

**ANY CHANGES, AMENDMENTS OR ADDITIONS TO THE
BYLAWS MUST BE SUBMITTED BY JULY 6, 2019!**

Send suggestions to sherry.a.taylor@wv.gov

NATIONAL COALITION OF STATE REHABILITATION COUNCILS BYLAWS

MISSION STATEMENT

On behalf of people with disabilities, our national membership coalition will advocate for and work in partnership with the national public vocational rehabilitation system's continual quest for excellence.

NCSRC VISION STATEMENT

NCSRC will be the premiere national organization of the consumer voice to enhance the employment opportunities of persons with disabilities through the public vocational rehabilitation system.

ARTICLE I PREAMBLE

1. The name of the organization shall be the National Coalition of State Rehabilitation Councils (or referred to as: Coalition or NCSRC.)
2. These Bylaws govern the Coalition.

ARTICLE II PURPOSES

Section A – General Purpose

On behalf of people with disabilities, our national membership coalition will advocate for and work to improve the national public vocational rehabilitation (“VR”) system through improving the effectiveness of State Rehabilitation Councils/Commissions (SRC).

This organization is organized exclusively for charitable, religious, education or scientific purposes under section 501(c)(3) of the internal revenue code or corresponding section of any further federal tax code.

Section B – In carrying out the general purpose, the Coalition shall:

1. uphold the spirit and intent of the Rehabilitation Act of 1973, as amended (“the Act”);
2. work to ensure that Section 105 of the Act which pertains to State Rehabilitation Councils (SRCs) will be championed and implemented in participating jurisdictions;
3. serve as a voice for persons with disabilities who engage in services with public VR services in participating jurisdictions;
4. enhance the leadership capacity of each participating jurisdiction’s SRC;
5. establish a national identity as an organization which provides expertise on the experience of disability as this relates to receiving services within the public VR service system.
6. work collaboratively with Rehabilitation Services Administration (RSA) and Council of State Administrators of Vocational Rehabilitation (CSAVR) to build relationships resulting in improved outcomes for people served by the national public VR system;
7. be a source of SRC best practices and training materials; and,
8. provide ongoing training for SRCs.

ARTICLE III MEMBERSHIP

Section A – General Purpose

Membership in this organization shall be open to all current State Rehabilitation Councils (SRCs) or Commissions.

Section B – Composition

Coalition Member ~ The SRC or Commission members must be persons with current Gubernatorial appointments and/or current staff of councils and commissions or Agency staff affiliated with the SRC.

Board of Directors (BOD) members ~ The BOD will be current SRC members or VR staff. BOD members will be recruited to ensure equitable representation.

Section C – Ethics

1. Members are expected to uphold the Mission and the Vision of the Coalition, thus making the use of their membership as a personal platform inappropriate.
2. Members are expected to publicly identify any potential conflict of interest prior to discussion and voting processes (See Article VI).

ARTICLE IV. OPERATIONS

Section A – Meetings

1. *Annual Meetings*

The NCSRC will conduct at least one Annual Meeting by either meeting in person during the annual spring or fall NCSRC conference or by conference call.

2. *National Conference Call Meetings*

Quarterly NCSRC conference call shall be scheduled by the BOD and will notify members by email and on the NCSRC website (www.NCSRC.net).

3. *Decorum*

The Coalition President (Article V, Sec. B, 2) shall preside at all Meetings, ensure decorum and remain impartial.

4. *Information & Accommodations*

All Coalition meetings and input opportunities shall provide accommodations to persons with disabilities to enable their participation pursuant to the Act, Section 504, and the American with Disabilities Act, 42 USC 12181 et seq.

5. *Parliamentary Guidance*

The most recent edition of Robert's Rules of Order, as abbreviated, shall be used to conduct meetings. If there is conflict between Robert's Rules and these Bylaws, the Bylaws shall prevail.

6. Coalition Committees

There is no quorum requirement for any Coalition committees. Committees may be standing or ad hoc depending on the need of the Coalition. Persons outside the Coalition membership may be recruited to assist on the team but may not serve as a chairperson of the committee.

