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SECTION I
PURPOSE OF MANUAL

THE PURPOSES OF THIS MANUAL OF OPERATIONS ARE AS FOLLOWS:

- To provide standard procedures that describe election and appointment processes and duties of all Officers, Board Members-at-Large, and Committees.
- To provide a yearly timetable of organizational events, goals, objectives, and results of organizational expectations.
- To provide guidelines and procedures for fiscal management.
- To provide guidelines for Chapter requirements and organization of Divisional Units and Local Chapters within the Association.
- To provide procedures by which an orderly transfer of administration and functions of the Chapter can be accomplished from one year to the next, thereby insuring continuity of organization, plans, and programs through the cooperative planning and appointments of the outgoing President, incoming President, and the President-Elect.

SECTION II
OFFICERS AND BOARD OF DIRECTORS

The duties of the Officers and Board of Directors shall be in accordance with the Constitution and Bylaws of the Georgia Rehabilitation Association.

PRESIDENT

The President shall:

- a. Serve as Chief Executive Officer of the Chapter.
- b. Conduct at least six (6) Board meetings per year beginning in January.
- c. Serve as Chairperson of the Executive Committee.
- d. Call Executive Committee meetings as needed.
- e. Appoint Committee Chairpersons upon the approval of the Board of Directors.
- f. Serve as a voting member of the Finance Committee.
- g. Appoint, in conjunction with the Treasurer, two (2) members of the Finance Committee.
*This should be done as soon as the official term begins.
- h. Serve as an Ex-Officio member of all other Standing Committees.
- i. Monitor Board Members' attendance.
- j. Approve and sign all expenditure requests.

NOTE: If a Board Member is absent for two (2) or more meetings, the President shall consider the circumstances, including the Board Member's ability to attend future meetings and reason for missing meetings, prior to declaring the Board Member's term

null. In such instances, the Constitution and Bylaws provision governing the fulfilling of unexpired terms will be followed.

PRESIDENT-ELECT

The President-Elect shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Serve as Chairperson of the Strategic Planning Committee
- c. Serve as a voting member of the Finance Committee.
- d. Serve as an Ex-Officio member of all other Standing Committees.
- e. Appoint a member to serve on each committee, who upon confirmation by the Board will become Chairperson of that committee for the following calendar year, as stipulated by Article XII of the Constitution and Bylaws of the Georgia Rehabilitation Association.
- f. Plan and conduct an Annual Leadership Conference to be held in December for current Board members and Committee Chairpersons and for Board members and Committee Chairpersons elected or appointed to serve the following year.
- g. Perform assignments as made by the President.
- h. Utilize this term of office to become thoroughly familiar with the Constitution and Bylaws and operations of the Georgia Rehabilitation Association.
- i. Assume the office of President effective the first day of January of the year following his/her term as President-Elect.

PAST PRESIDENT

The Past President shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Assume the position of President in the event the current President is unable to fulfill his/her term of office.
- c. Serve as Chairperson of the Nominating Committee.
- d. Serve as a voting member of the Planning and Evaluation Committee.
- e. Serve as a voting member of the Finance Committee.

VICE PRESIDENT

The Vice President shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Assume the duties of the President in his/her absence.
- c. Serve as Chairperson of the Annual Conference Planning Committee.

- d. As Chairperson of the Annual Conference Planning Committee, coordinate conference functions with the Nominating Committee, Credentials Committee, Awards and Recognitions Committee, and Divisions.

VICE PRESIDENT-ELECT

The Vice President-Elect shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Serve as a member of the Annual Conference Planning Committee.
- c. Assist the Vice President in planning and conducting the Annual Conference.
- d. Utilize this term of office to become thoroughly familiar with the Constitution and Bylaws and operations of the Georgia Rehabilitation Association.

SECRETARY

The Secretary shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Record minutes of all stated or called meetings of the Chapter and distribute copies to all members present at the following Chapter meeting.
- c. Record minutes of all Board of Directors meetings and distribute to all Board members by the following Board meeting.
- d. Record minutes of all Executive Committee meetings and distribute to all Executive Committee members by the following meeting.
- e. Maintain files of all minutes.
- f. Transfer all records and any other pertinent data to the incoming Secretary by January 1.

TREASURER

The Treasurer shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Serve as Chairperson of the Finance Committee and shall present a recommended budget to the Executive Committee.
- c. Be responsible for the financial receipts and disbursements of the Chapter under the general direction of the Board of Directors.
- d. Invest funds with the guidance of the Board of Directors.
- e. Insure that invoices submitted for payment are correct as affirmed by the submitting individual and approved by the appropriate Committee Chairperson and Chapter President prior to payment.
- f. Insure that checks are written only after receipt of invoice.
- h. Mail financial statements to the President, Past President, Vice President, and President-Elect prior to each Board meeting.

- h. Present financial statements at each stated Board meeting and/or at any time requested by the President.
- i. Present financial records for audit at the end of the fiscal year.
- j. Transfer all records, funds and any other pertinent data to the incoming Treasurer as soon as the December bank statement has been received and reconciled.
- k. Prior to the end of his/her term, orient the incoming Treasurer to all financial responsibilities and obligations.
- l. Serve as a member of the Annual Conference Planning Committee.
- m. Receive, record, and deposit all preregistration forms with payments for the Annual Conference and submit these to the Annual Conference Planning Committee.
- n. Serve as a member of the Special Projects Committee.
- o. Serve as a member of the Financial Review Committee.
- p. Serve as mentor to the incoming Treasurer-Elect, during the Treasurer-Elect's one-year term of office, to facilitate learning the duties and responsibilities of the Treasurer.

TREASURER-ELECT

The Treasurer-Elect shall:

- a. Serve on the Board of Directors as a member of the Executive Committee.
- b. Serve as a member of the Finance Committee.
- c. Serve as a member of the Financial Review Committee.
- d. Assist the Treasurer as requested and directed in preparing financial reports to the Officers and Board Members, budget recommendations to the Executive Committee and other financial records as needed for the annual audit or conducting financial operations of the Chapter.
- e. Utilize this term of office to become thoroughly familiar with the Constitution and Bylaws and operations of the Georgia Rehabilitation Association.
- f. Assume the office of Treasurer effective the first day of January of the year following his/her term as Treasurer-Elect.

BOARD OF DIRECTORS

The Board of Directors shall

- a. Consist of the President, President-Elect, Past President, Vice President, Vice President-Elect, Secretary, Treasurer, Treasurer-Elect, the Presidents or designees of each of the organized Divisional Units, the Presidents or designees of each of the established Local

Chapters, twelve (12) elected Board Members-at-Large, and the following Ex-Officio Members:

- Committee Chairpersons who are not elected Board Members-at-Large.
- Any elected NRA Officer or Board Member-at-Large employed in or living in the Chapter area.
- Any elected Officer or Board Member-at-Large of an NRA Divisional Unit employed in or living in the Chapter area.
- Any elected SERNRA Officer or Board Member-at-Large employed in or living in the Chapter area.
- Any elected Officer or Board Member-at-Large of a SERNRA Divisional Unit employed in or living in the Chapter area.

NOTE: A simple majority of voting members of the Board of Directors is required to be present for the purpose of conducting Board meeting. Ex-Officio Board Members do not hold voting privileges.

- b. Conduct the affairs and activities of the Chapter within the boundaries of the Constitution and Bylaws and actions of the membership in formal session.
- c. Represent the individual members of the Chapter.
- d. Attend all meetings.

NOTE: Any Board Member who is absent from two (2) consecutive scheduled Board meetings may be removed from the Board of Directors upon declaration by the President (Refer to page 2, PRESIDENT, h, NOTE).

NOTE: Presidents of Divisions and Local Chapters who are unable to attend a meeting of the Board of Directors may appoint a “designee” to vote as their proxy at that meeting. The “designee may cast only one vote, in the event that individual holds multiple voting positions.

- e. Assist the Chapter’s Officers and Committees in fulfilling the goals and objectives of the Chapter.
- f. Attend the final meeting of the previous year's Board.
- g. At the final Board meeting of each year, Board members elected to serve the following year shall elect three (3) Board Members-at-Large from the following year's new Board of Directors to serve on the next year's **Executive Committee** with the newly elected Officers and Division Presidents.

EXECUTIVE COMMITTEE

The Executive Committee shall:

- Consist of the members specified in Article VIII, EXECUTIVE COMMITTEE, of the Constitution and Bylaws. These are the Officers, including the immediate Past President, and three (3) Board Members-at-Large to be elected at the final Board meeting of the

previous year by the voting members of the current Board. Division Presidents shall be Ex-Officio members of the Executive Committee.

- Assume its duties on January 1 to serve a one (1) year term.
- Be entrusted with full power to act for the Board of Directors in the interim between meetings of the Board.
- Meet upon the call of the Chairperson, who shall be the President of the Chapter. In an emergency, the Executive Committee may act by the written resolution of a quorum thereof, although not formally convened. A quorum shall consist of one-half (1/2) of the Executive Committee members.

SECTION III

ELECTED POSITIONS AND ELECTION PROCEDURES

The following positions shall be elected at the Annual Conference. All Officers and Board Members-at-Large shall assume office January 1 following their election.

PRESIDENT-ELECT

Shall be elected for a one (1) year term. The President-Elect shall proceed to the office of President the following year and will serve in that position for one (1) year.

VICE PRESIDENT-ELECT

Shall be elected for a one (1) year term. The Vice President-Elect shall proceed to the office of Vice President the following year and will serve in that position for one (1) year.

SECRETARY

Shall be elected for a one (1) year term.

TREASURER-ELECT

Shall be elected for a one (1) year term. The Treasurer-Elect shall proceed to the office Treasurer the following year and will serve in that position for two (2) years.

BOARD MEMBERS-AT-LARGE

Shall be elected for three (3) year terms. Four (4) slots will become vacant on the Board each year. Should a Board Member-at-Large position be vacated during an unexpired term, the President shall, at his/her option, appoint an individual with approval of the Executive Committee to complete the current year of the term. After completion of the current year, should additional years be remaining on the term, the appointed person may run for the time remaining.

PROCEDURE FOR NOMINATIONS

The Nominating Committee shall meet four (4) months prior to the Annual Conference of the Chapter and shall receive nominations from the membership for each Office and Board Member-at-Large position which will become vacant at the end of the calendar year. The Nominating Committee will develop and recommend a slate of candidates to the Board of Directors that considers geographic distribution and is representative of the membership (i.e., public rehabilitation, private rehabilitation, employers, etc.)

CALL FOR NOMINATIONS AND REQUIREMENTS FOR CANDIDACY

The Nominating Committee shall call for nominations through the Georgia Rehabilitation Association Newsletter specifying that nominations must be received forty-five (45) days prior to the Annual Conference (the exact date must be specified). The address of the Chairperson or his/her designee should be listed as the mailing address for the nominations. Each candidate must be a current member in good standing of the Association. A member may not be a candidate for or elected to the same Office or Board Member-at-Large position in successive years. In the event there are not sufficient nominees to complete the slate (at least two (2) candidates per position to be elected) within forty-five (45) days prior to the Annual Conference, the Nominating Committee shall solicit additional nominees.

The Nominating Committee shall advise the Board of Directors of all nominees and explain the rationale for the recommended slate. Candidates for Treasurer must meet the following minimum qualifications: 1) A working knowledge of basic accounting, including revenue, expenses, assets, and liabilities); 2) a working knowledge of an accounting software program; 3) prior experience in bookkeeping for a minimum of two (2) years (e.g., church, social, professional, and/or civic organization). It shall be the responsibility of the Nominating Committee to ensure these qualifications are met. The Board of Directors may approve or amend the slate at their discretion, and the Nominating Committee Chairperson will be notified by the President of the results.

PROCEDURES

The Chairperson of the Nominating Committee shall report the names of the candidates to the Chairperson of the Credentials Committee thirty (30) days prior to the Annual Conference date so that the Credentials Committee can have the ballots prepared. The Nominating Committee Chairperson will also report the names of the candidates at the Political Caucus. Additional nominations may be made from the floor at that time. It shall be the responsibility of the Credentials Committee to include the names of the additional candidates on the ballots to be used for voting. The names of the additional candidates may be legibly handwritten onto each ballot prior to their being disseminated to individual voters on the designated election day. It is the ultimate responsibility of the Membership Committee Chairperson to verify that all candidates are current members in good standing of the Association.

POLITICAL CAUCUS

A Political Caucus will be held on the first day of the Annual Conference for the purpose of receiving the Nominating Committee's first report, receiving additional nominations from the floor, and allowing the candidates to speak. The Chairperson of the Credentials Committee shall be authorized to time each speech and call time if any candidate exceeds the following established timeframes:

- candidates for President-Elect.....5 minutes each
- candidates for Vice Pres.....3 minutes each
- candidates for Secretary.....3 minutes each
- candidates for Treasurer-Elect..... 3 minutes each
- candidates for Board Members-at-Large..... 1.5 minutes each

The Chairperson of the Nominating Committee shall be the moderator of the Political Caucus.

PROCEDURE FOR ELECTIONS

Election of Officers and Board Members-at-Large will be conducted during the Annual Conference. All votes must be cast on an official ballot (Appendix A). A member not attending the Conference may fill out the absentee ballot (Appendix A) which will be printed in the Newsletter prior to the Annual Conference. The member will return the absentee ballot to the Credentials Chairperson to be opened and counted at the Annual Conference. The Board of Directors section of the ballot will be invalid unless four (4) names are marked for vote, and this shall be stated on the ballot. The election should be scheduled within Conference timeframes to allow for campaigning activities. Polls should remain open for a period of eight (8) hours.

VOTING

Following the closing of nominations, voting shall be by secret ballot unless otherwise ordered by a majority of those in attendance. A simple majority of votes cast will be required for a candidate to be elected. In the event of a tie, a run-off election between those candidates will occur on the last day of the Annual Conference. The Credentials Committee will prepare a printed ballot (Appendix A) for use in this election. The Credentials Committee will conduct and regulate all regular and run-off elections during the Annual Conference.

VERIFICATION OF MEMBERSHIP

The Credentials Committee will be responsible for verifying the membership of all persons voting (in person or by absentee ballot) against the computer printout of the membership roster. The National Rehabilitation Association membership card can serve as verification of membership, provided this card has not been altered. The Membership Chairperson will be consulted for verification of membership for those members who do not appear on the roster but who affirm membership and wish to vote. If membership cannot be substantiated, the right to vote will be waived.

TABULATION OF BALLOTS

At the commencement of the Annual Conference, the Credentials Committee shall meet and indicate on the membership list those members who have voted by absentee ballot. The absentee ballots shall remain unopened and filed in alphabetical order until the polls have closed, after which the absentee ballots shall be opened and placed with all other ballots cast at the Conference for tabulation.

The Credentials Committee will, at the close of the designated eight (8) hour voting period, sequester itself and tabulate the voting results. Candidates shall have the right to have a representative monitor the tabulation of the ballots. The official results will be presented to the President and the Chairperson of the Nominating Committee immediately after the results are determined. The election results will be posted as soon as possible following the tabulation of ballots. Actual vote tabulations/margins will not be revealed unless one (1) or more candidates protests the results of the election.

TRACKING BALLOTS

All ballots disseminated will be recorded on the official membership roster which will have been obtained from the National Rehabilitation Association prior to the Annual Conference. In the event of a run-off election, each member in attendance who did not cast an absentee ballot shall be given

one ballot to vote. All absentee ballots shall stand and be counted as originally cast.

SECTION IV **COMMITTEES**

Committees exist to advance the objectives of the Chapter. Standing Committee Chairpersons, with the exceptions of the Annual Conference Planning Committee, Finance Committee, Nominating Committee, and Strategic Planning Committee, shall be appointed by the President-Elect to serve on the Committees one (1) year prior to becoming Chairpersons. Subject to confirmation by the Board of Directors, these appointed members shall assume the positions of Chairpersons when the President-Elect assumes the position of President. Chairpersons shall be responsible for appointing their Committee members, unless committee makeup is otherwise specified in the Constitution and Bylaws or the Manual of Operations.

STANDING COMMITTEES

Standing Committees are those which are outlined in the Constitution and Bylaws of the Georgia Rehabilitation Association.

ADMINISTRATIVE POLICY

The Administrative Policy Committee shall:

- a. Study the internal structure and operations of the Chapter including the Constitution and Bylaws and Manual of Operations.
- b. Assure that the Constitution and Bylaws of the Chapter and the Manual of Operations are kept up-to-date.
- c. Accept and study any proposed amendment to the Constitution and Bylaws which has been submitted in compliance with Article XVII of the Constitution and Bylaws.
- d. Type membership-approved amendments to be added to the Constitution and Bylaws for distribution at the following Board meeting and at the following annual business meeting. Be responsible for making sure proposed amendments are sent to Newsletter editor in time for publication 30 days prior to annual business meeting.
- e. Accept the Constitution and Bylaws of any newly established Divisional Unit or Local Chapter for review to be sure it conforms with GRA's Constitution and Bylaws.
- f. Accept and study all amendments made to the Constitution and Bylaws of any established Local Chapter or Divisional Unit for review to be sure such amendments conform with GRA's Constitution and Bylaws.
- g. Study the Chapter's relationship with the Association.
- h. Make recommendations to the Board of Directors. Committee recommendations shall be made in writing and presented to the Board of Directors during any regularly scheduled meeting by the Committee Chairperson.

- i. Type Board approved policy changes that affect the Manual of Operations and distribute at the following Board meeting for insertion into the Manual of Operations.

ANNUAL CONFERENCE PLANNING

The Annual Conference Planning Committee shall:

- a. Be chaired by the Vice President and shall include the Vice President-Elect and the Treasurer.
- b. Provide the necessary leadership and coordination in the planning, arranging, conducting, and final reporting of the Annual Conference of the Chapter.
- c. Assist the Chairperson in appointing necessary sub-committees to assist with the Conference arrangements and functions.
- d. Conduct site surveys for the Annual Conference in order to assure, at minimum, compliance with Title III of the Americans With Disabilities Act (refer to Appendix E), economical rates, adequate meeting facilities, and close proximity to quality dining facilities.
- e. Assure that all participants in Annual Conference activities are provided equal opportunities for full participation (Refer to Section VIII).
- f. Recommend Conference themes to the Board of Directors.
- g. Develop a program agenda and determine speakers, presenters, etc., for the Annual Conference within the parameters of the Board approved Conference budget.
- h. Assist Divisional Units in insuring proper coordination of their meetings and meeting facilities.

NOTE: The decision of the Conference site for the following year will be decided by the President-Elect and Vice President-Elect and presented to the Board at the first Board meeting of the year. See **APPENDIX H** for a listing of Conference Planning committees and their roles and responsibilities.

ARCHIVES

The Archives Committee shall:

- a. Consist of a Chairperson and at least two (2) additional members.
- b. Obtain and maintain the following records and/or items, as well as any other records or information as deemed necessary by the Board of Directors:

State Chapter Operations:

- a. Annual Business Meeting agendas
- b. Annual Business Meeting minutes
- c. Board Meeting agendas
- d. Board Meeting minutes

- e. Executive Committee Meeting agendas
- f. Executive Committee Meeting minutes
- g. Annual Conference contracts
- h. Annual Conference programs
- i. Newsletter editions
- j. Awards or recognitions earned
- k. News items regarding accomplishments

Operations of Divisional Units and Local Chapters:

- l. Meeting minutes
- m. Treasurer's reports and required financial records
- n. Copies of currently revised constitution and/or bylaws
- o. Awards or recognitions earned and news items regarding accomplishments, as donated to Archives

AWARDS AND RECOGNITIONS

The Awards and Recognitions Committee shall:

- a. Consist of the number and structure specified in Article XII, COMMITTEES, of the Constitution and Bylaws.
- b. Be represented on the Annual Conference Planning Committee for arrangement and coordination of the Awards ceremony at the Annual Conference.
- b. Coordinate with the Scholarship Committee, the Membership Committee, Divisions, and Local Chapters to present their respective awards, scholarships, and grants at the Annual Conference Awards Ceremony.
- d. Solicit and accept nominations from the membership and study and determine which individuals and organizations from those nominated shall be recognized by the Chapter for their outstanding contributions to the fields of rehabilitation on a statewide basis.

NOTE: See Appendix B for guidelines on selection of specific award recipients.

- e. Recommend to the Board of Directors those individuals and organizations selected for the following GRA awards as established by the Board of Directors:
 - Personal Achievement Award
 - Counseling Achievement Award
 - Isaac Max Heller Employer of the Year Award
 - Professional Achievement Award
 - Service Award
 - Janice Black Spirit Award
 - Nancy Crowder Memorial Scholarship Award
 - Paula Dooley McIntosh Memorial Continuing Education Grant
 - Governmental Affairs and Public Service Award
 - Local Chapter of the Year Award
 - Divisional Unit of the Year Award

- f. Arrange for and order appropriate plaques to be presented to all winners of the above-listed GRA Awards.

