



Policy Manual

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Mission, Vision, and Goals

Vision Statement

To become the leading international rehabilitation professional association.

Mission Statement

Strengthening the community of rehabilitation professionals over the course of a lifetime.

Goals:

- Position IARP as the leader of lifelong learning and career development for the professional rehabilitation community.
- Enhance the member value proposition to build and execute a membership growth and retention plan.
- Establish IARP as a leading source for high quality research, data and peer reviewed research beneficial to the rehabilitation community.
- Become an influencer and information source on legislative, regulatory, and policy issues.
- Assure governance structure is appropriate to operate an impactful organization
- Establish and maintain effective relationships with external organizations and institutions.

I Membership

- 1.1 **Eligibility:** Any individual, corporation, or other organization having an interest in the provision of rehabilitation services in the private sector and who is willing to comply with the Association's bylaws, standards, and ethics of the Association is eligible to be a member of the Association.
- 1.2. **Categories of membership:** Membership in the Association shall be divided into the following categories: Individual professional, professional candidate, student, organizational sponsor, associate and retired.
- 1.2.1 **Voting Members:** Individual professional member
- **Individual Professional Membership** is available to any individual meeting any of the following requirements:
 1. Holder of a master's or doctorate degree (a) in vocational evaluation, rehabilitation, career counseling, nursing, psychology, or a related vocational or health service program ("rehabilitation program") from an accredited institution, plus one year of experience in vocational, physical, or psychological rehabilitation ("rehabilitation services"); or (b) unrelated to a rehabilitation program from an accredited institution, plus five years of experience in rehabilitation services;
 2. Holder of a baccalaureate degree (a) in a rehabilitation program from an accredited institution, plus three years in rehabilitation services or (b) unrelated to a rehabilitation program from an accredited institution, plus five years of experience in rehabilitation services; or
 3. Holder of a bachelor's degree or diploma in nursing from an accredited institution, plus a current R.N. license, and three years of experience in rehabilitation services.
- 1.2.2 **Non-Voting Members:** Student, professional candidate, organizational sponsor, and associate members
- **Student** is available to any individual currently enrolled in a rehabilitation program in an accredited institution.
 - **Professional Candidate** is available to individuals who meet all of the requirements for individual professional membership but have two years or less of professional experience.
 - **Organizational Sponsor** is available to any corporation, partnership, or other organization in the business of providing rehabilitation services in the private sector. An organizational sponsor member shall be required to designate an individual for purposes of receiving notices and other communications from the Association.
 - **Associate** is available to any individual having an interest in the delivery of rehabilitation service in the private sector.
- 1.2.3 **Retired Member** is available if he/she: (a) has held an IARP professional or associate membership for 10 years or more; (b) is fully retired from rehabilitation service delivery; and (c) is not consulting to an organization for a fee. Retired members who meet the individual professional membership requirements are considered voting members and retain all of the rights and privileges of a professional member.
- 1.3 **Chapter Memberships:** Professional and associate members must register to become members of a state/region chapter if a chapter is incorporated in your state/region.
- 1.4 **Section Memberships** are available to current members of IARP in good standing who meet the section's membership requirements (additional requirements are outlined in Section XXI Addendum A).

1.4.1 **Forensic:** Membership in the forensic section is available to all professionals who are current members of IARP in good standing.

1.4.2 **Life Care Planning (IALCP):** Membership in the Life Care Planning IALCP Section shall be extended to any members in good standing of IARP who are involved in, or interested in, the field of life care planning.

1.4.3 **Rehabilitation and Disability Case Management (RDCM):** Membership in the RDCM section is available to all professionals who are current members of IARP in good standing.

1.4.4 **Social Security Vocational Experts (SSVE):** Membership in the SSVE Section is limited to those individuals who are recognized by the Social Security Administration Office of Hearings Operations as operating under the guidelines of a Blanket Purchase Agreement (BPA).

Membership shall be in one of three classes:

- CLASS A MEMBERSHIP requires the individual to be the owner of a BPA, a member of IARP, and a member of SSVE.
- CLASS B MEMBERSHIP is available to an individual who is actively serving as an SSVE under the direction of a BPA owner, is a member of IARP, and a member of SSVE.
- CLASS C MEMBERSHIP is established for the good of the order of SSVE. Those members offer special services that may be useful to the Section. Such a membership is determined by the SSVE Board of Directors by majority vote. Such an individual must also be a member of IARP.

Section members holding a current BPA shall have exclusive access to the SSVE discussion group on Connect.

1.4.5 **Vocational Rehabilitation Transition Services (VRTS):** Membership in the VRTS section is available to all professionals who are current members of IARP in good standing.

II Dues

2.1 **Membership Dues:** Each member shall be obligated to annually pay dues in an amount, which may vary with respect to each category of membership and geographic area in which a member resides, as determined by the Board of Directors. Any member who has failed to pay the applicable dues for a period of thirty (30) days after the date of expiration of their membership term shall be terminated from membership.

Complimentary Continuing Education Credit: Each member, in good standing will be receive, complimentary, all educational content on IARP Learn. This includes all courses with pre-approved continuing education credits.

2.2 **Chapter Membership Dues:** Professional and associate members must add state/region if a chapter is incorporated in your state/region. Additional chapter memberships may be purchased according to the fee schedule determined by the board of directors. Retired, professional candidate and student members are encouraged to join their local chapter.

2.3 **Corporate Discount Program:** IARP offers corporate discount pricing to employers enrolling ten or more employees as individual IARP members. To qualify for the corporate discount membership program an organization must have multiple members in IARP. Discounts are based on volume and will be determined according to the following chart:

Corporate Discount Program Example			
Potential Members	Total Amount Before Discount	Total Amount After Discount is Applied*	Savings to Corporation
20 employees	\$4,500	\$20 per member = \$4100	\$400
30 employees	\$6,750	\$30 per member = \$5850	\$900
50 employees	\$11,250	\$40 per member = \$9250	\$2,000
Number of Enrolled Employees		Discount Levels	*Example includes average chapter dues.
10 to 20 members		\$20.00 per member	
21 to 30 members		\$30.00 per member	
31 or more members		\$40.00 per member	

2.3.1 Corporate Discount Membership Guidelines

- Memberships are non-transferable to another employee and remain with the employee should they leave the employer.
- The corporation must submit all membership applications/renewals during the corporation's annual renewal period.
- A separate application must be completed by each individual employee. A separate Corporate Discount Membership Application must also be submitted. All individual applications along with the Corporate Discount Membership Application must arrive together in one envelope containing full payment for each member.
- Membership renewals must be received prior to renewal expiration date to remain active.
- IARP should be contacted when the employee/member has ceased employment with the corporation so that IARP records can be updated.
- The membership period is for one year from the month of enrollment or renewal for the individual member (not the corporation). Discount levels for memberships purchased will be calculated based upon the number of new memberships/renewals purchased for the upcoming membership period. The discount will not be applied retroactively.
- Corporate employee members are eligible for all privileges associated with their selected membership category including voting rights.
- If the corporate entity wishes to purchase a membership for an existing IARP member, that current member will have their membership extended for a one-year period from their current expiration date.
- If the corporation wishes to add new members outside of the renewal period, the discount rate will be the same as during the prior renewal period. Memberships are on a 12-month basis and are effective from the month of payment.

III. General Policies

3.1 **Authority:** The board, as the IARP governing body, is entrusted with the authority to establish policy for the governance of IARP. Board policy establishes the parameters and guidelines for board members, committees, management, and staff.

3.2 **Purpose:** The purpose of our policies includes the following:

- Inform all members of board intent, goals, and aspirations.
- Prevent confusion among board members, staff, and the public.
- Promote consistency of board action.
- Eliminate the need for instant (crisis) policy-making.
- Reduce criticism of the board and management.
- Improve public relations.
- Clarify board member, executive, and staff roles.

- Give management a clear direction from the board.
- 3.3 **Management policies:** The IARP board makes an important distinction between board policies and management policies. Board policies establish the broad parameters within which board, management, and staff will operate. Management policies are developed and implemented by the executive director and they are intended to outline the specifics of how the organization and staff will operate within board policy.
- 3.4 **Policy adoption:** Once the board officially adopts a new board policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the board that is not in line with existing policy, the issue is out of order and will be considered only in terms of policy change.
- 3.4.1 **Policy requires a majority vote of the board:** All policy decisions will be made by majority vote of the board and only at board meetings. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.
- 3.4.2 **Policy origination:** Committees of the board, individual board members, or the executive board may recommend policy changes. All proposed policies will be researched to ensure they are legal, and do not contradict already established policy or bylaws of IARP. *If approved by the board, policies will be written, coded, dated at time of approval, and included in all copies of the board policy manual.*
- 3.4.3 **Policy criteria:** All policies proposed to the board should be tested to consider if the proposed policy is:
- Necessary for good operation of IARP
 - Consistent with our mission statement
 - Within the scope of board authority
 - Consistent with local, state, provincial, and federal law
 - Compatible with other policies of this board
 - Practical
 - Broad enough to cover the subject completely
 - Enforceable
- 3.5 **Accountability:** The executive director will be accountable to the board for carrying out these policies, ensuring that all policies are effectively explained to the employees and making every reasonable effort to see that they are understood, accepted, and complied with.
- 3.6 **Policy Distribution:** A copy of the board policy manual will always be available in the IARP office for review and inspection by employees and board members. Each board member may access the manual on the board website. The policy manual shall also be available online to all members.
- 3.7 **Amendment or Suspension of Policy:** The board or a committee of the board will review all policies annually for accuracy and appropriateness; recommendations will be made to the board for amendment, addition, or elimination. Except as otherwise provided by law, any policy of the board may be suspended, repealed, amended, or waived by a majority vote of the board, if at least two full weeks' advance notice has been given of the intention to consider revocation, repeal, waiver, or amendment.

IV. Meetings

4.1 **Meeting Minutes:** IARP minutes are intended to provide a record of when a meeting occurred and what action was taken during the meeting. Meeting minutes should be concise and prepared using the AP Stylebook as a guide.

4.1.1 **Contents:** Meeting minutes should contain the following:

- The kind of meeting
- Name of the group meeting
- Date, time and place of the meeting
- Attendees and absences, including proxy votes
- Whether the minutes of the previous meeting were read and approved – as read, or as corrected – and the date of that previous meeting including any correction made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were “as corrected”.
- The last paragraph should state the hour of adjournment.

4.1.2. **Guidelines:** Additional rules and practices relating to the content of the minutes are the following:

- The name of the second motion should not be entered in the minutes unless ordered by the assembly.
- When a count has been ordered or the vote is by ballot, the number of votes at each side should be entered; and when the voting is by roll call, the names of those voting on each side and those answering “present” should be entered.
- If members fail to respond on a roll call vote, enough of their names should be recorded as present to reflect the quorum was present at the time of the vote.
- If the chair voted, no special mention of this fact is made in the minutes.
- The proceedings of the committee of the whole, or a quasi-committee of the whole, should not be entered into the minutes, but the fact that the assembly went into committee of the whole (or into quasi committee) and the committee report should be recorded. When a question is considered informally, the same information should be recorded as under the regular rules, since the only informality is in the debate.

When a committee report is of a great importance or should be recorded to show the legislative history of a measure, the assembly can order it “to be entered in the minutes”, in which case the secretary copies it in full in the minutes. The name and subject of the guest speaker can be given, but no effort should be made to summarize his remarks. The signature: Minutes shall be signed by the secretary and can also be signed, if the assembly wishes, by the president. The words Respectfully Submitted – although occasionally used, represent an older practice that is not essential in signing the minutes.

Courtesy titles of Mr., Ms., and Mrs. will be used throughout the body of the minutes except for the action item listings shown in the left column of each page where surnames will be shown without courtesy titles.

4.1.3 **Procedures:** An informal listing of all action items from the meeting, separate from the formal minutes, will be sent to the board members and staff within five business days of the meeting. The minutes will be prepared by the board or committee secretary, executive director or designated staff. The draft minutes will be reviewed by the secretary and president, at a minimum, and by appropriate staff members. If the actions taken at the meeting involve issues of governance, legal counsel should be consulted before the circulation of any draft minutes. The completed minutes shall be sent to the board of

directors within two weeks following the meeting. Once the minutes have been approved by the board of directors, they will be posted to www.rehabpro.org for a period of one year.

V. Governance Structure

- 5.1 **Board Officers and Directors:** The board shall consist of the president, president-elect, secretary, treasurer, immediate past-president, Council of Presidents representative, director for marketing/membership, director for education, and 5 section representatives (Forensic, Life Care Planning, Rehabilitation and Disability Case Management, Social Security Experts, Vocational Rehabilitation Transition Services). All boards, committees and chapters will be responsible for working with staff to establish, review and edit roles and responsibilities on an annual basis.
- 5.1.1 **Director for Marketing/Membership** is responsible for coordinating the Association's marketing and membership activities.
- 5.1.2 **Director for Education** shall coordinate the Association's education activities.
- 5.2. **Standing Committees:** Executive committee, finance committee, and nominations and elections committee.
- 5.2.1 **Executive Committee:** The executive committee shall consist of the president, the president-elect or the immediate past president, the secretary, the treasurer and the Council of Presidents representative. The executive director will also serve as a non-voting member of the committee. The executive committee shall have and exercise the authority of the Board of Directors, to the extent permitted by applicable statute in accordance with the bylaws, between meetings of the board.
- 5.2.2 **Nominations and Elections Committee:** The nominations and elections committee shall consist of five members, four of whom shall be appointed annually by the president subject to approval by the Board of Directors. The president elect or the immediate past president shall be a member of and chair the committee. No more than two members of the committee may be past presidents of the Association.
- Each year the nominations and elections committee shall nominate candidates for officers and directors of the Association and members of the Standards Compliance Review Board for election by the members entitled to vote. The committee shall extend in writing by mail or email to the membership a call for suggested nominations no less than sixty (60) days prior to its meeting to select nominees. The committee shall follow Association policies, as adopted from time to time by the Board of Directors, relative to the selection of candidates.
- The committee shall conduct the annual election of directors, officers, and members of the Standards Compliance Review Board by mail or email ballot, which shall be distributed to the members entitled to vote with ballots due no less than thirty (30) days prior to the date set for the regular June Board of Directors meeting. The committee shall report the results of the election at the regular June Board of Directors meeting.
- 5.2.3 **Finance Committee:** The finance committee shall consist of a minimum of eight members: each of the four special interest sections and the Council of Presidents shall appoint one member from their membership (for a total of five appointees); two or more at-large members will be selected by the treasurer, who serves as chair. The executive director will also serve as a non-voting member of the committee. The finance committee shall be responsible for monitoring the financial health of the Association. The committee offers guidelines for budget planning based upon a thorough understanding of the goals, objectives, and challenges of the organization; it analyzes trends and offers its perspective to the Board of Directors and staff about fiscal policy; recommends an annual budget and any changes to the budget to the Board of Directors; develops financial policies for the

special interest sections and chapters.

- 5.3 **Special Committees:** The board may, by resolution, establish one or more special committees to advise the board or the president in the performance of their duties ("special committees"). No special committee may have or exercise any authority of the board to manage the business and affairs of the Association. The chairperson of a special committee shall be appointed by the president subject to board approval. The members of a special committee shall be appointed by the chairperson of the committee. All special committees and their members shall serve at the discretion of the board.
- 5.4 **Sections:** Forensic, Life Care Planning, Rehabilitation and Disability Case Management Social Security Experts, Vocational Rehabilitation Transition Services
- 5.4.1 **Establishment:** The Board of Directors shall establish sections representing professional areas of particular interest for members of the Association ("sections"). Membership in sections shall be voluntary. Members may enroll in more than one section. Sections may be added or deleted from time to time at the discretion of the Board of Directors.
- 5.4.2 **Purpose:** The purpose of sections shall be to enable members working in specific areas to communicate with one another and to share ideas and expertise. Activities of sections shall be determined by section members. Sections may be consulted by the Board of Directors on matters relevant to their respective areas of expertise.
- 5.4.3 **Board Representation:** Each section shall select a representative to serve on the Board of Directors. The chairperson of each section shall be elected by section members, except when a section is newly established. The first chair of any new section shall be appointed by the president and approved by the board as outlined in the bylaws.
- 5.5 **Council of Presidents:** The Council of Presidents (the "council") shall consist of each individual then serving as president of a chapter of the Association. The council shall serve as a liaison between the Board of Directors of the Association and the chapter presidents and elect a representative of the council to serve as a director of the Association in accordance with the bylaws. The council shall conduct its affairs in such manner as it sees fit subject to the authority of the bylaws and the Association's Board of Directors.
- 5.6 **Standards Compliance Review Board (SCRB):** The Standards Compliance Review Board (SCRB) shall be responsible for monitoring and adjudicating the compliance of members of the Association with the Association's Standards and Ethics. The SCRB shall follow the policies and procedures as adopted by the Board of Directors from time to time in its deliberations and decision-making.
- 5.6.1 **SCRB Membership.** The SCRB shall consist of seven members, representing the IARP Sections and several specific disciplines:
1. Forensic section representative
 2. IALCP/Life Care Planner section representative
 3. Rehabilitation & Disability Case Management section representative
 1. Social Security Vocational Expert section representative
 4. Vocational Rehabilitation Transition Services section representative
 5. Rehabilitation nurse
 6. Educator

VI. Board of Directors

- 6.1. **Board Eligibility:** To be eligible for election as a director, an individual must be an Individual Professional member. No individual may hold more than one directorship at any time.
- 6.2. **Quorum:** A majority of the directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors unless a greater proportion is required by applicable law or by these bylaws.
- 6.3. **Voting:** Each director shall be entitled to one vote on any matter submitted to a vote of the Board of Directors. The acts approved by the affirmative vote of a majority of the directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors unless a greater proportion of affirmative votes is required by applicable law or by the bylaws. Any action that may be taken at a meeting of the directors may be taken without a meeting if a consent or consents in writing setting forth the action so taken shall be signed by all the directors in office and entitled to vote with respect to the subject matter thereof and shall be filed with the Secretary of the Chapter. [Check state law requirements.]
- 6.4. **Board Duties:** Planning, finance, community relations, and organizational operations.
 - 6.4.1 **Planning:** Board members have three key responsibilities: 1) establishing and reviewing IARP mission/philosophy/goals; 2) strategic planning to determine which services and programs IARP provides; and 3) evaluating IARP services and programs and operations on a regular basis.
 - 6.4.2 **Reporting and Accountability** Board members are responsible for reporting, each month, their prior month's activity for the current month's board meeting. All members will utilize the report template provided and will upload their report into the appropriately dated filed in CONNECT no later than the end of business, the first Friday of each month.
 - 6.4.3 **Finance:** Board members have four key responsibilities in this area: 1) ensuring financial accountability of IARP; 2) overseeing an ongoing process of budget development, approval and review; 3) raising funds and/or ensuring that adequate funds are available to support IARP's policies and programs; and 4) overseeing properties or investments of IARP.
 - 6.4.4 **Community Relations:** Board members have four key responsibilities: 1) ensuring that IARP's programs and services appropriately address the needs of those we serve; 2) cooperative action, which includes determining occasions when IARP could/should take part in coalitions, joint operations, etc.; 3) nurturing leadership and volunteerism of membership; 4) attend local chapter meetings and support grassroots efforts.
 - 6.4.5 **Organizational Operations:** Board members have four key responsibilities: 1) ensuring that IARP's management systems are adequate and appropriate; 2) ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business; 3) ensuring that organizational and legal structure are adequate and appropriate; 4) ensuring that IARP and its board members meet all applicable legal requirements.
- 6.5. **Expectations for Board Members:** In performing duties as a member of the IARP board, every board member is expected to:
 - Demonstrate a strong belief and commitment to IARP's mission.
 - Devote the necessary time to prepare for and participate in board and committee meetings.
 - Exhibit high ethical standards and integrity in all board actions.
 - Be an enthusiastic advocate for IARP.
 - Take responsibility and accountability for IARP and all decisions made by the board.

- Spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better.
- Demonstrate willingness to work as a team member with other board members and the executive director.

- 6.6 **Board Liquor Policy:** Official IARP policy is that members of the board, staff, and other selected persons will be responsible for their behavior at all times when consuming alcoholic beverages, either purchased individually or by IARP, during all board meetings and functions. Purchase of alcoholic beverages for board function is at the discretion of the IARP board.
- 6.7 **Conflict of Interest:** Possible conflict of interest on the part of a director shall be disclosed to the Board of Directors and made a matter of record. Any director having any possible conflict of interest on a matter shall not vote on such matter. Such director may, however, be counted in determining a quorum for the meeting at which the matter is voted upon and may state a position on such matter and provide information that may be of value to the board in its deliberations.
- 6.8 **Limitation of Liability:** To the extent permitted by law, a director of the chapter shall not be personally liable, as such, for monetary damages (including, without limitation, any judgment, amount paid in settlement, penalty, punitive damages, or expense of any nature including, without limitation, attorneys' fees and disbursements) for any action taken, or any failure to take any action, unless: the director has breached or failed to perform the duties of his or her office under the Articles of Incorporation or Bylaws of this chapter or under applicable state law; or the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness. These provisions shall not apply to the responsibility or liability of a director pursuant to any criminal statute, or the liability of a director for the payment of taxes pursuant to local, state, or federal law.
- 6.9 **Board Role with Executive Director:** In order to provide members with expected services, an executive director is employed by the board. The executive director is the chief executive officer of the association and is provided the responsibility and authority to carry out association duties and supervise the staff without interference.
- 6.9.1 **Procedure:** The executive director is authorized to take all actions, and develop all activities that conform to the board's policies. The executive director will keep the board fully informed of the organization and staff's activities and actions. For critical issues, the board should be informed within 24 hours. Only the board, by majority vote, has authority over the executive director. A board member or committee may request information, but if such request, in the executive director's opinion requires a material amount of time, it may be refused. The executive director may not perform, allow, or cause to be performed, any act which is unlawful, insufficient to meet commonly accepted business and professional ethics or the "prudent person" test, in violation of funding source requirements or regulatory bodies or contrary to explicit board constraints on executive authority. Other duties and responsibilities are described in the contract and/or job description of the executive director.
- 6.10 **Board Member Orientation:** Upon election to the Board of Directors, new members shall receive an orientation to their duties and website resources. New board members shall receive the orientation regarding the board:
- Policies and procedures
 - Bylaws
 - Long-range plan
 - Standards and ethics
 - Board of Directors, chapter presidents, and committee lists
 - Staff list
 - Current year's budget
 - Most recent financial statement

- Most recent annual report
- Most recent membership statistical report
- Public policy statements issued in the last year
- Minutes of previous board meetings
- Master calendar
- IARP governance commitment documents

Prior to the first board meeting in which new members will participate, the president or other delegated officer shall conduct an orientation for new board members that shall include discussion of the following matters:

- Expectations of board members (attendance at meetings, participation, supporting board decisions, active involvement in membership development, communication channels, expense reimbursement, job description, represent profession not individual interests, etc.)
- Board/staff relations and communications.
- Issues and activities that are currently top priority with IARP.
- The board's policy-making role.
- What each new member sees as important goals for the Association.
- Attend the transition board meeting prior to beginning of the annual conference
- Board orientation

6.11 **Board Legal/Fiduciary Responsibilities:** Duty of care, duty of loyalty, and duty of obedience.

6.11.1 **Duty of Care:** The duty of care relates to the director's competence in performing his or her directorial functions. Directors must use the care a reasonably prudent person would exercise in a like position and under similar circumstances. In addition, directors must act in "good faith." At its most basic, the duty of care requires a director to participate in board decisions, ask questions to gain information reasonably needed to make a decision and exercise independent judgment.

In discharging the duty of care, a director may delegate and rely on input from others, including, for example, IARP's officers, committees, staff, and outside experts. A director may also give weight to the views of another director having special knowledge of an issue under consideration. In addition, a director may voice the concerns of his or her constituents. Each of these actions is consistent with directors' legal obligation to review all relevant facts regarding an issue. Ultimately, however, a director's duty is to the entire organization, not to any constituent group, and he or she must vote according to what he or she personally believes to be in IARP's best interests.

In general, if a director satisfies his or her duty of care – by acting in good faith, with independent and informed judgment, and in a manner reasonably believed to be in IARP's best interest – the director will be protected under the "Business Judgment Rule" from any liability arising from an action of the board, even one later determined unwise or unsuccessful.

6.11.2 **Duty of Loyalty:** The duty of loyalty requires directors to place IARP's financial and operational interests over their own or those of other persons or organizations. For instance, the duty of loyalty would prevent a director from acting in a chapter's interest at the expense of IARP.

The duty of loyalty also requires directors to refrain from using their positions of trust, or information gained from participation on the board, to further their individual financial interests. Typically, such potential conflict of interest concerns are addressed by disclosure. If, for example, a director has an interest in a transaction the board is considering, whether related to an IARP program or a contract for goods or services, the director generally is required to disclose it before a decision is made and refrain from participating in the decision-making. Although it is not inherently illegal for directors to

perform work for the corporation on whose board they serve, the terms under which such work is to be performed must be fair to the corporation.

6.11.3 **Duty of Obedience:** The duty of obedience requires directors, within the bounds of the law, to support the board's decisions and abide by the organization's mission and purposes, as expressed in its articles of incorporation, bylaws, and policies. Vigorous debate around the board table is expected and encouraged. Once a board action is final, however, every director is obligated to support it. Moreover, a director should not speak for the board or IARP unless he or she has specifically been authorized to do so.

6.12 **Board of Directors Commitment Pledge:** Board members shall affirm their commitment to serving by signing the Board of Director Commitment Pledge provided in in the appendix.

VII Job Descriptions

7.1 **IARP President:** The president presides at and attends all meetings of the members, Board of Directors and executive committee. In concert with the executive director, sees that the Board of Directors, executive committee, and officers are kept fully informed on the conditions and operations of the Association.

7.1.1 Additional Duties and Responsibilities:

- Coordinates agenda with the headquarters and works with the headquarters in seeing that basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors, and executed following board approval.
- Appoints the chairs and members of committees and task forces, outlines the purpose and duties of these committees and task forces, and monitors progress.
- Supports and defends policies and programs adopted by the membership, Board of Directors and executive committee.
- Promotes interest and active participation in the Association on the part of the membership and reports activities of the board and Association to members by means of letters, publications or speeches.
- With the executive director, acts as a spokesperson for the Association to the press, the public, legislative bodies, and related organizations.
- Presents an annual report at the Annual Meeting on the "State of the Association."
- Exercises general supervision over the work and activities of the association board, executive committee and other Association committees.
- In cooperation with the headquarters, sees that all orders and resolutions of the Board of Directors are carried into effect.
- Assumes a key role in the orientation and transition of the president-elect to the duties of president.
- Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Association reflect the needs and aspirations of the membership.
- Consults and advises with the executive director on all matters pertaining to Association policies, programs, and finances.
- Maintain at least bi-weekly communication with executive director and president-elect. Maintain at least monthly communication with other members of the executive committee.
- Deliver to successor all Association property within one month after leaving the office of immediate past president on the board.
- Attend all IARP Board of Directors and executive committee meetings. Attend IARP Annual Conference.

7.2 **IARP President Elect:** The president-elect performs the duties of the president in the president's absence or if the president is unable to serve. Performs other duties as assigned by the president, carries out special project assignments from the president or Board of Directors, serves on the executive committee and serves as chair of nominations and elections committee. *(Note: As the newly elected president-elect you learn the duties of the president and operations of IARP. As the outgoing president, as past president you work closely as consultant and advisor to the president and headquarters.)*

7.2.1 **Term of Office:** Elected by the membership at large to the terms of office spanning four years including an initial one-year term as president-elect, two-year term as president, and one-year term as past president. The term of president commences on June 1st after the initial one-year term president-elect.

7.3 **IARP Secretary:** Provide management of the records and strategic plan of the International Association of Rehabilitation Professionals.

7.3.1 **Term of Office:** The secretary shall be elected at large and shall serve for two years or until his/her successor is elected and assumes office. The secretary may not serve more than two consecutive two-year terms. The secretary will be elected in even numbered years by membership at large in for a two-year term commencing on June 1st of the year elected.

7.3.2 **Duties and Responsibilities:**

- Recordkeeping and take meeting minutes, including attendance, of board meetings.
- List and collect written reports at all board meetings and annual membership meeting.
- Within one week after each meeting provide minutes to headquarters to be posted to IARP Connect for each member of the Board of Directors for corrections and verification; corrections and acceptance at next board meeting or teleconference.
- Take minutes at any other official organizational meeting including teleconferences. Complete an annual review of IARP Policies and Procedures, and propose to the IARP Board of Directors any modifications.
- Serve as a member of the IARP executive committee.

7.4 **Treasurer:** The treasurer is responsible for assuring that the board receives accurate and timely financial information and uses it in making decisions.

7.4.1 **Term of Office:** Treasurer shall be elected at large and shall serve for two years or until his/her successor is elected and assumes office. Treasurer may not serve more than two consecutive two-year terms. The treasurer will be elected in odd numbered years by membership at large in for a two-year term commencing on June 1st of the year elected.

7.4.2 **Duties and responsibilities:**

- The treasurer is also involved in banking transactions, as an authorized signer for deposit accounts, and in initiating and managing loans.
- Oversee the preparation of the annual budget by the executive director.
- Assure that projected expenditures reflect the policy direction of the board.
- Become familiar with financial processes followed at national headquarters.
- Indicate approval of processes or suggest revisions according to standard accounting principles.
- Review monthly financial statements.
- Note any anomalies and bring them to the attention of the executive director, the IARP finance committee, and, if appropriate, to the Board of Directors.
- Consult with the executive director on any decisions regarding investments, loans, and establishment of accounts.
- Alert the Board of Directors to financial implications of proposed policies.

- Serve as chair of the IARP financial committee.
- Serve as a member of the IARP executive committee.
- Participate as a member of the nominations and elections standing committee.

7.5 **IARP Education Director:** The IARP education director is responsible for the vision and direction of the association's education plan in accordance with the mission, goals, and objectives of the organization.

7.5.1 **Term of Office:** Elected by membership at large every two years for a two-year term commencing on June 1st of the year elected.

7.5.2 **Duties and Responsibilities:** Work with committee and section chairs to determine the educational needs of the membership (as identified through needs assessments and feasibility studies) and identify or develop resources and delivery modalities to address those needs.

- Serve as a member of the IARP Board of Directors.
- Chair the education committee.
- Serve on the annual conference committee, and other education outreach programs to ensure the educational goal of the Association is met at all levels within the organization.
- Conduct an annual review of the Association's education programs to ensure the quality and content continue to meet the needs of an evolving organization.
- Serve as liaison with management staff.

7.6 **Director of Marketing/Membership:** The director for marketing/membership is responsible for coordinating the Association's marketing and membership activities and developing policy recommendations to the Association's Board of Directors relating to the building and maintenance of membership in the Association.

7.6.1 **Term of Office:** Elected by membership at large every two years for a two-year term commencing on June 1st of the year elected.

7.6.2 **Duties and responsibilities:**

- Chair of the membership/marketing committee.
- Recruit new members in each membership category.
- Develop specific programs to welcome new members to the Association to increase retention rates.
- Follow-up on dropped members to determine reasons for exiting membership.
- Expand membership benefits through increased number of affinity programs.
- Manage the annual membership awards recognition.
- Conduct the IARP member needs assessment survey biannually.
- Coordinate with the Rehabilitation and Disability Case Management section to enhance the professional growth of the young professionals and students in the Association.
- Augment chapter membership growth through coordinated programs in connection with the Council of Presidents
- Annually update the mandates and specific programs outlined in the IARP Marketing Plan.
- Coordinate with the staff technology director to enhance marketing outreach through the Association's website rehabpro.org.

7.7 **IARP Council of Presidents Representatives:** Serves as liaison between IARP and the chapter presidents. Promotes and advocates for good working relationships between state, region, or country chapters and the International organization. In order to establish IARP policy, serves on the International board and the executive committee.

7.7.1 **Term of Office:** Elected by the Council of Chapter Presidents for a two-year term, commencing on June 1st of the year elected.

7.7.2 **Duties and Responsibilities:**

- Liaison between IARP and chapter presidents.
- Serve as an information resource to the chapter presidents regarding services available to their members from IARP.
- Assist state, region or country chapter presidents in accomplishing their goals.
- Assist in the forming of new chapters.
- Chair annual leadership conference.
- Develop meaningful material for IARP's *The Rehabilitation Professional* journal concerning chapter activities.
- Encourages chapter presidents to participate in the monthly teleconferences of the Council of Presidents.
- Assists in identifying material for chapter leadership on a continuing basis.
- Encourages attendance of state, region, or country chapter leaders at IARP conventions, conferences, and meetings and enlists their support in encouraging attendance by their members.

7.8 **IARP Section Representatives:** Represents the interests of the section members to the IARP Board of Directors.

7.8.1 **Term of Office:** Elected by membership at large every two years for a two-year term commencing on June 1st of that year.

7.8.2 **Duties and responsibilities:**

- Provides information about or of interest to the section on a regular basis
- Coordinate educational opportunities
- Responsible for providing updates for the IARP website
- Coordinate one educational article per year for *The Rehabilitation Professional* journal
- Serve on IARP annual conference committee
- Review conference material pertinent to section
- Oversee participation in the section's discussion group on IARP Connect

7.9 **Elections and Nominations:** Represents IARP International Board of Directors and works with sections, chapter and committees to seek and nominate candidates for the IARP Board of Directors and to coordinate with staff the elections for those positions. The nominations and elections committee is the key to success of the organization.

7.9.1 **Term of Office:** The nominations and elections committee shall consist of six members, four of whom shall be appointed annually by the president subject to approval by the Board of Directors. The president elect or the immediate past president shall be a member of and chair the committee. No more than two members of the committee may be past presidents of the Association.

7.9.2 **Committee Chair:** Immediate past president or president-elect is the chair of this nomination committee. The committee shall consist of a total of six members. As a practical matter, the Council of Presidents representative has been considered a member in addition to the five section representatives.

7.9.2.1 **Members:**

- Appointed by the chair;
- Must be an individual professional member of IARP; and

- Board representation to include the Council of Presidents Representative or designee, each section representative or designee, or ad hoc members for regional representation.

7.9.3 **Duties and responsibilities:**

- The committee shall conduct the annual election of directors, officers, and members of the Standards Compliance Review Board by mail or email ballot, which shall be distributed to the members entitled to vote with ballots due no less than thirty (30) days prior to the date set for the regular June Board of Directors meeting.
- The committee shall report the results of the election at the regular June Board of Directors meeting. The committee shall follow Association policies, as adopted from time to time by the Board of Directors, relative to the selection of candidates.

7.9.4 **Procedures:**

- Begin to look for prospective nominees by September 1 and complete the election process by January 1, if possible. The committee is charged with improving the board by finding just the right people with just the right talents and skills needed.
- Concentrate the recruiting efforts on prospective board members who can fill a specific role in the accomplishment of the plan.
- To be eligible for election as an executive officer, an individual must have served on the Board of Directors for a minimum of two years, or served as a committee chair, or served as an active committee member for a minimum of two years.
- Candidates will be provided with information regarding the code of ethics, whistleblower policy, the board pledge, job descriptions, and time commitments.

