



## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

### **Article I - Name**

The name of this organization is the Forensic Section of the International Association of Rehabilitation Professionals (IARP) hereafter referred to as “the Section.”

### **Article II - Purpose**

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its forensic interests.
- B. Promote the interests of the members of the Forensic Section.
- C. Educate section members in the field of forensic rehabilitation.
- D. Promote ethical standards of expert witnesses in the practice of forensic rehabilitation and in litigation support services.
- E. Promote the advancement of the research in forensic rehabilitation.
- F. Promote interaction between rehabilitation professionals to encourage the exchange of ideas, provide networking opportunities and a forum, such as the internet list-serve, for the discussion of forensic rehabilitation and other pertinent topics.
- G. Promote leadership and mentorship in the field of forensic rehabilitation.
- H. Promote the visibility of forensic rehabilitation.

### **Article III - Membership**

#### **Section 1 – Eligibility**

Membership in the Section is available to all professionals who are current members of IARP in good standing.

#### **Section 2 – Dues**

Section dues shall be paid annually by each member in an amount determined by the IARP Board of Directors.

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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### Section 3 - Rights of Members

- A. Voting privileges for the Section shall be extended to all members in the section on the basis of one member, one vote.
- B. Section members shall have exclusive access to the Forensic List-serve.
- C. All Section members shall be entitled to attend and participate in general meetings and to receive section newsletters.
- D. Section members shall be entitled to hold standing committee membership as appointed by the section chairperson.
- E. Section members shall be entitled to discounts on special interest seminars sponsored by the Section as determined by the Section board.

### Section 4 - Members in good standing

A member is considered to be in good standing if the member:

- A. Is in good standing with the International Association of Rehabilitation Professionals. IARP assumes responsibility for verifying that a member is in good standing.
- B. Continues to qualify for membership in the Section.
- C. Complies fully with the ethical principles and standards of the IARP constitution and bylaws.
- D. Pays all dues and any special section member dues, which may be assessed.

## **Article IV - Forensic Section Board of Directors**

### Section 1 – Composition

The Section board shall be composed of eight individuals: a Chair, Past-Chair, Vice-Chair, Secretary, three Members-at-Large, and a Forensic Section Representative to the IARP Board. A board member shall relinquish his/her position if unable to serve, such as for reasons of advancement to another leadership position within the IARP organization.

### Section 2 – Election

The Section board shall be elected by members of the IARP Section through procedures established in Article VI.

## IARP FORENSIC SECTION POLICIES AND PROCEDURES

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### Section 3 - Terms of Office

- A. The Section board's terms of office will be two or three full years. A year is defined as the period of time from the regular Forensic Section Board meeting in July until, and including, the regular Forensic Section Board meeting the following June.
- B. Once elected, the Vice-Chair serves one year on the Section board in this capacity, then assumes the Chair position. The Chair serves one year in this capacity, then moves into the Past-Chair position for a third and concluding year.
- C. Once elected, the Secretary serves two years on the Section board in this capacity.
- D. The Forensic Section Representative to the IARP Board will serve a two-year term, elected in even years.
- E. The Members-at-Large will serve a two-year term. In order not to have all three positions open for election at one time, the terms will be staggered as follows: Member-at-Large (Finance Committee) and Member-at-Large (Education Committee) will be open for election during "odd" calendar years and the Member-at-Large (Marketing and Membership Committee) will be open for election during "even" years.

### Section 4 – Responsibilities

#### A. Forensic Section Chair

1. Preside at and attend all meetings of the Forensic Section. Coordinate agenda with the IARP Board.
2. Work with the IARP Board in seeing that basic policies and programs designed to further the goals and objectives of the Forensic Section are planned, formulated, presented to the IARP Board, and executed following IARP Board approval.
3. Appoint members of committees and task forces, outline the purpose and duties of these committees and task forces, and monitor progress.
4. Support and defend policies and programs adopted by the membership, IARP Board and Forensic Section.
5. Promote interest and active participation in the Forensic Section on the part of the membership and report activities of the Forensic Section to members by means of letters, publications or speeches.
6. Under the direction of the Executive Director, act as a spokesperson for the Forensic Section to the press, the public, legislative bodies, and related organizations.

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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7. Coordinate an annual meeting at the IARP Annual Conference in order to review the "State of the Forensic Section."
8. Exercise general supervision over the work and activities of the Forensic Section, committees and task forces.
9. In cooperation with the IARP Board, ensure that all orders and resolutions of the Board of Directors are carried into effect.
10. Assume a key role in the orientation and transition of the Vice-Chair to the duties of Chair.
11. Responsible to the Board of Directors and to the membership for ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership.
12. Consult with and advise the Executive Director on all matters pertaining to Forensic Section policies and programs.
13. Maintain at least monthly communication with other members of the Forensic Section.
14. Deliver to successor all Forensic Section property within one month after leaving the office of Past Chair.
15. Attend all Forensic Section meetings.
16. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

### **B. Forensic Section Vice-Chair**

1. Perform the duties of the Chair in the absence of the Chair or if the Chair is unable to serve.
2. As the newly elected Vice-Chair, learn the duties of the Chair and operations of IARP and the Forensic Section.
3. Carry out special project assignments from Chair.
4. Attend all Forensic Section meetings.
5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

### **C. The Forensic Section Secretary**

1. Take minutes, including attendance, of Forensic Section meetings or any other official organizational meeting. Transcribe minutes using Forensic Section approved format.

