



Knowledge | Support | Empowerment



Chapter Leadership Manual

Approved, Board of Directors, 10/12/2011

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Section 1: Overview of AAIDD

Brief History of the Association

In June 1876, inspired by the Centennial Exposition, the founding conference of the American Association on Intellectual and Developmental Disabilities (AAIDD) was held at the Pennsylvania Training School in Media, Pennsylvania. The name chosen by the six participating physicians was the Association of Medical Officers of American Institutions for Idiotic and Feeble-Minded Persons.

Though the immediate goal of the Association was to promote the development of institutions, according to the first constitution the long-range purposes were “to discuss all questions relating to the causes, conditions, and statistics of idiocy, and to the management, training and education of idiots and feeble-minded persons.” As understanding and sensitivity to people with intellectual and developmental disabilities has increased, the wording of the Association's purposes has changed. However, through its more than 130-year history, AAIDD has actively pursued these original ideals.

In 1906, the Association changed its name to the American Association for the Study of the Feeble-minded, and in 1933 the name was changed to the American Association on Mental Deficiency. The Association's name was again changed in 1987 to the American Association on Mental Retardation and yet again in 2007 to American Association on Intellectual and Developmental Disabilities. The professional composition of the Association has also changed significantly since its earlier years, when medical officers dominated the membership. By the turn of the century, the proliferation of services for people with intellectual and developmental disabilities resulted in an increasingly diversified professional membership, and in 1947 divisions were established representing administration, education, medicine, psychology, and social work.

Later, more Divisions and Special Interest Groups (SIGS) were established representing communication disorders, community services, general, gerontology, legal process and advocacy, leisure and recreation, nursing, nutrition and dietetics, occupational and physical therapy, religion, and vocational rehabilitation. Additionally, an Assembly of Regions was established to represent geographic interests.

Today, AAIDD represents a wide variety of professionals and other interested individuals from of the United States, Canada, and the rest of the world. Members are united by the ideal that each person with disabilities has the right to develop personal potential to the maximum extent possible, to satisfy his or her individual needs and preferences, and to become an independent and useful member of the community.

Purpose, Mission, and Goals

The *purpose* of AAIDD, as articulated in its Bylaws, is:

- To provide a professional organization promoting cooperation among those involved in supports, services, education, training, advocacy, and research in the field of intellectual and developmental disabilities.
- To promote health and wellness in order to reduce the incidence and prevalence of primary, secondary and tertiary disabilities.
- To support the highest standard of supports, service, education, training, and research in the field.

- To encourage research and to disseminate knowledge in the field.
- To encourage student interest and to support the recruitment, retention, and development of those who work in the field.
- To advance progressive public policies in support of people with intellectual and developmental disabilities, their families, and those who work on their behalf.
- To promote individualized community services and supports for people with intellectual and developmental disabilities.

The *mission* of AAIDD is to promote progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities.

The *goals* of AAIDD are to:

- Enhance the capacity of professionals who work with individuals with intellectual and developmental disabilities.
- Participate in the development of a society that fully includes individuals with intellectual and developmental disabilities.
- Build an effective, responsive, well managed, responsibly-governed, and sustainable organization.

See *Appendix A* for AAIDD's mission, principles, and goals.

Structure of the Association

AAIDD is a membership organization, governed by a Board of Directors elected by the membership and including four Officers, four Directors-at-Large, and the Immediate Past President. Components of the Association include:

- The *Assembly of Regions*, which represents the geographical regions of North America.
- The *Conference of Professional Interests*, which represents the many different professions represented in our multidisciplinary organization.
- *Divisions*, which typically represents disciplinary, profession-specific, or special interests. Members of each professional interest division elect a president to a two-year term. The presidents of the Divisions make up the Conference of Professional Interests.
- Regional, state, and provincial *Chapters*. Each region participates in the Assembly of Regions. The chairperson and a number of delegates (one per 500 members) represent each region.
- *Standing Committees*. The composition criteria and the charges for standing committees are articulated in the bylaws. The current standing committees are the Awards & Fellowship Committee and the Nominations and Elections Committee.
- *Action Networks or Groups* are described in the Bylaws as groups that represent interest areas of concern to AAIDD members.
- Other groups, including task forces, ad hoc committees, etc.

The day-to-day activities needed to support and maintain the Association are carried out by the national office personnel. The Chief Executive supervises these activities in accordance with the policies and directives of the Board of Directors. The Chief Executive is the only staff person authorized to enter into contracts on behalf of the Association or encumber the Association's resources. The President of the Association oversees the work of the Chief Executive.

The Chief Executive oversees the general management of the national office; administers all requests for services; communicates with the Association officers, board members, and leaders; and delegates duties and responsibilities to other personnel, as appropriate. AAIDD's membership services, chapter support, publications programs, education and training programs, governmental affairs, and participation in litigation issues are managed from the national office, utilizing employees and contractors.

Although they receive honoraria for their services, the editors of journals produced by the Association, the *American Journal on Intellectual and Developmental Disabilities* (AJIDD) and *Intellectual and Developmental Disabilities* (IDD) are not employees of the Association; however, for administrative purposes, their activities are coordinated by the National Office.

The major operational functions of the Association are:

- Finance and Human Resources: Executes financial controls, keeps accurate records, provides budget projections, and monitors resources and expenditures.
- Membership: Provides services to members; maintains membership records; manages recruitment and retention campaigns; provides timely reports; and serves as liaison to chapters, regions, and divisions.
- Publications: Provides for production, promotion, and fulfillment services for books, tools, journals, monographs, and other publications.
- Policy: Engages in activities that promote progressive public policy consistent with the mission of the organization.
- Education and Training: Develops and manages nationwide training, outreach, and conferences.
- Communications and Outreach: Engages partners, policy makers, and others in the work of the Association, and in marketing and public relations.

Incorporation

AAIDD is established as a nonprofit corporation (i.e., incorporated) under the laws of the State of Pennsylvania. The Board of Directors is established as the authority to operate AAIDD in accordance with the Amended and Restated Articles of Incorporation (adopted January 2007) and the Amended and Restated Bylaws (adopted January 2007).

The Association's business is conducted in accordance with its Articles of Incorporation and Bylaws, the applicable laws of the United States, Pennsylvania, and the District of Columbia, its board policies, and generally accepted business practices.

Section 2: Region and Chapter Leadership

As the policies and procedures relating to Regions and Chapters are interrelated, some information is presented for both.

Regions

AAIDD is organized into 10 regions and further, within these Regions, into state and provincial Chapters. The purpose of the Region is coordinate educational and other activities within its geographic range and to promote the interests of the Association.

Most AAIDD Regions have a governance structure. Two Regions (I and VII) have formally disbanded this structure and in these Regions the activities of state Chapters are not coordinated with a regional structure.

Chapter representatives attend regional meetings and the Assembly of Geographic Regions meetings at the Association's annual and mid-winter leadership meetings. Regional committees may be established to conduct the work of the Region, such as communication and education.

Each active Region submits an annual report to the National Board of Directors that outlines current goals and objectives, summarizes activities and major accomplishments; describes future goals; and, if appropriate, makes recommendations for specific actions by the Board. These annual reports are made available to all active Chapters and Regions (see *Section 3: Communication and Reports*).

Region	Included States & Provinces
I. Northwest	Alaska, British Columbia, Hawaii, Idaho, Northwest Territory, Oregon, Washington, Yukon Territory
II. West Coast	California, Nevada
IV. Mountain States	Alberta, Arizona, Colorado, Montana, New Mexico, Saskatchewan, Utah, Wyoming
V. South Central	Arkansas, Kansas, Louisiana, Missouri, Oklahoma, Texas
VI. Great Lakes	Illinois, Indiana, Michigan, Ohio, Ontario, Wisconsin
VII. Southeastern	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands
VIII. North Central	Iowa, Manitoba, Minnesota, Nebraska, North Dakota, South Dakota
IX. Mid-Eastern	Bermuda, Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
X. Northeastern	Connecticut, Maine, Massachusetts, New Brunswick, New Hampshire, New York, Newfoundland, Quebec, Nova Scotia, & Prince Edward Island, Rhode Island, Vermont

Note: There is no Region III; what were Regions I & III were merged long ago.

Each Region with a governance structure participates in the Assembly of Regions. The Bylaws of the Association provide the following purpose of the Assembly:

The Assembly shall coordinate geographic activities of the Corporation and shall promote membership and membership services at the regional, state, provincial, local, and international levels. Each entity represented on the Assembly shall prepare an action plan to advance the respective geographic interests and the mission of the Corporation. The Assembly shall meet at least annually. The Assembly shall respond to requests from the Board, serve in an advisory capacity to the Board, and may make recommendations to the Board on any issue.

Chapters

The purpose of Chapters is to promote the interests of the Association and the Association's activities (see *Section 1: Purpose, Mission, and Goals*). A Chapter may also include in its mission other important elements that demonstrate its unique contributions and aspirations related to the overall goals of the Association (see *Appendices B and C* for examples of Chapter mission statements).

Chapters formally operate with Articles of Incorporation, Constitutions, and Bylaws, often under their own IRS 501(c)3 designation (see *Section 5: Business Practices*). Finally, Chapters operate under the auspices of the organizing documents of the National Association (see *Appendix D* for the AAIDD Bylaws) and within the scope of its policies (see *Section 7: Policies*).

Chapter Leader Roles and Elections

The Chapter Bylaws will establish the specific officers, the election process, terms of office, succession, requirements of election and procedures for filling a vacancy. Each Chapter has flexibility in how it is organized and functions as a group. The specific duties of each Chapter officer are dictated by the Chapter's Bylaws and needs of the community it serves.

