

# **BYLAWS of the GEORGIA REHABILITATION COUNSELORS AND EDUCATORS ASSOCIATION**

## **Article I**

### **NAME, AFFILIATION, AND DEFINITIONS**

**Sect. 1 Organizational Name:** The name of this organization shall be the Georgia Rehabilitation Counselors and Educators Association, a professional division of the Georgia Rehabilitation Association.

**Sect. 2 Definitions:** For the text of these Bylaws:

- A.** GRCEA means the Georgia Rehabilitation Counselors and Educators Association, a professional division of the Georgia Rehabilitation Association, (GRA).
- B.** Association means GRCEA.
- C.** Assembly means Membership Assembly of GRCEA.
- D.** Board means Board of Directors of GRCEA.

## **Article II**

### **PURPOSE OF THE DIVISION**

**Sect. 1** The purpose of the Division is to advance the role and function of rehabilitation counseling in the rehabilitation of all persons with disabilities by:

- A.** Increasing public understanding of the role of rehabilitation counseling in assisting all persons with disabilities to full inclusion in society.
- B.** Promoting the development of professional training opportunities, including seminars and workshops, for all persons engaged in the counseling of persons with disabilities.
- C.** Supporting the development, maintenance, and upgrading of professional standards for rehabilitation counseling, including the opportunity to participate in certification and the certification maintenance process.
- D.** Providing a forum for the discussion of rehabilitation counseling, and its relationship to the broader counseling profession.
- E.** Encouraging the development of rehabilitation counseling as it

contributes to an interdisciplinary approach to the solution of problems in rehabilitation.

- F. Providing opportunity for research to advance knowledge and skills in rehabilitation counseling, and the dissemination of that knowledge as it evolves.
- G. Advocating for the profession by educating lawmakers regarding the benefits and value of the profession and the partnership between the professional counselor and the person with a disability.
- H. Promoting ethical practice in rehabilitation counseling.
- I. Encouraging counseling students, who represent the future of the profession, to develop competence in their chosen fields through mentoring, scholarships, and educational opportunities.
- J. Provide professional publications to enhance knowledge of rehabilitation counseling and related fields, including knowledge relevant to persons with disabilities.

### **Article III**

#### **MEMBERSHIP**

**Sect. 1 Membership Requirement:** All members of the GRCEA must be members in good standing of the Georgia Rehabilitation Association.

#### **Sect. 2 Membership Standards**

**A. Professional Member.** A Professional Member of the Association shall subscribe to the standards of professional conduct adopted by the Association, and shall have either a minimum of a Master's degree from a nationally-accredited program in rehabilitation counseling with a minimum of one year of experience and employment in a rehabilitation counseling setting,

OR,

Have a Master's degree from an accredited institution related to rehabilitation counseling, such as, clinical counseling, research, supervision, administration, or training with a minimum of two-years' experience and employment in a rehabilitation counseling setting,

OR,

be certified by the Commission on Rehabilitation Counselor Certification (CRCC).

**B. Member.** A Member of the Association shall subscribe to the standards of the professional conduct adopted by the

Association, have a Baccalaureate degree in rehabilitation services or a related field, and is employed in a rehabilitation services setting.

**C. Student Member.** A student member of the Association shall be enrolled full time or part-time in an accredited institution in a curriculum leading to a Baccalaureate degree in Rehabilitation Services or related fields; a Master's degree in Rehabilitation Counseling, counseling psychology, or related fields; or a doctoral degree in Rehabilitation Counseling, Rehabilitation Psychology, or related fields.

**D. Life Member.** GRA members who are life members of the former NRA Division NRCA will be granted life membership in GRCEA. Life membership is no longer available for current or new members of the GRCEA.

### **Sect. 3 Privileges of Membership:**

**A.** All members of GRCEA shall receive official publications of the GRCEA.

**B.** All members shall be entitled to participate in the national, regional, state and local meetings of RCEA.

**C.** All members of GRCEA are eligible to serve as voting members in the annual meeting of the membership.

**D.** Only professional members may serve as Officers or members of the Board, with the exception of student members.

### **Sect. 4 Maintenance of Membership:**

Classification as a Professional Member shall be considered permanent as long as good standing and continuous membership is maintained.

### **Sect. 5 Removal from Membership:**

**A.** Any member may be removed for cause from GRCEA, including violation of the Code of Ethics. Removal for cause from membership requires a two-thirds affirmative vote of the Board of Directors present at any meeting.

**B.** Before being removed for cause, the member must first receive notice of intention, a recital of the charges or accusations, and the opportunity to respond to the charges.

