

**BYLAWS  
OF THE  
GEORGIA ASSOCIATION FOR REHABILITATION LEADERSHIP  
GEORGIA REHABILITATION ASSOCIATION  
As Amended May 27, 2010**

**ARTICLE I**

This document shall be known as the Bylaws of the Georgia Association for Rehabilitation Leadership as provided in Article VII of the Constitution of the Division.

**ARTICLE II**

**Definitions**

For the purpose of these bylaws:

1. **Division** shall mean the Georgia Association for Rehabilitation Leadership
2. **Member** shall mean a member of the Division.
3. **Board** shall mean the governing board of the Division.
4. **Association** shall mean National Rehabilitation Association/National Association for Rehabilitation Leadership/Georgia Rehabilitation Association.

**ARTICLE III**

**Membership**

Section 1 Membership Required. Membership in the Association is a prerequisite for Division membership.

Section 2 Membership Type. There shall be two types of membership in the Division: (1) Professional membership for persons employed as administrators or supervisors within a rehabilitation program; and (2) Affiliate membership for the persons interested in the leadership, administrative, supervisory and educational practices of a rehabilitation program but are not presently employed in an administrative, supervisory or educational capacity.

Members who join initially as a professional member shall be entitled to continue their professional membership regardless of a change in title and/or responsibility.

Section 3 Membership Rights. No person shall be denied membership in the Division because of age, race, handicap, creed, veteran's status, or national origin.

Section 4 Membership Entitlement. Professional membership in the Division shall entitle members

- A. To receive the official publications of the Division;
- B. To become members of an affiliated regional unit and the national unit;
- C. To hold an elected office and serve as a member of the Board in the Division, regional and national units;
- D. To attend Board meetings and participate in meetings of the Division at the state, regional and national levels;
- E. To elect officers and Board Members-at-Large of the Division, regional and national units.

Affiliate membership in the Division shall entitle members:

- A. To receive the official publications of the Division;
- B. To become members of an affiliated regional unit and the national unit;
- C. To hold the elective office of Board member-at-Large and to serve as a member of the assembly;
- D. To attend Board meetings and participate in meetings of the Division at the state, regional and national levels;
- E. To elect officers and Board Members-at-Large of the Division, regional and national units.

Section 5 Meetings of Membership. Except when the Board in unusual circumstances shall determine it is not possible to hold such a meeting, there shall be at least one meeting of the membership of the Division during each membership year at a time and place to be determined by the Board. All members are entitled to participate in all meetings of the Division and to attend meetings of the Board.

Section 6 Membership Eligibility. Professional membership in the Division shall be available to any administrator, supervisor, or educator who has responsibility for the operation or planning for programs in rehabilitation or education in rehabilitation administration. Affiliate membership in the Division shall be available to any person interested in the leadership, administrative, supervisory and educational practices of a rehabilitation program but who is not presently employed in an administrative, supervisory or educational capacity. The membership fee is the same per year for both membership types.

## ARTICLE IV

### Administration

Section 1 Terms of Office.

- A. The term of all elective officers shall begin on January 1, following the annual business meeting and election of officers.
- B. Annually, the membership shall also elect two Board Members-at-large to serve a two-year term of office.

- C. If, in the opinion of the Board, any elective officer or Board Member-at-Large becomes incapacitated to the point of being unable to perform the assigned duties or to further serve the Division; or in the event an elective officer or Board member-at-large for any reason fails to perform the assigned duties or is unable to perform such duties in a satisfactory manner, the Board may, by two-thirds majority vote, declare the office or Board member-at-Large seat to be vacant. The Board may fill the vacancy so created on a temporary basis until the elective officer or Board Member-at-Large is again able to assume responsibilities of the position, provided that no elective officer or Board Member-at-Large shall be allowed to resume the duties of the position after a successor has been elected by the membership at the annual election of officers and Board members-at-large. Officers or Board Members-at-Large so removed shall be notified by the board.

Section 2     The Governing Board.

