

# **Montana Association For Rehabilitation Bylaws**

Adopted January 17, 1958 Amended December, 1958 Amended September, 1960 Amended October, 1962 Amended September, 1966 Amended October, 1967 Amended October, 1973 Amended October, 1974 Amended October, 1976 Amended October, 1977 Amended September, 1980 Amended October, 1985 Amended October, 1986 Amended October, 1995 Amended October, 1997 Amended October, 1998 Amended October, 1999, Amended October 2006, Amended August 2008.

## **Article I.                    Name and Area of Operations.**

The name of this organization shall be the Montana Association for Rehabilitation, hereinafter called Association. Its area of operation shall include the whole of the State of Montana, but nothing herein shall preclude the affiliation of members from adjacent areas.

## **Article II.                    Purpose.**

The purpose of this Association shall be to advance rehabilitation for all persons with disabilities by: (1) increasing public understanding of the social and economic gains to the individuals and to communities through providing opportunities for persons with disabilities to become self-sufficient, self-supporting and contributing members of society; (2) providing opportunities for meetings and forums for the discussion of all issues relating to persons with disabilities; (3) encouraging a comprehensive approach to the issues of rehabilitation through mobilization and use of knowledge and skills of all professions; (4) fostering research and study to advance knowledge and skills necessary to improve rehabilitation services to persons with disabilities; (5) stimulating the development of comprehensive centers and other facilities for rehabilitation activity; (6) advancing professional training opportunities for persons interested in rehabilitation; (7) devising measures for the dissemination of information to the public, affiliated organizations and interested individuals, as well as, serving as a center for such information; and (8) taking further measures of a like kind to advance these objectives.

## **Article III.                    Membership.**

**Section 1.** Membership of the Association shall consist of individuals who have paid current membership dues and who are: a) engaged in professional activities directly or indirectly related to the rehabilitation of persons with disabilities; b) students pursuing courses of study leading to degrees in fields related to rehabilitation; c) individuals receiving or having received rehabilitation services; and d) other individuals interested in the rehabilitation of persons with disabilities.

**Section 2. Dues.** The membership dues of the Association shall be voted on and adjusted by the Board with a quorum.

**Section 3. Membership Year.** The membership year shall be October 1 through September 30.

**Section 4. Voting.** The membership shall be responsible for conducting the affairs of the Association. Each member shall have one vote. Members may delegate to the Executive Board the authority and responsibility for administering the affairs of the Association except as hereinafter provided.

#### **Article IV.**

#### **Officers And Duties Of Officers.**

**Section 1. Officers.** The officers of the Association shall be the President, the Vice-President, the Second Vice-President, the Secretary and the Treasurer, who shall be elected by majority vote of those members present at the annual meeting, as well as appointive officers, their term to begin immediately upon election. The terms of office for all officers will be one year with the exception of the Secretary and Treasurer whose terms will be for two years.

**Section 2. Election and Succession of Officers.** The duties of officers shall be those usually pertaining to such positions and including the following specific duties assigned to each officer:

- a) The President shall preside over annual and other meetings of the membership of the Association, be an ex-officio member of all committees, appoint all committees, appoint and certify representatives not elected by the membership and perform such further duties as may be prescribed by the Association or its board.
- b) The Vice-President shall (1) automatically succeed to the office of the President at the end of the full term of the President, or (2) automatically complete the unexpired portion of the presidential term and succeed to the subsequent presidential term in the event that office is vacated prematurely, or (3) in the temporary absence of the President, assume all duties of the President.
- c) The Second Vice-President shall succeed to the office of the Vice-President automatically in the event that office is vacated prematurely for any reason and will serve for the remainder of the unexpired Vice-Presidential term and, in that event, automatically succeed to the ensuing presidency as provided in paragraph b. (above).
- d) The Secretary shall keep all minutes of meetings of the Association, prepare such reports as may be required by the Executive Board and act as custodian of all records and reports of the Association.

