

**Policies
of
The Council for Learning Disabilities**

(Revised 2008; 2009; 2014; 2017; 2018; 2019)

The following policies may be altered without notice by majority vote of the Board of Trustees (BOT), so long as the proposed alterations do not conflict with or violate the Bylaws or Standing Rules of the organization.

Section 1 Policy governing fiscal procedures

Section 2 Policy governing the organization and recognition of affiliated chapters

Section 3 Policy governing the appointment of editors

Section 4 Policy governing the writing and dissemination of position papers and letters of support

Section 1: Policy governing fiscal procedures

A. Requesting and Receiving Payment from CLD Operating Funds

- (i) Reimbursement requests are to be submitted to the Executive Director or the Treasurer using the approved Request for Payment from CLD Funds (RFP) form. Receipts, invoices, and/or a detailed letter of explanation regarding the purpose of the expenditure must accompany each request for payment for hotel and travel expenses (see explanation in 1.A.v). Receipts are not required for meals reimbursed at the flat federal per diem rate for board travel expenses as explained in 1.A.v.
- (ii) All requests are to be submitted within a three-month period of the date the expenditure. Upon approval by the Executive Director and/or the Treasurer, requests will be forwarded to the accountant for payment within five working days.
- (iii) General Committee expenditures that modestly exceed budgeted amounts may be approved for reimbursement at the discretion of the Executive Director and/or the Treasurer. Committee expenditures substantially exceeding any budgeted amount will be reimbursed only with the approval of the full BOT.
- (iv) Reimbursement for travel expenses will be limited to the amount set in the current operating budget and/or as approved by the full BOT.
- (v) Reimbursable items to the BOT for attending the fall board meeting and conference are:
 - a. hotel,
 - b. travel (e.g., airfare, mileage, taxi, rental car), and
 - c. meal reimbursement at the federal per diem rate after subtracting for meals provided by CLD.
 - d. some incidental expenses (i.e., parking at airport and hotel, luggage handling fees, internet charges)
- (vi) No other expenditure items will be reimbursed. Conference registration costs will not be covered as a reduced rate is offered to BOT members.

B. Management of Budgetary Shortfalls

- (i) The ED may transfer funds from savings to checking to cover a budgetary shortfall with the approval of the Treasurer, the current President, and at least one member of the Finance Committee. This group will be charged with the responsibility of determining the amount and the specific fund from which money will be withdrawn.
- (ii) The Finance Committee will be asked to assess the circumstances that led to the shortfall, to make recommendations for budgetary cuts that may be needed as a result of the shortfall, and to develop a plan for restitution of funds to

savings as deemed appropriate. The Treasurer will compile this information in a written report to be acted upon at the next scheduled meeting of the BOT.

C. Use of Proceeds from Investment Funds

(i) Special Projects

- a. Proceeds from investment funds during the preceding fiscal year, or income that is in excess of CLD's operational needs during a given fiscal year, may be made available for special projects through petition by members of the BOT and/or Committee Chairs.
- b. A request for funding of a special project must be submitted as a written proposal, which describes the objective of the project and its relationship to CLD's Mission and the Long Range Plan, and includes an evaluation plan and a discussion of long and short-term financial implications.

(ii) Operating Budget

- a. Proceeds from investment funds during the preceding fiscal year in excess of a preapproved benchmark (\$300,000) may be used in the next year's operating budget to meet the expense needs of the organization on an "as needed" basis.

D. Use of any and all funds for special projects not covered in the current operating budget will require the approval of the full BOT.

E. Investment Fund Management

(i) Investment Strategy-Guide for Investment Counselor and CLD Finance Committee (aka rebalancing the portfolio)

- a. Treasurer should initiate a meeting with our investment adviser at least every quarter in order to review our investments (EJ investments that doesn't include the savings/money market \$ but does include stocks and bonds) and the market.
- b. If our investments have dropped 5% since our last fiscal year end, the Treasurer should immediately contact the adviser.
 - i. Our adviser should be directed to contact CLD should this occur.

(ii) If there is a significant loss (5% drop) in our investments or at the advice of the adviser

- a. the Finance Committee should consider looking at rebalancing our investment portfolio to better reflect the market and CLD's investment strategy.

- (iii) Any changes in the rebalancing of our portfolio should be approved by the Finance Committee.
 - a. If the changes constitute moving more than 5% of the fund balance between accounts, the approval should go before the EC and BOT.

