



# Assembly of Regions Leadership Manual



2010

## Overview

The Assembly of Regions (the Assembly) acts as the liaison between the AAIDD members in the regions and the Board of Directors. The Assembly provides a forum for cross region communication on membership, training, and other activities of the Association.

The Assembly consists of one representative from each Chapter and Region, selected by whatever process deemed appropriate by the Chapter or Region.

The responsibility for leadership of the Assembly will alternate between the President-Elect and Vice-President every two years—that is, the individual elected Vice-President will work with either the Conference or Assembly for the two-year period prior to becoming President of the Board.

## Regions

Geographically, AAIDD is organized into ten regions, and further within these regions into state provincial, and student chapters. When people join AAIDD, they are automatically made members of the appropriate Chapters and Regions. The regions are as follows:

<b>Region</b>		<b>States and Provinces</b>
I	Northwest	Oregon, Washington, Idaho, Alaska, Hawaii, British Columbia, Yukon Territory, Northwest Territory
II	West Coast	California, Nevada
		There is no Region III--two of the West Coast regions merged many years ago.
IV	Mountain States	Montana, Colorado, Wyoming, Utah, Arizona, New Mexico, Saskatchewan, Alberta
V	South Central	Kansas, Missouri, Louisiana, Arkansas, Oklahoma, Texas
VI	Great Lakes	Michigan, Indiana, Ohio, Illinois, Wisconsin, Ontario
VII	Southeastern	North Carolina, South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, Kentucky, Puerto Rico, Virgin Islands
VIII	North Central	Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Manitoba
IX	Mid-Eastern	New Jersey, Pennsylvania, Delaware, District of Columbia, Maryland, Virginia, West Virginia, Bermuda
X	Northeastern	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Quebec, Prince Edward Island, New Brunswick, Newfoundland, Nova Scotia
XI	International	All countries other than US and Canada

# Guidance

## Purpose

The Regions and Chapters provide a place for AAIDD's members to interact, share knowledge, advocate for shared goals, and otherwise implement AAIDD's mission.

## Governance

- Each Region and Chapter must have its own constitution and bylaws. Regions and Chapters may not have bylaws, goals, or objectives that are in conflict with the Association's constitution and bylaws.
- Each Region and Chapter that engages in financial transactions must have their own federal tax identification number. No region or chapter operates under the tax ID number of the national office.
- A Regional Executive Committee serves as the primary governing body and may include a President, President-Elect, Vice President, Secretary/Treasurer, State and Provincial Presidents, and Division Presidents.

## Activity Level

- The Assembly shall conduct an annual review of the activity level of each Region and Chapter.
- The Chair of the Assembly, with the assistance of the Speaker Pro Tem and the national office staff, will gather information on activity level and membership, and such information will be shared with members of the Assembly and the Board to facilitate activities to strengthen the Region or Chapter.
- The Chair of the Assembly, with the assistance of the Speaker Pro Tem, will communicate with members of the Region or Chapter and support the development of an action plan to increase membership, increase activities, or establish leadership. In the event that such efforts are unsuccessful, the Assembly may recommend to the Board of Directors that the Region or Chapter be dissolved.

## Criteria for Dissolution

The Assembly may recommend to the Board of Directors to dissolve a Region or Chapter when such a group:

- falls below a minimum requirement for active members,
- does not engage in activities and is no longer active in the affairs of the Association,
- engages in activities that the Board deems are contrary to the mission, goals, or activities of the Association,
- fails to secure leadership nominees,
- fails to respond to annual conference communications or calls for papers, or
- self-initiates a request to dissolve.

When making a recommendation for dissolution to the Board, the Assembly shall recommend a time frame for notification and final action.

## **Regions**

### **Purpose**

The purpose of Regions is to promote the interests of the Association and the Association's activities, which includes activities that:

- promote cooperation among those involved in service, education, training, and research;
- promote prevention activities;
- advance quality in the field;
- increase student interest in the field;
- advance public policies that support people with intellectual and developmental disabilities; and
- promote community-based services.

### **Committees and Activities**

- Regional Committees may be established to conduct the work of the Region, in areas such as membership, legislative affairs, publications, nominations and elections, and awards.
- Regional activities may include, but are not limited to newsletters or listserves, continuing education seminars, membership development, and advocacy programs.