7. Compensation of Coalition Membership & BOD

No Coalition officers or members will receive any financial compensation from the NCSRC funds to attend conferences, meetings or other activities.

8. Special Meetings

Special meetings of the Coalition may be called by the President, a majority of the BOD or a majority of regular members, when deemed in the best interest of the organization. Notices of such meeting shall be communicated at least ten (10) days before the scheduled date set for such special meeting.

Such notice shall state the reasons that such meeting has been called, the business to be transacted and by whom the meeting was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

9. Voting

In-person member participation at meetings or on conference calls (due to term SRC limits and out of state travel restrictions) may not be practical to set quorum or voting rules for the general membership. Therefore, issues that govern NCSRC shall be voted on by the BOD after member feedback regarding the issue. The proposed issue shall be sent for review and feedback to all member states, via email, not less than one-month prior to BOD vote.

Section B – Compensation

1. No member of the Coalition shall receive a salary. No member will be reimbursed for business related expenses unless otherwise approved by a majority of the officers of the BOD.

2. The Coalition may cover mileage or airline costs (depending on which is less), ground transportation, lodging, honorarium, speaker's fee and food expenses for a guest speaker contracted to conduct a workshop or training during a Coalition event, if the funding allows. This must have prior approval by the BOD.

Section C – Budget

The BOD will assess resource needs and approve a budget by September 30th of each year.

Section D – Accounting Period

1. The NCSRC will use September 30th as the budget report cycle. The NCSRC will utilize an actual or accrual basis for accounting purposes.
2. The Fund Balance and Statement of Activities will be provided to BOD at each meeting.
3. Two (2) BOD members names will be on the NCSRC checking account, but only one signature is required when writing checks.

ARTICLE V. GOVERNANCE

Section A – Board of Directors (BOD)

1. The business and affairs of this organization shall be managed by the Board of Directors. (Definition can be found at: Article III, Section C - Ethics.)
2. The BOD term of office will not exceed the appointed term of their respective council or commission, except for long-term SRC members who do not have term limits or SRC support staff who are dedicated to the work of their councils.
3. The BOD shall meet at least four times a year in person or by conference call.
4. The BOD membership will include representation from each of the four (4) geographic areas of the country, including the territories, if possible. Members will be recruited to ensure equitable representation.

5. If more than two individuals from one state pursue membership to the BOD, the officers will determine their positions on the BOD.
6. Vacancies on the BOD shall be filled by simple majority vote of the remaining members, and the new member(s) will serve until the next election.
7. The BOD will not receive any financial assistance from NCSRC funds to attend conferences, meetings or other activities.

Section B – Board of Directors Officers

1. The officers of the organization shall be as follows: President, Vice President, Secretary, Treasurer and Past President.
2. The responsibilities of the President shall include: preside at all membership meetings; provide an annual report of the Coalition at the annual meeting; appoint all temporary or permanent committees; serving as the primary representative of the Coalition; assure that records of the Coalition are properly kept or filed as required by law; be one of the officers who may sign the checks or drafts of the Coalition; assist with organizational planning and effectiveness; ensure a biennial review of these Bylaws; and exercise all duties as relevant to the role of the Coalition President. The President will also provide reports, as requested, to the Council for State Administrators of Vocational Rehabilitation (CSAVR).
3. The responsibilities of the Vice President shall be as follows: having all powers of the Coalition President and perform all duties of the President in his or her absence; may be one of the officers who may sign the checks or drafts of the Coalition; and exercising all duties as relevant to the role of the Coalition Vice President. The Vice President will maintain the up to date list serve for the Coalition membership and forward any pertinent information to and from the membership from NCSRC, CSAVR and/or RSA. The Vice President will be responsible for working with the website consultant to assure information is accurate, to date and accessible.
4. The responsibilities of the Secretary shall be as follows: maintain the minutes and records of the organization; be one of the officers who may sign the checks or drafts of the Coalition; submit to the BOD any communications which have been received by the Coalition; provide notice to all members related to meetings; and exercise all duties as relevant to the role of the Coalition Secretary.
5. The responsibilities of the Treasurer shall be as follows: have the sole care and custody of all coalition financial resources; and shall be solely

responsible for same; comply with all applicable state and federal laws and generally accepted banking practices; and shall exercise all duties relevant to the role of the Coalition Treasurer. The Fund Balance and Statement of Activities will be provided at each BOD meeting or upon request by the BOD.