Section 2: Policy governing the organization and recognition of affiliated chapters

- A. Individuals who want to form an affiliated CLD chapter must submit the following information to the Leadership Development Committee (LDC) co-chair in charge of chapter activities: (June 14)
 - (i) the names, mailing addresses, email addresses, and membership numbers of at least 10 CLD members interested in organizing the proposed affiliated chapter;
 - (ii) a statement of goals and objectives for the proposed chapter;
 - (iii) bylaws adopted for the governance of the proposed chapter; and
 - (iv) a list of duly elected officers of the proposed chapter.
- B. The information specified above will be reviewed by the LDC and the ED, then forwarded to the president with a recommendation for action by the BOT.
- C. To maintain status as an affiliated chapter in good standing, each chapter shall submit an annual report. This report is due by July 31st following the close of the fiscal and membership year and should be emailed to the LDC co-chair in charge of chapter activities along with CLD ED.
- D. The annual report must include the following information:
 - (i) the name of the affiliated chapter;
 - (ii) the names and mailing/email addresses of chapter officers during the period covered by the annual report;
 - (iii) the names and mailing/email addresses of incoming chapter officers;
 - (iv) the approximate number of members in the chapter;
 - (v) minutes of the most recent chapter business meeting and the most recent executive committee or BOT's meeting;
 - (vi) a treasurer's report; and

- (vii) copies of newsletters, conference programs, or other evidence of chapter activities.
- E. Affiliated chapters in good standing are eligible to receive flow-through funds and to compete for chapter grants that may be established by CLD.

Section 3: Policy governing the appointment of editors

- A. The Hammill Institute on Disabilities appoints Editor(s) of *Intervention in School and Clinic* and *Learning Disability Quarterly*.
- B. The Editor of LD Forum is appointed to a three-year term in a rotation beginning July 1 of 2008, 2011, 2014, 2017, 2020, 2023, 2026 and so on. The editor's performance will be subject to the review of the BOT.
- C. One year before the term expires for the LD Forum editor, the chair of the Communications Committee, with the approval of the BOT, shall publish an announcement of the pending editorial vacancy and the search procedures that will be followed. The current editor may reapply for the position, following the same guidelines specified for all applicants.
- D. The announcement of an editorial vacancy shall be published in *LD Forum* and in such other publications as the BOT may designate. The announcement also shall be sent to the members of the BOT, the presidents of affiliated chapters in good standing, and such other individuals as the BOT may designate.
- E. Applicants for an editorial vacancy shall be asked to submit a copy of their vita, a statement of their goals and objectives and such other information as the BOT may request.
- F. The Communications Committee will review applicants for editorial vacancies. At least six months before each editor's term expires, the chair of the Communications Committee shall forward this information to the President with a recommendation for action by the BOT.
- G. Each editor may appoint associate editors or editorial review board members subject to the approval of the BOT.

Section 4: Policy governing the writing and dissemination of position papers and letters of support

The Council for Learning Disabilities establishes and publicizes positions on issues in the field through position papers. The BOT establishes statements through a process that ensures the current thinking and participation of the organization. The position papers

are disseminated widely and are intended to stimulate discussion among CLD members, encourage interaction between CLD and other professional organizations, and provide a professional response to issues in the field.

Position papers:

- A. Proposed position papers must be sponsored or proposed by a member of the Executive Committee (EC), and/or the BOT.
- B. A committee of individuals including a member of the EC interested in the topic proposed for the position paper will be appointed by the EC to develop the paper.
- C. A timeline will be developed for the paper including the presentation of an initial concept paper to the BOT.
- D. The EC and/or BOT will review the concept paper to determine if CLD will sponsor/endorse the paper.
- E. Given a positive response by the EC/BOT the paper will then be developed by the assigned committee and submitted for review under the timeline determined in item C.
- F. Given final acceptance of the paper by the EC/BOT, dissemination in appropriate CLD publication will be determined.
- G. Position papers may be written in collaboration with the National Joint Committee on Learning Disabilities (NJCLD) and subject to the approval process determined by NJCLD.

Letters of support:

The Council for Learning Disabilities periodically receives requests for letters of endorsement for external (non CLD) activities such as grants or projects. Support letters will be permitted only by majority vote of the BOT.