VIII Committees

- 8.1 **Committees:** It will be the purpose of any committee appointed by the IARP board to assist the Board of Directors to govern more efficiently. A board committee is not designed to do staff work. Committees will be used to investigate, deliberate, and analyze special issues on behalf of the board.
- 8.2 **Committee Authority:** Any committee established by the board will have only the powers specifically delegated to it by the board. Functions of each committee will be in writing as part of board policy or recorded in the minutes of the meeting at which the committee was established.
- 8.3 **Committee Accountability:** Committees are a subsidiary of the board, and will be expected to report their work to the full board on a regular basis. Each committee will be expected to make recommendations to the board for action, such recommendations to be made by a member of the committee in the form of a motion at a full board meeting. The IARP board will annually review the work of each committee and determine which committees will be reappointed and which committees will be abandoned as no longer necessary.
- 8.4 **Appointment of Committees:** The president of the board will appoint the chairperson of each committee and all committee members, taking into consideration the preference of the board members for committee assignment. Board members will be polled as to their committee preference. Non-board members may also be appointed as committee members. In appointing non-board committee members, it will be determined which board areas will need board candidates in future years. An effort will then be made to appoint non-board members from these areas as a means of leadership development. Board candidate recommendation forms may be utilized in this process.
- 8.5 **Duties of Committee Members:** Duties of the members of individual board committees will

vary, but certain basic committee member responsibilities remain the same for all committees. Those responsibilities include:

- Attend all meetings of the committee to which the board member is assigned.
- Prepare for committee meetings by studying the agenda and researching issues to be discussed at committee meetings.
- Actively participate in discussions at committee meetings.
- Follow through promptly on any assignments for the committee.
- Support committee recommendations before the full board.
- Committee meetings.

8.6 **Committee Chair:** The committee chairperson will convene all meetings of the committee or a majority of the committee members may call a committee meeting. Meeting dates will be coordinated with the executive director to avoid conflict and to ensure completion of staff support and research for the committee.

The committee chairperson will be expected to lead the committee is accountable for ensuring the productivity of the committee by:

- Planning the agenda for the committee meetings.
- Ensuring that all members of the committee are notified of committee meetings.
- Convening committee meetings, and keeping meetings on track.
- Appointing a member of the committee to keep a written record of committee actions.
- Encouraging the committee to take action on the issues discussed by the committee.
- Ensuring that reports and recommendations for action from the committee are presented to the full board.
- Leading the committee to evaluate their own operations and effectiveness.

8.7 **Meeting Minutes:** Minutes will be kept of committee meetings. Committees will submit a written summary of committee actions and recommendations to the board in the board meeting packet for the meeting at which committee recommendations will be considered.

8.8 **Established Committees Roles, Responsibilities, Policies and Procedures**

8.8.1 **Membership/Marketing Committee:** The membership and marketing committee purpose is to develop and recommend policy to the Association's Board of Directors relating to the building and maintenance of membership in the Association.

8.8.1.1 **Membership/Marketing Committee Structure:**

- The chair of the membership/marketing committee is the IARP membership/marketing director on the IARP Board of Directors.
- Each section shall have a minimum of one member on the committee.
- Liaison shall be maintained with the Council of Chapters and the RDCM representative to the IARP Board of Directors.
- Other committee members shall be appointed as needed.

8.8.1.2 **Objectives:**

- Prepare and submit annual budgetary requirements during the fourth quarter of the Association's fiscal year.
- Study and recommend a comprehensive, long-range plan to achieve the membership goals set by the IARP Board of Directors.
- Explore reasons for each membership cancellation and submit a report on findings. If applicable, issue a report on any Association shortcomings responsible for the cancellation.

- Review periodically and, if necessary, make recommendations on current rules and regulations, qualifications, etc., relating to membership as outlined in the Association bylaws and constitution.
- Review regularly with the chief staff executive the membership recruitment activities conducted from the Association headquarters.
- Review periodically and make recommendations on methods of selling or increasing membership.
- Prepare lists of new and non-renewing members are accessible through IARP Connect for each section and chapter.

8.8.1.3

Member Benefits:

1. Members of IARP receive both the *RehabPro* journal and *Journal of Life Care Planning* in electronic form. Both journals are also available in printed form for an extra annual subscriptions fee. Each IARP journal includes articles that are pre-approved by CRCC, CDMS, CCMC, and CLCP (life care planners only) for CEUs. All IARP Life Care Planning IALCP section members receive a printed copy of the IARP Standards of Practice for Life Care Planners Third Edition.
2. Networking opportunities are provided at the IARP annual conference and local IARP chapter conferences (members receive discounted registration rates). CEUs are available toward the following certifications: ARN, CRC, CDMS, CCM, ABVE, CLCP, and CCWAVES.
3. The IARP website, www.RehabPro.org, has expanded and added more features for our members. Through the website you can automatically access information about your membership, educational events, employment opportunities, and more. The website offers an accurate and reliable free online membership directory.
4. Access to a free members-only resource library.
5. Discounted pre-approved online and home study CEUs are offered for members only through AAACEUs on the website at www.rehabpro.org. All IARP members receive a 5% discount on this service, but to get the discount, you must go to the link through IARP's website.
6. "*The Experts Express*" a new monthly electronic newsletter featuring section and chapter highlights, details on member benefits, industry and Association news. (Not published in 2015-2016).
7. Become part of a community of professionals to get answers to your questions. Currently offered are the Forensic, SS-VE, Rehabilitation Disability Case Management, Young Professionals, VRTS and IALCP discussion groups.
8. Members receive discounted marketing opportunities in the IARP Job Bank and on the IARP website.
9. IARP is pleased to sponsor a professional liability insurance plan designed by Mercer Consumer, specifically with IARP members in mind. Coverage includes locum tenens coverage, deposition expense reimbursement, and loss of earnings reimbursement.

10. Affinity Program Benefits: IARP has multiple affinity program partners. The diversity of programs offered allows IARP to extend member benefits that enhance the value of membership in the Association. Each program provides a discount for services and products that support business operations and career advancement.

11. IARP membership dues may be tax deductible as a business expense, it is a recommendation of IARP that members should consult with a tax professional to confirm whether or not their dues are deductible.

8.8.1.4 **Marketing Plan:** The Marketing Committee, in collaboration with staff, will develop and execute a marketing plan. This committee will also, each year, assess the effectiveness and edit accordingly.

8.8.2 **Legislative and Government Affairs Committee:** The IARP legislative committee's purpose is to advance the Association as a key stakeholder on legislative, regulatory, and policy issues.

8.8.2.1 **Committee Structure:** The LGA Committee shall be composed of seven members; a representative from each section, a representative from the Council of Chapter Presidents and an elected Chair. The Chair shall be nominated and elected by a majority of votes of the IARP membership. Chair nominees will be required to submit a letter of intent, no longer than 500 words that will contain intentions and supporting background. Sections and Council of Chapter Presidents may either have a board position designated as the board representative to the LGA Committee or the Chair of each section/council may appoint a representative. LGA Chair vacancies shall be filled by a majority vote of the IARP International Board of Directors and committee member vacancies will be filled by representative section/council Chair appointment.

8.8.2.2 **Committee Objectives:**

- Prepare and submit annual budgetary requirements by April 1.
- Study and recommend policy to the governing body concerning legislative government relations matters affecting the profession.
- Study and inform membership concerning local, state, provincial, regional, or country (international) legislation affecting the profession.
- Arrange for research and preparation of testimony for presentation before legislative fact-finding committees.
- Select and arrange for training of Association members to serve as witnesses before legislative fact-finding committees.
- Study, inform membership, and assist in generating grassroots support for, or opposition to, specific regulation/legislation.
- Study and recommend a program aimed at encouraging Association members to inform their employees or the general public on key legislative issues.
- Confer with legislators on legislative matters affecting the profession for purposes of sharing and gathering information.
- Encourage Association members to arrange visits with legislators (city or county councilmen, state legislators, members of Congress) to become better acquainted with and to discuss problems affecting the business and profession.
- To assist IARP chapters and members to prepare and submit to congressional committees written statements on legislative matters affecting the profession.

- Study and inform Association members about the voting records of members of Congress and state legislators.
- Recommend and arrange for programs on legislative matters to be included at Association meetings, conventions, etc.
- To assist IARP chapters and members to study and arrange for inter-association cooperation efforts on certain legislative matters.
- Study, evaluate, and make recommendations concerning trends that might have future legislative impact on the profession.
- To assist IARP chapters and members to study and make recommendations to governing body and membership concerning legislative and government relations matters affecting the economy and the business/professional community in addition to those issues directly related to the profession.
- Study and inform the membership on administrative actions or rulings and court decision affecting the profession.
- Study and make recommendations regarding changes in administrative procedures affecting the profession.
- Confer with government employees on profession matters. Furnish information concerning the profession for purposes of sharing and gathering of information.
- Play a leadership role in concert with related associations in the Rehabilitation Counseling Coalition.

8.8.2.3

Public Policy Statements: IARP desires to promote issues related to the rehabilitation profession. However, public statements associated with IARP must be thoughtfully conceived and duly authorized.

8.8.2.3.a

Procedure: The Board of Directors will solicit issues to be considered for policy statements.

- Issues may be raised through: 1) time allocated at the board meeting to brainstorm issues; 2) requests submitted from IARP members, including the board; 3) petitions from interested parties; 4) newsletter, journal, or other surveys; 5) training and research or other committee action; or 6) any other method deemed appropriate by the board.
- Proposed public policy statements shall be presented in writing.
- The proposed public statement will be referred to the appropriate board committee or placed on the board meeting agenda under new business.
- In general, the proposed statement should be presented to the executive director, or president input can be solicited in advance of the board or committee meeting in order that they may be reproduced for members.
- If, in the judgment of the IARP board, the proposed public statement is outside of the realm of current IARP interests, the proposed policy can be deleted from the agenda with concurrence of the majority of the executive committee.
- Following the approval of the Board of Directors, authorized representatives of IARP may make public statements relating to the issue. However, it is important that members do not embellish or misrepresents the wishes of the board.

International/Chapter Responsibilities for Legislation and Regulation:

The government affairs director shall coordinate the IARP program to monitor and influence international and state government legislation, regulations, and policies that affect the practice of rehabilitation. International public policy issues are the primary responsibility of the headquarters and Board of Directors. State-level public policy issues are the primary responsibility of a chapter, with any assistance they may request from the headquarters.

8.8.2.4.a **Procedure:** All official IARP positions and statements on public policy issues being considered by the U.S. Congress or Federal Government or which affect IARP members on the international level shall first be approved by the Board of Directors.

However, when there is insufficient time for review by the board, positions and statements approved by the president and the chair of the legislative and government affairs committee may be used, subject to later review and approval by the board.

- Public policy positions and statements proposed to the board shall be first reviewed by the government affairs director and the chair of the legislative and government affairs committee, who may present the proposal and their recommendations to the board.
- The government affairs director, under the direction and supervision of the executive director, may respond to queries and communicate approved IARP public policy positions on international issues to the U.S. Congress and Federal Government as needed.
- The government affairs director, in consultation with the representative of the Council of Chapter Presidents, may review positions and public statements adopted by more than one chapter on similar issues.
- The board may consider and adopt proposed consensus positions and statements on such issues, and may recommend to chapters that they adopt such positions to provide for consistent IARP public policy positions across the country.
- A chapter has primary responsibility to establish public policy positions and statements on state-level issues and to deal with legislation, regulations, and policies within their own state. Chapters shall send copies of all adopted positions and statements to the headquarters.
- The government affairs director shall not communicate IARP positions to the legislature or any regulatory body in any state, region or country with an IARP chapter, except when requested and authorized to do so by the president of the chapter and under the supervision of the executive director.
- A chapter may request assistance of the headquarters in a state, region or country legislative or regulatory matter. The chapter shall then be responsible for expenses (including staff travel and mailings) incurred by the headquarters to render such assistance, but only as approved in advance by the chapter. When the government affairs director is confronted with such requests from more than one chapter at a time, s/he shall consult with the executive director for

direction regarding how much time should be allocated to each chapter.

- When the IARP position on state-level legislative or regulatory issues differs substantially from that of a chapter, the government affairs director may prepare and submit to the chapter president a position statement, approved by the executive director and the chair of the legislative and government affairs committee, expressing the IARP position. In no event may the government affairs director communicate to any state official any position not approved or authorized by the chapter president.
- The government affairs director shall monitor state-level legislative and regulatory actions and issues across the country, may contact state officials or others in any state without restriction solely to collect information, and shall keep chapters informed about such contacts and the information gathered.
- In states without an IARP chapter, the government affairs director may communicate positions and statements on public policy issues to appropriate state officials or others with the approval of the executive director and with consultation, if necessary, with any existing state association(s) of rehabilitation professionals.

8.8.3 **Finance Committee:** The finance committee shall be responsible for monitoring the financial health of the Association. The committee offers guidelines for budget planning based upon a thorough understanding of the goals, objectives, and challenges of the organization; it analyzes trends and offers its perspective to the Board of Directors and staff about fiscal policy; recommends an annual budget and any changes to the budget to the Board of Directors; develops financial policies for the special interest sections and chapters.

8.8.3.1 **Treasurer.** The treasurer shall have charge and custody of all funds of the Association, shall maintain an accurate accounting system and shall present financial reports, including financial statements, annual budgets and annual audits, to the Board of Directors in such manner and form as the Board may from time to time determine. The treasurer shall serve as the chair of the finance committee.

8.8.3.2 **Finance Committee.** The finance committee includes the Treasurer, an appointed Vice-Chair, the Council of Chapter Presidents representative, the Executive Director, and a Finance/Accounting representative from the Association management company. A Budget Subcommittee, comprising of one representative appointed by each special interest section and by the Council of Chapter Presidents, along with the Treasurer and Vice-Chair will provide oversight, input and feedback during the annual budget deliberation process.

8.8.3.3 **Internal Financial Control:**

- The year-end financial statement will be prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- General ledger entries will be prepared by the designated staff member and reviewed by the executive director.
- Bank reconciliations/statements will be prepared by the designated staff member and reviewed by the executive director monthly.

- Deposit slips will be prepared by designated staff member and reviewed by the executive director on a regular random basis (at least once a month.).
- Association staff has the authority to approve and process all daily expenditures up to \$5,000 related to running the organization that are within the approved budget.
- Association staff will review invoices for accuracy and clarify any questions with the treasurer. Checks will be issued by staff unless there is a question as to the validity or accuracy of the expense.
- Cash disbursements more than \$10,000 require two authorizing signatures, including either the president or treasurer.
- The treasurer and finance committee will review all financial statements as prepared.
- The treasurer and finance committee will exercise professional judgment and discretion in determining the frequency and nature of any other reviews and records and financial statements.
- Office equipment and other asset purchases of \$500 or more will be capitalized and depreciated over the appropriate period of time.
- A review of the accounting records and financial statements will be performed annually by an independent public accounting firm selected by the Management Company or board. A financial audit will be performed every third year as determined necessary by the finance committee.
- The Ewald Consulting finance director and President have the authority to draw checks, withdraw funds, and authorize wire transfers as IARP agents with the predetermined bank.

8.8.3.4

Reimbursement of Expenses: IARP will reimburse volunteers reasonable travel expenses associated with official IARP business, assuming funds are available. Members, who are able, are urged to pay part or all of their expenses in order to maximize the available funds. If funds are available, expenses such as telephone, mileage, postage, and supplies may be reimbursed for official IARP business.

8.8.3.4.a **In-Person Board Meetings:** Prior to in-person board meetings the board will prepare and approve a budget. When funds are available, travel expenses for board meetings will be covered except for the meeting held in conjunction with the annual conference. Expenses for additional night(s) required for board meeting attendance will be reimbursed.

8.8.3.4.b **Expense Reimbursement Procedure:**

- For expenses related to meetings of the Board of Directors or the executive committee, board members shall complete an expense report form provided to the board member by the executive director and submit it to the headquarters as soon after the meeting as possible. Expenses should be itemized by categories on the expense report, and receipts for all expenditures shall be submitted with the form. When applied, directors are allotted a \$50 per diem for personal meals not provided while traveling on IARP business.
- Approval for incurring expenses for any purpose other than meetings of the Board of Directors and the executive committee should be obtained in advance from the headquarters. A statement describing proposed activity, and estimated expenses, should be submitted in writing prior to

incurring the expense. The executive director shall review the budget with the treasurer to determine if funds are available and, if so, shall clear the reimbursement request.

- If the request for reimbursement is for an activity that has not been approved by the Board of Directors, or appears to be outside the requester's sphere of responsibility, the executive director shall clear the reimbursement request with the treasurer, who will submit it to the board for approval.

8.8.3.4.c **Compensating IARP Members:** IARP may compensate members with special expertise for extraordinary services rendered to the corporation that help IARP accomplish exempt purpose(s). Such compensation shall be reasonable and shall only be for significant, time-projects (i.e., not simply for attendance at a meeting). Eligibility, and the amount of such compensation, shall be determined on a case-by-case basis by IARP's executive committee.

8.8.3.5 **IARP Meetings Financial Performance Expectations:** IARP Board of Directors directs all meeting planners and staff to budget meetings to include a surplus of at least 5% on the gross revenue of the meeting. Gross revenue is defined as all income from exhibits, sponsorship, pre-con and early and regular registration from members and non-members, and any other earmarked meeting income. Expenses include all items identified with the meeting, including management fee time.

