



WELCOME

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

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

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

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

**For additional information, contact: the Council for Learning Disabilities
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913-345-0308 Lneaseclد@aol.com**



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SCLD Member Benefits

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

Support for SCLD from National CLD

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

- Flow-through funds from state chapter dues
- Student chapter grants (see appendices)
- Assistance in developing a database/ list serve of members
- Membership brochures
- CLD logo for letterhead and other identification
- Information about upcoming conferences
- Ideas for speakers and activities
- Help with identification of a faculty sponsor
- Information about local/state professional CLD chapters for possible affiliation

- Access to SCLD page on national CLD website and *LD Forum* to post chapter news



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.

Getting Started: SCLD Chapter Guidelines

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

1. Identify a faculty sponsor for SCLD who will secure administrative and/or financial support from the college or university, and serve as the faculty

sponsor for the student chapter. This person must currently be, or be willing to become, a member in good standing of CLD.

2. The faculty sponsor will:
 - a. Work with individuals and/or groups to form a student chapter;
 - b. Host an information meeting for students interested in starting a chapter and joining SCLD (most chapters begin with a base of 10 members);
 - c. Review the mission, vision and strategic goals of CLD and determine an overall sense of ownership of these tenants for the foundation of the student organization;
 - d. Distribute CLD student membership forms and ask those who are interested to first join CLD (see current student rate online at www.cldinternational.org);
 - e. Adopt bylaws and elect or appoint an Executive Board;
 - f. Work with students to identify a chapter focus that promotes quality teaching through the use of evidence-based instructional practices and service to children with learning disabilities and their families (e.g. professional-development opportunities including local, regional, and state conferences or workshops, sponsoring student scholarships through fund-raising activities, and/or participation in service-learning projects);
 - g. Offer support in promotion of student chapter activities;
 - h. Help student chapters identify ways to build and sustain membership by providing membership benefits that are responsive to the needs of the members; and
 - i. Serve as a mentor to student members.

Final Step for CLD Approval of a New SCLD Chapter

Submit the following information to the Leadership Development Co-Chairperson Min Mize at minkimedu@gmail.com as well as Linda Nease, CLD Executive Director at lnnease@aol.com.

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

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

ARTICLE I Name and Affiliation

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

ARTICLE II Purpose, Goals and Objectives

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

ARTICLE III Membership

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

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

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

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

ARTICLE IV Organization

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

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

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

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

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

ARTICLE V Duties of the Officers

Section 1. The **President** shall:

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

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

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

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

Section 4. The **Treasurer** shall:

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

ARTICLE VI Amendment of Bylaws

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

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 Lneaseclld@aol.com and Min Mize at minkimedu@gmail.com



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 October 15

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

Total funding for chapter grants is \$1,000.00. Chapters must submit an annual report to be eligible for a chapter grant. Maximum award amount per chapter is \$200.00 with amounts varying based upon:

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

DESCRIPTION OF ACTIVITY

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 and minkimedu@gmail.com

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