

Constitution and By-Laws of the Mid-Atlantic Region NRA

Part I—Constitution

In accordance with Article X of the Constitution of the National Rehabilitation Association, Inc., there is hereby created an organization to further the purposes of that Association, within the geographic limits of the Mid-Atlantic Region as designated by the Board of Directors of the National Rehabilitation Association, Inc.

Article I: Name

The name of this organization shall be the National Rehabilitation Association—Mid-Atlantic Region.

Article II: Purpose

The purpose of the National Rehabilitation Association—Mid-Atlantic Region is to provide an opportunity for all persons interested in the rehabilitation of people with disabilities to work together for the improvement and extension of rehabilitation services, to elect a member to the Board of Directors of the National Rehabilitation Association, Inc., and consistent with the Constitution and By-Laws of the National Rehabilitation Association, Inc., and policies established by the National Board of Director do any other thing to promote rehabilitation by:

1. Increasing public understanding of the benefits of rehabilitation.
2. Providing a forum for the discussion of all problems related to rehabilitation.
3. Encouraging an inter-disciplinary approach to the solution of the problems of rehabilitation.
4. Fostering research to advance knowledge and skills to improve rehabilitation services.
5. Developing professional standards for rehabilitation personnel and services.
6. Developing professional training opportunities for all persons engaged in rehabilitation.

Article III: Membership

All members in good standing in the National Rehabilitation Association, Inc., in residence in the Mid-Atlantic Region are entitled to membership in this association.

Article IV: Administration

Section 1. Officers. Officers of a National Rehabilitation Association—Mid-Atlantic Region shall be a President, A President-Elect, a Secretary, a Treasurer, and the Immediate Past-President.

Section 2. Board of Directors. The Board shall consist, of the elective officers of the Regional Association, its immediate Past-President, the NRA Board Member, and Association Board Member residing in the Mid-Atlantic Region, the Presidents of all Divisions with an approved Mid-Atlantic Region organization, Councils with a Regional organization, the Regional Association Membership Chairman, and the President and President-Elect of each Chapter in the Mid-Atlantic.

Section 3. Executive Committee. The Executive Committee shall consist of the officers, the member of the National Rehabilitation Association, Inc., Board of Directors elected by the membership of the Mid-Atlantic Region, one member elected by the Board of Directors and one member appointed by the President from the Board of Directors approved by that body.

Article V: Nominations and Elections

Section 1. Nominating Committee. There shall be a ~~Nominating Committee~~ composed of one member from each Chapter in the Mid-Atlantic Region appointed by the President. The Immediate Past-President of the National Rehabilitation Association—Mid-Atlantic Region shall be Chairman of the committee, voting only in case of a tie.

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Section 2. Elections. The election of all officers and a member from the Mid-Atlantic Region to serve on the Board of Directors of the National Rehabilitation Association, Inc., shall be held at the Annual Regional Conference or as otherwise provided for in the By-Laws of the National Rehabilitation Association—Mid-Atlantic Region.

Article VI: Meetings

There shall be held annually a meeting open to all members of the National Rehabilitation Association—Mid-Atlantic Region, designated the National conference, at a time and place determined by the Executive Committee.

Article VII: By-Laws

To implement this Constitution, the members may adopt By-Laws not inconsistent with this document, or the Constitution and By-Laws of the National Rehabilitation Association, Inc. Such By-Laws shall be adopted by a majority vote of the members at an Annual Regional Conference.

Article VIII: Amendments

The Constitution of the Mid Atlantic Region may be amended as follows:

- a.) An amendment approved by a majority of the Board of Directors of the Mid Atlantic Region may be adopted by a majority of the vote of the Directors present and voting at the annual meeting provided that the proposed change is distributed to all members at least 30 days prior to the meeting during which such action is taken.
- b.) All such proposals, once approved by the Mid Atlantic Board of Directors shall be submitted to the Constitution and By-laws committee of the National Rehabilitation Association, and if approved, submitted to the NRA Board of Directors for final approval.

Article IX: Quorum

A quorum at any business shall be at least 51% of the identified Board Members and Officers.

Article X: Repeal of Prior Provisions

All provisions of previous Constitutions and By-Laws of the National Rehabilitation Association regions within the geographic boundaries of the Mid-Atlantic Region are hereby repealed.