A Chapter will typically have the following officers: President/Chairperson, President-elect/Chairperson-elect, Vice President/Vice Chairperson, Secretary, Treasurer, and Immediate Past President/Chairperson. There may be additional officers as dictated by the needs of a particular Chapter. See *Appendix I* for sample officer position descriptions and *Section 7: Policies* for information on eligibility for office.

A typical chapter will also have several standing committees (identified in the Bylaws) and special committees (as needed). Special committees may be appointed to revise Bylaws, create/revise strategic a plan, explore topics of strategic interest, conduct audits, etc. Although some committees are composed primarily of Board members, other volunteers may serve on most of the committees.

The Standing Committees might include the following:

Nominations, Elections, and Awards is usually chaired by the Immediate Past President. This committee prepares a slate of candidates for the positions of elective officers and Board members for the Chapter; conducts the election; and solicits recommendations for special awards, making the final selections.

Executive, typically as stipulated in the Chapter Bylaws, is the Committee of officers authorized to act on behalf of the Board of Directors between meetings and in the absence of the Board.

Education organizes and sponsors activities that promote professional development, skill enhancement, and information dissemination on issues affecting individuals with disabilities.

Communications prepares and implements a publications (websites, emails, listservs, newsletters, etc.) program and makes recommendations to the Board regarding public relations promotion, marketing, and communications.

Legislative and Social Issues identifies current issues at the state level that are significantly related to AAIDD's purposes and formulates appropriate actions and activities.

Annual Meeting is responsible for the program and all arrangements for the Chapter's Annual Conference. This committee is typically chaired by the President-elect.

Membership implements strategies for promoting membership in AAIDD, including retention of existing members and providing information to prospective members.

Chapter Activities

The activities that a Chapter engages in serve to to promote the interests of the Association and the Association's activities, and may include the following:

Education. One of the foremost contributions of the AAIDD Chapters around the country has been the provision of unique and locally relevant educational opportunities in-person via trainings and conferences and electronically through webinars and conference calls.

Communication and Networking. Chapter publications (websites, emails, listservs, newsletters, etc.) are a platform to provide relevant information, which might include information on state and regional initiatives, notices for educational opportunities and opportunities for service, and member accomplishments.

Communications increase a Chapter's profile, making people aware of its existence, mission, and goals. A Chapter must be mindful that its communications are thoughtful, coherently represent the mission of the Chapter and reasons for espousing particular views, well informed, reliable, and credible. Members consistently rate networking as a highly valued benefit of membership and meeting attendance. Chapters can provide forums for networking among the current leaders and the next generation of leaders in their states.

Strategic Planning. A strategic plan promotes a consistent organizational focus and direction. A strategic plan also enhances continuity for achieving the Chapter's mission during officer and Board member turnover and helps the Chapter's Board decide how to utilize its resources. Strategic plans should represent the diverse interests of the Chapter. See *Appendix K* for an example strategic plan.

Legislation and Social Issues. Chapters may take a position on issues important to people in their state and educate key policymakers on those issues. The typical ways of letting your elected representatives and government officials know who you are and what your positions are include in person visits, testimony, letters, emails, and telephone calls.

Membership. The Association will cease to exist without dedicated members. State Chapters have a role to play in recruiting, retaining, involving, and recognizing members of the Association. Chapters are encouraged to promote AAIDD membership as part of their educational and communication offerings.

Members who become involved and are recognized for that involvement are more likely to continue as members. Chapters are encouraged to provide and promote opportunities for members to serve on committees and to participate in initiatives.

Section 3: Communications and Reports

National Office

The National Office of AAIDD maintains the official records of the Association, including corporate and financial documents, membership rolls, and official publications of the corporation. Contact the National Office at:

AAIDD, 501 3rd Street, NW Suite 200, Washington, DC 20001-2760

Telephone: 202-387-1968 or toll free 800-424-3688

Fax: 202-387-2193

Website: www.aaid.org

Membership Rolls

The National Office maintains the membership rolls of the Association and will provide officers of Regions and Chapters with such contact information (typically names and email or postal mail addresses) for their geographic membership as necessary to promote the interests of the Association and the Association's activities.

Such contact information can be provided routinely via a monthly email or on an occasional basis upon request. Contact the National Office to establish a delivery schedule.

Annual Reports of the Regions and Chapters

Narrative Report

Each active Region and Chapter must submit an annual report (period covering January–December) to the National Board of Directors that outlines current goals and objectives; summarizes activities and major accomplishments; describes future goals; lists current officers; and, if appropriate, makes recommendations for specific actions by the Board. These reports help the National Board of Directors evaluate the status of Chapters and Regions.

The format is provided by the National Office via email in January or February of each year, with an April due date. These annual reports are made available to the Assembly of Geographic Regions at the Association's Annual Meeting and subsequently via email to Chapters and Regions.

Financial Report

Each active Region and Chapter is expected to submit a financial report (period covering January–December) to the National Office that provides a breakdown of income and expenses. The format is provided by the National Office via email in January or February of each year with an April due date.

Active Regions and Chapters will receive rebates on the membership fees paid by members in their geographic area (\$3Region/\$2 Chapter) if the certain conditions are met (see *Section 5: Business Practices*).

Annual Reports of the Association

The Association produces an annual report on its major activities and financial status that is made available to the general public on the website.

Electronic Communications of the Association

AAIDD maintains a number of mechanisms to communicate with its membership and the general public. As appropriate, these mechanisms may be used by Chapters and Regions to promote the interests of the Association and the Association's activities (e.g., advertise trainings, issue calls for proposals, solicit award nominations).

Section 4: Education

One of AAIDD's major goals is to enhance the capacity of professionals who work with individuals with intellectual and developmental disabilities. The National Office coordinates an Annual Meeting and other in-person trainings; promotes online learning; hosts webinars and conference calls; and publishes journals, books, and tools designed to enhance professional knowledge and skills.

Chapters that provide or promote educational opportunities within their states advance the interests of the Association. In-person educational events also provide additional networking opportunities.

The National Office will help promote such activities via its electronic platforms upon request. If invited, the Executive Director or a Board Member will be very pleased to attend a Chapter's Annual Meeting.

Section 5: Business Practices

Tax-Exempt Status

AAIDD has been recognized as tax-exempt by the IRS; however **none** of its Chapters or Regions are authorized to use the Association's tax identification number (TIN), "do business as (dba)" AAIDD, nor "operate under the umbrella" of AAIDD for tax purposes.

It is not mandatory for Chapters to apply for tax-exempt recognition nor to maintain a tax-exempt status. Chapters may earn up to \$25,000 gross revenue per year without paying taxes. All tax-exempt organizations are required to file a form 990 annually with the IRS in order to maintain tax exempt status. Filing this return is the responsibility of the Chapter.

Automatic Revocation of Exemption

Congress passed the Pension Protection Act in 2006, requiring most tax-exempt organizations to file an annual information return or notice with the IRS. Each month, the Internal Revenue Service updates the listing of organizations that under the law have automatically lost their tax-exempt status because they have not filed as legally required for the past three years. Unfortunately, as a result of this Act, a number of Chapters and Regions have had their tax-exempt status revoked and had to reapply.

Obtaining Tax-Exempt Status

The steps for applying for tax-exempt status are provided here; for further information Chapters should consult a tax professional or legal counsel. Most Chapters apply for exemption under a 501 (c)(3) status.

Secure and complete the following, available from the IRS at www.irs.gov.

- Form SS-4. The SS-4 form is used for applying for the TIN. Every exempt organization is required to have an identification number.
- Form 1023 (Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code).
- Instructions for Form 1023.

Secure required attachments for the application (do not submit original documents because they will not be returned):

- Articles of Incorporation
- Conflict of Interest Policy
- Financial Documents

A completed SS-4 form must accompany the actual application for Recognition of Exemption.

A check for the application fee must accompany the application.

The application will be considered by the IRS, who will either issue a favorable determination letter or deny the exemption. If your application is denied, you will be advised of your right to appeal. The protest must be submitted within 30 days from the date of the denial letter.

After receiving the federal exemption letter, contact the state Department of Revenue to determine if the Chapter qualifies for state sales tax-exempt status. The state will likely require the same information that was supplied to obtain federal exemption.

Articles of Incorporation, Constitution, and Bylaws

The organizing documents of most Chapters are these:

The *Articles of Incorporation* are the organizing document of an organization—sometimes called the Charter or Certificate of Incorporation—that is filed with a state government agency for the purpose of getting legal recognition as a corporation. Although laws vary from state to state, the purposes of the corporation and the rights and liabilities of directors are typical provisions required in the document. Official forms are prescribed in many states (see *Appendix J* for a sample Articles of Incorporation).

Bylaws are the internal rules and regulations of an organization (see *Appendices D, F, and H* for examples of Bylaws).

A *Constitution* is a type of organizing document. Like Bylaws, the Constitution depicts the rules by which the entity will operate and the restrictions, powers, and duties of its officers and board members. Unlike Bylaws, Constitutions often describe the belief system, founding or guiding principles, and moral direction of the organization (see *Appendices E and G* for examples of Constitutions).

Chapter Finances

Fiscal management is a serious responsibility shared by all Chapter officers, not just the Treasurer. If each officer is knowledgeable and able to make sound decisions, he or she can provide leadership to the Chapter in the most beneficial way. Failure to fulfill this responsibility may leave officers personally liable for financial losses or poor management decisions that may occur during their term.

Chapters and Regions are financially independent from the National Association. Chapter income typically includes training revenue, donations, membership rebates from the National membership dues, and interest/investment income.

Most Chapters find a simple savings or checking account adequate for their purposes. Chapters are strongly encouraged to have several board members as signatories for accounts to assure uninterrupted access to funds during leadership transition periods.