### **Chairperson Duties**

- Coordinate/plan annual initiatives.
- Appoint committees as required in bylaws.
- Chair the Regional executive and membership meetings.
- Monitor Regional elections, including assuring that all candidates are members of the Association.
- Facilitate Regional meetings (if any) at the Association's annual meeting.
- Attend Assembly of Geographic Regions meetings at the Association's annual meeting and mid-winter leadership meeting.
- Submit an annual report to the 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.
- The Past Chairperson serves as Chair of the Regional Nominations and Elections Committee.

# Chapters

## Purpose

The purposes of Chapters are to promote the interests of the Association and the Association's activities, which includes activities that:

- promote cooperation among those involved in service, education, training, and research;
- promote prevention activities;
- advance quality in the field;
- increase student interest in the field;
- advance public policies that support people with intellectual and developmental disabilities; and
- promote community-based services.

## Chairperson Duties

- Conduct the affairs of the Chapter.
- Represent the Chapter's interests at Regional Meetings.
- Coordinate/plan annual initiatives.
- Appoint committees as required in bylaws.
- Facilitate Chapter meeting (if any) at the Association's annual meeting.
- Attend Assembly of Geographic Regions meetings at the Association's annual meeting and mid-winter leadership meeting.
- Submit an annual report to the 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.

# Elections

## Presidents and Chairs

- Regional and Chapter Leaders are elected according to the bylaws of the Chapters and Regions.
- Only members of the component may vote for a candidate. Elections are typically managed by the Regional Nominations and Elections Committee.
- Leaders take office July 1 and end their terms on June 30.

## Substitutes and Replacements

If any of the Regional or Chapter Chairs are unable to fulfill their obligations, the Chair of the Assembly (Board Vice-President or President-Elect) will appoint a replacement based on the most recent election results.

## **Speaker Pro Tem of the Assembly**

A Speaker Pro Tem of the Assembly shall be elected annually by the members of the Assembly by secret ballot and by a majority vote.

## **The Assembly**

### **Duties of the Speaker Pro Tem**

- Assist the Vice-President/President-Elect develop meeting agendas.
- Assure that Regional and Chapter meetings (if any) are scheduled during the AAIDD annual meeting.
- Review and approve minutes from Assembly meetings before distribution.
- Assist the Vice-President/President-Elect in orienting new members of the Assembly.
- Communicate with Regional leaders to promote a strong working relationship.

### **Conference Duties of the Board Vice-President or President-Elect**

The responsibility for leadership of the Conference will alternate between the President-Elect and Vice-President every two years—that is, the individual elected Vice-President will work with either the Conference or Assembly for the two-year period prior to becoming President of the Board.

1. Serve as Chair of the Assembly of Geographic Regions.
2. Work with the President/Chair of the Chair of Professional Interests in preparing meeting agendas.
3. Assure that the Assembly meetings are scheduled appropriately during the Association's annual meeting.
4. Report recommendations of the Assembly to the Board of Directors and communicate Board decisions to Assembly members as necessary.
5. Orient new incoming Regional and Chapter Chairs, including supplying them with the Leadership Manual.

### **Meetings of the Assembly**

- The meetings of the Assembly shall be scheduled at the Association's annual meeting, mid-winter business meeting, and others as called.
- Meeting agendas will be developed by the Vice-President/President-Elect with input from the Speaker Pro Tem; the agendas will be delivered to Assembly members by the AAIDD office staff at least 2 weeks prior to the meetings.
- The meetings will be chaired by the Vice-President/President-Elect with assistance from the Speaker Pro Tem.

- New members of the Assembly will be oriented by Vice-President/President-Elect with assistance from the Speaker Pro-Tem.
- The meetings are open to all interested parties; however only members of the Assembly (Region and Chapter Chairs) may vote. The Vice-President/President-Elect may vote to break a tie.
- Assembly Meetings are intended to provide:
  1. The opportunity for reporting by members on the progress of committees or other activities of interest.
  2. A platform to discuss any special projects that the Assembly might undertake and assign members to committees as necessary.
  3. Each member with the opportunity to express (verbally or in written form) views on any pertinent issue--such as membership, education, research, etc.-- that the Assembly needs to consider. The discussion may or may not result in a vote.
  4. A platform to discuss and vote on matters of action requested by the Board of Directors.
  5. A platform to discuss and vote on recommendations to the Board or for issues referred to the Board for consideration.