



BYLAWS OF NATIONAL ASSOCIATION OF MULTICULTURAL REHABILITATION CONCERNS

A DIVISION OF THE NATIONAL REHABILITATION ASSOCIATION

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**NATIONAL ASSOCIATION OF MULTICULTURAL
REHABILITATION CONCERNS
BYLAWS
A DIVISION OF: THE NATIONAL REHABILITATION ASSOCIATION**

**A Division of the National Rehabilitation Association
JANUARY, 1992
Amended, 1996
Amended, 2002
Amended, 2004
Amended, 2008
Amended, 2015
Amended, 2020, 2023**

PREAMBLE

The National Association of Multicultural Rehabilitation Concerns (NAMRC) is a progressive association of dedicated individuals whose goal is to effect change and create opportunities in the field of rehabilitation. NAMRC is committed to support and advocate for the rehabilitation needs and services to culturally diverse persons with disabilities.

We actively work to create an understanding of the barriers, impact and outcomes of cultural insensitivity; to ensure the provision of equitable and quality rehabilitation services; to provide professional development and enrichment of cultural competence; to promote cultural competence and social justice in educational programs; to advocate, propose and support legislation that addresses the needs of culturally diverse persons with disabilities and their communities.

Article I NAME

The name of this organization shall be the National Association of Multicultural Rehabilitation Concerns (NAMRC), a non-profit corporation, constituted under the provision for division status in the National Rehabilitation Association, (NRA) Incorporated.

MISSION STATEMENT

The National Association of Multicultural Rehabilitation Concerns is a professional association of dedicated individuals, whose mission is promoting cultural diversity and disability through advocacy for excellence and equity in rehabilitation research, education and practice.

Article II DEFINITIONS

For the purpose of these Bylaws, the following terms are defined.

1) **AFFILIATION** shall refer to NAMRC's relationship with the National Rehabilitation Association. (NRA) Affiliate and Affiliation shall be used interchangeably. NAMRC is an affiliate and division of NRA.

- 2) **ASSOCIATION** shall refer to and be used interchangeably with the term NAMRC.
- 3) **BOARD** shall refer to the sixteen members of the Board of Directors of NAMRC.
- 4) **BOARD OF DIRECTORS** shall mean the sixteen (16) duly elected members; including, six officers (president, secretary, treasurer, financial secretary, present-elect, past president), eight Board members (directors), a student representative, and the Association's Representative to the NRA Board.
- 5) **CHAPTER** shall refer to State Chapters of NAMRC.
- 6) **MEMBER** shall mean any fully paid member of NRA who also has designated membership and paid dues to the NAMRC Division of NRA, and who supports the mission, objectives and purpose of the NAMRC Division.
- 7) **MULTICULTURAL**, in an absolute sense, recognizes the broad scope of dimensions of race, ethnicity, language, sexual orientation, gender, age, disability, class status, education, religious/spiritual orientation, and other cultural dimensions. All of these are critical aspects of an individual's ethnic/racial and personal identity and shall be used to define multicultural for purposes of this Association.
- 8) **NAMRC** shall mean the National Association of Multicultural Rehabilitation Concerns.
- 9) **NRA** shall mean the National Rehabilitation Association.

Article III OBJECTIVES

The objectives of the National Association of Multicultural Rehabilitation Concerns are as follows:

- 1) To advocate on behalf of individuals with disabilities from culturally diverse populations to ensure equity, parity and quality in the delivery of rehabilitation services.
- 2) To provide leadership and direction in research consistent with the mission of the Association.
- 3) To advocate for, propose, and support legislation and policy that addresses the needs of individuals with disabilities from culturally diverse populations.
- 4) To foster the growth, development, and career enhancement of existing and potential members through professional development, mentoring and networking.
- 5) To enrich the capacity of the larger rehabilitation community to better meet the needs of individuals with disabilities from culturally diverse populations through education, training and awareness.
- 6) To promote a more culturally diverse rehabilitation community through advocacy, recruitment, and outreach.

Article IV MEMBERSHIP

Section 1. Member any fully paid member of NRA who also has designated membership and paid dues to the NAMRC Division of NRA, and who supports the mission, objectives, and purpose of the Association.

Section 2. Student Membership will be extended to persons enrolled in a full-time accredited college leading to a degree in the field of rehabilitation, related social or human services field. Student members shall be extended full membership privileges.

Section 3. Retiree Membership will be open to retired members of the Association who are eligible under the NRA retiree category. Such members are entitled to a dues rate equal to one-half the member dues rate.

