**

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

**Chapter President** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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

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

**Date Submitted** \_\_\_\_\_

**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**

Chapters must submit an annual report to be eligible for a chapter grant. Maximum award amount per chapter varies 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**

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

**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 [lnasecl@aol.com](mailto:lnasecl@aol.com) and [mizem@winthrop.edu](mailto:mizem@winthrop.edu)

<p>LDC Action: _____</p> <p>_____</p> <p>Date Submitted to Treasurer: _____</p>
---





## CLD Outstanding Teacher of the Year Award:

Each year the Council for Learning Disabilities recognizes teachers who are CLD members and who consistently provide quality instruction to students with learning disabilities. These teachers, selected by local chapters, provide direct services to students. They are dedicated to implementing evidence-based instructional practices and collaborating with classroom teachers and other service providers to greatly improve the quality of education for all students who struggle academically.

### **Award Benefits**

Recipients are guests at the annual international conference and receive a complimentary registration. During the conference-award program, they receive a certificate of recognition and an honorarium. These CLD members are also profiled in *Intervention in School and Clinic/ LD Forum* and receive a one-year membership renewal.

### **Criteria for Nomination**

- Be a member of CLD
  - Provide direct services to students with learning disabilities
  - Implement evidenced-based instructional practices that result in significant gains in achievement for children, adolescents or adults who struggle academically
- Advocate for persons with learning disabilities

**Nomination Packet Available in January and Due May 1**

### **Nomination material must include:**

- Completed Nomination Form available online (see Appendix for required information)
- Letters of recommendation (including supervisor, colleague and/or other professionals)
- 2 Page abbreviated vitae, photo, and 50-word bio
- Statement of educational practices (specifics vary by year and conference theme)

**Please note.** Nominating chapter president or CLD member (for states without active CLD state chapters must submit the nomination packet to the national CLD organization for review and recognition. State chapters have their own procedures for nominating, submitting packets, and selecting chapter Teacher-of-the Year award winners. Nominations for state award winners should submit completed nomination packets to their local chapter. Individual state chapters determine their own deadlines which vary by chapter. Chapter presidents submit the selected award recipient to the LDC for review and national recognition.



## The Floyd G. Hudson Service Award

The Floyd G. Hudson Service Award is presented by the Council for Learning Disabilities for outstanding performance and commitment by a professional who works in the field of learning disabilities in a role outside of the classroom. This CLD member, working in a leadership capacity, enhances the professional learning of others in the field and impacts the lives of persons with learning disabilities.

*This award is named in memory of Dr. Floyd G. Hudson, a professor at the University of Kansas, who was a leader in the early years of CLD. Floyd was instrumental in formulating early policy to drive federal and state initiatives in the area of learning disabilities. Don Deshler has said of Floyd, "As I visit many schools across KS, MO and NB, I can really see Floyd's lasting influence. He was a kind, generous, innovative, and collaborative professional. He worked closely with many school districts solving problems, preparing teachers, and implementing more effective programs. Even today, many people here in the Midwest and around the country tell me about their positive experiences working with Floyd, many of which took place more than 20 years ago"*

### Award Benefits

The recipient is a guest at the annual international conference and receives a complimentary registration and membership renewal. During the conference award program, the recipient receives a certificate of recognition and an honorarium. The recipient will also be profiled in *Intervention in School and Clinic/LD Forum*.

### Criteria for Nomination

- Be a member of CLD
- Provide professional development, consulting services or serve in a leadership role working with teachers, other professionals, parents, and students
- Provide exemplary services to the field of learning disabilities for a minimum of five years
- **Nomination Packet Available in January and Due May 1** Completed nomination form available online (see appendix)
- Letters of recommendation (supervisor, colleague and/or other professionals)
- 
- Responses to questions from Statement of Educational Practices (varies by year and conference theme)
- Abbreviated vitae, photo and, 50-word bio

**Please note.** Nominating chapter president or a CLD board of trustee's member must submit the nomination packet to the national CLD organization for review and possible recognition. Only one F.G.

Hudson Award is awarded. Award may not be awarded yearly and is dependent upon suitable nominees.

**The Leadership Development and Executive Committees of CLD are responsible for the selection of all award recipients.**

Questions may be submitted to [lineaseclld@aol.com](mailto:lineaseclld@aol.com) or [mizem@winthrop.edu](mailto:mizem@winthrop.edu)

### Required Information for Nomination Forms

**Note.** Only chapter presidents, their designees or CLD national nominating board of trustees members should input data.

Nominee's Name	
Nominee's CLD Membership Number	
Street Address	
City	
State	
Zip Code	
Phone Number	
Email address	
Current job title	
Current employer	
Nominator (CLD chapter president or BOT member)	
Email for above nominator	

Questions may be submitted to [lnaseclld@aol.com](mailto:lnaseclld@aol.com) or [mizem@winthrop.edu](mailto:mizem@winthrop.edu)