e) The Treasurer shall have custody of all funds and securities, maintain accurate accounts of property and business, pay such bills of the Association as have been approved by the Executive Board, prepare an annual report as directed by the Executive Board, and maintain account or accounts in the name of the Association in a bank approved by the Executive Board.

f) The Membership Chairman shall be responsible for conducting that business pertaining to membership renewals, recruitment, and allied duties. This office shall be appointed by the President annually.

g) Whenever the business and resources of the Association are deemed so to require, the Executive Board may appoint and compensate an executive secretary and prescribe that persons duties.

## **Article V.**

### **Meetings.**

**Section 1. Meetings.** At the call of the President, the Association shall hold one regular business meeting annually and such other meetings as the Executive Board shall deem necessary. Additional business meetings may be called by the President upon written request signed by at least ten members.

**Section 2. Notice of Meetings.** Notice of meetings shall be given to members at least two weeks in advance of the meeting date. Such notice shall state the general nature of the meeting, its time and place.

**Section 3. Quorum.** Ten percent of the voting Association membership shall constitute a quorum for the transaction of business.

**Section 4. Voting.** Voting may be by voice or hand count, but a majority may demand a written ballot. There shall be no voting by proxy.

**Section 5. Mail Ballot.** When a majority of the Executive Board determines that matters of business require the action of the voting membership at a time a meeting is not deemed advisable or feasible, such meeting may be held by mail, the method of which mail balloting shall be determined by the Executive Board.

## **Article VI.**

### **Executive Board.**

**Section 1. Membership.** There shall be an Executive Board which shall consist of the officers of the Association, the immediate past President, local chapter Presidents and five members-at-large. One of the members-at-large must be a representative of a consumer organization. Each member-at-large shall be elected for a term of three years and not more than two members shall be elected at each annual meeting. The members elected at each annual meeting shall begin serving their term upon election. In addition, a student representative will be elected by the membership of each student chapter of the Montana Association for Rehabilitation to serve one year on the Executive Board. If by reason of death, resignation, or removal, a vacancy (other than in the position of the Association

President) occurs, the remaining members shall elect a successor for the unexpired term. Board members must be paid up members of MAR. The duties of the Executive Board shall be:

- a) To carry on the business of the Association between meetings.
- b) To approve the appointment of all regular committee chairpersons. c) To authorize the appointment of all special committees.
- d) To authorize the use of the name of the Association and the use of its stationary in issuing any statement of public policy.
- e) To adopt a budget, or amend a budget that has been adopted, and to authorize the officers to carry out the activities authorized by the budget.
- f) To designate the person or persons to countersign all checks and other orders for payment of money or to obligate the Association by the signing of notes, orders or promises to pay.
- g) To determine the necessity for officers to be bonded and provide for audit of the accounts of the Association.
- h) At its discretion, to affiliate or maintain affiliation with national, regional or local organizations operating in the field of rehabilitation.
- I) To determine the frequency, time and place of its regular or special meetings. Advance notice of the time and place of such meetings will be given. A majority of the members shall constitute quorum. When matters arise requiring Board action at a time when board meetings would not be deemed advisable or feasible, the President may request the Secretary to call a special meeting by mail.
- j) To implement the policies of the Association as authorized by the membership.
- k) (1) To appoint three (3) members to the Awards Committee; (2) To certify a chairman of the committee; (3) To approve the selection for awards or to give the committee power to select the recipients of the awards; (4) The selection of members for this Committee, whenever feasible, should be comprised of the following elements: The previous winner of the Counselor of the Year Award or if not available a rehabilitation counselor who is not a nominee for the award, a member representative of facilities, a member representative of social security disability examiners, an M.A.R. board member, and a member-at-large of M.A.R.
- 1) If a M.A.R. board member misses three (3) consecutive. board meetings, the Board Member will be considered inactive and may be replaced by action of the Board.

**Article VII.**

**Committees.**

**Section 1.** To assist the President and Executive Board in carrying out Association functions, there shall be, in addition to such special committees as may be authorized by the Executive Board or membership, the following standing committees:

Program Committee  
Membership Committee  
Awards Committee  
Past-Presidents Committee

Nominating Committee  
Bylaws Committee  
Legislative Committee  
Newsletter Committee

**Section 2.** The Program Committee shall be responsible for planning and conducting programs at the annual meeting and other meetings of the Association. This committee will be appointed immediately following the annual meeting. Two of the committee members shall be selected from the incumbent program committee. Upon appointment they are immediately empowered to begin planning the program for the next annual meeting (in full cooperation with the Executive Board of this organization).

**Section 3.** The Membership Committee shall plan and execute, under direction of the Executive Board, a membership campaign and program.

**Section 4.** The Legislative Committee shall study the need for legislative action and make recommendations to the membership; study proposed federal and state legislation in the light of rehabilitation needs and the policies of the Association; advise the Executive Board and membership on legislative matters; and assume such duties relating to legislation as shall be assigned to it by the Executive Board.

**Section 5.** The Nominating Committee shall present at the annual meeting one or more nominations for each position to be filled including the members-at-large on the Executive Board.

**Section 6.** The Bylaws Committee shall prepare proposed changes to these Bylaws for presentation to the membership at the annual meeting or other meetings. Such proposed changes may be initiated by members, by the Executive Board or by the committee.

**Section 7.** The Awards Committee shall select award recipients based on the description of each award found in Addendum of the Bylaws. The Awards shall be given at the discretion of the Awards Committee. Recognition for such services shall be in accordance with the objectives of this Association.

**Section 8.** The Past-Presidents Committee shall serve in an advisory capacity to the President of the Montana Association for Rehabilitation and its board members. Their advice shall be solicited in any matter pertaining to efficient functioning of this organization.

**Section 9.** The Newsletter Committee, under the direction of the Executive Board, shall be responsible for the publication of the Association's newsletter.

## **Article VIII.**

## **Elections.**

Elections of officers and of members-at-large of the Executive Board shall be held at the regular annual meeting. Notices of the meeting shall include an announcement of the election to be held. Voting shall be by written ballot. A majority of those voting will be required for election.

### **Section 1. Creation of Local Chapters.**

a) To form a new Local Chapter, a written application signed by five or more active members shall be sent to the Executive Board of the Association. The Executive Board shall act on this application at the next Executive Board meeting. If approved, the territorial boundaries of the new local chapter shall be determined by the Executive Board.

b) Bylaws and amendments to be adopted by the local chapters and actions on matters of policy must be submitted to the Executive Board which must act on these matters at the next Executive Board meeting. If such Bylaws and amendments or matters of policy are not approved by the Executive Board, the affected local chapter may appeal to the membership of the Association at the next annual meeting. The Executive Board must then act on the matter as instructed by the Association membership.

c) No part of the Bylaws of the local chapter shall conflict with the Bylaws of the Montana Association for Rehabilitation. In the event of such a conflict, the Bylaws shall apply and govern.

**Section 2. Membership.** The criteria for local chapter membership shall be consistent with that of the Association. Petitions to the contrary shall be decided upon by the Executive Board of the Association.

### **Section 3. Finances.**

a) The allocation of the Association dues to each local chapter will be determined by the Executive Board.

b) The local chapter shall have no dues and shall levy no assessments except as approved by the Executive Board.

### **Section 4. Organization.**

a) The officers of the local chapter shall be the Chairman and Secretary-Treasurer. The Chairman shall serve on the Executive Board of the Association. Election of local chapter officers shall be held in October to coincide with the State officer elections. All local chapter officers must be paid up members of the State Association.

b) The local chapter shall hold a minimum of three meetings annually.

c) A written report of the local chapter shall be presented at the annual chapter meeting and at other times on request of the Executive Board.

**Section 5. Dissolution.** A local chapter which fails to comply with Association policy or these Bylaws may be abolished, provided it is given an opportunity to be heard in its own defense, following at least one month's notice and at least two-thirds concurrence of the Executive Board. A local chapter so disciplined shall have the right to appeal to the Association membership at its next meeting and the decision of the membership shall be final.

**Article X.**

**Fiscal Year.**

The fiscal year of the Association shall be the calendar year.

**Article XI.**

**Parliamentary Authority.**

Robert's Rules of Order, Revised, shall govern meetings of the membership and of the Executive Board when they are not in conflict with these Bylaws.

**Article XII.**

**Amendments.**

**Section 1.** These Bylaws may be amended at any regular meeting of the Association at which a quorum is present by two-thirds vote of the voting members present provided the intent to amend the Bylaws has been included in the notice of the meeting.

**Section 2.** These Bylaws may be amended at any regular meeting of the Association at which a quorum is present by a unanimous vote of the voting members present without previous notice.

**Addendum 1.**

**MAR Awards.**

The MAR Awards are: a) **The Achievement Award** for technical or professional achievement; b) **The President's Award** for outstanding achievement of a non- technical nature; c) **The MAR Organizational Award** to be presented to a state organization with an outstanding record of service to persons with disabilities; d) **The Montana Association for Rehabilitation Meritorious Service Award** for years of faithful service to the Association and/or providing services, directly or indirectly to persons with disabilities; e) **The Dr. Louis Allard Award** for years of devoted and outstanding service to persons with disabilities; f) **The Counselor of the Year Award** in recognition of the pursuit and attainment of excellence in counseling persons with disabilities; g) **The Supportive Worker of the Year Award** for excellent performance in support services to persons with disabilities; h) **The Rehabilitation Award of the Year** for significant contribution to the improvement of the life of persons with disabilities; and i) **The Employer of the Year Award** for businesses helping to employ people with disabilities. **Employment Achievement Award:** An award recognizing a person with a disability who has gained or sustained employment. This

award would acknowledge the person's efforts, character, unique challenges and success in the pursuit of employment.

**The Achievement Award.** This is an award for technical and/or professional achievement in the field of rehabilitation. This award may be presented to a person or organization that has in the preceding years made a major contribution of importance to the increase of knowledge in the field of rehabilitation or to the development of techniques or methods in the application of such knowledge or to the prevention of disability.

Eligibility for this award would be, for example, a) the author of a notable technical treatise of rehabilitation, b) a physician or medical school that has discovered a new technique useful in rehabilitating certain groups of persons with disabilities, c) a research scientist or a laboratory whose work has led to the discovery of a prevention or cure for a disabling condition, d) a rehabilitation worker who has put into practice a new rehabilitation technique or method which has had an important effect on rehabilitation practice.

**The President's Award.** This is an award for outstanding achievement on behalf of persons with disabilities. It is presented to an individual or an organization whose activity in the preceding years has made a major contribution to the rehabilitation of persons with disabilities on a state-wide basis, in an area not generally considered technical.

Eligibility for this award would be, for example, a) a member of the State Legislature who has made a major contribution to the passage of legislation which increases rehabilitation opportunities for persons with disabilities, b) an employer whose intelligent and persistent efforts provide employment opportunities for persons with disabilities and inspire others to do likewise, c) a member of a profession or other group whose zeal for rehabilitation has heightened the interest and enlarged the contribution of that profession or group, d) a person with a disability whose example has inspired others as to effect a state-wide impact upon rehabilitation.

**The Organizational Award.** The Organizational Award is presented to an organization with an outstanding record of service to persons with disabilities. The organization may be one whose principle objectives are in the rehabilitation field or one which, regardless of its major objectives, has demonstrated effective concern for the care, treatment, education, or rehabilitation of persons with disabilities.

Eligible for this award may be organizations that have made a contribution to the well-being or rehabilitation of persons with disabilities in activities over and beyond the purpose for which the organization was established. Nominees eligible for the Organizational Award would be: a) an organization that has established a unique service program to better serve persons with disabilities, b) an organization that has, through its initiative and creativity, developed programs which have contributed significantly to the rehabilitation movement on a state-wide basis, and c) organizations that have acted as a catalyst in the community to better integrate, coordinate and develop services to persons with disabilities.



The recipient of an Organizational Award may be nominated for its past or present program of activities and for its contributions during the preceding year or for a major contribution in preceding years.

**The Montana Association for Rehabilitation Meritorious Service Award.** This state award is to be given to an individual who has demonstrated years of faithful service and leadership to MAR through any segment or combination of segments of Association activities or life. Emphasis is placed on both the length of service and levels of service and is to be given to persons only showing outstanding service or leadership both qualitatively and quantitatively. It might be given to a member who has provided outstanding membership effort and leadership for a period of years, or for example, a member who has been exceedingly active in chapter, division, and/or national committee(s) effort(s) and has demonstrated leadership for a similar period of time. Sustained membership in the Association is required.

**Dr. Louis Allard Award.** This award was established in 1966 to honor Louis Allard, M.D. for his many years of devoted service to persons with disabilities. It is not anticipated that each and every year such an individual will be identified as deserving of this award. Examples of those eligible for this award would be a) an individual who has devoted his life's work, or major portion over the years, has greatly assisted persons with disabilities through the promotion of programs and encouragement of others though not directly providing service himself, b) an individual who has many accomplishments in various facets of rehabilitation work and may qualify for several of the other awards. An individual need not be a member of MAR to be eligible for the Dr. Louis Allard Award.

**Counselor of the Year Award.** This award is to be presented to a rehabilitation counselor "in recognition of the pursuit and attainment of excellence in counseling persons with disabilities". This award honors a rehabilitation counselor who has made outstanding contribution to improve services or more effective use of existing resources and approaches for persons with disabilities. The recipient of this award will automatically be the state nomination for the Elkins Award.

Eligibility for this award requires conformity to the Elkins Award requirements which *are* the following: The counselor must have an active case load and be employed full-time to work with and for and otherwise assist a clientele of persons with disabilities toward a goal of greater independence. Nominations will be considered without regard to employment setting or professional affiliation. The nominee should have demonstrated imagination and ingenuity in the use of human and material resources for persons with disabilities or use more effectively existing resources and approaches. Consideration will be given to the quality of service provided, irrespective of age, background, or experience of the counselors nominated. The counselor shall be selected by the Awards Committee prior to the Annual MAR Conference. The nominee will automatically become the state's nominee for the Elkins Award.

**Supportive Worker of the Year Award.** This award is for excellent performance in support service to persons with disabilities. The nominee should be employed in a rehabilitation setting in a secretarial, bookkeeping, receptionist, or other clerical position.

Accomplishments should be recognized by co-workers, supervisors, and community. The nominee should exemplify individual achievement in the field of rehabilitation as well as in community activities.

**Rehabilitation Award of the Year.** This award is to be given to an individual who has made a significant contribution in the past year to the improvement of the life of persons with disabilities as part of a holistic, inter-disciplinary service delivery system, either professionally or in a volunteer capacity. They have participated in the continuous treatment, training or service delivery needs of persons with disabilities. These needs could encompass medical, psychological, psychosocial, recreational, vocational or independent living needs of the disabled.

The recipient should have demonstrated flexibility and creativity in dealing with the special needs of each person and have worked in a positive manner to emphasize individual abilities and support the rehabilitation process.

Eligibility for this award would be, for example, a) an independent living skills instructor who has developed and implemented a creative and innovative approach to instruction of living skills and training, b) a volunteer who has gone beyond the normal bounds of service in providing transportation to recreational activities, such as fishing or swimming, c) a job placement specialist who has shown excellence in the number and quality of placements made.

**Employer of the Year Award.** This is an award for an employer whose compassionate and persistent efforts provide employment for people with disabilities and inspire others to do likewise. This award may be presented to a small employer that employs one person or to a larger employer that provides an environment that allows an individual(s) with disabilities to be competitively employed and an opportunity for advancement and/or skill enhancement.

**Employment Achievement Award:** An award recognizing a person with a disability who has gained or sustained employment. This award would acknowledge the person's efforts, character, unique challenges and success in the pursuit of employment.

## **NOMINATION PROCEDURE.**

1. MAR local chapters, and individual members, are encouraged to present nominations of persons or organizations for State Awards and to assist by publicizing the activities of the Awards Committee and by offering constructive suggestions for the improvement of the work of the Committee. Nominations shall be made on special forms provided by the MAR Awards Committee for this purpose. The completed forms should be returned to the MAR Awards Committee at the specified mailing address.
2. Nominations with their accompanying documents will be carefully checked and studied by the Awards Committee, whose decisions are subject to approval by the MAR Board of Directors. The Committee shall make full use of the information obtained both from

the local chapters and individual members in making its final selections and recommendations to the Board of Directors to be given in any year.

3. All nominations will be valid for a one-year period only.
4. Awards will be presented at times and places determined by the Board of Directors, usually at the MAR Conference. Awards are in the form of plaques, suitably engraved.
5. Persons or organizations nominated for MAR Awards need not be members of the Association, with the exception of the Meritorious Service Award.
6. All nominations to be considered for an award to be conferred at the time of the MAR Conference must be submitted to the Awards Committee/Second Vice President by a deadline, to be determined by the Committee and published on the Association's web site.

#### **Addendum 2. Special Request for Funding Form and selection process.**

The executive board of the Montana Association for Rehabilitation shall provide funding to individuals and disability related entities for activities, equipment purchases, training, etc based upon the following criteria:

- To increase public understanding of disability related issues and of living and working with a disability
- Encourage the dissemination of information regarding disability issues to the public, organizations, or other interested individuals
- Provide for further research and/or study in the field of rehabilitation
- Advance professional training opportunities in the field of rehabilitation

Individuals or groups can contact the board or local chapter members about the funds and a Special Request Form.

Special requests should be made in writing and can be given to any MAR Executive Board Member for consideration. Submissions for a special request can be made at any time. A maximum of \$1000.00 will be awarded annually with a total per request limit of \$500.00. Awardees will be notified within 30 days of quarterly MAR board meeting at which request is approved or disapproved. Board meetings are held in October, January, April, and July.

**MONTANA ASSOCIATION FOR REHABILITATION**  
**Special Request Form**

Proposal/request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_  
\_\_\_\_\_

Amount requested: \_\_\_\_\_

Does the proposal meet MAR's stated purpose:

- To increase public understanding of disability related issues and of living and working with a disability
- Encourage the dissemination of information regarding disability issues to the public, organizations, or other interested individuals
- Provide for further research and/or study in the field of rehabilitation
- Advance professional training opportunities in the field of rehabilitation

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**Requestor signature**

**Date**

Per discussion of and approval by the MAR Executive Board the special request is approved:

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**MAR President**

**Date**

Special requests should be made in writing and can be given to any MAR Executive Board Member for consideration. Submissions for a special request can be made at any time. A maximum of \$1000.00 will be awarded annually with a total per request limit of \$500.00. Awardees will be notified within 30 days of quarterly MAR board meeting at which request is approved. Board meetings are held in October, January, April, and July.

**MONTANA ASSOCIATION FOR REHABILITATION**  
**Special Request Form Approval**

Your request for \_\_\_\_\_ has  
been approved by the MAR Executive Board. The funds you have  
requested are attached/accompany to this letter.

Thank you for submitting a request for special funding.