Article XI: Provisions for Dissolution of the Region

Upon the affirmative vote of a majority of the Mid Atlantic Region Board of Directors and two thirds of the membership of the active state Chapters, this organization may be dissolved.

In such event, any assets remaining in the name of the Mid Atlantic Region will be preferred to the National Rehabilitation Association.

Article XII: Avoiding Conflict

Any provision of this Constitution and By-Laws or any amendment thereto which is in conflict with the Constitution and By-Laws of the NRA Inc., shall be deemed to be null

and void but such portion so held to be null and void shall not affect the validity or effectiveness of any other portion thereof.

Part II—By-Laws

Article I: By-Laws

This document shall be known as the By-Laws of the National Rehabilitation Association—Mid-Atlantic Region, a division of the National Rehabilitation Association, Inc.,

Article II: Definitions

For the purpose of these By-Laws:

1. Association shall mean National Rehabilitation Association, Inc.
2. Region shall mean the National Rehabilitation Association—Mid-Atlantic Region.
3. Board shall mean the Board of Directors of the National Rehabilitation Association—Mid-Atlantic Region.
4. NRA Board Member shall mean a member elected by the membership of the National Rehabilitation Association—Mid-Atlantic Region to serve on the Board of Directors of that National Rehabilitation Association, Inc.
5. National Conference shall mean the annual training conference sponsored by the National Rehabilitation Association, Inc.

Article III: Membership

Section 1. Privileges of Membership. All members in good standing in the National Rehabilitation Association and their active State Chapter shall be entitled to vote as a member and to attend all Regional meetings. The fiscal year of the Region shall begin on January 1 of each calendar year and end on December 31.

Any member who believes that they have been duly mistreated by another member or officer has the ability to file a grievance. If against another member the grievance will be filed with the Mid Atlantic President who will appoint a committee of three Board Members and to investigate and determine if the grievance is worthy of further action. If the grievance is against the President of the Mid Atlantic, then the grievance will be

submitted to the President of NRA for consideration and further action. The report of any grievances filed will be documented and filed by the Mid Atlantic President to the NRA President.

Section 2. Fees. There shall be no membership fee required of Regional_members in excess of those of the Association.

Article IV: Officers

Section 1. Elective Officers. The elective officers of this Regional Association shall be the President, President-Elect, Secretary, and Treasurer.

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Section 2. Election of Officers. Regional officers shall be elected to serve for one year or until their successors are duly elected and qualified at the subsequent National Conference with the exception of the Treasurer, who shall be elected for a term of three (3) years.

Section 3. Eligibility for Elective Officers. Membership in the Association and an active State Chapter in the Regional are prerequisites to eligibility for elective office in the Regional Association.

Section 4. Duties of Elective Officers.

- a. President. The President shall be the directing head of the Regional Association and shall preside over all meetings of the membership, the Board of Directors and the Executive Committee. The President shall perform all duties and exercise all power and authority ordinarily incident to the office and shall recommend to the Board of Directors and the Executive Committee such actions as deemed proper. The President shall prepare an annual report of the Region as prescribed by the Association. In the event that the Mid Atlantic Representative can not attend an NRA Board Meeting, the President will appoint a Representative for that meeting. The term of the President shall be for one year.
- b. President-Elect. The President-Elect shall perform all the duties and exercise all the duties of the President during the President's absence or inability to act. In the event the office of President becomes vacant, the President-elect shall assume the duties of the President. The President-elect shall perform other duties as the Board of Directors may determine. The President-Elect shall assume the Presidency prior to the adjournment of the National Conference following his election. The term of the President-elect shall be for one year.

- c. Secretary. The Secretary shall record the meetings of the membership, Board of Directors, and Executive Committee. The Secretary shall be responsible for the custody of all books and records of the Region. In the event the offices of the President and President-Elect become vacant, the Secretary shall exercise the powers of the Presidency until that office be filled as hereinafter provided. The term of the secretary shall be for one year.
- d. Treasurer. The treasurer shall receive and disburse all monies and keep full and accurate accounts of the same, and shall be responsible for maintaining the records and safe guarding the funds of the Region. The treasurer shall prepare reports as requested by the Board, the Executive Committee, the President and the membership. The term of the Treasurer shall be for one year.
- e. The Mid Atlantic Representative to the NRA Board: The National Board Member representing the Region shall serve on the Regional Board and shall represent the Region on the National Board. Upon election, the Mid Atlantic Representative shall serve a term of three years, beginning on January 1 following the election. Compensation to the Mid Atlantic Representative is defined in the By-laws of the Mid Atlantic Region, Article XI, Sec. 3

Article V: Board of Directors

Section 1. Composition of the Board. The Board shall consist of the elective officers of the Region, its immediate Past-President, the Representative to the NRA Board and two representatives from each active State Chapter. The two representatives shall be either elected by the membership or Board of the State Chapter or be designated by the State Chapter Bylaws. The Chapter President will notify the President of the Mid Atlantic in writing as to the representatives from each state Chapter by January 1 of each year.