Section 4. Privileges of Membership

- a) All classes (categories) of membership shall be entitled to participate in the Association's meetings.
- b) All Association members shall be entitled to one vote, eligible to serve as an officer, or on the board of directors, providing that they are in good standing at the time of nomination and election and meet the eligibility requirement as stated in Article VIII Section 3 Eligibility.
- c) Only members who have evidenced a commitment to the organization and its principles shall be eligible to serve as President or President-Elect.
- d) All classes of membership shall receive materials/literature (e.g., newsletter, ballots, notices, etc.) regarding the activities/positions of the Association
- e) All members shall be entitled to membership rates for all NAMRC sponsored events and activities.

Section 5. Non - Discrimination

No persons shall be denied membership in the Association, or the full rights thereof, because of race, ethnicity, creed, religion, gender, disability or physical appearance, sexual orientation or gender identity, age, national origin, language, generational category, or education level.

Article V MEMBERSHIP YEAR AND DUES

Section 1. The following items provide guidelines regarding membership year and dues for the Association:

- a) The membership year shall be concurrent with that of the National Rehabilitation Association.
- b) The dues shall be paid each year and expire at the end of the individual's membership year. Dues for all NAMRC membership types will be determined by The Association's Board and

approved by the NRA Board.

c) The individual's membership shall be maintained as long as the individual is in good standing (dues paid) with NRA, dues paid to the National Association of Multicultural Rehabilitation Concerns, and who subscribes to the principles and objectives of the National Association of Multicultural Rehabilitation Concerns.

Article VI MEETINGS

Section 1. NAMRC Membership Meetings:

The following information outlines the number of meetings and when they are held:

- a) At least one general membership meeting shall be convened at the Association's (NAMRC) Annual Conference. Attendance and participation in the general meeting shall be open to all Association members. Any member at the meeting shall have voting rights. Additional meetings will be called by the President and held at the time and place convenient to a majority of the members for conducting business.
- b) An announced NAMRC general membership meeting will be held at the annual National Rehabilitation Association (NRA) Conference.

Section 2. Membership Quorum

A quorum of membership at any regular or special meetings of the Association's membership shall consist of ten (10) percent of the total membership or twenty-five (25) members, whichever is less.

Article VII EXECUTIVE COMMITTEE

Section 1. Composition: The seven (7) members of the NAMRC Executive Committee shall be: President, President- Elect, Secretary, Treasurer, Immediate Past President, the NAMRC Representative to the NRA Board, and the NAMRC Student Representative.

Section 2. Duties of the Executive Committee shall be to:

- a) Research policy issues and screen options to give the Board the best possible choices in an expedient manner.
- b) Assist and support the President in determining appropriate responses on matters that need consultation but are not of sufficient magnitude that require the input of the entire Board.
- c) Resolve routine matters pertaining to the running of the Association in between the time periods of regularly scheduled Board meetings.
- d) Meet at the discretion of the President (or Board Chair) via the technology or platform available. Minutes of the Executive Committee meetings and/or information about

decisions made shall be distributed to all Board Members with the information material for the next board meeting (“board packet”), The President shall charge the Immediate Past-President, in concert with the Secretary, to be responsible for recording and distributing minutes of the Executive Committee meetings for review.

- e) Convene and operate as the key decision making and planning body to address emergent and critical issues deemed to impact major operational and strategic issues, e.g., major budget issues, extended absence of the president, etc.
- f) Other responsibilities as officially delegated to it by the board.

Section 3. Executive Committee Quorum

A quorum of the Executive Committee shall consist of either the President or the President – Elect and three (3) other members of the Executive Committee.

Article VIII BOARD OF DIRECTORS

Section 1. Composition: The Board of Directors shall be composed of sixteen (16) elected members consisting of the President, President-Elect, Secretary, Treasurer, Financial Secretary, Immediate Past President, eight Directors at Large, Student Representative, and the NAMRC Representative to the NRA Board.

Section 2. Term of Office:

All members of the Board of Directors, with the exception of the Association’s Representative to the NRA Board shall be elected for a term of two years with privileges of reelection and shall remain in office until their successors are elected. The Association’s Representative to the NRA Board shall serve a three-year term as required by the NRA bylaws. The Nominating Committee will recommend the next highest vote getter (appointee), if applicable, to fill vacancies occurring between elections. The appointee shall serve until the next general election, or until the term expires, whichever occurs first.

Section 3. Eligibility

All members of the Board of Directors must have been a member of the Association and NRA for at least one year prior to the date of election, or since the last NAMRC’s Annual Business Meeting. Also to be eligible for election to a Board seat, the candidate must have served as a committee chair on the local, state, or national level or have given service at the local, state, or national level as an officer or Board member for a rehabilitation organization or a related professional association in human services.

The Student Representative must be a fully paid member of NRA and NAMRC, a full time undergraduate, graduate, or doctoral student, and provide a letter of recommendation by a NAMRC Board member.

