



INTERNATIONAL ASSOCIATION OF
REHABILITATION PROFESSIONALS

Rehabilitation and Disability Case Management (RDCM) Section

Policies and Procedures

Article I: Name

The name of this organization is the Rehabilitation and Disability Case Management Section; hereafter referred to as RDCM Section (the Section) of the International Association of Rehabilitation Professionals (IARP).

Article II: Mission and Purpose

The Mission of the RDCM Section shall be to provide professional development, continuing education, research and networking for vocational, medical and disability management professionals who provide the coordination of care for individuals with disabilities. The ultimate goal of the professionals is to return the client to their highest level of functioning in the areas of work, home-life, school and society in general in the most efficacious, ethical and cost-effective manner.

The Purpose of this Section shall be to:

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its RDCM interests.
- B. Promote the interests of the members of the RDCM Section.
- C. Promote continuing education opportunities in RDCM.
- D. Promote interaction between rehabilitation professionals to encourage the exchange of ideas, provide networking opportunities and a forum, such as CONNECT on the IARP website, for the discussion of our profession, RDCM concerns and other pertinent topics.
- E. Promote leadership and mentorship in the field of RDCM.
- F. Promote the visibility of RDCM.
- G. Facilitate and promote the dissemination of research and data from RDCM to other IARP Sections and general membership of IARP.

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 Rights of Members

- A. Voting privileges for the Section shall be extended to all non-student members in the section on the basis of one member, one vote.
- B. Section members shall be entitled to hold standing committee membership as appointed by the Section Chair.
- C. 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:

- A. The member is in good standing with the International Association of Rehabilitation Professionals. IARP assumes responsibility for verifying that a member is in good standing.
- C. Complies fully with the ethical principles and standards of the IARP policies and procedures.

Article IV: RDCM Section Board of Directors

Section 1 Composition

The Section board shall be composed of ELEVEN (11) individuals:

- Chair
- Past Chair or Chair-Elect
- Secretary
- Representative to the Board of Directors
- No more than seven (7) Members-at-Large.

A board member shall relinquish their position if unable to serve.

Section 2 Election

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

Section 3 Terms of Office

The Section board's terms of office will be as follows:

- A. Chair, Secretary, Representative of Board of Directors, Members at Large – 2 year terms, Chair Elect and Past Chair – 1 year terms
- B. Once elected, the Chair-Elect serves one year on the Section board in this capacity, then assumes the chair position for a two-year term. After serving as Chair, they assume the Past Chair position for a fourth and concluding year.
- C. The Members-at-Large will serve a two-year term.

Section 4 Duties

- A. Section Chair duties include:
 - 1. Providing leadership of the Section, including development of the Section in accordance with the IARP policies and procedures.
 - 2. Preside at all Section business meetings.
 - 3. Act as Ex-Officio member of all Section board meetings.
 - 4. Review the duties and responsibilities of the Section Board members and standing committee members to assure they are carried out.
- B. Section Secretary duties include:
 - 1. Assume duties of the Section Chair at all times, in case of absence.
 - 2. Assist Section Chair in carrying out duties and responsibilities.
 - 3. Serve as leader or member of standing committees as directed.
 - 4. Keep authentic record of Section Board proceedings & provide a reading of minutes as requested.
 - 5. Post the minutes of each meeting the RDCM library.
 - 6. Other duties as determined by the Section Chair or Section Board
- C. Section Chair-Elect duties include:
 - 1. Assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section.
 - 2. Perform other duties as determined by the Section Chair or Section Board.
- D. Section Past Chair duties include:

1. Assist the Section Chair as needed and directed.
 2. Assemble a Nominating Committee to develop a ballot for the annual elections.
 3. Perform other duties as determined by the Chair or Section Board.
- E. Section Representative to the Board of Directors duties include:
1. Attend all National Board Meetings, representing the Section and Section Board.
 2. Provide a summary report to the IARP President after each Board meeting
 3. Perform other duties as determined by the Chair or Section Board
- F. Section Members-at Large duties include:
1. Attend all RCDM Board meetings.
 2. Perform other duties as determined by the Section Chair or Section Board.

Section 5 Vacancies

- A. Should the Chair become indisposed in the first year of term, the Section Board may appoint a replacement by simple majority vote. In the interim of vacancy, the Past Chair will act as Chair. If a vacancy occurs in the second year of term, the second year Chair Elect assumes the Chair.
- B. In the event of other vacancies on the RDCM Board, the Chair will make appointments for the remainder of the vacated term.
- C. Any RDCM Board Member may be removed for cause, which may include, but is not limited to, failure to attend or participate in 3 [three] consecutive regular meetings of the Board. Removal shall require the affirmative vote of at least two thirds of the remaining Directors.

Article V: Duties of the Board of the RDCM Section

- A. Carry out mandates of the Section as determined by the membership.
- B. Consider financial obligations carefully in view of available financial resources as outlined by the IARP Executive Board.
- C. Develop plans for the Section growth and development.
- D. Create committees or task forces and committee to fulfill the functions of the Section, as it deems necessary.
- E. Address issues of the membership.
- F. Provide a summary report to the IARP President following each meeting of the Section Board.

- G. Meet with outgoing (retiring) Section Board members 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

1. In the absence of membership participation, the Section will appoint a nominating committee.
2. The Past Chair or Chair Elect shall supervise the Nominating Committee to nominate candidates for the offices to be filled in the next election.
3. The committee shall extend in writing, electronically or by publication, to the membership a call for nominations, no less than 30 days prior to the nomination of candidates.

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 or Chair.

Article VII: Standing Committees

Section 1 Committees

Committees may be established to carry out the work of the Section Board to accomplish the mission of the Section.

- Education
- Finance
- Membership and Marketing
- Emerging Professionals
- Election

Section 2 Duties of the Committees

In addition the regular duties associated with each committee, the Committee Chair will serve as the Representative to the respective IARP Committee.

Section 3 Ad-Hoc Committees

From time to time the board of directors may determine that temporary committees shall be formed to address limited projects of tasks.

Article VIII: Amendments

Section 1 Policies and Procedures Review

The RDCM Board of Directors will review all policies and procedures annually and recommend changes as needed.

Section 2 General Membership

Changes in Policies and Procedures may be recommended by the RDCM Board of Directors or the General RDCM Membership.

Section 3 Policies and Procedures Revision

RDCM Policies and Procedures are created by a simple majority vote of the RDCM Board of Directors and may be amended at any time by a vote of the RDCM Board.

RDCM Section members who reviewed and adopted these Policies & Procedures:

- Barbara Harvey, Chair: May 2018
- Ed Steffan, Past Chair: May 2017
- Chris Mathis, Secretary, Board Member at Large: May 2018
- Tony Morin, Representative to the Board of Directors: May 2013 to May 2015
- Michelle Hultine, Board Member at Large: May 2017
- Sara Shugars, Board Member at Large: May 2013 to May 2015
- Bob Cogburn, Board Member at Large: May 2017
- Janice Ray, Board Member at Large: May 2018
- Carrie Gregor, Board Member at Large: May 2017
- Maria Scaringi, Board Member at Large: May 2018

Date of Adoption: December 5, 2016