

NORTH CAROLINA REHABILITATION ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the North Carolina Rehabilitation Association, hereinafter referred to as Chapter, an affiliate of the National Rehabilitation Association, Inc.

ARTICLE II - PURPOSE

The purpose of this Chapter shall be to advance rehabilitation of all persons with disabilities by:

- 1.** Exercising leadership in identifying the needs of individuals with disabilities, interpreting these needs to society, planning and promoting programs designed to meet these needs, and translating such programs into services at the community level.
- 2.** Identifying the essential elements in the practice of rehabilitation and fostering the development and application of standards which will help to assure effective services to people with disabilities.
- 3.** Exercising leadership in developing concepts and practices which will foster interagency and interprofessional activity directed toward helping individuals with disabilities increase their ability to function.
- 4.** Encouraging the entry of competent and humanitarian individuals to the rehabilitation professions and fostering training opportunities required to make them effective practitioners.
- 5.** Encouraging the search for improved methods and techniques in the organization, administration, and practice of rehabilitation and fostering the dissemination and evaluation of such findings.
- 6.** Exercising leadership in removing environmental and legal barriers and overcoming discrimination which keeps individuals with disabilities from living normal lives and enjoying the rights and benefits that should be the heritage of every American citizen.

ARTICLE III - DEFINITIONS

For the purpose of this Constitution -

1. **Association** shall mean National Rehabilitation Association, Inc.
2. **Chapter** shall mean North Carolina Rehabilitation Association.
3. **Assembly** shall mean Delegate Assembly of the North Carolina Rehabilitation Association.
4. **Board** shall mean Board of Directors of the North Carolina Rehabilitation Association.
5. **Local Chapter** shall mean any organized group of members of the North Carolina Rehabilitation Association living/working in a specified locality that wish to work as a unit toward the benefit of rehabilitation.
6. **Division** shall mean any organized special interest group of members, affiliated with the National Rehabilitation Association Division when there is a National Division for the special interest.
7. **Ex-Officio** - person who acts in the capacity of advisor with no vote.

ARTICLE IV - MEMBERSHIP

Membership in the Chapter shall be available to all persons or organizations interested in rehabilitation of persons with disabilities and who presently are in good standing with the National Rehabilitation Association. No person shall be denied membership in any organizational unit of the Chapter because of race, creed, national origin, sex, age, or disability.

SECTION 1. CLASSES OF MEMBERSHIP

The classes of membership of this Chapter shall be: Professional, Student, New Professional, Affiliate, and Organization. Definition of each of the classes of membership shall be determined in the By-Laws.

SECTION 2. PRIVILEGES OF MEMBERSHIP

- a. All classes of membership of the Chapter shall receive all publications of the Chapter.
- b. All classes of membership of the Chapter shall be entitled to membership in a Local Chapter.
- c. All classes of membership shall be entitled to participate in the meetings of the Chapter and in meetings of the Local Chapter with which they are affiliated.
- d. All classes of membership shall be eligible to hold an elective office, to serve as a member of the Board, and to serve as a member of the Delegate Assembly.

SECTION 3. MEETINGS OF MEMBERSHIP

Except when the Board in unusual circumstances shall determine that it is not possible to hold such a meeting, there shall be at least one meeting of the membership of the Chapter during each calendar year at a time and place to be determined by the Board.

ARTICLE V - DELEGATE ASSEMBLY

SECTION 1. POWERS OF THE DELEGATE ASSEMBLY

The Delegate Assembly

- a.** Shall be the law-making and policy-making body of the Chapter and shall perform such functions as are usually performed by such bodies.
- b.** May request to hear all reports of Commissions of the Chapter.
- c.** May pass resolutions pertinent to the purposes and objectives of the Chapter, such resolutions to be considered policies of the Chapter.
- d.** May adopt amendments to this Constitution as herein provided.
- e.** May delegate to the Board any of its powers except the adoption of amendments to this Constitution; and/or the adoption of resolutions of the Chapter.

SECTION 2. MEMBERS OF THE DELEGATE ASSEMBLY

All members in attendance at the Delegate Assembly are considered to be delegates.

SECTION 3. MEETINGS OF THE DELEGATE ASSEMBLY

The Delegate Assembly shall convene for a regular meeting at the time and place of the meeting of the membership. Special meetings shall be called by the President upon request by a majority of the members of the Board.

SECTION 4. REPRESENTATION BY PROXY

There shall be no voting by proxy.

SECTION 5. QUORUM

Delegates whose combined voting strength constitutes a simple majority of the Assembly shall constitute a quorum.