Section 4. Powers and Duties of the Board of Directors:

The Board shall have the power to conduct the affairs of the Association, subject to the limits of the Bylaws of the Association and decisions of the general membership delegation. Its authority shall include, but not be limited to the following:

- a) Conduct necessary business between meetings of the Association.
- b) Meet at least four (4) times during the fiscal year.
- c) Report to the Association's membership on all business.
- d) Establish policies and procedures relative to the Association, including strategic planning, proposed resolutions and other policy statements to the membership.
- e) In concert with the President, act to fill Board vacancies which occur between elections, as soon as possible.
- f) Meet at the call of the President.
- g) Prepare and adopt an annual budget and authorize its officers to carry out the activities set forth in the budget in concurrence with the President.
- h) Secure funds from sponsors or alternative sources for either specific or general program purposes in concurrence with the President.
- i) Serve as chair or co-chair of a Standing Committee, chair or co-chair an annual conference committee, or subcommittees as designated by the President.
- j) Establish membership dues subject to the Association's approval and the approval of the NRA Board of Directors.
- k) Authorize all business transactions excluding amendments to the Bylaws of the Association, except as may be delegated to the Executive Committee.
- l) Participate in all official Board meetings.
- m) Expect to attend the NAMRC's Annual Training Conference and participate in the Board meeting, the general and business meetings at the annual Conference.
- n) Participate in strategic planning of the Association, which will be reviewed every two (2) years by the Board.
- o) Assist in the operation and function of the Chapter, if there is one in the state of the Board member. If not, the Board member will assist in activities to develop a Chapter in his/her state.

- p) Maintain oversight of the planning and coordination of the NAMRC annual Training Conference, serve on Conference Planning Committees as necessary, approve conference site, theme, budget and registration fees; and
- q) Ask the President to appoint an assistant to any elected officer to help perform/carry out duties and responsibilities as stated in the Bylaws and otherwise assigned by the President.

Section 5. Quorum and Voting

- a) Board of Directors Quorum:
For purposes of conducting business, a quorum shall consist of nine (9) Board members from the composition as outlined in the current Bylaws at the time of the meeting.
- b) Proxy Voting at Board Meetings:
Proxy voting *cannot* be used as a way to constitute a legal quorum for purposes of conducting business when a legal quorum does not already exist. Board members unable to attend a regular board meeting may assign their vote by proxy to another board member who will be in attendance, provided such assignment is made in writing or by email prior to the meeting of the board.
- c) Voting
If a quorum is present, the outcome of a vote on all business of the association will be determined by a simple majority unless stated differently in the bylaws. In the event of a tie vote, if the chair has not voted, their vote will determine the outcome. If the chair's vote determines a tie, then the motion fails, since a majority is required for passage. The motion may however be reconsidered at that date or in the future.
- d) Electronic Email Voting
Email electronic voting may be used on a limited basis by the Board to render decisions. Email voting can be used between regular board meetings as a decision-making tool when:
 - a) An immediate decision is desired before the next regularly scheduled board meeting which does not require substantial discussion, or
 - b) An immediate decision on a substantive matter is needed before the next regularly scheduled board meeting, and the options of a "Special Called Meeting" or Decision by Executive Committee is not feasible.

The authority for authorization of an electronic email vote shall rest with the president. Email motions shall include accurate and complete information so as to enable board members to make informed decisions and provide a reasonable period for motion discussion.

Section 6. Attendance Policy

A Board member must notify the President at least 24 hours in advance of the meeting if they are unable to participate in a particular meeting unless extenuating circumstances makes 24-hour notification not feasible. Each Board member is allowed to miss only two meetings, after which they will receive notice

from the President regarding their status. Absence from three meetings without approval will constitute an automatic termination from the Board. This provision may be waived by the Board based on a determination of extenuating circumstances.

Article IX OFFICERS

Section 1. Terms and Eligibility. Only those who have been members of the Board of Directors or a chairperson of a Standing or Special Committee, or an officer for at least one year prior to date of election or date of the last NAMRC Annual Business Meeting or has served as an officer or board member at the state chapter level, shall be eligible to serve as an Officer. The elected officers of the Association shall be comprised of President, President-Elect, Secretary, Treasurer, Financial Secretary, and Association's Representative to the NRA Board. Each officer shall serve two (2) years in office, with the exception of the Association's Representative to the NRA Board, who shall serve three (3) years in office. The term of office shall begin January 1st. The duties of the officers are as follows:

Section 2. *President shall:*

- a) Administer the operation of the Association, call meetings of the Association and the Board of Directors.
- b) Supervise the operation and activities of the following Standing Committees: Finance and Economic Development, Executive Committee and the Conference Planning Committee.
- c) Appoint chairpersons of Standing committees and Special Committees as needed, all with the approval of the Board.
- d) Serve as an ex-officio member with voting privileges on all Committees with the exception of the nominating committee.
- e) Provide approval for disbursement of funds for amounts exceeding \$1000.
- f) Submit an Annual Report to the Association's general membership meeting.
- g) Work with the President-Elect and Immediate Past President in carrying out the activities of the Association.
- h) Serve on the Board of Directors as the Immediate Past President after the two-year term as President has ended.
- i) Serve on and preside over the Executive Committee.
- j) Prepare the agenda in cooperation with the President - Elect for each meeting.
- l) Appoint the newsletter editor (s) with approval by the Board. The editor(s) will perform the necessary duties and responsibilities under the supervision of the Public Relations and

Marketing Development Committee.

