



Document #:  
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 Created On: April 6, 2006

## Policies and Procedures Document

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4/6/06	Robert Taylor / IARP President
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### Document Control:

Date	Revision	Changed By	Change Description
4/6/06	01	Alan Gale	With input from St. Louis meeting and BoD. Need "Member-at-Large" job description.
5/2/06	02	Alan Gale	Updated by Janine Holloman and Alan Gale. Speaker RFP Process added per Dianne Simmons-Grab.
2/22/07	3	Debbie Witt	With approval from the board to update policy 7.4 re: use of letterhead.
3/22/07	4	Debbie Witt	With approval from Finance Committee and board to create Internal Financial Control policies
12/27/16		Carl Wangman	Life Care Planning IALCP Policies and Procedures April 2016-2
01/04/17	5	Carl Wangman, Anne Savage Veh, Barbara Byers, Pat Sistler	Substantially Revised Copy

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## Vision, Mission and Goals

### Vision Statement:

The leading professional association of choice for rehabilitation professionals and those with interest in private sector rehabilitation.

### Mission Statement:

Provide a lifelong community dedicated to the growth of rehabilitation professionals.

### Goals:

1. Position IARP as the leader of lifelong learning and career development for the professional rehabilitation community.
2. Promote a culture focused on collegial collaboration, mentoring, and professional resource development aimed at member growth and retention.
3. Revitalize, transform, and strengthen the association through the integration of the next generation of rehabilitation professionals.
4. Establish IARP as a leading source for high quality research and data beneficial to the rehabilitation community
5. Advance the association as a key stakeholder on legislative, regulatory, and policy issues.
6. Match the governance structure to the Course of a Lifetime brand and the continued development of a viable organization.
7. Establish and maintain effective relationships with external organizations and institutions.

## Policy for Policies (1.0)

### POLICY FOR POLICIES: Policy # 1.1

#### **Policy:**

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.

The purposes of our policies are to:

- 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.

### **Management policies are not board 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 developed and implemented by the executive, outline the specifics of how the organization and staff will operate within board policy.

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.

### **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.

### **Source of policies**

Committees of the board, individual board members or the executive board may recommend policy changes. All proposed policies will be researched to ensure that 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.

### **Considerations for all policies**

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?

### **Accountability for carrying out policies**

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.

### **Distribution of policy manual**

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.

**Amendment or suspension of policy**

The board or a committee of the board for accuracy and appropriateness will annually review all policies; 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.

**IARP Structure (2.0)**

**MODEL CHAPTER BYLAWS : Document # 2.1**

**INTERNATIONAL ASSOCIATION  
OF REHABILITATION PROFESSIONALS**

**BYLAWS**

**ARTICLE I**

**NAME**

**I.I.** The name of this organization shall be the \_\_\_\_\_ Chapter (Chapter) of the International Association of Rehabilitation Professionals (IARP).

**ARTICLE II**

**PURPOSE**

**2.1. Mission, Goals.** The Chapter endorses the Mission and Goals of IARP which are to promote effective interdisciplinary rehabilitation, disability management, and return-to-work services on behalf of persons with disabilities and the economically disadvantaged; enhance the competency of service providers; support innovation in related business development and management; and become the preeminent source for shaping public policy that affects rehabilitation. To pursue this purpose, the Chapter will work in concert with IARP to strive to achieve the following goals.

*[Chapters may wish to adapt these goals for the Chapter or adopt others that are consistent with the IARP mission and goals.]*

2.1. 1. Maintain an organizational structure that addresses member issues and expectations while reflecting and promoting the highest level of volunteer and staff competency.

2.1.2. Promote high standards of training and practice through the development of innovative continuing education and career enhancement opportunities.

2.1.3. Foster high standards of ethical conduct throughout the profession and encourage superior standards of professional performance.

- 2.1.4. Monitor and influence federal/state government and industry policies that affect the practice of private sector rehabilitation.
- 2.1.5. Encourage member networking with the goal of understanding issues and trends affecting the profession and competency of all members.
- 2.1.6. Enhance recognition of medical management and vocational case management as an efficient, effective source of rehabilitation services.
- 2.1.7. Promote rehabilitation research: collect, interpret, and effectively disseminate outcome information on changing social, economic, governmental, and technological conditions affecting the profession.
- 2.1.8. Maintain cooperative relationships and activities with allied organizations in pursuit of the IARP's mission.

### **ARTICLE III**

#### **MEMBERSHIP**

**3.1. Eligibility.** Any individual, corporation or other organization having an interest in the provision of rehabilitation services in the private sector and willing to comply with these Bylaws and the IARP Standards and Ethics in effect at the time is eligible to be a member of IARP, and \_\_\_\_\_ Chapter (hereafter "member" or "members"). Any person or organization that is no longer a member of IARP must be dropped from Chapter membership.

**3.2. Categories.** Membership in IARP and the Chapter shall be divided into the following categories: Individual Professional, Professional Candidate, Student, Organizational Sponsor and Associate.

**3.2.1. Individual Professional** is available to any individual meeting any of the following requirements:

3.2.1. 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") with individuals who have disabling diseases or conditions; or (b) unrelated to a Rehabilitation Program from an accredited institution, plus five years of experience in Rehabilitation Services, including at least one year in the rehabilitation of disabling conditions or diseases; or (c) unrelated to a Rehabilitation Program from an accredited institution, plus five years of experience in the rehabilitation of disabling conditions or diseases; *These requirements apply to members located in the U.S. As educational requirements may differ in other countries, chapters outside the U.S. will determine educational requirements for Individual Professional Membership category at a similar educational level through chapter bylaws.* or



3.2.1.2. Holder of a baccalaureate degree (a) in a Rehabilitation Program from an accredited institution, plus three years in Rehabilitation Services, including at least one year in the rehabilitation of disabling conditions or diseases; or (b) unrelated to a Rehabilitation Program from an accredited institution, plus five years of experience in the rehabilitation of disabling conditions or diseases; or

3.2.1.3. Holder of a diploma in nursing from an accredited institution, plus a current R.N. license, and three years of experience in Rehabilitation Services, including at least one year in the rehabilitation of disabling conditions or diseases.

**3.2.2. Student** is available to any individual currently enrolled in a rehabilitation program in an accredited institution.

**3.2.3 Associate** is available to any individual having an interest in the delivery of rehabilitation service in the private sector.

**3.3. Dues.** Each member shall be obligated to annually pay IARP dues in an amount, which may vary with respect to each category of membership and Chapter dues, as determined by the IARP and Chapter Boards of Directors from time to time. 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.

### **3.4. Voting.**

3.4.1. Each Individual Professional member of IARP and the Chapter shall be entitled to one vote on any matter submitted to a vote of members. Student, Professional Candidate, Organizational Sponsor, and Associate members shall not have voting rights.

3.4.2. Any Individual Professional member who has failed to pay the applicable dues at the time of any meeting of Chapter members or the date by which ballots are mailed by the Chapter shall not be entitled to vote.

3.4.3. To the extent permitted by law, all matters, other than the election of Directors and Officers, to be submitted to Chapter members for a vote at a meeting of members shall require a majority vote, unless applicable law requires a higher percentage, and may be acted upon by written ballot sent by mail, in person at such meeting, by ballot transmitted by electronic mail or other electronic means, or by written ballot sent by mail or electronically and in person, as determined by the Chapter Board of Directors. Voting for the election of Directors and Officers shall be by written ballot, or by ballot transmitted by electronic mail or other electronic means distributed to members no less than thirty (30) days prior to the date set for the Annual Meeting of members.

*[Check state law requirements.]*

**3.5 Meetings.** The Annual Meeting of members of the Chapter for the purpose of announcing the results of the election of the Directors and Officers of the Chapter, receiving reports from officers and committees, and conducting such other business as may arise, shall be on a date and at a place

determined by the Chapter Board of Directors. Special meetings of members may be called at any time by at least one-third of the Chapter Board of Directors or by written request of at least \_\_\_\_\_ members. Meetings of members may be held at any place within or without the state of \_\_\_\_\_ .

**3.6. Notice.** Written notice of the time and place of the Chapter Annual Meeting of members shall be distributed at least \_\_\_\_\_ days in advance of the meeting, and of special meetings of members at least \_\_\_\_\_ days in advance but not more than \_\_\_\_\_ days after receipt of appropriate written request [*unless a longer period of notice is required by applicable law.*] The notice of all special meetings of members shall state the general nature of the business to be transacted. To the extent permitted by law, any written notice shall be delivered personally, by mail, by publication in the Chapter's newsletter or other journal distributed to Chapter members generally, or by electronic mail or other electronic means. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, postage prepaid, addressed to a member at such member's most recent address according to the records of the Chapter. If provided electronically, such notice shall be deemed to be delivered when an email addressed to a member at such member's most recent email address according to the records of the Chapter is sent.

**3.7. Quorum.** \_\_\_\_\_ members entitled to vote who are present, in person or by written ballot, at any meeting of members shall constitute a quorum for the transaction of business at any meeting of members, unless a greater proportion is required by applicable law, by the Articles of Incorporation or by these Bylaws.

**3.8 Removal.** Any member who fails to comply with the IARP Standards and Ethics, in effect at the time, may be removed from membership as provided in the Policies and Procedures of the Standards Compliance Review Board, as adopted by the IARP Board of Directors.

## ARTICLE IV

### CHAPTER BOARD OF DIRECTORS

#### 4.1 Number, Qualifications.

4.1.1. The business and affairs of the Chapter shall be managed under the direction of the Chapter Board of Directors (sometimes referred to as the "Board" and individual members thereof referred to as "Director" or "Directors"). The Board shall consist of the individuals then serving as the President, the President-Elect, the Secretary, the Treasurer, and the Immediate Past President (collectively "Ex-Officio Directors") plus, \_\_\_\_\_ individuals serving as Representatives [*At Large or representing specifically described regions*]. [The Chapter Board of Directors may from time to time add representatives, provided that at no time shall the number of Directors be in excess of \_\_\_\_\_.] [*Directors in addition to Officers are not required. The Secretary and Treasurer posts may be combined into one.*]

4.1.2. 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.

**4.2 Election and Term.** All Directors shall commence their terms of office at the conclusion of the annual meeting.

4.2.1. The President-Elect, Secretary and Treasurer shall be elected by the members for such terms as provided in Section 5.1 of these Bylaws.

**4.2.2 [Optional]** Other Directors [*At Large or Regional Representatives*] shall be elected by vote of the members and shall serve for terms of two years or until their successors are elected. [*Term length may be changed, but it is recommended that you do not have more than half the board terms expire each year.*]

4.2.3. The President-Elect shall serve in that office for one year, and shall automatically assume the office of President in the subsequent year. At the end of his/her one year term, each President shall automatically remain on the Board of Directors for a one year term as Immediate Past President. The Secretary, Treasurer, and Directors shall serve for two years or until their successors are elected and assume office.

**4.3. Vacancies.** All vacancies on the Chapter Board of Directors shall be filled by appointment by the President subject to approval by the Chapter Board of Directors.

**4.4. Meetings.** Regular meetings of the Chapter Board of Directors shall be held at least twice a year at such time and place as the President shall determine. Special meetings of the Board may be called at any time by the President or not less than one-third of all Directors. Meetings of the Board of Directors may be held at any location within or without the state of \_\_\_\_\_ . Any Director may participate in any meeting of the Board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision shall constitute presence in person at the meeting. [*Check state law requirements.*]

**4.5. Notice.** Written notice of the time and place of all regular meetings of the Board of Directors shall be delivered to each Director at least fourteen (14) days prior to the date of such meeting and in the case of special meetings, at least seven (7) days prior to the date of such meeting (unless a longer period of notice is required by applicable law, by the Articles of Incorporation or by these Bylaws). In the case of special meetings, the notice shall state the general nature of the business to be transacted. To the extent permitted by law, written notice shall be delivered personally, by mail, by facsimile transmission, by email or by telephone. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, postage prepaid, addressed to the designated Director at such Director's most recent address listed in the records of the Chapter. If by facsimile transmission, such notice shall be deemed to be delivered when transmitted to the designated Director at such Director's most recent facsimile telephone number listed in the records of the Chapter. If notice is given by telephone, it shall be deemed delivered when the Director who is contacted has been spoken with directly and a copy of the written notice is mailed with confirmation of such telephone conversation. If notice is given by email, it shall be deemed delivered when transmitted to the designated Director at such Directors' most recent email address listed in the records of the Chapter. [*Check state law requirements.*]

**4.6. 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.

**4.7. 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 these 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.]*

#### **4.8 Conflict of Interest.**

4.8.1. Possible conflict of interest on the part of a Director shall be disclosed to the Board of Directors and made a matter of record.

4.8.2. 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. *[Check state law requirements.]*

**4.9. Removal.** Any Director may be removed for cause, which may include, but is not limited to, failure to attend or participate in \_\_\_\_\_ [number] consecutive regular meetings of the Board. Removal shall require the affirmative vote of at least two thirds of the remaining Directors. *[Check state law requirements.]*

**4.10. 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:

4.10.1. 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.

4.10.2. 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.

## **ARTICLE V**

### **OFFICERS**

**5.1. Officers Generally; Election.** The officers of the Chapter shall be a President, a President-Elect, a Secretary, and a Treasurer. *[Combining the Secretary and Treasurer functions is acceptable.]* Only Individual Professional members may serve as officers of the Chapter. In addition to the powers and duties set forth in these Bylaws, each officer shall have such powers and duties as are usually related to such office and as the Board may determine by resolution. The President and President-Elect shall each hold office for a term of one year or until their successors are elected and have qualified, provided that the President-Elect shall automatically become President on the date in June to coincide with the first meeting of the newly-elected IARP Board of Directors. The Secretary and Treasurer each (*or The Secretary/Treasurer*) shall hold office for a term of two years or until his or her successor is elected and has qualified. The Secretary shall be elected in even-numbered years and the Treasurer shall be elected in odd-numbered years. (*Delete one if positions are combined*) No more than one office may be held at one time by the same individual.

**5.2. President.** The President shall be the chief executive officer of the Chapter and shall preside at all meetings of the Board of Directors and the Executive Committee and shall perform such other duties as may be assigned by the Board.

**5.3. President-Elect.** The President-Elect shall perform such duties as may be assigned by the Board of Directors or the President. In the event of a vacancy in the office of President because of death, resignation or removal, or during the President's absence or disability, incapacity or refusal to act, as determined by a vote of at least two-thirds of the Board of Directors, the President-Elect shall perform the duties of the President.