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Section 2. Responsibilities and Powers of the Board. The Board of Directors shall conduct the affairs of the Region consistent with the Constitution and By-Laws of the National Rehabilitation Association, Inc., and the policies of the Board of Directors of that corporation. Also included within the responsibilities and powers of the Board of Directors are:

- a) Adopting policies governing all fiscal affairs of the Region
- b) Appointing standing and special committees, prescribing their functions and the terms of their members and hearing and acting on committee reports

- c) Establishing advisory groups, prescribing their functions and membership and hearing and acting on their reports
- d) Serving as the final judge of the results of elections of the Region
- e) Proposing resolutions and other policy statements or changes to the Region
- f) Instructing the President to call meetings of membership and the Region, setting the time and place of such meetings and notifying the membership of such meetings
- g) Formulating and carrying out agreements with other organizations whose purposes are in harmony with those of the region when such agreements will advance and promote the purpose of the Region. A full report of the transactions under this provision will be made to the Region.
- h) Adopting such rules and regulations as may be necessary for carrying out the activities authorized by this Constitution and Bylaws adopted by the Region, including rules and regulations necessary in connection with the development and maintenance of effective relationships with other regional organizations and regional divisions to assure the performance of the Mid Atlantic Region in this Constitution and Bylaws
- i) Maintaining effective liaison with the NRA
- j) Initiating formulating and carrying out the annual meeting
- k) Establishing the official regional year of business transactions and terms of office as defined by the Constitution and Bylaws.
- l) Adopting a budget and authorizing all officers, board members and committees to carry out the activities set forth in the approved budget
- m) Assigning duties to the officers of the Region not ordinarily associated with their positions as need be.

Section 6. Board Vacancies

Should both the offices of President and President-Elect become vacant, on nomination of the Executive Committee, the Board of Directors shall elect a President to complete the unexpired term. Voting on the nomination(s) of the Executive Committee may be done by postal mail or electronic mail. All power and responsibilities of the National Rehabilitation Association—Mid-Atlantic Region, not inconsistent with its Constitution and By-Laws, shall be vested in the Board. Order of rank to become Acting President is Secretary, Treasurer, Immediate Past-President,

Section 7. Meetings of the Board. The Board of Directors shall meet at least annually at the National Conference. Special meetings may be called by the President. Board members will be given notice at least 15 days prior to the proposed date of the special meeting. Such notification shall contain information concerning the time and place of the meeting and shall set forth specific items on which action is sought.

Article VI: Executive Committee

Section 1. Composition of the Executive Committee. The Executive Committee shall have five members and consist of the elected officers, the Immediate Past-President, and the Regional Representative to the NRA Board

Section 2. Responsibilities and Powers of the Executive Committee. The Executive Committee shall have and may exercise all the powers of the Board of Directors which may be lawfully delegated when the Board is not in session but it shall not amend or modify any action previously taken by the Board. The Executive Committee shall keep a record of its activities and report the same to the Board. The Executive Committee shall audit the books and accounts of the Secretary and the Treasurer, or cause the same to be done, and report the same to the membership at the National Conference

Section 4. Quorum. A quorum shall exist of four Executive Committee members, of which one member must be the President, President-Elect or Acting President.

Article VII: Meetings

Section 1. Notice of Meeting. The Region members shall be given written notice of the National Conference at least 60 days prior to the date of the conference setting forth the time and place of the meeting and the proposed program.

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Article VIII: Committees

Section 1. Appointment of Standing Committees. The President with approval of the Board shall appoint members to the following standing committees and designate the Chairman of each: Nominations and Constitution and By-laws. Additional committees may be appointed as deemed necessary.

