

**CONSTITUTION AND BYLAWS
OF THE
METRO ATLANTA LOCAL CHAPTER
OF THE
NATIONAL REHABILITATION ASSOCIATION
d/b/a GEORGIA REHABILITATION ASSOCIATION**

PREAMBLE

The Metro Atlanta Local Chapter is established as an entity of the Georgia Rehabilitation Association, chapter of the National Rehabilitation Association. The objectives of the Metro Atlanta Local Chapter are consistent with those of the Georgia Rehabilitation Association in accordance with its Constitution and Bylaws.

ARTICLE I

Name

The name of the organization shall be the Metro Atlanta Local Chapter. It shall meet at least three (3) times a year. In order to conduct official business, a quorum shall consist of 20% of the registered members.

ARTICLE II

Affiliation

The Metro Atlanta Local Chapter is a Local Chapter of the National Rehabilitation Association, Inc., d/b/a Georgia Rehabilitation Association and is subject to the Constitution and Bylaws of the National Rehabilitation Association and the Georgia Rehabilitation Association.

ARTICLE III

Boundaries

The boundaries covered by the Metro Atlanta Local Chapter shall include general counties in the Metropolitan Atlanta area. Members of another Local Chapter may not be a voting member of the Metro Atlanta Local Chapter.

ARTICLE IV

Definitions

For the purpose of these Constitution and Bylaws:

1. Local Chapter shall refer to the Metro Atlanta Local Chapter.
2. Chapter, State Chapter or GRA shall refer to the Georgia Rehabilitation Association.
3. Association or NRA shall refer to the National Rehabilitation Association.
4. Fiscal year shall refer to the period beginning on January 1 and ending on December 31.

ARTICLE V

Purpose

The purpose of the Metro Atlanta Local Chapter is to:

1. Identify, plan and promote programs and training on a local level to meet the needs of persons with disabilities and serve individuals and institutions that attempt to facilitate their rehabilitation.

2. Provide, on a local level, the exchange of viewpoints and ideas among the various professional groups in rehabilitation.
3. Disseminate current information through local chapter meetings in regard to national issues, impacts of national movement on the local level, trends, trainings, etc.
4. Encourage the growth of our viable State Chapter by encouraging local involvement.
5. Advance the objectives of the policies of the Association as well as the State Chapter on a local level.

ARTICLE VI

Membership

Membership in the Metro Atlanta Local Chapter may be obtained by being a current member of the Association and completing a Local Chapter application form, thereby becoming a registered member. Any individual or group who expresses an interest in the rehabilitation of persons with disabilities and whose purpose is not in conflict with the purpose of the Association may join the Association. Each member of the Association is automatically a member of the State Chapter.

ARTICLE VII

Membership Dues

The Local Chapter may not charge dues although other methods may be used to generate Local Chapter revenue.

ARTICLE VIII

Officers and Board of Directors

The elective officers of the Local Chapter shall consist of a President, President-Elect, Vice-President, and Secretary/Treasurer. The Board of Directors shall be composed of **three (3) Board Members-at-Large, the four (4) elective officers and the Past President**. Candidates for President-Elect, Vice President, Secretary/Treasurer, and Board of Directors will have an opportunity to make campaign speeches at regularly constituted Local Chapter meetings. Election shall take place at the last constituted meeting of the fiscal year by secret ballot. Absentee ballots shall be available two weeks prior to the election date from the Credentials Committee chairperson. Ballots must have the member's signature and typed or legibly printed name on the bottom portion for verification. The name/signature will be disassociated from the ballot by the Credentials Committee chairperson after verification of membership and prior to counting ballots. The absentee ballot must be received by the Credentials Committee chairperson by the time of the meeting at which the election will be held. All elected officers and Board members shall serve a one (1) year term beginning on January 1 and serve through December 31. An elective member may not be nominated or elected to the same office or Board membership in succession.

Duties of Past President:

1. Shall perform the duties of the President in the event that the President is unable to fulfill his/her term until a new president is duly elected.
2. Shall serve one (1) year as a member of the Board of Directors.

Duties of President:

1. Shall call meetings of the Local Chapter and Board of Directors and preside over meetings.
2. Shall cause the Local Chapter to be represented at the State Chapter's Board of Director' meeting.

3. Shall appoint special committees to perform a specific function as needs arise.
4. Shall appoint Chairpersons of each Standing Committee and submit to the Board for approval.

Duties of President-Elect:

1. Shall serve one (1) year as President-Elect and shall succeed to the Presidency when his/her term of office as President-Elect expires.
2. Shall appoint Committee Chairpersons and prepare written charges to each committee member by January 1.