National Membership Dues Rebates

The National Office maintains records of membership numbers on a geographic basis and calculates rebates based on those numbers. Rebates are provided at the rate of \$3/member to the relevant Region and \$2/member to Chapters on an annual basis if the following criteria are met:

- A completed financial report is submitted,
- evidence of a bank account in the name of the Chapter or Region is presented, and
- the individual identified to receive a rebate check on behalf of the Region or Chapter is both a member of AAIDD and an Officer for the Region or Chapter.

Rebate funds are held in anticipation of payment for three years, after which the funds are forfeited to the National Office. For example, to collect a rebate on membership dues for the year 2000, a Chapter or Region must meet the above criteria within three years of the close of that year. The National Office will issue rebates in the form of a bank check made out to the Chapter or Region.

Section 6: Meetings

The Bylaws will outline the minimum number of meetings for the Board of Directors and the membership of the Chapter. Chapters are encouraged to adopt a schedule that meets the needs of members and is predictable (e.g., third Tuesday of the month at 11 am, or annually in September). Meetings may be designated as “open” or “closed” within the parameters of the organizing documents of the Chapter or Region.

The Bylaws may outline a list of agenda topics for board meetings as well as mechanisms for archiving and making minutes of those meetings available to members of the Chapter or Region.

The Bylaws will specify what percentage of members must be present to achieve a quorum for voting on official business of the corporation. See *Appendices D, F, and H* for examples of Bylaws and *Appendix L* for a sample meeting agenda.

Section 7: Policies

Chapter and Region Membership

Membership of a Chapter shall be composed exclusively of members of the National Association who reside in or primarily conduct their professional business in a particular state.

Membership of a Region shall be composed exclusively of members of the National Association who reside in or primarily conduct their professional business in a particular geographic region.

Chapter and Region Boards of Directors

The membership of Chapter and Region Boards shall be composed exclusively of members of the National Association who reside in or primarily conduct their professional business in the relevant geographic state or region.

National Engagement

Chapter are empowered to present to the National Board of Directors, Member Forum, or Assembly of Geographic Interests any recommendations and opportunities for cooperation on subjects that may advance the interests of the Association and the Chapter.

Local and Regional Engagement

Chapters are empowered to co-sponsor and support programs offered by other groups that are consistent with the purpose of the Association. Chapters must ensure that such support is accurately represented as stemming from the Chapter rather than the National Association.

Use of Logo

Chapters and Regions are permitted to modify the logo of the National Association with the name of Chapter or Region. See *Appendix M* for examples of acceptable modifications.

Chapter and Region Naming Conventions

The naming convention of Chapters and Regions is “AAIDD–[State Name] Chapter” and “AAIDD–Region [Number].”

Acknowledgements

This manual represents the work of many people. Individuals who should be particularly acknowledged for their contributions are:

Pat Craig, Texas Chapter

Linda Draayers, Wisconsin Chapter

Sharon Gomez, Louisiana Chapter

Barbara Mazzella, Massachusetts Chapter

Susan Palmer, Kansas Chapter

Jennifer Wagner, Maryland Chapter

The authors note that this leadership manual was developed to assist Chapters better understand the elements necessary for maintaining an active and thriving Chapter and to provide a useful reference tool on the structure and organizational framework of AAIDD.

This manual is intended to provide basic information on Chapter operations with the recognition that there is much variability in the structure and administrative resources across Regions and states. The intent here is to provide context on what constitutes critical content areas for successful operations as each Chapter formulates its own sustainable environment.

Chapter Presidents and Boards are encouraged to use information on the AAIDD website (www.aaid.org) for additional tools and to assure consistent application of AAIDD policies.

AAIDD Mission, Principles, and Goals

AAIDD's Mission

AAIDD promotes progressive policies, sound research, effective practices, and universal human rights for people with intellectual and developmental disabilities.

AAIDD's Principles

AAIDD has adopted a 13-point set of principles (or core values) relative to its mission:

- Achieving full societal inclusion and participation of people with intellectual and developmental disabilities.
- Advocating for equality, individual dignity and other human rights.
- Expanding opportunities for choice and self-determination.
- Influencing positive attitudes and public awareness by recognizing the contributions of people with intellectual disabilities.
- Promoting genuine accommodations to expand participation in all aspects of life.
- Aiding families and other caregivers to provide support in the community.
- Increasing access to quality health, education, vocational, and other human services and supports.
- Advancing basic and applied research to prevent or minimize the effects of intellectual disability and to enhance the quality of life.
- Cultivating and providing leadership in the field.
- Seeking a diversity of disciplines, cultures, and perspectives in our work.
- Enhancing skills, knowledge, rewards and conditions of people working in the field.
- Encouraging promising students to pursue careers in the field of disabilities.
- Establishing partnerships and strategic alliances with organizations that share our values and goals.

AAIDD's Goals

AAIDD's goals are to

1. Enhance the capacity of professionals who work with individuals with intellectual and developmental disabilities.
2. Participate in the development of a society that fully includes individuals with intellectual and developmental disabilities.
3. Build an effective, responsive, well managed, responsibly-governed, and sustainable organization.

Mission Statement of the Wisconsin Chapter

American Association on Intellectual and Developmental Disabilities

Wisconsin Chapter

Mission Statement

WI AAIDD promotes activities that support people who work in the field, so that the quality of life for people with intellectual and developmental disabilities is enhanced.

To accomplish this mission, the association commits its individuals and collective resources to:

Support the National office of AAIDD in pursuing their mission and principles;

Increase the perception of WI AAIDD as a resource organization and source of expertise, thereby influencing public policy;

Increase collaboration with other professional groups;

And

To provide continuing education and training opportunities to members and others in the field of intellectual and developmental disabilities.

Adopted by the WI AAIDD Board of Directors

June 1999

Mission Statement of the Massachusetts Chapter

American Association on Intellectual and Developmental Disabilities Massachusetts Chapter

Mission Statement

AAIDD Massachusetts Chapter is a vibrant and energetic chapter that is committed to working with families, individuals with disabilities, professionals and advocates regarding policies, procedures and issues that are relevant to Massachusetts citizens.

AAIDD Bylaws

AMENDED AND RESTATED BYLAWS
OF
AMERICAN ASSOCIATION ON
INTELLECTUAL AND DEVELOPMENTAL DISABILITIES

ARTICLE I

NAME

Name. The name of the Corporation shall be “American Association on Intellectual and Developmental Disabilities.”

ARTICLE II

PURPOSES

Purposes. The purposes of the Corporation are as stated in its Articles of Incorporation. In furtherance of said purposes, the Corporation shall:

- a. Provide a professional organization promoting cooperation among those involved in supports, services, education, training, advocacy and research in the field of intellectual and developmental disabilities.
- b. Promote health and wellness in order to reduce the incidence and prevalence of primary, secondary and tertiary disabilities.
- c. Support the highest standard of supports, service, education, training, and research in the field.
- d. Encourage research and to disseminate knowledge in the field.
- e. Encourage student interest and to support the recruitment, retention and development of those who work in the field.
- f. Advance progressive public policies in support of people with intellectual and developmental disabilities, their families, and those who work on their behalf.
- g. Promote individualized community services and supports for people with intellectual and developmental disabilities.

ARTICLE III

MEMBERSHIP

- a. Definition of Membership. The members of this Corporation are those persons meeting the qualifications and having membership rights only as specifically provided for in these Bylaws. The members of this Corporation, as described herein, shall have no rights in any aspect of the governance of this Corporation other than as specifically set forth in these Bylaws.

- b. Qualifications of Membership. Membership in the Corporation shall consist of professional people and others interested in the study, habilitation, care, and support of people with intellectual and developmental disabilities.
- c. Membership Categories. The Board of Directors shall determine membership categories of the Corporation. All members in these categories shall have the rights and privileges of membership in respective categories as defined by the Board.
- d. Fellows. Fellows shall be individuals who have had at least seven (7) years of continuous Active membership in the Corporation at the time of their nomination. Fellows shall have participated in the professional and business affairs of the Corporation and shall have made meritorious contributions to the field in one or more of the following areas:
 - i. Contributions to service excellence by developing, managing, improving or advancing programs, services and supports.
 - ii. Contributions to progressive public disability policy through skillful and diligent advocacy.
 - iii. Contributions to the field through academic achievements, research, publications, and presentation of professional papers.

Any Active Members desiring promotion to Fellow status shall apply and present supporting evidence to the Committee on Awards and Fellowship. The applicant shall become a Fellow if the Committee's recommendation for promotion is approved by the Board of Directors.
- e. Active Members. Active Members shall be individuals regularly engaged in the field of intellectual and developmental disabilities or closely allied fields.
- f. Separation from Membership. A member in any category may be separated from membership for conduct which tends to injure the Corporation, is contrary to, or destructive of its purposes, or infringes the rules of professional conduct as approved by the Board of Directors. Charges of such conduct shall not be entertained unless submitted in writing to the Board by two Corporation members. Upon receiving the charges, the Board shall notify the member, giving him or her the opportunity to respond to the charges. A member shall not be separated from membership except by two-thirds (2/3) vote of the full Board. Restoration of membership shall require approval by a majority vote of the Board.
- g. Resignation. A member may resign in good standing, provided that he or she is not in arrears for dues payment or other obligations and has not been notified of a charge of misconduct pursuant to Section III.f above. A member will not be considered in arrears for dues if pro-rata payment is made to the date of resignation. A person who has resigned in good standing may be reinstated without prejudice.
- h. Dues. Membership dues shall be set by the Board of Directors. Any increase in dues for any membership category or any special assessment shall require approval by a two-thirds (2/3) vote of the Board of Directors.
- i. Initiative Petition. Any member or group of members may petition the Board to request that it take action on any matter within its authority. The Board shall act on all such petitions. If the Board fails to take favorable action on the petition at the meeting immediately following its submission, the matter shall be submitted to a direct vote of the membership of the Corporation if the petitioners then obtain the valid signatures of five percent (5%) of the voting membership of the Corporation. The direct vote of the membership shall be conducted by mail and/or electronic ballot, and if a majority of the members casting ballots

vote in favor of the proposal, it shall have the same effect as if it had been approved by the Board of Directors. The provisions of this Section III.i regarding voting by the membership shall not apply to amendments to the Articles of Incorporation or to the Bylaws of the Corporation.