6. The responsibilities of the Past President shall be as follows: Serve as the Parliamentarian; presiding in the absence of the President or Vice President; and exercise all duties as relevant to the role of the Coalition Vice President. In the event there is not a Past President serving on the BOD, the President may appoint a Parliamentarian.

Section D – Election of Officers

1. The officers of the Coalition shall be elected by the BOD.
2. Officers may only serve if appointment to their respective Council is current or they are paid staff by their SRC, State or Territory VR agency.
3. The election of officers will occur biennially at the Coalition’s annual spring meeting on the even years.
4. Should a vacancy on the BOD occur, the BOD will meet by conference call within one week of the person vacating the office to select a person to fulfill that term of office.

Section E – Removal of Officers or BOD Members

An officer or BOD member may be removed by a majority vote of the BOD members when sufficient cause exists for such removal. “Cause”, as used in these Bylaws, is a conflict of interest and other legally imposed standards or after missing three (3) consecutive meetings.

ARTICLE VI. STANDING, SHORT TERM & AD HOC COMMITTEES

Section A – Overview

1. The committee structure of the Coalition shall be designed to implement the Strategic Plan, Mission & Vision. Committees will be appointed by the President after discussion and direction from the BOD and may include Coalition members or consultants. The President will first utilize the BOD membership as a resource for appointing the Chair of the committee. Each committee should have at least three (3) members. All decisions made by committee must be presented for review and approval by the BOD at the next BOD meeting.

2. Three consecutive unexcused absences by a Coalition committee member will result in dismissal from the committee.

Section B – Committees

1. All committee members shall serve through the completion of their assigned tasks.
2. Committees appointments will occur as needed.
3. A committee chair shall:
 - a. preside at all committee meetings, ensure decorum and remain impartial;
 - b. provide leadership for the creation and implementation of the work plan; and,
 - c. report progress at the BOD meetings.
4. Members of the BOD will serve as committee chairpersons and/or manage special projects as requested by the Coalition Chair.
5. The BOD may select people outside the Coalition to assist with a committee or special project.

ARTICLE VII CONFLICT OF INTEREST

1. Statement of Policy

No member of the Board of Directors shall cast a vote on any matter that would provide direct financial benefit to the member or the member's organization or otherwise give the appearance of a conflict of interest under application laws. When conflicts of interest are identified, the board member to whom the conflict applies must abstain from voting on the issue causing the conflict.

2. Required Disclosure

Each Coalition member shall disclose orally or in writing all conflicts of interest, including those which are unclear or potential. Such disclosure shall be made to a member of the BOD of the Coalition.

ARTICLE VIII AMENDMENTS

1. These Bylaws may be amended at any BOD Meeting, provided that voting members have been sent written notice of the proposed changes at least ten (10) calendar days prior to the meeting.
2. After assuring proper notice to the BOD, these by-laws may be altered, amended, repealed or added to by a simple majority of the BOD. Voting may be in-person or electronically.

ARTICLE IX Articles of Dissolution

1. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. The state of incorporation will be the state used for dissolution.

Revised NCSRC Bylaws as of June 26th, 2019

Approved by the NCSRC Board of Directors Members – June 2019

Graham Sisson, President

Date:

Sherry Taylor, Vice President & Treasurer

Date:

Karen Stanfill, Secretary

Date:

Bernadine Chavez

Date:

Kate Travis

Date:

Kathy Despres

Date:

Kerri Fradette

Date:

Pat Tomlinson

Date:

Rossany Rios

Date:

Tammy Smith

Date:

Tom Jennings

Date: