

COLORADO ASSOCIATION FOR EDUCATION AND REHABILITATION  
OF THE BLIND AND VISUALLY IMPAIRED  
BYLAWS

ARTICLE I - Name

This association shall be known as the Colorado Association for Education and Rehabilitation of the Blind and Visually Impaired

ARTICLE II - Purpose

The purpose of the Association shall be to render all possible assistance in the promotion, development, and improvement of all phases of education and rehabilitation of blind and visually impaired persons of all ages in the State of Colorado.

The following goals shall be utilized to meet this purpose:

Section 1: Increasing public understanding of the nature and causes of blindness and its impact on individuals and on society.

Section 2: Increasing public awareness of the benefits to individuals, to the community, and to the nation which will result from providing all blind persons with those specialized services that will give them the opportunity to become self-sufficient and contributing members of society.

Section 3: Providing a statewide forum for the discussion of all problems relating to services to blind and visually impaired persons and the prevention of blindness through conferences, seminars, and publications.

Section 4: Encouraging an interdisciplinary approach to problems of services to blind and visually impaired persons through the maximum use of knowledge and skills of all related professions.

Section 5: Fostering research to advance knowledge and skills for the improvement of services to all blind and visually impaired persons.

Section 6: Assisting in the development of professional training opportunities for all individuals engaged in providing services to blind and visually impaired persons.

Section 7: Assisting in the development of professional standards for personnel engaged in the specialized program of services to blind and visually impaired persons.

Section 8: Initiating and cooperating with other groups in the development of programs of social action for the benefit of blind and visually impaired persons.

Section 9: Providing a common body to which all interested persons may look for leadership, knowledge, guidance, and action intended to assist blind and visually impaired persons in achieving their individual maximum potential.

Rev. 10/13

## ARTICLE III - Membership

Section 1: Eligibility. All persons, agencies, or chartered organizations living or working within the State of Colorado who are interested in services to blind and visually impaired persons are eligible for regular membership in the Colorado Association. Each member of the Association is automatically a member of the International and Regional Associations.

Section 2: Nondiscrimination. No individual, agency, or organization shall be denied membership in the Chapter on the basis of age, sex, race, religion, national origin, or handicapping condition.

Section 3: Types of Memberships. Memberships in the Association shall be renewable annually. The types of memberships shall be as follows:

3.1 Regular: Any person may apply for regular membership and submit the appropriate fee for annual dues to the International Association or to the Chapter. Regular members have the privileges of voting, holding office, serving on committees, and any other privileges determined by the International Association. Regular members shall receive all publications of the Association.

3.2 Retired: Any person who has retired from full-time employment in service to blind and visually impaired persons shall be eligible for regular membership at reduced cost.

3.3 Clerical/Support: Any person whose occupational status is clerical, secretarial, or supportive of professional personnel and who is employed by any organization serving blind and visually impaired persons shall be eligible for Clerical/Support membership at reduced cost. Clerical/Support members have all rights and privileges granted to regular members.

3.4 Students: Students who are enrolled full-time or part-time in courses of higher education shall be eligible for membership at a reduced rate. Student members have all rights and privileges granted to regular members.

3.5 Associate: A person interested in supporting services to the blind and visually handicapped who is not employed in a position within the field may apply for membership at a reduced cost. They shall receive all privileges of membership except for voting and holding office.

3.6 Institutional Membership: Institutional membership shall be available to agencies, organizations, schools, service clubs, or other similar entities wishing to offer support to the Association. The Board of Directors shall establish categories within the institutional membership as needed. Institutional members shall receive one set of International Association publications annually.

Section 4: Divisions of Membership. Divisions of the membership shall be established within the Association to encourage and promote professional standards and/or improvement of services to blind and visually impaired persons. Membership in these divisions shall be governed by the bylaws of the International Association.

Section 5: Membership Fees. Dues for individual and institutional membership shall be established by the International Board of Directors.

#### ARTICLE IV - Officers of the Association

Section 1: Officers. The officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, and an Immediate Past President.

Section 2: Election. The officers shall be elected at the annual meeting of the membership and shall assume their duties following the last business meeting at which they are elected, except that Regional Representatives shall serve as designated by the International Bylaws. Any voting member of the Association shall be eligible to serve in any office. No two offices may be held concurrently by the same person.

