

**CONSTITUTION AND BYLAWS OF THE NORTHEAST GEORGIA LOCAL
CHAPTER OF THE GEORGIA REHABILITATION ASSOCIATION (GRA)**



Preamble

The NorthEast Georgia Chapter members of the Georgia Rehabilitation Association have established this Local Chapter by mutual consent. Its aims and goals are dedicated to the purposes of the parent State organization. In accordance with the Constitution and Bylaws, the Local Chapter will utilize the talents of each member to promote cooperation, understanding and enhancement of the ultimate mission and goals of the Georgia Rehabilitation Association (GRA), particularly with regard to how that mission and goals relate to and serve the interest of GRA members of this chapter.

Article I – Name

The name of the organization shall be the NorthEast Georgia Chapter of the Georgia Rehabilitation Association.

Article II – Purpose

The purpose of the Local Chapter is to advance the role and function of each Local Chapter member by:

- A:** Enhancing morale through the exchange of common interests and ideas of each member in a non-restrictive environment.
- B:** Providing a voice for individual concern in matters pertaining to the rehabilitation of persons with disabilities.
- C:** Developing activities, projects and programs for individual development and service to persons with disabilities.
- D:** Supporting the Georgia Rehabilitation Association and National Rehabilitation Association Constitution and Bylaws.

Article III – Membership

To be eligible for membership, an applicant must be a member of the GRA and the NRA.

Article IV – Meetings

Meetings of the Local Chapter shall be held no less frequently than a quarterly basis throughout the calendar year. Each member shall be given written notification of time and location of each meeting. Meetings of the Administrative Board shall be called at the discretion of the President on no less than a quarterly basis. A quorum to conduct Chapter Business shall consist of those members of the Executive Board in attendance plus any Chapter members in attendance at the meeting. The President may direct the Secretary to poll Chapter members via an electronic vote at his/her discretion. Business conducted electronically is hereby deemed appropriate by the Board and the results of such votes shall be binding on the Chapter.

Article V – Dues

There will be no Local Chapter dues.

Article VI – Organization

- A. The Local Chapter organization shall consist of the following officers: President, President-Elect, Secretary, Treasurer, and Treasurer-elect.
- B. In addition to the elected officers, the Administrative Board shall consist of the immediate Past President and the Committee Chairpersons appointed by the President and outlined in Article VIII. Following the inception date of the NorthEast Georgia Local Chapter of GRA, the immediate past President position on the Administrative Board will begin after the term of office of the elected 2007 President, and the 2007 President will serve on the Administrative Board as past President beginning with the January 2008 slate of officers. The Administrative Board shall have the power to conduct the affairs of the Local Chapter subject to the limitations of the Bylaws and the action of the membership in formal session.
- C. The Local Chapter shall be elected in November of each year at a time determined by the Executive Board and serve during the ensuing calendar year. Vacancies occurring during a term of office shall be filled at a called Local Chapter meeting for nomination and election.

Article VII – Election / Duties

A. **President**

The President:

- a. Shall be the President-Elect from the previous year unless he or she is no longer a member of NRA/GRA. We have no previous President-Elect due to this start up year of 2007. The President will be nominated and elected from the membership of this NorthEast Georgia Local Chapter. Hereafter, the selection of a President from the President-Elect position will occur with the elected slate of 2008 officers.
- b. Shall serve as leader of the Local Chapter and preside over meetings, according to the Constitution and Bylaws.
- c. Shall delegate duties necessary to carry out the purpose of the Local Chapter.
- d. Shall appoint special committees as needed.

B. **President-Elect**

The President-Elect:

- a. Shall preside over the meeting in the absence of the President.
- b. Shall become President if the office of President becomes vacant during the year.
- c. Shall consult with the President during the year to increase knowledge of the Local Chapter function.
- d. Shall assume the office of President effective the first day of January of the year following his/her term as President-Elect, if still a member of NRA/GRA.

C. **Secretary**

The Secretary:

- a. Shall keep accurate minutes of all meetings held in the name of the Local Chapter.
- b. Shall make records of all business transacted, minutes, etc. available for any and all membership of the Local Chapter.

- c. Shall keep records of all official correspondence of the Local Chapter.
- d. Shall transfer all records and any other pertinent data to the incoming Secretary by January 1.