SECTION 6. METHOD OF VOTING

Each member of the Assembly shall have one vote on any matter coming before the Assembly. Voting shall be by voice or hand count at the discretion of the President or by special rules adopted by the Assembly.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1. COMPOSITION OF THE BOARD OF DIRECTORS

The Board of Directors shall consist of the four (4) officers of the Chapter, the Immediate Past President, the Membership Chairperson, the Chairperson and Chairperson-Elects of the Local Chapters, and the President and President-Elect of any affiliate divisional unit. Also, any officers of the National Rehabilitation Association or the Southeast Region Rehabilitation Association living in North Carolina shall be an ex-officio member of the Board.

SECTION 2. POWERS OF THE BOARD

The powers of the Chapter when not in business session shall be vested in and the business shall be conducted by the Board of Directors, subject to the limitations of the By-Laws. The powers of the Board shall include but not be limited to the following:

- a.** To carry out the purposes of this Chapter as set forth in the Constitution.
- b.** To authorize the appointments of all special committees.
- c.** To approve all state or local legislative policy and authorize the use of the name of the Chapter in promoting or opposing any state or local legislation.
- d.** To authorize the use of the name of the Chapter and the use of its stationery in issuing any statement of public policy.
- e.** To adopt a budget or amend a budget that has been adopted and to authorize the officers to carry out the activities authorized by the budget.
- f.** To approve the person or persons to sign all checks and drafts and other orders for the payment of money or to obligate the Chapter by the signing of notes, orders, or promises to pay.
- g.** If a Local Chapter is dissolved the representatives from that Chapter serving on the Board of Directors shall no longer be on the Board of Directors.
- h.** If a Division is dissolved the representatives from that Division serving on the Board of Directors shall no longer be on the Board of Directors.
- i.** Adoption of a fiscal year for the Board.
- j.** Shall be responsible for insuring an annual audit of financial records by an accountant approved by the Board.
- k.** Adoption of policies governing all affairs of the Chapter.

- l.** Establishing Commissions, prescribing their functions and the terms of their members, confirming the appointment of Commission members by the President and hearing and acting on Commission reports.
- m.** Proposing resolutions and other policy statements to the Board.
- n.** Instructing the President to call meetings of the Board of Directors and Delegate Assembly, setting the time and place of such meetings, and notifying the membership of such meetings through an official publication of the Board.
- o.** Formulating and carrying out agreements with other organizations whose purposes are in harmony with those of the Chapter when such agreements will advance and promote the purpose of the Chapter.
- p.** Adopting/amending such By-Laws and rules and regulations as may be necessary for carrying out the activities authorized by this Constitution and the Chapter, including rules and regulations necessary in connection with the development and maintenance of effective relationships with regional and national organizations, divisions and chapters, to assure the performance of the functions specified in this Constitution.
- q.** Serving as the final judge of the results of elections of the Chapter.

ARTICLE VII - OFFICERS

SECTION 1. ELECTED OFFICERS

The elected officers of the Chapter shall be the President, President-Elect, Secretary and Treasurer. They shall receive no financial remuneration.

SECTION 2. ELECTIONS AND TERMS OF OFFICE

Officers shall be elected by a plurality vote of the mail-in ballots to be included in the pre-registration packet for the NCRA Annual Conference. Ballots are to be received by the President-Elect from the membership at least one week prior to the beginning of the annual conference, where the election results will be announced. Such election will be conducted under rules and regulations adopted by the Board. Elected officers shall assume their office on the first day of the next calendar year and shall remain in that office until replaced by other regularly elected officers or until removed for other reasons.

SECTION 3. EXECUTIVE COMMITTEE:

There shall be an Executive Committee composed of the President, President-Elect, Secretary, Treasurer, Immediate Past President, and two other Board Members (one from a local chapter and one from a division) nominated by the incoming President and confirmed by the Board.

SECTION 4. DUTIES

The duties of the elected officers shall be those usually pertaining to such positions, including the following specific duties assigned to each officer.

- President:**
1. Calling meetings of the Chapter, the Delegate Assembly, and the Board.
 2. Presiding over meetings of the Chapter, Delegate Assembly, and the Board.
 3. Nominating to the Board, members to chair all commissions.
 4. Serving as ex-officio member of all commissions and committees.
 5. Representing the Delegate Assembly and Board in carrying out the policies of the Chapter.
 6. Shall nominate to the Board one of two approved signatures for all accounts of the Chapter.
- President-Elect:**
1. The President-Elect shall automatically become President on the first day of the calendar year, even though he may have served as President during a part of the previous year.
 2. In the absence of the President, shall assume all duties of the President.
- Secretary:**
1. The Secretary shall keep the Minutes of the Chapter, and shall prepare such reports as may be required, and shall act as custodian of all records and papers of the Chapter.
- Treasurer:**
1. The Treasurer shall have custody of all funds and securities of the Chapter, and shall maintain accurate accounts of all property and financial business of the Chapter; and, shall sign all checks, drafts, notes, or other evidence of indebtedness issued in the name or payable to the Chapter. The Treasurer shall be bonded in an amount that will protect the funds of the Chapter. The Treasurer will have records ready for audit at end of term of office. Treasurer is a three year commitment. A Treasurer-Elect will be elected every two years, and will automatically become Treasurer after serving one year as Treasurer-Elect. Once one begins the term as Treasurer, in the second year of service, the Treasurer will train a Treasurer-Elect.

