Constitution and By-Laws

**IARP Ohio**

Revised 6/14/13

ARTICLE I

Name

Section 1. The name of this organization shall be the Ohio Chapter of the International Association of Rehabilitation Professionals; hereinafter referred to as **IARP Ohio**.

ARTICLE II

Purpose

Section 1. The purpose shall be to improve and advance the delivery of private rehabilitation services through the following:

A. establishing working relationships with other professional organizations interested in the provision of rehabilitation services;

B. advancing a concept of private rehabilitation services;

C. promoting the highest ethical practices in the delivery of private rehabilitation services;

D. undertaking activities to stimulate the effectiveness of service delivery in private rehabilitation;

E. sponsoring and promoting rehabilitation research and encouraging the dissemination and utilization of its findings; and

F. conducting educational programs, issuing reports, publishing studies and otherwise facilitating the exchange of ideas among all rehabilitation professionals.

ARTICLE III

Membership

Section 1. Membership in **IARP Ohio** shall be available to all persons and/or organizations having an interest in the provision of rehabilitation services in the private sector and who recognize and comply with the IARP Constitution and By-Laws and Standards and Ethics.

Section 2. Membership classifications are defined by the following categories: individual professional, individual associate, student and organizational.

A. Professional membership in **IARP Ohio** is available to persons meeting the following requirements

1. Holder of a Masters or Doctorate degree in health-support services from an accredited institution, plus one year of experience in vocational rehabilitation or physical rehabilitation. At least one year shall have been spent in the rehabilitation of disabling conditions and/or diseases; or

2. Holder of a Baccalaureate degree in health support services from an accredited institution, plus two years in vocational rehabilitation or physical rehabilitation. At least one year shall have been spent in the rehabilitation of disabling conditions and/or diseases; or

3. Diploma in nursing from an accredited institution, plus a current R.N. license, plus three years of experience in physical rehabilitation or vocational rehabilitation. At least one year shall have been spent in the rehabilitation of disabling conditions and/or diseases; or

4. Holder of any Baccalaureate degree other than listed in No, 2 above from an accredited institution, plus three years of experience in the rehabilitation of disabling conditions and/or diseases.

B. Associate membership in **IARP Ohio** is available to persons meeting the following requirements:

1. Holder of an Associate degree or high school diploma, plus continuing education and five years experience in vocational rehabilitation, including counseling, evaluation and direct case services. Three of the five years shall have been spent in the rehabilitation of disabling conditions and/or diseases; or

2. Rehabilitation intern who is supervised by a professional rehabilitation practitioner; or

3. Persons having an interest in the provision of rehabilitation services in the private sector who cannot otherwise be classified under one of the other categories.

C. Student membership is available to those currently enrolled in a full-time study program in vocational rehabilitation or a related field**.** Students are exempt from paying dues, per a 2013 ruling by IARP International.

Section 3. Dues shall be paid annually by each member in an amount determined by the Executive Board of IARP.

Section 4. Privileges of membership are established as follows:

A. Voting privileges shall be extended to all classifications of membership on the basis of one member, one vote.

B. Any individual professional or associate member shall be eligible to run and hold the elective offices of President-Elect, Secretary, Treasurer, and to serve as a member of the Executive Board.

C. All members shall be entitled to participate in any general meeting, and to receive official publications as determined by the Executive Board. They are entitled to attend Board meetings.

ARTICLE IV

Officers

Section 1. The elected officers shall include a Past President, President, President-Elect, Secretary, Treasurer, Regional Representatives, and Board Member at Large.

Section 2. Duties of the officers shall be:

1. Past President

Shall assist the President in duties as assigned. The Past President shall be responsible for recruiting new board members and overseeing the voting process prior to the Annual Meeting.

B. The President

Shall preside at all meetings of the Association and shall chair meetings of the Executive Board. The President shall be an ex-officio member, without voting privileges, on all committees. The President shall have the authority to appoint members to fill Executive Board vacancies which occur between elections. These appointments shall be subject to approval by a majority vote of the Executive Board. The President will also share responsibility with the Treasurer for disbursement of **IARP Ohio** funds.

C. The President-Elect

Shall perform the duties of the President in the absence or incapacity of the President as determined by the Executive Board. The President Elect shall assume the Presidency upon the death, resignation or removal of the President from office.

C. The Secretary

Shall be responsible for recording minutes of all official meetings and shall be responsible for the dissemination of all information pertinent to the ongoing operation of the organization and shall assign duties necessary to the dissemination of this information.

D. The Treasurer

Shall be the custodian of all Association monies and shall represent the Association in ensuring that the receipt and expenditures of funds are in accordance with directives established by the Executive Board and shall perform other duties as established by the Executive Board.

E. The Regional Representatives

Shall be responsible for representing the opinions/concerns of the Regional constituency to the Executive Board.

F. The Education Coordinator

Shall be responsible for coordinating all educational events for the chapter. Responsibilities include networking with other organizations, speakers for events, approval of all continuing education, information distribution, seminar volunteers, registration processes, and distribution of CEU certificates.

G. The Job Developer Representative

Shall be responsible for representing the opinions/concerns of Job Developers to the Executive Board.

H. The Legislative Liaison

Shall represent the chapter in regards to legislative issues. The Legislative Liaison shall consult with the Executive Board before officially stating any positions regarding legislative issues. The Legislative Liaison will be responsible for writing position papers and/or testifying at hearings related to legislative issues, with the assistance of the Executive Board**.**

ARTICLE V

Standards & Ethics Compliance

Section 1. All members of the **IARP Ohio**, will be required as a part of this Association membership, to adhere to the IARP Standards and Ethics and be subject to discipline by the IARP Standard, and Compliance Review Board.

