

# ADMINISTRATIVE POLICY

ACCOUNTING

Bank Signatories

Page 1 of 1

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 10/30/85

**POLICY:** Only one (1) Signature shall be required to issue checks drawn against the Chapter or to authorize the transfer of funds from one account to another. However, to safeguard the funds of the Chapter there shall be two (2) approved signatories on file with the bank.

The first signatory shall be the Treasurer who has primary responsibility for handling the funds of the Chapter.

The second signatory shall be the President who has responsibility for approval of invoices, and will assume responsibility for issuing checks drawn against the Chapter in the event of an emergency.

It shall be the responsibility of the outgoing Treasurer to insure that appropriate signatory forms are filed with the bank for the coming year.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1/27/84

**POLICY:** The finances of the Association shall be recorded utilizing a double entry system. Individual debits and credits will be posted to the appropriate Commission for which the transaction occurred.

Expenditures of officers and board members, not traceable to any other Commission will be charged to the Commission on Internal Affairs (i.e., copying charges for minutes of meetings, postage for correspondence from the president to all officers and board members, etc.).

Although incorporated into the above set of records, a separate ledger will be maintained for Conference activities with posting of debits and credits charged against the appropriate Conference committee.

Likewise, while incorporated into the above set of records, a separate ledger will be maintained for the NCRA Legislative Seminar activities with posting of debits and credits charged against the appropriate Seminar committee.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 10/30/85

**POLICY:** There shall be three (3) accounts for the maintenance of funds for the North Carolina Rehabilitation Association Scholarship funds. These accounts will be:

**PRINCIPAL (ENDOWMENT):** This will be the primary account for the Scholarship fund and all new monies contributed to the fund will be deposited to this account. There shall be no removal of funds from this account, for any reason, except for interest which will automatically transfer to the second account.

The bulk of the principal is being maintained in a CD earning higher yielded interest.

**INTEREST (MONEY MARKET):** This will be the secondary account for the Scholarship fund and will be comprised solely of interest earned on this account as well as interest transferred from the Principal account. There shall be no expenditures from this account except for the annual scholarship awards - the amount to be determined by the Board of Directors for the year then current. The treasurer will transfer approved funds from this account to the Chapter's checking account from which the scholarship awards will then be written.

All other expenses related to the Scholarship will be paid from the regular Chapter funds.

**ANNUAL CALENDAR**

Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 10/12/88

**POLICY:** The President-Elect as Commissioner on Programs and Activities of the North Carolina Rehabilitation Association shall be responsible for developing an annual calendar of events, activities and meetings in which members will be involved.

Said calendar shall be published on the NCRA website.

Refer to job description of President-Elect for details.

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 11/26/12

**POLICY:** NCRA State Awards have been established to recognize and honor persons and organizations that have made major contributions to the rehabilitation of persons with disabilities. These awards will be presented only in years when outstanding candidates are properly nominated. The state awards are:

**Personal Achievement Award**

This award is to recognize the outstanding person with a disability that has overcome significant barriers to achieve employment and/or independence. This person should have received significant services from a rehabilitation agency. This individual has demonstrated perseverance and determination in overcoming physical or mental impairments. The significance of the impairment, as well as the resources utilized in achieving independence, are strong factors used in determining the recipient of this award.

**Professional Achievement Award**

This award is to recognize the outstanding rehabilitation efforts of rehabilitation professional that assisted the person nominated above (Personal Achievement Award). Recipient must be a member of the National Rehabilitation Association.

**NCRA Meritorious Service Award**

This award is to recognize years of dedicated services to the association and/or for providing services, directly or indirectly, to a significant number of persons with disabilities. Emphasis is placed on both the length of services and levels of services, and given only to persons who have

demonstrated outstanding services and/or leadership. This award might be given to a member who has provided outstanding effort and leadership for ten or more years or, for example, to a member who has been exceedingly active in chapter or division programs and whose services have been substantial in number. Sustained membership in the Association is required.