- m) Collaborate with the Association's Representative to the NRA Board to in the compilation and submission of the Association's Annual Report to NRA by the date published by NRA.
- n) Identify an alternate in concert with the Association's Representative to the NRA Board, and in conjunction with the NRA guidelines to attend/participate in the NRA Board meeting, in the event, the Association's Representative to the NRA Board is unable to attend.
- o) Diligently act to fill vacancies as soon as possible which occur between elections in concert with the Association's Board, and
- p) Appoint a member to serve as the parliamentarian on the NAMRC Board of Directors when the Immediate Past President is unable to serve.

Section 3: *President-Elect shall:*

- a) Assume the above duties of the President in their absence.
- b) Assume assignments or other duties as needed and determined by the President.
- c) Become President in the event of resignation or an otherwise inability of the current President to fulfill their term of office.
- d) Become President following the completion of the term of the incumbent President.
- e) Serve on the Executive Committee.
- f) Supervise the following Standing Committees: Membership and Coalition Development and Public Relations and Marketing Development.
- g) Serve as Ex officio member of all Association's Standing Committees.
- h) Serve as the Chair of the Association's Board, consult with the president in developing the Board agenda and oversees the Board meetings.
- i) Consult with the President before and after Board meetings; and
- j) Provide assigned written reports.

Section 4. *Immediate Past President shall:*

- a) Supervise the following Standing Committees: Professional Development, and Legislative and Governance Committees.
- b) Participate in assigned Association's activities.
- c) Serve on the Executive Committee.

- d) Act as an advisor to the President.
- e) Perform tasks assigned by the President.
- f) Serve as the official parliamentarian.
- g) Oversee the nomination and election process, and
- h) Oversee the association award program.

Section 5: *Secretary shall:*

- a) Record minutes of all Association, Board of Directors and Executive Committee meetings.
- b) Transmit minutes of all meetings to the Board members at least seven (7) days prior to the next scheduled meeting.
- c) Transmit notices and all other designated information of the Association or Board meetings.
- d) Possess a copy of all of the Association's minutes under his/her term, NRA and NAMRC's Bylaws, list of Standing Committees (Chairs and members).
- e) Maintain a record of attendance of Board members at designated meetings.
- f) Work with the membership chair to maintain up to date list of active Association members.
- g) Remind committee chairs to post reports 24 hours before the next scheduled Board meeting.
- h) Serve on the Executive Committee.
- i) Develop and maintain current Board directory for Board members, web site, and newsletter of the Association.
- j) Chair the Public Relations and Marketing Committee, and
- k) Ensure that each board member has the signed "Conflict of Interest" form on file at or prior to the first board meeting of the year and the Secretary shall be responsible for maintaining a file containing these forms.

Section 6. *Treasurer shall:*

- a) Oversee the custody of all funds of the Association and oversee the usage of the Association's credit cards.
- b) Provide written report of the Association's income and disbursements monthly to the Finance & Economic Development Committee and Association's Board.

- c) Maintain actual records of income, disbursement and summary ledgers on a monthly basis.
- d) Deposit income received by the Financial Secretary within 3 business days of receipt.
- e) Ensure all checks have the approval of the Association's President or President – Elect.
- f) Ensure a voucher system is used for the disbursement of the Association's funds.
- g) Presents monthly Treasurer's Report to the Association's Board.
- h) Ensure financial annual reports are prepared and distributed as required.
- i) Develop and maintain financial management policies and procedures manual.
- j) Serve on the Executive Committee.
- k) Chair the Finance and Economic Development Committee; appoint and work in conjunction with the Financial Secretary to be approved by the Association's Board.
- l) Chair the Conference Planning Committee's registration function; appoint and work in conjunction with the Financial Secretary to be approved by the Association's Board.
- m) Assist the President in preparing Association's financial component of NRA's Annual Report.
- n) Work with President, Secretary, and Conference Planning Committee in posting the conference call information.
- o) Serve on the NAMRC's annual Conference Planning Committee to assist in all financial matters and obligations.
- p) Present the Association's annual operating budget for the upcoming fiscal year to the Finance & Economic Development Committee and the Association's Board.
- q) Prepare the Association's annual budget to be submitted to NRA, after approval from the Board.
- r) Monitor the expenditures of the Association's budget and advise the Association's Board on the feasibility of funding activities, line items, and requests; and
- s) Serve as liaison to the National Rehabilitation Association (NRA) for financial matters pertaining to the Association in collaboration with the Association's Representative to the NRA Board.