Section 3: Term of Office. The President and Vice President shall serve terms of two year. The Secretary and Treasurer shall serve terms of two years. There shall be a fixed progression from Vice President to President. Should any officer become unable to serve between annual meetings, the Board shall elect a new officer to complete his/her term. This election may take place either at a board meeting or by e-mail or e-mail. The Secretary and the Treasurer may succeed themselves in office. If the Vice President declines to succeed to the office of President, the Board shall hold a special election in which the membership shall elect a new President. This election may take place at an annual meeting or by e-mail or mail-in ballot.

Section 4: Duties of the President. The President shall preside at all meetings of the membership and of the Board of Directors of the Association. He/she shall be the responsible executive officer and will administer the affairs of the Association between meetings of the Board of Directors. He/she shall supervise the activities of the Secretary in accordance with policies and understandings developed by the Board of Directors.

The President will appoint Committees, both standing and special, in accordance with the provisions of Article V of the Bylaws.

Section 5: Duties of the Vice President. The Vice President shall serve as assistant to the President and will preside at meetings of the membership and of the Board of Directors in the absence of the President. In the event that the office of President becomes vacant, he/she shall succeed to the presidency and complete the unexpired term of office. The Vice President will act as coordinator of all standing and ad hoc committees. The Vice President will maintain all media outlets with the membership, \_ communication, oversee mini-grant applications.]

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Section 6: Duties of the Secretary. The Secretary, under the supervision of the President, shall be the chief administrative officer of the Association. He/she shall be responsible for the records of the Association and shall prepare minutes of the meetings held by the membership and by the Board of Directors. He/she shall maintain a roster of the members of the Association and shall supply a copy to the International Association. He/she shall carry on such correspondence as may be necessary and shall maintain complete and accurate records of the Association. He/she shall transfer all records to his/her successor when the term of office is completed. He/she shall monitor the activities of the Association to determine if they are being carried out in accordance with the provisions of the Bylaws of this Association and of the International Association.

Section 7: Duties of the Treasurer. The Treasurer shall be the chief financial officer of the Association and shall be bondable. He/she shall prepare an annual budget for submission to the Board of Directors for review and approval. All committee chairpersons should submit written budget requests to the Treasurer at least ninety (90) days prior to the annual Association meeting. Association members may submit written budgetary proposals to the Board of Directors following the same guidelines set forth for the committees.

Upon approval by the Board, the budget shall be submitted to the membership at least thirty (30) days prior to the annual Association meeting. The budget shall be voted upon during the business session of the Association meeting and must be accepted by a majority of the voting membership present. Adjustments in specific monetary amounts for designated budget items may be approved by the membership, but no additional budget items will be accepted from the floor during the meeting. A financial statement will be forwarded to the International Association on an annual basis.

The Board of Directors shall limit miscellaneous expenditures to \$100 per item and shall report these expenses at the next annual meeting as unbudgeted expenditures. Total miscellaneous expenditures shall not exceed \$500 in any fiscal year. At the discretion of the Board, the Treasurer shall maintain a rotating cash account not to exceed \$50. The Treasurer shall also keep an accurate record of receipts and expenditures and shall perform such other duties as specified in Article VI.

Section 8: Duties of the Immediate Past President. The Immediate Past President shall serve as the chairperson of the Nominations Committee and as a member of the Board of Directors.

The Immediate Past President shall serve as chairperson of the Program Committee. The Program Committee's function is explained in Article V.

Section 9: Salaries/Compensation. All officers of the Association shall serve without compensation.

Section 10: Unexpired Terms. In the event that the President is unable to serve for any reason, the Vice President shall assume the duties of the President for the unexpired term. Should both the President and Vice President be unable to serve, the Board shall elect from its members at large within the Association a person or persons to complete the unexpired terms of office. Should such an eventuality arise, it shall be the responsibility of the senior member of the Board, in terms of service on the Board, to call and chair a meeting for the purpose of such elections. The meeting should be held not later than one month after the position or positions become vacant.

Section 11: Board of Directors. The Board of Directors shall consist of the officers of the Association, the Immediate Past President, and five other elected members. ~~The two representatives to the Board of Directors of the Southwest Region of the Association are elected and shall be ex-officio member(s) of the Board of Directors.~~ The Board of Directors shall serve as the governing and policymaking body of the Association between meetings of the membership.