Duties of Vice President: (at some point, the duty of program chairman was added to this office)

1. Shall preside over meetings in the absence of the President.
2. Shall serve as the President's designee as needed.

Duties of Secretary/Treasurer: (at some point, this became a 2-year term)

1. Shall record, maintain, and report minutes of the Local Chapter and Board of Directors, and Committee meetings.
2. Shall disseminate copies of minutes and maintain a file of the same.
3. Shall maintain records of membership and coordinate with the membership chairperson to keep membership up-to-date.
4. Shall transfer all records of other pertinent data to the incoming Secretary-Treasurer by January 5.
5. Shall inform the Local Chapter of matters of fiscal accountability through record keeping and make recommendations with respect to financial policies.
6. Shall report at each quarterly meeting the financial status of the Local Chapter.
7. Shall ensure that payments are requested to be issued by the State Chapter only after an invoice is provided and approved by member authorized to obligate Chapter funds.
8. Shall request payments to be issued by the State Chapter with the guidance of the Board of Directors.
9. Shall utilize a record keeping system so that accurate reporting can be made quarterly and shall prepare and present a written report to the incoming Secretary-Treasurer by January 5.
10. Shall compare monthly account statements sent from State Chapter with records of the Local Chapter's expenditures and deposits for accuracy.
11. Shall attend the end-of-year Leadership Conference.

Duties of the Board of Directors:

1. Shall provide additional representation of the views and concerns of the Local Chapter membership.
2. Shall have the power to conduct the affairs of the Local Chapter subject to the limitations of the Constitution and Bylaws during the interim of quarterly meetings with a majority vote of those members in attendance.

Individuals to fill vacancies occurring in Offices, Chairpersons or on the Board of Directors during the term of office shall be appointed by the President with the approval of the Local Chapter Board of Directors. Appointees will perform duties as assigned for the remainder of the current fiscal year. An officer may be removed from office by a two-thirds (2/3 majority vote of members in attendance at a regularly constituted Local Chapter meeting.

ARTICLE IX
Standing Committees

Administrative Policy:

The Administrative Policy Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Administrative Policy Committee shall be to make additions, deletions and/or revisions to the Constitution and Bylaws of the Metro Atlanta Local Chapter as approved.

An oral report shall be given at each quarterly Local Chapter meeting informing membership of the Committee's work with a written report submitted to the Secretary for documentation.

Auditing:

The Auditing Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Auditing Committee shall be to audit records via generally accepted audit procedures and present a written report during the first scheduled meeting of the next fiscal year.

Awards and Recognitions:

The Awards and Recognitions Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Awards and Recognitions Committee shall be to study and determine which individuals and/or organizations shall be recognized by the Local Chapter for their outstanding contributions.

An oral report shall be given at each quarterly Local Chapter meeting informing membership of the Committee's work with a written report submitted to the Secretary for documentation.

Membership:

The Membership Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Membership Committee shall be to maintain a listing of the Local Chapter members through Local Chapter membership applications and verify membership through the Association. A formal membership campaign shall be identified with goals and objectives for the fiscal year in recruiting new members and a concentrated effort on renewals. The committee shall encourage prospective members to view the involvement goals and activities of the Local Chapter.

An oral report shall be given at each quarterly Local Chapter meeting informing membership of the Committee's work with a written report submitted to the Secretary for documentation.

Nominating:

The Nominating Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Nominating Committee shall be to make nominations for elective officers to the membership by the third (3rd) quarterly meeting. Additional nominations may be made from the floor by Local Chapter members at the time in which the Nominating Committee's recommendations are made or immediately prior to the election.

An oral report shall be given at each quarterly Local Chapter meeting informing membership of the Committee's work with a written report submitted to the Secretary for documentation.

Credentials:

The Credential Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Credentials Committee shall be to conduct and regulate activities during all elections held by the Local Chapter. This committee shall prepare a printed ballot from nominations received from the Nominating Committee. The Credentials Committee shall verify the membership of all persons voting (in person or by proxy) against the computer printout of the membership roster. At the close of the balloting period, this Committee shall tabulate the ballots. The Committee shall present the election results to the President and the membership.

Program:

The Program Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Program Committee shall be to provide a program for the meeting and to disseminate information and publicity pertaining to the upcoming meeting.

Ways and Means:

The Ways and Means Committee shall be chaired by the appointed Chairperson. The Chairperson shall be responsible for appointing members to serve on the Committee.

The function of the Ways and Means Committee shall be to direct policy and programs relating to fundraising and similar activities.

An oral report shall be given at each quarterly Local Chapter meeting informing membership of the Committee's work with a written report submitted to the Secretary for documentation.

ARTICLE X
Amendments

All proposed amendments to these Constitution and Bylaws shall be submitted in writing to the Administrative Policy Committee. Proposed amendment shall then be presented to the membership at the next regularly constituted meeting.

Proposed amendment may also be presented on the floor by a Local Chapter member at any regularly constituted meeting of the Local Chapter.

All amendments shall become a part of the Constitution and Bylaws by a two-thirds (two-thirds) majority vote all members present at a regularly constituted Local Chapter meeting.

The Local Chapter shall refrain from making changes in its Constitution and Bylaws that would be in conflict with the Constitution and Bylaws of the NRA and the GRA.

ARTICLE XI
Rules of Order

Robert's Rules of Order as revised shall govern the meetings of the membership when they are not in conflict with the Constitution and Bylaws of the Local Chapter or rules of order adopted by the membership.

ARTICLE XII
Disclaimer

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

Original Constitution and Bylaws approved and adopted by the Metro Atlanta Local Chapter on

_____.

President

Date

Approved by the Georgia Rehabilitation Association.

President

Date

Amended July 8, 1992, _____, 1993, 2011