



**BYLAWS
OF
NATIONAL ASSOCIATION OF MULTICULTURAL
REHABILITATION CONCERNS**

A DIVISION OF THE NATIONAL REHABILITATION ASSOCIATION

Adopted:

1992

Revisions:

1996

2002

2004

2008

2015

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

**An Affiliate of the National Rehabilitation Association
JANUARY, 1992
Amended, 1996
Amended, 2002
Amended, 2004
Amended, 2008**

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 affiliate status in the National Rehabilitation Association, Incorporated.

MISSION STATEMENT

The National Association of Multicultural Rehabilitation 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 NRA. Affiliate and Affiliation shall be used interchangeably. NAMRC is an affiliate of NRA.

2) **ASSOCIATION** shall refer to and be used interchangeably with the term NAMRC.

- 3) **BOARD** shall refer to the fifteen members of the Board of Directors of NAMRC.
- 4) **BOARD OF DIRECTORS** shall mean the fifteen (15) duly elected members; including, five officers (president, secretary, treasurer, 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 individual in good standing of NRA and NAMRC who supports the mission, objectives and purpose of the Association.
- 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 shall mean any fully paid member of NRA who has designated membership in this Affiliate of NRA and who supports the mission, objectives and purpose of this 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 rehabilitation field, or social or rehabilitated services. Student members shall be extended full membership privileges.

Section 3. 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.
- 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) Shall be entitled to membership rates for all NAMRC sponsored events and activities.

Section 4. Membership Rights

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

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, and 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 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 Annual Conference. Attendance and participation in the general meeting shall be open to all Association members in good standing. 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 Association's general meeting will be held at the Annual NRA Conference.

Section 2. Power of the Delegate:

The membership hereby delegates its control of the Association to the delegates to the general membership meeting subject to the Board's approval as hereinafter described. Specifically, the general membership shall:

- a) Be the law-making and policy-making body of this Association. b) Adopt amendments to the Bylaws of the Association.
- c) Delegate to the Board any of its power except the election of officers and adoption of amendments of the Bylaws.

Article VII EXECUTIVE COMMITTEE

Section 1. Composition: The seven (7) members of the NAMRC Executive Committee shall be: President, President- Elect, Treasurer, Secretary, 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 in order 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 telephone, electronic message boards, fax, etc. 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"), unless the President deems it desirable to inform Board members more quickly.

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) Other responsibilities as officially delegated to it by the board.

Article VIII BOARD OF DIRECTORS

Section 1. Composition: The Board of Directors shall be composed of fifteen (15) elected members consisting of the President, President-Elect, Secretary, Treasurer, Immediate Past President, eight Directors, Student Representative, and Representative to the NRA Board from the Association's membership.

Section 2. Term of Office:

All Directors, with the exception of the 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 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) 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 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 national or state level, a very active committee member on the national level or demonstrated service at the state level as an officer or 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 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 membership on all business;
- d) Establish policies and procedures relative to the Association, including, proposed resolutions and other policy statements to the membership;
- e) In concert with the president, act to fill Board vacancies which occur between elections;
- 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 of a Standing Committee and may hold membership, chair an Annual Conference Committee, or chair 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) Serve as the final judge of the results of the Association's elections;
- l) Authorize all business transactions excluding amendments to the Bylaws of the Association, except as may be delegated to the Executive Committee;
- m) Participate in all official Board meetings. A Board member must notify the President if he/she is not able to participate in a particular meeting. Each Board member is allowed to miss only two meetings, after which he/she will receive, notice from the President regarding his/her 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;
- n) Expect to attend the NAMRC's Annual Training Conference and participate in the Board meeting, the general and business meetings at the Conference;
- o) Participate in strategic planning of the Association, which will be reviewed every two (2) years by the Board. Periodically, the Board members will participate in a Board Retreat to review and revise the Strategic Plan, conducted by a facilitator;
- p) 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;
- q) Maintain oversight of the planning and coordination of the NAMRC's Annual Training Conference; serve on Conference Committees as necessary, approve Conference site, theme, budget and registration fees; and
- r) 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

a) Board of Directors Quorum:

For purposes of conducting business, a quorum shall consist of a simple majority of the total number of the Board's membership composition as outlined by the current Bylaws at the time of the meeting. A majority for purposes of taking action exist when the majority present of a legal quorum votes in favor of or against an item.

b) Membership Quorum:

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

c) 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.