D. Treasurer

The Treasurer:

- a. Shall keep all monies of the Local Chapter and be responsible for disbursements as directed by the membership.
- b. Shall keep written records of all disbursements and shall make such records available upon request.
- c. Shall present financial records for audit at the end of the fiscal year.
- d. Shall 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.
- e. Prior to the end of his/her term, shall orient the incoming Treasurer to all financial responsibilities and obligations.

E. Treasurer- Elect

The Treasurer elect:

- a. Shall consult with the Treasurer to become knowledgeable of the office and its duties for the next year.
- b. Shall assume the office of the Treasurer, effective the first day of January following his/her term as Treasurer-Elect.
- c. Shall perform the duties of Treasurer as described in "D" above.
- d. Shall become Treasurer, if an active NRA/GRA member, if the office of Treasurer should become vacant during the year.

Article VIII – Committees

Committee Chairpersons shall be appointed by the President annually and serve as members of the Administrative Board. The Chairpersons will then decide on the composition of the committees.

A. Fundraising

Shall direct policy relating to fundraising events.

B. Special Projects

Shall handle any special projects that the Local Chapter is involved in other than those specifically designed to raise money.

C. Public Relations / Nominations

Shall promote a strong and positive image of the Local Chapter as it relates to the larger organization, as well as coordinating local nominations activities.

D. Constitution and Bylaws

Shall be in charge of deletions or additions to the Constitution and Bylaws of the Local Chapter.

E. Membership Chairperson

Shall keep records of the Local Chapter membership. Shall direct policy relating to the goal of increase membership in the Local Chapter of the Georgia Rehabilitation Association.

F. Additional Committees

Additional committees shall be appointed by the President as needed with the approval of the Administrative Board.

Article IX –Executive Board

The Executive Board shall consist of the elected officials, Committee Chairs and Unit Representatives. The Executive Board may meet prior to the general membership meeting to discuss issues to be placed before the membership.

A quorum will be constituted by two-thirds of those serving on the Executive Board.

Article X – Nominations/election Procedures

- A.** Nominations for new officers shall be solicited from the Local Chapter membership. A list of the candidates will be developed by the Nominations Committee from those members who agree to run for office. Candidates will be given an opportunity to make campaign speeches at the Local Chapter quarterly meeting,
- B.** Election by secret ballot will be held in a manner determined by the Nominations Committee. Election results will be posted on Election Day in a location(s) determined by the Nominations Committee.

- C. Elected Officers take their position effective on the first day of January following the elections time and procedures established by the local chapter.

Article XI – Geographical Boundaries

The geographical boundaries of the NorthEast Georgia Local Chapter are the 13 counties located in Northeast Georgia (Banks, Dawson, Franklin, Forsyth, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White).

Article XII - Dissolution of the NorthEast Georgia Local Chapter

Section I: Procedure to dissolve the NorthEast Georgia Local Chapter

The NorthEast Georgia Local Chapter may be dissolved in accordance with the following procedures:

- a. The Executive Board 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.
- b. A motion to dissolve the NorthEast Georgia Local Chapter shall be adopted upon receiving at least two-thirds (2/3) of the votes entitled to be cast by the State Chapter Board of Directors.

Section II: Disposition of Assets upon Dissolution

- a. Upon dissolution of the NorthEast Georgia Local Chapter the Board of Directors shall, after paying or making provisions for payment of all liabilities of the association, remit any remaining assets of the NorthEast Georgia Local Chapter to the State Chapter Treasury. The State Chapter shall retain all assets as readily available, until such a time as the NorthEast Georgia Local Chapter submits to the State Chapter Board of Directors a statement of intent to reactivate as a Local Chapter of the State Chapter.

- b. In the event that the State Chapter shall have become dissolved prior to the time the NorthEast Georgia Local Chapter 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.

Article X

Any provision of these Constitution and Bylaws thereto which are found in conflict with the Constitution and Bylaws of the Georgia Rehabilitation Association 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 portions thereof.

Article XI-Amendment of Bylaws

These bylaws—save any Article, Section, or Provision later adopted that specifically spells out a different amendatory procedure—can be amended at any regular meeting of the NorthEast Georgia Chapter by a two-thirds (2/3) vote of those in attendance provided the amendment has been submitted in writing at the previous regular meeting.

03/05/2007