- A. Vacancies arising in the governing board between regular elections shall be filled by majority vote of the remaining members of the governing board.
- B. The Board shall meet at least twice a year. The meeting shall be called by the President or in his/her absence, by the President-Elect or upon written petition of five (5) other members of the Board.
- C. A quorum shall consist of the President or President-Elect and four (4) other members of the Board.
- D. The Board shall have the authority to transact all business of this Division between meetings of the Division membership.
- E. The Board shall call an annual meeting of this Division.
- F. The Board shall have authority to accredit local units, approve local unit constitutions and bylaws, and define the geographical boundaries of such units.
- G. The Board shall determine the method whereby the membership is informed of actions of the Division.

Section 3     Responsibilities of Officers.

A. President.

- (1) The president shall call all meetings of the membership and Board;
- (2) Preside over meetings of the membership and the Board;
- (3) Appoint, with the approval of the Board, chairpersons of all standing and special committees.
- (4) Serve as ex-officio members of all committees except nominating committee, and,
- (5) Serve as the Division's official representative during his/her term of office.

B. President-Elect.

The President-Elect shall assist the President in the discharge of his/her duties and shall preside at membership meeting or meetings of the Board in the

absence of the President. In case of inability from any cause of the President to act, the President-Elect shall perform the duties of the office of President.

C. Treasurer.

The Treasurer shall be the chief fiscal officer of the Division and shall have custody of all books and records of financial transactions. He/she shall assist the President and Board in developing, creating and monitoring the Division annual budget. He/she shall keep accurate and adequate accounts of the property and business transactions of the Division, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. He/she shall present reports of financial status of the Division at each meeting of the Board or as otherwise requested by the President. He/she shall prepare an annual Treasurer's report of the financial status of the Division for presentation to the membership at the annual business meeting, and prepare such other reports and perform such other duties as the Board may from time to time require. Other reporting shall include the provision of any financial records, transactions, documents or description of Division transactions and activities, as necessary for required reporting of finances and activities to the Georgia Rehabilitation Association Board of Directors. He/she shall 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.

D. Treasurer-Elect.

The Treasurer-Elect shall assist the Treasurer as requested and directed in preparing and providing financial and activity reports to the President, Board and Division membership, and in the development and monitoring of the Division annual budget. He/she shall utilize this one-year term of office to become thoroughly familiar with the Constitution, Bylaws and operations of the Division. He/she shall assume the office of Treasurer on January 1 of the year following his/her term as Treasurer-Elect.

E. Secretary.

The Secretary shall keep minutes of all meetings of the membership and of the Board and distribute such minutes to the members or present them at any other meetings as directed by the President. The Secretary shall provide to the President accurate copies of all meeting minutes as necessary for required reporting to the Georgia Rehabilitation Association Board of Directors. The Secretary shall keep a current list of the members of the Division and shall, under the direction of the President, issue notices of membership and Board meetings. The Secretary shall perform such other duties as may be required by these bylaws or assigned by the Board or President.

## ARTICLE V

### Committees

#### Section 1. General Requirements.

- A. The President, with the approval of the Board, shall appoint the following committees and designate the chairperson of each: Nominating, Membership, Audits, Program, Awards, Administrative Policy, Scholarship, Fundraising and Special Projects.
- B. Other Ad Hoc committees may be appointed by the President with the approval of the Board.
- C. In Addition to the usual duties, the chairperson of each committee shall insure that records of committee work be kept and made available to the Board. All records shall be completed and submitted to the President at the time of the annual business meeting.

Section 2. Administrative Policy Committee. An Administrative Policy Committee shall be established as a standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year January 1-December 31. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties.

#### Duties of the Administrative Policy Committee.

- A. Study the Division's relationship with the Association.
- B. Study the internal structure of the Division including the Constitution and Bylaws and operations of the Board of Directors, in order to determine where changes may be required.
- C. Accept and study any proposed amendment to the Constitution or Bylaws which has been submitted in compliance with Article VIII of the Constitution and Article VII of the Bylaws.
- D. Accept and study any proposed amendment to the Constitution or Bylaws which has been submitted by the Board of Directors for consideration by the membership.
- E. Make recommendations in writing to the Board of Directors regarding proposed amendments to the Constitution or Bylaws as will aid the organization to meet its objectives and represent the interests of all its members.