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Section 2. Duties of Committees. The duties of the standing committees shall include the following with additional related duties assigned by the President or Board as needed:

Nominations, Elections, and Credentials. The Nominations, Elections, and Credentials Committee shall conduct the election of all officers and the NRA Board member as outlined in Article IX.

Constitution and By-Laws Committee

a. The President shall appoint the chairperson for the Constitution and By-Laws Committee.

- b. The President shall appoint two or more committee members.
- c. The President and President Elect shall server as ex-officio members with voting privileges.
- d. This committee shall review yearly the Regions Constitution and By-Laws, propose any amendments deemed necessary, review all proposed amendments, and make recommendations for changes to the Board and to the membership at the National Meeting prior to membership action on such proposals.
- e. This committee shall also formulate resolutions concerning any pertinent problems of the Region, or the Association or any significant requests from the Region to be passed to NRA to be acted upon within its structure of handling resolutions.
- f. The committee may also assist Chapters upon request with proposed Constitution and By- Laws, revisions and activities.
- g. Any member of the Region may propose amendments; however, such proposals shall be submitted to the committee at least thirty days prior to the Annual Meeting in order to permit suitable incorporation into the Constitution and By-Laws framework

Section 4. Meeting of Committees. All standing committees shall meet at the time of the Annual Conference and may meet at other times upon call of the committee Chairman.

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Article IX: Nominations, Elections, and Credentials

Section 1. Nominations, Elections, and Credentials Committee. In accordance with the Constitution, there is established a Nominations, Elections, and Credentials Committee.

Section 2. Composition of Committee. The Nominations, Elections, and Credentials Committee shall consist of one member from each chapter in the Mid-Atlantic Region appointed by the President. The Immediate Past-President and the National Rehabilitation Association Mid-Atlantic Region appointed by the President. The Immediate Past-President of the National Rehabilitation Association Mid-Atlantic Region shall be chairperson of the Committee, voting only in case of a tie.

Section 3. Duties of Committee. At least 90 days prior to the annual election, the Committee shall nominate one or more members for each office and Board membership to be elected. Notification of the committee's nominations shall be made to the members at least 45 days prior to the regional conference. Additional nominations may be made from the floor at the Regional Conference.

Section 4. Preparation of the Ballot. The official ballot to be used during the annual election shall be made available to the membership at least 45 days prior to the annual meeting for those wishing to vote in absentia.

Section 5. Balloting. An official ballot will be printed on the last sheet of the newsletter. Members desiring to vote will mail the ballot to the Nominations, Elections, and Credentials Committee postmarked at least seven days prior to the Regional Conference. There shall be appropriate spaces for write-in selections for all positions.

Section 6. Report of Election. Following the counting of all official ballots, the Chairperson of the Nominations, Elections, and Credentials Committee shall report the results to the President who shall make these results known by announcement and notice to the members.

Section 7. Requirements for Election. An officer or NRA Board member must receive the highest number of votes cast for that office in order to be elected. In the event of a tie, lots will be drawn to decide the winner.

Article X: Amendments

The By-laws of the Mid Atlantic Board of Directors may be amended as follows:

- 1) An amendment may be proposed by a member of the Board of Directors of the Mid Atlantic Region and ratified by a majority of the full Board, provided such amendment was presented to the Board for its consideration at least 30 days prior to the date of ratification to be considered.
- 2) An amendment may be proposed by any member of the Mid Atlantic and ratified by three-fourths majority of the full Board of Directors of the Mid Atlantic Region, regardless of the length of time the proposed amendment has been presented for consideration.

Article XI: Miscellaneous.

Section 1. Saving Clause. All provisions of previous By-Laws of the constitution are repealed.

Section 2. Rules of Order. Robert's Rules of Order (revised) shall govern meetings of the members, the Board and the Executive Committee, when they are not in conflict with the Constitution and By-Laws of the Regional Association or rules by the Board.

Section 3. State Support of Mid Atlantic Representative to NRA Board Meetings: Each Active member state will contribute \$2.00 per active student or regular member (excluding life time members), the amount contributed will be at least \$100.00 and not more than \$500.00 per member state. A maximum of \$1500.00 will be considered for reimbursement annually.

Adopted: May, 1977
Charleston, WV

Revised: May, 1981
Washington, D.C.

Revised: May, 1982
Virginia Beach, VA

Revised: October, 1989
Virginia Beach, VA

Revised: May, 1989
Charleston, WV

Revised: xxxxxxxxxxxx
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