8.8.3.6 **Operating Reserve:** The operating reserve policy is to ensure the stability of the mission, programs, employment, and ongoing operations of the organization. The operating reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The reserve may also be used for one-time nonrecurring expenses that will build long-term capacity such as staff development, research and development, or investment in infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of IARP for operating reserves to be used and replenished within a reasonably short period of time. The operating reserve policy will be implemented in concert with the other governance and financial policies of IARP and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

8.8.3.6.a **Definitions and Goals:** The operating reserve fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.

The target minimum operating reserve fund is equal to six months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as management fees, travel, program, and ongoing professional services. Depreciation, in-kind, and other

non-cash expenses are not included in the calculation. One-time or unusual expenses would be excluded from the calculation.

The amount of the operating reserve fund target minimum will be calculated each year after approval of the annual budget, reported to the finance committee/Board of Directors, and included in the regular financial reports.

8.8.3.6.b **Accounting for Reserves:** The operating reserve fund will be recorded in the financial records as board designated operating reserve. The fund will be funded and available in cash or cash equivalent funds. Operating reserves will be maintained in a segregated bank account or investment fund, in accordance with investment policies.

8.8.3.6.c **Funding of Reserves:** The operating reserve fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.

8.8.3.6.d **Use of Reserves:** Use of the operating reserves requires three steps:

1. *Identification of appropriate use of reserve funds:* The executive director and staff will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.
2. *Authority to use operating reserves:* The executive director will submit a request to use operating reserves to the finance committee of the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve months to restore the operating reserve fund to the target minimum amount. If the use of operating reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The finance committee will recommend the request to the Board of Directors.
3. *Reporting and monitoring:* The executive director is responsible for assuring that the operating reserve fund is maintained and used only as described in this policy. Upon approval for the use of operating reserve funds, the executive director will maintain records of the use of funds and plan for replenishment. He/she will provide regular reports to the finance committee/Board of Directors of progress to restore the fund to the target minimum amount.

- 8.8.3.7 **Relationship to Other Policies:** IARP shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the operating reserve fund.
- **Financial Policy:** Ewald Consulting , IARP’s association management firm, has a policy that covers its activities on behalf of IARP; IARP has its own policies concerning financial reporting, frequency, check signing, and bank transfer but needs to consolidate them in one policy.
 - **Budget Policy:** The first draft of the budget is prepared in the later part of the third quarter of the fiscal year. All stakeholders are to be involved in the process.
 - **Contingency or Disaster Preparedness Plan:** None at the present time.
- 8.8.3.8 **Review of Policy:** This policy will be reviewed every other year, at minimum, by the finance committee, or sooner if warranted by internal or external events or changes. Changes to the policy will be recommended by the finance committee to the Board of Directors.
- 8.8.3.9 **Investment Policy:** The purpose of the operating fund is to provide sufficient cash to meet the financial obligations of IARP in a timely manner. The purpose of the reserve fund is to meet the expenses occurring as the result of unanticipated activities.
- 8.8.3.9.a **Operating Fund:** The operating fund refers to the yearly budget prepared annually and approved by the International Association of Rehabilitation Professionals (IARP) Board of Directors to fund anticipated activities throughout the current year July 1 – June 30).
- 8.8.3.9.b **Reserve Fund:** The reserve fund or “cash reserves” are unrestricted net assets, otherwise noted as “cash reserves” on the IARP’s monthly financial balance sheets.
- 8.8.3.10 **Investment Objectives:** The investment objectives of the operating fund and short-term investment fund are as follows: insuring the safety of investment principal; providing for the adequate liquidity for operations; and maximizing the total return within the guidelines as noted above.
- 8.8.3.11 **Roles & Responsibilities:** The IARP Board of Directors functions as trustees of the plan and are responsible for holding and investing assets in accordance with IARP’s investment policy.
- Record-keeper is responsible for maintaining and updating individual account balances, including information regarding plan contributions, withdrawals and distribution, and otherwise acting on the directions of the IARP board or its authorized delegates.
 - Prior to the end of the fiscal year, the IARP treasurer, in consultation with the IARP Finance Committee, shall recommend to the IARP Board of Directors the amount of funds and where they are to be invested in each classification for the next year. Upon board approval, the appropriate

investments shall be made. At each meeting, the treasurer will provide a status report on all the investments to the board.

- 8.8.3.12 **Types of Accounts & Investments:** Investments shall be made based on the following classifications:
- 8.8.3.12.a **Operating Account(s):** Short-term investments of funds used to fund annual operations. Eligible investments (0-12 months) include: Interest bearing bank accounts, money market funds, certificates of deposit (6-12 months), and US Treasury bills and notes (6-12 months).
- 8.8.3.12.b **Intermediate Account(s):** Intermediate-term investments of funds directly or through mutual funds used to fund board designated or undesignated projects. Eligible investments (3 months to 3 years) include: US Agency Securities, Intermediate Bonds, and/or US Treasury Note Bonds.
- 8.8.3.12.c **Long-term Account(s):** Long-term investments of funds held in reserve to insure flexibility and long-term viability. Eligible investments (3 years or more) include: Mutual funds (bonds and balanced bond/equity). Eligible funds for investment: Only those reserve funds in excess of \$100,000 in the cash reserve may be considered as eligible for investment as described above.
- 8.8.3.13 **Changes in the Investment Policy:** Changes in the investment policy shall be proposed by the treasurer in consultation with the Finance Committee and approved by the IARP Board of Directors.

IX Fundraising / Special Programs

- 9.1 **Fundraising/Special Programs:** All fundraising campaign should be designated to benefit the general operating fund of IARP, or a specific department, project, or activity of IARP. If the general operating fund is the beneficiary, contributions shall be considered unrestricted and may be used for any purpose approved by the board. If a specific department, project, or activity of IARP is designated the beneficiary of the fundraising campaign, then all contributions shall be considered restricted, and applied only toward expenditures related to the department, project, or activity.

Financial statements shall reflect all contributions received and shall indicate all costs of the fundraising effort, including overhead costs.

9.2 **Solicitation of funds:**

- 9.2.1 **International Fundraising:** Before a fundraising campaign can be initiated on the international level, the Board of Directors must approve a statement that sets forth the following:

- Justification of need for the fundraising campaign
- Process to be followed in soliciting funds
- Proposed length of the fundraising campaign
- Use of funds raised in the campaign

- 9.2.2 **Chapter Fundraising:** Chapters may embark on fundraising campaigns for the benefit of chapter activities, if such a campaign is

approved by the chapter Board of Directors. However, all contributions must be voluntary on the part of chapter members, and may not be solicited as a form of dues or a mandatory fee.

Any IARP chapter that chooses to exhibit as a vendor at any conference will only distribute material relevant to IARP and/or that state chapter.

9.3 **IARP Mail Broadcast Advertisements:** IARP will provide broadcast email services to outside agencies at a cost of \$250 for issues related to IARP member educational needs. All requests will be subject to executive committee review prior to distribution. All agreed upon requests will be subject to reciprocal exchange privileges as identified through a letter of understanding outlining comparable costs and use. Any such email will not be used for marketing beyond the agreed upon one-time announcement. All emails will be accompanied by a disclaimer statement to the effect of "Sharing this information does not constitute IARP endorsement of the program, content, or organization."

9.3.1 **Mailing List Distribution:** IARP will rent the membership mailing list to other organizations and non-members for a one-time use. The list will be provided on labels or electronically, and should be used within 30 days. The requesting organization will fill out and sign the label request form agreeing to the one-time use policy. The list will cost \$.25 per name or \$500 for the entire list. IARP may also provide the list to organizations with affinity agreements with the Association. IARP reserves the right to preview any marketing material to be sent to its members.

9.3.1.1 **Procedures:**

Persons or organizations requesting the membership mailing list from IARP may do so under the following guidelines:

- Request must be made using the appropriate form.
- Requests will clearly define the purpose for which the list will be used.
- The list must be used within 30 days from fulfillment of request.
- Requesting party will pay \$.25 per name or \$500 for the entire list.

Chapters that wish to have labels provided by headquarters must follow the following guidelines:

- The request must be made using the appropriate form for tracking purposes.
- There will be no charge to chapters.

Students who wish to have labels provided by headquarters for research purposes may do so under the following guidelines:

- The request must be made using the appropriate form for tracking purposes.
- It will be agreed upon that results of the research project will be submitted for submission in *The Rehabilitation Professional* journal for possible publication.
- It will be agreed upon that the results will be presented in a poster presentation at the next annual conference.
- The charge to students using the list for research purposes will be considered on a case-by-case basis.

9.4 **Affinity Program:** To Review and make recommendations regarding proposed products or services submitted for inclusion within the IARP affinity program.

9.4.1 **Committee:** The chair is appointed the IARP president to serve a term of two

years until his/her successor is appointed and qualifies. At least one member must be a member of the Board of Directors, appointed by the president. Members must be individual professional or associate member of IARP in good standing. The executive director or other staff appointee shall serve on the committee.

9.4.2 **Objectives:** Prepare and submit budgetary requirements by April 1; establish and maintain procedures for an assessment of products and services to be considered under the affinity program; and make timely recommendations to the Board of Directors regarding possible affinity program products or services.

9.4.3 **Affinity Program Benefits:** The International Association of Rehabilitation Professionals has multiple affinity program partners. The diversity of programs offered allows IARP to extend member benefits that enhance the value of membership in the Association. Each program provides a discount for services and products that support business operations and career advancement.

9.4.4 **Affinity Programs:**

9.4.4.1 **AAACEUs:** AAACEUs partnered with IARP in 2007 becoming the Association's discounted online continuing education provider. Members are provided online and home study continuing education courses that will satisfy certification renewal requirements. IARP earns a 10% commission on all activities linked through our web site.

9.4.4.2 **SkillTran:** The affiliate marketing agreement between SkillTRAN and IARP began in May 2001. In exchange for IARP endorsement of SkillTran's Job Browser Pro software IARP members receive a 10% discount on new license purchases. This agreement also provides IARP a 10% royalty on new license sales to its members.

Since the inception of this program many members have taken advantage of this discount opportunity yielding well over \$10,000 in royalties for IARP.

9.4.4.3 **Mercer Consumer:** IARP began its affinity agreement with Mercer in 2003. Members are provided with the opportunity to purchase professional liability, medical, and pet insurance. IARP earns a royalty of 5% on each policy in exchange for use of the IARP name, logo, current mailing lists, advertising space, promotional materials, and the exclusive right to offer plans of insurance to IARP members. As outlined in the original agreement, members receive the same coverage and premiums available on the open market.

The affinity agreement with Mercer has generated over \$100,000 since January 2007. There are more than 500 IARP members who participate in this insurance program. Average earnings to IARP are \$15,000 annually. The Mercer insurance program has a 90% retention rate.

9.4.4.4 **Caragonne & Associates:** IARP has an affinity relationship with Caragonne & Associates. Members are offered the opportunity to register for the Leisure and Learn Workshop at a discount.

9.4.4.5 **EBSCO:** EBSCO shall pay licensor earned royalties on a quarterly basis. Such earned royalties will be equal to twenty (20%) of the net

revenue collected for inclusion of content from the publication and products sold.

9.4.4.6 **FAIR Health:** FAIR Health shall pay IARP referral fees equal to five percent the member fees paid during each year of the term ("commissions"), provided that such member fees are equal to or greater than \$30,000 during such year. Commissions shall be calculated at the end of each year of the term.

9.4.5 **Affinity Agreement Disclaimer:**

"While IARP is pleased to provide affinity programs as a member benefit, such programs should not be interpreted as indicating that IARP or any of its members believes that any particular products or services are superior or inferior to any others. The information provided to members by affinity program partners has not been developed by IARP, and IARP does not independently test, evaluate, or verify the accuracy or completeness of any information provided to members by the affinity program partners regarding their products and services. IARP disclaims and makes no guaranty or warranty, express or implied, as to the accuracy or completeness of any information provided by affinity program partners, and disclaims and makes no warranty that their products and services will meet any particular member's needs.

"In making affinity programs available to the members, IARP is not undertaking to render professional or other services for or on behalf of any person or entity, nor is IARP undertaking to perform any duty owed by any person or entity to someone else. Members should rely on their own independent judgment in determining whether products and services offered by affinity program partners will meet member needs or, as appropriate, seek the advice of a competent professional. IARP specifically disclaims liability for any personal injury, property or other damages of any nature whatsoever, including, but not limited to, special, indirect, consequential, or compensatory damages, directly or indirectly resulting from the use of products or services provided by IARP's affinity partners."

X Endorsement, Position Statement Policies & Procedures

10.1 **Endorsement Policy:** The intention of this endorsement policy is to create a process for allowing a third party to use IARP's name and logo to support the content of their meeting or educational activity and to notify participants of IARP's support. IARP will provide endorsements only when the request is consistent with IARP's mission, vision, and goals and it is determine to be mutually beneficial to the parties involved. IARP has a responsibility to assess the value of scientific meetings and to support its Chapters and Sections IARP will not endorse an activity that has already been executed and/or launched.

10.1.2 **Definition:** An endorsement is a statement of approval or support for something or someone. For IARP, endorsement usually translates into approval of an activity/meeting, educational event, or project. For endorsement of a product or service, refer to the IARP Affinity Program Policy.

10.1.3 **General Principles and Criteria:**

- Events and activities endorsed by IARP must be consistent with IARP's mission, vision, and goals.

- IARP endorsement is valuable and usually confined to requests from IARP Chapters, Sections, members/groups of members, or other entities within IARP.
- IARP will not endorse any activity or product supported solely by industry or commercial interests.
- IARP will accept no financial or legal responsibility for an endorsed activity or product that is not generated by IARP itself.
- IARP's logo and endorsement may only be used with IARP's expressed written permission, which IARP will provide at its sole discretion and in accordance with these principles and requirements. The logo and endorsement must be featured prominently and legibly.
- Upon completion, a brief report must be submitted to the IARP office that describes any IARP - endorsed event. The report should include information on attendance / participation and any available evaluative data. Reports may be published in full or in part in IARP Board Materials.
- Event sponsorship is separate from any and all endorsements.
- Fee structure (?) Reasonable fees from endorsement based on Board approval and discussion. Will IARP charge administrative fees to endorse?

10.1.4 Who can request an IARP Endorsement:

- IARP Chapter in good standing.
- IARP Section in good standing.
- IARP member or group of members in good standing.

10.1.5 What can IARP Endorse:

- A meeting if planned by an IARP Chapter or Section.
- A session, lecture, or workshop at another association's meeting, if it is planned jointly or by IARP representatives.
- A publication, website, or an event if it reflects IARP's interests and is not industry produced. (Such approvals apply to single events or initiatives; endorsements would need to be requested for subsequent or repeated events or initiatives.)

10.1.6 Endorsement Procedures and Criteria: IARP staff will review all requests made via email (info @rehabpro.org); such requests must address all of the following:

- The name and description of the entity seeking IARP endorsement or logo use.
- Name and description of the meeting, activity, or event.
- The Who has been involved in developing the scientific or educational content (with attribution and affiliation and bibliography, if relevant).
- A description of the relation of the meeting, activity, or event to IARP's vision, mission, and goals.
- Whether the event or activity is one-time, regular (e.g., annual, biannual), and whether IARP has endorsed it previously, and if so when.
- Such materials as exist to date about the event (added as an attachment).
- Current or planned marketing materials, strategies, and plans indicating where IARP endorsement would be conveyed (e.g., website, email, direct mail, newsletter, calendar listing, social media) and an example of how and where the IARP endorsement and logo would be featured.
- The date of the event, activity, or publication and the deadline for IARP to decide whether to endorse or grant permission for logo use.
- The possibility of an IARP membership special offer, discount, and/or revenue sharing in relation to the proposed activity, event, or product.

- An indication of whether data will be collected to evaluate the success of the proposed activity, event, or product and if so, when data will be available and provided If approved, the requestor.

10.1.7 Approval of Endorsement: The executive director with the assistance of the association's President and/or Executive Committee (as appropriate) will review the proposal and supplementary materials to ensure the requested endorsement is in alignment with IARP's mission and educational strategic plan. The executive director with the assistance of the association's President and/or Executive Committee (as appropriate) determines the final ruling. The members of the IARP Education Committee will only be involved if an appeal is requested to review the decision.

The executive director may approve requests for endorsement that relate to IARP positions of support that have been already established and approved by International Board of Directors; meeting endorsements; educational activities (session, lecture, workshop, etc.); or projects.

10.1.8 Permitted Acknowledgement: If the request for endorsement is approved, the requestor is permitted the following acknowledgements of IARP endorsement:

- Permission to use the IARP name and logo on print and electronic materials, with approval in writing by IARP before such materials are printed/distributed.
- Upon request, IARP may send out email notifications to the IARP membership. The requestor must supply finalized content for review and approval by IARP staff.
- The endorsed event or activity will be listed on the IARP web calendar.
- Endorsement by IARP shall be displayed on relevant web pages and in all related materials.
- Links to IARP website area for Meetings, Membership, or About IARP, if requester has venues available for such links (e.g., website, publications).
- A report, if evaluative data of an event or meeting exists.

10.1.9 Terms and Conditions:

1. Endorsement is granted as a one-time use and a new application must be completed for any reoccurring programs, or additional dates from the initial approval.
2. Any changes in the program after endorsement must be communicated immediately to IARP and, if such changes breach the endorsement guidelines; this may result in loss of endorsement status.
3. IARP assumes no financial responsibility or liability for the program.
4. IARP does not provide continuing education credit or financial support for endorsed activities.
5. Endorsement may be withdrawn at any time if IARP comes to believe that the meeting or activity will not meet the requirements and conditions outlined above.