ARTICLE IV BOARD OF DIRECTORS

- a. Management by Board of Directors. The affairs of the Corporation shall be managed by a Board of Directors. The Board of Directors shall direct and supervise the activities of the Corporation to promote the Corporation's purposes.
- b. Policies and Powers. The Board of Directors shall develop policies and take actions to advance the goals of the Corporation and to manage the Corporation's affairs. All powers which are not otherwise delegated in these Bylaws are reserved to the Board.
- c. Composition of Board of Directors. The membership of the Board of Directors shall consist of the President, President-elect, Vice President, Secretary-Treasurer, the immediate past President of the Corporation, and four (4) Directors elected by the membership at large.
- d. Term of Directors. Directors elected at large shall serve for terms of four (4) years and shall not be eligible for immediate re-election. Directors-at-large shall be elected in staggered terms so that one director is elected each year. The term of each of the remaining Directors shall coincide with each Director's term as executive officer.
- e. Standing Rules. The Board shall adopt Standing Rules for the Corporation by majority vote. Standing Rules may be amended or repealed by majority vote of the Board.
- f. Record of Proceedings. The Board shall keep a record of its proceedings and shall make an annual report to the membership on matters of general interest. A report of the proceedings of all Board meetings shall be published promptly in an official publication of the Corporation or distributed through electronic means.
- g. Annual Report to Membership. At every annual meeting of the Corporation, the Board shall schedule and hold a special Board meeting at a time convenient for the participation of the membership. At this meeting, the Board shall make its annual report to the membership, and shall entertain resolutions, questions, and discussion from the membership.
- h. Location of Board Meetings. Meetings of the Board of Directors shall be held at such place or places as the Board of Directors designates.
- i. Regular Board Meetings. Regular meetings of the Board of Directors shall be held as determined by the Board. Notice of such meetings shall be given as the dates are set, but there shall be no minimum notice unless required by law.
- j. Notice of Special Board Meetings. Written or printed notice stating the place, day, and hour of any special meeting of the Board of Directors will be delivered to each Director not less than two (2) days before the date of the meeting, either personally or by first class mail, by or at the direction of the President. If mailed, the notice will be deemed to be delivered when deposited in the United States mail addressed to the Director at the Director's address as it appears on the records of this Corporation, with postage prepaid. The notice need not state the business to be transaction at, or the purpose of, the meeting.

- k. Waiver of Notice. Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of that meeting except when the Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.
- l. Quorum and Action. A majority of the Directors in office will constitute a quorum. The act of a majority of the Directors present at a meeting at which a quorum is present will be the act of the Board of Directors unless a greater number is required under the provisions of the Pennsylvania Nonprofit Corporation Law of 1988, the Articles of Incorporation of this Corporation, or any provision of these Bylaws.
- m. Meetings by Telephone. One or more Directors may participate in any regular or special meeting of the Board of Directors or of a committee of the Board of Directors by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting in this manner by a Director will be considered to be attendance in person for all purposes under these Bylaws.
- n. Personal Liability of Directors, Indemnification and Insurance. Provisions governing personal liability of directors, indemnification and insurance are as stated in the Articles of Incorporation of the Corporation and are incorporated herein by reference.

ARTICLE V

ASSEMBLY

- a. Purpose of Assembly. The Assembly shall coordinate geographic activities of the Corporation and shall promote membership and membership services at the regional, state, provincial, local, and international levels. Each entity represented on the Assembly shall prepare an action plan to advance the respective geographic interests and the mission of the Corporation. The Assembly shall meet at least annually. The Assembly shall respond to requests from the Board, serve in an advisory capacity to the Board, and may make recommendations to the Board on any issue.
- b. Membership of Assembly. The membership of the Assembly shall consist of representatives from the geographic entities of the Corporation. The Corporation's President-elect shall preside over the Assembly. In the absence of the Corporation's President-elect, a presidential appointee shall preside.

ARTICLE VI

CONFERENCE

- a. Purpose of Conference. The Conference shall promote and coordinate professional interests and activities within the Corporation, shall oversee programs of continuing education for members and shall promote membership and membership services within divisions, special interest groups, action networks or other entities. The Conference shall meet at least annually. The Conference shall respond to requests from the Board, serve in an advisory capacity to the Board, and may make recommendations to the Board on any issue.
- b. Membership of Conference. The membership of the Conference shall consist of representatives of each of the Corporation's divisions, special interest groups, action networks or other entities. The Vice President of the Corporation shall preside over the Conference. In the absence of the Corporation's Vice President, a presidential appointee shall preside.

ARTICLE VII

ORGANIZATION

Corporate Organization. The Corporation shall establish appropriate groupings to represent the major geographic, professional, occupational, and topical interests of its members.

ARTICLE VIII

EXECUTIVE OFFICERS

- a. Executive Officers. The executive officers of the Corporation shall be the President, President-elect, Vice President, and Secretary-Treasurer.
- b. Term of Executive Officers. The term of office for executive officers shall be one year, except for the Secretary-Treasurer, whose term shall be three years.
- c. Re-Election. No executive officer shall be eligible for immediate re-election to the same office, except the Secretary-Treasurer, who may be elected to two consecutive terms of office. However, appointment to an executive office to fill a vacancy shall not preclude election to that office.
- d. Succession to Office. The President-elect, at the conclusion of his or her term, shall become President of the Corporation. The Vice President, at the conclusion of his or her term, shall become President-elect.
- e. Election by Membership. The Vice President and the Secretary-Treasurer shall be elected by the membership of the Corporation by mail and/or electronic ballot. All candidates for Vice President shall be Fellows of the Corporation.
- f. Duties of Executive Officers. The duties of the executive officers are as follows:
 - i. The President shall preside at all meetings of the Board of Directors, and may call special meetings of the Board. The President shall represent the Corporation in all matters related to the purposes of the Corporation.

- ii. The President-elect shall preside over the Assembly and serve as primary liaison between the geographic entities of the Corporation and the Board of Directors.
 - iii. The Vice President shall preside over the Conference and serve as primary liaison between the professional entities of the Corporation and the Board of Directors.
 - iv. The Secretary-Treasurer shall supervise the records of the Corporation and perform all duties usually associated with that office under the direction of the Board of Directors.
- g. Inability to Serve. If an executive officer or Director elected by the membership at large, as the case may be, is not able to serve, then the following shall apply:
- i. In the absence or temporary disability of the President, the duties of that office shall be performed by the President-elect.
 - ii. If, for any reason, the President is not able to serve out the full term of office, the President-elect shall succeed to the unexpired remainder of that term plus his or her own term of office as President.
 - iii. If, for any reason, the President-elect is not able to serve out the full term of office, the Vice President shall succeed to the unexpired remainder of that term plus his or her own term of office as President-elect.
 - iv. If, for any reason, the Vice President is not able to serve out the full term of office the President, with the approval of the Board of Directors, shall appoint a director-at-large to serve the remainder of the Vice President's term. At the next election, the membership shall select a new Vice President.
 - v. If, for any reason, the Secretary-Treasurer is not able to serve out the full term of office, the President, with approval from the Board of Directors shall appoint a successor to complete the unexpired term.
 - vi. If, for any reason, a Director elected by the membership at large is not able to serve out the full term of office, the President, with approval from the Board of Directors shall appoint a successor to complete the unexpired term.
- h. Removal of Executive Officer. Any executive officer elected or appointed to office may be removed at any time by the Board of Directors whenever in its judgment the best interests of this Corporation will be served.

ARTICLE IX

UNANIMOUS WRITTEN CONSENT

Unanimous Written Consent. Any action required by law or under the Articles of Incorporation of this Corporation or these Bylaws, or any action that otherwise may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action taken, is signed by all Directors in office and filed with the Secretary-Treasurer of the Corporation.

ARTICLE X

COMMITTEES and WORKGROUPS

- a. Standing Committees. The Corporation shall maintain Standing Committees as described in these Bylaws. Members of Standing Committees shall be appointed by the Board of

Directors after recommendations have been received from the Committee on Nominations and Elections. Except as otherwise provided in these Bylaws, each Standing Committee shall consist of a minimum of seven (7) members, including at least one member of the Board of Directors, who shall also serve as liaison between the Board and that Committee. Committee members who are also members of the Board shall serve on the Committee for a term of one year, and shall be eligible for reappointment. Other members of Standing Committees shall serve staggered terms of three years, and shall be eligible for reappointment. The Chairperson of each Standing Committee shall be appointed by the President from among the Committee's members and no Chairperson may hold this position for more than three (3) consecutive years.