- F. Assure that proposed amendments to the Constitution and Bylaws as approved by the board of Directors are distributed to the membership a minimum of two weeks prior to the time of an announced membership vote.
- G. 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.
- H. Assure that the Constitution and Bylaws of the Division are kept up-to-date and consistent with those of the National Rehabilitation Association/ National Association for Rehabilitation Leadership/Georgia Rehabilitation Association.

Section 3. Audits Committee. An Audits Committee shall be established as a standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year January-December. It is preferred that the Audits Chairperson have some experience and knowledge of basic accounting principles. The Treasurer shall serve as a member of the Audits Committee. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties.

Duties of the Audits Committee.

- A. Conduct a continuous internal review of the Division's finances and Treasurer's records, to include assets, liabilities, income and investments.
- B. Report the results of all reviews of Division financial records to the Board of Directors at each Board Meeting and as otherwise requested.
- C. Make any accompanying recommendations for modifications of financial policies, procedures and methods of recordkeeping.
- D. Make recommendations to the Board of Directors upon request as to how Division funds may be invested.
- E. Monitor and report at each Board Meeting on the performance of investments.
- F. Assist in compiling and organizing Division financial records as may be requested or required by the Association.
- G. Compile a year-end audit report to be submitted to and approved by the current Board of Directors prior to December 31.

Section 4. Awards Committee. An Awards Committee shall be established as a standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year

January-December. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties. The Chairperson of the Awards Committee shall represent the Division on the Association's Awards Committee.

Duties of the Awards Committee.

A. J. ELLIES MORAN OUTSTANDING LEADERSHIP AWARD

1. Using the established criteria, solicit nominations of individuals for the award.
2. Select from all nominations the individual who will receive the award.
3. Have the award prepared and available for presentations at the Georgia Rehabilitation Association Annual Training Conference.
4. Following established criteria, submit the name and appropriate information regarding the recipient of the J. ELLIES MORAN OUTSTANDING LEADERSHIP AWARD to the National Association for Rehabilitation Leadership Awards Committee for consideration to receive a national award.

B. PAST PRESIDENT'S AWARD

Have the award prepared and available for presentation at the Georgia Rehabilitation Association Annual Training Conference.

C. CERTIFICATES OF APPRECIATION

1. At the direction of the President, prepare CERTIFICATE(S) of APPRECIATION, which recognize outstanding service to the Division.
2. Have the certificates available for presentation by the President at the Division's annual business meeting.

Section 5. Fundraising Committee. A Fundraising Committee shall be established as a standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year January-December. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties.

Duties of the Fundraising Committee.

- A. Develop and recommend to the Board of Directors the Division's Annual Auction as the major fundraising activity for the calendar year.
- B. Present to the Board of Directors for its approval the Annual Auction plans no later than the second regularly scheduled Board meeting of the new year.

- C. Develop and recommend to the Board of Directors any additional separate fundraising activities as may be feasible during the current calendar year.
- D. Conduct and/or assure the successful conduction of the income-producing projects which are adopted.

Section 6. Membership Committee. A Membership Committee shall be established as a standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year January-December. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties.

Duties of the Membership Committee.

- A. The function of the Membership Committee shall be to organize and direct the membership activities of the Division within policies approved by the Board and to make recommendations to the Board with respect to such membership activities.
- B. Monitor the membership status of all officers, Board Members-at-Large, Committee Chairpersons on a quarterly basis; contact any whose membership expires; and report these names during scheduled Board meetings.
- C. Maintain a membership status report. The Chairperson shall present this report during each regularly scheduled Board meeting.
- D. Maintain appropriate liaison activities with both regional and national membership officials. The Chairperson will participate in regional and national membership/leadership workshops as may be scheduled.
- E. Implement Division membership recruitment and maintenance strategies within the State of Georgia.
- F. 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 Division 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 Division Business Meeting.

Section 7. Nominating Committee. A Nominating Committee shall be established as a standing committee. The Past President shall serve as the Chairperson of the committee, and will serve for the ensuing calendar year January-December. Additional committee members may be selected by the Chairperson as determined



necessary to carry out committee duties.

Duties of the Nominating Committee.