*[The Secretary and Treasurer positions may be combined and filled by one person.]*

**5.4. Secretary.** The Secretary shall keep the minutes of all meetings of the Board of Directors, the Executive Committee and members; shall have charge and custody of the seal and records of the Board; and shall be responsible for the dissemination of all information pertinent to the ongoing operation of the Chapter and shall assign duties necessary to achieve the dissemination of this information.

**5.5. Treasurer.** The Treasurer shall have charge and custody of all funds of the Chapter, shall maintain an accurate accounting system and shall present financial reports, including financial statements, annual budgets and annual audits, to the Board of Directors and IARP in such manner and form as the Chapter Board and the IARP Board may from time to time determine.

## ARTICLE VI

### COMMITTEES

#### 6.1. Committees in General.

**6.1.1. Standing Committees.** The Board may, by resolution, establish such standing committees of the Board (and, except as otherwise provided in these Bylaws, in each case appoint the members and the chairperson thereof based on the recommendations of the President) as it deems necessary or desirable ("standing committees"), including, without limitation, the Executive Committee and the Nominations and Elections Committee, each as

described below. All standing committees, except the Executive Committee, shall include at least one Director. The Executive Committee shall be comprised of Directors only. The Board may delegate such authority to a standing committee as it deems appropriate and is not prohibited by applicable law. All standing committees, except the Executive Committee and the Nominations and Elections Committee, and their members shall serve at the discretion of the Board. *[Executive Committee may be eliminated if no non-officer Directors exist.]*

**6.1.2. 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 Chapter. 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.

**6.1.3. Term.** Each member of a standing or special committee shall continue as such until the first regular meeting of the Board after the Annual Meeting of Members and until a successor has been appointed and has qualified unless sooner removed or unless such committee is sooner dissolved by the Board.

**6.1.4. Quorum.** A majority of the members of a standing or special committee shall constitute a quorum for the transaction of any business, and the acts of the majority of the committee members present, at which a quorum is present shall be the acts of such committee in each case, unless a greater proportion is required by applicable law or by these Bylaws.

**6.1.5. Vacancies and Removal.** Vacancies in membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments. Any member of a committee, except the Executive Committee, may be removed at any time by the Board of Directors, with or without cause.

## **6.2. Executive Committee.**

6.2.1. The Executive Committee shall consist of the Immediate Past President, the President, President-Elect, the Secretary, and Treasurer (*or Secretary/Treasurer*), *with the President serving as chair.*

6.2.2. The Executive Committee shall have and exercise the authority of the Board of Directors, to the extent permitted by applicable statute between meetings of the Board.

6.2.3. Meetings of the Executive Committee may be called at any time by the chair of the committee or by any two members of the committee. Written notice of special meetings of the Executive Committee shall be given at least seven (7) days before such meeting.

6.2.4. Minutes of all Executive Committee meetings shall be prepared and presented to the Board of Directors for review at the next regular meeting of the Board.

### **6.3. Nominations and Elections Committee.**

6.3.1. The Nominations and Elections Committee shall consist of \_\_\_\_\_ members, \_\_\_\_\_ of whom shall be appointed annually by the President subject to approval by the Board of Directors. The Immediate Past President shall be a member of and chair the committee *[optional]*. No more than two members of the committee may be past presidents of the Chapter *[optional]*.

6.3.2. Each year the Nominations and Elections Committee shall nominate candidates for officers *[and Directors]* of the Chapter for election by the members entitled to vote. The committee shall extend in writing to the membership a call for suggested nominations no less than \_\_\_\_\_ days prior to its meeting to select nominees.

6.3.3. The committee may conduct the annual election of Directors at the annual meeting of members. or by mail ballot as described in Section 3.4.3. The committee shall report the results of the election at the Annual Meeting of members.

## **ARTICLE VII**

### **STANDARDS COMPLIANCE REVIEW BOARD**

**7.1 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.

## **ARTICLE VIII**

### **INDEMNIFICATION**

**8.1. Right to Indemnification.** *[Check state law requirements.]* To the extent permitted by law, Chapter shall indemnify any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person: (a) is or was a Director, employee or officer of the Chapter; or (b) is or was a trustee, officer or the employee or agent of the Chapter serving at its request as an administrator, trustee or other fiduciary of any of the Chapter's employee benefit plans, against expenses (including, under Section 8.2, expenses of separate counsel if such separate representation is necessary), judgments, fines, excise taxes and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding whether or not the indemnified liability arises or arose from any threatened, pending or completed action by or in the right of the Chapter, to the extent that such person is not insured or otherwise indemnified and except as prohibited by statute. For this purpose and for the purposes of Section 8.2 below, the Board may, and on request of any such person shall be required to, determine in each case whether or not any applicable statutory standards have been met, or such determination shall be made by independent legal counsel if the Board so directs or if the Board is not empowered by the statute to make such determination.

**8.2 Advance of Expenses.** To the extent permitted by law, expenses incurred by such person in defending any such action, suit or proceeding may be paid by the Chapter in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Chapter.

**8.3 Indemnification Not Exclusive.** The foregoing indemnification shall not be deemed exclusive of any other right to which one indemnified may be entitled, and, to the extent permitted by law, shall inure to the benefit of the heirs, executors and administrators of any such person.

**8.4 Insurance and Other Indemnification.** The Chapter Board of Directors shall have the power (a) to purchase and maintain, at the Chapter's expense, insurance on behalf of the Chapter and on behalf of others to the extent that power to do so has been or may be granted by statute, and (b) to give other indemnification to the extent not prohibited by law.

## **ARTICLE IX AMENDMENTS**

**9.1 Amendments.** Upon the recommendation of a majority vote of the entire Chapter Board of Directors then in office, a majority of the members of the Chapter present and entitled to vote at any meeting of members may amend, alter, repeal or adopt new Bylaws, provided that notice of any proposed amendment or a summary thereof shall have been given to each Director or member not less than thirty (30) days prior to the date of the meeting, and that the proposed amendment, before becoming effective, has been approved by the IARP Board of Directors.

### **COMMITTEES AND SPECIAL INTEREST SECTIONS: Policy # 2.2**

**Policy:**

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.

**Procedure:**

1. Each Special Interest Section will elect a Chairperson biennially.
2. Committee chairs will be appointed by the President of IARP



3. Each Special Interest Sections elected Board Representative will be on the Annual Conference Planning Committee.
4. Each Special Interest Section is encouraged to a develop a board organization system to provide the following benefits for their members:
  - Educational Opportunities (i.e., teleconferences, conferences, distance learning, home study, newsletters)
  - Regular Column written for submission in The Rehabilitation Professional journal; a/k/a RehabPro
  - In addition to regular column, provide one educational article in the RehabPro
  - Newsflashes posted to Website
  - 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

5. 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.
6. 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.
7. IARP Headquarters will encourage and assist sections and committees with the annual conference and special interest seminars, which may be offered throughout the year. This assistance is to include:
  - See annual and/or other conference responsibilities addendum of IARP contract and conference policies and procedures developed in conjunction with Ewald Consulting
8. If there is no action by a section or a committee, members will be solicited for interest. If none, it will be disbanded or merged with another section or committee by Board vote.
9. Any member who wishes to initiate a new committee may do so through a proposal to the Board, which will respond by accepting or denying the request.
10. The President of IARP will appoint a member of the Board to act as the liaison with each committee.

<b>BOARD ROLE WITH THE EXECUTIVE DIRECTOR: Policy # 2.3</b>
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**Policy:**

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.

**Procedure:**

1. 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.
2. 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.
3. 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.

## **IARP Job Descriptions (3.0)**

### **General Board Functions: Policy #3.1**

- **Planning** - Board members have three key responsibilities in this area:
  - 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.
  - 4) Call board meetings as needed (suggested January 10<sup>th</sup>, 2014)
- **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.
- **Community Relations** - Board members have four key responsibilities in this area:
  - 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 your local chapter meetings and support grass roots efforts

- Organizational Operations - Board members have four key responsibilities in this area:
  - 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.

**Performance 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.

<b>IARP PRESIDENT: Policy # 3.2</b>
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**Duties and Responsibilities**

- Governance
  - 1) Presides at and attends all meetings of the members, Board of Directors and Executive Committee. Coordinates agenda with the Headquarters.
  - 2) 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.
  - 3) 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.
  - 4) Appoints the chairs and members of committees and task forces, outlines the purpose and duties of these committees and task forces, and monitors progress.
  - 5) Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.

- 6) 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.
  - 7) With the Executive Director, acts as a spokesperson for the association to the press, the public, legislative bodies, and related organizations.
  - 8) Presents an annual report at the Annual Meeting on the "State of the Association."
  - 9) Exercises general supervision over the work and activities of the association Board, Executive Committee and other association committees.
  - 10) In cooperation with the Headquarters, sees that all orders and resolutions of the Board of Directors are carried into effect.
  - 11) Assumes a key role in the orientation and transition of the President-Elect to the duties of President.
  - 12) 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.
  - 13) Consults and advises with the Executive Director on all matters pertaining to association policies, programs and finances.
- Communication
    - 1) Maintain at least biweekly communication with Executive Director and President-Elect.
    - 2) Maintain at least monthly communication with other members of the Executive Committee.
  - General
    - 1) Deliver to successor all association property within one month after leaving the office of Immediate Past President on the board.
    - 2) Attend all IARP Board of Directors and Executive Committee meetings.
    - 3) Attend IARP Annual Conference.

<b>IARP PRESIDENT ELECT: Policy # 3.3</b>
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### **Specific Function**

Perform the duties of the President in the President's absence and performs other duties as assigned by the President.

### **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 at the June meeting of the newly elected IARP Board of Directors after the initial one-year term President-Elect.

- **Duties and Responsibilities**

- Governance

- 1) Perform the duties of the President in the absence of the President or if the President is unable to serve.
- 2) Serve on the Executive Committee.
- 3) Carry out special project assignments from President or Board of Directors.4)
- 4) Serve as chair of Nominations and Elections Committee

- Notes

- 1) As the newly elected President-Elect you learn the duties of the President and operations of IARP.
- 2) As the outgoing President, as Past President you work closely as consultant and advisor to the President and Headquarters.

<b>IARP COUNCIL OF PRESIDENTS REPRESENTATIVE (COP): Policy # 3.4</b>
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### **Specific Functions**

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. Serves on the International Board and the Executive Committee, establishing IARP policy.

### **Term of Office**

- 1) Elected by the Council of Chapter Presidents.
- 2) Elected for a two-year term, commencing at the June meeting of the newly elected IARP Board of Directors of year elected.

- Duties and Responsibilities

- 1) Liaison between IARP and Chapter Presidents

- 2) Serve as an information resource to the Chapter Presidents regarding services available to their members from IARP.
- 3) Assist state, region or country Chapter Presidents in accomplishing their goals.
- 4) Assist in the forming of new chapters.
- 5) Chair annual leadership conference
- 6) Develop meaningful material for the IARP The Rehabilitation Professional journal concerning chapter activities. Encourages chapter presidents to participate in the monthly teleconferences of the Council of Presidents.
- 7) Assists in identifying material for chapter leadership on a continuing basis.
- 8) 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.

<b>IARP SECRETARY: Policy # 3.5</b>
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### **Specific Function**

Provide management of the records and strategic plan of the International Association of Rehabilitation Professionals.

### **Term of Office**

Elected by membership at large in odd-numbered years for a two-year term commencing at the June meeting of the newly elected IARP Board of Directors..

- Duties and Responsibilities

- 1) Record Keeping
- 2) Take minutes, including attendance, of Board meetings. List and collect written reports at all Board meetings and Annual Membership meeting.
- 3) 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.
- 4) Take minutes at any other official organizational meeting including teleconference.
- 5) Complete an annual review of IARP Policies and Procedures, and propose to the IARP Board of Directors any modifications.
- 6) Serve as a member of the IARP Executive Committee.

### **Treasurer: Policy #3.6**

- 1) The treasurer's key responsibility is assuring that the board receives accurate and timely financial information and uses it in making decisions. The treasurer is also involved in banking transactions, as an authorized signer for deposit accounts, and in initiating and managing mortgages and loans.
- 2) Oversee the preparation of the annual budget by the Executive Director. Assure that projected expenditures reflect the policy direction of the board.
- 3) Become familiar with financial processes followed at national headquarters. Indicate approval of processes or suggest revisions according to standard accounting principles.
- 4) 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.
- 5) Consult with the Executive Director on any decisions regarding investments, loans, and establishment of accounts.
- 6) Alert the Board of Directors to financial implications of proposed policies.
- 7) Serve as chair of the IARP Financial Committee.
- 8) Serve as a member of the IARP Executive Committee.
- 9) Participate as a member of the Nominations and Elections Standing Committee.

### **IARP SECTION REPRESENTATIVE: Policy # 3.7**

#### **Term of Office**

Bylaw 4.2.3.1.

- Duties and Responsibilities

- 1) Represents the interests of the section members to the IARP Board of Directors
- 2) Provides information about or of interest to the section on a regular basis
- 3) Coordinate educational opportunities
- 4) Responsible for providing updates for Website
- 5) Coordinate one educational article per year for The Rehabilitation Professional journal
- 6) Serve on IARP Annual Conference Committee
- 7) Review conference material pertinent to section
- 8) Oversee participation in the section's discussion group on IARP Connect

### **IARP Education Director: Policy #3.8**

#### **Term of Office**

Elected by membership at large every two years for a two-year term commencing at the June meeting of the newly elected IARP Board of Directors

There shall be a Director for Education who shall coordinate the Association's education and conference activities.

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. Duties include but are not limited to:

- 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 education goal of the association 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.

### **Director of Marketing/Membership: Policy #3.9**

Elected by membership at large every two years for a two-year term commencing at the June meeting of the newly elected IARP Board of Directors

There shall be a Director for Marketing/Membership on the IARP Board of Directors who shall be responsible for coordinating the association's marketing and membership activities.

#### **Purpose:**

To study and recommend policy to the association's Board of Directors relating to the building and maintenance of membership in the association.

- 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
  - 1) MEMBERSHIP: Policy # 3.12

### **Structure:**

#### Members

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

### **Objectives:**

- 1) Prepare and submit annual budgetary requirements during the fourth quarter of the association's fiscal year,
- 2) Study and recommend a comprehensive, long-range plan to achieve the membership goals set by the IARP Board of Directors
- 3) 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.
- 4) Review periodically and, if necessary, make recommendations on current rules and regulations, qualifications, etc., relating to membership as outlined in the association by-laws and constitution.
- 5) Review regularly with the chief staff executive the membership recruitment activities conducted from the association headquarters.
- 6) Review periodically and make recommendations on methods of selling or increasing membership.

Lists of new and non-renewing members are accessible through IARP Connect for each section and chapter.