Section 7. Financial Secretary shall:

- a) Be elected by the membership and be an active Board Member with full voting Privileges.
- b) Serve as a member of the Finance & Economic Development Committee.
- c) Attend Association's Board and Finance & Economic Committee meetings.
- d) Serve on the Association's Executive Committee in the absence of the Treasurer.
- e) Record all income received.
- f) Record all expenditures.
- g) Issue office written receipts for income to respected parties.
- h) Submit all funds to the Treasurer to ensure deposit requirement is met.
- i) Sign checks only in the absence of the Treasurer or when specifically requested by the President.
- j) Present a written monthly report to the Finance & Economic Development Committee of all income received; and
- k) Track all conference related income and expenditures.

Section 8. *Association's Representative to the NRA Board shall:*

- a) Be elected by the membership and be an active Board Member with full voting privileges.
- b) Attend NRA Board meetings on behalf of the Association and represent the interest of the Association at the NRA Board meetings.
- c) Communicate NRA issues to the Association's Board and the membership.
- d) Work diligently with the NRA Legislative Committee and the NRA Conference Committee to ensure that NAMRC's mission and agenda are accurately represented.
- e) Serve a three-year term.
- f) Provide a written report for the Association's Board after each NRA Board meeting as well as a written summary regarding all NRA Board activities.
- g) Collaborate with the Association's President in the compilation and submission of the Association's Annual report by the date published by NRA.
- h) Identify an alternate in concert with the Association's President, and consistent with the

NRA guidelines to attend/participate in the NRA Board meeting, in the event, the Association's Representative to the NRA Board is unable to attend.

- i) Prepare appropriate written reports to the NRA board on behalf of NAMRC; and
- j) Serve as a member of the NAMRC Executive Committee.

Section 9. *Student Representative shall:*

- a) Serve a term of two years with voting privileges.
- b) Serve as a member of the Executive Committee.
- c) Maintain liaison with the student members and work on student membership issues relevant to the student concerns.
- d) Serve on the Membership and Coalition Development Committee with a focus on recruitment of new members and maintenance of current student members.
- e) Work on tasks assigned by the President.
- f) Serve on the Conference Planning Committee with Student Outreach to assure programs and activities exist responsive to student interest and needs; and
- g) Provide written reports to the Board members prior to Board meetings.

ARTICLE X STANDING COMMITTEES

Section 1. General Responsibilities and Names. All standing committees shall have the following general responsibilities: (a) Meet outside of regular board meeting to carry out their duties and responsibilities as outlined in the bylaws, as charged by the president or as assigned by the board, (b). Prepare written status reports and action items for board meetings, and (c) Participate in the development, revision or updating of the strategic plan.

The National Association of Multicultural Rehabilitation Concerns shall have the following Standing Committees:

- A) Finance and Economic Development Committee
- B) Legislative and Governance Committee
- C) Membership and Coalition Building Committee
- D) Professional Development Committee
- E) Public Relations and Marketing Committee
- F) Conference Planning Committee

Section 2. Chairs of Standing Committees

Each committee shall be chaired by a current Board member who is appointed by the President,

with the advice and concurrence of the Board. Chairpersons will be appointed at the beginning of each administration for a two (2) year period. Each committee chair/co-chairs, where feasible, should seek members representative of the following categories: academician, practitioner, administrator, student, and consumer.

Section 3. Term of Appointment

All committee appointments shall terminate upon the election of new officers. Chairpersons may be reappointed, if the incoming officers so desire with Board approval.

Section 4. Recruitment of Membership

Board members that are appointed as chairs of Standing Committees should select two (2) or four (4) members from the general membership, including a student member to serve on their committee. All of the Standing Committees will be overseen by one of the following: President, President-Elect, or Immediate Past President.

Section 5. Reporting

All Committee chairs will be responsible for posting all written reports no later than 24 hours before all Board meetings. Also, all committee chairs will meet with the designated supervisor (e.g., President, President-Elect, or Immediate Past President) of his/her Standing Committee, once a quarter and discuss pertinent issues. In addition, all committee chairs are required to submit a committee report summary of all functions and activities by December 31 of each year to the President.

Section 6. Standing Committees Functions and Responsibilities:

A) Finance and Economic Development Committee shall: (Supervised by the President)

Be composed of the Treasurer, President-Elect, Conference Chair, a NAMRC Member at Large, and a student approved by the Board to serve a two-year term.