A. During the annual business meeting, the Nominating Committee shall present a slate of candidates for election to fill pending vacancies in offices and board member-at-large seats. The nominating committee shall nominate a minimum of one member for each pending vacancy.

B. In the event that more than one nominee per vacancy has been obtained, all names shall be listed on the slate presented for nomination, for their consideration by the members.

Provision for additional nominees.

In addition to the slate presented by the Nominating Committee at the annual business meeting, any member may nominate from the floor another member for any office or board member-at-large seat.

Section 8. Program Committee. A Program Committee shall be established as a Standing committee. The Chairperson shall be appointed by the President and approved by the Board of Directors to serve for the ensuing calendar year January-December. Additional committee members may be selected by the Chairperson as determined necessary to carry out committee duties.

Duties of the Program Committee.

- A. Assess membership training needs and develop potential options for training or other program events to be sponsored during the Association's annual training conference, at the Division's annual business meeting, or at other times during the coming year.
- B. Present recommendations to the Board for approval of training events or other programs to be held, including projected costs and possible income.
- C. Coordinate all aspects of training activities, including delivery method, speaker arrangements, training sites, registration procedures and fees.

Section 9. Scholarship Committee.

Duties of the Scholarship Committee.

- A. Solicit nominations from Division membership for the Georgia Association for Rehabilitation Leadership Education Grant.
- B. Review nomination packets, rate nominees by the established rating criteria and select a grant recipient based on the ratings.

- C. Present selected grant recipient for Board approval.
- D. Coordinate with the grant recipient for attendance at the Association's Awards Program at the annual training conference.
- E. Coordinate with the Association's Awards Committee to present the grant to the recipient during the annual Awards Program.

Information: The purpose of the Georgia Association of Rehabilitation Leadership (GARL) Education Grant is to provide assistance to an individual already employed in the field of public or private vocational rehabilitation for the continuation of that individual's professional development. The education grant is awarded annually in the amount of \$500 to be presented at the Association's Annual Conference Awards Ceremony.

Nomination Procedures and Criteria:

Nominations for the GARL Education Grant must be submitted by GARL members to the Scholarship Committee Chairperson. The GARL member making the nomination should submit a letter of recommendation. Each nominee must be employed in the field of vocational rehabilitation (public or private) in the state of Georgia. Each nominee's course of study must be directly associated with direct service delivery or management in vocational rehabilitation. Each nominee must complete the Application for Georgia Association of Rehabilitation Leadership Grant and provide one letter of professional reference from a colleague or supervisor.

Section 10. Special Projects Committee.

Duties of the Special Projects Committee.

- A. Solicit applications from membership and other interested individuals/organizations for GARL sponsorship of Special Projects as established in Special Projects Guidelines.
- B. Review each narrative application received to determine that the criteria is met for service to members or service to persons with disabilities, as described in the guidelines.
- C. Submit recommendations to the Board for acceptance or denial of each Special Projects application, and full or partial funding amount as may be recommended
- D. Communicate the decision of the Board to each Special Projects applicant.

- E. Coordinate with the Treasurer for disbursement of funds as may be allocated for a Special Project.
- F. Follow up with each approved applicant as to impact of the sponsored special project, and report the outcome to the Board.

Information: Special Projects Guidelines

- I. GARL will consider applications for funding assistance in 2 categories: Service to Members; Service to Persons with Disabilities.
  - A. Service to Members - Applications will be accepted from a member in good standing for consideration of funding toward activities focused on meeting the following needs:
    - 1. Promoting ethical practices by rehabilitation leaders.
    - 2. Promoting professional standards/continuing education for rehabilitation leaders.
    - 3. Promoting public awareness and advocacy efforts on the behalf of persons with disabilities.
  - B. Service to Persons with Disabilities - Applications will be accepted from a member in good standing and other interested individuals for consideration of funding toward activities focused on meeting the following needs:
    - 1. Participation by a person with a disability in activities aimed at developing leadership/mentoring skills for the benefit of the individual and/or other persons with disabilities.
    - 2. Participation by a person with a disability in activities aimed at developing advocacy skills for the benefit of the individual and/or other persons with disabilities.
- II. Application Procedures:

Applications for both categories shall be submitted in writing to the Special Projects Committee for their consideration. Applications shall be in the form of a narrative with the following components:

  - A. Identification of the specific category and area under that category for which financial assistance is requested.
  - B. Description of the proposed activity, including time and place, for which financial assistance is requested.
  - C. Expected benefit or outcome of the activity.
  - D. Justification of the financial need, including identification of any other resources which can or will be accessed.
  - E. Dollar amount of unmet financial need.
- III. Application Review - Members of the Special Projects Committee will review applications and submit recommendations to the current GARL Officers and Board for final action. Projects accepted may be approved for full or partial funding of the original request, based on available budget resources at the time.