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11.1 The Board shall meet at each annual meeting and shall hold at least one additional meeting during each calendar year. A board meeting may be called by the President or by four other members of the Board.

11.2 Members elected to the Board of Directors may serve a maximum of two consecutive terms of two years each and shall not be re-elected until after a waiting period of two years. In order to follow a principle of rotation, two members shall be elected to the Board of Directors at each annual meeting. If a member of the Board of Directors is unable to finish his/her term, the Board shall elect an individual from the membership to fill the vacant position.

11.3 A majority of the Board shall constitute a quorum to conduct business.

11.4 The Board of Directors shall review and approve the budget of the Association as recommended by the Treasurer prior to presentation to the membership.

11.5 The Board of Directors shall report its activities and decisions to the membership at each annual meeting of the Association.

11.6 The Board of Directors shall have the power to remove any officer or board member from office if just cause can be shown for such removal. A majority vote by the membership of the Board is required.

11.7 The Board of Directors shall receive regular reports from the two

representatives to the Regional Board of Directors concerning activities of the International and Regional Boards. One member shall represent education and the other shall represent rehabilitation or all services. The two representatives will be elected from two of three interest areas.

#### ARTICLE V - Committees

Section 1: Special Committees. The President is authorized to appoint special committees to make studies or to consider specific questions related to the work of the Association. He/she shall designate a chairperson for all committees he/she appoints except as otherwise provided in other sections of this Article. He/she may appoint special committees on his/her own initiative or at the request of the Board of Directors or by a majority vote of the membership.

#### Section 2: Standing Committees.

2.1 Nominating Committee - The Committee shall consist of a minimum of three members with the Vice President serving as chairperson.

2.2 Program Committee - The Committee may vary in size but shall not have fewer than five members with the Immediate Past President serving as chairperson. The principal task of the Committee is to plan and prepare, with the full assistance of the Board of Directors, for the next annual meeting of the Chapter.

2.3 Legislative Committee - The Committee shall be composed of three members.

This Committee shall study legislation at the federal and state levels which is of significance to services for the benefit of blind or visually impaired persons in Colorado. It shall make recommendations, where

appropriate, to the Board of Directors and to the membership regarding such legislation. The Committee may make policy statements on behalf of the Chapter only when such statements have received prior approval by a majority of the Board of Directors.

2.4 Bylaws Committee - The Committee will be composed of a minimum of three members. It will review, draft, and submit to the membership proposed revisions and/or amendments to the Bylaws of the Association.

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2.5 Membership Committee - The Committee shall be composed of a minimum of three members. It shall develop and implement a membership recruitment and retention program for the Association.

2.6 In-Kind Donation Committee – The Committee shall be composed of a minimum of three members. It may accept gifts or donations of equipment, software, etc for the general purpose of the Association or for specific projects.

Section 3: Reports of Committees. Each committee shall provide the Secretary with a written list of its members, minutes of its meetings, and any proposals which it makes.

#### ARTICLE VI- Nominations and Elections

Section 1: Nominating Committee. The President, upon assuming office, shall appoint a Nominating Committee consisting of a minimum of three members with the Immediate Past President as chairperson.

Section 2: Slate Development. The Nominating Committee shall select an appropriate slate of officers, members for the Board of Directors, and the representative(s) to the Regional Board. This slate shall be presented for approval of the membership at the next annual meeting of the Association. In preparing a slate, the Nominating Committee shall provide the fullest possible representation from among the membership, both in terms of special areas of interests and geographical distribution. Members of the Board of Director serve two year terms on a rotating basis with two new members elected each year.

Section 3: Slate of Candidates. The slate of candidates selected by the Nominating Committee shall be circulated to the membership of the Association with a vita describing each candidate's qualifications, including work history and activities in the field of work for the blind and visually impaired, no less than thirty days prior to the next annual meeting. The chairperson of the Committee shall also present the slate of candidates at the beginning of the first general session of the annual meeting. Following this report, there shall be an opportunity for additional nominations from the floor by members in good standing. Any member nominating a fellow member from the floor should be prepared to speak on his/her behalf. This presentation should follow guidelines established for candidates selected by the Nominating Committee. The election shall be held during the last business session of the annual meeting.

Section 4: Tally of Voting. The Nominating Committee shall serve or appoint tellers to provide for an accurate tally of voting by the membership. Whenever there is more than one candidate for an office, the election is to be conducted by a secret ballot, unless three-fourths of the members present and voting indicate by a standing vote their desire to hold an open election.