- i. The Committee on Awards and Fellowship shall evaluate applications for promotion of Active Members to status as Fellows, and shall make recommendations on those applications to the Board of Directors. The Committee shall make recommendations to the Board regarding designation in other membership categories that require Board approval. The Committee shall select recipients of Corporation Awards. All members of the Committee must be Fellows of the Corporation.
 - ii. The Committee on Nominations and Elections shall select candidates for Corporation offices, conduct elections, and make recommendations regarding appointments to Standing Committees as provided in the Corporation's Articles of Incorporation and these Bylaws. The Committee shall consist of seven members who at the time of their appointment, reside in five different geographic areas of the Corporation and shall include two members selected from the Conference, two members selected from the Assembly, two past Presidents, and one member appointed by the current President. Each of these individuals shall serve a two-year term with the exception of the one member appointed by the current President. Members who are selected to serve on the Nominations and Elections Committee are not eligible to be candidates for executive office or director elected at large. The most recent past President shall serve as Chairperson of the Nominations and Election Committee.
- b. Ad Hoc Committees. The President shall appoint such other Ad hoc Committees and Workgroups as may be necessary to: promote the objectives; address important issues, policies and/or tasks; and otherwise generally carry out the work of the Corporation. The Chair of each Ad hoc Committee and Workgroup shall be appointed by the President. At the end of the President's term of office such Ad hoc Committees and Workgroups shall disband unless reappointed or reconstituted by the new President. The specific focus, expected outcomes and duration of each Ad hoc Committee and Workgroup shall be clearly delineated. Such entities are to be task specific and are not intended to be long term.
 - c. Committee Membership. The membership of Standing Committees, Ad hoc Committees and Workgroups shall reflect, insofar as practical, the professional and geographic diversity of the Corporation's membership.
 - d. Committee Report to Board of Directors. Each Standing Committee, Ad hoc Committee and Workgroup shall submit a written plan and an annual report to the Board of Directors, as well as such other reports as the Board may require.
 - e. Additional Committee/Workgroup Appointments. Nothing in these Bylaws is intended to limit the authority of the Assembly or the Conference to appoint such committees and workgroups, as they deem necessary.

ARTICLE XI

STAFF

- a. Executive Director. An Executive Director shall be appointed by the Board of Directors. The Executive Director shall perform the duties of that office in compliance with the Boards' directives and under the supervision of the President. The Executive Director shall supervise the work of the Corporation's other employees.
- b. Employees as Elected Officers. No employee of the Corporation shall serve as an elected officer of the Corporation.

ARTICLE XII

ELECTIONS

- a. Elections for Executive Officers, Directors at Large, and National Ballot Measures. Elections for executive officers, Directors elected at large, and national ballot measures shall be conducted by the Committee on Nominations and Elections by mail and/or electronic ballot.
- b. Elections for Regions, States, Provinces, Local and International Chapters. Elections for office in regions, states, provinces, local and international chapters shall be conducted by the respective body. All elections for offices shall be conducted by mail and/or electronic ballot. Regions, states, provinces, local or international chapters may have the Committee on Nominations and Elections assist in conducting its elections. Such request should be made to the Committee in writing six (6) months prior to change or initiation of offices.
- c. Elections for Divisions, Special Interest Groups, Action Networks and Other Entities. Elections for Office in Divisions, Special Interest Groups, Action Networks and other entities shall be conducted by the respective body. All elections for office shall be conducted by mail and/or electronic ballot. Divisions, Special Interest Groups, Action Networks and other entities may have the Committee on Nominations and Elections assist in conducting its elections. Such a request should be made to the Committee in writing six (6) months prior to change or initiation of offices.
- d. Candidates for Election. For each election to be conducted by the Committee on Nominations and Elections, the Committee shall designate, whenever possible, at least two candidates for each position to be filled. The Committee on Nominations and Elections shall solicit recommendations for national office candidates from members of the Assembly, the Conference and from the membership at large. The Committee shall obtain the permission of each candidate before placing the name on the ballot.
- e. Preferential Voting. When the ballot for a position contains the names of more than two candidates, the Committee shall designate a system of preferential voting. Such a system shall be designated to ensure that if no candidate obtains a majority of the ballots cast, the preferences of all voters will decide which of the top two candidates will be elected.
- f. Election of Two or More Directors at Large. When two, or more, Directors are to be elected at large, the two or more candidates who receive the highest number of votes shall be elected.

- g. Certification of Winning Candidates. The Committee shall certify the election of winning candidates and report the election results to the Board of Directors. In case of a tie in an election for national office the winner shall be selected by the Board of Directors. Provision for breaking an election tie in a region, state, province, local or international chapter, Division, Special Interest Group, Action Network or other entity shall be determined by the respective body involved.
- h. Terms of National Officers. The terms of office of national officers shall begin on July 1st of each year. The terms of office for regions, states, provinces, local chapters, Divisions, Special Interest Groups, Action Networks and other entities shall begin on a date set by the respective body involved.

**ARTICLE XIII
OPERATIONS**

- a. Fiscal Year. The fiscal year of the Corporation shall end on such day as shall be fixed by the Board of Directors.
- b. Execution of Notes, Checks, Contracts and Other Instruments. All notes, bonds, drafts, acceptances, checks, endorsements (other than for deposit), guarantees and all evidences of indebtedness of the Corporation whatsoever, and all deeds, mortgages, contracts and other instruments requiring execution by the Corporation, may be signed by the President or the Secretary-Treasurer, and authority to sign any of the foregoing, which may be general or confined to specific instances, may be conferred by the Board of Directors upon any other person or persons. Any person having authority to sign on behalf of the Corporation may delegate, from time to time, by instrument in writing, all or any part of such authority to any other person or persons if authorized to do so by the Board of Directors, which authority may be general or confined to specific instances. Facsimile signatures on checks may be used if authorized by the Board of Directors.

**ARTICLE XIV
PUBLICATIONS**

- a. Journals / Publications. The Corporation shall publish journals and other publications, which will advance the purposes of the Corporation.
- b. Publication Supervision. The goals and direction of the publication program will be established by the Board of Directors. The Editors of the Corporation's publications shall be selected by the President with the approval of the Board of Directors.

**ARTICLE XV
AMENDMENTS**

Amendments to Bylaws. These Bylaws may be amended only by the following procedures:

- a. A proposed amendment must be approved by a simple majority vote of the Board of Directors.
- b. When a proposed amendment has received such approval by the Board of Directors, it shall be submitted for debate to the Assembly and the Conference, and shall also be submitted to the membership for discussion. The presentation to the membership shall be sent in print

and/or electronic formats to all members of the Corporation. In any form, the presentation shall contain a statement regarding the reasons for the proposed amendment and the views of any dissenting Directors. Once sufficient time for general discussion and feedback by the Assembly, the Conference and the general membership has been allowed, the proposed amendment returns to the Board of Directors for ratification.

- c. A proposed amendment shall be ratified by a two-thirds (2/3) vote of the members of the Board of Directors. If a proposed amendment has been ratified by the Board, the proposed amendment shall become effective on a date submitted by the Board.

Sample Chapter Constitution

**The _____ Chapter of the
American Association on Intellectual and Developmental Disabilities
Constitution**

The Constitution will name the Chapter, State, or Region's purpose for its existence. This document outlines the membership criteria and gives guidance for conducting the business of the Chapter. The Constitution will explain who has the authority to act on behalf of the Chapter and what documents will govern the Chapter, as well as provide a means for amendments.

Article I.

Name

The name of the association shall be the _____ Chapter, of the American Association on Intellectual and Developmental Disabilities, hereafter known as _____, and is established pursuant to Bylaw VII of the American Association on Intellectual and Developmental Disabilities Inc. (AAIDD) The _____ Chapter is an affiliate of the AAIDD as well as the _____ Region of the AAIDD and is subject to the Constitution and Bylaws of both of these parent organizations.

Article II.

Purpose

The purposes of the _____ Chapter are: (You will want to develop your purposes appropriate for your Chapter)

- A. To foster cooperation among professionals in the field of intellectual and developmental disabilities and allied fields.
- B. To support the purposes and mission in the Constitutions of the AAIDD State and Region of the AAIDD.

Article III.

Membership

All members of the AAIDD residing in _____ state / province shall be members of the Chapter without additional assessment of membership dues or fees for the exercise of voting privileges. Members shall hold the same class of membership and voting privilege in the Chapter as they hold in the AAIDD. Membership shall be limited to members of the AAIDD.

Article IV.

Administration

The Executive Committee / Board (governing authority) as defined in the Bylaws shall conduct the affairs of the Chapter.

Article V.

Meetings

The Chapter should attempt to hold at least one business meeting per year which should take place face-to-face when possible, but if not possible, by teleconference or other electronic means. An Annual meeting is also recommended to update membership on the business of the Chapter and to solicit input from members.

Article VI.

Amendments

Amendments to this Constitution that do not conflict with the Constitution and Bylaws of the AAIDD, as they pertain to its State chapters, may be proposed by a member of the Board of Directors / Executive Committee or by petition of a decided number of its members. Proposed amendments shall be presented to the members and shall become effective by a majority vote of the participating members.

Sample Chapter Bylaws

Bylaws of _____ Chapter of the American Association on Intellectual and Developmental Disabilities

The Bylaws provide the specific rules and regulations for the operational details of the association. The Bylaws can be very flexible to meet the needs of the Chapter but it is recommended the Bylaws include the following key elements:

- Purpose
- Officers: qualifications, term, election, duties, powers, meetings, succession
- Committees: Standing and ad hoc, meetings, appointments, term, duties and powers
- Handling of association assets and liabilities. Tax returns, fiscal year
- Corporate records, reports, minutes, legal documents
- Election process
- Amendments
- Membership: qualifications, meetings, prerogatives, dues

Bylaw I

Purpose

The purpose of the _____ Chapter of the AAIDD, hereafter known as the “Chapter,” shall be accomplished by conducting meetings and conferences of those interested in the field of intellectual and developmental disabilities, cooperating with other organizations and engaging in such other activities as authorized by the Executive Committee / Board. (Your Chapter may be flexible in defining the purpose – this should match the key objectives of your chapter.)

Bylaw II

Administration

- A. Officers of the Chapter are often the President / Chair, the President-elect / Chair-elect, the immediate past President / Chair the Secretary and Treasurer but it is open to the interpretation of each Chapter to determine the structure of its leadership.
- B. The Executive committee/ Board as decided by its members shall conduct the business of the Chapter and shall develop policies and procedures to advance the goals of the Chapter keeping in mind its relationship to the Region and AAIDD.