Article IX OFFICERS

Section 1. 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, and NRA Representative. Each officer shall serve two (2) years in office, with the exception of the NRA Representative to the 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 committee;
- c) Appoint chairpersons of Standing committees and Special Committees and 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) Sign for payment of Association's funds over \$200.00;
- f) Submit an Annual Report of the yearly activities to the NRA, and the Association's membership;
- 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 Secretary for each meeting;
- k) 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; and
- l) Appoint an eligible alternate to attend the NRA meeting(s) in the event the elected NRA Representative is unable to attend the designated meeting(s). This process will comply with the specified procedure and timeframe outlined by NRA Constitution/Bylaws and policies.
- m) In concert with the Board, act to fill vacancies occurring between elections.

Section 3: *President-Elect shall:*

- a) Assume the above duties of the President in his/her absence;
- b) Become President in the event of resignation or an otherwise inability of the current President to fulfill their term of office;
- c) Become President following the completion of the term of the incumbent President;
- d) Serve on the Executive Committee
- e) Supervise the following Standing Committees: Membership and Coalition Development and Public Relations and Marketing Development;
- f) Assume assignments or other duties as needed and determined by the President; and
- g) Serve as the Chair of the Board, oversees the Board meetings and assists the president in developing the Board agenda.

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) Mail, e-mail, or fax minutes of all meetings to the Board members at least seven (7) days prior to the next scheduled meeting;
- c) Mail, e-mail, or fax 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 five (5) days 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) Assist the President and Board Chair in developing and posting the agenda;
- k) Work with the Treasurer, President and Conference Committee in posting the conference call information; and
- l) Chair the Public Relations and Marketing Development.

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) Handle all Association deposits;
- c) Pay invoices on the order of the Board or when requests for payment are signed by the chairperson of a conference, workshop, or program activity;
- d) Prepare financial reports for all Association meetings;
- e) Prepare all reports and vouchers for audit before the NAMRC's Annual Meeting;
- f) Serve on the Executive Committee;

- g) Chair the Finance and Economic Development Committee;
- h) Chair the Conference Committee's registration function;
- i) Assist the President in preparing NAMRC's financial component of NRA's Annual Report;
- j) Work with Secretary and President to set up conference calls;
- k) Serve on the NAMRC's Annual Conference Committee to assist in all financial matters and obligations;
- l) Prepare an annual Association budget for the fiscal year for operation;
- m) Prepare the Association's annual budget to be submitted to NRA, after approval from the Board; and
- n) Advise the Board on the feasibility of funding activities, line items, and requests.

Section 7. *Association's NRA Board 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 Board and the Association;
- d) Work diligently with the Legislative Committee and the NRA Conference Committee;
- e) Serve a three-year term;
- f) Provide a written report for the Board after each NRA Board meeting and a written summary regarding all NRA Board activities;
- g) Provide a written annual report of the year's information and activities which will be submitted to the President by the end of December; and
- h) Inform the President of the Association of his/her inability to attend a designated meeting according to NRA's policies. (See Article 9, Section 2: 1).
- i) Prepare appropriate written reports to the NRA board on behalf of NAMRC
- j) Serve as a member of the NAMRC Executive Committee

Section 8. *NAMRC's Board Chairperson shall:*

- a) Be the President-Elect of the Association;

- b) Preside over all Board meetings;
- c) Serve as ex officio member of all Association's Standing Committees;
- d) Consult with the President before and after Board meetings;
- e) Serve on the Executive Committee;
- f) Provide assigned written reports; and
- g).develop the meeting agenda in concert with the President.

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 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

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.

Section 1. The National Association of Multicultural Rehabilitation Concerns shall have the following Standing Committees:

- Finance and Economic Development Committee
- Legislative and Governance Committee
- Membership and Coalition Building Committee
- Professional Development Committee
- Public Relations and Marketing Committee

Section 2. Other Special Committee Duties and responsibilities a.)
Conference Committee (see Article X Section 6)

Section 3. 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 4. 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 5. The President will appoint 2 (two) at large members to chair the Standing Committees not chaired by a current Board member. This is done to increase the inclusion of diversity in leadership positions on the Board and broaden Association participation. 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 6. All Committee chairs will be responsible for posting all written reports five (5) days before all Board meetings. Also, all committee chairs will meet with the designated supervisor of his/her Standing Committee, once a quarter and discuss pertinent issues (e.g., President, President-Elect, or Immediate Past President). 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 7. Standing Committee Responsibilities:

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

a.) 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;

b.) Be chaired by the Association's Treasurer;

c.) Develop and recommend to the Board the annual budget for the Association;

d.) Oversee the fiscal integrity of the organization;

e.) Develop recommendations for fund-raising activities;

f.) Conduct or arrange for audits of fiscal affairs;

g) Work with Standing Committees' chairs for annual budget line items;

- h) Work with Annual Conference registration co-chairs and Conference Fundraising Committee;
- i) Initiate and promote financial activities to provide additional external funding for the Association; and
- j) Oversee all fund raising activities regarding the Association.