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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2. Within one week after each meeting provide minutes to Forensic Section Chair to be posted to the Forensic Section Board Library on the IARP website for each Forensic Section member's review for corrections and verification; corrections will be discussed and minutes accepted at next Forensic Section meeting or teleconference.

3. Coordinate an annual review of the Forensic Section Policies and Procedures. Should a Forensic Section vote require an amendment of the Forensic Section Policies and Procedures, that amendment will be transcribed and provided to each Forensic Section member for review no later than 24 hours prior to the next Forensic Section meeting.

4. Attend all Forensic Section meetings.

5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

### **D. Forensic Section Representative to the IARP Board of Directors**

1. Represent the interests of the IARP Board of Directors.

2. Ensure that the IARP Board is kept fully informed on the conditions and operations of the Forensic Section. Ensure that the Forensic Section is apprised of all relevant activities and policies/procedures of the IARP Board of Directors.

3. Attend all Forensic Section meetings.

4. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

### **E. Forensic Section Member at Large**

1. Assigned by the Chair to act as liaison to the IARP committee.

2. Relay special interests and concerns of the Forensic Section to the IARP committee.

3. Subsequent to each monthly IARP committee meeting (within two business days), provide a brief outline summary, through email correspondence, of what transpired during the IARP committee meeting to each of the Forensic Section members.

4. Attend all Forensic Section meetings.

5. Attend all meetings of the assigned committee.

6. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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### F. Forensic Section Past Chair

1. Mentor the Vice-Chair to prepare him/her for the position of Chair, which he or she will assume in the following year.
2. Assist the IARP Elections Committee with identifying candidates for future positions.
3. Serve on committees as appointed by the Chair.
4. Attend all Forensic Section meetings.
5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

### Section 5 - Vacancies

All vacancies on the Forensic Section Board of Directors, with the exception of Past-Chair, shall be filled by appointment by the Chair subject to approval by the Forensic Section Board of Directors (i.e. by majority vote during the monthly teleconference that the Chair places his appointment selection on the agenda for said teleconference).

Any vacancy of the Past-Chair position will remain so until the next term when the current Chair moves into that position.

### **Article V - Duties of the Board of the Forensic Section**

- A. Carry out mandates of the Section as determined by the membership.
- B. Use power and authority to perform all acts and to transact all business for and on behalf of the Section, and to manage all affairs, work and activities of the Section and enactment of the Section membership.
- C. Consider financial obligations carefully in view of available financial resources as outlined by the IARP Executive Board.
- D. Develop plans for the Section growth and development.
- E. Create committees or task forces and committee to fulfill the functions of the Section, as it deems necessary.
- F. Address issues of the membership.
- G. Provide a summary report to the IARP President following each meeting of the Section Board. This may be in the form of board meeting minutes. The minutes of each business meeting shall be submitted to the IARP President within 30 days following the meeting or election.

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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H. Present annual report for each succeeding year and other reports as requested by IARP Executive Board.

I. Meet with outgoing (retiring) Section board members following the annual meeting, or at a time agreed upon by the parties, at which the new Section board members are elected for the purpose of orientation and Section board to review and transfer official files to appropriate incoming Section board members.

### **Article VI - Nominations and Elections**

#### Section 1 - Nomination Committee

A. In the absence of membership participation, the Section will appoint a nominating committee.

B. The Past-Chair shall supervise the Nominating Committee to nominate candidates for the offices to be filled in the next election.

C. The committee shall extend in writing, electronically or by publication in the Association's newsletter or Journal to the membership a call for nominations, no less than 90 days prior to its meeting for the nomination of candidates.

D. The nominating committee shall conduct the annual election by electronic ballot, or written ballot by request, which shall be distributed to the membership no less than 30 days prior to the election.

E. The committee shall report the results of the election at the annual meeting.

#### Section 2 - Slate of Officers

The Nominating Committee shall prepare a slate of one or more names for consideration. This slate, together with information on each candidate, shall be published and distributed to the membership along with the IARP ballot.

#### Section 3 - Vacancies on the Nominating Committee

Vacancies on this committee will be filled by appointment of the Section Chair or Vice-Chair.

### **Article VII - Meetings**

#### Section 1 - Annual Meeting

The Forensic Section annual meeting will take place at the IARP Annual Conference. The date and time of this meeting will be determined during the Section's telephonic

## **IARP FORENSIC SECTION POLICIES AND PROCEDURES**

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meeting the month prior to the IARP Annual Conference. The agenda for this meeting will be determined at this time as well.

The duration of the Forensic Section annual meeting will be approximately 60 minutes.

### **Article VIII - Special Committees**

#### Section 1 - Committees

Committees can be established, as needed, to help the Section board to accomplish the vision, mission, and goals of the Section.

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Date of Adoption by the Forensic Section Board: July 28, 2016