Bylaw III

Election of Officers and Terms of Office

- A. The election of officers shall be conducted by ballot. Members nominated for election must give their permission to be placed on the ballot. The results of elections should be reported to AAIDD national to keep their records and contact information current.
- B. The terms of office shall begin June 1st of each year for the period of time specified by the Executive committee / Board. No person shall hold two elective offices. It is not recommended that the President / Chair and the President-elect / Chair-elect serve for more than one term. Other positions may be re-elected if the Executive committee / Board deems it appropriate.

Bylaw IV

Duties of Officers

Duties of the officers and the number of officers can be flexible depending on the needs of the Chapter. These are examples / recommendations:

- A. The President / Chair shall preside at any business meeting of the Chapter and at meetings of the Executive committee / Board. The President may call special meetings of the Executive committee / Board. The President / Chair may be involved as a consulting member of all committees of the Chapter and may confer with them at any time on matters affecting the interest of the Chapter.
- B. The President-elect / Chair-elect shall serve as the Program President of the annual meeting and shall organize whatever committees and individuals that are necessary to organize the annual meeting. The President-elect / Chair-elect shall perform other duties as prescribed by the Chapters Bylaws and the President / Chair.
- C. The Secretary shall keep the records of the Chapter and perform all duties usually pertaining to the office under the direction of the President / Chair and the Executive committee / Board. The duties shall include providing notice and preparing minutes of all the Chapter's business and Executive committee / Board meetings. The Secretary shall keep permanent files of the Chapter, and turn them over to the duly elected successor. The secretary shall handle all correspondence on behalf of the Chapter.
- D. The Treasurer shall receive, dispense, and account for all sums of money belonging to the Chapter and keep an accurate account of receipts and disbursements on behalf of the Chapter. The Treasurer shall prepare and present annually to the Executive Committee / Board a financial report for the preceding year and interim reports as appropriate or requested by the Executive committee / Board. The Treasurer shall see that the books are audited annually by an Audit Committee of three persons appointed by the President / Chair.
- E. The members-at-large (and other elected / appointed members of the committee) shall represent the Chapter membership on the Executive Committee / Board and entitled to one vote per member and may be asked to handle individual assignments by the President / Chair during their term of office. Members at large may be elected by the membership or appointed by the president or the executive committee as specified in approved bylaws of the State or Region. In addition, a special need may arise within the Chapter that requires a necessary, appointed member to participate in a particular activity.

Bylaw V

Committees

The committees of the Chapter shall be standing committees as listed in the Bylaws or additional committees that are established through approval of the Executive committee/ Board. Their organization and function shall be provided in the Bylaws or as determined by the Executive committee/ Board. Some examples of standing committees may be: Nominations, Elections and Awards, Membership, Bylaws, Communications, Training, Student Chapters, Legislation, Annual Meeting and Executive. Other special committees may be formed as needed or appointed.

Each chapter leadership team will need to determine the number of committees and the priorities of these committees depending on your Chapter's size and capabilities. Committees can be subject to change, as the needs of your organization change and evolve.

Bylaw VI

Amendments

Amendments to these Bylaws shall have been approved by the Executive Committee / Board or petitioned by a designated number of members and shall have been ratified by a two-thirds vote of the voting members. Amendments shall be effective upon ratification.

Bylaw VIII

Quorum

At least _____ members must be present at a business meeting to constitute a quorum.

Bylaw IX

Parliamentary Authority

Roberts Rules of Order (Revised) are recommended to serve as the parliamentary authority for conducting the business of the Chapter.

Bylaw X

Dissolution

Upon dissolution, all assets and record of the Chapter shall revert to the AAIDD Region or AAIDD national if there is not a viable Region.

Constitution of the Louisiana Chapter

AMERICAN ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES -LOUISIANA CHAPTER CONSTITUTION

ARTICLE I

NAME

The official name of this state unit shall be the “American Association on Intellectual and Developmental Disabilities - Louisiana Chapter”. The Chapter shall also be known as “AAIDD-LA”, and herein referred to as “the Chapter” or “the Association”.

ARTICLE II

MISSION AND VALUES

The mission of the Chapter shall be:

The **Mission** of the American Association on Intellectual and Developmental Disabilities - Louisiana Chapter is to provide practical information to people with developmental and intellectual disabilities and their support network.

The vision of the Chapter shall be:

The American Association on Intellectual and Developmental Disabilities Louisiana Chapter’s **vision** is to be recognized as an organization that provides information and education to increase life opportunities.

The values of the Chapter shall be as follows:

As an association we value...

- Education
- Life Opportunities
- Inclusion
- Human Rights
- Progressive Public Policy
- Professionalism
- Mentoring

ARTICLE III

MEMBERSHIP

Membership in the Association shall consist of all AAIDD members residing in the State of Louisiana.

ARTICLE IV

BOARD OF DIRECTORS

- A. The Board of Directors of the Chapter shall be the President, President-Elect, Vice President for Conferences, Vice President for Training, Vice President for Membership, Vice President for Marketing, Secretary, Treasurer, and up to three Board Members at Large.
- B. The term of office for Board Members shall be one year for the President, President-Elect, and the three Board Members at Large, two years for the four Vice Presidents and the Secretary, and four years for the Treasurer.
- C. No Officer shall be eligible for immediate re-election to the same office except the Secretary and the Treasurer, who may be elected to two consecutive terms of office. However, appointment to an Office to fill a vacancy shall not preclude election to that office.
- D. The President-Elect, at the conclusion of his or her term, shall become President of the Chapter.
- E. The President-Elect, Vice Presidents, the Secretary, and the Treasurer shall be elected by the membership at large.
- F. The three Board Members at Large shall be appointed by the President with the approval of the Board of Directors. Board members shall be appointed for a period of one year in staggered terms with one member rotating off the Board each year. Upon initial appointment, a rotating system shall be set up so that no more than one individual rolls off the Board each year from this group.
- G. The Board shall develop policies and take actions to advance the goals of the Chapter and to manage the Chapter's affairs. All powers which are not otherwise delegated in this Constitution are reserved to the Board.
- H. Attendance at Meetings: Members of the Board of Directors shall be required to attend all regular meetings of the Board. Absence from more than one-half of the meetings for the year shall be considered for resignation by the Board.
- I The President, with approval of the Board of Directors, shall appoint replacements to the Board as specifically provided in the By-Laws.

ARTICLE V

INITIATIVE PETITION

Any member or group of members may petition the Board to request that it take action on any matter within its authority. The Board shall act on all such petitions. If the Board of Directors fails to take favorable action on the petition at the meeting immediately following its submission, the matter shall be submitted to a direct vote of the membership of the Chapter if the petitioners then obtain the valid signatures of five percent (5%) of the voting membership of the Chapter. The direct vote of the membership shall be conducted by mail ballot, and if a majority of the members casting ballots vote in favor of the proposal, it shall have the same effect as if it had been approved by the Board of Directors. The provisions of this Article regarding voting by the membership shall not apply to amendments to this Constitution or to the Bylaws of the Association.

ARTICLE VI

AMENDMENTS

- A. This Constitution may be amended only by the following procedures.
- B. A proposed Amendment must be approved by a two-third (2/3) vote of the Board

- C. When a proposed amendment has received such approval by the Board, it shall be submitted for debate and discussion to the membership. The presentation to the membership shall be by means of official publication of the Chapter, by a mailing to all members of the Chapter, by sending an email notification to all members, or presented to the general assembly. The presentation shall contain a statement regarding the reasons for the proposed amendment and the view of any dissenting Board Members.
- D. The proposed amendment shall be submitted to the membership for ratification at its annual meeting. A proposed amendment shall be ratified if approved by a majority of the members present.

Bylaws of the Louisiana Chapter

AMERICAN ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES–LOUISIANA CHAPTER BYLAWS

BYLAW I

IDENTIFICATION AND SEAL

- A. The Louisiana Chapter is a unit of the AAIDD and a non-profit scientific and educational body which was organized at the regular business meeting of the 92nd Annual AAMR Convention held in Boston, Massachusetts, May 2, 1978.
- B. The Official Seal of the chapter shall be:



□

BYLAW II

MEETINGS

The purposes of the Chapter shall be accomplished by conducting meetings and conferences of those interested in the field of intellectual and developmental disabilities; developing programs of continuing education; encouraging appropriate community-based services; cooperating with other organizations; reviewing and addressing public policy issues which affect people with intellectual and developmental disabilities; and engaging in such other activities as are authorized by the Board.

A. MEETINGS:

- BOARD MEETINGS - The Chapter shall conduct at least one annual Board meeting and three other Board meetings throughout the year for the purpose of conducting Chapter business.

ANNUAL MEETING - An annual meeting shall be held with both business and program sessions. The program sessions should focus on issues affecting the services provided in the Intellectual and Developmental Disability field.

B. ROBERTS RULES OF ORDER:

All meetings of the Chapter shall be conducted according to Robert's Rules of Order.

C. QUORUM

- One-third (1/3) of the voting Board members present shall constitute a quorum at the Board Meetings held.
- Five (5%) percent of the voting members of the Chapter shall constitute a quorum at the annual business meeting.

BYLAW III

A. The Board of Directors shall determine membership categories of the Association. All members in these categories shall have the rights and privileges of membership in respective categories as defined by the Board.

- Fellows shall be individuals who have had at least seven (7) years of continuous Active membership in the Association at the time of their nomination. Fellows shall have participated in the professional and business affairs of the Association and shall have made meritorious contributions to the field of developmental and intellectual disabilities and related developmental disabilities in one or more of the following areas.

a. Contributions to program development or administration and the improvement of services or supports for people with mental retardation and related developmental disabilities.

b. Contributions that benefit people with intellectual and related developmental disabilities through skillful and diligent advocacy.

c. Contributions to the field of developmental disabilities through academic achievements, research, publications, and presentation of professional papers.