### **Sect. 6 Membership Year:**

**A.** The membership year of GRCEA shall coincide with the GRA membership year.

**Sect. 7 Dues:**

- A. Membership dues in the Association shall be established by the RCEA Board of Directors, approved by the NRA Board of Directors, and reviewed annually.

**Sect. 8 Code of Ethics:**

- A. The Code of Ethics and Conflict of Interest Policy as set forth by the Commission on Rehabilitation Counselor Certification (CRCC) and which is available on the CRCC website shall be the Code of Ethics of the GRCEA.

**Article IV**

**ANNUAL MEMBERSHIP MEETING**

**Sect. 1 Participation in Annual Membership Meeting**

- A. There shall be an Annual Meeting of the membership of GRCEA, open to all GRCEA members in good standing, scheduled during the GRA Annual Conference.
- B. All members in good standing and duly registered as participating members of the conference shall have voting privileges.
- C. The purpose of the annual meeting is to receive annual reports from Association officers, review and recognize organizational and member achievements from the preceding year, and conduct other business as deemed necessary, and in accordance with approved bylaws and association policy and procedure.
- D. At the annual meeting, and with a majority vote, the assembly may propose amendments to the bylaws. Such proposals will be submitted to the GRCEA Board of Directors for consideration. In addition, the assembly may propose other action to be considered by the entire membership. Such proposals of the assembly that require membership approval, if approved, will be implemented within the calendar year of the vote.
- E. A quorum of the assembly shall be 2% of the membership.
- F. All business conducted by the Assembly shall be in accordance with Robert's Rules of Order, latest edition.

**Article V**

**BOARD OF DIRECTORS**

**Sect. 1 Composition of Board:**

The Board of Directors shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer and four Board

Members-At-Large with staggered terms of two years. Except in instances when Officers or Board members-at-large are selected to fill vacancies, all Officers and Board members-at-large shall assume office on January 1st following their election. The President will assume the duties of Representative to the GRA Board.

**Sect. 2 Powers of the Board:** The Board shall have the power to manage and conduct the affairs of the Association, subject to limits imposed by the bylaws. Its authority shall include, but is not limited to the following:

**A. Fiscal Powers:**

1. Adoption of a budget and authorizing its Officers to carry out the activities set out in the budget.
2. Adoption of a fiscal year and policy for the Division. The fiscal year shall coincide with the GRA fiscal year.
3. Designating a minimum of two persons to sign or countersign all checks, drafts, and other orders for payment of monies or to obligate the Association by signing notes, orders, promises to pay, or contracts, and in accordance with GRA policy.
4. Initiating, formulating and carrying out cooperative agreements and contracts with other organizations, agencies, and groups in order to advance the goals of the Division.

**B. Sponsoring the Annual membership meeting of the Division.**

**C. Accepting and adopting the action of all committees.**

**D. Approving appointment of any official representative of GRCEA to any other body.**

**E. Any GRCEA 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 Division 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 & By-Laws for filling vacancies in Offices, on the Executive Committee, or on the Board.**

**Sect. 3 Terms of Office:** The President-Elect shall be elected for a one year term, after which she/he shall assume the office of President

for an additional one year term. The Secretary and Treasurer shall be elected to serve two year terms. The four Board members-at-Large shall be elected to two year staggered terms. All terms of office shall begin on January 1st following the election. Exceptions may be made to these terms of offices in instances of election to fill a vacancy as hereinafter specified.

**Sect. 4 Filling Vacancies:** The Board shall have the authority to fill, by vote of its own members, the offices which become vacant between elections, including vacancies in its own membership. Officers, members-at-large, and Student Board Members thus elected shall serve only until December 31st following such appointments.

**Sect. 5 Meetings of the Board:** The Board shall meet at the time and place of the Annual Meeting of GRCEA. Regular and/or special meetings may be held upon the call of the Division President or upon written request of a majority of Board members. The President may hold a meeting of the Board by telephone, e-mail U S mail, or fax. Such meetings shall be deemed official meetings of the Board. Fifteen (15) days' notice of the time and place of the Annual Board Meeting shall be given in writing at the direction of the President.

**Sect. 6 Quorum of the Board:**  
A majority of members of the Board shall constitute a quorum for transacting business.

**Sect. 7 Executive Committee:**  
In order to carry out the business of the Association between meetings of the Board of Directors, the Board shall vest all or part of its authority in an Executive Committee composed of the President, President-Elect, immediate Past President, Secretary and Treasurer. Special meetings may be held upon the call of the President or upon written request of a majority of the Executive members. Only the full board can make recommendations to amend the bylaws, and compose resolutions of the board.