- 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 towards the following certifications: ARN, CRC, CDMS, CCM, ABOVE, CLCP, and CCWAVES.
- 3) The IARP website, [www.RehabPro.org](http://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](http://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. **Currently not be published in 2015-2016.**
- 7) IARP offers several on-line discussion forums allowing you to become part of a community of professionals to get answers to your questions. Currently offered are the Forensic Listserv, SSA-VE Listserv, Case Management Listserv, and IALCP Listserv.
- 8) Members receive discounted marketing opportunities in the IARP Job Bank, IARP website, and the monthly electronic newsletter "The Experts Express."
- 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) IARP membership dues **may be are** tax deductible as a business expense.

### **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.

The board may not establish or abolish standing or special committees without an appropriate bylaws amendment.

<b>COMMITTEE POLICY #3.10</b>
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### **Committee purpose**

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.

### **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.

### **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.

### **Appointment of committees**

The chairperson 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.

### **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:

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

### **Committee meetings**

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 to avoid conflict and to ensure completion of staff support and research for the committee.

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.

### **Guidelines for the committee chairperson**

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

- 1) planning the agenda for the committee meetings.
- 2) ensuring that all members of the committee are notified of committee meetings.
- 3) convening committee meetings, and keeping meetings on track.
- 4) appointing a member of the committee to keep a written record of committee actions.
- 5) encouraging the committee to take action on the issues discussed by the committee.
- 6) ensuring that reports and recommendations for action from the committee are presented to the full board.
- 7) leading the committee to evaluate its own operations.

## LEGISLATION: Policy # 3.11

### **Purpose:**

Advance the association as a key stakeholder on legislative, regulatory, and policy issues..

### **Structure:**

- 1) Committee Chair
  - a. (Presidential Appointee)
  - b. Shall be approved for a term of one year and shall serve until his/her successor is appointed and qualifies.
- 2) Members
  - b. Appointed by Chair.
  - c. Must be individual or associate members of IARP.

### **Objectives:**

- 2) Prepare and submit annual budgetary requirements by July 1.
- 3) Study and recommend policy to the governing body concerning legislative government relations matters affecting the profession.
- 4) Study and inform membership concerning local, state, provincial regional or country (International) legislation affecting the profession.
- 5) Arrange for research and preparation of testimony for presentation before legislative fact-finding committees.
- 6) Select and arrange for training of association members to serve as witnesses before legislative fact-finding committees.
- 7) Study, inform membership, and assist in generating grass roots support for or opposition to specific regulation/legislation
- 8) Study and recommend a program aimed at encouraging association members to inform their employees or the general public on key legislative issues.
- 9) Confer with legislators on legislative matters affecting the profession for purposes of sharing and gathering information.
- 10) 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.
- 11) To assist IARP Chapters and members to prepare and submit to congressional committees written statements on legislative matters affecting the profession.
- 12) Study and inform association members about the voting records of members of Congress and state legislators.
- 13) Recommend and arrange for programs on legislative matters to be included at association meetings, conventions, etc.
- 14) To assist IARP Chapters and members to study and arrange for inter-association cooperation efforts on certain legislative matters.
- 15) Study, evaluate and make recommendations concerning trends that might have future legislative impact on the profession.

- 16) 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.
- 17) Study and inform the membership on administrative actions or rulings and court decision affecting the profession.
- 18) Study and make recommendations regarding changes in administrative procedures affecting the profession.
- 19) Confer with government employees on profession matters. Furnish information concerning the profession for purposes of sharing and gathering of information.
- 20) Play a leadership role in concert with related associations in the Rehabilitation Counseling Coalition

### **MEMBERSHIP: Policy # 3.12**

#### **Purpose:**

To study and recommend policy to the association's Board of Directors relating to the building and maintenance of membership in the association.

#### **Structure:**

- 1) Committee Chair
  - a. (Presidential Appointee)
  - b. Shall be approved for a term of one year, and shall serve until his/her successor is appointed and qualified.

#### Members

- a. At least one member must be member of Board of Directors.
- b. Appointed by Chair.
- c. Must be individual or associate member of IARP.

#### **Objectives:**

- 7) Prepare and submit annual budgetary requirements by July 1.
- 8) Study and recommend a comprehensive, long-range plan to achieve the membership goals set by the IARP Board of Directors
- 9) When appropriate, examine applications for membership and make recommendations to the association's governing body.
- 10) 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.
- 11) Review periodically and, if necessary, make recommendations on current rules and regulations, qualifications, etc., relating to membership as outlined in the association by-laws and constitution.

- 12) Review regularly with the chief staff executive the membership recruitment activities conducted from the association headquarters.
- 13) Review periodically and make recommendations on methods of selling or increasing membership.
- 14) Lists of non-renewing members will be sent to the section chair/chapter presidents for follow up 30 days after renewal due date. Section and Chapter must contact identified members and report progress to staff. Staff will report number of members who renew.

### **Benefits:**

- 11) Members of IARP receive the *RehabPro* journal. Each RehabPro includes articles that are pre-approved by CRCC, CDMSC, and CCMC for CEUs. IALCP section members receive the *Journal of Life Care Planning*. All IARP IALCP section members receive a printed copy of the *IALCP Standards of Practice*.
- 12) Networking opportunities are provided at the IARP Annual Conference, the IARP Forensic Conference, and local IARP chapter conferences (members receive discounted registration rates). CEUs are available towards the following certifications: ARN, CRC, CDMS, CCM, ABVE, CLCP, and CCWAVES.
- 13) The IARP website, [www.RehabPro.org](http://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.
- 14) Access to a free members-only resource library.
- 15) Discounted pre-approved online and home study CEUs are offered for members only through AAACEUs on the website at [www.rehabpro.org](http://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.
- 16) "The Experts *Express*" a new monthly electronic newsletter featuring section and chapter highlights, details on member benefits, industry and association news.
- 17) IARP offers several on-line discussion forums allowing you to become part of a community of professionals to get answers to your questions. Currently offered are IARP Discussion Groups: Forensic, Rehabilitation Disability and Case Management, SSVE, Vocational Rehabilitation Transition Services, and Life Care Planning.
- 18) Members receive discounted marketing opportunities in the IARP Job Bank, IARP website, and the monthly electronic newsletter "The Experts *Express*." Experts *Express* not currently in production.
- 19) The IARP Store was created to provide merchandise with the IARP logo, IALCP logo or chapter designs.
- 20) 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. IARP is working on developing an insurance program for members including medical insurance, long term care insurance, dental insurance, and pet insurance.
- 21) IARP membership dues are tax deductible as a business expense.

### **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.

### **Affinity Programs:**

#### **1) AAACEUs**

AAACEUs partnered with IARP in 2007 becoming the association's discounted on-line continuing education provider. Members are provided on-line 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. During 2016 fiscal year IARP earned \$365 in royalties. Currently there is no formal affinity agreement. A new agreement may be negotiated with AAACEU's new owner

#### **1) 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.

#### **2) 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

#### **3) 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.

#### **4) 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.

#### **5) Fair Health**

Commissions. FAIR Health shall pay IARP referral fees equal to five percent of 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, based on the

## **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.”

August 2016

### **IARP STUDENT COACHING PROGRAM 3.13**

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 e-mail. 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.

#### Coaches

- 1) A list of interested coaches will be maintained.
- 2) An application is available on the website.
- 3) Coaches should be IARP members in good standing with at least 5 years of experience.

- 4) There will not be a specific training for coaches, but information will be made available regarding parameters and talking points.
- 5) Coaches will be vetted and contacted by the program coordinator.

### Students/Recent Graduates

- 1) The program is intended for students nearing the end of their academic vocational rehabilitation program or for those who have recently graduated.
- 2) An application form is available on the website that includes basic demographics, student status, and goals of participation.

<b>NOMINATIONS AND ELECTIONS: Policy # 3.14</b>
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### **Purpose:**

To 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. The people selected for the Board influence every key decision the association makes.

### **Structure**

- 1) Committee Chair
  - a. Immediate past President or President-Elect to be a member and chair the committee and for the committee to 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.
- 2) Members
  - a. Appointed by the chair
  - b. Must be an individual professional member of IARP
  - c. Broad representation to include the Council of Presidents Representative or designee, each section representative or designee, and ad hoc members for regional representation

### **Objectives**

- 1) To manage the elections requiring membership vote determined to be necessary by the board.
- 2) Adhere to all relevant by-laws and their relevant implications to provide for a full and equitable membership voice in the selection of candidates for office.

### **Procedures**

- 1) Begin to look for prospective nominees by September 1<sup>st</sup> and complete the election process by January 1<sup>st</sup>, if possible. The job is not to just fill seats around the table. The committee is charged with improving the board by finding just the right people with just the right talents and skills needed.

- 2) Concentrate the recruiting efforts on prospective board members who can fill a specific role in the accomplishment of the plan.
- 3) 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.
- 4) Candidates will be provided with information regarding the Code of Ethics, Whistleblower policy, the Board Pledge, Job Descriptions, and time commitments

<b>ANNUAL CONFERENCE: Policy # 3.15</b>
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**Purpose:**

To organize, plan, market, and assist the Conference Chair in managing the annual IARP Annual Conference.

**Structure:**

- 1) Committee Chair
- 2) Minimum one members preferably from the upcoming conference host states or regions
- 3) Each of Section Representatives
- 4) At least one Marketing/Sponsor Representative.
- 5) One RN.
- 6) All committee members must be IARP members or IARP staff.
- 7) Council of Presidents Representative
- 8) One Educational Committee Representative

**Objectives:**

- 1) To hold an annual conference which meets IARP stated mission to Promote high standards of training and practice through the development of innovative continuing education and career enhancement opportunities
- 2) To hold a conference which meets the association's financial goals and contributes to the financial health of the association.
- 3) To coordinate International goals, strategic directions, and agendas in the development of the International Conference program in order to effectively promote the profession of rehabilitation.

**Policies:**

- 1) The Committee is to recommend a theme for the conference based on the four suggested tracks: Forensic, Case Management, Disability Management, and Business Practices.
- 2) The Committee is to solicit, screen, and select keynote, general and workshop speakers.
- 3) The Committee will assure that educational credit is available for program offerings.
- 4) The Committee will prepare program-related copy for the IARP *Rehabilitation Professional*, promotional materials, and the conference program as well as advertising for related publications.

- 5) The Committee will attempt to secure corporate sponsors to finance segments of the conference program.
- 6) The Committee will maintain a speaker's bureau resource for Headquarters, Chapter, and Section meetings.
- 7) The committee shall encourage participation from ATA relationships.
- 8) The committee shall encourage participation of Past Presidents

## **Procedures**

- 1) The theme of the annual conference and educational tracks are to be determined by the International Conference Committee by June 31 of the year prior to the Conference to ensure the ability to market at the current annual conference.
- 2) In order to be eligible for continuing education credit, program content should relate to the theme. The theme and the workshop tracks should relate primarily to the focus areas for CRC, CCM, CDMS, and/or CRRN.
- 3) Every effort will be made so secure credits for CLCP, ABE, and CVE certifications, as well as in non-rehab related fields such as attorneys and insurance adjusters (host state). Host State, Region or Country committee members will assist in obtaining mail list of state attorneys and insurance adjusters for marketing purposes.
- 4) Keynote presentations must relate to the broadest number of people. Every effort will be made to secure presenters with a high level of expertise and notoriety in the rehab field (within budget). Workshops must be focused, but the topics and delivery methods should be varied. The number of workshops, and whether some or all should be offered more than once, will be affected by projected enrollment and by conference facilities. Topics for workshops within the approved tracks shall be suggested by the International Conference Committee & approved by the International Board.
- 5) All written correspondence between committee members and potential speakers should be made on IARP letterhead. The headquarters provides clerical assistance to the committee as needed.
- 6) The dates of the conference are set by the International Conference Committee and approved by the International Board. A daily schedule showing a mix of general sessions, workshops, annual meeting and official functions shall be planned by the committee. The overall schedule is subject to board approval, the committee recommends how to balance daily general sessions, workshops, exhibit hours, special or social events and free time. The conference should be 1/4 medical in focus to attract nurses and other medical professionals. The schedule should have a mix of intermediate and advance level workshops and should offer varied methods of delivery over and above the standard lecture format (interactive, computer demonstrations, etc.) The committee is encouraged to try new ideas, formats and enhancements for the conference from year to year, with final approval by the International Board.
- 7) The International Conference Committee shall suggest names of possible speakers whose presentation would provide the keynote for the conference theme. From the names suggested, the committee conducts the search and negotiation necessary to secure a keynote speaker(s) for the conference. A stipend and reasonable travel costs are included in the budget for the keynote speaker(s).
- 8) The International board may suggest possible keynote speakers and workshop leaders to the conference program committee. Once the theme and educational tracks are established and

approved, the committee will issue a Call for Programs, which will be printed in the RehabPro and posted to the web site and can be distributed by other means. This Call will set forth parameters for presentation and invite proposals from prospective speakers.

- 9) Some proposals will be submitted in response to the Call for Programs, but the committee may also solicit presenters in order to assure a balanced program. In securing keynote speakers and workshop leaders, every effort must be made to select persons from different parts of the country who have commendable reputations in their specific areas of expertise. The International scope of the conference must be made apparent in the selection of speakers and presenters. Presenters are selected from names suggested from the International board as well as from proposals submitted from the membership and persons solicited by the committee. Attention should be paid to varying the program and speakers from year to year to avoid the perception of re-packaging each year. Potential speakers need to be reviewed; vitas obtained, and credentials verified. A photo should be obtained for the keynote speakers for marketing purposes
- 10) The conference budget, including registration and exhibitor fees, is developed by the Conference Committee in consultation with the Headquarters, Treasurer, and Conference Committee Chair within the parameters of the Board approved budget by July 1 of each year. The International Conference Committee has a budget for expenses; the chairperson's hotel and registration are covered by IARP pending financial resources. The remainder of the committee shall be the first to receive any negotiated discounts in sleeping rooms at the host hotel. All committee members are required to pay conference registration fees but at the lowest fee offered the membership, regardless of date of registration.
- 11) An honorarium and travel, housing and meal costs will be paid for keynote speaker(s). The stipend may be eliminated if the speaker is a government official or does not require it. Every effort will be made by the sponsorship task force to secure a corporate sponsor to cover the cost of the keynote speaker(s).
- 12) Workshop leaders will receive no fees, unless specifically solicited by IARP and approved by the International Conference Committee. However suggested stipends for precon and free registration for presenters.
- 13) Presenters will be provided with a complimentary conference registration. Workshop leaders are responsible for providing camera-ready copy of their training materials to the Headquarters for inclusion in the Conference Proceedings by a specified date. Every effort will be made by the sponsorship task force with the conference program committee to secure a corporate sponsor to cover the cost of the proceedings.
- 14) Section Chairs may authorize use of section monies to sponsor speakers when deemed appropriate to the content of the section workshops or the conference as a whole.
- 15) The Headquarters Meeting Planner is the International Conference Committee's primary contact, and the Executive Director is the Committee's link to the International Board and the current president, who has ultimate responsibility for the conference. In general, the International Conference Committee is responsible for establishing and marketing the program, securing the speakers, sponsors and volunteers, and the Headquarters meeting planner is responsible for all other matters.