ARTICLE VI

Executive Board

Section 1. The Executive Board shall consist of each of the elected officers, the immediate Past President, and the Regional Representatives as shall be duly elected by the membership.

Other Past Presidents shall be honorary, non-voting members of the Executive Board.

Section 2. The Executive Board shall have responsibility for the general supervision of the affairs of the Association.

Section 3. Without prejudice to the general powers conferred by the last preceding clause, and the other powers conferred by the Articles of Incorporation and by these Bi-Laws, it is hereby expressly declared that the Executive Board shall have the following powers, that is to say:

First. From time to time, to make and change rules and regulations, not inconsistent with these By-Laws,-for the management of the Association’s business and affairs.

Second. To purchase or otherwise acquire for the Association any property rights or privileges which the Association is authorized to acquire, at such price and on such terms and condition, and for such consideration as they shall from time to time see fit.

Third. At their discretion to pay for any property or rights acquired by the Association whether wholly or partly in money or in stocks, bonds, debentures or other securities of the Association

Fourth. To create, make and issue mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instruments and securities, secured by mortgage or otherwise, and to do every other act and thing necessary to effectuate the same.

Fifth. To appoint and at their discretion remove or suspend such subordinate officers, agents or servants, permanently or temporarily, as they may from time to time think fit, and to determine their duties, and fix, and from time to time change, their salaries or emoluments, and to require security in such instances and to such amounts as they think fit.

Sixth. To confer by resolution upon any appointed officer of the Association the power to choose, remove or suspend such subordinate officers, or agents.

Seventh. To appoint any person or persons to accept and hold in trust for the Association any property belonging to the Association, or in which it is interested, or for any other purpose and to execute and do all duties and things as may be requisite in relation to any such trust.

Eighth. To determine who shall be authorized on the Associations behalf to sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts and documents.

Ninth. From time to time provide for the management of the affairs of the Association, at home or abroad, in such manner as they see fit, and in particular from time to time, to delegate any of the powers of the Board in the course of the current business of the Association to any standing or special committee, or to any officer or agent and to appoint any persons to be agents of the Association, with such powers and upon such terms as may be deemed fit.

Section 4. Regular meetings of the Executive Board shall be held without notice immediately following the annual meeting of the members or at such other time and place as the Executive Board shall determine.

At the first meeting after each election of officers, the Board shall install the newly elected officers and Board members that have just been elected by the members pursuant to ARTICLE VII

At least a simple majority of the officers and Board members shall be necessary at all meetings to constitute a quorum for the transaction of any business. Special meetings of the Board may be called by the President on two (2) days notice to each officer, either personally, by mail or by wire, special meetings may be called in like manner, and on like notice on the written request of a majority of the Executive Board. Special meetings shall be held at such places as the Board way determine.

Section 5. A quorum of the Executive Board shall not consist of persons affiliated with any single business organization.

Section 6. Non-participation of more than four official meetings shall result in removal from office unless retained by vote of the board for good cause shown.

ARTICLE VII

Nominations & Elections

Section 1. At the Annual Meeting a Nominations and Elections Committee of three members shall be appointed by the President and ratified by the Executive Board. The immediate Past President shall chair the Committee. It shall be the duty of the Committee to nominate candidates for the offices to be filled in the next election. The Committee shall extend in writing to the membership a call for nominations no less than ninety days prior to that meeting. The Committee shall conduct an annual election by written mail ballot, which shall be distributed to the membership no less than 30 days prior to that meeting, and shall report the results of the election at that meeting.

Section 2. Term of Office

A All officers and members of the Executive Board shall serve for terms of two years or until their successors are elected and installed. One half of the board will be elected each year.

B. No member shall hold more than one office at a time.

ARTICLE VIII

Meetings

Section 1. Annual Meetings. There shall be an annual meeting of the members. The Executive Board shall select the exact date and location of the Annual Meeting and shall notify the membership at least sixty days in advance of the Meeting. The purpose of the Meeting shall be to announce new officers, to review reports from officers and committees, and to conduct any business that may arise.

Section 2. Regular Meetings. There shall be regular meetings as designated by the President and approved by the Executive Board.

Section 3. Special Meeting. Special meeting of the members shall he called by the President and shall be called at the request in writing to the President of a majority of the Executive Board, or by written request of any ten members, upon five days written notice sent to each member.

ARTICLE IX

Committees

Section 1. Standing committees shall be: Nominations and Elections, Membership, Fund Raising, Legislative and Governmental Affairs, Standards and Ethics, Public Relations and Training, Research and Program.

Section 2. The duties of the committees are as follows:

A. Nominations and Elections: To carry out duties as designated by Article VII, Sections 1-3.

B. Membership and Fund Raising: To promote membership as specified in Article III, Section 1

C. Legislative and Governmental Affairs: To monitor and disseminate legislative information pertaining to private sector rehabilitation, to perform other duties pertinent to legislation as directed by the Board.

D. Public Relations: To provide information of an educational, promotional and social nature to the various audiences served by **IARP Ohio**.

E. Training, Research and Program: To review and make appropriate recommendations regarding endorsement of research proposals. To provide direction regarding training and research needs. To provide direction regarding program needs for professional development.

ARTICLE X

Rules for Meetings

Section 1. Rules for the conduct of meetings will be those established by the chairperson at the beginning of the meeting.

Section 2. A quorum of 60% of the Executive Board shall be required to vote on any issue brought before it.

Section 3. At the Annual Meeting, members may introduce resolutions to be considered by the Executive Board. Upon receiving a majority vote of the general membership present, the resolution will be forwarded to the Executive board for consideration.

ARTICLE XI

Amendments

The Constitution of this Association may be amended by a majority of the votes received at any annual meeting or upon notice at any special meeting held for that purpose, or by a mail vote of the entire membership.