- 1) Be chaired by the Association's Treasurer.
- 2) Develop and recommend to the Board the annual budget for the Association.
- 3) Oversee the fiscal integrity of the organization.
- 4) Develop recommendations for fund-raising activities.
- 5) Conduct or arrange for audits of fiscal affairs.
- 6) Work with Standing Committees' chairs for annual budget line items.
- 7) Work with Annual Conference registration co-chairs and Fundraising Committee.
- 8) Initiate and promote financial activities to provide additional external funding for the Association; and
- 9) Oversee all fund-raising activities regarding the Association.

B) Legislative & Governance Committee shall: (supervised by the Past-President)

Oversee the Association's **Legislative & Governance** program and activities:

- 1) Identify and set priority for issues to be included in NAMRC advocacy agenda.
- 2) Be responsible for reviewing and maintaining information on all federal legislative activity relevant to the mission of NAMRC.
- 3) Provide assistance in planning, implementing and evaluating legislative policies on federal, state, and local levels relevant to NAMRC's mission, goals, and objectives.
- 4) Act as liaison between the NRA governmental affairs activities and the Association and make recommendations relative to NRA governmental affairs activities.
- 5) Review the Bylaws, propose recommendations, and review amendments brought to the Board of Directors.
- 6) Present proposed amendments to the membership for review and ratification by the Association.
- 7) Develop position statements and resolutions for consideration by the Board of Directors.
- 8) Address all Association governing issues (e.g., 501© 3, etc.).
- 9) Review the Bylaws thoroughly every two (2) years to assure that the Association's Bylaws are in compliance with the policies, constitution, and bylaws of NRA, and
- 10) Submit final copy of revised Bylaws to President to be submitted to NRA.

C) Membership and Coalition Building Committee shall: (Supervised by the President-Elect)

- 1) Organize and direct ongoing recruitment and retention activities of the Association.
- 2) Work with all entities in and outside of the Association to address membership issues, including current state chapters and assisting individuals of states to develop new state chapters.
- 3) Monitor the activity of State Chapters and maintain records on State Chapter Presidents, conferences, fundraising activities.
- 4) Work with the Conference Planning Committee and the Public Relations and Marketing Committee to promote membership activities as they relate to NAMRC's annual conference.

- 5) Be responsible for keeping the membership brochure and all other membership materials current and accurate in conjunction with the Public Relations/Marketing Committee.
- 6) Provide other publications, organizations, and sources with membership information/materials about the Association.
- 7) Should have two chairs; one of which is the Student Representative.
- 8) Oversee the **Student Outreach** which is a sub-committee of the Membership Coalition Development Committee. The *Student Outreach Sub-Committee* shall:
 - a. Be chaired by the Student Representative.
 - b. Work with and report to the membership chair on issues relevant to student recruitment, retention and other assigned membership tasks.
 - c. Work with the membership committee chair at the Association's Annual Conference performing membership activities.
 - d. Work with the Conference co-chairs to establish a scheduled student meeting and speak with students at the Association's Annual Conference; and
 - e. Submit information through NAMRC's social media avenues to keep student membership informed.
- 9) Establish and maintain collaborative relationships with organizations and entities that administer programs/initiatives that are germane to the mission of NAMRC. Entities such as, but not limited to: American Rehabilitation Counseling Association, Consortia of Administrators for Native American Rehabilitation (CANAR), Rehabilitation Service Administrations, the Council of State Administrators for Vocational Rehabilitation, etc.
- 10) Participate or send an alternate to designated conferences, trainings, etc. and
- 11) Collaborate with the Association's Chapter Presidents to develop membership programs and activities for Chapters.

D) Professional Development Committee shall: (Supervised by the Past President

- 1) Supervise all activities related to professional development, Board nominations, and NAMRC Awards and Scholarships.
- 2) Supervise and conduct the election of officers and Board of Directors via the nominations process outlined in (Article XI, Section I).
- 3) Implement procedures to solicit and submit nominees to NRA for national officers, NRA and NAMRC awards.

- 4) Provide guidelines and oversight for the process to receive nominations for the established NAMRC awards and the selection of recipients.
- 5) Be responsible for all activities related to hosting awards and recognition programs.
- 6) Develop appropriate nomination criteria and publicity guidelines for awards, nominations, process, and the notification procedures.
 *The established NAMRC Awards are: (1) *President's Award*, (2) *T.K. Bridges Practitioner Award*, (3) *Bobbie Atkins Research Award*, (4) *Sylvia Walker Education Award*, (5) *Joyce Keener Meritorious Service Award*, (6) *Virgie Winston Lifetime Achievement Award*, (7) *Felicia Hunter Organizational Award*, (8) *Silvio Sean Reyes (Student Award)* (9) *Vernon Hawkins Pioneer and Leadership Award*, (10) *Torch*, and the (10) *NAMRC Fellow Designation*.
- 7) Review the guidelines and development of the topic for the *L. Robert McConnell and Eddie Glenn-Bryant Student Scholarship* award competition each year.
- 8) Establish and delegate through the Scholarship Committee of the annual conference, the review all of the submitted scholarly papers, selection of the winner, and the provision of a presentation by the scholarship winner during the organized program (e.g. Annual Conference).
- 9) Work closely with the Conference Program committee and have one representative present on the Conference Program committee.
- 10) Promote and develop programs, opportunities and guidelines for the inclusion and usage of multicultural competencies in agencies, institutions, and policies.
- 11) Oversee the development and implementation of the multicultural mentoring program Establish standards for professional excellence. This committee shall make recommendations to an appointed representative (selected by the President and approved by the Board) who will represent NAMRC's interest as a member of designated entities: e.g., Commission on Rehabilitation Counselor Certification (CRCC) , Rehabilitation Counseling Coalition (NRCC) and others.
- 12) Develop Standards of Practice for Officers, Board and Committee members.
- 13) Develop guidelines for sanction/dismissal of Officers, Board and committee members; and
- 14) Develop multicultural factsheets/information to be presented on NAMRC website.