**AWARDS**  
Page 2 of 3

**Employer of the Year of Persons with Disabilities**

This award is to recognize businesses committed to hiring, training and promoting persons with physical and/or mental disabilities. Nominees should be initiating and encouraging work opportunities for people with disabilities. Two separate awards are presented: one for employers with over 200 employees and one for employers with under 200 employees.

**NCRA Outstanding Achievement Award**

This award is presented on behalf of persons with disabilities. It is presented to an individual or an organization whose activities have made a major contribution to rehabilitation and is of a non-technical nature. Potential nominees for this award would include (a) a member of Congress who has demonstrated a leadership role in the development and/or passage of legislation which increases rehabilitation opportunities for persons with disabilities; (b) an employer who has made intelligent and persistent efforts to provide employment opportunities for persons with disabilities and has inspired others to do likewise; (c) a member of a profession or other group whose zeal for rehabilitation has heightened the interest and enlarged the contribution of that profession or group; or (d) a person with a disability whose example of concern for persons with disabilities has so inspired others as to effect a nationwide impact upon rehabilitation.

**Organizational Award**

This award is presented to an organization with an outstanding record of services which has demonstrated effective concern for the care, treatment, education or rehabilitation of persons with disabilities. Eligibility for this award would be an organization that has established a unique service program to better serve persons with disabilities or an organization that has, through its initiatives and creativity, developed programs that have contributed significantly to the rehabilitation movement or acted as a catalyst to better integrate, coordinate, and develop services to persons with disabilities. Nominees may include (but are not limited to) local chapters, divisions, Easter Seal Society, Jaycees, Lions Club, MS Society, etc.

**Claude A. Myer Leadership Award**

This award recognizes a person who has exercised notable leadership in the provision of services to people with disabilities or provided leadership to organizations. This person must be a current member of the National Rehabilitation Association.

**Nominations Procedures:**

NCRA local Chapters, Divisions and individuals are encouraged to present nominations. It is suggested (but not mandatory) that local Chapters (I, II, III, and IV) set up an Awards Committee with a chairperson appointed by the Chapter Chairperson. This awards chairperson will solicit nominations from each region. It is further suggested that the committee select the winners and have the Awards banquet to honor the recipients. These winners then will be the nominees for the State awards given at the annual NCRA fall conference and as much should be submitted to the NCRA State Chairperson. The four Chapter Awards Chairpersons will serve also on the State Awards Committee.

Nominations shall be made on the special forms provided by NRA and NCRA. The completed forms should be returned to the Awards Chairperson. Deadlines for nominations with their accompanying documents will be determined annually by the Commissioner for Professional Concerns in consultation with the NCRA President and Awards Chairperson.



D. Leland Cantrell - April 24, 1987

**BUDGET:**  
Program Oriented  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** The Association will operate on a program oriented budget, with monies budgeted according to the various programs of the Association.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-18-85

**POLICY:** The chairperson for the annual North Carolina Rehabilitation Association Conference will be recommended by the president-elect and approved by the Board of Directors.

The president-elect will coordinate/consult with hosting chapter chair for selection of conference chair.

Refer to job description for president-elect.

Revised 7/26/85  
Odell Tyndall - Revised 10/99

**CONFERENCE**  
Exhibit Space and Program  
Ads from Political Groups  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 4-19-85

**POLICY:** The North Carolina Rehabilitation Association shall not solicit exhibit space and/or conference program ads from political groups, but will consider, on an individual basis, applicants for such.

Revised 7-26-85

**DELEGATES**

Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 2-11-2012

**POLICY:** All current members in attendance at the delegate assembly shall be considered delegates.

**ELECTIONS**  
Page 1 of 2

**AUTHORITY:** Constitution - North Carolina Rehabilitation Association Board of Directors - North Carolina Rehabilitation Association

**DATE:** 12-11-92

**POLICY:** The elections procedure of the North Carolina Rehabilitation Association is the responsibility of the Elections Committee Chair (NCRA Immediate Past President). Each of the four local chapter chairs shall appoint one member to the Elections Committee. The Elections Committee or its individual members shall not campaign for any of the nominees and shall remain neutral.