## **AFFINITY PROGRAM: Policy # 3.16**

### **Purpose**

To Review and make recommendations regarding proposed products or services submitted for inclusion within IARP affinity program.

### **Structure**

- 1) Committee Chair
  - a) (Presidential Appointee)
  - b) Serve term of two years until his/her successor is appointed and qualifies.
- 1) Members
  - a) At least one member must be a member of the Board of Directors
  - b) Appointed by Chair
  - c) Must be individual professional or associate member of IARP
  - d) The executive director or other staff appointee shall serve on the committee.

### **Objectives**

- 1) Prepare and submit budgetary requirements by July 1.
- 2) Establish and maintain procedures for an assessment of products and services to be considered under the affinity program
- 3) Make timely recommendations to the Board of Directors regarding possible Affinity Program Products or Services

## **CHAPTER PRESIDENT: Policy # 3.18**

The chapter president has a dual role in the association. He or she is the executive officer of the chapter as well as the chapter's representative to the IARP board of directors. Because of this important role, each chapter president should present him/herself in a professional, positive manner always when representing the chapter and the Association at local functions as well as regional or national events.

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

- 1) 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.
- 2) Attend all Council of Presidents meetings and the national conference.
- 3) Annually submit the required financial documentation to headquarters as well as the updated list of officers for the coming year.
- 4) Notify headquarters immediately of any change in officers.
- 5) Direct questions or concerns to the Council of Presidents Representative.
- 6) Submit Annual report and Financial report to IARP Headquarters by August 15 annually.

### **Responsibilities to the Chapter:**

- 1) Preside at all chapter meetings and events
- 2) Oversee the activities of the other board members and committees
- 3) Keep all members informed on a regular basis of chapter activities, programs, and services.
- 4) Make oneself available to the community as a resource for information concerning rehabilitation issues
- 5) 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
- 6) Adhere to all chapter and IARP Bylaws and Policies and Procedures

### **Duties of the Chapter President**

- 1) Provide a well-rounded and meaningful program of activities, and to supply information pertaining to the latest clinical techniques and managerial techniques available today to its membership.

- 2) 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 obligation 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:

- Assuming responsibility and delegating authority.
- Rendering guidance and counsel.
- Listening to constructive criticism and making corrective adjustments.
- Possessing humility and respecting the rights and feelings of others.
- Dealing with unpleasant subjects and situations in a fair and just manner.
- Conducting himself/herself at all times in a way that would add prestige, dignity, and honor to the office of President.

#### **The President's Duties Include:**

- 1) Presiding at all meetings.
- 2) Formulating 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.
- 3) Overseeing 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.
- 4) Presiding 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.

- 5) Requiring written progress reports from each officer and committee chairperson each month and compares them with previously described programs and activities. Notifies any incumbent of non-performance or slow activity. Sees to it that proper measures are taken for corrective action.
- 6) Arriving at the place of the scheduled meeting early to see that everyone and everything is in readiness for the meeting. Makes 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. Acknowledges each speaker's appearance with a letter of thanks on behalf of the chapter.
- 7) Keeping 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.
- 8) Maintaining a close contact with the executive committee, Council of Presidents' Representative, Headquarters, the International president and other chapter 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.
- 9) Submitting 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.

**International Board of Directors**  
**Legal Responsibilities**  
**Policy #3.19**

### **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.

### **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.

### **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.

Reviewed May 6, 2014

**Board of Directors Commitment Pledge**  
**Policy #3.20**

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the International Association of Rehabilitation Professionals (“IARP”) or one of IARP’s Section or Chapter Boards, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a Director, as set forth more specifically below.

**MY ROLE**

I acknowledge that my primary role as a Director is twofold: (1) to contribute to the defining and fulfillment of the organization’s mission, and (2) to assist the Board in managing the organization’s business and affairs.

**MY PLEDGE**

As a Director, I pledge to abide by my fiduciary duties of care, loyalty and obedience<sup>i</sup>, and to abide by IARP’s Conflict of Interest Policy<sup>ii</sup>.

Further, I understand that during the course of my service as a Director I may have access to and become acquainted with information of a confidential or proprietary nature that should not be disclosed outside the Board. I pledge that I will not disclose such confidential or proprietary information to persons outside the Board or the Board of the parent organization, except as may be required by law.

Further, if I am on the Board as a representative of a Section, District or Region, I understand that as a Director I am to act and vote in the best interests of the organization as a whole, and I pledge to act and vote accordingly.

Finally, as a representative of the Board, I pledge to support in a positive manner all actions taken by the Board even when I am in a minority position on such actions, and to speak on behalf of the Board or organization only when I am authorized to do so.

If, for any reason, I find myself unable to fulfill my role and pledge, I agree to resign my position as a Director.

I also understand and agree that my failure to fulfill my role and pledge subject me to potential removal from the Board.

Board Member Signature

Date

\_\_\_\_\_  
Board Member Name (Printed)



# **IARP Chapter Policies (4.0)**

## **HOW TO FORM A CHAPTER: Policy # 4.1**

### **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:

### **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 or region, 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.

**PETITION FOR AFFILIATION: Document # 4.2**

This is an AFFILIATION AGREEMENT ("Agreement"), dated \_\_\_\_\_, 19\_\_\_\_, between INTERNATIONAL ASSOCIATION OF REHABILITATION PROFESSIONALS, a Pennsylvania nonprofit corporation ("IARP"), and \_\_\_\_\_, a \_\_\_\_\_ nonprofit corporation ("Chapter").

**BACKGROUND**

A. IARP is dedicated to promoting effective interdisciplinary rehabilitation through its professional sections: Forensics, International Academy of Life Care Planners, Disability Management, and Case Management. IARP is also dedicated to promoting return-to-work services including career counseling on behalf of persons with disabilities and the economically disadvantaged; enhancing the competency of service providers; supporting innovation in related business development and management; and becoming the pre-eminent source for shaping public policy that affects rehabilitation.

B. Chapter has petitioned for affiliation with IARP as a chapter of IARP.

C. IARP and Chapter wish to set forth their understandings of their mutual rights and responsibilities in connection with their affiliation.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and agreements set forth below, and intending to be legally bound, IARP and Chapter hereby agree as follows:

**TERMS and CONDITIONS**

1. **Affiliation.** On the terms and conditions set forth in this Agreement, IARP designates Chapter, and Chapter shall serve as, a chapter of IARP until this Agreement is terminated as provided herein.
2. **Territory.** During the term of this Agreement, Chapter shall have the exclusive right (a) to be a chapter of IARP in the state, region or country or geographical area described on Exhibit A attached hereto (the "Territory") and (b) to offer membership in Chapter to individuals or organizations who qualify for membership as specified in Chapter's bylaws and who conduct operations, live or work as rehabilitation professionals in the Territory.
3. **Organization of Chapter.**
  - 3.1. **Conduct of Business.** Chapter shall operate and conduct its business and affairs in accordance with the generally accepted principles of nonprofit organizations, with the primary objective of Chapter being to serve its members.
  - 3.2. **Bylaws.** Within six months of the date of this Agreement, Chapter shall adopt bylaws ("Chapter Bylaws"), which comply with the applicable laws of the Territory and

shall be in the form of the standard chapter bylaws ("Standard Bylaws") provided by IARP. Chapter shall have the right to adopt such bylaw provisions required by the laws of the Territory, even if such provisions are inconsistent with the Standard Bylaws. Chapter shall also have the right to adopt such additional bylaw provisions, which it deems to be appropriate, provided that such additional provisions shall not be inconsistent with the Standard Bylaws, any IARP Policies as defined in Section 4.2, and this Agreement. Chapter shall submit a copy of its proposed bylaws to IARP for review prior to adoption.

### 3.3. Fiscal Operations.

3.3.1. Chapter shall establish and practice sound fiscal policy and shall at all times maintain financial self-sufficiency.

3.3.2. The Board of Directors of the Chapter ("Chapter Board"), or a committee appointed by the Chapter Board, shall approve the selection of an independent public accountant who shall prepare Chapter's annual financial statements in accordance with accepted accounting practices and with the same accounting period as used by IARP. Chapter shall furnish copies of its financial statements to IARP within 90 days of the end of Chapter's fiscal year.

3.3.3. Chapter shall authorize IARP, in a written document signed by a duly authorized officer of Chapter, to include Chapter in IARP's application for a group exemption from federal income tax.

3.3.4. Chapter shall file annual information returns on Form 990 or other applicable form with the Internal Revenue Service if revenues are sufficient to require that return to be filed, and furnish copies of the returns to IARP at the time of filing with the Internal Revenue Service.

## 4. Responsibilities of Chapter.

### 4.1. Membership.

4.1.1. Chapter shall accept as members those who are qualified for membership as specified in Chapter's Bylaws. Chapter shall promote membership within the Territory.

4.1.2. Chapter shall cooperate with IARP to develop and provide membership services and programs which serve the interest of its members and which are consistent with services and programs offered by IARP. Chapter shall offer at least two educational programs per year and shall designate a person to serve as continuing education representative, whose responsibilities shall be outlined separately.

- 4.2. Compliance with Policies of IARP. Chapter shall comply and promote compliance by its members with the policies of IARP (the "IARP Policies") as approved from time to time by the Board of Directors of IARP (the "IARP Board"), including IARP's Mission and Goals, as set forth in the current Long-Range Plan, Bylaws, Policies and Procedures, and Standards and Ethics. Chapter acknowledges receipt of copies of each of the IARP Policies in effect at the date of this Agreement.
  - 4.3. Use of Name and Logo. Chapter may use the IARP name and logo during the term of this Agreement with the prior written approval of the IARP Board and only in a manner consistent with IARP Policies. When the logo is reproduced, it should be an exact replica of the official logo. Upon termination of this Agreement, Chapter shall immediately discontinue all use of the IARP name and logo.
  - 4.4. Representation of IARP. Chapter shall not represent itself as speaking for or representing IARP without prior written approval of the IARP Board.
  - 4.5. Public Statements. Whenever possible, Chapter shall give IARP timely advance written notice of situations in which the Chapter intends to issue public statements or support legislative or regulatory proposals. Chapter shall provide IARP copies of any written statements or proposals, or summaries of verbal testimony, within 14 days of such presentations.
  - 4.6. Confidentiality. Chapter shall maintain confidentiality of IARP information submitted to Chapter.
  - 4.7. Employer Identification Number. Chapter shall apply for an employer identification number from the federal government.
  - 4.8. Reports to IARP. Chapter shall furnish a written report annually to IARP at the end of the calendar year. The report includes the annual financial report and a report of Chapter activities for the year.
5. Responsibilities of IARP.
- 7.5. Membership. All Professional Members of IARP in the Territory shall be members of the Chapter if they conduct operations, live or work as rehabilitation professionals in the Territory. IARP shall collect dues, maintain membership records, and periodically send membership reports to Chapter. IARP shall rebate to Chapter a portion of the membership dues paid by members who are also Chapter members, in accordance with procedures established by the IARP Board. Chapter shall use these rebates only for Chapter activity that is consistent with the IARP Policies.
  - 7.6. Dues will be discounted by \$100 for the first year of membership as a Professional Candidate Member – approved September 12, 2013



5.2. IARP Policies. IARP shall advise Chapter of the IARP Policies as may be adopted by the IARP Board from time to time.

5.3. Programs. IARP, as authorized by its Board, shall provide those programs and member services which cannot be provided by its affiliated chapters, including government relations, public relations, education and insurance at the International level, and such other services and programs as may be approved by the IARP Board.

5.4. Cooperation with Chapter. IARP shall cooperate with Chapter to develop and provide membership services and programs, which are consistent with services and programs offered by Chapter.

5.5. Confidentiality. IARP shall maintain confidentiality of Chapter information submitted to IARP.

5.6. Insurance. To the extent obtainable on terms and conditions acceptable to IARP, IARP shall maintain:

(a) commercial general liability insurance which covers its affiliated chapters, in such amounts as the Board determines to be appropriate; and

(b) maintain professional liability insurance for nonprofit organizations which covers its affiliated chapters as insureds, in such amounts as the Board determines to be appropriate.

6. Independent Organizations. Chapter and IARP expressly acknowledge and agree that they are, and intend to remain, separate corporate entities and as such shall not incur any liability, obligation or expense on behalf of each other.

7. Termination.

7.1. By Notice. Either party may terminate this Agreement at the end of any calendar year upon written notice given at least 90 days prior to December 31 of that year.

7.2. For Cause. Either party may terminate this Agreement at any time if the other party breaches or fails to comply with any term or condition of this Agreement, upon written notice to the other party.

General Provisions.

8.1. Notices. Notices and all other communications provided for in this Agreement shall be in writing and shall be deemed to have been duly given when delivered or mailed by United States certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

If to IARP:

International Association of Rehabilitation Professionals  
1000 Westgate Dr., Suite 252  
St. Paul, MN 55114  
Attention: Kris Haskin, Executive Director

If to Chapter:

International Association of Rehabilitation Professionals

or to such other address as either party may have furnished to the other by such note, except that notices of change of address shall be effective only upon receipt.

8.2. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable to any extent, such provision will be modified only to the extent necessary to make it valid and enforceable and the remainder of the Agreement shall be unaffected and shall remain in full force and effect.

8.3. Complete Agreement. This Agreement, and the IARP Policies incorporated by reference into this Agreement, encompasses the entire agreement between the parties on the subject matter of this Agreement, superseding all prior or contemporaneous agreements and communications, oral or written, between the parties relating to the subject matter of this Agreement.

8.4. Headings. The division of this Agreement into sections and the use of headings for such sections are solely for convenience and shall have no legal effect in construing the provisions of this Agreement.

8.5. Waiver. The waiver by either party of any breach or violation of any provision of this Agreement shall not operate as, or be construed to constitute, a waiver of any subsequent breach of the same or any other provision of this Agreement.

8.6. Law Governing. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, without giving effect to principles of conflicts of law.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers, effective as of the date first written above.