E) Public Relations and Marketing Committee shall: (Supervised by the president-elect)

- 1) Be chaired by the Secretary.
- 2) Produce periodic newsletters or utilize other media vehicles to keep the membership informed about the Association's events, activities and issues.
- 3) Publicize Association's events, activities, and information in the media of other organizations, including the NRA Contemporary Rehabilitation newsletter, and in the appropriate media vehicles of other related organizations.
- 4) Manage and oversee the production and use of the Association's social media outlets to assure accuracy, appropriateness, and consistency with the Association's mission, including the maintenance of guidelines for its use.
- 5) Manage, monitor, and oversee the Association's website, including assuring the accuracy and currency of information and procedures and guidelines for its access and use.
- 6) Assist in the development of promotional materials for the Association.
- 7) Oversee the production of post relevant conference presentations and proceedings onto the website.
- 8) Collaborate with the Association's Representative to the NRA Board for the purposes of the coordination and dissemination of NAMRC information to NRA; and
- 9) Work with all Standing Committees to inform membership of Association's business, especially the Professional Development Committee, Conference Planning Committee, and the Finance & Economic Development Committee to post relevant information to the website.

F) Conference Planning Committee shall:

The NAMRC Conference Planning Committee shall have overall responsibility for the planning, coordination, implementation and evaluation of the Association's annual training conference and,

- 1) Shall carry out its responsibilities consistent with the guidelines established in the *NAMRC Conference Planning Guide*.
- 2) Shall be chaired or co-chaired by a member of the board of directors, appointed by the president on an annual basis.
- 3) Shall establish chairs/co-chairs, at least one of which shall be a member of the board, for the following subcommittees: Program, Publicity and Outreach, Registration and Logistics, Awards, Scholarships, Sponsorships and Fundraising, Student Outreach and Hospitality.

- 4) Shall carry out its functions within the parameters of the site, dates and the annual budget as established by the Board.
- 5) Management of preconference and conference registration and related activity.
- 6) Manage the process for issuing CEU's to conference attendees and the evaluation format for concurrent sessions and the overall conference.
- 7) Shall coordinate with the Board of Directors in carrying out the following broad responsibilities:
 - a) Coordination with the host state and its representatives, e.g., local NRA chapter, local NAMRC chapter and members, VR agency, etc., in the conduct of the conference.
 - b) Publicity, marketing, promotion and outreach to students, practitioners, educators, and related organizations to maximize conference attendance.
 - c) Development and arrangement of all conference content, including conference and preconference workshops and presentations, keynote presentations, poster sessions, meals, awards and scholarship recognitions, reception, entertainment, photo session, and local community linked activities.
 - d) Developing and implementing conference fundraising options, including sponsorships, advertisements, and in-conference activities.

Article XI ELECTIONS

Section 1. Nominations

Nomination and Election Committee: A subcommittee of The Professional Development Committee shall:

- a) Have the Immediate Past-President chair all nomination activities.
- h) Prepare the slate of candidates for presentation to the membership. Every effort must be made to present a contested slate.
- i) Determine the eligibility for office in accordance with requirements set forth in Articles VIII, Section 3, and IX Section 1.
- j) Compile a list of possible nominees through direct recruitment and the organization's *Call for Nominations*.
- k) Contact prospective candidates, inform each nominee of the duties and responsibilities and obtain consent to be nominated.

- l) Present to the Board the names of those candidates who have consented to be placed on the ballot.
- t) Advise interested candidates that their candidate bio will be requested and included as a part of the ballot.
- h) Distribute ballots no later than October 1st;
- i) Present the election results to the Board.
- j) Submit results electronically to the membership in the fourth quarter, and
- k) Issue Call for Nominations from the membership in the election year.