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, listed in alphabetical order by office, and developed into an official ballot that will also provide space for a write-in candidate for each office, at the end of each alphabetical listing of names.

The ballot shall be on a separate sheet of paper. The date of postmark and return date must be set at one calendar week before the first day of the Annual Conference. The ballot shall include instructions for completing both the ballot and the outside of the envelope and the name and address of the Elections Chair where the ballot is to be sent. The member must also be informed that failure to follow the voting and mailing procedures (addressing and sealing of the envelope, postmark and mailing date) will invalidate the ballot. It must be clearly printed on the ballot that only the original ballot (not copies) will be accepted, unless the Elections Committee Chair is

notified and gives approval for use of a copy prior to it being mailed. The ballot must direct the members to legibly place their name and address clearly on the outside of the mailing envelope so that their eligibility to vote can be validated before the ballot is removed.

On the first day of the conference, the Elections Committee shall convene to verify the unopened ballots sent to the Chair. The mailing list used to mail the pre-registration packets should be used as the official list for validating the ballots (comparing names on the outside

## **ELECTIONS**

Page 2 of 2

of the ballot to the membership list). If the member's name does not appear on the outside of the mailing envelope or the postmark date is beyond the due date, the unopened ballot is set aside. If validated, the envelope is opened and the ballot removed. The ballot and envelope are set in two separate piles. More than one vote for an office invalidates only the vote for that office, but not votes for other offices if they are completed correctly. All ballots can be counted once they have been validated.

Official candidates listed on the ballot may appoint an observer to watch the validation and counting of the ballots but may not participate in this process.

Officers shall be elected by a majority vote. 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. The Elections Committee Chair shall make an announcement of elected officers at the regular business meeting (or in the event of a tie, at the Delegate Assembly meeting). A motion to accept (certify) the election results and destroy the ballots and envelopes must be made to the Delegate Assembly. Upon request by a member or delegate, the actual number of votes cast for each person and the number (and reasons) for invalid votes can be given at that time by the elections Committee Chair. The election results (names of the persons elected without votes cast) shall also be published in the NCRA Newsletter and/or on the NCRA Website.

Refer to Nominations, Page 1 of 2 and Page 2 of 2.

**EXPENSES**

Advancement of Travel,  
Meals, Lodging and  
Registration  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** The amount of reimbursement allowed for eligible individuals (See Expenses: Eligibility for ) will be computed in advance of anticipated travel and the individual shall be notified as to the amount of reimbursement he/she can expect by the president. A travel advance of 90% of anticipated expenses can be made with written request three (3) weeks in advance of departure.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** Copying expenses for North Carolina Rehabilitation Association materials can be reimbursed with submission of an invoice with receipt of costs attached. Indication shall be made on the invoice as to the type of material copied and number of copies made, within sixty (60) days of the occurrence of the expense.

The president will forward the invoice to the treasurer for reimbursement. The individual submitting the invoice shall sign and indicate the name of committee/commission for which copying was done.



**EXPENSES**

Eligibility For: Registration,  
Transportation and Per Diem

Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 10/12/88

**POLICY:** Expenses (registration at the pre-conference/early bird rate,  
transportation and per diem) will be provided for meetings as indicated  
below:

**NATIONAL REHAB ASSOCIATION CONFERENCE:**

President

President-Elect

**SE REGIONAL REHAB ASSOCIATION CONFERENCE:**

President

President-Elect

**GOVERNMENTAL AFFAIRS SEMINAR:**

President

President-Elect

Governmental Affairs Commissioner

Additional registrations must be approved in advance.

**REGIONAL CONFERENCE PLANNING MEETING:**

(Transportation only)

NCRA Representative to the Regional Board

Alternate: President

**NATIONAL LEADERSHIP CONFERENCE:**

President

President-Elect

Exceptions must be approved by the Board in advance.