INTERNATIONAL ASSOCIATION OF REHABILITATION PROFESSIONALS

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

[Chapter]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**MODEL ARTICLES OF INCORPORATION: Document # 4.3**

Model Articles of Incorporation for  
Chapters of the International Association  
of Rehabilitation Professionals

Following is a model form of Articles of Incorporation for Chapters to use as a guide for developing Articles for their particular corporation. This form is only a guide and the specific requirements of the applicable state, region or country laws for the formation of a corporation must be complied with. An attorney familiar with the applicable corporation laws should be consulted.

\* \* \*

ARTICLES OF INCORPORATION

of

[Name of State, region or country] Chapter of the  
International Association of Rehabilitation  
Professionals

In compliance with the requirements of *[citation of specific state, region or country statute under which corporation is being incorporated]*, the undersigned, desiring to be incorporated as a nonprofit corporation, hereby certifies that:

1. The name of the corporation is: [Name of State, region or country] Chapter of the International Association of the Rehabilitation Professionals.

2. The address of the corporation's initial registered office is: \_\_\_\_\_

3. The purpose of the corporation is to improve and advance the delivery of rehabilitation services by establishing working relationships among professionals interested in the provision of rehabilitation services, advancing the concept of rehabilitation services,

promoting the highest ethical practices in the delivery of rehabilitation services, stimulating the effectiveness of delivery in rehabilitation services, sponsoring and promoting rehabilitation research and encouraging the dissemination and utilization of its findings, conducting educational programs, issuing reports, publishing studies and otherwise facilitating the exchange of ideas among all sectors, and generally to support the mission and goals of the International Association of Rehabilitation Professionals.

The foregoing statement of purpose shall not be considered as limiting or restricting in any manner the powers conferred upon corporations by *[citation of applicable state, region or country statute]* and, therefore, the corporation shall have the power to transact any business not prohibited by law or required to be stated herein.

4. The term for which the corporation is to exist is perpetual.
5. The corporation is organized on a non-stock basis.
6. The corporation shall have members as provided in its bylaws.
7. The name(s) and address(es) of the incorporator(s) [or the directors] is (are)

*[Depending on specific state, region or country law, these or other matters may be required to be addressed. In some states, the Articles of Incorporation are required to make specific reference to any limitation on liability of directors and officers and/or indemnification. In this case, you may use Article VIII, Indemnification, from the model chapter bylaws that you adopt. In some states, the disposition of the corporation's assets in the case of dissolution may be required to be addressed in the articles of incorporation.]*

IN TESTIMONY WHEREOF, these Articles of Incorporation have been signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_\_.

\* \* \*

Note: As of April 11, 2013, IARP Puerto Rico has been officially recognized by the IARP, and the chapter is to be classed as a North American chapter reporting to the chair of the Council of Presidents. Provided a maximum of \$1,000 of the annual \$5,000 budget of the IARP international Committee

<b>GROUP EXEMPTION AUTHORIZATION LETTER: Document # 4</b>
---

Name of Chapter \_\_\_\_\_ Employer Identification Number \_\_\_\_\_

This letter authorizes and requests IARP to include this chapter under IARP' group exemption with the Internal Revenue Service. The chapter has not separately been granted tax-exempt status. The chapter is incorporated under the laws of \_\_\_\_\_.

Its current officers are:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Other Officers (specify title and officeholder):

\_\_\_\_\_

We understand that our chapter will be required to file its own information return with the IRS on Form 990 if the chapter's average gross annual receipts for the last three years (including the year for which the return would be filed) exceed \$50,000.

The activities engaged in by the chapter are the following: (be specific)

\_\_\_\_\_

We have revenue from the following sources (give approximate amount from each source per year). \_\_\_\_\_

\_\_\_\_\_

The types of our expenditures are (give approximate amount for each type per year):

In 201\_, Chapter had gross receipts of:

More than \$50,000

Less than \$50,000

✓

Chapter President's Signature \_\_\_\_\_

Chapter's Mailing Address \_\_\_\_\_

\_\_\_\_\_

Actual Address, if different \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A. IARP and chapter wish to set forth their understandings of their mutual rights and responsibilities in connection with their affiliation.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises and agreements set forth below, and intending to be legally bound, IARP and chapter hereby agree as follows:

### TERMS and CONDITIONS

1. Affiliation. On the terms and conditions set forth in this Agreement, IARP designates chapter, and chapter shall serve as, a chapter of IARP until this agreement is terminated as provided herein.
2. Territory. During the term of this agreement, chapter shall have the exclusive right (a) to be a chapter of IARP in the state, region or country or geographical area described on Exhibit A attached hereto (the "Territory") and (b) to offer membership in chapter to individuals or organizations who qualify for membership as specified in Chapter's bylaws and who conduct operations, live or work as rehabilitation professionals in the Territory.
3. Organization of Chapter.
  - 3.1. Conduct of Business. Chapter shall operate and conduct its business and affairs in accordance with the generally accepted principles of nonprofit organizations, with the primary objective of chapter being to serve its members.
  - 3.2. Bylaws. Within six months of the date of this agreement, chapter shall adopt bylaws ("Chapter Bylaws") which comply with the applicable laws of the Territory and shall be in the form of the standard chapter bylaws ("Standard Bylaws") provided by IARP. Chapter shall have the right to adopt such bylaw provisions required by the laws of the Territory, even if such provisions are inconsistent with the Standard Bylaws. Chapter shall also have the right to adopt such additional bylaw provisions it deems to be appropriate, if such additional provisions shall not be inconsistent with the Standard Bylaws, any IARP Policies as defined in Section 4.2, and this agreement. Chapter shall submit a copy of its proposed bylaws to IARP for review prior to adoption.
  - 3.3. Fiscal Operations.
    - 3.3.1. Chapter shall establish and practice sound fiscal policy and shall at all times maintain financial self-sufficiency.
    - 3.3.2. The Board of Directors of Chapter ("Chapter Board"), or a committee appointed by the Chapter Board, shall approve the selection of an independent public accountant who shall prepare chapter's annual financial statements in accordance with accepted accounting practices and with the same accounting period as used by IARP. Chapter shall furnish copies of its financial statements to IARP within 45 days of the end of chapter's fiscal year.
    - 3.3.3. Chapter shall authorize IARP, in a written document signed by a duly authorized officer of chapter, to include chapter in IARP's
    - 3.3.4. Group exemption from federal income tax.
    - 3.3.5. Chapter shall file annual information returns on Form 990 or other applicable form with the Internal Revenue Service if revenues are sufficient to require that return to be filed (currently \$50,000). If less than \$50,000, chapter shall file the ePostcard with the Internal Revenue Service.
4. Responsibilities of Chapter.
  - 4.1. Membership.

- 4.1.1. Chapter shall accept as members those who are qualified for membership as specified in chapter's bylaws. Chapter shall promote membership within the Territory.
    - 4.1.2. Chapter shall cooperate with IARP to develop and provide membership services and programs which serve the interest of its members and which are consistent with services and programs offered by IARP. Chapter shall offer at least two educational programs per year and shall designate a person to serve as continuing education representative, whose responsibilities shall be outlined separately.
  - 4.2. Compliance with Policies of IARP. Chapter shall comply and promote compliance by its members with the policies of IARP (the "IARP Policies") as approved from time to time by the Board of Directors of IARP (the "IARP Board"), including IARP's Mission and Goals, as set forth in the Long-Range Plan adopted annually, Bylaws, Policies and Procedures, and Standards and Ethics. Chapter acknowledges receipt of copies of each of the IARP Policies in effect at the date of this Agreement.
  - 4.3. Use of Name and Logo. Chapter may use the IARP name and logo during the term of this Agreement with the prior written approval of the IARP Board and only in a manner consistent with the IARP Policies. When the logo is reproduced, it should be an exact replica of the official logo. Upon termination of this Agreement, chapter shall immediately discontinue all use of the IARP name and logo.
  - 4.4. Representation of IARP. Chapter shall not represent itself as speaking for or representing IARP without prior written approval of the IARP Board.
  - 4.5. Public Statements. Whenever possible, chapter shall give IARP timely advance written notice of situations in which the chapter intends to issue public statements or support legislative or regulatory proposals. Chapter shall provide IARP copies of any written statements or proposals, or summaries of verbal testimony, within 14 days of such presentations.
  - 4.6. Confidentiality. Chapter shall maintain confidentiality of IARP information submitted to chapter.
  - 4.7. Employer Identification Number. IARP shall assist chapter to apply for an employer identification number from the IRS under IARP's group identification code..
  - 4.8. Reports to IARP. Chapter shall furnish a written report annually to IARP on chapter meetings and programs by February 15 of each calendar year.
5. Responsibilities of IARP.
  - 5.1. Membership. All Professional Members of IARP in the Territory shall be members of the chapter if they conduct operations, live or work as rehabilitation professionals in the Territory. IARP shall collect dues, maintain membership records, and periodically send membership reports to chapters. IARP shall rebate to chapter a portion of the membership dues paid by members who are also chapter members, in accordance with procedures established by the IARP Board. Chapter shall use these rebates only for chapter activity that is consistent with the IARP Policies.
  - 5.2. IARP Policies. IARP shall advise chapter of the IARP Policies as may be adopted by the IARP Board from time to time.

- 5.3. Programs. IARP, as authorized by its Board, shall provide those programs and member services which cannot be provided by its affiliated chapters, including government relations, public relations, education and insurance at the International level, and such other services and programs as may be approved by the IARP Board.
- 5.4. Cooperation with Chapter. IARP shall cooperate with chapter to develop and provide membership services and programs consistent with services and programs offered by chapter.
- 5.5. Confidentiality. IARP shall maintain confidentiality of Chapter information submitted to IARP.
- 5.6. Insurance. To the extent obtainable on terms and conditions acceptable to IARP, IARP shall maintain:
  - a) commercial general liability insurance which covers its affiliated chapters, in such amounts as the Board determines to be appropriate; and
  - b) maintain professional liability insurance for nonprofit organizations which covers its affiliated chapters as insureds, in such amounts as the Board determines to be appropriate.
6. Independent Organizations. Chapter and IARP expressly acknowledge and agree that they are, and intend to remain, separate corporate entities and as such shall not incur any liability, obligation or expense on behalf of each other.
7. Termination.
  - 7.1. By Notice. Either party may terminate this Agreement at the end of any calendar year upon written notice given at least 90 days prior to December 31 of that year.
  - 7.2. For Cause. Either party may terminate this Agreement at any time if the other party breaches or fails to comply with any term or condition of this Agreement, upon written notice to the other party.
8. General Provisions.
  - 8.1. Notices. Notices and all other communications provided for in this Agreement shall be in writing and shall be deemed to have been duly given when delivered or mailed by United States certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

If to IARP:

International Association of Rehabilitation Professionals  
1000 Westgate Dr., Suite 252  
St. Paul, MN 55114  
Attention: Kris Haskin, Executive Director

If to Chapter:



or to such other address as either party may have furnished to the other by such note, except that notices of change of address shall be effective only upon receipt.

- 8.2. Severability. If any provision of this agreement is held by a court of competent jurisdiction to be invalid or unenforceable to any extent, such provision will be modified only to the extent necessary to make it valid and enforceable and the remainder of the Agreement shall be unaffected and shall remain in full force and effect.
- 8.3. Complete Agreement. This agreement, and the IARP Policies incorporated by reference into this agreement, encompasses the entire agreement between the parties on the subject matter of this agreement, superseding all prior or contemporaneous agreements and communications, oral or written, between the parties relating to the subject matter of this Agreement.
- 8.4. Headings. The division of this agreement into sections and the use of headings for such sections are solely for convenience and shall have no legal effect in construing the provisions of this agreement.
- 8.5. Waiver. The waiver by either party of any breach or violation of any provision of this agreement shall not operate as, or be construed to constitute, a waiver of any subsequent breach of the same or any other provision of this agreement.
- 8.6. Law Governing. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois, without giving effect to principles of conflicts of law.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized officers, effective as of the date first written above.

INTERNATIONAL ASSOCIATION OF REHABILITATION PROFESSIONALS

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

[Chapter]

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## DUES REBATES TO CHAPTERS: Policy # 4.6

### **Policy:**

- 1) 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.
- 2) The IARP International staff prepares monthly dues renewal invoices for each IARP member on the anniversary date of his or her joining. The invoice includes IARP dues, plus applicable chapter dues (each chapter sets its own dues).
- 3) 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.
- 4) As of March 2014, the IARP board approved that of the \$92 paid as dues by professional candidates, \$20 will be refunded to the affiliated chapter.

### **Procedure:**

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

- 1) The chapter must identify, on its stationery and other communications, that it is a part of the International Association of Rehabilitation Professionals.
- 2) The Chapter must have at least ten members.
- 3) 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.
- 4) The written chapter report and financial report\* must be submitted to IARP headquarters no later than January 31<sup>st</sup> following completion of the chapter's year.
- 5) The chapter must follow the affiliation agreement with IARP and IARP policies relating to chapters.
- 6) 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

- 7) 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

**Source: Board of Directors, April 30, 1997**

\* financial report and written reports available on Rehabpro website

**CHAPTER FINANCIAL REPORTING: Policy # 4.7**

**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 following format:

\_\_\_\_\_  
**International Association of Rehabilitation Professionals**  
 Fiscal Year Ending December 31, \_\_\_\_\_

**Procedures:**

A. Amount of Gross Receipts. If the chapter had gross receipts (revenues) of \$50,000 or less, this form is the only document that needs to be completed, signed and returned to IARP headquarters. You may fax the completed form to **847.657.6963** or e-mail to [marina@tcag.com](mailto:marina@tcag.com) or to [carlw@tcag.com](mailto:carlw@tcag.com) by **APRIL 30, 2012.**

B. If your chapter has greater than \$25,000 in revenue, it must file IRS Form 990, Return of Organization Exempt from Income Tax by the 15<sup>th</sup> of the 5<sup>th</sup> month ( May 15) after the end of the organization accounting period.

C. Revenue and Expense Summary

**Revenues**

Member Dues \_\_\_\_\_  
 Chapter Conference \_\_\_\_\_  
 Meeting Fees \_\_\_\_\_  
 Legislative Fundraising \_\_\_\_\_  
 Educational Workshops \_\_\_\_\_  
 Social Events \_\_\_\_\_  
 Publications \_\_\_\_\_  
 Other: \_\_\_\_\_

**Expenses**

Chapter Conferences \_\_\_\_\_  
 Board/Committees \_\_\_\_\_  
 Bookkeeping/Legal/bank \_\_\_\_\_  
 Legislative Activities \_\_\_\_\_  
 Educational Workshops \_\_\_\_\_  
 Postage/Supplies \_\_\_\_\_  
 Publications \_\_\_\_\_  
 Website \_\_\_\_\_

Other (*list below*)

Total Revenues \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

D. Balance Sheet as of December 31, 2010

<b>Assets</b>		<b>Liabilities (list)</b>	
Savings Account	_____	_____	_____
Checking Account	_____	_____	_____
Securities	_____	_____	_____
Value of Fixed Assets (describe)	_____	_____	_____
Total Assets	_____	Total Liabilities	_____

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Signature of Chapter President or Treasurer                      Phone #                      Date

## **IARP Processes (5.0)**

<b>BOARD MEMBERS ORIENTATION: Policy # 5.1</b>
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**Policy:**

Upon election to the Board of Directors, new members shall receive an orientation to their duties and website resources.