SECTION 5. VACANCY OF THE OFFICE OF PRESIDENT

If the office of the President is vacated, the President-Elect automatically becomes President. If the office is vacated for a second time before the annual business meeting, the Executive Board shall appoint a member of the Chapter to serve the remainder of the year, or until a President and a President-Elect shall have been duly elected.

SECTION 6. VACANCY OF THE OFFICE OF SECRETARY OR TREASURER

If the office of Secretary and/or Treasurer becomes vacant, the Executive Board shall appoint a member of the Chapter to fill the unexpired term.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS

a. There shall be a Nominating Committee composed of those individuals appointed by the President of the Chapter and the immediate Past-President shall serve as the Chairperson of the Nominating Committee.

b. The Nominating Committee shall seek nominations for the North Carolina Rehabilitation Association officers. The Nominations Committee will also develop a slate of officers to be approved by the Board, and included in the request for nominations ballot.

SECTION 2. ELECTIONS

a. Time of Elections - The election of officers shall be held by mail-in ballot included in the pre-registration packet for the NCRA Annual Conference. The approved slate of officers shall be combined with any other nominations received, and developed into an official ballot that will also provide space for a write-in candidate for each office.

b. Method of Voting - Voting shall be secret unless otherwise ordered. All mail ballots must be postmarked and sent to the Elections Committee chair (Immediate Past President) one week before the first day of the Annual Conference in order to be counted. Officers shall be elected by a plurality vote, and in the event of a tie the Delegate Assembly shall elect the officer from the nominees receiving the same number of votes for that office, through a secret ballot at the last business session of the calendar year.

ARTICLE IX - LOCAL CHAPTERS

SECTION 1. WHO MAY AFFILIATE

Members of the Chapter who live/work in a defined geographic area may form an organization, the objectives of which are consistent with the Chapter, and may apply for affiliation with the Chapter. All such affiliate organizations shall be known as Local Chapters.

SECTION 2. FUNCTION OF LOCAL CHAPTER

A Local Chapter shall have as its objectives:

a. Advancing the objectives and policies of the Chapter.

b. Providing for the participation of its membership in the affairs of the Chapter.

- c. Providing a forum in which the policies of the Chapter can be discussed and the attitudes of the membership communicated to the Board.
- d. Conducting a membership campaign within the territory served by the Local Chapter.
- e. Assuming such other responsibilities as the Board may assign.

ARTICLE X - DIVISIONS

SECTION 1. ORGANIZATION OF A DIVISION

Major scientific, professional or other interest groups may be organized as divisions within the Chapter to facilitate the promotion of specific interests and to meet the special needs of members of these groups when such interests and needs are in harmony with the purpose of the Chapter.

SECTION 2. CREATION OF A DIVISION

A division may be organized when a significant number of Chapter members request it and the Board approves.

SECTION 3.

The Division members must be members of the Association, and the corresponding National Division of the Association. If there is no corresponding National Division, the Division may define its own qualification(s) for membership in that Division.

ARTICLE XI - CONFLICTING CONSTITUTION

Any portion of this Constitution in conflict with National Constitution and By-Laws shall be considered invalid and inoperative.

ARTICLE XII - AMENDMENTS

SECTION 1. METHOD OF AMENDING

This Constitution may be amended at the meeting of the Delegate Assembly at which a quorum is present by a two thirds (2/3) vote of the delegates present, or two thirds (2/3) of the total membership polled by mail, provided that:

- a. The intent to amend the Constitution has been contained in the notice of the meeting.
- b. The proposed amendment has been submitted to and approved by the Board of Directors for consideration and recommendation.
- c. Has been approved by the Board of Directors of the Association prior to ratification.

ARTICLE XIII - MISCELLANEOUS

SECTION 1. SAVING CLAUSE

All provisions of the previous Constitution and By-Laws of the Chapter not specifically deleted or revised in this Constitution and not in conflict with this Constitution shall remain in effect until the By-Laws of the Chapter are adopted by the Board

SECTION 2. RULES OF ORDER

Roberts' Rules of Order, Newly Revised, shall govern meetings of the Assembly and Board, when they are not in conflict with the Constitution or By-Laws of the Chapter or rules adopted by the Assembly or the Board.