**EXPENSES:**

Newsletter

Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** Fixed expenses for the North Carolina Rehabilitation Association's Newsletter may be invoiced directly to the treasurer as indicated below:

**EDITOR:** Invoice directly to the treasurer in accordance with contracted amounts and frequency of invoices.

**PRINTING:** Invoice directly to the treasurer in accordance with contracted amounts and frequency of invoices.

**POSTAGE:** Invoice directly to the treasurer in an amount not to exceed that required to mail number of copies of newsletter printed.

**EXPENSES**  
Postage  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** Expenses for postage utilized for conducting North Carolina Rehabilitation Association business can be reimbursed. The Reimbursement Claim Form should be completed and shall have a receipt attached and shall contain an explanation as to the nature of mailing.

The claim form shall be signed by the person submitting the claim and shall indicate the name of the Committee/Commission and the Commission line item for which the expense was incurred.

**EXPENSES**  
Reimbursement Claim Form  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-18-85

**POLICY:** The Reimbursement Claim Form will be used to request reimbursement for any expenses incurred by board members. Receipts must be attached.

For travel: Upon return from approved destination, expense reimbursement claim form shall be filed with the president, with appropriate receipts for registration, hotel, parking fees, taxi, shuttles or any other mode of transportation and air fare (if appropriate) attached. Allowable expenses must be itemized, travel advance, if any, deducted and amount due shown.

See Forms - Income/Reimbursement

Revised 10/6/93  
Odell Tyndall - Revised 10/99

**EXPENSES**  
Reimbursement of Meals,  
Lodging and Transportation

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** Meals: Reimbursement for eligible individuals (See Expenses: Eligibility for) will be reimbursed for actual expenditures up to a maximum of \$35 per day not to include alcoholic beverages. Receipts will be required.

Lodging: Eligible individuals must stay at the conference site and will be reimbursed at a rate not to exceed the single room rate at the conference site.

Lodging and meals will be allowed for the period of time required for the individual to attend necessary meetings as well as adequate travel time before and after the meeting times, but not to

exceed five (5) days.

Transportation: Transportation expenses for eligible individuals shall be reimbursed at lowest actual cost for round trip air fare - coach rate, or mileage for personal conveyance - whichever is less. Personal conveyance mileage shall be computed at 25 cents a mile.

On all out of state travel it shall be the responsibility of the individual to determine air fare - coach rate at least three (3) weeks before anticipated travel/departure date and provide the rate information to the treasurer of NCRA. The individual should obtain rates from a minimum of two (2) airlines.

In calculating lesser rates, consideration will be given to required number of days per diem necessary for each mode of travel.

Exceptions to this policy can be made only when requested and approved in advance by the Board.

Revised 9/19/90  
Revised 10/6/93  
Odell Tyndall - Revised 10/99  
Revised 4/0/03

**EXPENSES**  
Telephone  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** Actual costs for telephone calls for North Carolina Rehabilitation Association business can be reimbursed upon filing a reimbursement claim form and attaching copies of the telephone bill. Telephone calls can be charged to home phone numbers, but copies of those bills, with appropriate calls identified and indicating to whom calls were placed, as well as purpose of the call, must be attached

Revised 7/26/85  
Odell Tyndall - Revised 10/99

**EXPENSES/INCOME**  
Conference  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** All financial obligations relating to conference activities shall be approved by the conference chairperson(s) prior to a commitment being made.

Invoices shall be approved by the appropriate committee chairperson(s), forwarded to the conference chairperson(s) for approval and then submitted to the treasurer of the North Carolina Rehabilitation Association for payment.

All conference revenues shall be deposited by the conference committee chairperson(s) in the State Employees' Credit Union with an itemized accounting of the funds being deposited and copies of same documents forwarded to the North Carolina Rehabilitation Association Treasurer. This itemization shall total the amount of funds being deposited.

Conference chairperson(s) will have a supply of North Carolina Rehabilitation Association deposit slips for the checking account at the State Employees' Credit Union for direct deposit.

See NCRA Deposit Form for procedures that should be followed in making deposits.