- **Legislative & Governance Committee shall:** (supervised by the Past-President) Oversee the following **Governance** responsibilities of the Association:

- a) Review the Bylaws; propose and review amendments brought to the Board of Directors;
- b) Present proposed amendments at the Annual Business Meeting for discussion and ratification by the Association's membership;
- c) Develop position statements and resolutions for consideration by the Board of Directors;
- d) Address all Association governing issues (e.g., 501© 3, etc.);
- e) Review the Bylaws thoroughly every two (2) years;
- f) Submit final copy of revised Bylaws to President to be submitted to NRA;
- g) Direct all **Legislative** activities of the Association, including:
 - h) Identify and set priority for issues to be included in NAMRC advocacy agenda;
 - i) Be responsible for reviewing and maintaining information on all federal legislative activity relevant to the mission of NAMRC;
 - j) Provide assistance in planning, implementing and evaluating legislative policies on federal, state, and local levels relevant to NAMRC's mission, goals, and objectives;
 - k) Act as liaison between the NRA governmental affairs activities and the Association;
 - l) Make recommendations relative to NRA governmental affairs activities; and
 - m) Provide overall guidance for the Association's legislative program.

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

- a) Organize and direct ongoing retention and recruitment activities of the Association;
- b) 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;

- c) Monitor the activity of State Chapters and maintain records on State Chapter Presidents, conferences, fundraising activities;
- d) Work with the Conference Committee and the Public Relations and Marketing Committee to promote membership activities as they relate to NAMRC's Annual Training Conference;
- e) Be responsible for keeping the membership brochure and all other membership materials current and accurate in conjunction with Public Relations/Marketing Committee;
- f) Provide other publications, organizations, and sources with membership information/materials about the Association;
- g) Should have two chairs; one of which is the Student Representative;
- h) Oversee the **Student Outreach** which is a sub-committee of the Membership Coalition Development Committee. The *Student Outreach Sub-Committee* shall:
 - 1) Be chaired by the Student Representative;
 - 2) Work with and report to the membership chair on issues relevant to student recruitment, retention and other assigned membership tasks;
 - 3) work with the membership committee chair at the Annual Conference performing membership activities;
 - 4) Work with the Conference co-chairs to establish a scheduled student meeting and speak with students at the Association's Annual Conference; and
 - 5) Submit information to the newsletter to keep student membership informed.
- i) 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, Rehabilitation Service Administrations, Regional Rehabilitation Continuing Education Programs, Rehabilitation Cultural Diversity Initiative, the Council of State Administrators for Vocational Rehabilitation, National Council on Rehabilitation Education, etc.;
- j) Participate or send delegates to designated conferences, trainings, etc.
- k) Develop financial activities or fund raising adventures through collaboration and partnerships with other entities;
- l) Be composed of the NAMRC Chapters' Presidents who shall meet to develop its programs and activities - for state chapters;
- m) Appoint a State Chapter to assist the conference committee, if the Annual Conference is in that state or nearby state; and
- n) Assist with planning and coordinate the Annual Training Conference with Conference Co-chairs using NAMRC's Conference Planning Manual.

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

- a) Supervise all activities related to professional development, Board nominations, NAMRC Awards and Scholarships;
- b) Supervise and conduct the election of officers and Board of Directors via the nominations process outlined in (Article XI, Section I);
- c) Implement procedures to solicit and submit nominees to NRA for national officers, NRA and NAMRC awards;
- d) Provide guidelines and oversight for the process to receive nominations for NAMRC established awards and the selection of recipients;
- e) Be responsible for all activities related to hosting awards and recognition programs;
- g) Develop appropriate nomination criteria and publicity guidelines for awards, nominations, process, and the notification procedures;
 - 1) *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) *Organizational Award (to be named)*, (8) *Silvio Sean Reyes (Student Award)* and (9) *Vernon Hawkins Pioneer and Leadership Award*.
- h) Review the guidelines and development of the topic for the *L. Robert McConnell and Eddie Glenn-Bryant Student Scholarship* award competition each year;
- i) 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).
- j) Oversee the process of development of a vehicle for scholarly publications of research articles relevant to NAMRC's mission;
- k) Work closely with the Conference Program committee and have one representative present on the Conference Program committee;
- l) Promote and develop programs, opportunities and guidelines for the inclusion and usage of multicultural competencies in agencies, institutions, and policies;
- m) 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., Council on Rehabilitation Education and Commission on Rehabilitation Counselor Certification (CORE), NCRE, etc.