NOTE: Criteria for the above-listed GRA awards, as well as the wording that should appear on the plaques, are specified in Appendix B.

- g. Notify and congratulate the above-listed GRA award winners and their nominators in writing and invite winners to attend the Annual Conference to be honored and presented with their awards.

NOTE: Those above-listed GRA award winners as well as all Committee Award winners who wish to attend the Annual Conference **who will not be reimbursed by the State Division of Rehabilitation Services** will receive complimentary registrations, as well as a **maximum of \$50.00** for meals and payment for **one night's lodging** at the Conference hotel. Divisions, Local Chapters, and other groups will be responsible for reimbursement to their individual Award winners from their own treasuries and as directed by their own policies.

- h. Submit to the SERNRA Awards Committee the names of the GRA Personal Achievement Award recipient and the Counseling Achievement Award recipient as the Georgia Chapter's nominees for these awards by SERNRA.

BUILDING AND MODIFICATIONS

The Building and Modifications Committee shall:

- a. Consist of a Chairperson and the number of additional members necessary to complete the duties of the Committee.
- b. Accept and review requests from Local Chapters for funding of building and modification projects. Requests must be in writing and are matching funds to the amount donated by the local chapter.

CERTIFICATION

The Certification Committee shall:

- a. Consist of a Chairperson and at least one additional member, one of whom shall represent the public sector in Rehabilitation and the other of whom shall represent the private sector.
- b. Arrange through the Commission on Rehabilitation Counselor Certification (CRCC) for opportunities for attendees of training activities provided by the Chapter to earn Certified Rehabilitation Counselor continuing education (CRO) credits.

CREDENTIALS

The Credentials Committee shall:

- a. Consist of the number specified in Article XII, COMMITTEES, of the Constitution and Bylaws.

- b. Conduct and regulate all regular and run-off elections during the Annual Conference.
- c. Prepare official printed ballots, including absentee ballots for printing in the Newsletter prior to the Annual Conference (see Appendix A).
- d. Verify the membership of all persons voting (in person or by proxy) against the computer printout of the membership roster.

NOTE. Additional duties of this Committee are outlined in Section III of this Manual.

EDUCATION AND ADVOCACY

The Education and Advocacy Committee shall:

- a. Consist of a Chairperson and at least two (2) additional members.
- b. Develop a State Chapter Legislative Network, to include representatives from each Division and Local Chapter.

NOTE: The Chairperson shall serve as a member of both the National and Regional Legislative Networks.

- c. Make recommendations to the Board of Directors regarding legislative activities that impact upon persons with disabilities and/or rehabilitation professionals.
- d. Monitor legislative activities on the local, state, and national levels.
- e. Coordinate GRA participation in the NRA Governmental Affairs Seminar.
- f. Provide the necessary leadership and coordination in the planning, arranging, conducting and final reporting of the annual statewide Legislative Seminar.
- f. Assist Local Chapters in coordination of local Legislative Seminars/Receptions.

FINANCE

The Finance Committee shall:

- a. Consist of the number and structure specified in Article XII, COMMITTEES, of the Constitution and Bylaws. The Chairperson shall be the Treasurer
- b. In conjunction with the President, select 1 member to serve on the committee.
- c. Upon acceptance and review of recommendations from Committee Chairpersons, Officers, and members of the Chapter, develop and recommend a budget to the Executive Committee and to the Board of Directors at their respective first meetings of the year.
- d. Monitor Capital Reserve investments and make recommendations to the Board.

FINANCIAL REVIEW

The Financial Review Committee shall:

- a. Consist of the number and structure specified in Article XII, COMMITTEES, of the Constitution and Bylaws. The Chairperson shall be a Chapter member **other than** the current Treasurer **or** the immediate Past Treasurer.
- b. Receive and review fiscal records from the previous year from the previous Committee Chair and present them to selected CPA firm for review, compilation and preparation of the annual audit and other required reporting to the Internal Revenue Service. The committee review shall be completed between January 1 and January 31.
- c. Present results of CPA firm's compilation, audit and any recommendations to the Board for examination and appropriate action.
- d. Return records to the Treasurer immediately following completion of the review.
- e. Research and recommend a Certified Public Accounting firm for approval and hire by the Board to conduct a compilation and audit of the Chapter's current year fiscal records.
- f. Retrieve from the Treasurer all fiscal records at the conclusion of the year and turn these records over to the Committee Chair appointed for the following year.

FUNDRAISING

The Fundraising Committee shall:

- a. Consist of a Chairperson and five (5) additional members.
- b. Develop and recommend to the Board of Directors a minimum of one (1) major income-producing project no later than the second regularly scheduled Board meeting, and subsequently conduct and/or assure the successful completion of the income-producing projects which are adopted.
- b. Recommend separate income-producing projects to the Board of Directors to be conducted during the Annual Chapter, Regional, and National Conferences.

HOSPITALITY

The Hospitality Committee shall:

- a. Plan and arrange social events to provide the opportunity for Board members and others attending Board meetings to network and socialize the evening before each Board meeting.
- b. Arrange for provision of refreshments at each Board meeting.

MEMBERSHIP

The Membership Committee shall:

- a. Organize and direct the membership activities of the Chapter within policies approved by the Board of Directors and the Association.
- b. Make recommendations to the Board of Directors with respect to membership activities.

- b. Monitor the membership status of all officers, Board Members-at-Large, Committee Chairpersons, Division Presidents, and Local Chapter Presidents on a quarterly basis; contact any whose membership expires; and report these names during scheduled Board meetings.
- d. Maintain a membership status report. The Chairperson shall present this report during each regularly scheduled Board meeting.
- e. Maintain appropriate liaison activities with both regional and national membership officials. The Chairperson will participate in scheduled regional and national membership/leadership workshops.
- g. Implement membership recruitment and maintenance strategies within the State of Georgia.
- g. Monitor the membership status of all candidates for election and appointees to serve as Officers, Board Members-at-Large, Committee Chairpersons, or Committee members. The Chairperson shall report to the President the names of any such persons who are not current members in good standing of the Association, in order to assure that all persons voting or carrying on the business of the Chapter as representatives of the membership are truly eligible to do so.
NOTE: The Chairperson shall have ultimate responsibility for verifying the memberships of voters which do not appear on the membership roster during the election period of the Annual Conference.
- h. Select a Chapter member to receive the Janice Black Spirit Award to be presented at the Annual Conference Awards Ceremony. Selection shall be based on contributions to the Chapter and membership recruitment (see Appendix B).
- i. Coordinate with the Awards and Recognitions Committee for presentation of the Janice Black Spirit Award at the Annual Conference Awards Ceremony.

NEWSLETTER

The Newsletter Committee shall:

- a. Publish a newsletter to be distributed to the membership according to the specified number approved by the Board of Directors.
- b. At least two (2) issues should be published each year **prior to** the Annual Conference: The first must include a *Call for Nominations* from the Nominating Committee and should be **received** by members **at least** ninety (**90**) days before the Conference. The second (traditionally called the "Conference Issue") must be received by members at least thirty (**30**) days before the Conference and must include any proposed amendments to the Constitution and Bylaws to be voted on by the membership at the annual business meeting; information about Conference registration, lodging, proposed agenda, etc.; and an Absentee Ballot for the annual elections. The Credentials Committee shall provide the camera.-ready printed Absentee Ballot including the names of all candidates (see Appendix A) for inclusion in the Conference Issue.
- c. The Chairperson/Editor shall be responsible for contacting printers to negotiate a yearly budget to include typesetting, proofing, and printing.

- d. Include in the newsletter: Board meeting summaries; Division, Local Chapter, and committee reports; conferences and training information; dates and locations of Board meetings; election information; professional and legislative updates; and other information/articles submitted by the membership.

NOMINATING

The Nominating Committee shall:

- a. Consist of the number and structure specified in Article XII, COMMITTEES, of the Constitution and Bylaws. The Chairperson shall be the Past President.
- d. Develop and recommend to the Board of Directors a slate of candidates who satisfy the established criteria for each Office and Board Member-at-Large.
- c. Verify each candidate's membership status with the Membership Committee, to assure that each is a current member in good standing of the Association.
- d. Carry out its duties as established in Article XIII, NOMINATIONS AND ELECTIONS, of the Constitution and Bylaws; and in Section III of the Manual of Operations.

PUBLIC RELATIONS

The Public Relations Committee shall:

- a. Promote public awareness of the Georgia Rehabilitation Association.
- b. Develop a public relations strategy for the Georgia Rehabilitation Association.
- c. Maintain a current Internet website for the Chapter.

REMEMBRANCE

The Remembrance Committee shall:

- a. Consist of a Chairperson and four (4) additional members appointed by the Chairperson.
- b. Maintain a listing of the names of those current and/or former members of the Chapter who die during the period of time between Annual Conferences. The Chairperson shall present a written report to the President and an oral report to the membership of the Chapter during the last scheduled business meeting at the Annual Conference wherein the deceased individuals are identified and wherein a brief, but appropriate, eulogy is offered.
- c. The Chairperson shall also provide the Remembrance report for oral presentations at both the Regional and National Conferences.

RESOLUTIONS

The Resolutions Committee shall:

- a. Consist of a Chairperson and three (3) additional members.

- b. Prepare written resolutions as directed by the President and/or the Board of Directors. The Chairperson shall present to the President a written report, which includes each resolution fully typed, and shall read the report to the membership during the scheduled business meeting at the Annual Conference.

SCHOLARSHIP

The Scholarship Committee shall:

- a. Solicit and accept nominations from the membership for the Nancy Crowder Memorial Scholarship Award; study all nominations and determine which individual from those nominated shall be recommended to the Board of Directors to receive the Nancy Crowder Memorial Scholarship and present recommendation to the Board for approval.
- b. Coordinate with the Awards and Recognitions Committee for presentation of the Nancy Crowder Memorial Scholarship at the Annual Conference Awards Ceremony.
- c. Submit the name of the Nancy Crowder Memorial Scholarship winner to the SERNRA Scholarship Committee as the Chapter's nominee for the SERNRA Scholarship.

NOTE: Criteria for the Nancy Crowder Memorial and SERNRA Scholarships are listed in Appendix B.

- d. Publicize the Paula Dooley McIntosh Memorial Continuing Education Grant and distribute application forms throughout the professional rehabilitation community in Georgia.
- e. Solicit and accept applications from Georgia residents employed in the fields of rehabilitation for the Paula Dooley McIntosh Memorial Continuing Education Grant; study all applications and determine which applicant shall be recommended to the Board of Directors to receive the grant and present recommendation to the Board for approval.
- f. Coordinate with the Awards and Recognitions Committee for presentation of the grant at the Annual Conference Awards Ceremony.

NOTE: Criteria for the Paula Dooley McIntosh Memorial Continuing Education Grant are listed in Appendix B.

NOTE: Funds donated and set aside for the McIntosh Grant shall be invested and shall be kept separate from other GRA funds.

SPECIAL PROJECTS

The Special Projects Committee shall:

- a. Consist of a Chairperson and four (4) additional members, one of whom shall be the Treasurer.
- b. Identify potential volunteer service projects for the membership to participate in.
- c. Screen requests for financial contributions.
- d. Select Special Projects for Chapter participation within the guidelines of the following criteria:

- The purpose of the request for voluntary activity and/or financial participation must be consistent with the purpose of GRA.
- Each request must clearly define in writing the purpose of the project, the length of time to be committed by the Chapter, and, if appropriate, the amount of money requested.
- Each request must be submitted to the Executive Committee for review and approval for presentation to the Board of Directors for consideration.-
- Approval of any request must be voted by a two-thirds (2/3) majority of the Board of Directors members present.
- Continued approval of financial support for any special project extending beyond one year shall be reviewed and approved by the Executive Committee and Board of Directors prior to the end of the first year. This annual review and approval should be clearly indicated to the requesting organization at the time of initial approval.
- Special projects which are not financially supported by GRA but are endorsed by GRA should be reviewed by the Board of Directors annually and re-endorsed if approved.

STRATEGIC PLANNING

The Strategic Planning Committee shall:

- a. Be chaired by the President-Elect and shall include the President and the Past President to assure continuity.
- b. Develop Chapter objectives and committee assignments.
- c. Monitor and evaluate progress toward accomplishment of annual goals and objectives of the Chapter. This activity will insure continuity, direction, and recognition of the efforts of Officers, Board of Directors, committees and Chapter members.

NOTE: The use of the Newsletter for publicizing and reporting goals and results will stimulate the involvement of all members, as well as make the Chapter more accountable.

- d. Encourage each Divisional Unit and Local Chapter to establish its own annual goals and objectives.
- e. Perform its assignments in accordance with the following schedule:
 - Review committee assignments and finalize objectives prior to the last Board meeting of the year.
 - Present goals and objectives to the Board of Directors at the first Board meeting of the new year and obtain Board approval. This task shall be completed by the end of the first Board meeting with goals and objectives published in the Georgia Rehabilitation Association Newsletter.

- Receive copies of written reports from committee Chairpersons on the goals, activities, and progress of their respective committees as reported to the Board of Directors.

- Make additions and/or modifications to goals and objectives of each committee as appropriate, with approval of the Board of Directors.

Additional **Standing Committees** must be voted in by the Chapter membership as Constitutional amendments.

AD HOC COMMITTEES

Ad Hoc Committees are those additional temporary committees which may be appointed by the President with the approval of the Board of Directors or its Executive Committee to accomplish specified short-term goals.

CONFERENCE SITE

The Conference Site Committee shall:

- a. Consist of a Chairperson, the Vice President-Elect, and the number of additional members necessary to complete the duties of the committee.

- b. Explore possible sites for future Annual Conferences, taking into consideration compliance with Title III of the Americans With Disabilities Act (refer to Appendix E), economical rates, adequate meeting facilities, and close proximity to quality dining facilities.

- c. Recommend possible sites for future Annual Conferences to the Board for consideration.

SECTION V **FISCAL MANAGEMENT**

Each fiscal year, the Officers, Board of Directors, and Committees shall determine the goals and objectives of the Chapter. These goals and objectives shall be factors in the development of the budget by which the Chapter shall operate. Each committee Chairperson(s) shall submit to the Treasurer a Budget Request Form (Appendix C) each year prior to the first meeting of the Finance Committee.

ANNUAL BUDGET

Upon acceptance and review of the proposed budget as submitted by the Finance Committee, the Board of Directors will adopt an annual budget, establish policies for administration of funds, and regularly review the financial status of the Chapter. Budget projections should include a review of previous years' revenues and expenses. The amount of the expected NRA membership rebate can be projected by multiplying 20% of current dues for each member category by the number of current members in that category. The Budget Expense and Revenue Summary form (Appendix C) may be used as a guideline for development of the annual budget. This budget will reflect and

anticipate the needs and resources of the Chapter for realizing its goals. It will reflect input from Officers, Committee Chairpersons, and members of the Chapter.

Financial statements by the Treasurer will be mailed to the President, Past President, Vice President, and President-Elect prior to each Board meeting. Additionally, a budget report will be presented to the Board of Directors at each Board meeting which will incorporate modifications needed to adapt to unanticipated factors, as well as revised income and expenditures.

ANNUAL AUDIT

An audit of the financial statements/fiscal records of the Chapter will be conducted once per calendar year by the CPA firm recommended by the Financial Review Committee and hired by the Board. The results of these audits and any accompanying recommendations will be examined by the Board of Directors for implementation of recommendations or modifications of policy or financial procedures.

CAPITAL RESERVE

The set aside monies (SAM) in the Chapter's capital reserve fund shall not fall below the principal amount of \$50,000. The amount of the Chapter's yearly investment into the fund will be based on a percentage of the NRA membership rebates. A minimum of 10% of the amount of the quarterly rebate checks will be invested at the time the check is received. The Board will have the flexibility at the end of the year to increase that amount based on the regular operations account balance and the earnings of the investment. The performance of the fund will be monitored by the Association's Finance Committee. The Board of Directors may use the interest earned at its discretion, within the limits specified in Article XI of the Constitution and Bylaws.

CONTRIBUTIONS

Upon the receipt of any contribution, it is the responsibility of the President to acknowledge appreciation for the contribution appropriately in writing. If the amount of a single contribution equals or exceeds \$250.00, the Treasurer shall, upon a request by the donor, provide written acknowledgement as required by IRS for substantiating tax-deductible single contributions of \$250.00 or more made to a 501 (c) (3) organization. The written acknowledgement statement shall include:

- a. Donor name
- b. Name of the organization (Georgia Rehabilitation Association).
- c. When the contribution was received.
- d. The amount of the contribution, if in cash.
- e. A description of the contribution, if non-cash.
- f. A statement that no goods or services were provided by the organization in return for the contribution, if that is the case.
- g. A description and good faith estimate of the fair market value of any goods or services, if any, that the organization provided in return for the contribution.

Should a cash payment from a donor be received which exceeds \$75.00, made partly as a contribution and partly for substantial goods or services, the Treasurer shall automatically provide written disclosure to the donor. The written disclosure statement shall include:

- a. Name of the organization (Georgia Rehabilitation Association).
- b. When the contribution was received.

- c. The amount of the contribution.
- d. A description and good faith estimate of the fair market value of the goods or services that the organization provided in return for the contribution.
- e. A statement which informs the donor that the amount of the contribution which is actually tax-deductible is limited to the excess of money contributed by the donor over the value of the goods and services provided by the organization.

The disclosure statement may be provided in connection with either the solicitation of contributions or the receipt of such contributions.

All contributions shall be utilized as requested by the donor, or otherwise deemed appropriate by the Board of Directors.

EXPENSES

Budgeted expenses incurred by Officers, Board Members-at-Large, and/or committee members in carrying out their assigned duties and planned activities will be reimbursed or paid directly by the Chapter. Committee Chairpersons will be responsible for collecting receipts from their respective committee members and for authorizing reimbursement. The Expenditure Authorization Form (Appendix D) shall be signed by the appropriate authorized individual and the Chapter President, and shall be submitted to the Treasurer/Chairperson of the Finance Committee for issuance of the check. When the amount has been expended and reimbursement is requested, appropriate legible receipts must be attached to the Expenditure Authorization Form.

Chapter expenditures for distribution of cash awards or prizes to winners of raffles or door prizes shall be accounted for according to IRS guidelines for 501 (c) (3) organizations. Those guidelines require keeping records of and reporting single cash awards or prizes to such winners, if the amount of the cash award is equal to or exceeds \$600.00 or the estimated fair market value of the prize equals to or exceeds \$600.00. The documentation of such disbursements shall include identification of individual winners by name, address and Taxpayer Identification Number or Social Security Number and date of the transaction.

TRAVEL

The Chapter will reimburse those individuals authorized by the Board of Directors for **budgeted** travel expenses incurred while participating in activities related to the Chapter. These expenses will be reviewed annually. All other requests for travel must be **pre-authorized** by the Executive Committee of the Board of Directors.

Upon return from a trip, a Travel Expense Statement (Appendix D) must be completed and submitted to the individual authorizing the travel, who will submit it to the Treasurer for reimbursement.

LODGING

Lodging will be reimbursed for reasonable actual costs. Determination of reasonableness will be at the discretion of the approving authority (all claims must be documented by legible receipts). Reimbursement will be based on a single room rate. When a room is shared, reimbursement will be calculated on a pro rata share of the total cost.

MEALS

Meals will be reimbursed at the current rates for employees of the State of Georgia, including those rates for high-cost designations.

TRANSPORTATION EXPENSE

The most economical mode of transportation consistent with the purpose of the trip must be utilized. Careful analysis of the distance, timeliness and overall cost factors of a trip must be considered. Automobile travel will be reimbursed at the rate of \$0.40 per mile. Airfare will be reimbursed at actual cost of the ticket. The most inexpensive airfare available must be used. Expenditures for other forms of transportation, e.g., buses, taxis, etc., will be reimbursed at actual cost.

OTHER TRAVEL EXPENSES

Other justifiable expenses such as registration, parking, etc., will be reimbursed when accompanied by a paid receipt or a canceled check.

TRAVEL ADVANCES

Travel advances of a non-continuous nature are available, up to \$500, if the projected out-of-pocket expense exceeds \$500. To request a travel advance, a Travel Advance Authorization form (Appendix D) with justification must be submitted to the President ten (10) days prior to anticipated receipt of the advance. A check for the amount of any unused portion of the travel advance should be attached to the Travel Expense Statement and forwarded to the Treasurer within ten (10) days of the member's return. If expenses should exceed the amount of the advance, the statement will be submitted to and audited by the Treasurer and reimbursement made to the member.

SECTION VI **DIVISIONS**

Divisional Units of NRA approved and recognized National Divisions may be organized within the State Chapter. Members who wish to form a new Divisional Unit must submit a Statement of Intent to the Board of Directors for approval. If approved, each newly established Divisional Unit shall submit to the GRA Board of Directors within one (1) year of inception a copy of its Constitution and Bylaws for review by the Administrative Policy Committee to be sure it conforms with the GRA Constitution and Bylaws.