Revised 7/26/98  
Odell Tyndall - Revised 10/99

**EXPENSES/INCOME**  
NCRA Legislative Seminar  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 8/11/8

**POLICY:** All financial obligations relating to Legislative Seminar activities shall



be approved by the Governmental Affairs Commission chairperson prior to a commitment being made.

All invoices shall be approved by the appropriate Governmental Affairs Commission chairperson, and submitted to the treasurer of the North Carolina Rehabilitation Association for payment

See the NCRA Expense Reimbursement Claim Form.

All Legislative Seminar income shall be submitted by the Governmental Affairs Commission chairperson to the NCRA Treasurer with an itemized accounting of the funds being forwarded. This itemization shall total the amount of funds being forwarded.

The Commission chairperson will have a supply of North Carolina Rehabilitation Association deposit slips for the checking account at the State Employees' Credit Union for direct deposit.

Revised 9/19/90  
Revised 10/6/93  
Odell Tyndall - Revised 10/99

**FORMS**  
Income/Reimbursement  
Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 1-18-85

**POLICY:**

The attached Deposit Form will be used to deposit any funds for the North Carolina Rehabilitation Association. Follow instructions on the form and mail required information to the North Carolina Rehabilitation Association Treasurer.

The attached Expense/Reimbursement Claim Form will be used to request reimbursement for any expenses incurred by board members. Receipts must be attached

**North Carolina Rehabilitation Form**

**Deposit Form**

Date \_\_\_\_\_

In order for NCRA to identify this deposit, the following should be followed:

- 1) Complete the information below.
- 2) Attach copy(ies) of the deposit slip. (This is the form given to the bank.)
- 3) Attach original bank deposit slip. (This is the form the bank returns to the depositor.)
- 4) Attach copy(ies) of all checks.

- 5) Attach other pertinent detail information that may assist in the identification of deposit(s). i.e. Raffles-ticket numbers and purchaser's name, Conference-registration, exhibitor sales, ad sales, etc.
- 6) Examples of "Commission Line Items" are: statewide raffle, scholarship raffle, scholarship donations, Membership rebates, NC Resource Directory, donations (if other than scholarship, identify), etc.

**A separate deposit should be completed for EACH line item.**

- 7) The back of all checks should read: "For Deposit Only" along with the NCRA checking account number. (This number will be given to each Commissioner upon request by the NCRA State Treasurer.)

**Deposit Made By:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Deposit To:**

Commission: \_\_\_\_\_

Commission Line Item: \_\_\_\_\_

Deposit Date	Description of Deposit	Total Deposit

**North Carolina Rehabilitation Association  
Expense/Reimbursement Claim Form**

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_  
Name

\_\_\_\_\_  
Commission

\_\_\_\_\_  
Complete Mailing Address

\_\_\_\_\_  
Commission Line Item(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Original Receipt(s) or Invoice(s) MUST Be Attached Before Payment Can Be Issued**

Date	Detailed Description	Unit Cost	Total Cost

<b>NCRA Treasurer's USE ONLY</b>
Paid Check #:
Date:
Treasurer's Signature

\_\_\_\_\_  
Commissioner's Signature                      Date

\_\_\_\_\_  
NCRA President's Approval                      Date

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 10/30/85

**POLICY:** The two (2) signatories of record (President & Treasurer), and the Annual Conference Chairperson(s) shall be bonded in an amount sufficient to protect the funds of the Chapter.

Bonding will be done by way of a blanket “position” bond.

It will be the responsibility of the Treasurer to insure payment and continuation of this bonding insurance. It shall also be the responsibility of the Treasurer to notify the Bonding Company at the time new officers assume their roles to provide the names of the individuals occupying the above referenced positions.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 07/29/88

**POLICY:** The North Carolina Rehabilitation Association President-Elect shall, at the last Board meeting of the year, collect all NCRA Administrative Policy, Constitution and By-Laws Manuals. Using the manual permanently assigned to the secretary's position, as a guide, the President-Elect shall be responsible for assuring all manuals are current.

At the beginning of his/her term of office in January, the President shall be responsible for the transfer and assignment of manuals to the new elected Board, Commissioners, Conference Committee Chairpersons, and other committee chairpersons.