- o) Develop Standards of Practice for Officers, Board and Committee members;
- p) Develop guidelines for sanction/dismissal of Officers, Board and committee members; and
- q) Develop multicultural fact-sheets/information to be presented on NAMRC website.

- **Public Relations and Marketing Committee shall:** (Supervised by the President- Elect).

- a.) Be chaired by the Secretary;
- b) Work with the editor(s) to complete the Association's newsletters
- c) Publish a minimum of 4 (four) newsletters per year for the purpose of updating membership on Association activities, at least one per quarter;
- d) Coordinate news releases and articles submitted to professional newsletters and other publications about the Association;
- e) Oversee the accuracy and appropriateness of information placed on the website;
- f) Submit vital information about the Association's activities and positions on various issues in "The Contemporary Rehab" throughout the year;
- e) Work with all Standing Committees to inform membership of Association's business, especially the Professional Development Committee (e.g., journal publications, etc.), on the Annual Conference, and the Economic Development Committee to solicit funds and other financial support;
- (f) Maintain the website information and solicit information from Professional Development Committee to place on website;
- g) Post relevant conference presentations and proceedings onto website; and
- h) Maintain the accuracy and currency of information on the Association's website.

Article XI ELECTIONS

Section 1. Nominations

Nominating Committee: A subcommittee of The Professional Development Committee shall:

- a) Have the Past-President chair all nomination activities;
- b) Prepare the slate of candidates for presentation to the membership. Every effort must be made to present a contested slate.

- c) Determine the eligibility for office in accordance with requirements set forth in Articles VIII, Section 3, and IX Section 1.
- d) Compile a list of possible nominees from suggestions made by the Board of Directors and members of NAMRC, for presentation at the Annual Conference or by July 30th;
- e) Contact prospective candidates, inform each nominee of the duties and responsibilities and obtain consent to be nominated;
- f) Present to the Board the names of those candidates who have consented to be placed on the ballot;
- g) Inform interested candidates that they may campaign at the Annual Conference;
- h) Place requested candidates' information in the newsletter immediately following the Annual Conference;
- i) Mail out ballots no later than October;
- j) Approve results by the Board; and
- k) Submit results to be printed in the fourth quarter newsletter.

Article XII COMPENSATION FOR OFFICIAL REPRESENTATIVES

Section 1. Official representatives of the Association shall be provided 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, the CORE Representative, 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. The Bylaws of the Association may be amended as outlined:

Amendment Proposals: any member of the Board of Directors or Association member may

propose amendments. These Bylaws may be amended by a majority vote of the members present and voting at the Annual Business Meeting. In the event an Annual Conference is not held, the voting would be conducted by mail 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 Annual Conference. In addition, the Bylaws must be reviewed and approved by NRA Board for compliance of NRA's Constitution/Bylaws as established by the Board of NRA and/or Delegate Assembly.

Article XIV QUORUM

Section 1. Board of Director's Quorum: (See Article IX, Section 5a & c)

Section 2. Membership Quorum: (See Article IX, Section 5b)

Section 3. Executive Committee Quorum: A quorum of the Executive Committee shall consist of either President or the President-elect and three (3) other members of the Executive Committee.

Article XV PARLIAMENTARY AUTHORITY

The Business of this Association shall be conducted in accordance with the Robert Rules of Order, Revised.

Article XVI ADOPTION

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

Article XVII DISCLAIMER

Any provisions of the Bylaws or any amendments thereto which is in conflict with the Bylaws of the Association shall be deemed to be null and void, but such portions so held to be null and void shall not affect the validity or effectiveness of any other portion thereof.

Article XVIII FAIR HEARING

Any individual who is a current member of the Association who believes that he/she has a membership problem is encouraged to contact his/her State President 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 State President, the member should contact a member of the Association's Board who will present the problem to the National 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.

Nongrievable 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.

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 the 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 XIX CONFLICT OF INTEREST

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.

Article XX 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.