10.2 Position Statement

10.2.1 Position Statement The IARP Board of Directors, backed by the organization's credibility and good standing in the rehabilitation community, will develop position statements or will consider utilizing other's position statements in an effort to promote legislative priorities.

10.2.1 Process

1. Person requesting a position statement on behalf of IARP, will draft a near Complete version.
2. The executive director will send to board members with the response date.
3. Once draft is complete and has been approved the executive director will distribute a PDF copy to the board for their personal distribution and will also send the same copy to the internal social media, marketing, communications and PR staff as necessary.

XI Annual Conference

11.1 **Annual Conference:** IARP shall offer annually an educational conference that shall rotate between the western, central, and eastern portions of the country. In order to provide a smooth transition and continuity of service, the annual conference chairperson is expected to attend the annual conference.

11.2 **Board Responsibilities:**

- Conference chair or co-chairs are appointed by the president and should be individual(s) who have recently been involved at the national level.
- The conference program committee determines the theme of the annual conference, suggested educational tracks, and keynote/featured speakers.
- The conference program committee develops the topics and/or tracks for the conference.
- The results of the prior year's evaluation are taken into consideration when planning the conference program.

11.3 **Conference Committee Structure:** The conference committee consists of but is not limited to the following individuals who are approved by the conference chair/co-chairs.

- Each section has 1 representative.
- The education committee has 1 or 2 representatives.
- The local, state, or region has appointed representation.
- The conference chair/co-chairs oversee all programming.

11.4 **Roles and Responsibilities:**

11.4.1 **Conference Committee:**

- Determine conference theme.
- Determine program format with conference manager and education manager.
- Speaker management (oversee selection process [call for presentations], advise staff on expense coverage [per budget], and coordinate speaker host selection).
- Assist education manager with timely development of all conference-related marketing materials.
- Liaison to staff on public relations and media for conference.
- Review and recommendation of conference budget to board for final approval.
- Assist team with budget management.

11.4.2 **Local Arrangements Team:**

- Liaison to staff on companion program development & implementation.
- Liaison to staff on offsite events selection and pre-planning.

11.4.3 **Executive Director:** The executive director is responsible for the overall executive management of IARP. As appropriate, he/she is involved in the long-term direction of IARP conferences and programs.

11.4.4 **Membership Coordinator:** The general manager and the membership coordinator provide administrative support to the meeting which may include registration processing, onsite registration, and onsite staffing.

11.4.5 **Meetings Director:** The conference manager has overall responsibility for success of conference both logistically and financially. The manager is the

lead contact to the committee and is directly responsible for managing all hotel/site logistics. Also, the manager will monitor the budget on a monthly basis, with supervision by the convention supervisor. Additionally, the manager will oversee the trade show sales manager and provide input on all marketing pieces.

11.4.6 **Education Manager:** The education manager is directly involved in all aspects of the educational program including:

- Development and distribution of the Call for Presentations.
- Collection of all submissions/proposals from prospective speakers.
- Distribute speaker proposals to the appropriate groups/sub-committee for review and selection.
- Assist the speaker selection group/sub-committee during the selection process.
- Upon confirmation of the education program, contact all submitters regarding their acceptance/decline status.
- Develop and distribute speaker confirmation documents.
- Apply for CEs (formerly referred to as CEUs) from all applicable certification agencies, e.g. CRCC, CCMC, CDMS, CLCP (International Commission on Case Manager Certification), CVE, CWA, CCAA, NBCC, MONA (Midwest Division Nursing Association), IPTA, NSWA, AOTA, ABVE.

11.4.7 **Sponsorship and Exhibit Sales Manager:** The sponsorship and exhibit sales manager is directly involved in all aspects of the exhibit/sponsorship program and management of the exhibit hall.

11.4.8 **Website Coordinator:** The website coordinator will coordinate all online activities on behalf of the committee. Also, the coordinator will create and manage the conference section of the website, proof and edit copy as requested by the committee or staff, accept copy from the committee while coordinating appropriate copy from staff, and act as the interface with the website provider.

11.5 **Financial arrangements:** In order to attract high-level presenters, IARP will follow these financial guidelines:

- A reasonable speaking fee and travel, housing, and meal costs will be paid for the keynote speaker. Every effort will be made by the sponsorship task force within the conference program committee to secure a corporate sponsor to cover the cost of the keynote speaker.
- Based upon the discretion of the conference manager, travel, housing, and food costs may be paid for any speaker based on necessity. Every effort will be made by the sponsorship task force within the conference program committee to secure a corporate sponsor to cover the cost of the additional speakers.
- Pre-conference and main conference speakers, who plan to attend the Annual Conference, must register to receive a total of one 50% pre-conference and conference registration discount per presenter.
- IARP board members receive a 50% discount on the conference registration price.
- Retired members receive a 35% discount on the conference registration price.

Site Selection Guidelines (As of 1/20/2009):

- Conference sites shall be rotated to various locations, such as east, west, central to ensure equitable travel costs for members over a span of years.
- A major airport is within a thirty-minute trip to the venue.
- Reasonable airfares and frequent flights are available for the majority of potential attendees to the host city.
- Meeting space and rooms are available in the months established for the meeting.
- Dates should be selected that do not conflict with other organizations' meetings either (competitive or complementary) within 45 days of the IARP meeting.
- Seasonal weather should be taken into consideration.
- IARP must have assigned meeting space that provides for general sessions, breakout rooms, and exhibit space that is consistent with past meeting requirements. All meeting functions will be in the hotel (facility).
- All exhibit and meeting space will be provided at no charge.
- Exhibits should be in the same area as the general sessions and of a size that will accommodate the exhibits (or tabletops) and cocktail receptions and beverage breaks.
- The geographic location is in a metropolitan area that contains an active or potentially active chapter.
- The IARP meeting will be the principal meeting in the hotel and the Association will occupy the vast majority of the sleeping rooms in the hotel.
- Local attractions, restaurants, and nightlife should be within walking distance of the hotel.
- The hotel must be ADA handicap accessible.
- For the annual meeting the hotel will provide two presidential suites over and above the 1/50 complimentary policy. One presidential suite will be able to hold a reception for 30 - 40 people.
- High-speed internet access in each guest and meeting room.
- Two (2) staff rooms complimentary over and above the 1/50 complimentary policy for the executive director and conference manager.
- Discounted staff rooms at 50% off group rate.
- Upgrades for board of directors or meeting planning committee.
1/50 Comp policy for rooms.

Conference Speakers: IARP desires to offer well-qualified speakers for all programs sponsored by the Association.

11.7.1 **Procedure:** The conference committee will arrange speakers for all conferences and screen unsolicited program recommendations and speakers. These can be by direct invitation or published announcement. Speakers who have not been invited to speak must provide evidence of speaking capabilities, references, or other documentation in support of their program presentation. The conference committee will have the final approval of all speakers at IARP sponsored conferences or programs.

11.7.2 **Speaker RFP Process:** The speaker RFP (Request for Proposal) process is to gather information about potential speakers. Recruitment of speakers is executed via an electronic abstract/speaker management system.

- A Call for Presenters is issued approximately eight months prior to the conference.
- All speakers must fill out an RFP using the online abstract/speaker management system. No paper submissions will be accepted.

- Staff will submit a report and tracking instructions to the conference program committee for their review and rating of each proposal.
- The conference chairs/co-chairs, program committee, and staff will convene to select potential speakers for the conference. At this time the program will be reviewed to ascertain program content, making sure that all sections/levels/topics are represented. If needed, additional speakers will be suggested and contacted to complete the program.

XII Awards

- 12.1 **IARP Awards Program:** The IARP awards program recognizes members who have demonstrated a history of distinguished service to the Association and the rehabilitation community. Without the dedicated support, volunteerism, and leadership of the membership, IARP would cease to exist. We salute these men and women for their untiring service throughout the years. Award winners are honored at the IARP annual conference.
- 12.2 **IARP Lifetime Achievement Award:** For the individual professional member who has demonstrated a history of distinguished service or life-long commitment to the rehabilitation profession, and has made significant and notable contributions both to the organization and profession throughout his/her career. Retired can be considered.
- 12.3. **IARP Outstanding Professional Member Award:** Volunteerism can occur outside of the umbrella of IARP activities or in IARP sponsored charities (i.e. Kids Chance). For purposes of evaluating candidates, the volunteer activity would predominantly be within IARP or those charities sponsored by IARP or IARP recognized chapters.
- 12.4 **IARP Outstanding Leadership Award:** For the individual professional member who has demonstrated outstanding leadership in the service of IARP, either at the section level, international level, or within a particular chapter. He/she is committed to the rehabilitation profession, and has made significant and notable contributions both to the organization and profession throughout his/her career.
- 12.5 **IARP Young Professional Award:** For the individual professional member who has expanded the role of rehabilitation professional through IARP participation, leadership, volunteering, and/or professional growth, thereby representing and promoting the mission of IARP to a larger audience.
- 12.6 **IARP Outstanding Chapter Award:** For the chapters, this formal recognition showcases the outstanding work being done within IARP Chapters. All IARP Chapters are invited to participate by describing how their chapter performed against a set of criteria, which included:
- Leadership activity and organization involvement
 - Learning and career development
 - Membership growth and retention
 - Integration of the Next Generation
 - Strategic planning
 - Advancement of the association as a key stakeholder in legislative, regulatory, and policy issues
 - Creative and innovative activities

XIII Publications & Printed Material

- 13.1 **Reproduction of Published Resources:** IARP encourages the distribution of scholarly materials to enhance the members' expertise and promote rehabilitation.

13.1.1 **Guidelines:** Persons or organizations who wish to copy or reprint articles or materials from IARP publications may do so under the following guidelines

- Reprints will clearly identify the source, date including volume and number, authors, and pages of the materials.
- Reprints are for research and educational purposes.
- The person or organization seeking to reprint the materials will not charge for, or financially benefit from the use of or possession of the materials.

Persons or organizations that wish to copy or reprint materials for which a charge is made (such as a case book or articles which are distributed for sale) must make their request to the IARP headquarters.

- The request must be made in writing.
- The purpose of the request must be consistent with IARP goals.
- The executive director has the authority to make the decision as to whether to approve the reproduction request.
- IARP may decide to charge a fee or royalty for the rights for reproduction or may reprint the materials and charge for each copy. This decision will be made on a case-by-case basis.

13.1.1.1 **Example:** Here is an example of the response to a request to reprint:

The International Association of Rehabilitation Professionals (IARP) hereby grants permission to [Blank] to reprint the following definition from its copyrighted IALCP Standards of Practice booklet authored by the International Academy of Life Care Planners published in 2000.

“The Life Care Plan is a dynamic document based upon published standards of practice, comprehensive assessment, data analysis and research, which provides an organized, concise plan for current and future needs with associated cost for individuals who have experienced catastrophic injury or have chronic health care needs”.

This definition will be reprinted in the training manual of the Academy of Certified Brain Injury Specialists.

13.2 **Logo Use and Reproduction:** The IARP brand elements are detailed in the association’s “HZ” drive under Brand Rollout Policy. The IARP logo is reserved for official use of approved IARP headquarters, chapter, and section business and shall be consistent with the principles and practices of the Association.

13.2. **Guidelines:** Members who wish to use the logo may do so under the following guidelines.

- The logo will be used in conjunction with official programs and projects which relate to the goals and purposes of the Association.
- The logo will be exactly reproduced.
- The logo may not be used for commercially developed products for sale to the public or by members unless authorized in a board endorsed affinity program.

13.3 **Executive Committee Review:** The IARP executive committee may consider requests for the use of, or reproduction of, the logo where ambiguity appears to exist. The executive committee will report action relating to this policy to the IARP Board of Directors at the next scheduled meeting or through written correspondence.

13.4 **Use of Official Stationery:** IARP stationery carries the IARP logo with headquarters address and

a listing of the sections. The IARP logo is available for chapter or section use based upon the brand standards.

13.4.1 **Official Use:** Members of the board, staff, and other selected persons may use the Association's letterhead for all official business communications. This correspondence must be submitted in electronic format for approval by the IARP president or executive director. Headquarters will process all such correspondence.

13.4.2 **Personal Use is Prohibited:** All IARP board members, section board members, and staff are covered by this policy.

13.5 **Journal Related Policies:**

13.5.1 **Guidelines:** All editorial members of the *RehabPro* need to be members of IARP.

13.5.2 **Rates Structure and Review**

13.5.2.1 Rates structure and cost will be reviewed on an annual basis by the Membership and Marketing Director and appropriate staff.

13.5.2.2 Rates as of 4.25.18

Current member cost structure of annual and one-item purchases in order to cover expenses (please note that recommendations below are based upon categories already being used on order form):

13.5.2.2.1 IALCP Journal of Life Care Planning

- 4 printed editions, (current = \$25 for all 4, increase = \$80) IALCP section members only.
- 4 printed editions (current = \$65 for all 4, increase = \$100) non-IALCP section members.
- 4 printed editions (current = \$85 for all 4, increase = \$140) nonmembers.
- Single Issue, \$25 for IALCP section members, \$30 for non-IALCP IARP members, 40.00 for non-members.

13.5.2.2.2 The Rehabilitation Professional

- 4 printed editions, (current = \$25 for all 4, increase = \$80) for members. This would cover costs at the minimum cost we currently pay.
- 4 printed editions (current = \$85 for all 4, increase = \$120) nonmembers. This would cover costs by \$40 per year at the minimum cost we currently pay.
- Single Issue, \$25 for IARP members, \$40 for non-members

IVX Student Coaching Program

14.1 **IARP Student Coaching Program:** The student coaching program is a somewhat informal process that pairs a student or recent graduate with an established IARP member. The goal of the program is to allow a student or recent graduate the opportunity to benefit from the expertise and experience of the IARP professional while engaging in their career path. The coaching process can take place via varied methods that include in-person meetings, telephonically, or via email. This can be determined by the coach and student/recent graduate. The coaching relationship is not intended to be a long-term process, but one that provides the student/recent graduate with information and guidance that will help them in their career decision making process. It would be

up to both parties to determine the length of the coaching process. Matches will be made based on coach availability on a first-come first-served basis, if application is approved.

- 14.2 **Coaches:** Coaches should be IARP members in good standing with at least 5 years of experience. There will not be a specific training for coaches, but information will be made available regarding parameters and talking points. Coaches will be vetted and contacted by the program coordinator. An application form is available on the website.
- 14.3 **Students/Recent Graduates:** The program is intended for students nearing the end of their academic vocational rehabilitation program or for those who have recently graduated. An application form is available on the website that includes basic demographics, student status, and goals of participation.

XV Chapters

- 15.1 **Establishment:** The Association shall have chapters, which may be designated by state or region. Chapters shall be required to adopt and maintain bylaws that are consistent with the Association's bylaws and are approved by the executive committee of the Association. All existing chapters shall be required to adopt such approved form of bylaws.
- 15.2 **Chapter Formation Policy:** The Council of Presidents representative and senior director of marketing/membership to the IARP International board shall initiate inquiry among IARP members in an un-chaptered state, region, or country to determine if an interest exists in forming a chapter. The headquarters shall secure lists of rehabilitation professionals practicing in the state, region, or country, and shall send to those individuals an invitation to attend an organizational meeting coordinated by the COP representative and IARP members. The benefits of being organized as a chapter, and the steps necessary to be affiliated as a chapter, will be explained. These steps are as follows:
 - 15.2.1 **Procedure:**
 - 1. Petition IARP for affiliation as a chapter. A minimum of 10 persons must sign this petition to be considered by the IARP Board of Directors. After the board accepts the petition and declares that a chapter exists in the state, region, or country, the chapter must complete the following steps within six months. Dues rebates will be allocated to the chapter effective as of the date the Petition for Affiliation is accepted by the Board of Directors, but will not be sent to the chapter until steps 2-6 are completed.
 - 2. Incorporate the chapter with the appropriate state, region, or country office. (Model Articles of Incorporation are available in the IARP headquarters.) Send final Articles, and state notice of incorporation, to IARP headquarters.
 - 3. Adopt model chapter bylaws. This requires a majority vote of members of the new chapter.
 - 4. Apply for an employer identification number. Even though the chapter will probably not have employees, this step is necessary in order to qualify for the IRS group exemption.
 - 5. Complete the affiliation agreement with IARP. The chapter must be incorporated before completing the affiliation agreement. A vote by the chapter members is not required for the president to sign this agreement.
 - 6. Complete and sign the Group Exemption Authorization Letter. This guarantees that the chapter is covered under the IRS nonprofit status granted to the international association. All forms necessary for full affiliation are available from the regional representative or the headquarters of IARP.
- 15.2 **Chapter Governance:** The members of each chapter shall elect the governing board and officers of such chapter. Each chapter may conduct its affairs in such manner as it sees fit subject to the authority of the bylaws, the Association's standards and ethics and the authority of the Association's Board of Directors.

- 15.3 **Membership and Finances:** Every chapter member must be a member in good standing of the Association. Chapters shall be financed in whole or in part from Association dues, in a manner and amount determined by the Association's Board of Directors.
- 15.4 **Chapter Membership:** Professional and associate members must register to become members of a state/region chapter if a chapter is incorporated in your state/region.
- 15.5 **Chapter Membership Dues:** Professional and associate members must add state/region chapter dues if a chapter is incorporated in your state/region. Additional chapter memberships may be purchased according to the fee schedule determined by the IARP Board of Directors. Retired, professional candidate and student members are encouraged to join their local chapter.
- 15.6 **Chapter Rebate Policy:** Each officially recognized IARP chapter is eligible for annual rebates from the membership dues of IARP for each individual who is a member of IARP and resides in the chapter's territory. Additionally, a chapter may be eligible for rebates from amounts paid by IARP members who reside outside the chapter's territory but have paid to be a member of such chapter. IARP is not responsible for any liabilities that a chapter might incur.