Throughout the year each person to whom a manual is assigned is responsible for removing old materials and inserting new information as approved by the Board or Delegate Assembly.

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 1-27-84

**POLICY:** The National Rehabilitation Association membership application is not a mandatory requirement for publication in the North Carolina Rehabilitation Association newsletter, but when used, it will not be reduced in size.

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 07/29/88

**POLICY:** The seal of the North Carolina Rehabilitation Association was made and given to the Association by Ms. Rita Wynns and Mr. Malcolm H. Maxwell October 7, 1987 during the 32<sup>nd</sup> Annual Training Conference held at the Sheraton – New Bern.

According to their wishes, and by approval of the 1987 Board, the seal is to be passed to each incoming NCRA President at the Annual Training Conference. It is to be on display during all North Carolina Rehabilitation Association meetings, as well as the Annual Training Conference.



**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 4-19-85

**POLICY:** Divisions must operate within the framework of North Carolina Rehabilitation Association Constitution and By-Laws and the policies adopted by the Board.

The proposed division determines the qualifications for membership in accordance with, and/or not in conflict with, qualifications specified in appropriate corresponding National division, and elects its own officers.

When a decision has been made to initiate a division, the president of the North Carolina Rehabilitation Association should be notified by “the leader” of the proposed division, of intent to organize. At the same time, the president of the North Carolina Rehabilitation Association shall be given the names of the persons representing the proposed division in forming such unit.

The representatives of the proposed division should confer with the North Carolina Rehabilitation Association president in the course of forming the division, seeking assistance as needed, and helping the president understand the specific purposes for which the proposed division is being formed and how it will complement the general chapter operations.

It is the policy of the North Carolina Rehabilitation Association to foster the development of divisions which will further the aims of the National Rehabilitation Association and the North Carolina Rehabilitation Association and to encourage its chapters to support affiliate divisions.

Until a proposed division has its constitution and by-laws approved by the North Carolina Rehabilitation Association Board of Directors and the delegate assembly at an annual training conference, “the leader” and/or the designated representative shall be invited to attend and participate in North Carolina Rehabilitation Association Board meetings in an unofficial capacity.

The fact that a division is part of the North Carolina Rehabilitation Association does not imply that it will prescribe the activities of the division. A division operates autonomously, being sure that such activities do not conflict with the purposes and objectives of the North Carolina Rehabilitation Association.

Divisions may use appropriate name on letterhead and all correspondence, but shall specify that they are a division of the North Carolina Rehabilitation Association.

Divisions shall not use the term “chapter”, since this will be confused with the North Carolina Rehabilitation Association which is a chapter of the National Rehabilitation Association. A division is part of the North Carolina Rehabilitation Association and the National Rehabilitation Association. The term “chapter” within the North Carolina Rehabilitation Association is defined as a geographical area within the “State Chapter”. The term “division” is used to describe a specific professional or special interest group.

A division may assess the payment of dues as a prerequisite to membership, and may engage in other legal means of raising revenue.

In order for a division to affiliate with the North Carolina Rehabilitation Association, it specifically must:

- (1) Submit to the North Carolina Rehabilitation Association Board, through the president, a copy of its constitution and by-laws, and the names and addresses of its officers; and
- (2) Certify the number of paid-up National Rehabilitation Association/ North Carolina Rehabilitation Association members in the proposed division at the time of application for affiliation, including their names and the period for which the dues of each are paid. A minimum of twenty-five (25) National Rehabilitation Association/North Carolina Rehabilitation Association members are required to form a division.

The North Carolina Rehabilitation Association president will notify the National Rehabilitation Association executive director immediately when a new division has been approved. Once affiliated with the North Carolina Rehabilitation Association, a division is in line to affiliate with its National counterpart. If no corresponding National division exists, the division may define its own qualifications for membership. Some National divisions refund to appropriate chapter divisions a percentage of the dues paid to the National division by its members in a chapter division.