**Procedures:**

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:

- 1) 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.)
- 2) Board/staff relations and communications.
- 3) Issues and activities that are currently top priority with IARP.
- 4) The board's policy-making role.
- 5) What each new member sees as important goals for the association.
- 6) Attend the transition board meeting prior to beginning of the annual conference

**BOARD FUNCTION LIQUOR POLICY: Policy # 5.2**

**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.

**ANNUAL CONFERENCE: Policy # 5.3**

**Policy:**

In order to provide a smooth transition and continuity of service, the Annual Conference chairperson is expected to attend the annual conference

**Policy:**

IARP shall offer annually an annual educational conference that shall rotate between the western, central, and eastern portions of the country.

**Board Responsibilities:**

- 1) Conference Chair or Co-chairs are appointed by the president and should be individual(s) who have recently been involved at the National Level.
- 2) 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 selecting the conference program. The conference program committee consists of the following individuals who are approved by the conference chair/co-chairs.
  - 2.1. Each section has 1 representative
  - 2.2. The education committee has 1 or 2 representatives

2.3. The local state/or region has appointed representation

2.4. The conference chair/co-chairs oversee all programming

## **Conference Roles and Responsibilities:**

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### **CONFERENCE COMMITTEE:**

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#### **Conference Committee**

- Determine conference theme
- Determine program format with conference manager and education manger
- 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.

#### **Local Arrangements**

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

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### **HEADQUARTERS STAFF:**

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#### **Executive Director**

The executive director is responsible for the overall executive management of IARP. As appropriate, they are involved in the long-term direction of IARP conferences and programs.

#### **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.

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### **CONFERENCE STAFF:**

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#### **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.

- ❑ Oversee budget
- ❑ Supervise convention staff
- ❑ Manage future conference selection
- ❑ Manage strategic direction
- ❑ Overall management of all conference activities
- ❑ Lead interface with all committee members
- ❑ Budget tracking/management
- ❑ Critical date creation and tracking
- ❑ Assist committee with program development
- ❑ Manage schedule of events

- ❑ Provide input on all printed pieces
- ❑ Coordinate selection and manage the following suppliers:
  - ⇒ Busing
  - ⇒ Office equipment (on site)
  - ⇒ Quick copy
- ❑ Temporary help
- ❑ Manage logistics of social event(s) based on desires of committee
  - ⇒ Negotiate all contracts
  - ⇒ Main contact with selected venue
  - ⇒ Order and manage food and beverage
  - ⇒ Main contact with destination management company for entertainment, props, etc.
- ❑ Directly responsible for hotel/site logistics:
  - ⇒ Main contact with hotel on all issues
  - ⇒ Audio visual requirements
  - ⇒ Food and beverage arrangements
  - ⇒ Housing
  - ⇒ Room sets
  - ⇒ Specification sheets/menus
  - ⇒ VIP management
  - ⇒ Manage hotel charges and reconcile master account
- ❑ Oversee exhibits and sponsor program
- ❑ Manage all on site activity

### **Education Manager**

The education manager is directly involved in all aspects of the educational program

- ❑ Development and distribution of the Call for Presentations.
- ❑ Serve as point person for 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 including:
  - ⇒ Confirmation letters
  - ⇒ Speaker guideline
  - ⇒ Audio visual needs form
  - ⇒ Other misc. information as needed
- ❑ Follow-up with all speakers on their presentation needs
- ❑ Coordinate receipt of all speaker materials
- ❑ Evaluation coordination and results distribution
- ❑ Sign coordination
- ❑ Shipping coordination
- ❑ Coordinate all printed pieces on behalf of the committee
  - ⇒ Create and manage marketing schedule
  - ⇒ Proof and edit copy
  - ⇒ Act as liaison between designer and printer
- ❑ Coordinate distribution of speaker thank you letters and gifts
- ❑ 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

## **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.

- ❑ Coordinate the selection and management the exhibit decorator, including design and layout of the exhibit hall.
- ❑ Lead on exhibits and sponsorship sales.
- ❑ Lead on exhibitor and sponsorship program development.
- ❑ Develop, design and coordinate the printing and distribution of the exhibitor prospectus development.
- ❑ Coordinate all mailings to exhibitors/sponsors.
- ❑ Pursue new company leads for exhibits and sponsorships.
- ❑ Lead on all visibility opportunities and events for exhibitors and sponsors.
- ❑ Liaison to exhibitors for on-site exhibit hall issues.
- ❑ Liaison to sponsors on-site.
- ❑ Liaison to the Sponsor Relations Committee.
- ❑ Coordinate security for the exhibit hall.
- ❑ Assist with the coordination of overall conference marketing.

## **Web Site Coordinator**

The web site coordinator will coordinate all online activities on behalf of the committee. Also, the coordinator will create and manage the conference section of the web site, 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 web site provider.

## **Financial Arrangements**

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

- 1) 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.
- 2) Based on 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.
- 3) All presenters will receive a 50% discount on the conference registration price.
- 4) IARP Board members receive a 25% discount on the conference registration price.
- 5) Retired members receive a discounted fee of 35% of the conference registration. Adopted 11/7/2002

<b>Site Selection Guidelines (As of 1/20/2009): Policy #5.3.1</b>
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- 1) 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.
- 2) A major airport is within a thirty-minute trip to the venue.
- 3) Reasonable airfares and frequent flights are available for the majority of potential attendees to the host city
- 4) Meeting space and rooms are available in the months established for the meeting.
- 5) Dates should be selected that do not conflict with other organizations' meetings either (competitive or complementary) within 45 days of the IARP meeting.
- 6) Seasonal weather should be taken into consideration.
- 7) IARP must have assigned meeting space that provides for general sessions, break-out rooms, and exhibit space that is consistent with past meeting requirements. All meeting functions will be in the hotel (facility).
- 8) All exhibit and meeting space will be provided at no charge.



- 9) 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.
- 10) The geographic location is in a metropolitan area that contains an active or potentially active chapter.
- 11) 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.

The conference manager is to consider the following criteria when recommending a hotel to the meeting committee (section or other) and the IARP Board of Directors for final approval.

- 1) Local attractions, restaurants, and night life should be within walking distance of the hotel.
- 2) The hotel must be ADA –handicap accessible
- 3) 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.
- 4) High-speed internet access in each guest and meeting room.
- 5) Two (2) staff rooms complimentary over and above the 1/50 complimentary policy for the executive director and conference manager
- 6) Discounted staff rooms at 50% off group rate.
- 7) Upgrades for board of directors or meeting planning committee.
- 8) 1/50 Comp policy for rooms.
- 9) One complimentary microphone in each meeting room.
- 10) Two complimentary house phones for both the conference office and the registration desk.
- 11) Hotel will host a complimentary planning meeting for the entire conference committee one (1) year in advance of the event.
- 12) Food and beverage (F &B) costs from the hotel will be guaranteed one year in advance.
- 13) The minimum food and beverage (F&B) required by the hotel shall not exceed \_\_\_% of the final food and beverage billing from the hotel.

## **SPEAKERS: Policy # 5.3.2**

### **Policy:**

IARP desires to offer well-qualified speakers for all programs sponsored by the association.

### **Procedure:**

- 1) The Conference Program Committee will arrange speakers for all conferences and screen unsolicited program recommendations and speakers. These can be by direct invitation or published announcement.
- 2) Conference committee members will be included in this process.
- 3) Speakers who have not been invited to speak must provide evidence of speaking capabilities, references, or other documentation in support of their program presentation.
- 4) The conference committee will have the final approval of all speakers at IARP sponsored conferences or programs.

## **SPEAKER RFP PROCESS: Policy # 5.3.3**

### **Policy:**

The purpose of 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.

### **Procedure:**

- 1) A Call for Presenters is issued approximately eight months prior to the conference.
- 2) All speakers must fill out an RFP using the online abstract/speaker management system. No paper submissions will be accepted.
- 3) Staff will submit a report and tracking instructions to the conference program committee for their review and rating of each proposal.
- 4) 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.

## **AWARDS: Policy # 5.4**

### **Policy:**

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 IARP Annual Conference. Award Categories:

### **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.

### **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.

### **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 or she is committed to the rehabilitation profession, and has made significant and notable contributions both to the organization and profession throughout his/her career.

### **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.

[www.rehabpro.org](http://www.rehabpro.org)

## **IARP Minutes: Content, Style and Procedures: Policy #5.5**

### **Objective**

Our objective is to present a policy that covers the content, style and procedures for minutes of the meetings of the IARP Board of Directors. Although the policy focuses on formal board meetings, the substance of the content can also be applied to committee, task force and other minutes.

### **Background**

The question before the house is how detailed and in what style should meeting minutes be prepared.

The question defies a simple answer. In its reference to minutes Wikipedia says that, “Minutes may be as detailed and comprehensive as a transcription, or a short and concise as a bare list of resolutions adopted or decisions made.” IARP posts its board minutes on the Web site for a year’s duration. Therefore, many IARP leaders and staff believe that minutes should contain more background about why decisions are made to give historical perspective.

There are three sections to the **IARP Minutes Policy**: content, style and procedure.

### **CONTENT OF MINUTES**

The first paragraph of the minutes should contain the following information (which need not, however, be divided into numbered or separated items directly corresponding to those below):

- The kind of meeting: special, adjourned regular, or adjourned special;
- The name of the society or assembly;
- The date and time of the meeting, and the place, if it is not always the same;

- The fact that the regular chairman and secretary were present or, in their absence, the names of the persons who substituted for them; and
- Whether the minutes of the previous meeting were read and approved – as read, or as corrected – and the date of that meeting if it were other than a regular business meeting. Any correction is 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 **body of the minutes** should contain a *separate paragraph for each subject matter*, giving, in the case of all important motions and should show:

- All main motions or motions to bring a main question again before the assembly – except, normally, any that they were withdrawn, stating:
  - a. the wording in which each motion was adopted or otherwise disposed of (with the facts as to whether the motion may have been debated or amended before disposition being mentioned only parenthetically); and
  - b. the disposition of the motion, including – if it were *temporarily* disposed of – any primary and secondary amendments and all adhering secondary motions that would then be pending;
- Secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity – for example, motions to *Recess* or to *Fix the Time to Which to Adjourn* (among the privileged motions) or motions to *Suspend the Rules* or grant a *Request to Be Excused from a Duty* (among the incidental motions) generally only alluding to the adoption of such motions, however, as “...the matter having been advanced in the agenda on motion of ...” or “...a ballot vote having been ordered, the tellers...”;
- All notices of motions; and
- All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for his or her ruling.

The **last paragraph** should state; the hour of adjournment.

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.

## **STYLE OF MINUTES**

- Those drafting IARP minutes shall use the AP Stylebook as guide.

- Many colloquial words and phrases characteristic of informal writing and conversation are acceptable in some contexts but not in minutes. The use of contractions should be minimized.
- Names of those offering or seconding motions shall not be recorded, unless directed by the board.
- Those who have participated in the drafting and review of the minutes shall be listed before the minutes are signed.
- The signing of the minutes can be delegated to the executive director, if the board so designates.
- Minutes will include all official actions taken by the board with enough commentary to enable readers to understand the background and perspective that contributed to the actions taken.
- 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.

## **PROCEDURES FOR MINUTES**

- 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 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, the minutes will be posted to [www.rehabpro.org](http://www.rehabpro.org) for a period of one year.

## **References**

In its *The Complete Guide to Nonprofit Management* (Wiley & Sons, 2000) by Smith Bucklin, the authors comment, “Minutes should accurately record the decisions made at the meeting, with only as much of the discussion as necessary to provide a record of the basis for the decisions.” In his commentary in *Association Law Handbook 3rd edition* (ASAE, 1996) Jerald Jacobs writes, “It is essential that [minutes] accurately reflect what has occurred in an association meeting and that they be written so not to raise questions later about the propriety of what occurred. Meeting minutes can be of significant benefit to associations if they are written as affirmative legal compliance documents. Whenever appropriate, minutes should include self-serving statements about the procedures used by the association to insure legal compliance.”

The current edition of *Robert’s Rules of Order Newly Revised* (Perseus Publishers, October 2000) states, “Minutes should contain mainly a record of what was done at the meeting, not what was said by the members. James Woehlke is counsel of the New York State Society of CPAs. He says regarding detailed minutes, “Don’t have one more word than what is absolutely necessary but do recognize that what is necessary includes some artfully drafted evidence that the board is meeting its fiduciary duties and complying with tax and legal requirements”.

The AP Stylebook is one of the preferred resources for journalists and writers. IARP’s professional journals prefer using the most recent edition of the Publications Manual of the American Psychological Association IARP minutes follow the AP Stylebook. In the attachment to this policy are words or phrases that are likely to be used in preparing minutes. A full listing is found in *The Associated Press Stylebook* (Basic Books, 2004).