Article XII COMPENSATION FOR OFFICIAL REPRESENTATIVES

Section 1. Official representatives of the Association shall be provided with reasonable travel and expense compensation, as determined by the NAMRC Board, to enable them to attend and participate in activities on behalf of the Association. The board may reimburse all or a portion of the cost of participation. Official Representatives will be encouraged to seek supportive funding from other sources so as to minimize the impact on the Association's budget.

Section 2. Official representatives include the Representative to the NRA Board, the NAMRC President, and others requested by the Board to represent the Association.

Section 3. Official representatives shall provide documentation of expenditures and submit a report of their activity to the Board in a form and format as specified by the Board.

Section 4. Other member's financial request: The Board may provide, on a case-by-case basis, stipends and other partial cost reimbursements, to individual members to participate in or present at special meetings and conferences. A consideration of such request will be based on the consistency of the activity with the Association's mission and priorities, the availability of funds, and the perceived benefit to NAMRC.

Article XIII AMENDMENTS

Section 1. These Bylaws of the Association may be amended as outlined:
Amendment Proposals can be made by any member of the Board of Directors or Association member. These Bylaws may be amended by a majority of the voting members. The voting would be conducted in person or electronically no later than November 30th. The proposed changes must be submitted in writing to the Board of Directors 45 days prior to the Annual Conference. The Board of Directors shall duly notify the membership of the proposed amendments at least 30 days prior to the vote. In addition, the Bylaws must be reviewed and approved by the NRA Board for compliance with NRA's Constitution and Bylaws.

Article XIV PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Newly Revised shall govern meetings of the Assembly, Board and Executive Committee; provided they are not in conflict with the Constitution or Bylaws of the Association or rules adopted by the Assembly or the Board.

Article XV ADOPTION OF BYLAWS

The Bylaws shall be adopted through (1) approval by a majority of the NAMRC Board of Directors and (2) approval by the NRA Board of Directors, and (3) the approval of the Association's membership.

Article XVI DISCLAIMER

Any provisions of the Bylaws or any amendments in conflict with the Bylaws of the Association shall be deemed to be null and void but shall not affect the validity or effectiveness of any other portion.

Article XVII FAIR HEARING

Any individual who is a current member of the Association who believes that they have a membership problem is encouraged to contact their State NAMRC President first or the National NAMRC President (if State Chapter is not established) for an informal discussion of that problem. Most problems can and should be resolved at this point. In the event the member believes that it would be in his/her best interest to approach the National NAMRC President first, the member should contact a member of the Association's Board who will present the problem to the NAMRC President and/or Executive Committee, so that appropriate action can be taken to resolve the matter in a judicious and expeditious manner.

Grievances: Charges advanced by members of unfair treatment or dissatisfaction with any aspect of membership in the Association beyond the control of a member but subject to the control of the Association is appropriate matters for the fair hearing procedures described above.

Non-grievable Matters: Matters limited by law and/or which are outside the scope of the Association's authority or control should not be presented for fair hearing; however, matters that are unclear regarding grievability will be heard, and members will be advised whether those matters are grievable or not. Under usual circumstances, a member may be notified that his/her membership may be revoked because of a violation or an office holder may be notified that he/she may be removed from office because of malfeasance, nonfeasance, or violation. Persons who receive such notices also have the right to a fair hearing within a 45-day period.

The Association will adhere to the following steps when removal from membership or office is considered. The process is as follows:

- a) The violation or failure is reported to the Board.
- b) The person charged will be notified in writing of all charges brought against him/her and will be encouraged to respond to such charges.
- c) A committee is appointed by the Board to investigate the charges.
- d) The findings of the committee are reported to the Board.
- e) The findings of the committee are reported to the Board to remove, admonish, or exonerate the member/officeholder charged. The person who is charged has the right to a fair hearing by the Board before such action.
- f) The member/officeholder who is charged with violation of, or noncompliance with office or membership rules and who is removed by the Board shall be notified in writing of this action.

Article XVIII CONFLICT OF INTEREST

Section 1. Members of NAMRC shall not engage in any employment, activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with duties, functions, ethics or responsibilities of their NRA or NAMRC membership.

Section 2. All (NAMRC) Association's board members will adhere to the NRA Conflict of Interest as written in the National Rehabilitation Association Constitution, Article XIV.

Section 3: The (NAMRC) Association's Secretary shall be responsible to ensure that each board member has the signed "Conflict of Interest" form on file at or prior to the first board meeting of the year and the Secretary shall be responsible to maintain a file containing these forms.

Article XIX DISSOLUTION

The Board of Directors of NAMRC may vote to distribute all assets to another non- profitable, charitable entity. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501© 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or the state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes of such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. If necessary, according to ethical practices and not a conflict of interest, dissolution will occur in compliance with current NRA and NAMRC Bylaws "when two-thirds majority (2/3) of Association's members voting for the termination in a mail ballot which has been supervised and conducted by a special committee (appointed by the NRA President)," with representation and input from the Association of NAMRC.