The IARP international staff prepares monthly dues renewal invoices for each IARP member on the anniversary date of his/her joining. The invoice includes IARP dues, plus applicable chapter dues (each chapter sets its own dues).

Monthly, the IARP international staff electronically deposits the amount of the chapter's dues collected the prior month. The staff sends the chapter treasurer a written accounting of the individuals who have paid their dues during the preceding month. This report is normally sent by the 10th of the month following.

Each chapter will receive:

- \$ ___ rebate on dues for each professional member,
- \$ ___ rebate on dues for each corporate member,
- \$20 rebate on dues for each professional candidate member,
- \$ ___ rebate on dues for each professional member,
- \$ ___ rebate on dues for each retired member.

15.6.1 **Rebates:** To qualify for these chapter rebates, a chapter must meet the following criteria:

- The chapter must identify, on its stationery and other communications, that it is a part of the International Association of Rehabilitation Professionals.
- The chapter must have at least ten members.
- Chapters must conduct regularly scheduled meetings per year. The chapter should submit an annual written report summarizing the discussion at the chapter meetings and outlining the activities of the chapter during the year, as well as proposed activities for the upcoming year.
- The written chapter report and financial report must be submitted to IARP headquarters no later than January 31 following completion of the chapter's year.
- The chapter must follow the affiliation agreement with IARP and IARP policies relating to chapters.

15.6.2 **Compliance:** Chapter rebates may be suspended if the chapter is determined to be out of compliance with its affiliation agreement, or any policy and procedure. Rebates will only be reinstated when it has been proven the chapter in question has begun providing appropriate member services. Chapters will have six months to come into compliance with the affiliation agreement. Adopted 12/1/2001.

Any chapter in good standing will be able to apply for an advance on chapter rebates for

approved projects. The IARP Board of Directors will review and may approve at its discretion all such requests. Approved March, 2005.

XVI Council of Presidents

16.1 **Council of Presidents:** The Council of Presidents (the "council") shall consist of each individual then serving as president of a chapter of the Association. The council shall serve as a liaison between the Board of Directors of the Association and the chapter presidents and elect a representative of the council to serve as a director of the Association in accordance with the bylaws. The council shall conduct its affairs in such manner as it sees fit subject to the authority of the bylaws and the Association's Board of Directors.

16.2 **Council of Presidents Representative:** The Council of Presidents' Representative has a dual role in the Association.

16.2.1 **Council of Presidents Representative to the Board:** He/she is the facilitator of the Council of Presidents and as an IARP Board Member as well as a member of the Executive Committee.

16.2.1.1 **Responsibilities to the IARP Board of Directors:**

- Communicate regularly with the Board of Directors and the executive director through attendance at the monthly organization-wide conference call, or through the Council of Presidents designated board representative if he/she cannot attend the call.
- Attend all Council of Presidents meetings and the national conference.
- Annually submit the required financial documentation to headquarters as well as the updated list of officers for the coming year.
- Notify headquarters immediately of any change in officers.
- Direct questions or concerns to the Council of Presidents representative.
- Submit annual report and financial report to IARP headquarters by August 15th annually.

16.2.2 **Chapter President:** The chapter president has a dual role in the Association. He she is the executive officer of the chapter as well as the chapters' representative on the Council of Chapter Presidents.

16.2.2.1 **Responsibilities to the Chapter:**

- Preside at all chapter meetings and events.
- Oversee the activities of the other board members and committees.
- Keep all members informed on a regular basis of chapter activities, programs, and services.
- Make oneself available to the community as a resource for information concerning rehabilitation issues.
- Resolve difficult or controversial issues in a tactful, professional manner, permitting full discussion in all debatable motions while respecting the position of each member. Once a decision is made, implement it in a positive manner as the majority decision.
- Adhere to all chapter and IARP bylaws and policies and procedures.

16.2.3 **Duties of the Chapter President:**

- Provide a well-rounded and meaningful program of activities, and supply information pertaining to the latest clinical techniques and managerial techniques available today to its membership.
- Serve as a community information center to the general public on questions and recommendations concerning rehabilitation.
- The individual directly responsible for the coordination of these activities is the president of the local chapter. It requires a sincere, dedicated, and conscientious effort to fulfill all of the obligations and responsibilities of the office, and needless to say, it is necessary to spend many hours of planning, executing, and controlling the many chapter projects and activities. All this is necessary, however, if we are to maintain the professional character, stature and image of the International Association of Rehabilitation Professionals and rehabilitation.
- Naturally, it would be impossible for one individual to assume direct responsibility for all chapter events; however, a strong president with the ability to get things done by working with and through people can accomplish a great deal. Thus, the chapter president must assume the task of selecting the right people to fill the leadership positions of the various committees. He/she can motivate these individuals into a performance of excellence. This can be done by:
 1. Assume responsibility and delegating authority.
 2. Render guidance and counsel.
 3. Listen to constructive criticism and making corrective adjustments.
 4. Possess humility and respecting the rights and feelings of others.
 5. Manage unpleasant subjects and situations in a fair and just manner.
 6. Conduct himself/herself at all times in a way that would add prestige, dignity, and honor to the office of president.
 7. Preside at all meetings.
 8. Formulate the overall strategic plan for the chapter modeled after the IARP strategic plan. Oversee the various activities in which the chapter will be involved. This should be one of the first efforts of the president. He/she should meet with all committee chairs to discuss programs and activities. A priority list is then developed and published. This allows the entire membership to evaluate each program and become active in the area for which they are most talented. Participation is the key to chapter success.
 9. Oversee activities of other officers and functional chairs. A written job description should be prepared for each officer and committee chairperson. The president should stress how their responsibilities enter the overall planned chapter activities. It should be pointed out to the incumbent that his/her dedicated support and performance is vital, if the chapter is to grow and achieve success. Each committee should be reviewed periodically and individual performance noted. Committee participants are prime candidates to become future chapter officers.
 10. Preside in a firm, competent, tactful, and just manner. He/she must be neutral in the chair on controversial matters and must permit full discussion in all debatable motions. He/she respects the opinion of everyone and after a majority rules, sees to it that the decision is carried out in a harmonious atmosphere. Opens and closes the meetings promptly and makes sure that written minutes are published expeditiously.
 11. Require written progress reports from each officer and committee chairperson each month and compare them with previously described programs and activities. Notify any incumbent of non-performance or slow activity. See that proper measures are taken for corrective action.
 12. Arrive at the place of the scheduled meeting early to see that everyone and everything is in readiness for the meeting. Make himself/herself available to the entire membership, especially the new members and guests. He/she should display constant enthusiasm and support for all chapter activities. Acknowledge each speaker's appearance with a letter of thanks on behalf of the chapter.

13. Keep in contact with the entire profession of rehabilitation by reading and participating in as many related activities as possible. The chapter president should make himself/herself available to other groups to promote the image of rehabilitation.
14. Maintain close contact with the executive committee, Council of Presidents' representative, headquarters, the international president and other chapters on IARP official business. A free exchange of ideas and suggestions are necessary to eliminate misunderstanding and to keep abreast with all the programs that are available as members of the Association.
15. Submit a written quarterly progress report to the membership to keep them informed about chapter activities. An annual report should be prepared evaluating each of the activities or programs developed during the year. This information will be most helpful in determining a course of direction for the newly elected chapter officers and committee chair people. This annual report is to be filed with the headquarters by August 15 annually.

16.3 **Chapter Financial Reporting Policy:** All chapters shall adopt the calendar year as their fiscal year. By January 30 of each year, the chapter shall file with the headquarters a financial statement and balance sheet for the preceding fiscal year. The report shall contain the following information and be in the format provided in the appropriate Connect All Member Forum folder.

16.4 **IARP Chapter Financial Operation Guidelines:** The following guidelines are intended to assist IARP chapters in setting up and maintaining financial policies and procedures that promote accountability for managing revenue, expenses and account balances, transparency of records to minimize the risk of fund mismanagement and portability of financial data for ease in transferring accounts from one treasurer or board officer to another.

16.4.1 **Accountability:**

- When setting up a chapter bank account, have more than one person assigned to the account. Most likely the elected treasurer will be the primary listed on the account with the president as a secondary on the account. It is not recommended for the treasurer and president to be the same person.
- Chapter shall reconcile bank statements monthly. Whether a chapter meets monthly or not, the treasurer should submit the reconciled statements to the chapter's Executive Committee or the president at the least. Typically, chapter accounts are active during times of conferences and for leadership travels. These are the times where such controls will provide backup for processing and monitoring chapter expenditures and revenues.
- Establish controls on whom, when, and under what conditions checks are written against the chapter's bank account. All expenses need to be discussed by the chapter board. Ideally, this discussion should include the following:
 1. Chapters shall consider requiring two signatures on checks for amounts that exceed \$250. These signatures may include the treasurer and president or another designated board officer.
 2. Expenses incurred by the chapter should have prior approval by the board if possible, e.g., expected food/beverage invoice for a state conference. Motions should be reflected in the minutes to provide acknowledgments by the chapter board that the expected items had been approved.
 2. When checks are issued, receipts should be provided for reimbursement as well as invoices for services rendered and approved by the board. Approved amounts paid should be clearly reflected in the minutes. The chapters may wish to adopt their own

expense reimbursement form and/or travel reimbursement form showing appropriate documentation and authorization signatures.

- Chapter credit and debit cards are not recommended. Chapters are encouraged to operate financially within their means and should avoid the use of credit cards. Chapter debit cards should also be avoided due to limited controls and expense documentation when cards are used and to minimize the potential risk of misuse.

16.4.2 **Transparency:**

- Bank statements should be reviewed by the president and reconciled by the treasurer monthly. Access to bank accounts may be online so that monthly statements can be reviewed electronically by both the treasurer and president. The treasurer may also request that copies of bank statements be mailed to the president.
- Treasurer should submit a formal treasurer's report as part of every chapter board meeting to include bank account balances, deposits, and debits.
- Chapters shall adopt the fiscal year of July 1 to June 30 to coincide with the IARP fiscal year. Treasurer will complete and submit a yearly financial report to the chapter Executive Committee by January 30.
- Chapters shall prepare and submit a financial statement and balance sheet for the preceding fiscal year to IARP headquarters in a format and by a certain date that complies with headquarters policy. This is not only an Association/chapter requirement but has legal implications for IARP's tax status.
- U. S. chapters comply with IRS filing requirements consistent with Section 501 (c) (6) of the Internal Revenue Code as it now exists or as hereafter amended. Currently, U.S. chapters with annual gross receipts of \$50,000 or less are required to file with the IRS electronically by submitting Form 990-N, also known as the e-Postcard. Chapters with annual gross receipts greater than \$50,000 are required to file a Form 990- EZ Short Return of Organization Exempt from Income Tax or Form 990 Return of Organization Exempt from Income Tax.

16.4.3 **Portability:** It is recommended that chapters account for all banking transactions using acceptable business and financial procedures and a computerized bookkeeping system such as Quicken or QuickBooks. Electronic recordkeeping may be maintained on a web-based server that allows access by the treasurer, president, or another designated board officer. Electronic recordkeeping enables more consistency in categorizing expenses/revenue and allows for more portability when new board members come into office.

16.4.4 **Risk Assessment:** Additional administrative controls will help to protect the chapter from financial loss, misuse, and fraud.

- Chapters conduct a risk assessment to determine if and where chapter finances may be vulnerable.
- Chapters periodically review policies and procedures created to control financial management, assess if the processes are being implemented as intended, and if the controls are effective and relevant.

16.5 **Chapter Scholarships:** Are currently available via chapter function at the discretion of the Chapter President and subsequent Executive Committee. Scholarship parameters are developed and executed by the same chapter leaders and are based upon documented need.

XVII Sections

17.1 **Special Interest Section:** IARP encourages the participation of its members in special interest sections and committees that dovetail with their area of expertise or interest for the purpose of sharing information and enhancing professional development. The chairperson of each special

interest section or committee acts as a liaison between the special interest section members and the International Program Committee to ensure that each special interest section share in program planning.

- 17.2 **Purpose:** The purpose of sections shall be to enable members working in specific areas to communicate with one another and to share ideas and expertise. Activities of sections shall be determined by section members. Sections may be consulted by the Board of Directors on matters relevant to their respective areas of expertise.
- 17.3 **Governance:** Upon the establishment of a new section, the Board of Directors may establish a reasonable deadline for the section to become fully operational and elect its section director, as provided for in Article IV, and section chairperson, as provided for below. In establishing a new section, the Board of Directors shall establish the beginning of the new section director's two-year term so that a relative equal number of section directors are elected in alternating years. In doing so, a one-year transition term may be established. Each section shall have a chairperson who shall report directly to the Board of Directors. The chairperson of each section shall be elected by section members, except when a section is newly established. The first chair of any new section shall be appointed by the president and approved by the board. The chairperson shall serve at the discretion of the board. The term of each chairperson shall be for one year or until his or her successor has been elected and qualified. Sections shall be responsible for their activities and expenditures, and shall submit a yearly report to the Board of Directors prior to the annual meeting of members.

17.3.1 Procedure:

- Each special interest section will elect a chairperson biennially.
- Each special interest section's elected board representative will be on the annual conference planning committee.
- Each special interest section is encouraged to develop a board organization system to provide the following benefits for their members:
 1. Educational opportunities (i.e., teleconferences, conferences, distance learning, home study, newsletters).
 2. Regular column written for submission in *The Rehabilitation Professional* journal; a/k/a *RehabPro*.
 3. In addition to a regular column, provide one educational article in the *RehabPro*.
 4. Newsflashes posted to website.
 5. Oversight of discussion groups.
- The special interest section shall provide from among its board members a representative to each of the following IARP committees: education, finance, and membership/marketing
- Each special interest section chairperson or committee chair who wishes to develop a special interest conference will work in coordination with the international conference chairperson.
- Each special interest section chairperson will chair the annual section meeting, solicit new information, and conduct the business of the section, or represent the section at joint meetings.
- IARP headquarters will encourage and assist sections and committees with the annual conference and special interest seminars, which may be offered throughout the year. (Note: refer to the conference responsibilities addendum of IARP contract and conference policies and procedures developed in conjunction with Ewald Consulting).
- If there is no action by a section, members will be solicited for interest. If none, it will be disbanded or merged with another section by board vote.

- 17.4 **Section Membership:** Membership in sections shall be voluntary and available to current members of IARP in good standing who meet the section's membership requirements. Members may enroll in more than one section. Additional information can be found in Addendum A, however, official names and audiences below:
- 17.4.1 **Forensic Section of the International Association of Rehabilitation Professionals (IARP):** Membership in the section is available to all professionals who are current members of IARP in good standing.
- 17.4.2 **Life Care Planning (IALCP) Section of the International Association of Rehabilitation Professionals (IARP):** Membership in the Life Care Planning IALCP section shall be extended to any members in good standing of IARP who are involved in, or interested in, the field of life care planning.
- 17.4.3 **Rehabilitation and Disability Case Management (RDCM) Section of the International Association of Rehabilitation Professionals (IARP):** Membership in the section is available to all professionals who are current members of IARP in good standing.
- 17.4.4 **Social Security Vocational Experts (SSVE) Membership in the Social Security Vocational Experts (SSVE) Section is limited to those individuals who are recognized by the Social Security Administration Office of Hearings Operations as operating under the guidelines of a Blanket Purchase Agreement (BPA). Membership shall be in one of three classes:**
- CLASS A MEMBERSHIP** requires the individual to be the owner of a BPA, a professional member of IARP, and a member of SSVE.
- CLASS B MEMBERSHIP** is available to an individual who is actively serving as an SSVE under the direction of a BPA owner, is a professional member of IARP, and a member of SSVE.
- CLASS C MEMBERSHIP** is established for the good of the order of SSVE. Those members offer special services, research or perspectives that may be useful to the Section. Such a membership is determined by the SSVE Board of Directors by majority vote. Such an individual must also be a professional member of IARP or a student member of IARP. Individuals with a Class C membership are not entitled to hold a position on the board.
- 17.5.5 **Vocational Rehabilitation Transition Services (VRTS) Section of the International Association of Rehabilitation Professionals (IARP):** Membership in the section is available to all professionals who are current members of IARP in good standing.
- 17.5 **Mission and Purpose of Each Section (additional individual purposes can be found in Addendum A)**
- Promote the interests of the members of the individual section.
 - Educate section members in their field of rehabilitation.
 - Promote interaction between rehabilitation professionals to encourage the exchange of ideas, provide networking opportunities and a forum, such as IARP Connect distribution group, for the discussion of section specific rehabilitation and other pertinent topics.
 - Promote leadership and mentorship in the field of rehabilitation.
 - Promote the visibility of section specific rehabilitation.
- 17.6 **Rights of Members**
- Section members shall have exclusive access to the section discussion groups in which they belong.

- Section members shall be entitled to discounts on special interest seminars sponsored by the section as determined by the section board.
- Section members shall have the right to vote on all matters put forth to the section membership.
- Section members shall be entitled to attend and participate in meetings convened by and for the section.
- Section members are entitled to hold standing committee membership as appointed by Section Chair.

17.7 **Section Board of Directors:** Each section will have their own individual board of directors that will be composed of seven to ten individuals based on the specific needs of the section (a student advisor is recommended but not required as a member). In an effort to adequately represent the needs of each section, a representative from each section will serve on the Education, Annual Conference, Marketing / Membership, Legislative / Government Affairs and Awards committees. A board member shall relinquish his/her position if unable to serve, such as for reasons of advancement to another leadership position within the IARP organization.