## Commonly Used Expressions:

<b>abbreviations and acronyms</b>	A few universally recognized abbreviations are required in some circumstances. Some others are acceptable depending upon the context. But in general, avoid alphabet soup. Do not use abbreviations or acronyms that the reader would not quickly recognize.
<b>administrator</b>	Never abbreviate. Capitalize when used as a formal title before a name.
<b>American Psychological Association</b>	APA is acceptable on second reference. Also <i>the bar association</i> , <i>the association</i> .
<b>a.m., p.m.</b>	Lowercase, with periods. Avoid the redundant <i>10 a.m. this morning</i> .
<b>apposition</b>	A decision on whether to put commas around a word, phrase or clause used in apposition depends on whether it is essential to the meaning of the sentence (no commas) or not essential (use commas).
<b>Association</b>	Do not abbreviate. Capitalize as part of a proper name: <i>American Society of Association Executives</i> . Use lowercase when not a part of the full name; <i>the association</i> .
<b>board</b>	Capitalize only when an integral part of a proper name: <i>The IARP Board of Directors</i> ; <i>the board</i> .
<b>board of directors, board of trustees</b>	Always lowercase.
<b>capitalization</b>	In general, avoid unnecessary capitals. Use capital letter only if you can justify it by one of the principles listed in the AP Stylebook.
<b>chapter</b>	Capitalize only when an integral part of a proper name. Lowercase when standing alone: <i>The IARP New England Chapter</i> ; <i>the Chicago chapter</i> .
<b>committee</b>	Do not abbreviate. Capitalize when part of a formal name: <i>the House Appropriations Committee</i> ; <i>the LMA Resource Committee</i> .  Note: Do not capitalize committee in the shortened versions of long committee names: <i>the Special Senate Select Committee to Investigate Improper Labor Management Practices</i> , for example became <i>the rackets committee</i> ; <i>the resource committee</i> .
<b>compositions</b>	Capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art, etc.
<b>composition titles</b>	<ul style="list-style-type: none"> <li>○ Capitalize the principal words, including propositions and conjunctions of four or more letters.</li> <li>○ Capitalize an article – <i>the, a, an,</i> – or words of fewer than four letters if it is the first or last word in a title.</li> <li>○ Put quotation marks around the names of all such works except the Bible and books that are primary catalogs of reference material. In addition to catalogs, this category includes almanacs, directories, dictionaries, encyclopedias, gazetteers, handbooks and similar publications. Do not use quotation marks around such software titles as WordPerfect or Windows.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Translate a foreign title into English unless a work is known to the American public by its foreign name.</li> </ul> <p>Examples: “<i>The Star-Spangled Banner</i>,” <i>The Rise and Fall of the Third Reich</i>,” “<i>The LMA Roles and Compensation Survey</i>”.</p>
<b>convention</b>	<p>Capitalize as part of the name for a specific national or state political convention: <i>the Democratic National Convention</i>, <i>the Republican State Convention</i>.</p> <p>Lowercase in other uses: <i>the national conference</i>, <i>the state convention</i>, <i>the convention</i>, <i>the annual conference of the International Association of Rehabilitation Professionals</i>.</p>
<b>daylight-saving time</b>	<p>Not <i>savings</i>. Note the hyphen.</p> <p>When linking the term with the name of a time zone, use only the word <i>daylight</i>: <i>Eastern Daylight Time</i>, <i>Pacific Daylight Time</i> etc.</p> <p>Lower case <i>daylight-saving time</i> and <i>daylight time</i> whenever it stands alone.</p>
<b>either...or, neither...nor</b>	<p>The nouns that follow these words do not constitute a compound subject; they are alternate subjects and require a verb that agrees with the nearer subject: <i>Neither they nor he is going</i>. <i>Neither he nor they are going</i>.</p>
<b>e-mail</b>	<p>Short form of <i>electronic mail</i>. Many <i>e-mail</i> or Internet addresses use symbols such as the <i>at</i> symbol (@), or the <i>tilde</i> (~). When needed, spell them out and provide an explanation.</p> <p>(Also <i>e-book</i>, <i>e-commerce</i>, <i>e-business</i>.)</p>
<b>executive director</b>	<p>Capitalize before a name only if it is a formal corporate or organizational title. <i>Executive Director Carl Wangman</i>.</p> <p>Lower case <i>Carl Wangman</i>, <i>executive director of the International Association of Rehabilitation Professionals</i>.</p>
<b>fewer, less</b>	<p>In general, use <i>fewer</i> for individual terms, <i>less</i> for bulk or quantity.</p> <p>Wrong: <i>The trend is toward more machines and less people</i> (People in this sense refers to individuals.)</p> <p>Wrong: <i>She was fewer than 60 years old</i>. (Years in this sense refers to a period of time, not individual years.)</p> <p>Right: <i>Fewer than 10 applicants called</i>. (Individuals.)</p> <p>Right: <i>I had less than \$50 in my pocket</i> (An amount.) But: <i>I had fewer than 50 dollar bills in my pocket</i>. (Individual items.)</p>
<b>Internet</b>	<p>In later references <i>the Net</i> is acceptable. <i>Internet</i> addresses include e-mail addresses and Web site designations. Follow the spelling of the Web site owner.</p>
<b>it’s, its</b>	<p><i>It’s</i> is a contraction for <i>it is</i> or <i>it has</i>: <i>It’s up to you</i>. <i>It’s been a long time</i>. <i>Its</i> is the possessive form of the pronoun: <i>The company lost its assets</i>.</p>
<b>magazine names</b>	<p>Capitalize the name but do not place it in quotes. Lowercase <i>magazine</i> unless it is part of the publication’s formal title: <i>Harper’s Magazine</i>, <i>Newsweek magazine</i>, <i>Time magazine</i>.</p>
<b>Ms.</b>	<p>This is the spelling and punctuation for all uses of the courtesy title, including direct quotations.</p>

	There is no plural. If several women who prefer <i>Ms.</i> must be listed in a series, repeat <i>Ms.</i> before each name.
<b>newspaper names</b>	Capitalize <i>the</i> in a newspaper's name if that is the way the publication <i>prefers</i> to be known. Do not place in quotes.
<b>Numerals</b>	<u>SENTENCE START:</u> Spell out a numeral at the beginning of a sentence. If necessary, recast the sentence. There is one exception—a numeral that indicates a calendar year.  Wrong: <i>993 freshmen entered the college last year.</i> Right: <i>Last year 993 freshmen entered the college.</i> Right: <i>1976 was a very good year.</i>
<b>offline</b>	No hyphen is the exception to Webster's.
<b>online</b>	One word in all cases for the computer connection term.
<b>president</b>	Capitalize president only as a formal title before one or more names: <i>President Reagan, Presidents Ford and Carter.</i>  Lowercase in all other uses: <i>The president said today. He is running for president. Lincoln was president during the Civil War.</i>
<b>persons</b>	Do not use coined words such as <i>chairperson</i> or <i>spokesperson</i> in regular text. Instead, use <i>chairman</i> or <i>spokesman</i> if referring to a man in the office in general. Use <i>chairwoman</i> or <i>spokeswoman</i> if referring to a woman. Or, if applicable, use a neutral word such as <i>leader</i> or <i>representative</i> . Use <i>chairperson</i> or similar coinage only in direct quotations or when it is the formal description for the office.
<b>principal, principle</b>	<i>Principal</i> is a noun and adjective meaning someone or something first in rank, authority, importance or degree. <i>She is the school principal. He was the principal in the trade. Money is the principal problem.</i>  <i>Principle</i> is a noun that means a fundamental truth, law, doctrine or motivating force. <i>They fought for the principle of self-determination.</i>



<b>Proper names</b>	<p>Capitalize common nouns such as party, river, street and west when they are an integral part of the full name for a person, place or thing: <i>Democratic Party, Mississippi River, Fleet Street, West Virginia.</i></p> <p>Lowercase these common nouns when they stand alone in subsequent references; <i>the party, the river, the street.</i></p>
<b>Proper nouns</b>	Capitalize nouns that constitute the unique identification for a specific person, place or thing: <i>John, Mary, America, Boston, England</i>
<b>provinces</b>	<p>Names of provinces are set off from community names by commas, just as the names of U.S. states are set off from city names: <i>They went to Halifax, Nova Scotia, on their vacation.</i></p> <p>Do not capitalize province: <i>They visited the province of Nova Scotia. The earthquake struck Shensi province.</i></p>
<b>reference works</b>	<p>Capitalize their proper names.</p> <p>Note: Do not use quotation marks around names of books that are primarily catalogs of reference material. In addition to catalogs, this category includes almanacs, dictionaries, directories, encyclopedias, gazetteers, handbooks and similar publications.</p>
<b>speaker</b>	Capitalize as a formal title before a name. Generally, it is a formal title only for the speaker of the legislative body: <i>Speaker Thomas P. O'Neill.</i>
<b>stationary, stationery</b>	To stand still is to be <i>stationary</i> . Writing paper is <i>stationery</i> .
<b>subcommittee</b>	Lowercase when used with the name of a legislative body's full committee; a <i>Ways and Means subcommittee</i> . Capitalize when subcommittee has a proper name of its own: <i>the Senate Permanent Subcommittee on Investigations.</i>
<b>their, there, they're</b>	<p><i>Their</i> is a possessive pronoun: <i>They went to their house.</i></p> <p><i>There</i> is an adverb indicating direction: <i>We went there for dinner.</i></p> <p><i>There</i> also is used with the force of a pronoun for impersonal constructions in which the real subject follows the verb: <i>There is no food on the table.</i></p> <p><i>They're</i> is a contraction for <i>they are</i>.</p>

<b>time zones</b>	<p>Capitalize the full name of the time in force within a particular zone: <i>Eastern Standard Time, Eastern Daylight Time, Central Standard Time, etc.</i></p> <p>Lowercase all but the region in short forms: <i>the Eastern time zone, Eastern time, Mountain time.</i></p>
<b>titles</b>	<p>In general, confine capitalization to formal titles used directly before an individual's name.</p> <p>The basic guidelines:  <b>LOWERCASE:</b> Lowercase and spell out titles when they are not used with an individual's name: <i>The president issued a statement. The pope gave his blessing.</i></p> <p>Lowercase and spell out titles in constructions that set them off from a name by commas. <i>The vice president, Nelson Rockefeller, declined to read again. Paul VI, the current pope, does not plan to retire.</i></p>
<b>versus</b>	<p>Spell it out in ordinary speech and writing: <i>The proposal to revamp Medicare versus proposals to reform Medicare and Medicaid at the same time.</i> In short expressions, however, the abbreviation <i>vs.</i> is permitted. <i>The issue of margarine vs. butter has long been with us.</i></p>
<b>white paper</b>	<p>Two words, lowercase, when used to refer to a special report.</p>
<b>World Wide Web</b>	<p>Or the <i>Web</i>. A service or set of standards that enables the publishing of multimedia documents on the Internet. The <i>Web</i> is not the same as the Internet, but it is a subset; other applications, such as <i>e-mail</i> exist on the Internet. Also, <i>Web site</i> (an exception to Webster's first listing) and <i>Web page</i>. But <i>webcam, webcast, webmaster, webinar</i>, all lowercase.</p>

## **WHISTLEBLOWER POLICY: Policy #5.6**

The purpose of this policy is to provide all International Association of Rehabilitation Professionals (“IARP”) members, board members, committee members and staff with guidelines for the reporting of unethical or illegal behavior by IARP members, board members, committee members, or staff.

IARP is committed to lawful and ethical behavior in all its activities and requires its members, board members, committee members and staff (“IARP person”) to conduct themselves in a manner that complies with all applicable laws and regulations.

At any time an IARP person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by IARP or any other IARP person, or believes that an action needs to be taken for IARP to be in compliance with the law or appropriate ethical standards, the IARP person should promptly advise the IARP President unless the IARP President is himself the subject of the concern, in which case the IARP person should contact the Executive Director.

Every effort will be made to investigate a report by an IARP person as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, IARP cannot, however, promise complete confidentiality.

No IARP person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.

## **DOCUMENT RETENTION AND DESTRUCTION POLICY: Policy #5.7**

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 off site 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.

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

Type of Record	Retention Period (years)
<b>ACCOUNTING</b>	
Auditors' reports	Permanent (hereinafter “P”)
Budgets	7
Cancelled checks, generally	3
Depreciation records	P
Officer, Director and employee expense reports	3
Employee payroll records (W-2, W-4) annual earnings records, etc.)	3
Inventory lists	7
Invoices	7
Payroll journal	3
Petty cash vouchers	3
Subsidiary ledgers (accounts receivable, accounts payable, etc.)	7
<b>CORPORATE</b>	
Annual reports	P
Approved Board minutes and records	

of all actions taken by Board without a meeting	P
Approved executive committee minutes and records of all actions taken by executive committee without a meeting	P
Approved minutes of all members' meetings and records of all actions taken by members without a meeting	P
Articles of Incorporation	P
Authorizations for expenditures	7
Bylaws	P
Policies	P
Contracts, generally	Expiration +7
Contracts, sales (UCC)	7
Membership applications	5
Membership names and addresses	Current + 7 for inactive
Members' Continuing Education Units Verification Records	5*
Notes (internal reports, memos, etc.)	3
Trade marks	
Written communications to members	3
CORRESPONDENCE	
General, routine	3
INSURANCE	
Accident reports	7
Insurance policies	P
LEGAL	
Claims and litigation files	P
PERSONNEL	
Applications	1
Employee earnings/payroll records	3

Employee files	4
Employment contracts	Expiration + 3
Form I-9	3 years after hire or 1 year after termination, whichever is later
Garnishments	7
Medical or exposure to toxic substances records	30
Pension documents/profit sharing plans	6
Government reports	5
Employee pension records, including service, eligibility, personal information, pensions paid	6
Time cards/sheets	3
<b>REAL ESTATE</b>	
Leases	Expiration + 7
Deeds	P
Mortgages	P
<b>TAXES</b>	
Income tax returns and cancelled checks (federal, state and local)	6
Internal Revenue Service Federal exemption and group exemption determinations of income tax liability, documents related to chapter filings	P
IRS annual group exemption reports	P
Payroll tax returns	4
Property tax returns	P
Sales and use tax returns	4

*\*Verified with credentialing organizations August 2011*

**Journal-related Policies: Policy #5.10**

- 1) All editorial members of the RehabPro need to be members of IARP Adopted 5/12/2004
  - a. The Rehabilitation Professional and Journal of Life Care Planning Advertising Rates. The proposed rates (black and white only) are:
    - i. Full Page \$395
    - ii. Half Page \$275
    - iii. Quarter Page \$195
  - b. The size dimensions are to be determined in consultation with the client. A full page will be 7.5" X 10" (approximately); half page 7.5 X 5 and 1/4 is 3.75 X 5
  - c. **There is a 10% discount for any advertiser who buys space in four consecutive issues**
- 2) The Journal Order form, including the different prices for members and non-members, is as follows:



**Printed Subscription and Reprint Form**

IARP • 1000 Westgate Dr., Suite 252. St. Paul, MN 55114  
Phone: 888-427-7722964 • Fax: 651-290-2266 • www.rehabpro.org

Update address above.

**IARP Members**

Journal of Life Care Planning

4 printed editions, \$50– IALCP section members only

4 printed editions, \$65 non-IALCP section members

Single Issue, \$25

Volume \_\_\_\_\_ Number \_\_\_\_\_

The Rehabilitation Professional

4 printed editions, \$50

Single Issue, \$30

Volume \_\_\_\_\_ Number \_\_\_\_\_

Single-Article Reprints

Reproduce single article to publish in another publication or for other purposes, Members \$15, Non-Members \$25

Volume \_\_\_\_\_ Number \_\_\_\_\_ Title \_\_\_\_\_

**Non-Members**

Journal of Life Care Planning

4 printed editions, \$85

Single Issue, \$35

Volume \_\_\_\_\_ Number \_\_\_\_\_

The Rehabilitation Professional

4 printed editions, \$85

Single Issue, \$35

Volume \_\_\_\_\_ Number \_\_\_\_\_

Membership status will be confirmed as of the date this order is received. Postage included in all amounts.