Presently, there are seven (7) active Divisions within the Georgia Rehabilitation Association. These Divisions are:

- Georgia Association of Rehabilitation Support Staff (GARSS)
- Georgia Association of Service Providers in Private Rehabilitation (GASPPR)
- Georgia Association for Rehabilitation Leadership (GARL)
- Georgia Rehabilitation Counselors and Educators Association (GRCEA)

- Georgia Rehabilitation Association of Job Placement and Development (GRAJPD)
- Georgia Vocational Evaluation and Work Adjustment Association (GVEWAA)
- Georgia Association of Multicultural Rehabilitation Concerns (GAMRC)

In the event that an amendment(s) is made to an established Divisional Unit's Constitution and Bylaws, a copy of the amended document must be submitted to the Board of Directors for review by the Administrative Policy Committee and approval by the Board within the same calendar year the amendment(s) was made.

The President of each Division or his/her designee shall hold a voting seat on the GRA Board of Directors, and shall present a report of his/her Division's activities and financial transactions at each Board meeting.

Reports to be made at each scheduled meeting of the GRA Board of Directors, with paper or electronic copies provided simultaneously to the State Chapter Secretary and Chairperson of the Financial Review Committee:

- a. Detailed Treasurer's financial report, to date, containing all income or revenue received and expenses paid out. Financial information shall include documentation of cash paid or prizes awarded by the organization to winners of raffles or door prizes, in the single amount of \$600.00 or more in cash, or property with fair market value equal to or exceeding \$600.00. This documentation shall include identification of individual winners by name, address and Taxpayer Identification Number or Social Security Number and date of the transaction. The financial information to be reported shall further include documentation of the receipt of any donations in cash of \$250.00 or more, or property with estimated fair market value of \$250.00 or more. This documentation shall be in the form of a letter of acknowledgment of the donation, and include a description and statement of estimated fair market value of the item, date of donation and identification of the donor. The letter shall contain original signatures by the Divisional Unit President and the State Chapter President. NOTE: It is the responsibility of the donor to provide the estimated fair market value of a donated item.
- b. Copies of monthly bank statements, check registers and Expenditure Authorization Forms generated, to date.
- c. Budget report to date, using the State Chapter budget format and corresponding budget line items as applicable.
- d. Detailed report of Division activities, to date, i.e., description of fundraisers completed, training provided, special projects completed, advocacy events held, etc.
- e. The report due at the January GRA Board meeting shall contain the same information as required for other scheduled meetings of the GRA Board of Directors, but cumulative for the prior calendar year January-December. This report shall include a year-end budget report showing final balance of income and expenditures, using the State Chapter budget format and corresponding budget line items as applicable. The report shall also include a narrative of detailed activities for the calendar year.

A report of Division activities and financial transactions year-to-date as described above must also be presented to the GRA membership each year at the annual business meeting.

Cumulative reports and records shall also be submitted to the Financial Review Committee on a quarterly basis during the calendar year. These reports and records shall consist of:

- a. Items a-e as described above.

- b. Copies of any meeting or conference call minutes or e-mails reflecting financial decisions.
- c. Full disclosure of all accounts, including checking, savings, CDs or any other income-generating accounts, if not accounted for elsewhere.
- d. Copies of computer-generated check register.

The quarterly reports shall cover the following periods:

January-February-March; April-May-June; July-August-September; October-November-December.

Reports shall be due by the twentieth (20th) day of the first (1st) month following the end of any given reporting quarter.

Penalties for non-compliance with reporting and record-keeping requirements:

Divisional Units failing to meet any reporting deadline shall be designated as non-compliant with State Chapter reporting requirements, causing a letter of non-compliance to be issued on behalf of the State Chapter. The letter of non-compliance shall be issued by the Chairperson of the Financial Review Committee, and shall include notice that a penalty of \$50.00 will be assessed due to failure to provide reports by the twentieth (20th) day of the first month following the end of the reporting quarter. The letter shall further state that unless required reports and records are received by the thirtieth (30th) day of the second (2nd) month following the end of the reporting quarter, the Divisional Unit shall be subject to placement on probationary status, seizure of all assets and/or removal from the official auspices of the State Chapter. Such removal shall include suspension of recognition as a duly authorized Divisional Unit, authority to operate under the State Chapter's tax status as a 501 (c) (3) organization and right of representation and vote on the State Chapter's Board of Directors, for a period of not less than one (1) year. Should non-compliance be based on incomplete or inaccurate reporting rather than failing to meet reporting deadlines, the letter shall also include explanation and guidance as to items needing inclusion or correction. Subsequently a letter shall be sent by the State Chapter Treasurer to the bank or financial institution of the non-compliant Divisional Unit, advising that said Divisional Unit is no longer authorized to operate under the State Chapter's auspices. Divisional Units so removed shall be allowed to petition the State Chapter for reinstatement after a one (1) year period. Such petition shall consist of a letter directed to the President of the State Chapter, and shall include rationale and any supporting documentation in support of and justification for reinstatement. Petitioning Divisional Units shall be accepted for reinstatement by a two thirds (2/3) majority vote by the Board of Directors.

As further conditions of continued good standing and full recognition by the State Chapter, Divisional Units shall also be subject to the following governing provisions:

- a. The incoming President, President-Elect, Treasurer and Treasurer-Elect of each Divisional Unit, providing all such offices exist in the organization, shall attend the Annual Leadership Conference held in December, prior to the beginning of their terms of office in the following January. Failure to attend without good cause may result in action by the GRA Board of Directors to suspend recognition as an approved Division, including the right of representation and voting privileges as a member of the GRA Board of Directors.
- b. The computer software program specified by the state Chapter shall be used by Divisional Units for creating and maintaining financial information.
- c. Account signature cards from the bank or financial institution of each Divisional Unit shall be sent to the State Chapter's Treasurer, in order that the Treasurer can be added to said signature cards.

- d. The State Chapter shall be permitted to access the bank accounts of non-compliant Divisional Units, in order to obtain financial records and information as deemed necessary to comply with federal and state revenue department regulations.
- e. The incoming President of each Divisional Unit shall be required annually to sign a letter of agreement to comply with all State Chapter governing provisions, record-keeping and reporting requirements, and to accept the penalties imposed for non-compliance. (See Appendix J, Letter of Agreement – Divisions and Local Chapters)

Each Division shall be given the opportunity to meet at some time during the Annual Conference and to present Division Awards at the Annual Conference Awards Ceremony.

The Chapter has traditionally included as part of its budget an annual appropriation of \$150.00 to each of the Divisions. This appropriation must be voted on annually by the Board of Directors and continuance of this annual appropriation is at the discretion of the Board of Directors.

In order to apply for an allocation (\$150.00 maximum), each Division President must petition the Board of Directors by letter by the time of the third scheduled Board meeting, stipulating the proposed utilization of funds. The value of the appropriation and approval of its use will be at the discretion of the Board of Directors.

SECTION VII **LOCAL CHAPTERS**

Local Chapters of the Georgia Rehabilitation Association may be formed by members who reside within local geographical areas of the state. Such groups must submit to the Board of Directors a Statement of Intent to form a Local Chapter for approval. If approved, each newly established Local Chapter shall submit to the GRA Board of Directors within one (1) year of inception a copy of its Constitution and Bylaws for review by the Administrative Policy Committee to be sure it conforms with the GRA Constitution and Bylaws.

As it is fiscally difficult to begin a Local Chapter, start-up funds may be requested in letter form from the State Chapter. This letter of request must outline how the funds will be utilized. The State Chapter may provide financial support in an amount not to exceed \$150.00; however, the financial support given is considered an interest-free loan and must be paid back to the State Chapter within two (2) years of the date received.

Presently, there are nine (9) Local Chapters within the Georgia Rehabilitation Association. These Local Chapters are:

- Metro Atlanta Local Chapter
- Middle Georgia Local Chapter
- Roosevelt Warm Springs Institute for Rehabilitation Local Chapter
- Southwest Georgia Local Chapter
 - West Georgia Local Chapter
 - Southeast Georgia Local Chapter
- Highlands Local Chapter
- East Georgia Local Chapter

- South Georgia Local Chapter
- Northeast Georgia Local Chapter

In the event that an amendment(s) is made to an established Local Chapter's Constitution and Bylaws, a copy of the amended document must be submitted to the Board of Directors for review by the Administrative Policy Committee and approval by the Board within the same calendar year the amendment(s) was made.

The President of each Local Chapter or his/her designee shall hold a voting seat on the GRA Board of Directors, and shall present a report of his/her Local Chapter's activities and financial transaction at each Board meeting.

Reports to be made at each scheduled meeting of the GRA Board of Directors, with paper or electronic copies provided simultaneously to the State Chapter Secretary and Chairperson of the Financial Review Committee:

- a. Detailed Treasurer's financial report, to date, containing all income received and expenses paid out. Financial information shall include documentation of cash paid or prizes awarded by the organization to winners of raffles or door prizes, in the single amount of \$600.00 or more in cash, or property with fair market value equal to or exceeding \$600.00. This documentation shall include identification of individual winners by name, address and Taxpayer Identification Number or Social Security Number and date of the transaction. The financial information to be reported shall further include documentation of the receipt of any donations in cash of \$250.00 or more, or property with estimated fair market value of \$250.00 or more. This documentation shall be in the form of a letter of acknowledgment of the donation, and include a description and statement of estimated fair market value of the item, date of donation and identification of the donor. The letter shall contain original signatures by the Local Chapter President and the State Chapter President. NOTE: It is the responsibility of the donor to provide the estimated fair market value of a donated item.
- b. Copies of monthly bank statements, check registers and Expenditure Authorization Forms generated, to date.
- c. Budget report to date, using the State Chapter budget format and corresponding budget line items as applicable.
- d. Detailed report of Local Chapter activities, to date, i.e., description of fundraisers completed, training provided, special projects completed, advocacy events held, etc.
- e. The report due at the January GRA Board meeting shall contain the same information as required for other scheduled meetings of the GRA Board of Directors, but cumulative for the prior calendar year January-December. This report shall include a year-end budget report showing final balance of income and expenditures, using the State Chapter budget format and corresponding budget line items as applicable. The report shall also include a narrative of detailed activities for the calendar year.

A report of Local Chapter activities and financial transactions year-to-date as described above must also be presented to the GRA membership each year at the annual business meeting.

Cumulative reports and records shall also be submitted to the Financial Review Committee on a quarterly basis during the calendar year. These reports and records shall consist of:

- a. Items a-e as described above.

- b. Copies of any meeting or conference call minutes or e-mails reflecting financial decisions.
- c. Full disclosure of all accounts, including checking, savings, CDs or any other income-generating accounts, if not accounted for elsewhere.
- d. Copies of computer-generated check register.

The quarterly reports shall cover the following periods:

January-February-March; April-May-June; July-August-September; October-November-December.

Reports shall be due by the twentieth (20th) day of the first (1st) month following the end of any given reporting quarter.

Penalties for non-compliance with reporting and record-keeping requirements:

Local Chapters failing to meet any reporting deadline shall be designated as non-compliant with State Chapter reporting requirements, causing a letter of non-compliance to be issued on behalf of the State Chapter. The letter of non-compliance shall be issued by the Chairperson of the Financial Review Committee, and shall include notice that a penalty of \$50.00 will be assessed due to failure to provide reports by the twentieth (20th) day of the first month following the end of the reporting quarter. The letter shall further state that unless required reports and records are received by the thirtieth (30th) day of the second (2nd) month following the end of the reporting quarter, the Local Chapter shall be subject to placement on probationary status, seizure of all assets and/or removal from the official auspices of the State Chapter. Such removal shall include suspension of recognition as a duly authorized Local Chapter, authority to operate under the State Chapter's tax status as a 501 (c) (3) organization and right of representation and vote on the State Chapter's Board of Directors, for a period of not less than one (1) year. Should non-compliance be based on incomplete or inaccurate reporting rather than failing to meet reporting deadlines, the letter shall also include explanation and guidance as to items needing inclusion or correction. Subsequently a letter shall be sent by the State Chapter Treasurer to the bank or financial institution of the non-compliant Local Chapter, advising that said Local Chapter is no longer authorized to operate under the State Chapter's auspices. Local Chapters so removed shall be allowed to petition the State Chapter for reinstatement after a one (1) year period. Such petition shall consist of a letter directed to the President of the State Chapter, and shall include rationale and any supporting documentation in support of and justification for reinstatement. Petitioning Local Chapters shall be accepted for reinstatement by a two thirds (2/3) majority vote by the Board of Directors.

As further conditions of continued good standing and full recognition by the State Chapter, Local Chapters shall also be subject to the following governing provisions:

- a. The incoming President, President-Elect, Treasurer and Treasurer-Elect of each Local Chapter, providing all such offices exist in the organization, shall attend the Annual Leadership Conference held in December, prior to the beginning of their terms of office in the following January. Failure to attend without good cause may result in action by the GRA Board of Directors to suspend recognition as an approved Local Chapter, including the right of representation and voting privileges as a member of the GRA Board of Directors.
- b. The computer software program specified by the State Chapter shall be used by Local Chapters for creating and maintaining financial information.
- c. Account signature cards from the bank or financial institution of each Local Chapter shall be sent to the State Chapter's Treasurer, in order that the Treasurer can be added to said signature cards.

- d. The State Chapter shall be permitted to access the bank accounts of non-compliant Local Chapters, in order to obtain financial records and information as deemed necessary to comply with federal and state revenue department regulations.
- e. The incoming President of each Local Chapter shall be required annually to sign a letter of agreement to comply with all State Chapter governing provisions, record-keeping and reporting requirements, and to accept the penalties imposed for non-compliance. (See Appendix J, Letter of Agreement – Divisions and Local Chapters)

SECTION VIII **ACCESSIBILITY AND AUXILIARY AIDS AND SERVICES**

All participants in activities conducted or sponsored by the Georgia Rehabilitation Association or any of its Divisions, including Board meetings, committee meetings, training sessions, Annual Conference activities, and any other events, shall be provided equal opportunities for full participation.

Opportunities to take part in GRA activities shall not be prevented to any individual with a disability because of the necessity to provide accessibility and auxiliary aids and services. Auxiliary aids and services that may be necessary, depending on the needs of particular individuals, may include but are not limited to:

- accessible locations and facilities;
- interpreters (see Appendix E) and note-takers;
- materials in accessible formats and/or readers;
- open or closed captioning of any audiovisual materials that are used;
- good lighting on an interpreter, and good general illumination;
- clarification of concepts presented in training or meetings as may be needed for participant understanding.

Registration forms for Chapter or Division-sponsored activities must include a request for registrants to notify the sponsor of any needs for accessibility or auxiliary aids and services. Individuals who plan to attend a GRA function that does not require registration should notify the appropriate Committee Chairperson by letter or by FAX of any needs no less than ten (10) days prior to the event. The Georgia Rehabilitation Association shall not place special charges on individuals with disabilities to cover the costs of individual auxiliary aids or services.

Whenever GRA contracts for training or with facilities such as hotels or conference centers, the Chapter shall assure that accessibility and other needed auxiliary aids and services are provided. Public accommodations which are used for GRA functions must be in compliance with Title III of the Americans With Disabilities Act (see Appendix E).

APPENDIX A

Sample Ballots

SAMPLE



Appendix A
(Page 1 of 2)

GRA BALLOT
ELECTION
(current year)

PRESIDENT-ELECT
(Check one)

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

VICE PRESIDENT-ELECT
(Check one)

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

SECRETARY

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

TREASURER-ELECT

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

BOARD MEMBERS-AT-LARGE

The Board Members section of the ballot will be invalid unless four (4) names are marked for vote as stated in the Manual of Operations.

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)



GRA ABSENTEE BALLOT
_____ ELECTION
(current year)

PRESIDENT-ELECT
(Check one)

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

SECRETARY

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

VICE PRESIDENT-ELECT
(Check one)

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

TREASURER-ELECT

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

BOARD MEMBERS-AT-LARGE

The Board Members section of the ballot will be invalid unless four (4) names are marked for vote as stated in the Manual of Operations.

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

_____ *Name of Candidate*

(Write-in)

PLEASE MAIL TO: *Credentials Chairperson*
Address

VOTER'S NAME: _____ ADDRESS: _____

APPENDIX B

Awards Criteria

**PERSONAL ACHIEVEMENT AWARD
AND
COUNSELING ACHIEVEMENT AWARD**

The Georgia Rehabilitation Association's **PERSONAL ACHIEVEMENT AWARD** was established to recognize and honor a consumer of rehabilitation services who has demonstrated exceptional determination and motivation to overcome substantial impediments to employment resulting from a most significant disability, and who has successfully completed a rehabilitation program and become gainfully employed.

The **COUNSELING ACHIEVEMENT AWARD** was established to recognize the dedication and hard work of the GRA member who served as the rehabilitation counselor responsible for developing and implementing the rehabilitation program of the recipient of the Personal Achievement Award, and whose counseling, guidance, and other services empowered this consumer to become successfully employed.

Recipients of these two awards are **not** selected by the GRA Awards and Recognitions Committee. Nominations are submitted to and recipients are selected by the Georgia Rehabilitation Counselors and Educators Association Division, which then informs the Awards and Recognitions Committee in order that these individuals can be recommended to the Board, the proper plaques can be obtained, and the awards can be presented at the Annual Conference.

Recipients of the GRA Personal Achievement Award and Counseling Achievement Award shall be the Georgia Chapter's nominees for the Southeast Region NRA Personal Achievement and Counseling Achievement Awards.

NOMINATION PROCEDURES AND CRITERIA:

1. Nominations for the **GRA PERSONAL ACHIEVEMENT AWARD** will be called for by the GRCEA Division and will be submitted by Chapter members to the GRCEA Awards Committee Chairperson.
 - a. Nominees must be consumers of rehabilitation services who were determined to be successfully rehabilitated and whose cases were closed during the prior calendar year.
 - b. Approval must be obtained from the nominee prior to submitting a nomination.
 - c. Nominations must be in narrative form, not to exceed 3,000 words, including information on identifying data, background information, problem identification, services provided, solution of problem(s), and job placement information.
 - d. Identifying information which could cause GRCA Awards Committee members to recognize either the nominee or his/her counselor must be removed from the narrative.

e. Written permission should be obtained from the nominee for GRCEA Awards Committee members to visit him/her and discuss rehabilitation services that were received.

f. A fact sheet must be attached to the narrative, containing the nominee's name, address, and phone number, and the counselor's name and phone number. This fact sheet will be removed by the GRCEA Awards Chairperson prior to review of the nomination by committee members.

2. The **COUNSELING ACHIEVEMENT AWARD** will be presented to the Georgia Rehabilitation Association member who served as rehabilitation counselor to the Personal Achievement Award recipient.

DESCRIPTION OF AWARD PLAQUES:

PERSONAL ACHIEVEMENT:

Shape: State of Georgia
Size: 10" X 12"
Wording: **PERSONAL ACHIEVEMENT AWARD**
Presented to (Name of Recipient)
(Year) Always the same as year presented
GEORGIA REHABILITATION ASSOCIATION

COUNSELING ACHIEVEMENT:

Shape: State of Georgia
Size: 10" X 12"
Wording: **COUNSELING ACHIEVEMENT AWARD**
Presented to (Name of Recipient)
(Year) Always the same as year presented
GEORGIA REHABILITATION ASSOCIATION

PROFESSIONAL ACHIEVEMENT AWARD

The Georgia Rehabilitation Association's Professional Achievement Award was established to honor a Chapter member who has been outstanding in professional achievement during the past year. The recipient may be any member of the Georgia Rehabilitation Association.

NOMINATION PROCEDURES AND CRITERIA:

- 1 List outstanding achievements of the nominee with particular emphasis on services to clients.
2. Describe the nominee's cooperation with related agencies and use of community resources.
3. List special recognitions by peer groups, community organizations, etc.
4. Itemize articles or other items published by nominee in professional publications.
5. Letters of nomination should be accompanied by two (2) supporting letters, one (1) from a supervising person and one (1) from a peer of the nominee, and submitted to the Georgia Rehabilitation Association's Awards and Recognitions Committee Chairperson.

The recipient of the Professional Achievement Award will be selected from all nominations by the Awards and Recognitions Committee.

DESCRIPTION OF AWARD PLAQUE:

Shape: State of Georgia
Size 10" X 12"
Wording: **PROFESSIONAL ACHIEVEMENT AWARD**
(Name of Recipient)
(Year) Always the same as year presented
GEORGIA REHABILITATION ASSOCIATION

SERVICE AWARD

The Georgia Rehabilitation Association's Service Award is specifically oriented towards honoring an individual for outstanding contribution(s) to the field of rehabilitation. The recipient does not have to be a member of the Georgia Rehabilitation Association, and **cannot** be an employee of the State Division of Rehabilitation Services.

CONSIDERATIONS, CRITERIA, AND PROCEDURES FOR NOMINATIONS:

1. What has this individual contributed towards advancement of the field of rehabilitation?
2. What special recognitions or awards has the nominee received?
3. Itemize articles or writings in professional publications.
4. Letters of nomination should be accompanied by one (1) supporting letter and submitted to the Georgia Rehabilitation Association's Awards and Recognitions Committee Chairperson.