17.7.1 **Chair:** Responsible for providing leadership of the section including: development of the section in accordance with the policies of the IARP constitution and bylaws; preside at all section business meetings; organize the committee which plans the annual forensic conference and appoint members to standing committees; act as ex-officio member of all section board meetings; and review the duties and responsibilities of the section board members and standing committee members to assure they are carried out.

17.7.2 **Past Chair:** Assist the section chair as needed and directed; assemble a nominating committee to develop a ballot for the annual elections; and perform other duties as determined by the chair or section board.

17.7.3 **Chair-elect:** Assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section; and perform other duties as determined by the section chair or section board.

17.7.4 **Secretary:** Assume duties of the section chair in case of absence; assist the section chair in carrying out duties and responsibilities; serve as leader or member of standing committees as directed; keep accurate record of section board proceedings and provide a reading of minutes as requested; post the minutes of each meeting the RDCM library; and other duties as determined by the section chair or section board.

17.7.5 **Member(s)-at-large:** Sections may have one – seven members-at-large, dependent upon the needs of the section. Those individuals will attend all board meetings; perform other duties as determined by the section chair or section board.

17.7.6 **Section Representative to the IARP Board:** Attend all national board meetings, representing the section and section board; perform other duties as determined by the chair or section board.

17.7.7 **Student Advisor:** Currently enrolled in a graduate or certification program with specific interest in one specific section, will communicate concerns and needs of the students to the board and participate in committee work as assigned.

17.8 **Terms of Office:**

- The chair-elect is elected each year. Once elected, the chair-elect serves one year on the section board in this capacity, then assumes the chair position. The chair serves one year in this capacity, then moves into the past chair position for a third and concluding year. (Succession: chair-elect, chair, past chair).

- Once elected, the co-chair serves one year on the section board in this capacity, and then moves into the past co-chair for a second and concluding year. (Succession: co-chair, past cost chair).
- Section representative to IARP Board of Directors will be elected for a 2-year term.
- The member(s)-at-large will serve a two-year term, to be elected in odd years, and may be re-elected to serve up to (6) consecutive years.
- Members who have completed the maximum consecutive terms shall be eligible to seek additional terms after completing at least one year off the board.
- Student advisor – 1-year term.

17.9 **Vacancies:** In the event of a vacancy in the office of the section-chair, the chair-elect shall succeed to the chair for the expired portion of the term, and the office of chair-elect shall be filled by recommendation from a nominating committee formed by current/remaining members of the existing section board so long as they are members in good standing.

Directors who fill midterm vacancies shall not count the partial term in calculating re-election eligibility.

17.10 **Removal:** Any section board member may be removed for cause, which may include, but is not limited to, failure to attend or participate in three (3) consecutive regular meetings of the board. Removal shall require the affirmative vote of at least two-thirds of the remaining directors.

17.11 **Duties of the Board of the Each Section:**

- Acts as the policy setting body for the section, establishing goals and making recommendations for action and activities.
- Promotes leadership development and participation opportunities for the general membership of the section by seeking to have section members serve as committee chairpersons and committee members.
- Oversees the activities delegated to section members and provides direction and approval as necessary.
- May serve as committee chairpersons and committee members.
- May determine that certain activities and responsibilities cannot be delegated to general members and may assign those activities and responsibilities within the board membership. This would generally apply to special ad-hoc assignments or situations where an elected leader is needed to represent the section.
- Develops and implements plans that promote growth of the section and provide services to section members and the field of life care planning.
- Provides appropriate communication to section members, IARP, and the rehabilitation community.
- Will use staff resources to implement day-to-day operations in accordance with policy and action decisions of the board.
- Must establish policies, actions, and activities within the framework of IARP bylaws and policies. Any policies, actions, and activities with budgetary considerations must be approved within IARP procedures.
- Carry out mandates of the section as determined by the membership.
- Consider financial obligations carefully in view of available financial resources as outlined by the IARP executive board.
- Develop plans for the section growth and development.
- Create committees or task forces and committee to fulfill the functions of the section as it deems necessary.
- Address issues of the membership.

- Provide a summary report to the IARP president following each meeting of the section board. This may be in the form of board meeting minutes. The minutes of each business meeting shall be submitted to the IARP president within 30 days following the meeting or election.
- Present annual report for each succeeding year and other reports as requested by IARP executive board.
- Facilitate and promote the dissemination of research and data from RDCM to other IARP sections and general membership of IARP.
- Meet with outgoing (retiring) section board members following the annual meeting, or at a time agreed upon by the parties, at which the new section board members are elected for the purpose of orientation and section board to review and transfer official files to appropriate incoming section board members.

17.12 Nominations and Elections:

- 17.12.1 **Nomination Committee:** In the absence of membership participation, the section will appoint a nominating committee. The past-chair shall supervise the nominating committee to nominate candidates for the offices to be filled in the next election.

The committee shall extend in writing, electronically, or by publication in the Association's newsletter or journal to the membership a call for nominations, no less than 90 days prior to its meeting for the nomination of candidates.

The nominating committee shall conduct the annual election by electronic ballot or written ballot by request, which shall be distributed to the membership no less than 30 days prior to the election. The committee shall report the results of the election at the annual meeting.

Election and balloting materials shall be made available to all members of each section and shall include information on the candidates and voting instructions. Candidates shall be responsible for completing and submitting candidate information in accordance with procedures established by IARP.

- 17.12.2 **Slate of Officers:** The nominating committee shall prepare a slate of one or more names for consideration. This slate, together with information on each candidate, shall be published and distributed to the membership along with the IARP ballot.

- 17.12.3 **Vacancies on the Nominating Committee:** Vacancies on this committee will be filled by appointment of the section or co-section chair.

- 17.13 **Qualifications:** Candidates will be solicited within the individual section membership. Candidates will be screened for qualification by a nominating committee or, in the absence of such committee, by the Board of Directors. All qualified candidates shall be presented to the membership, as long as each candidate follows election procedures and provides required information.

- 17.14 **Meetings:** In addition to the meetings detailed in sections 17.13.1 and 17.13.2, additional meetings shall be held as determined by the Board of Directors or at the written request of at least (10) members of the section. Notice of meetings shall be provided to all members of the section.

- 17.14.1 **Location:** Meetings shall occur at regularly scheduled times determined by consensus of the board members.

- Meetings may occur at Life Care Planning IALCP section and/or IARP events, conferences or where Life Care Planning IALCP section members are invited and likely to attend.

- Funding for special meetings shall be authorized by IARP prior to calling such meeting.

17.14.2 **Annual Meeting:** The section or co-section chair shall determine the date and location of the annual meeting and shall notify the membership at least six months year in advance of the meeting. The SSVE section annual meeting will take place at the IARP annual conference. The date and time of this meeting will be determined during the section’s telephonic meeting 2 months prior to the IARP annual conference. The agenda for this meeting will be determined at this time as well. The duration of the SSVE board section annual meeting will be approximately 60 minutes.

17.14.3 **IARP Section Specific Conference:** The section board shall determine the date and location of each individual section conference and notify the membership at least one year in advance of the conference.

17.15 **Compensation:** Members of the Board of Directors will not receive monetary compensation for services provided as members of the board. Coverage of expenses will be in accordance with IARP policies. Any additional coverage of expenses must be authorized by the Section Board of Directors and, as needed, IARP Board of Directors.17.14

17.16 **Committees:** Committees can be established to carry out the work of the section board to accomplish the mission of the section.

17.16.1 **Establishing Committees:** The Board of Directors determines the need for committees, establishes the charges for the committees, and appoints committee chairpersons and members. Committee members will be screened and selected based on qualifications that the board determines are appropriate for each committee. Committees may be standing (ongoing) or ad-hoc (temporary). The Board of Directors may create, dissolve or alter any committee.

17.16.2 **Committee Authority:** Committees may act within the scope of authority conveyed by the Board of Directors in establishing the charges for the committee. The Board of Directors retains the right to approve certain decisions and processes, and will work with the committee chairperson to determine when board approval is needed. The Board of Directors will refrain from micromanaging and re-working committee activity.

17.16.3 **Standing Committees:** The following committees are required to be formed when the Board of Directors has identified a chairperson and members. Once formed, the committees shall be ongoing until such time that the Board of Directors dissolves the committee.

- **Education:** The chair of this committee will serve as the section liaison on the IARP education committee. Education opportunities are considered to be an important service to members. As each education opportunity that the Board of Directors wishes to pursue is identified, the Board of Directors will make effort to identify and develop education opportunities, either independently or through other IARP and section events or with other organizations.
- **Marketing/Membership:** The chair of this committee will serve as the section liaison on the IARP marketing/membership committee. This committee shall develop strategies for membership promotion and retention, which shall be approved by the Board of Directors. This committee will also

inform IARP members of the activities of the section through the IARP *RehabPro* or section listserv.

- **Finance Committee:** The chair of this committee will serve as the section liaison on the IARP Finance committee. This committee will assess and communicate the financial status of the organization to the section board and provide input and feedback on section specific membership needs to the IARP board.
- **Nominating Committee:** Chaired by the past-chair, this committee shall seek candidates for the Board of Directors and prepare and present a slate to the section membership. Nominating committee members shall not seek election to the Board of Directors for their section, during the year served on this committee.
- **Strategic Planning Committee:** The members of the Board of Directors shall serve as the section's strategic planning committee. The Board of Directors shall solicit feedback from its members in the preparation of the plan. The plan will be reviewed on an ongoing basis, but at least quarterly and updated as appropriate as approved by the section board. The section's strategic plan should be congruent with the IARP strategic plan.

17.16.4 **Ad Hoc Committees:** From time to time the Board of Directors may determine that temporary committees shall be formed to address limited projects or tasks. Ad-hoc committees may include, but not limited to:

- Standards committee to oversee periodic revisions of the standards of practice.
- Advancement of the profession.
- Core competency development.
- Code of ethics revision.
- Representative on the annual conference committee.

17.17 **Conflict of Interest:** Possible conflict of interest on the part of a section board member shall be disclosed to the board and made a matter of record.

17.18 **Recusal:** Any board member having any possible conflict of interest on a matter shall not vote on such matter. Such board member may, however, be counted in determining a quorum for the meeting at which the matter is voted upon and may state a position on such matter and provide information that may be of value to the board and its deliberations.

17.19 **Quorum:** A majority of the section board members in office will constitute a quorum for the transaction of business at any meeting of a section board, unless a greater proportion is required by applicable law or IARP bylaws.

XVIII Standards Compliance Review Board SCRB

18.1 **Standards Compliance:** The chapter and its members shall adhere to and be bound by the professional standards and ethics as approved by the IARP Board of Directors from time to time, and shall follow the prescribed process for referring complaints to the IARP Standards Compliance Review Board.

18.2 **Release of Information:** Anyone who files a complaint under these guidelines and procedures will be required to grant permission to the accused member to release records relevant to the

complaint to the SCRB. These records will become part of the record and a copy will be provided to the accused member.

- 18.3 **Standards Compliance Review Board:** The IARP Standards and Compliance Review Board (SCRB) is made up of an elected advisory panel of IARP professional members which reviews the conduct of IARP professional members to determine if a particular action is in violation of the IARP code of ethics. The intent is to promote sound ethical practices by IARP members. These guidelines are intended to specify procedures for processing complaints of alleged ethics violations, sanctioning members who have been found to violate the code of ethics, and processing appeals.

The SCRB is a standing committee of the board as defined in the IARP bylaws, Article VII.

18.3.1 **Recusal:** SCRB members will recuse themselves from participating in any aspect of a case when a personal or professional conflict exists or when the member has knowledge of the case outside his involvement in SCRB.

18.3.2 **Replacements:** If recusals result in fewer than a quorum of members (defined in the bylaws as at least 4 of the 6 elected members), the executive director shall appoint a sufficient number of IARP professional members to serve during the period of recusal.

- 18.4 **General Responsibilities:** The SCRB is responsible for educating IARP members and the general public as to the provisions of the applicable IARP code of ethics (hereafter called the code); periodically reviewing and recommending changes in the code as well as these guidelines; receiving and processing complaints of alleged violations of the code; and receiving and processing questions with respect to the code. The SCRB members have an obligation to act in an unbiased manner, to work expeditiously, to safeguard the confidentiality of the SCRB's activities, and to follow procedures established to protect the rights of all individuals involved.

- 18.5 **Jurisdiction:** The SCRB has jurisdiction to consider whether an individual has violated the code only if the individual holds current IARP membership. In the event that IARP receives a complaint concerning an individual who is not a member of IARP, a representative of IARP shall inform the complainant that the complaint is outside of IARP's jurisdiction and may refer the complainant to an appropriate authority. Should a member relinquish membership during the course of any case, IARP reserves the right to continue the matter for a final and binding resolution according to these guidelines.

18.6 **Ethics Complaints:**

18.6.1 **Filing Complaints:** The SCRB shall accept complaints from any person who has a verifiable reason to believe that a member has violated the code. The SCRB reserves the right to act as the complainant.

18.6.2 **Submission Requirements:** The SCRB will accept only signed, written complaints on the IARP Ethics Complaint Form attached to the Guidelines and including supporting documentation. A complainant who does not include a completed IARP Ethics Complaint Form will be informed in writing of the need to comply with these requirements before the complaint will be presented to the SCRB. If the complainant does not respond within thirty (30) calendar days, the file will be closed.

18.6.3 **Correspondence:** All correspondence related to a complaint must be addressed to the Standards Compliance Review Board, IARP, Executive Director, 1000 Westgate Drive, Suite 252, St. Paul, MN 55114.

18.6.4 **Members' Responsibilities:** Members are required to cooperate with the procedures outlined within these guidelines.

18.6.5 **Timelines:** The timelines set forth in these standards are guidelines established to provide a framework for processing complaints and may be modified at the SCRB's discretion. The SCRB shall grant an extension of a deadline requested by a member or complainant only when it deems the extension to be justified by unusual circumstances. The SCRB may, in its discretion, delay or postpone its review of any case. Delinquent filings made by any party may be disregarded at the SCRB's discretion.

18.6.6 **Administration of Complaints:** The responsibilities of the SCRB with respect to ethics complaints shall include, but not be limited to, the following:

- Review the complaint that has been received for form and completeness.
- Determine whether the SCRB should accept the complaint under these guidelines based on:
 1. Whether the alleged behavior, if true, would violate provision(s) of the code.
 2. Whether the complaint is supported by reasonable evidence or whether such evidence is likely to develop. In proceeding with its review and determinations, the SCRB is not limited to the code violations identified by the complainant.
- If the SCRB determines that the complaint contains insufficient information to make a fair determination of whether the behavior alleged in the complaint would be cause for action by the SCRB, the SCRB may request further written information from the complainant or other person.
- Notify the complainant that the SCRB has determined that no action shall be taken; or, if action is to be taken, notify the complainant and the member of acceptance of the complaint.
- When appropriate, the SCRB shall arrange for legal advice with the assistance of the IARP executive director.
- If the SCRB determines that substantial and credible evidence suggests that a member against whom a complaint has been filed could pose a substantial danger to himself or others (including without limitation any member under a pending indictment for or convicted of a violent felony), the SCRB will place the membership of such member in provisional suspension status pending a final resolution of such complaint. A determination to place a certification in provisional suspension status may be immediately (and prior to a final disposition on the matter) appealed.

18.6.7 **Withdrawal of Complaints:** If the member voluntarily relinquishes membership or if the member or complainant fails to cooperate with an ethical inquiry in any way, IARP may, at its discretion, continue its investigation, noting in its final report the circumstances of the member's or complainant's failure to cooperate. The SCRB may, at its discretion, terminate the complaint of an uncooperative complainant. Even if the complainant and member agree to discontinue the complaint process, the SCRB may, at its discretion, complete the adjudication process if available evidence indicates that this is warranted.

18.6.8 **Member Response:** If a complaint is accepted, the member shall be asked to respond in writing to the complaint against him/her, addressing each of the following:

- Acknowledge the section of the code which he/she has been accused of having violated
- Submit any fact affidavits, documents, or written arguments that he/she wishes to be considered by the SCRB in reviewing the complaint. The member shall be informed that if he/she wants to respond, he/she must do so in writing within thirty (30) calendar days from the date of notification. If a member fails to respond in writing to a request from the SCRB, the SCRB may impose sanctions on the basis of the complaint alone. Should the SCRB request further information from the member, the member shall be given thirty (30) calendar days from the date of the request to respond.

18.6.9 Preliminary Disposition of Complaint: After receiving the response of the member, SCRIB members shall be provided copies of the response and supporting fact affidavits, documents, or written arguments provided by the member and others. At the next meeting, or teleconference of the SCRIB, the SCRIB shall discuss the complaint, response, and any supporting documentation.

On the basis of the complaint and the member's response, the SCRIB shall act as follows:

- The SCRIB may elect to amend the itemization of potential violations of the code. If the SCRIB elects to add any potential violations, it shall notify the parties in writing and shall permit the member an additional thirty (30) calendar days to respond in writing in the manner set forth.
- If no violation is found, the case shall be closed and all parties shall be notified of case closure in writing.
- If reasonable basis is found to exist for any violation alleged in the complaint, all parties shall be notified in writing. In such case the member shall also be notified of the action or level of sanction and any remedial requirements that would apply if the member were to waive his/her right to a hearing and appeal.

The member shall then have the following options:

- The member may make a written request for a hearing before the SCRIB.
- The member may waive his/her right to a hearing and appeal, accept the actions or sanctions including any remedial requirements, and permit the SCRIB to find and report a violation of the code by such member.

If the member does not notify the SCRIB within thirty (30) calendar days of member's election, the SCRIB may either:

- Initiate a hearing to obtain additional information regarding the potential violation(s); or
- Make a determination based on the existing documentation.