Any Active Members desiring promotion to Fellow status shall apply and present supporting evidence to the National Committee on Awards and Fellowship. The applicant shall become a Fellow if the Committee's recommendation for promotion is approved by the National Board of Directors.

B. Active Members shall be individuals regularly engaged in the field of Developmental disabilities or closely allied fields.

C. A member in any category may be separated from membership for conduct which tends to injure the Association, is contrary to, or destructive of its purposes, or infringes the rules of professional conduct as approved by the Board of Directors. Charges of such conduct shall not be entertained unless submitted in writing to the Board by two Association members. Upon receiving the charges, the Board shall notify the member, giving him or her the opportunity to respond to the charges. A member shall not be separated from membership except by two-thirds (2/3) vote of the Board. Restoration of membership shall require approval by a majority vote of the Board.

D. A member may resign in good standing, provided that he or she is not in arrears for dues payment or other obligations and has not been notified of a charge of misconduct pursuant to Bylaw III-C.

E. A member will not be considered in arrears for dues if pro-rata payment is made to the date of resignation. A person who has resigned in good standing may be reinstated without prejudice.

BYLAW IV

DUTIES OF BOARD MEMBERS

A. The President shall serve as the Chairman of the Board and shall preside at all meetings of the Board and Chapter. The President shall serve as the chief spokesperson for the Chapter. The President shall be responsible for all governmental and organizational affairs of the Chapter. The President would automatically assume the role after serving as President-Elect of the Chapter.

B. The President-Elect shall work in conjunction with the President and be responsible for the governmental and organizational affairs of the Chapter. The President-Elect shall be elected by the membership to serve a one year term and shall automatically advance to the Presidency after serving as President-Elect.

- C. The Vice President for Conferences shall be responsible for the organization of every activity related to the planning and execution of the annual meeting. The Vice President for Conferences shall be elected by the membership to serve a two year term.
- D. The Vice President for Training shall be responsible for developing and implementing at least two continuing education opportunities per year. The Vice President for Training shall be elected by the membership to serve a two year term.
- E. The Vice President for Membership shall be responsible for all activities related to membership recruitment, oversight of any special interest groups of the Chapter, and the nominations and elections process. The Vice President for Membership shall be elected by the membership to serve a two year term.
- F. The Vice President for Marketing shall be responsible for all outreach and public awareness activities of the Chapter and shepherding the strategic plan of the Chapter. The Vice President for Marketing shall be elected by the membership to serve a two year term.
- G. The Secretary shall supervise the issuance of Chapter correspondence and record keeping functions, including the minutes of all Chapter meetings and Board Meetings and perform all duties otherwise associated with that office under the direction of the Board. The Secretary shall be elected by the membership to serve a two-year term and is eligible for re-election to another two-year term.
- H. The Treasurer shall track the fiduciary functions of the Chapter, and prepare and oversee the budget and finances of the Chapter. The Treasurer shall be elected by the membership to serve a four-year term and is eligible for re-election to another four-year term.
- I. The Board Members At Large shall have demonstrated skills in and knowledge of the field of intellectual and developmental disabilities, awareness of programmatic needs and product development of the Chapter.

BYLAW V

SUCCESSION TO OFFICE

- A. In the absence or temporary disability of the President, the duties for that office shall be performed by the President-Elect. If, for any reason, the President is not able to serve out the full term of office, the President-Elect shall succeed to the unexpired remainder of that term plus his or her own term of office as President.
- B. Within the Board's power shall be the approval of replacements of its own members in the event that one or more cannot serve his or her full term. Such interim appointments shall be either unexpired terms or until the next business meeting of the Chapter, whichever comes first. In the latter case, a special election shall be held.

BYLAW VI

COMMITTEES

STANDING COMMITTEES:

The Chapter shall maintain Committees to assist the chapter in the fulfillment of its mission. Members of Committees shall be appointed by the President. The Chairperson of each Committee shall be appointed by the President unless otherwise specified in the by-laws.

The Conference Committee shall be responsible for the program and other arrangements of the Chapter's Annual Meeting. The committee shall be chaired by the Vice President for Conferences.

The Awards Committee shall be responsible for the solicitation of award nominees. The President – Elect will chair this committee and oversee the awards solicitation. The Board of Directors will be responsible for choosing the award recipients. All elected board members are ineligible for the annual awards excluding the President’s Award and the Helen Thompson Award.

The Training Committees shall engage in the presentation of at least two continuing education opportunities throughout the State. The committee shall be chaired by the Vice President for Training.

The Membership Committee shall be responsible for membership recruitment and the nominations and elections process. The committee shall be chaired by the Vice President for Membership.

The Marketing Committee shall be responsible for all outreach and public awareness activities that the chapter engages. The committee shall be chaired by the Vice President for Marketing.

The Constitution and By-Laws Committee shall consist of the entire Board of Directors. The committee shall annually review the Bylaws and Constitution and propose changes for approval by the membership as described in Article X. The committee shall be chaired by the President.

The Finance Committee shall consist of the entire Board of Directors. The committee shall develop the annual operating budget and shall submit all financial records for an annual audit by a competent accountant or agency. The Finance Committee shall be chaired by the Treasurer.

Other additional committees (ad hoc) may be designed and established by the President with the approval of the Board to promote the objectives and work of the Association. The Chairperson of each ad hoc committee shall be appointed by the President. At the end of the President’s term of office such ad hoc committees disband unless appointed or reconstituted by the new President.

The membership of Committees shall reflect, insofar as practical, the professional and geographic diversity of the chapter’s membership.

Each Committee shall submit a written annual report to the Board of Directors, as well as such other reports as the Board may require.

BYLAW VII

STAFF

- A. The State Chapter may utilize an Executive Coordinator position. In the event one is so used, the following is to be followed in such an appointment.
- B. An Executive Coordinator shall be appointed by the Board of Directors. The Executive Coordinator shall perform the duties of the office in compliance with the Board’s directives and under the supervision of the President. The duties of the Executive Coordinator shall be specified in a contract to be updated annually and signed by the Coordinator and the President. The Coordinator shall supervise the work of the Chapter’s other employees.
- C. No employee of the Chapter shall serve as an elected officer of the Chapter.

BYLAW VIII

ELECTIONS

- A. Elections for the Board shall be conducted by the Membership Committee by mail ballot.
- B. For each office up for re-election the Membership Committee shall solicit, whenever possible, two candidates for each position to be filled. The Membership Committee shall solicit

recommendations on candidates from members of the Chapter. The Committee shall obtain the permission of each candidate before placing the name on the ballot.

C. The Committee shall certify the election of winning candidates and report the election results to the Board. In case of a tie, the winner shall be selected by the Board.

D. The terms of office of elected and appointed office holders or committee members begin at the conclusion of the Annual Business Meeting.

BYLAW IX

PUBLICATIONS

A. The Chapter may publish a newsletter or journal. It may also publish a series of monographs and other publications which will advance the purposes of the Chapter.

B. The publication activities of the Chapter will be supervised by the Board.

BYLAW X

AMENDMENTS

A. These ByLaws may be amended only through the following procedures.

B. A proposed amendment must be approved by a majority vote of the Board of Directors.

C. When a proposed amendment has received such approval from the Board, it shall be submitted for debate to the membership. The presentation to the membership shall be either by means of a publication in a newsletter, an email or by a mailing to all members of the Chapter. In either form, the presentation shall contain a statement regarding the reasons for the proposed amendment and the views of any dissenting Directors.

D. A proposed amendment may be vetoed by a two-thirds (2/3) vote of the members.

E. Any changes or amendments to the National AAMR Constitution and ByLaws that impact on state chapters will require appropriate changes in these ByLaws.

BYLAW XI

DISSOLUTION

In case of dissolution of American Association on Intellectual and Developmental Disabilities – Louisiana Chapter, all funds and assets will revert to the National Office.

Sample Officer Position Descriptions

President/Chairperson

- Preside at all business meetings of the Chapter and meetings of the Executive Committee
- Call special meetings of the Executive Committee as necessary
- Represent the Chapter in matters of public relations
- Appoint Chairs of all committees
- Create ad hoc committees as necessary
- Be an ex-officio member of all committees of the Chapter
- Attend all Executive Committee meetings and activities, participate in group discussions and vote on issues
- Participate in strategic planning and objectives
- Promote AAIDD membership to appropriate groups and/or populations that would broaden the organization's membership base and encourage diversified backgrounds
- Attend Regional/National meetings
- Prepare an annual written report of activities for the Region and National Office

President-elect/Chairperson-Elect

- Have the primary responsibility for planning, coordinating and running the annual conference
- Represent the Chapter at all State, Regional, and National activities in the absence of the President
- Work with the President to ensure a smooth transition at the end of the term
- Attend all Executive Committee meetings and activities, participate in group discussions and vote on issues
- Participate in planning strategic goals and objectives for the Chapter
- Promote AAIDD membership to appropriate groups and/or populations that would broaden the organization's membership base and encourage diversified backgrounds
- Assist the President as needed

Vice President/Vice Chairperson-Elect

- Assist the President-Elect as Co-chairperson in planning, coordinating and running the annual conference
- Support the work of the President-Elect in his/her absence

Appendix I: Sample Officer Position Descriptions

- Chair or participate in committees as appointed by the President
- Attend all Executive Committee meetings, participate in group discussions and vote on issues
- Participate in planning strategic goals and objectives for the Chapter
- Promote AAIDD membership to all appropriate groups and/or populations that would broaden the organization's membership base and encourage diversified backgrounds