The North Carolina Rehabilitation Association is not obligated to provide financial support for the programs of the divisions. The needs of new

divisions will be considered along with other requests of the North Carolina Rehabilitation Association.

Revised: 7-26-85

## NOMINATIONS

Page 1 of 2

**AUTHORITY:** Constitution and By-Laws – North Carolina Rehabilitation Association  
Board of Directors – North Carolina Rehabilitation Association

**DATE:** 5-4-84

**POLICY:** The nomination of the North Carolina Rehabilitation Association President-elect, Treasurer-elect, and Secretary is the responsibility of the nominations committee which is chaired by the Immediate Past President and one representative of each of the four (4) chapters who is appointed by the Chapter Chairperson with the chapter board approval. When an Immediate Past President is not available to serve, the President shall appoint a chairperson subject to Board approval.

The following nominations procedures will be published in the Spring issue of the NCRA NEWS and/or on the NCRA website, and/or emailed to members.

Any member of the North Carolina Rehabilitation Association may nominate him/herself or any other member of the Association for an office.

Current officer holders (president-elect, secretary, treasurer) will remain neutral during their term of office. The Nominations Committee will make every effort to explain the responsibilities of a position to a potential nominee. The confidentiality of a potential nominee will be strictly protected.

Every effort will be made to assure that nominees are broadly representative of the North Carolina Rehabilitation Association membership.

The Nominations Committee will develop a slate of officers to be approved by the Board at its meeting prior to the deadline for the spring issue of the **NCRA NEWSLETTER**. The approved slate will be published in the spring issue of the **NEWSLETTER**, and/or emailed to the members, along with a request for additional nominations for one or more of the NCRA elected officer positions (president-elect, secretary, and treasurer-elect). The deadline for the postmark and return of official nominations should be no less than fourteen calendar days from the date of receipt of the **NEWSLETTER** or email by the general membership. In order for nominations to be considered official they must be submitted,

dated, and signed by a current member of NCRA, and sent to the Elections Committee Chair address listed in the request for nominations.

## **NOMINATIONS**

Page 2 of 2

When considering nominations, the Nominations Committee will consider the following points, plus any other information which is deemed pertinent:

- (1) Evidence which supports the nominee's dedication to the general philosophy of rehabilitation;
- (2) Statement from nominee committing considerable time and energy towards establishing and meeting North Carolina Rehabilitation Association goals;
- (3) Evidence of past involvement which shows a personal commitment going beyond necessary requirements in order to have a positive affect on the viability and effectiveness of a chapter or division responsibility or project;
- (4) Supporting letters/documents on nominee's behalf (at least 2 are recommended);
- (5) Evidence of the nominee's commitment to the goals and future of the North Carolina Rehabilitation Association;
- (6) Demonstrated leadership with the ability to provide a continuity of leadership (those nominees familiar with, and/or those having a proven track record with chapter, division and commission details and procedures, will be looked at favorably); and
- (7) Commitment to detail work required by an office holder which is critical if the North Carolina Rehabilitation Association meets its goals and objectives.

Nominees will be selected on the basis of the job to be done during the particular term of office. Nominee's knowledge of State, Regional and National issues will be considered.

Revised: 4-19-85  
7-26-85  
12-3-93

**OFFICIAL LOGO**  
Page 1 of 1

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 02/02/90

**POLICY:** The North Carolina Rehabilitation Association, its' commissions, committees and local chapters shall use its' official logo, in deference to all other seals, logos or insignias. It is to be used to identify the association on all paraphernalia and printed materials such as pins, letterhead, envelopes, programs, banners, etc.

The logo or its facsimile shall be as follows:



When colors are used, the following color scheme should be used:

The outer circle is navy outlined in gold.  
North Carolina Rehabilitation Association is gold  
The inner circle is white.  
The state is navy outlined in gold.  
The logo over the state is gold.

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 04/18/86

**POLICY:** The North Carolina Rehabilitation Association shall present each incoming President a pin, whose design shall be based on the official association logo and engraved with the year of service. Said presentation shall occur at the time of passing of the gavel.