The pre-hearing determination of an action or sanction by the SCRIB shall in no way limit the action or sanctions that could apply in the event that the matter proceeds to a hearing.

18.6.10 Information Disclosed May be Used to Initiate a Separate Complaint: Information disclosed during the course of adjudication of any complaint, including during any hearing, can form the basis for the initiation of a separate complaint against any member upon majority vote of the SCRIB, notwithstanding the confidentiality of the process.

18.7 Ethics Hearings: If a hearing has been requested by the member or initiated by the SCRIB, the SCRIB chair will follow the procedures as outlined in the CRCC Guidelines and Procedures for Processing Complaints (attached).

18.7.1 Committee Decisions:

- The committee shall first resolve the issue of whether the member violated the applicable code. The committee shall vote by secret ballot, unless all of the members of the committee entitled to vote consent to an oral vote.
- In the event the committee does not find that the member has violated the applicable code, the charges shall be dismissed. If the committee finds the Member has violated the applicable code, it must then determine what actions or sanctions shall be imposed.
- If the committee finds a violation has occurred, it may then consider prior violations by the member when determining the action or sanction in accordance with Section E.1 below.

18.7.2 Permissible Actions and Sanctions:

- **Letter of Instruction.** In the event, it is determined that the applicable code has been violated, the committee shall consider the degree of harm and significant mitigating circumstances and may issue of letter of instruction, which is not a sanction.
- **Provisional Suspension:** The committee may place the membership of a member on provisional suspension status pending the final adjudication of the case under consideration by the committee, but such designation shall not be deemed a sanction. A member may not hold himself/herself out as a member of IARP while his/her membership is in provisional suspension status. However, the member is required to abide by the applicable code.
- **Sanctions.** In the event, it is determined that the applicable code has been violated, and a letter of instruction is not appropriate, the committee shall impose one or a combination of the possible sanctions that follow:
 1. Reprimand. The committee may impose remedial requirements to be completed within a specified period of time.
 2. Probation for a specified period of time subject to committee review of compliance. The committee may impose remedial requirements to be completed within a specified period of time.
 3. Suspension of IARP membership for a specified period of time subject to committee review of compliance. The committee may impose remedial requirements to be completed within a specified period of time.
 4. Revocation of IARP membership.
- The penalty for failing to fulfill in a satisfactory manner, a remedial requirement imposed by the committee as a result of a sanction shall be automatic revocation unless the committee determines that the remedial requirement should be modified based on good cause.

18.7.3 Notification of Actions and Sanctions:

- The member shall be given written notice within thirty (30) calendar days of committee decisions regarding complaints against him/her.
- The complainant shall be given written notice of committee decisions regarding his/her complaint after the time for appeal has expired or after all appeals are exhausted, whichever is later.
- If a sanction has been issued, the committee, in its discretion, shall also notify any applicable counselor licensure, certification, or registry boards; other mental health licensure, certification, or registry boards; voluntary national certification boards; and appropriate professional associations applicable to such member which are known to IARP.
- If a violation has been found and a sanction has been issued, a notice of the committee action that includes the section(s) of the applicable code that were found to have been violated and the sanctions imposed shall be published in the IARP newsletter after the time for appeal has expired or after all appeals are exhausted, whichever is later. In the event the membership of any member is placed on provisional suspension status; such action will be published in the IARP newsletter.

18.7.4 Appeals:

- **Basis of Appeals** – Unless a member chooses to waive his/her right to a hearing and appeal, decisions of the committee that a member has violated the applicable code

and/or decisions related to an action or level of sanction imposed may be appealed by the member found to have been in violation, based on one or more of the following grounds:

1. The committee violated its policies and procedures for processing complaints of ethical violations; and/or
 2. The decision of the committee was not supported by the weight of the materials and testimony presented by the complainant and the member.
- **Limitation of Appeals** – Members may appeal the decision of the committee within thirty (30) calendar days from the date the decision was issued via certified mail. No appeal may be requested after the expiration of such thirty (30) calendar day period.
 - **Form of Appeal** – Members can appeal the decision and/or sanction imposed. The appeal must be in writing, stating one or more of the bases of appeal, and must include the rationale for the appeal.
 - **Appeals Panel** – The president of IARP shall appoint a three (3) member appeals panel consisting of current IARP members, none of whom served on the committee at the time the original decision was rendered. The IARP attorney shall serve as legal advisor.
 - **Form of Review** – The three (3) member appeals panel shall be given copies of the materials available to the committee when it made its decision, a copy of the hearing transcript if a hearing was held, a copy of the committee's decision, and a copy of the letter filed by the appealing member. The appeals panel shall not accept new evidence, but shall review the complaint only based on the existing record, applying the standards set forth in these guidelines.
 - **Decision of Appeal** – A decision will be issued to the member within thirty (30) calendar days from the appeals panel's review and deliberations. Decisions of the appeals panel will include one of the following:
 1. The decision of the committee is upheld in all respects. Any such decision by the appeals panel is final.
 2. The decision of the committee is upheld but the level of sanction is modified by the appeals panel. Any such decision by the appeals panel is final.
 3. The case is remanded back to the committee for reconsideration of the finding and/or sanction. The committee's decision following reconsideration may be appealed.
 4. When a decision by the committee of a finding of a violation is reversed, any such decision by the appeals panel is final.

18.7.5 **New Evidence:**

In the event substantial and previously unavailable evidence is submitted after a final decision has been rendered, the committee shall consider the evidence. If it is found to be substantiated and has the potential to lead to a modification of the committee's decision, the committee shall reopen the case and proceed at its discretion.

18.7.6 **Legal Actions Relating to Ethics Complaints**

- All parties to a complaint are required to notify the committee if they learn of any type of legal action (civil, criminal, or administrative) being filed in relation to the parties or matters giving rise to the complaint.
- In the event, any type of legal action is filed regarding an accepted complaint, all actions related to the complaint may, at the discretion of the committee, be stayed until the legal action has been concluded.

- If actions to a complaint are stayed, the complainant and the member shall be notified in writing.
- When actions on a complaint are continued after a legal action is concluded, the complainant and the member shall be notified in writing.

18.7.7 Records:

- The records of the committee regarding complaints are confidential except as follows:
 1. All information concerning complaints against members shall be confidential except that the committee may disclose such information when compelled by a validly issued subpoena or when otherwise required by law or valid court order.
 2. Nothing in this section shall be construed to prevent the committee from communicating with the member, witnesses, potential members of fact-finding committees, or other sources of information necessary to enable the committee to carry out its function, nor to prevent the notice of sanctions described above.
- Original copies of complaint records shall be maintained in files at IARP's administrative office or at an offsite location chosen by IARP for a specified period of time as listed below:
 1. Files of Sanctions or Letters of Instruction – In cases where the committee has found an ethical violation and imposed any sanction or Letter of Instruction, a copy of the committee's decision will be maintained indefinitely. A copy of the entire record on such matter will be maintained for not less than five (5) years after the committee closed the case.
 2. Files for Insufficient Information or Non-Violation – In cases where the committee has closed a case due to evidence insufficient to sustain a complaint of ethical violation, or where the Member has not been found to have violated the applicable code, records containing personally identifiable information will be maintained for not less than one (1) year after the committee has closed the case.
 3. Files After Death – All records containing personally identifiable information will be destroyed one (1) year after IARP is notified of the death of the member.
 4. Records for Education Purposes – Nothing in this section shall preclude the committee from maintaining records in a form that prevents identification of the member so that it may be used for archival, educational, or other legitimate purposes.
- Members of the committee shall regard copies of complaint records confidential and shall destroy copies of their records relating to a complaint upon completion of a hearing or at the time a decision is rendered without a hearing. Each member of an appeals panel shall likewise keep copies of complaint records confidential and shall destroy copies of their records relating to a complaint upon completion of the appeal.

Note: The International Association of Rehabilitation Professionals recognizes the Commission on Rehabilitation Counselor Certification for permitting the adoption, in part, of the CRCC Guidelines and Procedures for Processing Complaints.

XIX Membership & Leadership Documentation

- 19.1 **Additional Association Information:** Additional forms and information relevant to members, chapters and sections is available in the **CONNECT ALL MEMBER FORUM** library. Library folders include the following items that will be reviewed and updated on an annual basis.

Category	Document	Location – ALL files are located in the All Member Forum Library
LEGAL	Articles of Incorporation	
	IRS Determination Letter	
	Board Legal Responsibilities	
	Bylaws	
CHAPTER RESOURCES FOLDER	Article of Incorporation Sample	
	Chapter Bylaws Sample	
	Chapter Financial Reporting	
	Group Exempt Form	
	Chapter Affiliation Agreement Sample	
	Petition for Chapter Affiliation	
POLICIES & PROCEDURES FOLDER	IARP Policies & Procedures	
	Reimbursement Policy & Form	
	Anti-Trust Statement	
	Whistle Blower Policy	
IARP DOCUMENTS FOLDER	Code of Ethics / Standards of Practice	
	Conflict of Interest	
	Commitment Pledge	
	Organization Affiliation Agreement	
	Mission, Vision, Goals	

XX Documents Retention & Destruction

20.1 **Document Retention and Destruction Policy:** The purpose of this policy is to allow International Association of Rehabilitation Professionals (“the Association”) to identify, retain, store, and dispose of the Association’s records in an appropriate, legally sound, and orderly manner.

It is the intention of this policy that documents are retained only so long as they are (1) necessary to the conduct of the Association’s business; (2) required to be kept by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

Except as otherwise indicated, documents shall be retained for the number of years indicated below. Irrespective of the retention periods specified below, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Association, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such matter shall be preserved and safeguarded.

No officer, director, employee, agent or member of the Association shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.

Employees are expected to utilize document retention practices as trained and are required to comply with the document retention standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of employment. Employees with questions about this policy should consult with management or volunteer leadership or seek legal advice.

Currently relevant documents should be filed systematically and accessibly. Documents that must be maintained permanently can be catalogued and, if possible, reduced to some secure form of electronic record for storage and easy access when needed. Designated staff will maintain complete, accurate and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.

Documents maintained solely in electronic format will be scanned and retained in highly organized electronic folders on the Association’s network in accordance with this schedule. All records or directories will be password protected and will be physically stored on separate network servers from their original server, with access only provided to the appropriate employee(s). Daily backups will be performed and the records will be stored offsite in a security warehouse that meets the Association’s strictest security handling and safety practice requirements. The Association’s management or volunteer leadership shall conduct spot checks and visits to ensure the appropriate backup and handling of the information.

Designated staff shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Destruction of paper files and electronic media will be performed by an independent, outside service for shredding and disposal. Disposal of specific electronic files will be performed through the use of a scrubbing program. Disposal of records or electronic media into our general trash service is strictly prohibited.

20.2 **Schedule:** The following schedule provides retention periods for the major categories of documents, both paper and electronic, for the Association.

TYPE OF RECORD	RECORD	RETENTION PERIOD (YEARS)
Accounting	Auditors' reports	Permanent (hereinafter "P")
Accounting	Budgets	7
Accounting	Cancelled checks, generally	3
Accounting	Depreciation records	P
Accounting	Officer, Director and employee expense reports	3
Accounting	Employee payroll records (W-2, W-4, annual earnings records, etc.)	3
Accounting	Inventory lists	7
Accounting	Invoices	7
Accounting	Payroll journal	3
Accounting	Petty cash vouchers	3
Accounting	Subsidiary ledgers (accounts receivable, accounts payable, etc.)	7
Corporate	Annual reports	P
Corporate	Approved Board minutes and records of all actions taken by Board without a meeting	
Corporate	Approved executive committee minutes and records of all actions taken by executive committee without a meeting	P
Corporate	Approved minutes of all members’ meetings and records of all actions taken by members without a meeting	P
Corporate	Articles of Incorporation	P
Corporate	Authorizations for expenditures	P
Corporate	Bylaws	P
Corporate	Policies	P
Corporate	Contracts, generally	Expiration + 7
Corporate	Contracts, sales (UCC)	7
Corporate	Membership applications	5
Corporate	Membership names and addresses	Current + 7 for inactive
Corporate	Members’ Continuing Education Units Verification Records	5*
Corporate	Notes (internal reports, memos, etc.)	3
Corporate	Trade marks	3
Corporate	Written communications to members	3
Correspondence	General, routine	3
Insurance	Accident reports	7
Insurance	Insurance policies	P

Legal	Claims and litigation files	P
Personnel	Applications	1
	Employee earnings/payroll records	3
	Employee files	4
Personnel	Employment contracts	Expiration + 3
Personnel	Form I-9	3 years after hire or 1 year after termination, whichever is later
Personnel	Garnishments	7
Personnel	Medical or exposure to toxic substances records	30
Personnel	Pension documents/profit sharing plans	6
Personnel	Government reports	6
Personnel	Employee pension records, including service, eligibility, personal information, pensions paid	6
Personnel	Time cards/sheets	7
Real Estate	Leases	Expiration + 7
Real Estate	Deeds	P
Real Estate	Mortgages	P
Taxes	Income tax returns and cancelled checks (federal, state and local)	6
Taxes	Internal Revenue Service Federal exemption and group exemption determinations of income tax liability, documents related to chapter filings	P
Taxes	IRS annual group exemption reports	P
Taxes	Payroll tax returns	4
Taxes	Property tax returns	P
Taxes	Sales and use tax returns	4

*Verified with credentialing organizations August 2011

XXI Addendum A

21.1 Section Specific Addendums

21.1.1 LCP

21.1.1.1

Membership

- Promote the practice of life care planning through educational opportunities.
- Promote the ongoing review and application of Standards of Practice for Life Care Planners.
- Promote skill development and recognition through a peer review process.
- Promote collaboration, cooperation, and communication among specialists in life care planning, across settings to develop ethical and quality practice.
- Promote life care planning research.

21.1.1.2

Committee(s)

- **Journal of Life Care Planning Liaison:** The chair of this committee will serve the IALCP section liaison and make monthly contact with the journal editor, and provide feedback to the Life Care Planning IALCP board. This committee will communicate the needs and interests of the section to the editor and provide feedback on production of the journal to the section board.
- **Fellow/Peer Review Committee:** The chair of this committee shall oversee the process for peer review that leads to designation as a Fellow of IALCP. This committee manages periodic review and revision of the process and oversight of the review of applicants. This committee shall be comprised of fellows unless otherwise approved by the Board of Directors. This committee

may include a separate review panel of fellows who conducts the review of applicants.

- **Canada Liaison:** This member will serve as the IALCP section liaison to the Canadian chapter.

21.1.2 Forensic

21.1.2.1

Membership

- Promote ethical standards of expert witnesses in the practice of forensic rehabilitation and in litigation support services.
- Promote the advancement of the research in forensic rehabilitation.

21.1.2.2

Committee(s)

- **Training and Education Committee:** Training and education committee shall promote the development of educational curriculums to prepare individuals to practice in the forensics arena as expert witnesses.

21.1.3 RDCM

22.1.3.1

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

21.1.4 SSVE

21.1.4.1

Membership: Membership in the SSVE Section is limited to those individuals who are recognized by the Social Security Administration Office of Hearings Operations as operating under the guidelines of a Blanket Purchase Agreement (BPA).

Membership shall be in one of three classes:

- CLASS A MEMBERSHIP requires the individual to be the owner of a BPA, a member of IARP, and a member of SSVE.
- CLASS B MEMBERSHIP is available to an individual who is actively serving as an SSVE under the direction of a BPA owner, is a member of IARP, and a member of SSVE.
- CLASS C MEMBERSHIP is established for the good of the order of SSVE. Those members offer special services that may be useful to the Section. Such a membership is determined by the SSVE Board of Directors by majority vote. Such an individual must also be a member of IARP.

Section members holding a current BPA shall have exclusive access to the SSVE discussion group on Connect.

21.1.5 VRTS

21.1.5.1 **Mission:** The Mission of the VRTS Section is to provide professional development, continuing education, research, and networking for vocational rehabilitation professionals that provide vocational rehabilitation and other services related to transition aged individuals. (For the purpose of this policy and procedures, a transition aged youth, is defined as generally youths between the ages of 14 to 22.) The ultimate goal of the VRTS Section professional is to provide quality vocational rehabilitation services to youth and to the agencies, schools and organizations that provide services to transition aged youths so that they can transition from school to the highest level of functioning in work, avocational activities, education and training, and independent living in the most efficient, ethical, and cost-effective manner.

The Purpose of this Section shall be to:

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its VRTS interests.
- B. Promote the interests of the members of the VRTS Section.
- C. Provide continuing education opportunities in VRTS.
- D. Promote ethical standards of Vocational Rehabilitation Professionals providing vocational rehabilitation services to transition aged youths and agencies, schools and organizations that serve them.
- E. Promote interaction between rehabilitation professionals to encourage the exchange of ideas, provide networking opportunities and a forum, such as CONNECT on the IARP website, for the discussion of our profession, VRTS concerns, and other pertinent topics.
- F. Promote leadership and mentorship in the field of VRTS.
- G. Promote the visibility of VRTS within IARP and to the rehabilitation community.
- H. Facilitate and promote the dissemination of research and data from VRTS to other IARP Sections, general membership of IARP, and the rehabilitation community.
- I. To establish and maintain a Standards of Practices for vocational rehabilitation transition services that remains current to meet the needs of transition aged youth, and the agencies, schools, and organizations that serve them.

21.1.5.2 **Membership:**

21.12 Policies and Procedures Review and Revision

21.12.1 **Review:** The Board of Directors will review all policies and procedures at least annually and recommend changes as needed.

21.12.2 **Policies and Procedures Revision:** IARP Policies and Procedures are created by a simple majority vote of the IARP Board of Directors and may be amended at any time by a vote of the IARP Board of Directors.