Secretary

- Keep all the records of the Chapter and pass them on to the elected successor
- Handle all correspondence appropriate to the Office, including notifying Executive Committee and members of upcoming meetings and distributing materials to members
- Keep minutes of all business meetings and Executive Committee meetings and distribute to members
- Prepare and distribute election ballots as directed
- Maintain current, former and potential members contact information and share it with the Membership committee as appropriate
- Keep a permanent file of current and previous operations of the Office, including the Constitution, Bylaws, conference materials/registrations, prior financial records of the Chapter
- Assist with Conference planning and organization
- Attend all Executive Committee meetings and activities, participate in group discussions and vote on issues

Treasurer

- Receive and dispense and duly account for all monies belonging to the Chapter
- Keep an accurate account of receipts and disbursements on behalf of the Chapter
- Maintain all financial records for the Chapter: audited financial statements, budgets, tax returns and provided them to your successor
- Prepare and monitor the annual Chapter budget
- Prepare all tax returns on behalf of the Chapter
- Prepare and present an annual financial report to the Executive Committee
- Assist with Conference planning and organization
- Participate in planning strategic goals for the Chapter
- Contract with a Certified Public Accountant firm to audit the Chapter's finances annually
- Maintain and oversee all property and assets of the Chapter

Immediate Past President/Chairperson

- Chair the Nominations and Awards Committee
- Prepare a slate of officers for balloting and oversee election process
- Attend all Executive Committee meetings and activities, participate in group discussions and vote on all issues
- Participate in planning strategic goals and objectives for the Chapter
- Promote AAIDD membership to all appropriate groups and/or populations that would broaden the Organization's membership base and encourage diversified backgrounds
- Assist in developing and implemented effective and successful conference activities

Sample Articles of Incorporation

**Articles of Incorporation of _____ Chapter of the
American Association on Intellectual and Developmental Disabilities
A _____ corporation**

One: The name of this corporation is _____, hereinafter referred to as _____.

Two: This Corporation is a not-for-profit corporation and is not organized for the private gain of any person. It is organized under the not-for-profit Corporation Law for charitable and public (including scientific and educational) purposes. The specific purposes for which this corporation is organized are: (Insert your purpose here: the following is an example.)

1. To provide a professional organization promoting cooperation among those involved in services, training and research in the field of intellectual and developmental disabilities.
2. To support the highest standards of services, training and research in the field of intellectual and developmental disabilities.
3. To encourage research and to disseminate new knowledge in the field of intellectual and developmental disabilities.
4. To review and influence public policies through the education of the public in order to promote the welfare of individuals with disabilities, their families, and those who work on their behalf.
5. To develop and promote preventative measures designed to reduce the incidence of intellectual and developmental disabilities.
6. To encourage the recruitment and development of those who work on behalf of individuals with disabilities and to increase student interest in the field.
7. To stimulate professional communication among the membership of AAIDD.
8. To promote the development of appropriate community-based services for individuals with disabilities.

Three: The name and address in the State of this corporation's initial agent for service of process is:

Four: (a) This corporation is organized and operated exclusively for charitable, scientific, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code and the requirements of _____.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax

Appendix J: Sample Articles of Incorporation

under Section 501 (c) (3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170 (c)(3) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

Five: The names and addresses of the person appointed to act as the initial directors / leadership of this corporation are:

Name:	Address:
1.	
2.	
3.	

Six: The property of this corporation is irrevocably dedicated to charitable, scientific and educational purposes and no part of the net income or assets or the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to AAIDD national association at 501 (c)(3) organization or to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes to benefit individuals with intellectual and developmental disabilities and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code.

We, the above-mentioned initial directors / leadership of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

Signatures:

Signature: _____

Signature: _____

Signature: _____

Date: _____

Strategic Plan for the Louisiana Chapter 2010-2011

American Association on Intellectual and Developmental Disabilities
Louisiana Chapter
Strategic Plan 2010 – 2011

Goal 1: Become a statewide leader in demonstration of best practices

Activity 1.1: Hold an annual conference in conjunction annual meeting

Responsible: VP Conferences - Elizabeth Watts

Target Date: October 2011

Status:

Activity 1.2: Provide 2 statewide one day training opportunities

Responsible: VP Training - Michelle Bares

Target Date: November 3, 2010

Status:

Activity 1.3: Form a Training Committee

Responsible: VP Training - Michelle Bares

Target Date: December 31, 2011

Status: Accomplished

Activity 1.4: VP Training will chair the Committee

Responsible: VP Training - Michelle Bares

Target Date: November 30, 2011

Status: Accomplished

Activity 1.5: Investigate possible trainings about supported employment, leadership training

Responsible: VP Training - Michelle Bares & training committee

Target Date: November 30, 2010

Status:

Activity 1.6: Investigate the use of webinar technology for AAIDD LA Chapter training
Events

Responsible: VP Training - Michelle Bares

Target Date: December 31, 2010

Status:

Goal 2: Collaborate with State Agencies and Entities

Activity 2.1: Meet with State OCDD Employment and Vocational Services Initiative Coordinator

Responsible: Sharon Delvisco and VP Training - Michell Bares

Target Date: December 2010

Status: Ongoing

Activity 2.2: Meet with LRS about supported employment training initiatives and
certification of employment staff in LA

Responsible: VP Training - Michelle Bares & Sharon Delvisco

Target Date: January 2010
Status:

Activity 2.3: Appoint new representative for the LA Disability Summit Foundation, Inc.
Board
Responsible: Board of Directors
Target Date: November 15, 2011
Status: Completed

Goal 3: Increase awareness of AAIDD LA Chapter

Activity 3.1: Maintain and update AAIDD LA website
Responsible: VP Marketing - David Van Gossen
Target Date: December 1, 2010
Status:

Activity 3.2 Advertise training events using blast fax in collaboration with State OCDD office
Responsible: VP Marketing - David Van Gossen
Target Date: February 1, 2011
Status:

Activity 3.3 Advertise membership benefits
Responsible: VP Marketing - David Van Gossen and VP Membership - Alycia Burch
Target Date: January 31, 2011
Status:

Activity 3.4 Increase membership to 135
Responsible: VP Membership - Alycia Burch
Target Date: September 2011
Status:

Activity 3.5: Add the new national membership categories to the state chapter website
Responsible: VP Marketing - David Van Gossen
Target Date: November 30, 2010
Status:

Activity 3.6: Request to be on the agenda for the provider meetings for OCDD regional offices, districts and authorities
Responsible: VP Marketing and VP Membership - David Van Gossen and Alycia Burch
Target Date: February 28, 2011
Status:

Activity 3.7: Maintain and update email list on AAIDD LA email account
Responsible: Sharon Delvisco
Target Date: December 31, 2010
Status:

Activity 3.8: Send info to all OCDD Offices, Districts and Authorities about membership and activities of AAIDD - LA

Responsible: VP Membership - Alycia Burch
Target Date: December 31, 2010
Status:

Activity 3.9: Investigate possibility of AAIDD LA representative presenting at State and Regional Advisory Committee meeting
Responsible: VP Membership - Alycia Burch
Target Date: December 31, 2010
Status:

Goal 4: Collaborate with National Office

Activity 4.1: Invite Jim Ellis to provide training about death penalty and people with Intellectual and Developmental Disabilities
Responsible: National Board President Elect - Sharon Gomez
Target Date: December 31, 2010
Status:

Activity 4.2: Collaborate with Christine Lehmann at LA Capital Assistance Center for training being offered in February 2011
Responsible: National Board President Elect - Sharon Gomez
Target Date: November 30, 2011
Status:

Goal 5: Become a more efficient organization

Activity 5.1: Maintain accurate minutes reflecting actions
Responsible: Secretary - Kristy Buras
Target Date: Ongoing
Status:

Activity 5.2: Store documents in secure manner using AAIDD National strategies
Responsible: Secretary - Kristy Buras
Target Date: January 31, 2011
Status:

Activity 5.3: Collaborate with Maggie Nygren from National AAIDD Office for electronic document storage
Responsible: Secretary - Kristy Buras
Target Date: January 31, 2011
Status:

Activity 5.4: Update and Maintain PayPal account
Responsible: President Elect - Yvonne Miller Nixon
Target Date: December 1, 2010
Status:

Activity 5.5: Send a recruitment letter to September 2010 conference attendees about membership benefits

Responsible: VP Membership - Alycia Burch
Target Date: December 1, 2010
Status:

Activity 5.6: Review and Update Bylaws and Constitution
Responsible: Board of Directors
Target Date: January 18, 2010
Status:

Activity 5.7: Maintain accurate financial records
Responsible: Treasurer - Doug Ryland
Target Date: December 31, 2011
Status:

Activity 5.8: Maintain and update the AAIDD LA email, website, and facebook page
Responsible: Sharon Delvisco
Target Date: December 31, 2011
Status:

Activity 5.9: Contact North Western State University Library about status AAIDD LA
archived information
Responsible: Secretary - Kristy Buras
Target Date: November 17, 2010
Status:

Activity 5.10: Request meeting room for the January 18, 2011 meeting at North Western
State University Library
Responsible: Secretary - Kristy Buras
Target Date: November 17, 2010
Status:

Activity 5.11: Provide a five year financial history
Responsible: President Elect - Yvonne Miller Nixon
Target Date: December 1, 2010
Status:

Activity 5.12: Formulate policies for financial operations
Responsible: Board of Directors

Sample Meeting Agenda

- I. Call to Order (determine if quorum is present)
- II. Opening Statement and Remarks (highlight business to be conducted and program)
- III. Minutes of Previous Meeting
- IV. Secretary's Report (include communications received)
- V. Treasurer's Report
- VI. Membership Report
- VII. Officers Report
- VIII. Committee Reports
- IX. New Business (you can list topics and issued to be discussed)
- X. Old Business (you can list unfinished business to be discussed)
- XI. Program
- XII. Adjourn

Examples of Chapter and Region Logos