Section 5: Board of Directors/Officer. In the event that a member of the Board of Directors is nominated for office and accepts the nomination, he/she must resign from the Board of Directors so that another person may be nominated for his/her position on the Board.

Section 6: Regular elections. All regular elections of the Association shall be held at a business meeting on the last day of each annual meeting. Where there is a contest for office, a simple majority of votes from those members present and voting shall constitute election to that office.

Section 7: Tie Elections. In the event of a tie vote, a run-off election shall be conducted. A run-off ballot may be used which contains the names of the two candidates who tied. The run-off ballot shall be postmarked within two weeks after the date of the annual meeting and returned within two weeks of the

mailing. A simple majority of the members present may decide to institute a vote by a show of hands rather than by mailed ballot.

Section 8: Eligibility. All members in good standing of the Association shall be eligible to vote.

#### ARTICLE VII- Budgetary and Fiscal Control

Section 1: Membership Fees. The collection and distribution of the membership fees by the Association shall be in accordance with the Bylaws of the International Association.

Section 2: Gifts or Donations. In addition to membership fees, the Association may accept gifts or donations from interested individuals or groups for the general purpose of the Association or for specific projects.

Section 3: Receipts. All income shall be received and receipted by the Treasurer. All monies shall be deposited in a bank selected by the Treasurer and approved by the President. Suitable records, of all funds received and deposited, shall be included in financial statements which use generally accepted accounting principles. Records shall be submitted to the Board of Directors and to the membership as least annually.

Section 4: Checks. All expenditures shall be paid by check in a manner determined by the Board. Checks must be signed by the Treasurer and by either the President or Vice President.

Section 5: Fiscal Year. The fiscal year shall begin on January 1 and end on December 30.

Section 6: Annual Audit. The Board of Directors shall arrange for an annual audit of the accounts of the Chapter.

Section 7: Securities. The Treasurer shall be the custodian of all monies and securities of the Association but may not transfer, sell, or purchase securities without the expressed approval of the Board of Directors.

#### ARTICLE VIII - Quorum

Section 1: Association Quorum. Twenty percent of the Association members who are in good standing shall constitute a quorum at any annual or special meeting.

Section 2: Board Quorum. A majority of the Board of Directors shall constitute a quorum.

#### ARTICLE IX - Dissolution

Section 1: Association Dissolution. In the event of the dissolution of this Association, all properties and assets shall go to the International Association for distribution to another 501 (c) 3 organization in compliance with IRS Regulations.

Section 2: Properties/Assets. Under no circumstance shall any properties and assets of this Association be distributed to any officer, member, or subsidiary of this Association.

#### ARTICLE X - Relationship Between the Colorado Association and the International Association

Section 1: Services. Whenever possible, the International Association shall provide the Colorado Association with the following services upon request:

- a. providing staff assistance in the planning and organization of conferences, institutes, and workshops;
- b. developing public relations;

- c. providing a liaison between the Colorado Association, other state or regional chapters, and the parent International organization; and
- d. providing an analysis of existing state and/or federal legislation and support in the development of necessary legislation to further services to blind and visually impaired persons in Colorado.

#### ARTICLE XI - Amendments to the Bylaws

Section 1: Affirmative Vote. Amendments to the Bylaws require a two-thirds affirmative vote of the membership present and voting at the annual business meeting of the Association.

Section 2: Initiation of Amendments. Amendments may be initiated as follows:

- a. by the Bylaws Committee;
- b. by a majority vote of the Board of Directors of the Association;
- c. by a majority vote of an interest group of the Association, and/or
- d. by a member in good standing of the Association provided his/her amendment is signed by fifteen members in good standing.

Section 3: Submission of Amendments. Proposed amendments must be submitted to the membership in writing by the Bylaws Committee at least thirty days prior to the annual meeting.

#### ARTICLE XII - Rules of Order

Section 1: Parliamentary Law. The Colorado Association, except as otherwise provided in these Bylaws or in rule adopted by the Board of Directors, shall be governed in all its meetings by parliamentary law as contained in Roberts Rules of Order, Revised.

Section 2: Parliamentarian. Upon the opening of membership, business, or meetings of the Board of Directors, the President shall announce the name of the qualified member who is at the meeting and who has agreed to serve as Parliamentarian.