The recipient of the Service Award will be selected from all nominations by the Awards and Recognitions Committee.

DESCRIPTION OF AWARD PLAQUE:

Shape: State of Georgia
Size: 10" X 12"
Wording: **SERVICE TO REHABILITATION AWARD**
(Name of Recipient)
(Year) Always the same as year presented
GEORGIA REHABILITATION ASSOCIATION

ISAAC MAX HELLER EMPLOYER OF THE YEAR AWARD

The Georgia Rehabilitation Association's Isaac Max Heller Employer of the Year Award was established in memory of Mr. Isaac Max Heller to recognize employers who have provided exceptional services to citizens with disabilities by providing them with employment.

CONSIDERATIONS, CRITERIA, AND PROCEDURES FOR NOMINATIONS:

1. How long has this employer been cooperating with rehabilitation service providers and employing persons with disabilities?
2. How many persons with disabilities has this employer hired?
3. What is the total number of all employees of this establishment?
4. Is this employer using as many persons with disabilities as is feasible for his/her operation?
5. Has this employer provided reasonable accommodations for employees with disabilities?
6. Is this employer's place of business and all facilities accessible to persons with disabilities?
7. Has this employer been instrumental in advocating for the employment of persons with disabilities?
8. Does this employer inform rehabilitation service providers about employment possibilities that might be filled by persons with disabilities?
9. Letters of nomination should be one typed page or less, and should be submitted to the Georgia Rehabilitation Association's Awards and Recognitions Committee Chairperson.

The recipient of this award will be selected from all nominations by the Awards and Recognitions Committee and will be presented with a plaque at the Annual Conference Awards Ceremony.

DESCRIPTION OF EMPLOYER'S AWARD PLAQUE:

Shape: State of Georgia

Size: 10" X 12"

Wording: **ISAAC MAX HELLER EMPLOYER OF THE YEAR**

(Name of Company)

(Year) Always the same as year presented

GEORGIA REHABILITATION ASSOCIATION

HELLER FAMILY PLAQUE:

A second plaque has been in the possession of the Heller family since the inception of the Isaac Max Heller Award. This plaque contains a brass plate engraved with our Association's name and the name of the award. Below the plate is a series of smaller brass plates containing the names of all employers who have been presented the Heller Award and the years in which each was received. Each year the new winner's name and the year are engraved on a new plate to be added to the plaque, and the plaque is then represented to the Heller family at the Annual Conference Awards Ceremony. The Awards Committee shall be responsible for retrieving the plaque from the Heller family prior to the Annual Conference to have the new brass plate engraved and mounted on the plaque.

JANICE BLACK SPIRIT AWARD

The GRA Membership Committee's Janice Black Spirit Award was established to honor Janice Black, a member whose continuing dedication to GRA through recruitment of new members, participation in committee work, volunteering for special projects, and general behind-the-scenes hard work and devotion represent outstanding contributions to the Chapter.

The recipient of this award will be nominated and selected by the Membership Committee and the award will be presented at the Annual Conference Awards Ceremony. The award may be presented in the form of a trophy, plaque, certificate, or other gift as determined by the Membership Committee.

NANCY CROWDER MEMORIAL SCHOLARSHIP AWARD

The purpose of the Georgia Rehabilitation Association's scholarship program is to provide recognition by offering scholarship assistance to an individual with a disability who demonstrates outstanding academic achievement, community involvement, and school participation.

Nominations for the **NANCY CROWDER MEMORIAL SCHOLARSHIP AWARD** are submitted by Chapter members to the Scholarship Committee who select a prospective winner and submit their recommendation to the Board for approval.

The scholarship is awarded annually in the amount of \$1000 to be presented at the Annual Conference Awards Ceremony. The winner's travel costs to attend the Awards Ceremony are funded in coordination with the Awards and Recognitions Committee as outlined in the Manual of Operations (Section IV, Awards and Recognitions, g, NOTE).

The name of the **NANCY CROWDER MEMORIAL SCHOLARSHIP AWARD** winner will be submitted to the Southeast Region NRA Scholarship Committee Chairperson as the Georgia Chapter's nominee for the SERNRA Scholarship.

NOTE: Purpose, criteria, application process, and entry forms for the SERNRA Scholarship can be found on pages 10 - 13 of Appendix B.

NOMINATION PROCEDURES AND CRITERIA:

1. Nominations for the **NANCY CROWDER MEMORIAL SCHOLARSHIP AWARD** will be called for by the Scholarship Committee and will be submitted by Chapter members to the Chairperson.
2. Each nominee must be a person with a disability.
3. Each nominee must be a resident of the state of Georgia.
4. Each nominee must be accepted into a post secondary educational program.
5. Nominations should be submitted on the Entry Form for the Nancy Crowder Memorial Scholarship. (See pages 8 and 9 of Appendix B).



ENTRY FORM
For the NANCY CROWDER MEMORIAL Scholarship

Please print or type all responses to the following questions.

Nominee's name: _____ SSN _____

Home address: _____

Phone: _____ Birthdate: _____

High School name and address: _____
Name
Street St
City State Zip Code

Definition of DISABILITY. A physical or mental impairment that substantially limits one or more of the major life activities of an individual

Describe nominee's disability (*Include specific limitations; how and when the impairment was acquired, etc.*):

Discuss how the nominee has overcome societal barriers related to his/her disability:

Discuss difficulties nominee has encountered in working to surmount his/her disability:

ENTRY FORM
Page 2

Education (please list **all** institutions attended and dates attended):

Explain how nominee has overcome barriers in the educational environment, if any:

List nominee's accomplishments in school:

List nominee's extracurricular activities:

List nominee's community activities:

List nominee's other accomplishments not already covered in previous questions:

SOUTHEAST REGION NRA SCHOLARSHIP PROGRAM

PURPOSE:

The purpose of the Southeast Region National Rehabilitation Association (SERNRA) scholarship program is to provide recognition by offering scholarship assistance to an individual with a disability who demonstrates outstanding academic achievement, community involvement and school participation. In administration of the program, the scholarship committee will consider all applicants.

AWARD AMOUNT:

A scholarship will be awarded annually in the amount of \$1,000. Travel costs to attend the awards presentation at the SERNRA Annual Training Conference for the recipient and/or assistant will be funded by inference with the conference committee.

AWARD DATE:

Scholarship will be awarded at the SERNRA Conference

ELIGIBILITY CRITERIA:

- * A state may submit no more than one candidate.
- * The candidate must be a person with a disability.
- * The candidate must be a resident of the Southeast Region.
- * The candidate must plan to enter or be accepted into a post secondary educational program.
- * The candidate must have the Southeast Region scholarship application completed.
- * The application from the state chapter president must be received by the committee chair no later than January 1.

APPLICATION PROCESS:

Complete Form

JUDGING COMMITTEE MEMBERSHIP:

- * Chair-Past President
- * Trustees Committee (President, Past President, President-Elect, Treasurer, Southeast Region Representative to the NRA Board)

PAYMENT:

Payment will be made directly to the recipient upon proof of registration to the educational institution.

DEVELOPMENT OF FUND:

- * A minimum amount of \$15,000 plus \$2,400 (represents South Carolina's contribution from 1992) and Kentucky's 10% net profit from the 1993 conference will be deposited in an interest-bearing account known as the scholarship fund account.
- * Each year thereafter 10% of the net profit from each Annual Training Conference of the Southeast Region will be deposited in the scholarship fund account.
- * This account will be maintained in one location and can be moved only by a decision of the SERNRA Board.

**Official Entry Form
For the Southeast Region NRA Scholarship**

Note: *Please type all responses to the following questions.*

Sponsoring state NRA chapter: _____

Nominee's name: _____

Nominee's social security number: _____

Home Address: _____

Telephone number: _____ Birth Date: _____

High school name and address: _____

Name

Street

City

State

Zip Code

Definition of disability (A physical or mental impairment that substantially limits one or more major activities of an individual).

Describe nominee's disability: (Include functional limitations, how and when acquired, etc.)

Describe how the nominee has overcome societal barriers to his/her disability

Discuss difficulties nominee encountered in working to surmount his or her disability:

Official Entry Form – Page 2

Education: (Please list **all** institutions attended and dates attended.)

Explain how nominee has overcome barriers in the educational environment, if any:

List nominee's accomplishments in school:

List nominee's extracurricular activities:

List nominee's community activities

List nominee's other accomplishments not already covered in previous questions:

The nominee is sponsored by the following chapter of NRA:

Name of state chapter president: _____

Signature of state chapter president: _____

Name of nominee's principal: _____

Signature of nominee's principal: _____

EVALUATION FORM
For the Southeast Region NRA Scholarship

Name of Student: _____

Each entry is rated based on its appropriateness and completeness. Each of the four categories counts 25 percent toward the total score. The student's rating in each category ranges from a minimum of zero to a maximum of 25 points. Please total the points awarded in each category to determine a composite rating.

1. How has the student demonstrated his/her ability to overcome the barriers imposed by society on the student?
(0 – 25 points)

2. How has the student demonstrated a commitment to advocacy for persons with disabilities?
(0 – 25 points)

3. How has the student demonstrated leadership and involvement in his/her community?
(0 – 25 points)

4. How has the student excelled in school?
(0 – 25 points)

TOTAL SCORE

PAULA DOOLEY MCINTOSH MEMORIAL CONTINUING EDUCATION GRANT

The PAULA DOOLEY MCINTOSH MEMORIAL CONTINUING EDUCATION GRANT was established by the family of Paula Dooley McIntosh to provide recognition of the contributions of Paula Dooley McIntosh to the lives of Georgians with disabilities. The Grant is to be awarded annually to a Georgia resident employed in the field of vocational rehabilitation in Georgia to provide funds for the continuation of that individual's professional development.

Applications for the MCINTOSH GRANT are submitted to the Scholarship Committee who select a prospective winner and submit their recommendation to the Board for approval.

The grant is awarded annually in the amount of \$750 to be presented at the Annual Conference Awards Ceremony. The winner's travel costs to attend the Awards Ceremony are funded in coordination with the Awards and Recognitions Committee as outlined in the Manual of Operations (Section IV, Awards and Recognitions, g, NOTE).

APPLICATION PROCEDURES AND CRITERIA:

1. Application forms for the MCINTOSH GRANT will be distributed by the Scholarship Committee throughout the professional rehabilitation community in Georgia and will be submitted by applicants to the Chairperson.

NOTE: The PAULA DOOLEY MCINTOSH MEMORIAL CONTINUING EDUCATION GRANT Application Form can be found on pages 16 and 17 of Appendix B.

2. Each applicant considered must be a Georgia resident employed in the field of vocational rehabilitation in Georgia.
3. Each applicant's course of study must be directly associated with vocational rehabilitation or a field that supports the applicant in his/her specific job duties as a rehabilitation professional; e.g., clerical, accounting/budget, VR counseling, administration, assessment, human resources development, quality assurance, public relations, job skills training, etc.
4. Each applicant considered must agree that if chosen the winner, he/she will use the funds within twelve (12) months of receiving the grant.

GEORGIA REHABILITATION ASSOCIATION
Paula Dooley McIntosh Memorial Continuing Education Grant

Instructions for Application:

1. Complete the attached application form.
2. Obtain two (2) letters of reference to be submitted with the application form.
3. All applications must be complete and legible.
4. Return completed application package to:

(Scholarship Committee Chair Name and Address)

5. Application package must be postmarked no later than (deadline date).



Application Form
for the
PAULA DOOLEY MCINTOSH MEMORIAL CONTINUING EDUCATION GRANT

Please print or type all information requested below.

PERSONAL INFORMATION:

NAME _____ SOCIAL SECURITY NUMBER _____

HOME ADDRESS _____
No. & Street City, State, Zip

HOME PHONE _____ BUSINESS PHONE _____

U.S. CITIZEN? RESIDENT OF GEORGIA?
Yes No Yes No

EDUCATION:

HIGH SCHOOL _____
Name City, State

GRADUATION DATE _____

BUSINESS OR TECHNICAL SCHOOL _____
Name City, State

DATES ATTENDED _____

COLLEGE _____
Name City, State

DATES ATTENDED _____

GRADUATE SCHOOL _____
Name City, State

DATES ATTENDED _____

EMPLOYMENT:

JOB TITLE _____

EMPLOYER _____

MAILING ADDRESS _____
No. & Street City, State, ZIP

PHONE _____

REFERENCES:

NAME _____

ADDRESS _____
No. & Street City, State, ZIP

PHONE _____

NAME _____

ADDRESS _____
No. & Street City, State, ZIP

PHONE _____

In the space below explain why you believe you should receive this award. Include a discussion of your academic achievements, school and community activities and awards, and goals for the future. Use an additional sheet if necessary.

GOVERNMENTAL AFFAIRS AND PUBLIC SERVICE AWARD

This award is based on the same award developed by and presented on the national level by NRA. The award is presented to a public official who has demonstrated leadership in improving rehabilitation services for persons with disabilities within the State of Georgia.

Examples

Members of the State Legislature
State legislator's staff
Governor's Office
State Judicial branches

Criteria

Outstanding contributions to rehabilitation through formation, integration or administration of their leadership over a period of years

The call for nominations shall be made by the Chairpersons of the Education and Advocacy Committee. The selection shall be made by the Committee. The award will be presented during the annual Legislative reception.

Design of Plaque is up to the committee.



GOVERNMENTAL AFFAIRS AND PUBLIC SERVICE AWARD

Nomination Form

Name of Nominee: _____

Title: _____

Address: _____

City/State: _____ **Zip:** _____

Telephone Number: _____

Nominated by: _____

Telephone Number: _____

NOMINATION (use additional paper as needed)

Leadership Qualities in working with Georgians with disabilities:

Committees, programs implemented, service projects:

Other information demonstrating this nominee's service to Georgians with disabilities: _____

LOCAL CHAPTER OF THE YEAR AWARD

The purpose of the Georgia Rehabilitation Association's Local Chapter of the Year Award is to honor a Local Chapter for its unique and diverse achievements, innovative ideas and dedicated service on behalf of persons with disabilities and local chapter members.

Nominations for the Local Chapter of the Year Award shall consist of the Local Chapter year-end reports for the prior calendar year, required to be submitted to the GRA Board of Directors through the Finance Committee Chairperson. The Awards and Recognitions Committee shall obtain copies of such year-end reports to serve as nominations packets for the award.

CONSIDERATIONS, CRITERIA AND PROCEDURES FOR NOMINATIONS:

1. Must be a Local Chapter in good standing with the State Chapter.
2. Must demonstrate outstanding achievement in the effort at the Local Chapter level to advance the mission of the Georgia Rehabilitation Association.
3. Must demonstrate exemplary activities in professional training, public awareness, consumer advocacy and membership growth.
4. Must have been consistently viewed as innovative, creative and willing to respond to the changing needs of its membership.
5. Local Chapter year-end reports for the prior calendar year, as submitted to the GRA Board, shall be considered the official nomination packet for this award. Year-end reports must show compliance with Local Chapter reporting requirements, as recommended by the GRA Board's CPA. Year-end reports shall contain:
 - Bank Statements and reconciliations – 13 months December – December, ending with December of the most recently completed prior calendar year.
 - Detailed treasurer's report (summary) for the year.
 - Check register for the year.
 - Record of deposits for the year.
 - Year-end budget for the year.
 - Detailed activity report for the year.
6. In addition, local chapters must have also complied with the GRA requirements for Local Chapter reporting at each scheduled Board of Directors meeting for the prior calendar year.
7. Local Chapters may also submit to the Awards and Recognitions Committee additional letters of support, newspaper articles, pictures or other supporting information, to be included and considered along with the year-end report nominations packet.

The Awards and Recognitions Committee shall review all nominations packets and supporting documentation, and recommend to the GRA Board of Directors a selection for the Local Chapter of the Year Award, for their acceptance and approval. The recipient approved by the GRA Board will be presented with a plaque at the Annual Conference Awards Ceremony.

DESCRIPTION OF LOCAL CHAPTER OF THE YEAR PLAQUE:

Shape: State of Georgia
Size: 10" X 12"
Wording: LOCAL CHAPTER OF THE YEAR AWARD
(Name of Local Chapter)
(Year - Always the same as year presented)
GEORGIA REHABILITATION ASSOCIATION

DIVISIONAL UNIT OF THE YEAR AWARD

The purpose of the Georgia Rehabilitation Association's Divisional Unit of the Year Award is to honor a Divisional Unit for its unique and diverse achievements, innovative ideas and dedicated service on behalf of persons with disabilities and divisional unit members.

Nominations for the Divisional Unit of the Year Award shall consist of the Divisional Unit year-end reports for the prior calendar year, required to be submitted to the GRA Board of Directors through the Finance Committee Chairperson. The Awards and Recognitions Committee shall obtain copies of such year-end reports to serve as nominations packets for the award.

CONSIDERATIONS, CRITERIA AND PROCEDURES FOR NOMINATIONS:

8. Must be a Divisional Unit in good standing with the State Chapter.
9. Must demonstrate outstanding achievement in the effort at the Divisional Unit level to advance the mission of the Georgia Rehabilitation Association.
10. Must demonstrate exemplary activities in professional training, public awareness, consumer advocacy and membership growth.
11. Must have been consistently viewed as innovative, creative and willing to respond to the changing needs of its membership.
12. Divisional Unit year-end reports for the prior calendar year, as submitted to the GRA Board, shall be considered the official nomination packet for this award. Year-end reports must show compliance with Divisional Unit reporting requirements, as recommended by the GRA Board's CPA. Year-end reports shall contain:
 - Bank Statements and reconciliations – 13 months December – December, ending with December of the most recently completed prior calendar year.
 - Detailed treasurer's report (summary) for the year.
 - Check register for the year.
 - Record of deposits for the year.
 - Year-end budget for the year.
 - Detailed activity report for the year.
13. In addition, Divisional Units must have also complied with the GRA requirements for Divisional Unit reporting at each scheduled Board of Directors meeting for the prior calendar year.
14. Divisional Units may also submit to the Awards and Recognitions Committee additional letters of support, newspaper articles, pictures or other supporting information, to be included and considered along with the year-end report nominations packet.

The Awards and Recognitions Committee shall review all nominations packets and supporting documentation, and recommend to the GRA Board of Directors a selection for the Divisional Unit of the Year Award, for their acceptance and approval. The recipient approved by the GRA Board will be presented with a plaque at the Annual Conference Awards Ceremony.

DESCRIPTION OF DIVISIONAL UNIT OF THE YEAR PLAQUE:

Shape: State of Georgia
Size: 10" X 12"
Wording: DIVISIONAL UNIT OF THE YEAR AWARD
(Name of Divisional Unit)
(Year - Always the same as year presented)
GEORGIA REHABILITATION ASSOCIATION

APPENDIX C

Budget Forms



**GEORGIA REHABILITATION ASSOCIATION
BUDGET REQUEST FORM**

FOR FISCAL YEAR JANUARY 1, _____ THROUGH DECEMBER 31, _____

COMMITTEE _____

BUDGET REQUEST \$ _____

FUNDS WILL BE UTILIZED FOR _____

GOALS FOR THE YEAR ARE _____

SUBMITTED BY:

COMMITTEE CHAIRPERSON

COMMITTEE CO-CHAIRPERSON



**GEORGIA REHABILITATION ASSOCIATION
BUDGET EXPENSE & REVENUE SUMMARY**

For the Fiscal Year January 1, _____ Through December 31, _____

Account Name	Itemized Description	Previous Year's Expenditures	Proposed Expenditures	Previous Year's Revenues	Anticipated Revenues
		(prior year)	(current year)	(prior year)	(current year)
AWARDS					
COMMUNICATION	Ads/Publicity				
	Contributions				
	Postage/Shipping				
	Printing/Copying				
	Seminars/Training/Conference				
	Public Relations				
CONTRACTED SERVICES	Interpreters				
	Speakers				

Appendix C
(page 4 of 4)

Account Name	Itemized Description	Previous Year's Expenditures	Proposed Expenditures	Previous Year's Revenues	Anticipated Revenues
		(prior year)	(current year)	(prior year)	(current year)
TRAVEL	Lodging				
	Meals				
	Transportation				
MISCELLANEOUS EXPENSES					
REVENUE	Interest Income				
	Fundraising				
	Membership Rebates				
	Misc. Income				
TOTAL					
FUND BALANCE	Prior Year _____ (year)				
FUND BALANCE	Anticipated				

Date _____

Signature _____

Committee _____

APPENDIX D

Expense Forms



**GEORGIA REHABILITATION ASSOCIATION EXPENDITURE AUTHORIZATION
FORM**

Date _____ Payee of
Check _____
Amount Authorized \$ _____ Charge to Budget No. _____

EXPLANATION OF EXPENDITURE

SPECIAL INSTRUCTIONS

EXPLANATION OF EXPENDITURE	SPECIAL INSTRUCTIONS

Authorized by: _____

Approved by: _____

Chapter President

FOR TREASURER'S USE:

Form returned for additional information: _____

Date of check: _____

Paid by check number: _____

Charged to Budget Line Item: _____



GEORGIA REHABILITATION ASSOCIATION TRAVEL EXPENSE STATEMENT

NAME: _____ AUTHORIZED BY: _____

OFFICE, POSITION, and/or COMMITTEE _____

PURPOSE OF TRIP: _____

LODGING			MEALS		
DATE	LOCATION	AMOUNT	LOCATION	AMOUNT	
		\$			\$
TOTAL LODGING AND MEALS					\$

AUTOMOBILE MILEAGE RECORD					
DATE	ORIGIN	DESTINATION	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE
MILEAGE TOTAL					

OTHER MODES OF TRAVEL		
DATE	TYPE (air, taxi, bus, etc.)	AMOUNT
		\$
TOTAL		\$

MISCELLANEOUS		
DATE	TYPE (registration, parking, etc.)	AMOUNT
		\$
TOTAL		\$

TOTAL LODGING AND MEALS (attach lodging receipts)..... \$ _____

TOTAL MILEAGE _____ MILES X .40/MILE..... _____

TOTAL OTHER MODES OF TRAVEL..... _____

TOTAL MISCELLANEOUS EXPENSES (attach receipts or canceled checks)... + _____

TOTAL EXPENSES..... \$ _____

SUBTRACT TRAVEL ADVANCE RECEIVED..... - _____

TOTAL CLAIM FOR REIMBURSEMENT..... \$ _____

GEORGIA REHABILITATION ASSOCIATION TRAVEL ADVANCE AUTHORIZATION FORM

MEMBER INFORMATION:

Name: _____

Address _____

Telephone: _____ (work) _____ (home)

Amount of Advance requested: \$ _____

AUTHORIZATION:

_____ is hereby authorized to receive a travel advance
in the amount of \$ _____

Date

President
GEORGIA REHABILITATION ASSOCIATION

AGREEMENT:

I hereby acknowledge receipt of the above authorized advance of funds. I understand that I must pay back to GRA any unused funds within ten (10) days of my return. I further agree to submit a Travel Expense Statement to the Treasurer as required, and I will use these funds in accordance with existing travel policies and procedures.

Date

Member Signature

APPENDIX E

ADA Title III Guidelines

Title III Highlights

- I. Who is Covered by title III of the ADA
- II. Overview of Requirements
- III. “Individuals with Disabilities”
- IV. Eligibility for Goods and Services
- V. Modifications in Policies, Practices, and Procedures
- VI. Auxiliary Aids
- VII. Existing Facilities: Removal of Barriers
- VIII. Existing Facilities: Alternatives to Barrier Removal
- IX. New Construction
- X. Alterations
- XI. Overview of Americans with Disabilities Act Accessibility Guidelines for New Construction and Alterations

I. Who is Covered by Title III of the ADA

- The title III regulation covers -
 - Public accommodations (i.e., private entities that own, operate, lease, or lease to places of public accommodation),
 - Commercial facilities, and
 - Private entities that offer remain examinations and courses related to educational and occupational certification.
- Places of public accommodation include over five million private establishments, such as restaurants, hotels, theaters, convention centers, retail stores, shopping centers, dry cleaners, laundromats, pharmacies, doctors' offices, hospitals, museums, libraries, parks, zoos, amusement parks, private schools, day care centers, health spas, and bowling alleys.
- Commercial facilities are nonresidential facilities, including office buildings, factories, and warehouses, whose operations affect commerce.
- Entities controlled by religious organizations, including places of worship, are not covered.
- Private clubs are not covered, except to the extent that the facilities of the private club are made available to customers or patrons of a place of public accommodation.
- State and local governments are not covered by the title III regulation, but rather by the Department of Justice's title II regulation.

II. Overview of Requirements

- Public accommodations must –
 - Provide goods and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.
 - Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy the goods and services of a place of public accommodation.
 - Make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration would result in the nature of the goods and services provided.
 - Furnish auxiliary aids when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

- Remove architectural and structural communication barriers in existing facilities where readily achievable.
 - Provide readily achievable alternative measures when removal of barriers is not readily achievable.
 - Provide equivalent transportation services and purchase accessible vehicles in certain circumstances.
 - Maintain accessible features of facilities and equipment.
 - Design and construct new facilities and, when undertaking alterations, alter existing facilities in accordance with the Americans with Disabilities Act Accessibility Guidelines issued by the Architectural and Transportation Barriers Compliance Board and incorporated in the final Department of Justice title III regulation.
- A public accommodation is not required to provide personal devices such as wheelchairs; individually prescribed devices (e.g., prescription eyeglasses or hearing aids); or services of a personal nature including assistance in eating, toileting, or dressing.
- A public accommodation may not discriminate against an individual or entity because of the known disability of a person with whom the individual or entity is known to associate.
- Commercial facilities are only subject to the requirement that new construction and alterations conform to the ADA Accessibility Guidelines. The other requirements applicable to public accommodations listed above do not apply to commercial facilities.
- Private entities offering certain examinations or courses (i.e., those related to applications, licensing, certification, or credentialing for secondary or postsecondary education, professional, or trade purposes) must offer them in an accessible place and manner or offer alternative accessible arrangements.

III. "Individuals with Disabilities"

- The Americans with Disabilities Act provides comprehensive civil rights protections for "individuals with disabilities."
- An individual with a disability is a person who -
- Has a physical or mental impairment that substantially limits one or more "major life activities," or
 - Has a record of such an impairment, or
 - Is regarded as having such an impairment.

- Examples of physical or mental impairments include, but are not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism. Homosexuality and bisexuality are not physical or mental impairments under the ADA.
- "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- Individuals who currently engage in the illegal use of drugs are not protected by the ADA when an action is taken on the basis of their current illegal use of drugs.

IV. Eligibility for Goods and Services

- In providing goods and services, a public accommodation may not use eligibility requirements that exclude or segregate individuals with disabilities, unless the requirements are "necessary" for the operation of the public accommodation.
 - For example, excluding individuals with cerebral palsy from a movie theater or restricting individuals with Down's Syndrome to only certain areas of a restaurant would violate the regulation.
- Requirements that tend to screen out individuals with disabilities, such as requiring a blind person to produce a driver's license as the sole means of identification for cashing a check, are also prohibited
- Safety requirements may be imposed only if they are necessary for the safe operation of a place of public accommodation. They must be based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.
 - For example, an amusement park may impose height requirements for certain rides when required for safety.
- Extra charges may not be imposed on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatments such as removing barriers or providing qualified interpreters.

V. Modifications in Policies, Practices, and Procedures

- A public accommodation must make reasonable modifications in its policies, practices, and procedures in order to accommodate individuals with disabilities.
- A modification is not required if it would "fundamentally alter" the goods, services, or operations of the public accommodation.

- For example, a department store may need to modify a policy of only permitting one per at a time in a dressing room if an individual with mental retardation needs the assistance of a companion in dressing.
- Modifications in existing practices generally must be made to permit the use of guide dogs and other service animals.
- Specialists are not required to provide services outside of their legitimate areas of specialization.
 - For example, a doctor who specializes exclusively in burn treatment may refer an individual with a disability, who is not seeking burn treatment to another provider. A burn specialist, however, could not refuse to provide burn treatment to, for example, an individual with HIV disease.

VI. Auxiliary Aids

- A public accommodation must provide auxiliary aids and services when they are necessary to ensure effective communication with individuals with hearing, vision, or speech impairments.
- "Auxiliary aids" include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, brailled materials, and large print materials.
- The auxiliary aid requirement is flexible. For example, a brailled menu is not required, if waiters are instructed to read the menu to blind customers.
- Auxiliary aids that would result in an undue burden, (i.e., "significant difficulty or expense") or in a fundamental alteration in the nature of the goods or services are not required by the regulation. However, a public accommodation must still furnish another auxiliary aid, if available, that does not result in a fundamental alteration or an undue burden.

VII. Existing Facilities: Removal of Barriers

- Physical barriers to entering and using existing facilities must be removed when "readily achievable."
- Readily achievable means "easily accomplishable and able to be carried out without much difficulty or expense."
- What is readily achievable will be determined on a case-by-case basis in light of the resources available.
 - The regulation does not require the rearrangement of temporary or movable structures, such as furniture, equipment, and display racks to the extent that it would result in a significant loss of selling or serving space.

- Legitimate safety requirements may be considered in determining what is readily achievable so long as they are based on actual risks and are necessary for safe operation.
- Examples of barrier removal measures include -
 - Installing ramps,
 - Making curb cuts at sidewalks and entrances,
 - Rearranging tables, chairs, vending machines, display racks, and other furniture,
 - Widening doorways,
 - Installing grab bars in toilet stalls, and
 - Adding raised letters or braille to elevator control buttons.
- First priority should be given to measures that will enable individuals with disabilities to "get in the front door," followed by measures to provide access to areas providing goods and services.
- Barrier removal measures must comply, when readily achievable, with the alterations requirements of the ADA Accessibility Guidelines. If compliance with the Guidelines is not readily achievable, other safe, readily achievable measures must be taken, such as installation of a slightly narrower door than would be required by the Guidelines.

VIII. Existing Facilities: Alternatives to Barrier Removal

- The ADA requires the removal of physical barriers, such as stairs, if it is "readily achievable." However, if removal is not readily achievable, alternative steps must be taken to make goods and services accessible.

Examples of alternative measures include -

- Providing goods and services at the door, sidewalk, or curb,
 - Providing home delivery,
 - Retrieving merchandise from inaccessible shelves or racks,
 - Relocating activities to accessible locations.
- Extra charges may not be imposed on individuals with disabilities to cover the costs of measures used as alternatives to barrier removal. For example, a restaurant may not charge a wheelchair user extra for home delivery when it is provided as the alternative to barrier removal.

IX. New Construction

- All newly constructed places of public accommodation and commercial facilities must be accessible to individuals with disabilities to the extent that it is not structurally impracticable.
- The new construction requirements apply to any facility occupied after January 26, 1993, for which the last application for a building permit or permit extension is certified as complete after January 26, 1992.
- Full compliance will be considered "structurally impracticable" only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features (e.g., marshland that requires construction on stilts).
- The architectural standards for accessibility in new construction are contained in the ADA Accessibility Guidelines issued by the Architectural and Transportation Barriers Compliance Board, an independent Federal agency. These standards are incorporated in the final Department of Justice title III regulation.
- Elevators are not required in facilities under three stories or with fewer than 3,000 square feet per floor, unless the building is a shopping center, shopping mall, professional office of a health care provider, or station used for public transportation.

X. Alterations

- Alterations after January 26, 1992, to existing places of public accommodation and commercial facilities must be accessible to the maximum extent feasible.
- The architectural standards for accessibility in alterations are contained in the ADA Accessibility Guidelines issued by the Architectural and Transportation Barriers Compliance Board. These standards are incorporated in the final Department of Justice title III regulation.
- An alteration is a change that affects usability of a facility. For example, if during remodeling, renovation, or restoration, a doorway is being relocated, the new doorway must be wide enough to meet the requirements of the ADA Accessibility Guidelines.
- When alterations are made to a "primary function area," such as the lobby or work areas of a bank, an accessible path of travel to the altered area, and the bathrooms, telephones, and drinking fountains serving that area, must be made accessible to the extent that the added accessibility costs are not disproportionate to the overall cost of the original alteration.
 - Alterations to windows, hardware, controls, electrical outlets, and signage in primary function areas do not trigger the path of travel requirement.
 - The added accessibility costs are disproportionate if they exceed 20 percent of the original alteration.

- Elevators are not required in facilities under three stories or with fewer than 3,000 square feet Per floor, unless the building is a shopping center, shopping mall, professional office of a health care provider, or station used for public transportation.

XI Overview of Americans with Disabilities Act Accessibility Guidelines for New Construction and Alterations

- New construction and alterations must be accessible in compliance with the ADA Accessibility Guidelines.
- The Guidelines contain general design ("technical") standards for building and site elements, such as parking, accessible routes, ramps, stairs, elevators, doors, entrances, drinking fountains, bathrooms, controls and operating mechanisms, storage areas, alarms, signage, telephones, fixed seating and tables, assembly areas, automated teller machines, and dressing rooms. They also have specific technical standards for restaurants, medical care facilities, mercantile facilities, libraries, and transient lodging (such as hotels and shelters).
- The Guidelines also contain "scoping" requirements for various elements (i.e., it specifies how many, and under what circumstances, accessibility features must be incorporated).
- Following are examples of scoping requirements in new construction -
 - At least 50 percent of all public entrances must be accessible. In addition, there must be accessible entrances to enclosed parking, pedestrian tunnels, and elevated walkways.
 - An accessible route must connect accessible public transportation stops, parking spaces, passenger loading zones, and public streets or sidewalks to all accessible features and spaces within a building.
 - Every public and common use bathroom must be accessible. Only one stall must be accessible, unless there are six or more stalls, in which case two stalls must be accessible (one of which must be of an alternate, narrow-style design).
 - Each floor in a building without a supervised sprinkler system must contain an "area of rescue assistance" (i.e., an area with direct access to an exit stairway where people unable to use stairs may await assistance during an emergency evacuation).
 - One TDD must be provided inside any building that has four or more public pay telephones, counting both interior and exterior phones. In addition, one TDD must be provided whenever there is an interior public pay phone in a stadium or arena; convention center, hotel with a convention center, covered shopping mall; or hospital emergency, recovery, or waiting room.
 - One accessible public phone must be provided for each floor, unless the floor has two or more banks of phones, in which case there must be one accessible phone for each bank.

- Fixed seating assembly areas that accommodate 50 or more people or audio amplification systems must have a permanently installed assistive listening systems.
 - Dispersal of wheelchair seating in theaters is required where there are more than 300 seats. In addition, at least one percent of all fixed seats must be aisle seats without armrests (or with movable armrests). Fixed seating, for companions must be located adjacent to each wheelchair location.
 - Where automated teller machines are provided, at least one must be accessible.
 - Five percent of fitting and dressing rooms (but never less than one) must be accessible.
- Following are examples of specific scoping requirements for new construction of special types of facilities, such as restaurants, medical care facilities, mercantile establishments, libraries, and hotels –
- In restaurants, generally all dining areas and five percent of fixed tables (but not less than one) must be accessible.
 - In medical care facilities, all public and common use areas must be accessible. In general purpose hospitals and in psychiatric and detoxification facilities, ten percent of patient bedrooms and toilets must be accessible. The required percentage is 100 percent for special facilities treating conditions that affect mobility and 50 percent for long-term care facilities and nursing homes.
 - In mercantile establishments, at least one of each type of counter containing a cash register and at least one of each design of check-out aisle must be accessible. In some cases, additional check-out aisles are, required to be accessible (i.e., from 20 to 40 percent) depending on the number of check-out aisles and the size of the facility.
 - In libraries, all public areas must be accessible. In addition, five percent of fixed tables or study carrels (or at least one) must be accessible. At least one lane at the check-out area and aisles between card catalogs, magazine displays, and stacks must be accessible.
 - In hotels, four percent of the first 100 rooms and approximately two percent of rooms in excess of 100 must be accessible to persons with hearing impairments (i.e., contain visual alarms, visual notification devices, volume-control telephones, and an accessible electrical outlet for a TDD) and to persons with mobility impairments. Moreover, an identical percentage of additional rooms must be accessible to persons with hearing impairments.
 - Technical and scoping requirements for alterations are sometimes less stringent than those for new construction. For example, when compliance with the new construction requirements would be technically infeasible, one accessible unisex bathroom per floor is acceptable.

**GEORGIA REHABILITATION ASSOCIATION POLICY
FOR INTERPRETERS**

Minimum requirements for availability of interpreters for persons with hearing impairments who use sign language as a principle means of communication at any Georgia Rehabilitation Association conference, meeting, or other function shall be as follows:

ANNUAL CONFERENCE - Interpreters shall be available at all meetings and functions that are included on the Conference program. Costs shall be covered in the basic registration fee. The Annual Conference Planning Committee shall have authority to expand interpreter services to include the Georgia Rehabilitation Association social activities, basing their decision on requests for service and availability of funds.

MEETINGS - Meetings of the Georgia Rehabilitation Association at which members with hearing impairments will be in attendance shall be interpreted.

The GRA Annual Conference Planning Committee shall negotiate contracts with two interpreters for the Annual Conference. In the contract, the following points will be covered:

- Dates of service, hours per day of service, rate of payment (negotiated but not higher than that allowed by the Division of Rehabilitation Services; DRS fee schedule appears on page 12 of 12, Appendix E).
- Explanation of maximum reimbursement for expenses (including meal tickets for events where a meal is served).
- Explanation of release from duty should no person with a hearing impairment be in attendance who would be authorized to release the interpreter from duty, and definition of breaks.

The Georgia Rehabilitation Association shall pay interpreters for Board meetings at a rate not higher than that paid by the Division of Rehabilitation Services, but a negotiated lower rate should be sought, to include a flat rate for salary and all expenses. This should be negotiated by the President or his/her designee. Two (2) interpreters are required.

The Georgia Rehabilitation Association shall contract with the Georgia Registry of Interpreters for the Deaf (GRID) as early as possible to schedule needed interpreters, requesting persons with Comprehensive Skills Certification (CSC) but accepting those with lower levels of certification if no CSC level people are available. (CSC level interpreters are needed due to the highly technical nature of the meetings/sessions and the level of language skills possessed by the membership of GRA with hearing impairments.) A contract with a skilled, state certified or non-certified individual can be developed if no nationally certified interpreter is available in the state of Georgia, provided that the individual's skills and ethics are known and approved by GRID.

Divisions shall be responsible for scheduling and paying their own expenses for interpreters. When the Georgia Rehabilitation Association is negotiating for interpreter services during an Annual Conference, this point should be made, alerting the interpreters that the time during which Divisions meet is free-time, unless one (1) or more of the Divisions contacts them for services. Only one (1) interpreter will be needed for any Divisional meeting.

Overview of the number of interpreters needed for various situations:

Board Meetings	Two (2)
Annual Conferences:	
General Assembly	Two (2)
Concurrent Sessions	Two (2) each
Division meetings	One (1) each
Social Events	One (1) each
*Scheduled Breaks	One (1)

NOTE: When two (2) interpreters are working together, they will "switch off" every fifteen (15) to thirty (30) minutes, thereby giving each other regular breaks. This way, they get breaks throughout the day/session.

*When the Conference breaks between sessions, the interpreters should remain on duty as persons with hearing impairments will need to be able to communicate during this time period too.

When a meeting is two (2) hours or less, only one interpreter may be needed provided that a five (5) minute break can be given to the interpreter at least every thirty (30) minutes.

GRA Administrative Policy Committee 05/15/84

Revised for Language Up-Date 05/09/86

Amended, 12/86

Amended, 11/94

APPENDIX F

Robert's Rules of Order

PARLIAMENTARY MOTIONS BASED ON ROBERT'S RULES OF ORDER

(Consult Robert for the detailed presentation of each motion)

MOTIONS	NEED A SECOND?	AMENDABLE ?	DEBATABLE ?	VOTE REQUIRED	MAY INTERRUPT SPEAKER?
I. Main Motions, Resolutions, Petitions (to bring before the assembly for its consideration any particular new subject)					
1. Any main question	yes	yes	yes	majority	no
II. Subsidiary Motions (to modify or most appropriately dispose of motions to which these subsidiary motions are applied)					
2. To postpone indefinitely	yes	no	yes	majority	no
3. To amend	yes	yes	yes	majority	no
4. To refer to a committee	yes	yes	yes	majority	no
5. To postpone to a certain time	yes	yes	yes	majority	no
6. To limit or extend limits of	yes	yes	no	2/3	no
7. To “make a special order” (debate)	yes	yes	yes	2/3	no
8. To move to “previous question”	yes	no	no	2/3	no
9. To lay on (or take from) the table	yes	no	no	majority	no
III. Incidental Motions (to expedite the handling of another question which is or has just been pending)					
10. Request arising out of pending business	no	no	no	chair*	yes/no
11. Objection to consideration	no	no	no	2/3	yes
12. Nominations					
a. Make	no	no	yes	majority	no
b. Close	yes	yes	no	2/3	no
13. Division of Assembly (voting)	no	no	no	majority	yes
14. Division of Question (motion)	yes	yes	no	majority	no
15. To suspend a rule	yes	no	no	2/3	no
16. A point of order	no	no	no	chair*	yes
17. Appeal from decision of chair	yes	no	no/yes	majority	yes
IV. Privileged Motions (to bring before the Assembly questions that require immediate attention, even though other questions are pending)					
18. Call for the Orders of the Day	no	no	no	(2/3 neg.)	yes
19. Raise a question of privilege	no	no	no	chair*	yes
20. **Take a Recess	yes	no	no	majority	no
21. **To adjourn (unqualified)	yes	no	no	majority	no
22. **To fix time and place to adjourn	yes	yes	no	majority	no

*decided by the presiding officer, if appealed, required a majority vote

**these motions may lose privileged character, consult Robert

PURPOSE OF EACH OF THE FOREGOING MOTIONS

1. **Main Motion** - to propose that the assembly take certain action, or that it express itself as holding certain views.
2. **Postpone Indefinitely** - to reject the main motion without the risk of a direct vote; to enable the opponents of the main motion to ascertain their strength.
3. **Amend** - to modify a proposal that is before the assembly.
4. **Refer to a Committee** - to enable a question to be investigated for the assembly; to enable the assembly to discuss a question with perfect freedom.
5. **Postpone to a Certain Time** - to defer action, but not to have the effect of indefinite postponement.
6. **Limit Debate** - to cut down the speeches in number or length, or to specify the length of debate or when debate shall close.
Extend Debate - to allow long speeches or more of them than are allowed by the rules.
7. **Make a Special Order** - to ensure that a question shall not be crowded out by other matters.
8. **Previous Question** - to suppress debate and bring the assembly at once to a vote on the immediately pending question.
9. **Lay on the Table** - to lay aside the pending question in such a way that its consideration may be resumed easily; to suppress a question.
Take from the Table - to enable the assembly to resume consideration after the disposal of the interrupting question, or at a more convenient season.
Request Arising out of Pending Business - to enable a member to get necessary information on the matter at hand, or to grant him/her permission to do something, or to be excused from something.
10. **Objection to Consideration** - to enable the assembly to avoid any question which it may deem irrelevant, unprofitable, or contentious.
11. **Nominations, make** - to prescribe the method of nomination; to offer candidates.
Nominations, close - to enable the assembly to proceed to vote.
12. **Division of the Assembly** - to have the vote taken in such a way as to satisfy the assembly that the announcement made by the chair is correct.
13. **Division of the Question** - to separate a motion so that its parts may be considered separately.
14. **Suspend a Rule** - to set aside a standing rule, a resolution, or a motion, that interferes with a proposed action. The Constitution and Bylaws of an organization can never be suspended.
15. **Point of Order** - to object to a proceeding as being out of order.
16. **Appeal from Decision of the Chair** - to relieve the chair from responsibility for a ruling and throw it upon the assembly.
17. **Call for the Orders of the Day** - to demand that the assembly conform to its program or order of business.
18. **Raise a Question of Privilege** - to secure immediate attention to some right or privilege of the assembly or of its members with respect to safety, comfort, dignity, reputation, or freedom from disturbance.
19. **Take a Recess** - to provide an intermission in the course of a meeting.
20. **Adjourn to close the meeting now.** (If the effect of this motion is to dissolve the assembly, the motion to adjourn is a main motion.)
21. **Fix the Time and Place to which to adjourn** - to determine the time (and, if necessary, the place) for the next meeting of the assembly.

Appendix F
(Page 3 of 3)

TABLE OF MOST FREQUENTLY USED PARLIAMENTARY MOTIONS

TYPE	MOTION	PURPOSE	NEED A SECOND?	DEBATABLE ?	AMENDABLE ?	VOTE REQUIRED	MAY INTERRUPT SPEAKER?
22	Fix Time to Reassemble	To arrange time of next meeting	yes	yes-T	yes-T	majority	yes
21	Adjourn	To dismiss the meeting	yes	no	yes-T	majority	no
20	To recess	To dismiss for a specific length of time	yes	yes	yes-T	majority	no
19	Rise to a Question of Privilege	To make a personal request during debate	no	no	no	Decision of Chair	yes
18	Call for the Orders of the Day	To force consideration of a postponed motion	no	no	no	Decision of Chair	yes
17	Appeal a Decision of the Chair	To reverse the decision of the chairperson	yes	no	no	majority	yes
16	Rise to a Point of Order or Parliamentary Procedure	To correct a parliamentary error or ask a question	no	no	no	Decision of Chair	yes
8	To Call for a Roll Vote	To verify a voice vote	yes	no	no	majority	no
11	Object to the Consideration of a Question	To suppress action	no	no	no	2/3	yes
14	To Divide a Motion	To consider its parts separately	yes	no	yes	majority	no
3	Leave to Modify or Withdraw a Motion**	To modify or withdraw a motion	no	no	no	majority	no
15	To Suspend the Rules	To take action contrary to standing rules	yes	no	no	2/3	no
1	To Rescind	To repeal previous action	yes	yes	yes	2/3	no
1	To Reconsider	To consider a defeated motion again	yes	yes	no	majority	no
9	To Take from the Table	To consider tabled motion	yes	no	no	majority	no
9	To Lay on the Table	To defer action	yes	no	no	majority	no
8	Previous Question	To force immediate vote	yes	no	no	2/3	no
6	To Limit or Extend Debate	To modify freedom of debate	yes	yes	yes-T	2/3	no
5	To Postpone to a Certain Tim	To defer action	yes	yes	yes	majority	yes
4	To Refer to a Committee*	For further study	yes	yes	yes	majority	yes
3	To Amend Amendment*	To modify an amendment	yes	yes	no	majority	no
3	To Amend**	To modify a motion	yes	yes	yes	majority	no
2	To Postpone Indefinitely	To suppress action	yes	yes	no	majority	no
1	Main Motion	To introduce business	yes	yes	yes	majority	no

*No. 4 should include: (1) How appointed? (2) The number (3) Report when? or to what Standing Committee?

**Nos. 3 by: (1) inserting; (2) Adding; (3) Striking out; (4) Substituting; (5) Striking out and inserting

T = Time

APPENDIX G

Constitution and Bylaws



**CONSTITUTION AND BYLAWS
OF THE NATIONAL REHABILITATION ASSOCIATION OF GEORGIA, INC.
d/b/a THE GEORGIA REHABILITATION ASSOCIATION
(as amended 09/17/2008)**

ARTICLE I

Name

The name of this Chapter shall be the National Rehabilitation Association of Georgia, Inc., d/b/a The Georgia Rehabilitation Association.

ARTICLE II

Affiliation

The Georgia Rehabilitation Association is a Chapter of the National Rehabilitation Association, Inc., and subject to the Constitution and Bylaws of the National Rehabilitation Association, Inc., with respect to affiliate Chapters.

Divisional Units and Local Chapters of the Georgia Rehabilitation Association may be formed by interest groups subject to the Constitution and Bylaws of the Georgia Rehabilitation Association. Such interest groups shall submit to the Board of Directors of the Georgia Rehabilitation Association a statement of intent to form a Divisional Unit or Local Chapter within the State Chapter for approval. If approved, they shall submit to the Board of Directors of the Georgia Rehabilitation Association within one (1) year of inception a written copy of their proposed Constitution and Bylaws. Divisional Units and Local Chapters of the Georgia Rehabilitation Association shall promote the objectives of the Association and State Chapter.

ARTICLE III

Boundaries

The boundaries of the area covered by the Georgia Rehabilitation Association shall be the same as those of the state of Georgia.

ARTICLE IV

Definitions

For the purpose of these Bylaws:

1. Chapter or State Chapter or GRA shall mean the Georgia Rehabilitation Association.
2. State shall mean the state of Georgia.
3. Board shall mean the Board of Directors of the Chapter unless otherwise specified.

4. Association or NRA shall mean the National Rehabilitation Association, Inc.
5. SERNRA shall mean the Southeast Region of the National Rehabilitation Association, Inc.
6. Fiscal year shall mean the period beginning on January 1 and ending on December 31.
7. Divisional Unit shall mean a subdivision within the State Chapter of an organized Division of the National Rehabilitation Association.
8. Local Chapter shall mean and identify a local group with territorial boundaries formed to serve members in a given geographic area.

ARTICLE V
Mission

The Georgia Rehabilitation Association is a member organization whose mission is to improve the quality of life for individuals with disabilities through education and advocacy.

ARTICLE VI
Membership

The membership of this Chapter shall consist of all members and only those members of the Association who live in the state of Georgia. Any organization in the state of Georgia holding sustaining organizational membership in the Association shall be entitled to representation in the Chapter by the designation of one (1) of its members for such purposes. Any current member in good standing shall be eligible to vote, to hold elective office, and to participate in the meetings and other activities of the Chapter. The Association supports a policy of equal access for all members.

ARTICLE VII
Officers and Board of Directors

The Officers of the Chapter shall consist of a President, a President-Elect, a Past President, a Vice President, a Vice President-Elect, a Secretary, a Treasurer and a Treasurer-Elect. The President-Elect, Vice President-Elect, and Secretary shall be elected at the Annual Conference and shall assume office on January 1 and serve through December 31 of the following year. The Treasurer-Elect shall be elected at the Annual Conference, shall assume office on January 1 following election, and the term of office shall expire on December 31 after the incumbent serves three (3) full years in office. The duties of the Officers shall be those customarily assigned to such officers and shall include those duties assigned to the Officers by the Board. The President-Elect, Vice President-Elect and Treasurer-Elect shall succeed to their respective offices of President, Vice President and Treasurer upon the completion of the incumbents' terms. A member may not be nominated or elected to the same office or to membership on the Board in successive years.

Voting members of the Board shall be composed of the Officers, the immediate Past President, the President of each of the organized Divisional Units or his/her designee, the President of each Local Chapter or his/her designee, and twelve (12) Board Members-at-Large. Board Members-at-Large shall be elected at the Annual Conference with consideration given to geographical distribution and demonstrated interest in the purpose of the Chapter in the selection of nominees. At each election, four (4) Board Members-at-Large shall be elected for a term of three (3) years. Terms of Board Members-at-Large shall expire at the end of the calendar year in which their elected terms are completed. Members of the Board shall, to the extent practical, be representative of all general rehabilitation interests in the Chapter. A simple majority of voting members of the Board shall constitute a quorum for the purpose of conducting Board meetings.

The Board shall include as Ex-Officio members: (1) any elected Officer or Board Member-at-Large of NRA employed in or living in the Chapter area; (2) any elected Officer or Board Member-at-Large of SERNRA employed in or living in the Chapter area; (3) any elected Officer of an NRA Division employed in or living in the Chapter area; (4) any elected Officer of a SERNRA Division employed in or living in the Chapter area. Ex-Officio members of the Board do not hold voting privileges.

Committee Chairpersons shall serve on the Board by appointment and perform their duties as defined by the Constitution and Bylaws. Committee Chairpersons, as appointees to the Board, do not hold voting privileges.

Any Chapter Officer or Board Member-at-Large may be removed at any time during their terms of office by action of the Board of Directors, whenever in the Board's judgment the best interest of the Chapter will be served by such removal. Such action shall require introduction and passage of a motion to remove said Officer or Board Member-at-Large, during a duly authorized meeting of the Board of Directors. Passage of such motion shall require a two-thirds (2/3) affirmative vote of the voting members of the Board of Directors present. A vacancy resulting from such removal shall be filled according to existing provisions within the Constitution & Bylaws for filling vacancies in Offices, on the Executive Committee, or on the Board.

Individuals to fill vacancies occurring in Offices, on the Executive Committee, or on the Board during the term of office shall be appointed by the President with the approval of the Executive Committee to serve for the remainder of the term. In the event that the President is unable to fulfill his/her term, the immediate Past President of the Chapter shall perform these duties until the Executive Committee can meet in order to select a replacement. In the case of a vacancy in the office of the President-Elect, the appointee shall serve in that capacity only until the end of the current term, at which time a new President-Elect and President shall be duly elected by the membership.

The Board shall have the power to conduct the affairs of the Chapter subject to the limitations of the Constitution and Bylaws and the action of the membership in formal session. Specific questions may be resolved by mail provided an affirmative vote is cast by a majority of the Board.

ARTICLE VIII
Executive Committee

The Executive Committee shall be composed of the Officers, the immediate Past President, and three (3) additional members who shall be at-large members of the Board during the term they are to serve on the Executive Committee. Division Presidents shall be Ex-Officio members of the Executive Committee.

Board Members-at-Large who serve on the Executive Committee shall be elected by the Board by secret ballot and shall serve for a period of one (1) year.

The Executive Committee shall be entrusted with full power to act for the Board in the interim between meetings of the Board and may meet upon the call of the Chairperson, who shall be the President of the Chapter.

In an emergency, the Executive Committee may act by the written resolution of a quorum thereof, although not formally convened. A quorum shall consist of one-half (1/2) of Executive Committee members.

ARTICLE IX
Meetings

An Annual Business Meeting of the Chapter membership shall be called by the Board through the President to be held during each calendar year. Additional special meetings may be held with Board approval. Each member shall be given written notification of each meeting by mail at the address supplied by the member at the time he/she pays his/her annual dues to NRA. Fifty (50) members shall constitute a quorum for the purpose of holding a meeting of the Chapter.

ARTICLE X
Dues

Dues, other than Association dues, shall not be charged for membership in the Chapter. At the discretion of the Board, a registration fee may be charged for attendance at the Annual Conference.

ARTICLE XI
Fiscal Policies

Personal expenses consisting of meals, lodging, and transportation of Officers, Board Members and Committee Members while attending to the affairs of the Chapter between meetings may be paid from the Chapter treasury provided that reimbursement for transportation may not exceed the cost of the most feasible type of public transportation and provided that such reimbursement for travel cannot be obtained from another source. Any expense deemed by the Board to be the reasonable and proper liability of the Chapter may be paid from the Chapter treasury unless it is contrary to other provisions of

this Article. The Board may require that the Treasurer be bonded and if such requirement is made, the cost of the bond shall be paid from Chapter funds.

Capital Reserve Fund

The Chapter will maintain its capital reserve fund of no less than fifty thousand dollars (\$50,000.00) by investing it at the discretion of the Board of Directors, upon advice of the Chapter's Finance Committee and/or other competent and reputable financial advisors, in instruments and/or securities yielding the best returns possible while maintaining little or moderate risk.

The Chapter will set aside monies (SAM) for perpetuity, at least once per year in an amount no less than the minimum specified by the Chapter's Manual of Operations. The Board may contribute to the fund any amount above the minimum it desires.

The Chapter's Board of Directors is at liberty, but not compelled, to use the earnings, but only the earnings, of the fund for any purpose consistent with the utilization of any other funds of the Chapter.

While \$50,000.00 is the absolute floor for the capital reserve fund, there is no ceiling. Monies in excess of \$50,000.00 being held in the fund shall remain available to the Chapter's governing body just as all other undedicated monies are available.

ARTICLE XII

Committees

Following the adjournment of the Annual Business Meeting of the Chapter and prior to December 31, the newly elected President-Elect shall appoint, giving consideration to geographical distribution, a member to serve on each committee for the following calendar year. During that calendar year, these appointees shall be confirmed by the Board at the first Board meeting following the Annual Business Meeting to assume the positions of Chairpersons when the President-Elect assumes the position of President.

The President-Elect will distribute committee assignments to incoming Committee Chairpersons prior to November 15, who will finalize objectives by December 15 and present for Board approval immediately following the installation of the new Board. Upon Board approval, objectives will be published in the Chapter Newsletter. Committee Chairpersons will present progress on their goals and activities to the Board as appropriate, with a written report to the Secretary and a copy to the Strategic Planning Committee.

The President and President-Elect shall be Ex-Officio members of all Standing Committees. The duties of the Standing Committees shall include the following:

Administrative Policy:

The function of the Administrative Policy Committee shall be to study GRA's relationship to NRA; and the internal structure of the Chapter, including the Bylaws, the operation of the Chapter, Board, and Executive Committee; and to make recommendations to the Board.

Annual Conference Planning:

The function of the Annual Conference Planning Committee shall be to develop and coordinate the Annual Conference program. This Committee is responsible for program content, local arrangements and all other Conference-related activities. The Chairperson shall be the Vice President and the Treasurer and Treasurer-Elect shall be included on this committee.

Archives:

The function of the Archives Committee shall be to obtain annually and maintain for a period of ten (10) years all appropriate records of the Chapter's operation, as approved by the Board of Directors and defined in the GRA Manual of Operations, Archives Protocol. Archived records shall be purged periodically on a schedule as approved by the Board of Directors and defined in the GRA Manual of Operations. All records shall be housed in a secure and accessible location. The Committee will consist of the Chairperson and at least two (2) additional members.

Awards and Recognitions:

The function of the Committee on Awards and Recognitions shall be to determine which individuals and organizations on a statewide basis should be recognized by the Chapter for their outstanding contributions to the fields of rehabilitation. Recommendations will be made to the Board for such awards and recognitions as are established by the Board.

The Awards and Recognitions Committee will consist of nine (9) members of the Chapter. The President-Elect shall select an individual to chair the Committee during his/her presidency. This individual shall be on the Awards Committee for a three (3) year term in the following capacities:

- Year 1 - Vice-Chairperson of the Committee
- Year 2 - Chairperson of the Committee
- Year 3 - Immediate Past Chairperson of the Committee

This means that three (3) individuals on the Committee shall be selected by a President of the Georgia Rehabilitation Association. The additional six (6) members shall be selected by the Chairperson of the Committee during his/her tenure as chair to function on the committee for one (1) year. Consideration for membership should be given to geographic and divisional representation.

Vacancies on this Committee created by circumstances other than completion of an appointed term shall be filled by the Committee Chairperson. The individual appointed shall serve only for the remainder of the unexpired term.

Building and Modifications:

The function of the Building and Modifications Committee is to financially support requests submitted by local chapters for Habitat Projects or such home modifications needed by selected individuals. Funds are drawn from a separate account known at present as the Habitat Account. Decisions on disbursement of funds are made by the committee and will match the amount designated locally.

Certification:

The function of the Certification Committee shall be to arrange through the Commission on Rehabilitation Counselor Certification (CRCC) for opportunities for attendees of training activities provided by the Chapter to earn Certified Rehabilitation Counselor continuing education (CRC) credits. The Certification Committee shall consist of a Chairperson and at least one (1) additional member, one of whom shall represent the public sector in Rehabilitation and the other of whom shall represent the private sector.

Credentials:

The function of the Credentials Committee shall be to conduct the election of Officers and Board Members-at-Large. The Credentials committee will consist of the Chairperson and four (4) additional members. Membership verification of all voters will be the responsibility of the Membership Committee Chairperson.

Education and Advocacy:

The function of the Education and Advocacy Committee shall be to monitor local, state and federal legislation and to make recommendations to the Board of Directors regarding legislative activities that impact persons with disabilities and/or rehabilitation professionals. The Education and Advocacy Committee shall consist of a Chairperson and at least two (2) additional members appointed by the Chairperson.

Finance:

The function of the Finance Committee shall be to develop and recommend a budget to the Executive Committee at its first meeting of the calendar year and to assist in making recommendations on how the Chapter should invest its funds. The Finance Committee will consist of the current Treasurer, the Treasurer-Elect, the Past-Treasurer, the incoming President, the President-Elect, the Past-President and one (1) additional member appointed by the President and Treasurer.

Financial Review:

The functions of the Financial Review Committee shall be to:

(1) Research and recommend a Certified Public Accountant to be approved and hired annually by the Board of Directors; (2) Conduct an internal review of the Treasurer's annual records and provide results of that review to the CPA, for the purpose of compilation of the Chapter's financial records and completion of required annual reporting to the Internal Revenue Service; (3) Report to the Board of Directors the results of all reviews and reports of Chapter financial records, and make any accompanying recommendations for modifications of financial policy or procedures. The Financial Review Committee shall consist of a Chairperson, the current Treasurer, Treasurer-Elect, Past-Treasurer and two (2) additional members appointed by the Chairperson.

Fundraising:

The function of the Fundraising Committee shall be to develop and recommend to the Board of Directors, at a minimum, one (1) major income-producing project no later than the second regularly scheduled Board Meeting and to subsequently conduct and/or assure the successful conduction of income-producing projects which are adopted. Further, the committee shall recommend separate income-producing projects to the Board of Directors to be conducted during the Annual Chapter, Regional, and National Conferences. The Fundraising Committee shall consist of a Chairperson and at least five (5) additional members appointed by the Chairperson.

Hospitality:

The functions of the Hospitality Committee shall be to plan and arrange social events to provide the opportunity for Board members and others attending Board meetings to network and socialize the evening before each Board meeting; and to arrange for provision of refreshments at Board functions.

Membership:

The function of the Membership Committee shall be to organize and direct the membership activities of the Chapter within policies approved by the Board and NRA; and to make recommendations to the Board with respect to such membership activities.

Newsletter:

The function of the Newsletter Committee shall be to publish a newsletter to be distributed to the membership in a manner approved by the Board. The Newsletter should include: Board meeting summaries; Division, Local Chapter, and Committee reports; conference and training information; dates and locations for Board meetings; and election information. The Chairperson shall act as Editor and shall be responsible for contacting

printers to negotiate for a yearly budget to include typesetting, proofing, and printing. The Newsletter Committee shall consist of the Chairperson/Editor and a committee appointed by the Chairperson sufficient for Committee needs.

Nominating:

The function of the Nominating Committee shall be to nominate members to stand for office in the Chapters annual election. The Chairperson of the Nominating Committee shall be the immediate Past President, who shall appoint six (6) additional Chapter members to serve on this committee. The Nominating Committee shall carry out its duties as specified in Article XIII.

Public Relations:

The function of the Public Relations Committee shall be to promote public awareness of the Georgia Rehabilitation Association and to develop a public relations strategy for the Chapter. The Public Relations Committee shall consist of a Chairperson and additional committee members appointed by the Chairperson sufficient to meet the needs of the committee.

Remembrance:

The function of the Remembrance Committee shall be to maintain a listing of current and/or former members of the Chapter who die during the period of time between Annual Conferences. The Chairperson shall present a written report to the President and an oral report to the membership of the Chapter during the Annual Business Meeting. A brief eulogy may be offered during an appropriate event at the Annual Conference. The Remembrance Committee shall consist of a Chairperson and up to four (4) additional members appointed by the Chairperson.

Resolutions:

The function of the Resolutions Committee shall be to prepare written resolutions as directed by the President and/or Board of Directors. The Chairperson shall present a written report to the President, which shall include each resolution fully typed, and shall read the report to the membership of the Chapter during the Annual Business Meeting. The Resolutions Committee shall consist of a chairperson and up to three (3) additional members appointed by the Chairperson.

Scholarship:

The function of the Scholarship Committee shall be to arrange and coordinate procedures for nominations, applications, and selections of yearly winners of all GRA scholarships and grants based on criteria outlined in the Chapter's Manual of Operations. The

committee shall consist of a Chairperson and additional committee members appointed by the Chairperson sufficient to meet the needs of the committee.

Special Projects:

The functions of the Special Projects Committee shall be to identify potential volunteer service projects and to screen requests for financial contributions based on criteria outlined in the Chapter Manual of Operations. The committee shall consist of a Chairperson and four (4) additional members appointed by the Chairperson, two (2) of whom shall be the Chapter Treasurer and Treasurer-Elect.

Strategic Planning:

The function of the Strategic Planning Committee shall be to assist the President-Elect with the development of chapter objectives and committee assignments. Throughout the fiscal year, this committee will be responsible for monitoring and evaluating progress toward the accomplishment of objectives. The Chairperson will report results at the final Board meeting of each fiscal year.

Additional Committees:

Additional Ad Hoc Committees may be appointed by the President with the approval of the Board or its Executive Committee.

Additional Standing Committees must be voted in by the Chapter Membership and the Constitution and Bylaws shall be amended accordingly.

ARTICLE XIII
Nominations and Elections

The Nominating Committee shall meet prior to the Annual Business Meeting and shall nominate at least two (2) Chapter members in good standing for each office and Board of Directors seat to be vacated at the end of the year, with consideration given to geographical distribution, demonstrated interest in the purpose of the Chapter, and representation of the membership (i.e., public rehabilitation, private rehabilitation, employers, etc.), in the selection of nominees. The Nominating Committee shall advise the Board of all nominees and explain the rationale for their recommended slate. The Board may then approve or amend the slate at its discretion. The Nominating Committee shall report their nominations to the membership at the political caucus during the Annual Conference. Additional nominations may be made from the floor providing each candidate meets criteria for nomination. Following the closing of nominations, voting shall be by secret ballot unless otherwise ordered by a majority of those in attendance. A majority of votes will be required for election to any Office or seat on the Board.

ARTICLE XIV
Delegates to National Rehabilitation Association

All delegates selected to represent the Chapter in the Delegate Assembly of the NRA must comply with the requirements of the NRA governing the selection of delegates. The delegates shall be appointed by the Board after deliberation on the following considerations:

1. Availability to attend the annual meeting of the NRA.
2. Equitable representation of persons composing the membership.
3. Statewide representation according to concentration and geographical location of the membership.

ARTICLE XV
Divisional Units

Divisional Units of the Georgia Rehabilitation Association may be formed by interest groups subject to the Constitution and Bylaws of the Georgia Rehabilitation Association. Such interest groups shall submit to the Board of Directors a statement of intent to form a Divisional Unit within the State Chapter for approval. If approved, they shall submit to the Board within one (1) year of inception a written copy of their proposed Constitution and Bylaws. Divisional Units of the Georgia Rehabilitation Association shall promote the objectives of the Association and State Chapter.

Each Divisional Unit shall be represented by its President or his/her designee as a voting member of the Board of Directors.

Each Divisional Unit shall submit to the Board of Directors on an annual basis a copy of its Constitution and Bylaws, providing amendments have been made, for review and approval.

Each Divisional Unit shall report to the Chapter at the Annual Business Meeting regarding its activities and financial transactions.

Each Divisional Unit shall report activities and financial transactions at each scheduled meeting of the Chapter Board of Directors, according to established policies set up by the Chapter in the Manual of Operations.

Divisional Units of the Chapter may use the name of their National Division organization but shall specify in all appropriate literature that they are units of the Georgia Chapter.

Divisional Units shall be organized and governed according to established policy as set up by the Chapter in the Manual of Operations.

Each Divisional Unit shall have the opportunity to meet at some time during the Annual Conference of the Georgia Rehabilitation Association.

ARTICLE XVI
Local Chapters

Local Chapters of the Georgia Rehabilitation Association may be formed by interest groups subject to the Constitution and Bylaws of the Georgia Rehabilitation Association. Such interest groups shall submit to the Board of Directors a statement of intent to form a Local Chapter within the State Chapter for approval. If approved, they shall submit to the Board within one (1) year of inception a written copy of their proposed Constitution and Bylaws. Local Chapters of the Georgia Rehabilitation Association shall promote the objectives of the Association and State Chapter.

Each Local Chapter shall be represented by its President or his/her designee as a voting member of the Board of Directors.

Each Local Chapter shall submit to the Board of Directors a copy of its Constitution and Bylaws on an annual basis, providing amendments have been made, for review and approval.

Each Local Chapter shall report to the Chapter at the Annual Business Meeting regarding its activities and financial transactions.

Each Local Chapter shall report activities and financial transactions at each scheduled meeting of the Chapter Board of Directors, according to established policies set up by the Chapter in the Manual of Operations.

Local Chapters may use the name of the National Association but shall specify in all appropriate literature that they are an entity of the State Chapter.

Local Chapters shall be organized and governed according to established policy as set up by the State Chapter in the Manual of Operations.

ARTICLE XVII
Amendments

Proposed amendments to this Constitution and Bylaws shall be submitted in writing to the Administrative Policy Committee and hence to the Board of Directors. The Constitution and Bylaws shall be amended in the following ways:

1. Upon approval by the Board of Directors, the proposed amendment(s) may be presented to the membership at the Annual Business Meeting for vote. Notice of intent to present proposed amendment(s) shall be published in the official Newsletter of the Chapter at least thirty (30) days prior to the Annual Business Meeting.
2. Proposed amendments may also be presented to the membership for vote on the floor at any regular constituted Chapter meeting upon the signed petition of twenty (20) members in good standing.

All amendments shall become a part of the Constitution and Bylaws by a two-thirds (2/3) majority vote of all members present at a regular constituted meeting.

The Chapter shall refrain from making changes in its Constitution and Bylaws that would conflict with the Constitution and Bylaws of the Association.

ARTICLE XVIII **Rules of Order**

Robert's Rules of Order shall govern all meetings of the membership and Board of Directors when they are not in conflict with the Bylaws of the Chapter or rules of order adopted by the membership or Board.

ARTICLE XIX **Dissolution of the Association**

Procedure to Dissolve the Association

The corporation (GRA) may be dissolved in accordance with the procedure prescribed in the Code of Laws of the State of Georgia. The Executive Committee shall approve a motion recommending dissolution. Such motion shall then be presented to the Board of Directors at a regular or special meeting. Notice of such meeting and of the proposed action shall be mailed to each board member having the right to vote. The notice is to be delivered not less than thirty (30) days before the date of such meeting. A motion to dissolve corporation (GRA) shall be adopted upon receiving at least two-thirds (2/3) of the votes entitled to be cast by the Board of Directors.

Disposition of Assets upon Dissolution

Upon dissolution of the corporation (GRA), the Board of Directors shall, after paying or making provision for payment of all liabilities of the corporation (GRA), dispose of all the assets of the corporation (GRA) in such manner, and to such organization or organizations as shall at the time qualify as an exempt organization or organizations under section 501c(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall, upon final dissolution, escheat to the State of Georgia for exclusively public purposes.

Amended: 12/06/68, 11/18/71, 08/15/75, 06/07/76, 07/28/78, 07/31/81, 08/05/83,
06/08/84, 08/01/86, 08/14/87, 08/04/89, 08/24/90, 09/17/91, 11/01/91,
11/17/92, 11/10/93, 07/28/94, 06/04/95, 12/02/96, 08/28/98, 08/31/00,
09/12/03, 08/27/04, 09/14/05, 01/23/06, 08/16/06, 09/17/08

APPENDIX H

Conference Committee Roles and Responsibilities

CONFERENCE COMMITTEE ROLES AND RESPONSIBILITIES

Conference Chair – Vice President

1. At first meeting of the year, set all dates/deadlines for the committees as follows:
 - a. Printing
 - b. Hotel reservations
 - c. Registration (early bird)
 - d. Award Nominations
 - e. Ads
 - f. Scholarship/grant nominations
 - g. AV needs
 - h. Exhibits
 - i. Protocol
 - j. Pre-Conference Newsletter
 - k. Pre-Conference Publicity
 - l. Set all conference planning meeting dates at first meeting
2. Give each Committee Chair a booklet with Committee responsibilities, budget, expenditure forms,
3. Decide on conference theme at 1st meeting to give Printing Committee Chair ample time to design the conference program cover page.
4. Set up another contact for hotel other than yourself. You and one other person should be main contact for setting up room reservations and asking for special needs. Give the hotel the names of persons responsible for Awards, Presidents Reception, Breaks, and Exhibits. (Actually best if you give them a complete list of your conference committee so that they can reference it, if necessary.)
5. If receiving donations of beverages, please make sure Social Committee chair knows and get information to printing committee.
6. Keep an updated list of room reservations (best to get list monthly). Check reservations against speaker requests, award winners, etc... Also keep a count of room nights for the room attrition.
7. Letter for conference newsletter and for the conference program.
8. Check with MONS and STARS (donate bags for conference). They have donated them since 1999.
9. Remind everyone that conference expenditures are signed by the committee chair and then by the Conference Chair (VP) and VP will forward to Treasurer for payment. Make sure they understand the procedure for receiving money.
10. Set up registration form and registration cost at first meeting.
11. Award winners stay at hotel one night only. (Usually night before awards ceremony).
12. Make sure you have your list of high-lights to announce at the opening session.(such as dances, award ceremonies, GARL Auction, cork board for messages, evaluation forms, credits, interpreter needs, etc.
13. Ask Committees receiving monies to keep copies of checks before forwarding to GRA Treasurer.

Accessibility

1. Coordinate with Registration Chair to determine requests for accommodations
2. Negotiate for Sign Language interpreters to cover the conference.

3. Coordinate with Printing and Program Committee to insure alternate formats of the Conference program are available. Unless requested, have at least two alternate format programs (either Braille, large print or both) available at registration desk for any on-site requests.
4. Discuss with Local Arrangements resources for developing alternate formats of the program, in the event more accommodations are requested on-site.
5. Meet with hotel staff early in the planning to survey the property and make suggestions, accommodations/modifications as needed. Make sure there is an area for Seeing Eye dogs to be walked. Also make sure first and last-day head platform is accessible.
6. Develop a budget, including but not limited to:
 - a. Interpreter fees, transportation, lodging, and food. (Try to negotiate the first day as definite, with the last two days on-call. Develop the budget as if interpreters will be used for the entire conference.

***Confirm the need for the first day of the conference, and negotiate the last two days. If no request is received by the first day, and no on-site registrations are received stating a need, the interpreters can be dismissed from duty after the first day. We should have them available for the first day and then on-call, if needed for the last two days of the conference.

Ads

1. Solicit ad sales for the GRA Program Book. Work with the Program Design/Printing Committee to print and display the ads in the book.
2. Letters to advertisers should include the combination packages offered for Ads/Breaks/Exhibits.
3. Make follow up phone calls to advertisers that letters were mailed out to.
4. Help with Ad design, if necessary.
5. Keep running list of advertisers to pass on to next year's conference Ads chairperson.
6. Mail copy of conference program and thank you letter after the conference.

Audio Visual

1. Coordinate with program committee to get list of AV needs of speakers.
2. Coordinate with Local Arrangements committee to procure AV needs from sources other than hotel – State offices, local companies lending, etc....
3. Insure that AV equipment is set up in each room as specified by Program Committee.
4. Work with the Photography Committee to create a Power Point slideshow of the photographs to be shown at the conclusion of the conference.

Awards

1. Provide information on award winner needs to Protocol Committee ASAP
2. Coordinate presentation of Awards.
3. Coordinate one meal event, working closely with hotel catering. This is in conjunction with the Awards Ceremony. Past events have been a dessert reception, breakfast or luncheon.
4. After award recipients have been notified, confirm number of one-night room reservations needed and give names to hotel sales manager to be put on the master billing list. Get confirmation number of attendees three days prior to the conference. If any cancellations, notify the hotel sales manager immediately, to get the reservation canceled. If the reservation is canceled prior to 24 hours, GRA will not be charged for the room.

5. Develop a budget, including but not limited to:
 - a. Food event
 - b. Number of rooms for award winners and family/attendants.
6. If you plan to have a special item to be given to all attendees at the conference awards breakfast or luncheon, plan many months ahead of time.
7. Coordinate awards with all divisions and chapters. Make sure all write ups are appropriately condensed (not too long and detailed) before they send to you.

**** Most hotels have very high food prices – this is really where they make their money. If a breakfast or luncheon is desired, it is suggested to get pre-paid reservations. If a reception is planned, it is a good idea to go in and “bluff” your way. As soon as you can, request a copy of the hotel’s food list/menu. At the meeting with the hotel, tell the catering manager the items you want and how many people you expect. One selling point with your bluff – say you will guarantee so many but will confirm that number at a final pre-conference meeting with the hotel.

Certification

1. Arrange for CRC and other continuing education credit as needed and desired for each of the concurrent and/or general sessions for the conference.
2. Work with the Program Committee in securing all needed documentation of speaker qualifications, training topics, and speaker bios to send to CRCC for credit approval.
3. Print CRC and other credit evaluation forms, participant rosters and completion sheets to ensure member credit approval.

Credentials

1. Prepare official printed ballots, including absentee ballots for printing in the newsletter prior to the Annual Conference
2. Verify membership of all persons voting (in person or by absentee ballot) against the computer printout of the membership roster.
3. Conduct and regulate all regular and run-off elections during the Annual Conference.
4. Provide advance election results to candidates, according to their wishes.
5. Provide election results to conference attendees.

Door Prizes

1. Collect door prizes for general sessions. Use GRA stationary for contact letter or request letter. Most companies will request a formal letter with GRA letterhead. Include a brief description of GRA, who usually attends the conference, why they are donating etc. Be sure to let them know we will be giving them public recognition for their donation.
2. Get tickets (printed or donated) and coordinate with Registration Committee to get the tickets into the Registration packets.
3. Conduct drawings during the general sessions.
4. Insure proper recognition of contributions in the program, at the drawing, and with a follow up letter.
5. Coordinate with printing committee to include contributors in the program.
6. Develop Budget:
 - a. Stamps for mailing requests and thank you letters.

Suggestions:

- Get together a committee comprised of at least one representative from each local chapter and division. Ask facility directors, Region Directors,

and others to contribute at least one door prize, or appoint someone to assist in getting a donated door prize.

- Start contacting businesses early. The earlier you start, the more you are likely to collect. This and the above suggestions combined are two factors which can really make a positive difference to this committee. Approach public and private for-profit and not-for-profit vendors as well. Also ask the upcoming year's hotel for donated rooms which can be used at next year's conference.
- Diversity in prizes is a winner. An even greater winner is to target individuals who have a talent (or talents!) or that "certain knack", and ask them to donate an item they have made. For instance, in 1995, we had a secretary donate a basket of canned vegetables straight from her garden and a district director who is handy with woodworking made a small wooden chest. This really adds a unique touch to the door prize.
- Number each conference attendee's nametag, and coordinate with registration committee to keep a master list of attendees. Door prize chair will get numbers with the range of conference attendees and place in a box to draw numbers which coordinate with numbers on the back of the nametags.
- If door prizes are to be given during concurrent sessions, place an identifying mark – ticket or color dot – under a chair, and have that session moderator conduct the drawing.
- Save a big prize – (or prizes) for the closing session. This may help to keep folks around for the closing speaker.
- Save the most door prizes for the last session. Give a few away during the conference, with the Big Finale after the last session. This may also help with attendance to the closing session.

Exhibits

1. Contact all previous exhibitors and provide pre-conference publicity. Recruit new vendors for exhibiting. Coordinate with Pre-conference and publicity committee.
2. Contract with Exhibition Company regarding tables, skirts, booths, and security. Coordinate with the hotel.
3. Handle the exhibitor registration.
4. Develop special events to encourage traffic in the exhibit area.
5. Coordinate with program committee to include an introduction of exhibitors at the opening session.
6. Coordinate with printing committee and give complete list of exhibitors to be included in the program.
7. Insure security of exhibit area.
8. If awards function tickets are offered, get a **firm count** of those who would like to attend. Coordinate with Awards Chairperson for cost of additional tickets.
9. Thank each exhibitor at the end (note/letter), and promote next year's conference.
10. Develop a budget, including but not limited to:
 - Hotel fee for exhibit space and electricity usage and/or computer lines.
 - Fee for the exhibition company – table skirts, back drapes
 - Fee for security
 - Stamps for contact letters and thank you notes.

Suggestions:

- Print up sheet with all exhibitors and have them sign as each attendee visits their exhibit. Have a drawing of the completed sheets for a door prize. (Coordinate with Door Prize Committee).
- Give Certificates with exhibitor names, as recognition of their support for the GRA conference. These can be given at the time of the introductions.
- Suggestion from a past exhibitor: Allow the exhibitor to describe their company or product at the time of introduction. (This will have to be looked at carefully due to time factor and coordinated with the Program Committee.)
- Only provide meal tickets to those vendors who specifically state that they will be attending the awards meal at the conference.
- NOTE – Ads Chairperson sends out the combination ads/exhibits/breaks package letters.

Local Arrangements

1. Act as hotel maintenance liaison.
2. Coordinate with A/V Committee and Program Committee for AV needs – flip charts, overhead projects, video machines, etc.
3. Coordinate with Program Committee to assist in covering airport pick up of speakers. (Transportation Committee)

New Member Welcome (GRA Membership Committee)

1. Develop a conference event to recognize and welcome new GRA members. You might designate a New Member Welcome Chairperson to coordinate this event.

Suggestion: Check with the Conference Chair to identify someone who might be willing to open his or her room or suite to accommodate. This will keep cost down, especially if you have volunteers to bring food.

If no one volunteers, you will need to develop a budget and arrange an event with the hotel. Hint: Promise the conference chair ANYTHING they want in order to use their suite!! Any kind of stress reducer will almost guarantee positive results for you.

2. Coordinate with registration committee to identify new members. This is done easily with ribbons attached to the nametag.

Photography

1. Photograph members, events, sessions, etc during the conference.
2. Work with the A/V Committee to create a Power Point slideshow of the photographs to be shown at the conclusion of the conference.
3. Insure that you have both 35mm pictures and digital pictures.
4. Get film and diskettes for committee members and distribute.

Printing (Program Design)

1. Coordinate with Pre-conference/publicity, Program and Registration Committees to print pre-conference flyers and program. If door prize tickets are used, coordinate with Door Prize Committee
2. Determine anticipated number of programs needed by attending conference committee meetings and talking with conference chair.
3. Visit printers and talk about approximate cost of job. Show them previous year's program. Look at colors and be thinking about the ones you will want. After choosing the printer, familiarize yourself with where they are located and meet with your contact person. It has been suggested this will help reduce your stress level if you know who you are dealing with.

Suggestion: It has been strongly suggested to continue using the Printing Store at 240 Dekalb Industrial in Atlanta (404-296-4130). They have many camera-ready ads, which are used from year to year and are familiar with our set up. The contract person is Cindy and the typesetter is John. Their cost has been extremely reasonable and they have long years of experience in the field. They may offer a discount, since GRA has used them for several years.