**Sect. 8 Establishment of Policies and Procedures Manual:**  
The Board of Directors may establish a Policies and Procedures Manual, so long as no policies or procedures are in conflict with those established by GRA.

## Article VI

### OFFICERS

**Sect. 1** The Officers of GRCEA shall be the President, President-Elect, Past-President, Secretary, Treasurer and four (4) Board Members-at-large.

**Sect.2 Election of Officers:** Officers shall be elected by paper ballot, secret ballot, e-mail, or acclamation, per the decision of the Assembly at the Annual Business Meeting. The Election shall be conducted under such rules/regulations adopted by the Board. Officers shall assume the offices to which they have been elected on January 1 subsequent to election.

**Sect. 3 Duties:** At the direction of the Board, Officers may be assigned duties not ordinarily associated with their positions.

**Sect. 4 President:** The President shall serve in office for a term of one year. The duties of the President shall include:

- A.** Serving as official representative of GRCEA
- B.** Calling meetings of GRCEA, the membership, the Board, and the Executive Committee.
- C.** Presiding over meetings of GRCEA, the membership, the Board and the Executive Committee.
- D.** Appointing, with approval of the Board, membership to all committees, except the Nominations Committee and Executive Committee.
- E.** Serving as Ex-Officio member with voting privileges on all committees.
- F.** Appointing with the approval of the Board, all GRCEA representation to all GRA committees to which representation is requested.
- G.** Providing the division's report to the GRA Board.
- H.** Providing that the division's annual report to GRA is submitted by the end of January following completion.
- I.** 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 By-Laws provision governing the fulfilling or unexpired terms will be followed.
- J.** In conjunction with the GRCEA Treasurer (who shall

submit the budget sheet(s) to the GRCEA President), the GRCEA President shall submit the budget reports along with other required paperwork (minutes, activity report, etc.) to the Georgia Rehabilitation Association Administrative Assistant on a quarterly basis. It shall be the responsibility of the President of GRCEA to submit this paperwork to the Administrative Assistant each quarter and annually.

**Sect. 5 President-Elect:** The President-Elect shall serve as a member of the Board, and shall assume the Presidency on January 1st following the Annual Meeting of the GRCEA membership. If the Presidency should become vacant, the President-elect shall serve as President until such time as the Board shall fill the vacancy.

**Sect. 6 Secretary:** The Secretary shall serve as a member of the Board, and shall be responsible for maintaining appropriate records of actions and decisions taken by the Board and Membership Assembly. The Secretary shall take office on January 1 following election and shall serve for two years. The Secretary will submit the minutes of the Board meeting and/or Membership Assembly to the Board within thirty (30) days after the Board meeting and/or Delegate Assembly.

**Sect. 7 Immediate Past President:** The immediate Past President shall serve as a member of the Board, and shall serve as Chairperson of the Nominations Committee.

**Sect. 8 Treasurer:** The Treasurer shall assume office on January 1 following election, and the term of office shall expire on December 31 after the incumbent serves two (2) full years in office. Duties of the Treasurer will be to submit the Treasurer's Financial Report within (30) days after the Board meeting and/or Delegate Assembly. The Treasurer will maintain the financial records of the Association in conjunction with the Georgia Rehabilitation Association Administrative Assistant, and report to the Association on the status of the finances of the Association. The Treasurer shall provide to the GRCEA President the required budget sheets and other financial records, so they may be received by the Georgia Rehabilitation Association Administrative Assistant by the 20<sup>th</sup> day of the month following the quarter.



## **Article XII**

### **MISCELLANEOUS**

#### **Sect. 1 Rules of Order:**

Roberts Rules of Order (most recent edition) shall govern meetings of the Membership and Board.

## **ARTICLE XIII**

### Dissolution of the Georgia Unit of the Rehabilitation Counseling & Educators Association

#### Procedure to dissolve the Georgia Unit of the Rehabilitation Counseling & Educators Association (aka GRCEA)

The GRCEA may be dissolved in accordance with the following procedures. 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 the GRCEA 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 GRCEA, the Board of Directors shall, after paying or making provisions for payment of all liabilities of the association, remit any remaining assets of the GRCEA to the State Chapter Treasury. The State Chapter shall retain all assets as readily available, until such time as the GRCEA submits to the State Chapter Board of Directors a statement of intent to reactivate as a Local Chapter of the State Chapter. In the event that the State Chapter shall have become dissolved prior to the time the GRCEA submits a statement of intent to reactivate, the association's assets shall have been disposed of according to procedures of the State Chapter for dissolution of assets, and therefore shall not be recoverable.