

RHODE ISLAND REHABILITATION ASSOCIATION

BY-LAWS

ARTICLE I - Name

1. The name of the organization shall be the Rhode Island Rehabilitation Association, hereinafter called the Association. It shall be a chapter and affiliate of the National Rehabilitation Association.

ARTICLE II - Mission

1. The mission of the Association is to promote and support full access to all aspects of community life for people with disabilities.

ARTICLE III - Membership

1. Membership shall be open to professionals, students, people with disabilities, and others interested in the field.
2. All members of the National Rehabilitation Association who reside in Rhode Island are automatically members of the Association. Categories of membership are determined by the National Rehabilitation Association.

ARTICLE IV - Board of Directors

1. The Board of Directors shall be elected by the membership at the annual meeting to serve as its policy-making body and shall be responsible for carrying on the affairs of the Association except those actions charged to the Officers and / or the membership by the National Rehabilitation Association Constitution and these By-Laws. Responsibilities of the Board shall include overseeing the work of committees and directing employees / consultants.
2. The Board of Directors shall include the President, President-Elect, immediate Past-President, Secretary, Treasurer, and no fewer than seven nor more than ten additional Directors drawn from the Association membership.
3. Directors shall be elected for a two year term, with half the members being elected each year.
4. A Director may resign by filing a written resignation with the Secretary, who shall then notify other officers.
5. A Director who is absent from three consecutive meetings, without sufficient cause as determined by the Board, may be terminated by majority vote of the Board.
6. In-term vacancies shall be filled by appointment of the President, with ratification by majority vote of the Board
7. A quorum shall consist of one more than half the members of the Board.

ARTICLE V - Meetings

1. There shall be an annual meeting of the Association general membership in January of each year.
2. There shall be a minimum of one additional meeting of the Association general membership each year, for which attendance of ten percent of the membership shall constitute a quorum.
3. There shall be a minimum of three meetings of the Board each year.
4. Special meetings of the Board may be called by any two officers. Special meetings of the Association general membership may be called by request of ten percent of the membership. Only such business may be transacted at a special meeting as has been stated in the notice of the meeting.
5. The Secretary shall give at least one week's notice of the time, place and agenda of each Board meeting to all members of the Board. Written notice of general membership meetings shall be sent to all members no less than two weeks in advance of the meeting.
6. Roberts Rules of Order shall govern meetings of the general membership, Board and committees.

ARTICLE VI - Officers

1. All officers of the Association shall be elected for two year terms.
2. Duties of the Officers:
 - a. President: shall be responsible for administering the affairs of the Association in conformance with its By-Laws by executing its policies and procedures, and providing leadership toward achievement of its goals; shall appoint Committee chairs, who shall come from the membership of the Board; shall appoint members to the Regional Board; shall serve as ex-officio member of each committee.
 - b. President-Elect: shall, in the absence or incapacity of the President, perform all duties of the President; shall be responsible for overseeing all fund-raising activities of the Association.
 - c. Secretary: shall keep the official record of all meetings of the Board and the general membership; shall maintain a current listing of the general membership and Board members; shall provide notice of Board and general membership meetings.
 - d. Treasurer: shall keep complete and accurate accounts of all financial transactions of the Association; shall provide monthly reports of the income and expenses of the Association.
3. In the event of resignation of the President, the President-Elect shall immediately assume the duties of President. Vacancies of other offices shall be filled by election of the Board.

ARTICLE VII - Committees

1. The members of each committee shall be appointed by the committee chair. Committee members shall be drawn from the general membership.

2. Committees

- a. Nominating: shall be responsible for proposing a slate of officers and members of the Board for approval by the Board and presentation to the general membership at the annual meeting; shall consist of not fewer than three nor more than five members elected at the annual meeting. Members shall serve one year terms.
 - b. Advocacy: shall inform and advise the Board and general membership of local, state, and federal advocacy and legislative issues; at the direction of the Board, shall convey the position of the Association in regard to such issues to appropriate elected officials.
 - c. Program: shall arrange general membership meetings and symposia on topics related to professional development and other issues of interest to the membership.
 - d. Membership: shall maintain and provide to the Secretary a current general membership directory; shall promote and retain membership by conducting informational outreach, membership campaigns, and other such appropriate activities.
 - e. Finance: shall be chaired by the Treasurer and include the President and President-Elect as standing members; shall prepare the annual budget of the Association; shall arrange for an annual audit or financial review of Association finances.
 - f. Public Relations: shall promote Association activities through all appropriate media.
 - g. Newsletter: shall issue a periodic newsletter to inform membership of Association activities.
 - h. Awards: shall select candidates to receive awards presented at the annual awards reception; shall forward names of nominees for regional and national awards.
 - i. Fund-Raising: shall be chaired by the President-Elect; shall plan, organize, and conduct events designed to raise funds to support Association activities.
3. Ad hoc committees shall be appointed at the discretion of the President.

ARTICLE VIII - Fiscal Year

1. The fiscal year of the Association shall be January 1 through December 31 of each year.

ARTICLE IX - Amendments

1. Amendments to the By-Laws may be made at any regular meeting of the Association at which a quorum is present by an approval vote of at least two-thirds of the members present.
2. Proposed amendments to the By-Laws shall be submitted in writing to the membership at least ten days prior to the meeting at which the vote upon them is taken.