The President shall have the following responsibilities relative to the President's Pins:

From the immediate past president, take possession of the entire inventory of pins at the beginning of his/her term of office.

Assure a pin is properly engraved and presented to his/her successor.

Pass the remaining supply to the incoming President.

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 8/2/89

**POLICY:** The North Carolina Rehabilitation Association as a bona fide charitable, tax exempt organization qualifies to operate two (2) raffles per year. Chapters and Divisions are considered a part of the state association, rather than separate entities. Only when a separate tax exemption qualifications is in place would a chapter or division qualify for separate raffles.

A raffle is defined as a lottery in which the prize is won by random drawing of a purchased chance. Maximum limits of \$1000 cash per prize are established, with no limit on the number of cash prizes that may be awarded. A maximum limit of \$25,000 per prize is placed on merchandise, again with no limit on the number of prizes offered. Real estate may not be raffled. Specific procedures for the raffle must be defined and reported.

**PROCEDURES:** Raffle #1 will be reserved exclusively for contribution to the NCRA Scholarship Fund. Administratively, it will be handled by the Commission on Professional Concerns. Drawing for raffle prizes will occur during the annual NCRA Training Conference.

Raffle #2 will be a statewide reverse raffle by the NCRA Board. Funds will be used to meet the governmental affairs activities on the NC Chapter level and the four Local Chapters. Fifty percent of the revenues go to the state chapter and 50% is divided between the four (4) Local Chapters (based on each chapter's percentage of the tickets sold - **after expenses**).

Robert J. Creech - Revised August 2, 1989 - Policy Manual  
Odell Tyndall - Revised 10/99

**SCHOLARSHIP**  
Acknowledgment of  
Contributions  
Page 1 of 1

**AUTHORITY:** Board of Directors – North Carolina Rehabilitation Association

**DATE:** 10/30/85

**POLICY:** All individuals/organizations making a contribution to the Scholarship Fund shall receive a letter to acknowledge receipt of and appreciation for the gift. It shall be the responsibility of the Treasurer to insure that such acknowledgment is made.



## SCHOLARSHIP PLAN

Page 1 of 1

**AUTHORITY:** Board of Directors - North Carolina Rehabilitation Association

**DATE:** 4-27-84

**POLICY:** The scholarship plan will be used to promote professional excellence in the practice of rehabilitation through the granting of a scholarship to any full-time student in rehabilitation and/or related helping or human services profession who can best demonstrate his/her potential in contributing to the advancement of rehabilitation in the State of North Carolina. Any full-time student in college/or university in North Carolina is eligible to apply.

The procedure to be used:

- (1) Scholarship committee will contact directors for all the degree programs in North Carolina, in addition to the president of community colleges statewide (information will be submitted with the announcement of the scholarship, along with application for posting at local campuses).
- (2) Applicants must mail the following information to the Scholarship Committee Chairperson:
  - a. Academic transcripts - graduate or undergraduate - and any certificates for academic excellence:
  - b. Three (3) letters of reference, one (1) which must be from the applicant's majoring profession in the field of rehabilitation.
  - c. A resume of work experiences, publications, and vocational objectives(s).
- (3) Selection Committee named by the Commissioner of Professional Concerns and the Scholarship Committee Chairperson will remain anonymous, but will include the Commission of Professional

Concerns, the Scholarship Committee Chairperson, and the North Carolina Rehabilitation Association President, in addition to those chosen for this decision process. The Selection Committee will select the finalist from applications submitted from the Screening Committee, which is also the Scholarship Committee.

- (4) Two (2) scholarships will be granted in the amount of \$750. The recipients will be determined no later than 45 days prior to the annual state training conference dates, and an announcement of the winners will be made by the North Carolina Rehabilitation Association Scholarship Chairperson at the annual training conference, with subsequent awarding of the scholarships.
- (5) The scholarship fund will remain as originally named - The T. L. McClellan Scholarship Fund.

Leland Cantrell - April 24, 1987; Revised 1988  
Odell Tyndall - Revised 10/99