## ARTICLE VI

### Elected Positions and Election Procedures

Section 1. Elected Positions and terms of office. The following positions shall be elected at the annual business meeting and assume office January 1 following their election.

- A. President-Elect. The President-Elect shall be elected to a one-year term by the membership present at the annual business meeting. The President-Elect shall proceed to the office of President the following January 1 and will serve in that position for an additional year.
- B. Secretary. The Secretary shall be elected to a one-year term by the membership present at the annual business meeting.
- C. Treasurer-Elect. The Treasurer-Elect shall be elected to a one-year term by the membership present at the annual business meeting. The Treasurer-Elect shall proceed to the office of Treasurer the following January 1 and serve in that position for an additional year.
- D. Board Members-at-Large. Of the four existing Board Member-at-Large positions, two shall be elected annually to two-year terms by the membership present at the annual business meeting. Board Members at-Large shall assume office January 1 following their election.

Section 2. Election Procedures. To be elected, a candidate for office or board member-at-large must receive a majority of the votes cast during the election portion of the annual business meeting. The Board will provide proper polling places and the Nominating Committee will provide a secret ballot. The President or his/her substitutes shall select tellers to tally the vote.

## ARTICLE VII

### Amendments

Section 1. Amendments Proposed by Membership.

Amendments to these bylaws may be proposed by any member at any business meeting of the Division and if approved by a majority of the members present, such proposed amendments shall be referred to the Administrative Policy Committee for study and reporting its recommendations to the Board. A simple majority vote by the Board shall be required to approve presentation of the proposed amendments to the membership. Two weeks prior to the time a vote is to be taken, the Board shall mail to all members a copy of the proposed amendments, with the Board's

recommendation and with the notice of the next business meeting of the Division at which time a vote on the proposed amendments will be taken by the members present. If such amendments are approved by two-thirds (2/3) of the voting members present at such meeting, they shall become effective immediately.

Section 2.

Amendments proposed by the Board.

Amendments to these bylaws may be proposed by the President or the Board at any regular or special meeting of the Board or business meeting of the Division, and if approved by a simple majority of the Board members present at such meetings, such proposed amendments shall be referred to the Administrative Policy Committee for study and reporting its recommendations to the Board. A simple majority vote by the Board shall be required to approve presentation of the proposed amendments to the membership. Two weeks prior to the time a vote is to be taken, the Board shall mail to all members a copy of the proposed amendments, with the Board's recommendation and with the notice of the next business meeting of the Division at which time a vote on the proposed amendments will be taken by the members present. If such amendments are approved by two-thirds (2/3) of the voting members present at such meeting, they shall become effective immediately.

Section 3.

Amendments by Mail Ballot of the Board.

When in the opinion of the President or Board a change in the bylaws is required, the President shall request the Administrative Policy Committee to study and prepare such required amendments and submit them to the members of the Board by mail. If approved by a simple majority of the members of the Board, they shall be:

A. Submitted to all members of the Division by mail ballot two (2) weeks prior to a return date stated on the ballot, and if approved by two-thirds (2/3) of all such members, they shall become effective immediately, or

B. Submitted to all members of the Division by mail ballot two (2) weeks prior to the time a vote will be taken at a duly called business meeting of the membership, and if approved by two-thirds (2/3) of all the voting members present at such meeting, they shall become effective immediately.

## ARTICLE VIII

### Miscellaneous

Section 1. Rules of Order.

Robert's Rules of order, Revised, shall govern meetings of the membership, Board, and the committees of the Division, when they are not in conflict with the Constitutions and Bylaws of the Associations.