4. Determine the printer's deadline for the rough draft. This is the date he or she tells you they need the material in order to have the programs printed. You will want to establish that date with the printer to coordinate when you will need to get them to the Registration Committee.
5. Once the printer deadline is established, you will need two deadlines. The earliest deadline is what is announced to all committees. This should be a week or two ahead of your *secret* deadline. Not many people will adhere to that first deadline, so you can scare them into getting it to you by your secret deadline. Thus you will still be on time to the printer. This will also help alleviate your stress level.
6. Find out what computer or word processing format the printer uses and ask the Program Committee to input their program sections (a major portion of the program) in that format. This will save the cost of having the printer retype in their format.
7. Let Ads Committee know what previous year ads you have in a camera-ready copy so that s/he can use this information in marketing.
8. Be sure someone on the conference committee is developing the layout for the cover to be used on the front of the program and mail out flyer. Begin to think about any special placements in the program, such as inside covers, maps, pullouts, etc.
9. Sit back and wait. The bulk of your job does not begin until the month before the conference.
10. Find out who is going to create the alternate formats – Braille, large print, audio. Find out what they need. GRA usually uses the Georgia Sensory Rehabilitation Center at no extra cost to GRA. They can use the rough draft, that is, they do not need the final copy of the program. Ads can be read or simply listed (if done in Braille). They need time to get this done as well, so a deadline for them must be established.
11. When everything is turned in to you, survey everything. A good way to checklist is to gem clip the current year information to last year's program. This is an easy way to see that everything is in place. As a checklist, you can make sure nothing has been left out. ***Of special importance: Make sure you have the door prize contributor, donation contributors, ads, exhibitor names, committee list, board list and past presidents list.*** Put all the ads in a big envelope and the printer will set those up.
12. Take all this to the printer. Go over the set up to be sure they know what you want. Confirm the colors of the program.

13. Proofread the draft when you pick it up at the printer's. Have him or her proofread it. Have someone else proofread it. Then get someone else to proofread. Be sure to check that all sections are there. It is not pleasant when door prize contributors or exhibitors do not get printed and you find out opening session. You may be able to call in the corrections on the telephone, or you may need to go back over and show them the corrections.
14. Coordinate with Registration Chair to determine how and when to get the programs to them.
15. Make sure the bill is given to the GRA Treasurer for payment. This makes the printer very happy.
16. Not every year will need tickets, flyers, etc. to print. This should be established early in the conference-planning meeting. Once established, the printer can tell you what to do. In past year's we have had the evaluation sheets and tickets printed at RWSIR.

Program

1. Identify opening and closing speakers, and determine number of concurrent session speakers. If Discovery Groups are used, provide group facilitators.
2. Identify a facilitator for each concurrent session.
3. Identify AV needs of each speaker and concurrent session. Coordinate with AV and Local Arrangements Committee. They can arrange procurement of the equipment from other offices. This will save the cost of renting the equipment from the hotel.
4. Identify speaker's accommodation needs/schedules and coordinate with Protocol Committee, and Accessibility Committee as needed.
5. Coordinate speaker contracts with Conference Chair.
6. Identify and provide certification credits for appropriate sessions – i.e. CRC, CVE, CEU...
7. Coordinate with Printing Committee. Your committee should type up the program agenda, speaker biographies, and session descriptions. You will also need to give a copy of the conference evaluation forms to be printed.
8. Make sure signs for each room with the title of the session and speaker are made. If not, you will need to have signs made and placed.
9. Be alert to the final cost of rooms for speakers (tax and hotel tax). Give list of speakers who will need accommodations and to the conference chair or his designee. Make sure you include the number of days they will need accommodations. Please include hotel cost in your budget. This person will contact the hotel regarding room accommodations. Report any cancellations to the conference chair immediately.
10. Ask speakers for time to "work with "airline fares – they can go down substantially and GRA can save hundreds of dollars. You might also ask them if they can do their own scheduling but indicate GRA is on a VERY TIGHT BUDGET. It has happened in the past that some speakers were able to get much better rates. (GRA does not pay for 1st class accommodations).
11. Go to the hotel, check on meeting rooms, and confirm with the hotel management. View each meeting room yourself so you will know about how many people it will hold.
12. Get all Audio-Visual needs from speakers as early as possible. Be sure to have AV needs on contract that speakers signs. GRA typically tries to get the equipment by borrowing from around the state. This will help the AV and Local Arrangement Committees in procurement, and will save GRA a great deal of money.
13. Come in under budget. Careful planning can accomplish this. We want quality speakers but need to stay under budget.
14. Do not forget evaluation sheets for each concurrent session and general sessions where there is a speaker. Coordinate this with printing committee.
15. Do not expect to introduce speakers yourself. You will be VERY busy!

16. Identify a person on your committee to volunteer with CRC/CEU credits, which should be the GRA Certification Committee Chair. Work with them ahead of time to work out how credits will be handled. Simple is Best!
17. Coordinate with Protocol Committee Chair a “number” for how many different speakers you will have.
18. Try to invite someone from each division to be on the committee. This will help you identify topics of different interests for various groups.
19. Get all the freebies you can – sometimes they are the best speakers you have.
20. Send confirmation letters, and later, thank you letters to your speakers and facilitators.
21. Keep a copy of last year’s program on hand to look back at in the event you have questions.
22. Put all typed information on a disc.
23. Develop a budget. Included: (but not limited to)
 - a. Speaker costs – fees, transportation, room and meals
 - b. Check with certification chair regarding CRC, CEU, CVE fees

Suggestions:

*Having the Awards Ceremony first has been a big hit. It identifies the winners early, and gives them more time to mix and mingle with conference attendees.

* Since most accrediting entities such as CRC require descriptions of sessions to grant credits, these should be obtained as soon as possible. The Certification Committee Chair should establish the accreditation needs and obtain certification approvals as soon as possible, in order to put this information on the registration forms, and to answer the questions of the attendees as soon as they get the registration forms. Accreditation is a BIG selling point.

*Have facilitators maintain the attendance sheets and evaluation forms for each concurrent session, and turn into the Certification Chair during the conference. A brief training session is encouraged to make sure everyone knows how to handle the forms.

Program Evaluations

1. Work with the Program Committee to create, design and print the general evaluation forms (non – CRC) for the conference.
2. Collect the evaluation forms at the end of the conference and summarize the comments and speaker/event ratings and send to Conference Chair and Program Committee within 2 months of the end of the conference.

Protocol

1. Make VIP arrangements.
2. Make head table name cards to identify head table personnel and make sure they are on the tables prior to session.
3. Coordinate with Local Arrangements for transportation of VIP’s.
4. Make arrangements for gifts for VIP’s, speakers, and others as deemed necessary by conference chair. (1 per speaker)
5. Coordinate with Program Committee regarding special needs of speakers – if they have a spouse, children or other special needs.
6. Develop a budget.
 - Gift baskets – price and number as needed
 - Arrangement for general sessions.

Publicity/Pre-conference Information

1. Develop a pre-registration information form-flyer with basic conference information to be distributed as soon as a conference theme is developed.
2. Email flyers (instead of printing) to the GRA board, Chapter and Division Presidents, GRA Committee chairs to help disburse to membership. Also email to private and public sector, if possible.
3. Coordinate with printing committee to get flyers printed. Coordinate with GRA newsletter editor to get pre-conference information into earliest newsletter.

**DEADLINES are extremely important. These should be set ASAP and strictly adhered to.

4. Invite GRA divisions for the opportunity to be on the pre-conference flyer – i.e. announce any pre-conference activities or training.
5. Provide press releases and media contacts to newspapers, radio, and television
6. Conduct interviews with VIP's, speakers etc.
7. Provide VIP press coverage.
8. Provide photography services (still and videos) during conference.
9. Coordinate with Newsletter editor regarding conference.
10. Coordinate with Awards Committee Chair to make sure Awards Ceremony is covered.
11. Mail articles and pictures to hometown papers of award winners.
12. Develop a budget, including but not limited to:
 - a. Printing fees
 - b. Stamps
 - c. Mailing labels
 - d. Photography services (developing)

Registration

1. Coordinate with Conference Chair location of headquarters and registration area. Make sure to arrange for break room with hotel.
2. Set up timetables for registration volunteers. Have enough committee members so that the same people will not have to work ALL the time.
3. Arrange for needed office equipment and supplies – typewriter, pens, nametags, etc.
4. Develop registration packets to include nametags, programs, maps, brochures, local information, give-a ways, etc.
5. Collect fees and provide receipts. It will be much smoother process if you complete the receipts for registration prior to the conference. Use the two-part form – this makes giving replacement copies easier.
6. Welcome guests. Have a supply of hard candy available at desk for folks to enjoy. It is simply a nice touch. (optional)
7. Request a message board from hotel (or Convention Center) and coordinate messages. Remind Conference Chair to mention the message board at opening session regarding location, etc.
8. Manage break room headquarters.
9. Maintain itinerary of committee chairs and VIP's (i.e. keep tabs)
10. Coordinate with Program Committee to identify special ID's of speakers, presenters and VIPs.
11. Maintain a paging system – get urgent messages to participants.
12. Create a Registration Form for use in the annual pre-conference issue of the GRA Newsletter and receive and process all registration fee payments for the conference. Direct payment to GRA Treasurer.

13. Develop a budget, including but not limited to:

- a. Conference carry-all bags and vinyl folders have been used in the past. Since 1999, STARS and MONS International have provided the conference bags at no cost to GRA.
- b. Ribbons (Speakers, Facilitators, Committee Members, Board members, VIPs, New Members, Past State Presidents, SERNRA Presidents and NRA Presidents.
- c. Name Tags and other office supplies

Suggestions:

*Set up a notebook with all Registration forms in alphabetical order for quick and easy reference. You will probably get asked questions on payments or other questions regarding someone's registration form.

*Keep conference expenditure forms at the registration desk for committee members.

*Have portable printer available to print on site nametags.

Registration Bags

1. Solicit registration bag goodies and work with the Registration Committee in stuffing the registration bags before the conference.
2. This person should be a member of the registration committee. Since 1999 conference bags have been donated by STARS and MONS International.

Remembrance

1. With the Awards Chair, create a memorial service to honor deceased GRA members.
2. Appoint a Facilitator to read the names of deceased members aloud and light candles in their memory.

Retirees

1. Coordinate with Conference Chair and hotel to arrange for a special luncheon
2. Identify list of retirees and send notice with RSVP.
3. It would be easiest if the Committee Chair were an individual (retired) living in the area of the conference.
4. Decide cost of registration for retirees.

Sergeant-At-Arms

1. Insure adequate flow of traffic
2. Insure timely start of meetings.
3. Allow no standing in back of room.
4. Insure that there are enough chairs for concurrent and general sessions. Make sure there are enough trashcans for concurrent rooms.
5. Coordinate with Local Arrangements regarding last minute needs or emergencies. Coordinate with Program Chair on emergencies.
6. Arrange for Color Guard at Opening General Session

Social

1. Coordinate one meal event working closely with hotel catering. This has been the President's Reception and is either a meal or reception. (Reception keeps you under budget).

2. Develop a theme for one social/dance event.
3. Determine if you will use a dance band or DJ, and then make the appropriate arrangements.
4. Determine ASAP if you will want to have a discounted pre-paid dance price, and a full price ticket to be paid at the door. This information will need to be given to the Publicity Chair to go onto the pre-conference flyer and registration form. All attendees should wear nametags to receptions and dances to show proof of registration.
5. Coordinate with Printing Committee to get tickets printed (if necessary). Coordinate with Registration Committee to get pre-paid tickets in registration packets.
6. Use invisible ink and ultra violet light to monitor admission. Stamp hands as folks enter the dance.
7. Coordinate with Protocol Committee special needs for children's activities, if needed.
8. Consider planning special events for guests, if any.
9. Arrange for breaks with Hotel/Convention Center. Try to get all breaks sponsored. Ads Chairperson sends letter to all advertisers offering combination packages to include the breaks.
10. Make plans for GRA social (if conference committee decides to have one). Make arrangements for individuals to assist in collecting and bringing items for the social.
11. Develop a budget, including but not limited to:
 - a. Negotiated fee for DJ or band
 - b. Decorations for dance
 - c. President's Reception/Dinner and breaks
 - d. Cash bar and bartenders: Always insist on paying for (1) bartender regardless if the hotel prefers more and combine the bar from President's Reception/Dinner and dance. Negotiate the cost of the bartender if the bar goes over a certain amount for the two events combined.

Suggestions:

- Hotel food prices are extremely expensive. This is where they make their money. Request a menu or food list from the hotel as soon as possible to be thinking about how you want to plan.
- You might decide on the foods you want served, make a list, and take it to the Hotel Banquet Manager at the meeting with the Hotel. Then tell him or her the number of people you anticipate on having at the event. HINT: This does not have to be the exact number of people anticipated on attending the entire conference.
- One selling point you might try: When you meet with the Banquet Manager, provide your menu request and tell him or her you will guarantee so many participants. You will call to either confirm or add to that number at a later, agreed-upon date. Before confirming, check with Registration Committee to determine if more people are anticipated.
- If you want a pre-paid dance ticket, this should be stated clearly on the registration form.
- To reduce the cost of having tickets printed (if none are donated), or to help attendees not have to keep up with tickets, you can coordinate with Registration Committee Chair to maintain a master list of attendees as their registration forms come in. Those who are pre-paying for the dance can be highlighted and the list given to you at the time of the dance. Volunteers taking money at the door can check the names of pre paid individuals and take up money for those paying at the door.

- In years past, the Business Enterprise division has supplied the conference with cokes, and the GRA conference has given them space in the exhibition hall to set up. (Most hotels/convention centers will not allow you to bring drinks in from the outside.)
- Again, remember that food items are very expensive with the hotel. You will need to decide what, if any, food you want to serve during the breaks. Obtaining the food list prior to making your budget can help you. If you decide on having food, do not expect to feed everyone attending the conference! You will have to ask for more money in your budget if you plan to serve food during the breaks.

Transportation

1. Arrange transportation for speakers and members if needed.
2. Set up a van shuttle system to the local airport if needed.
3. Work with Program Committee, Local Arrangements, Awards, and Protocol Committee to determine the need for speaker and VIP transportation needs.

Coordinating Committees for GRA Conference Planning

Audio-Visual

1. Program – get speakers, general and concurrent sessions AV needs
2. Local arrangements – coordinate procuring and placing AV equipment.

Door Prizes

1. Printing – get list of contributors to put in program, need for tickets. (Buy the tear off tickets for door prizes.
2. Registration – get tickets to place in registration packets, if used, maintain list of registrants if not using tickets.
3. Secure prizes of at least (2) per session/break (about 50-75). Suggestion: Give each division and local chapter a certain number of door prizes to obtain for conference.

Printing

1. Ads – Ad size, deadlines, camera-ready ads
2. Door prizes – list of contributors of program, tickets for drawings (if needed)
3. Program – conference agenda, speaker bios, sessions descriptions, evaluation forms, CRC forms
4. Registration and Publicity – registration forms with pre-conference flyer.
5. Social – print tickets for dance and other special functions (if needed).
6. Exhibit Chair – Get complete list of exhibitors.

Program

1. Printing – give agenda, speaker bios, concurrent descriptions
2. Protocol – identify number of speakers, VIPs, special needs and present to speakers
3. Conference Chair – Concurrent session and speakers to go in article to newsletter.
4. Work with Certification Committee to make sure all sessions are recognized for maximum credits.
5. Negotiate with speaker and agree on price for service

6. Work with transportation and AV committee on transporting speakers and AV needs.

Social

1. Arrange for break sponsors, entertainment (DJ/Band) and presidents reception.

APPENDIX I

Archives Protocol

Archives Protocol

All specified materials shall be archived annually and shall be submitted for that purpose to the Archives Committee immediately following the close of any given calendar year. Materials to be archived and individuals responsible for submitting those include:

State Chapter Operations

The Chapter Secretary shall be responsible for submitting the following items:

- Annual Business meeting agendas and minutes
- Board Meeting agendas and minutes
- Executive Committee Meeting agendas and minutes

The Chapter Treasurer shall be responsible for submitting the following items:

- Treasurer's reports, budget reports and check register reports, as presented at the Annual Business Meeting and Board Meetings

The Chapter Vice President shall be responsible for submitting the following items:

- Annual Conference contract
- Annual Conference program
- Other conference planning materials and/or records as deemed necessary to facilitate planning of the Annual Conference for the upcoming year

The Chapter Newsletter Editor shall be responsible for submitting the following items:

- Copies of all Newsletter editions

The Administrative Policy Committee Chairperson shall be responsible for submitting the following items:

- Copy of currently revised Constitution & Bylaws
- Copy of currently revised Manual of Operations
- Copies of amendments to the Constitution & Bylaws as adopted by the Chapter membership, with effective dates
- Copies of changes to the Manual of Operations as approved by the Board of Directors, with effective dates

The Financial Review Committee Chairperson shall be responsible for submitting the following items:

- Copies of all financial records and activity reports as submitted to the committee by Divisional Units and Local Chapters

Operations of Divisional Units and Local Chapters

Presidents of Divisional Units and Local Chapters shall be responsible for submitting the following items:

- Minutes of all membership and Board meetings
- Copies of currently revised constitutions and/or bylaws

The following items shall be maintained in Archives in perpetuity:

- Chapter Newsletter editions
- Annual Conference programs
- Annual Conference contracts
- Chapter Annual Business Meeting minutes
- Chapter Board Meeting minutes
- Chapter Executive Committee Meeting minutes
- Chapter Treasurer's reports

The following items shall be maintained in Archives for a minimum of ten (10) years:

- Other Chapter financial records as kept by Treasurer
- Financial records and activity reports as submitted periodically by Divisional Units and Local Chapters to the Financial Review Committee

At the end of any given ten (10) year period, the above items shall be reviewed by the current Chapter President, Treasurer, Financial Review Committee Chairperson and Archives Committee Chairperson, and shall be purged as deemed appropriate by those individuals.

The State Chapter Archives shall be housed in a secure and accessible location as selected by the Board of Directors. The Archives Committee shall be responsible for receiving, organizing and storing of all archived materials at the selected location. Archived materials for Divisional Units and Local Chapters shall be organized separately from State Chapter materials. Chapter Newsletters shall also be organized separately from other archived materials.

APPENDIX J

Letter of Agreement



GEORGIA REHABILITATION ASSOCIATION
AN AFFILIATE OF
THE NATIONAL REHABILITATION ASSOCIATION

LETTER OF AGREEMENT

As a condition of continued good standing and full recognition by the Georgia Rehabilitation Association, (hereafter referred to as the Association), including the authority to operate under and benefit from the Association's federal tax provisions for non-profits, Divisional Units and Local Chapters shall agree to the following governing provisions:

1. Divisional Units and Local Chapters will submit on a timely basis to the Association the required financial records, including all documents, transactions and other reports as specified and otherwise defined in the Association's Manual of Operations.
2. The President, President-Elect, Treasurer and Treasurer-Elect of each Divisional Unit and Local Chapter, providing such offices exist in the organization, will attend the Association's annual leadership training, in order to fully learn the Association's financial reporting requirements.
3. The computer software program specified by the Association will be used by Divisional Units and Local Chapters for creating and maintaining financial information.
4. Account signature cards from the bank or financial institution of each Divisional Unit and Local Chapter will be sent to the Association's Treasurer, in order that the Association's Treasurer can be added to said signature cards.
5. The Association will be permitted to access the bank accounts of non-compliant Divisional Units and Local Chapters, in order to obtain financial records and information as deemed necessary to comply with federal and state revenue department regulations.
6. Financial records submitted by Divisional Units and Local Chapters will be accurate, up to date and formatted as specified by the Association.
7. Records will be submitted to the Chairperson of the Association's Financial Review Committee, for first review by the full committee and final review and acceptance by the Association's Board of Directors.
8. Records will be submitted covering each of the four quarters of the calendar year: 1. January-February-March; 2. April-May-June; 3. July-August-September; 4. October-November-December.
9. Records will be due by the 20th day of the first month following the end of any given reporting quarter.
10. Divisional Units and Local Chapters failing to meet this reporting deadline will be designated as non-compliant with Association reporting requirements, causing a letter of non-compliance to be issued from the Association.

11. The letter of non-compliance will then be sent by mail by the Chairperson of the Financial Review Committee. This letter will include notice that a penalty of \$50 will be assessed due to failure to provide reports by the twentieth day of the first month following the end of the reporting quarter. The letter will further state that unless required records are received by the thirtieth day of the second month following the end of the reporting quarter, the Divisional Unit or Local Chapter will be subject to placement on probationary status, seizure of assets and/or removal from the official auspices of the Association. Such removal will include suspension of recognition as a duly authorized Divisional Unit or Local Chapter, authority to operate under the Association's tax status as a 501 (c) (3) organization and right of representation and vote on the Association's Board of Directors, for a period of not less than one year. Should non-compliance be based on incomplete or inaccurate reporting rather than failing to meet reporting deadlines, the letter will also include explanation and guidance as to items needing correction.

12. A letter will be sent by the Association's Treasurer to the bank or financial institution of the non-compliant Divisional Unit or Local Chapter, advising that said Divisional Unit or Local chapter is no longer authorized to operate under the Association's auspices.

12. Divisional Units and Local Chapters so removed may petition the Association for reinstatement after a one year period, according to procedures as specified in the Association's Manual of Operations.

The _____, Georgia Rehabilitation Association, fully understands
(Name of Divisional Unit/Local Chapter)

and agrees to the governing provisions as stated above.

(Date)

(Name and Title of Office)