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INTERNATIONAL ASSOCIATION OF  
REHABILITATION PROFESSIONALS



# IARP Financial Policies and Procedures (6.0)

## **IARP CHAPTER Financial Operations: Policy #6.1**

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.

### **ACCOUNTABILITY:**

- 1) 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.
- 2) 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.
- 3) 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:
  - 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.
  - 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.
  - 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.
- 4) 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.

### **TRANSPARENCY:**

- 1) 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.
- 2) Treasurer should submit a formal Treasurer's report as part of every chapter board meeting to include bank account balances, deposits, and debits.
- 3) 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.
- 4) 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.
- 5) 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**.*

### **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 record keeping may be maintained on a web-based server that allows access by the Treasurer, President, or another designated Board Officer. Electronic record keeping enables more consistency in categorizing expenses / revenue and allows for more portability when new Board Members come into office.

### **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.

## INVESTMENT POLICY & PROCEDURES: Policy #6.2

**Definition:** 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). The **Reserve Fund** or “cash reserves” are unrestricted net assets, otherwise noted as “cash reserves” on the IARP’s monthly financial balance sheets.

**Purpose:** 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.

**Investment Objectives:** The investment objectives of the Operating Fund and Short-term Investment Fund are as follows:

- a. Insuring the safety of investment principal;
- b. Providing for the adequate liquidity for operations; and
- c. Maximizing the total return within the guidelines of (a) and (b) as noted above.

**Roles & Responsibilities:** **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.

**Recordkeeper** 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.

### Types of Accounts

**& Investments:** Investments shall be made based on the following classifications:

- a. **Operating account(s):** *Short-term investments of funds used to fund annual operations.*
  - 1. 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)
  
- b. **Intermediate account(s):** *Intermediate-term investments of funds directly or through mutual funds used to fund board designated or undesignated projects.*
  - 1. Eligible investments (3 months to 3 years) include: US Agency Securities, Intermediate Bonds, and/or US Treasury Note Bonds.
  
- c. **Long-term account(s):** *Long-term investments of funds held in reserve to insure flexibility and long-term viability.*
  - 1. Eligible Investments (3 years or more) include: Mutual funds (bonds and balanced bond/equity)
  
  - 2. **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.*

**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.

### IARP Meeting Financial Policy: Policy #6.3

#### **Background:**

Over the years IARP has conducted many meetings to meet the educational needs of its members. Those meetings include section specific meetings, such as the forensic conference and CM/DM conference. The association has also periodically conducted annual meetings which included educational opportunities, the most recent of which was held in October 2016 in Pittsburgh, Pennsylvania.

The financial results of these meetings have varied from surpluses to deficits. The locations have varied from various parts of the United States. At its recent meeting the IARP Finance Committee recommended that a specific policy be established by the IARP Board of Directors to give conference planners and staff specific financial objectives for all IARP sponsored in-person meetings.

The following is the resolution suggested by the finance committee:

RESOLVED, the 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.

Example: \$200,000 gross revenue must generate a surplus of at least \$10,000.

### Policy for Operating Reserves: Policy #6.4

#### **Purpose:**

The purpose of the Operating Reserves policy for *The International Association of Rehabilitation Professionals (IARP)* 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.

#### **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.

### **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. *(Note: Currently we do not have an investment policy.)*

### **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.

### **Use of Reserves:**

Use of the Operating Reserves requires three steps:

- 1) Identification of appropriate use of reserve funds:
  - a. 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:
  - a. 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:

- a. 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.

**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: The Center for Association Growth (TCAG), IARP's association management firm, has a policy that covers its activities in behalf of IARP; IARP has its own policies concerning financial reporting, frequency, check signing, 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
- Investment Policy None at the present time

**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

*Unanimously Approved 4/27/11 Finance Committee*

## Corporate Discount Program: Policy #6.5

The **International Association of Rehabilitation Professionals** unites rehabilitation professionals across North America and beyond to promote the availability of effective, interdisciplinary services for persons with disabilities.

IARP is a global force in the rehabilitation profession with a diverse international membership of more than 2500 members. With chapters throughout North America and Ireland, the association is continually expanding around the world. Membership in IARP provides unprecedented educational opportunities and valuable contacts in the professional community.

### **Corporate Discount Membership 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:

<b>Number of Enrolled Employees</b>	<b>Discount Levels</b>
10 to 20 members	\$20.00 per member
21 to 30 members	\$30.00 per member
31 or more members	\$40.00 per member

<b>Corporate Discount Program Example</b>			
<b>Potential Members</b>	<b>Total Amount Before Discount</b>	<b>Total Amount After Discount is Applied*</b>	<b>Savings to Corporation</b>
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

\*Example includes average chapter dues.

### **Corporate Discount Membership Guidelines**

- 1) Memberships are **non-transferable** to another employee and remain with the employee should they leave the employer.
- 2) The corporation must submit all membership applications/renewals during the corporation's annual renewal period.
- 3) 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.



- 4) Membership renewals must be received prior to renewal expiration date to remain active.
  - 5) IARP should be contacted when the employee/member has ceased employment with the corporation so that IARP records can be updated.
  - 6) 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.
  - 7) Corporate employee members are eligible for all privileges associated with their selected membership category including voting rights.
  - 8) 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.
  - 9) 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.
- Motion raised to increase the corporate dues discount for existing individual members from its current level by 10% the time of renewal. Increases will be to \$156, \$167, \$178 dependent number of employees. Duly seconded and passed with one abstention noted.
  - Motion raised to provide future corporate discount members after January 16, 2016 with discounted amounts of \$20 for 10-20 members, \$30 for 21-30 members or \$40 for 31 or more members based off the current level of membership price at the time of application. Duly seconded and passed

January 15, 2016

<b>REIMBURSEMENT OF EXPENSES: Policy # 6.6</b>
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**Policy:**

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. Members who are able, are urged to pay their own expenses in order to maximize the funds available to the Association.

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.

**Procedure:**

- 1) 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.
- 2) 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.
- 3) 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.

**COMPENSATING IARP MEMBERS Policy # 6.7**

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 are attendance at a meeting). Eligibility, and the amount, I was such compensation shall be determined on a case-by-case basis by I IARP's executive committee.

**SOLITATION AND USE OF FUNDS Policy # 6.8**

1) International Fund Raising

Before a fund-raising campaign can be initiated on the International level, the Board of Directors must approve a statement that sets forth:

- a. Justification of need for the fund-raising campaign.
- b. Process to be followed in soliciting funds.
- c. Proposed length of the fund-raising campaign.
- d. Use of funds raised in the campaign.

The fund-raising campaign should be designated to benefit either 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 fund-raising campaign, then all contributions shall be considered restricted, and applied only towards expenditures related to the department, project or activity.

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

## 2) Chapter Fund Raising

Chapters may embark on fund raising 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. Adopted, March, 2005

<b>IARP Finance Committee Responsibilities: Policy #6.9</b>
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- 1) The Finance Committee shall consist of a minimum of nine members: each of the five Special Interest Sections and the Council of Presidents shall appoint one member from their membership (for a total of six appointees); two or more at-large-members will be selected by the Treasurer, who serve 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.

## **IARP MAIL BROADCAST ADVERTISEMENTS: Policy #6.10**

IARP will provide broadcast e-mail services to outside agencies at a cost of \$250.00 for issues related to IARP member educational needs. All the 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 e-mail will not be used for marketing beyond the agreed upon one-time announcement. All e-mails 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." Approved 4/7/2005

## **IARP Publications and Printed Material (7.0)**

### **REPRODUCTION OF PUBLISHED RESOURCES: Policy # 7.1**

#### **Policy:**

IARP encourages the distribution of scholarly materials to enhance the members' expertise and promote rehabilitation.

#### **Procedure:**

- 1) Persons or organizations who wish to copy or re-print articles or materials from IARP publications may do so under the following guidelines
  - 1.1. Reprints will clearly identify the source, date including volume and number, authors, and pages of the materials.
  - 1.2. Reprints are for research and educational purposes.
  - 1.3. 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.
- 2) Persons or organizations that wish to copy or re-print 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.
  - 2.1. The request must be made in writing.

- 2.2.The purpose of the request must be consistent with IARP goals.
- 2.3.The Executive Director has the authority to make the decision as to whether to approve the reproduction request.
- 2.4.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.

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.

## MAILING LIST DISTRIBUTION: Policy # 7.2

### **Policy:**

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 the label request form and sign 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.

### **Procedures:**

- 1) Persons or organizations requesting the membership mailing list from IARP may do so under the following guidelines
  - 1.1. Request must be made using the appropriate form.
  - 1.2. Requests will clearly define the purpose for which the list will be used.
  - 1.2. The list must be used within 30 days from fulfillment of request.
  - 1.3. Requesting party will pay \$.25 per name or \$500 for the entire list.
- 2) Chapters that wish to have labels provided by Headquarters must follow the following guidelines.

- 2.1. The request must be made using the appropriate form for tracking purposes.
- 2.2. There will be no charge to chapters.
- 3) Students that wish to have labels provided by Headquarters for research purposes may do so under the following guidelines.
  - 3.1. The request must be made using the appropriate form for tracking purposes.
  - 3.3. It will be agreed upon that the results of the research project will be submitted for submission in The Rehabilitation Professional journal for possible publication.
  - 3.4. It will be agreed upon that the results will be presented in a poster presentation at the next annual conference.
  - 3.5. The charge to students using the list for research purposes will be considered on a case-by-case basis

### **LOGO USE AND REPRODUCTION: Policy # 7.3**

**The IARP Brand Elements are detailed in the association's "H" 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.

Added March 3, 2013

**Procedure:**

- 1) Members who wish to use the logo may do so under the following guidelines.
  - 1.1 The logo will be used in conjunction with official programs and projects, which relate to the goals and purposes of the association.
  - 1.2 The logo will be exactly reproduced.
  - 1.3 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.
- 2) The IARP Executive Committee may consider requests for the use of, or reproduction of, the logo where ambiguity appears to exist.
- 3) 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.

## USE OF OFFICIAL STATIONERY: Policy # 7.4

Updated 7/13/09

### **Policy:**

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.

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.

Personal use is prohibited. All IARP board members, section board members, and staff are covered by this policy.

## **IARP Legal (8.0)**

### ANTITRUST STATEMENT: Policy # 8.1

It is the policy of IARP to comply strictly with the letter and spirit of all federal, state, and applicable international trade regulations and antitrust laws. Any activities of the association or actions of its staff, officers, directors, or members that violate such regulations and laws are detrimental to the interests of the association and are contrary to association policy.

Implementation of this antitrust compliance policy shall include the following:

### **Procedures:**

- 1) Association membership, board of directors, executive committee, and other committee meetings shall be conducted pursuant to agendas distributed in advance to attendees; discussions shall be limited to agenda items; there shall be no substantive discussions of association matters other than at official meetings; minutes shall be distributed to attendees promptly.
- 2) All association activities or discussions shall be avoided that might be construed as tending to (a) raise, lower, or stabilize prices; (b) regulate production; (c) allocate markets; (d) encourage boycotts; (e) foster unfair trade practices; (f) assist in monopolization; or in any way violate federal, state or applicable international trade regulations and antitrust laws.
- 3) No officer, director, or member of the association shall make any representation in public or in private, orally or in writing, which states, or appears to state, an official policy or position of the association without specific authorization to do so.





## **CONFLICT OF INTEREST: Policy # 8.2**

### **Policy:**

It is the policy of the International Association of Rehabilitation Professionals to carry on its activities in accordance with the highest ethical standards. In accordance with that principle, the following statement is applicable to all directors, officers, committee members, other volunteers and staff of the association, its Sections, its Chapters, and its Standards Compliance Review Board.

IARP recognizes and respects that Directors take part in legitimate financial, business, and other professional association activities outside of their role on the IARP International Board or IARP Section or Chapter Boards. However, these activities must be lawful and free of conflicts with their responsibilities as Directors. Directors must not misuse IARP resources or influence, or discredit IARP's good name and reputation.

The effectiveness of this policy depends in large part on the cooperation of all Directors, other volunteers, and staff in promptly disclosing any situations that may be contrary to the intent of the policy.

### **Procedures:**

- 1) All IARP International Directors, all IARP Section Directors, all IARP Chapter Directors, other volunteers, committee members and staff shall scrupulously avoid any conflict between their own respective individual interests and the interests of IARP, in any and all actions taken by them on behalf of IARP in their respective capacities.
- 2) If a Director or committee member is considering an activity that may represent a potential conflict of interest, they should immediately notify the President who will review the situation with the Executive Committee or Full Board as needed to provide a timely response.
- 3) In the event that any Director or committee member may stand to derive a personal gain or benefit from a transaction with IARP or one of its Sections or Chapters or committees, or shall have any direct or indirect interest or relationship with any individual or organization:
  - 3.1. that proposes to enter into any transaction with IARP or one of its Sections or Chapters for the sale, purchase, lease or rental of property; or
  - 3.2. that proposes to render or employ services to IARP or one of its Sections or Chapters or committees; or
  - 3.3. that may be seen as competing with the interests or concerns of IARP, shall in a timely manner give the Board of Directors notice of such interest or relationship and shall therefore refrain from voting or otherwise attempting to affect any decision for IARP or one of its Sections or Chapters or committees to participate or not to participate in such transaction and the manner or terms of such participation.

3.4. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Director abstained from voting and absented him or herself from the final review and vote on the matter.

- 4) The foregoing requirements should not be construed to prevent a particular Director or committee member from briefly stating a position on the matter, nor from answering pertinent questions from other Directors or committee members.

Since it is not possible to write a policy that covers all potential conflicts, Directors, volunteers and staff are expected to be alert for and avoid situations which may be construed as conflicts of interests.

Any possible conflict of interests on the part of any Director or committee member should be disclosed to the other board or committee members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

All Directors and committee members will be required to complete the "Conflict of Interest Statement." This policy will be reviewed by the Board annually and given to each new Director and committee member for signature during orientation.

<b>INTERNAL FINANCIAL CONTROL/EXTERNAL AUDITS: Policy # 8.3</b>
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Updated 3/22/07

**Policy:**

**Internal Financial Control**

- 1) The year-end financial statement will be prepared in accordance with Generally Accepted Accounting Principles.
- 2) General ledger entries will be prepared by the designated staff member and reviewed by the Executive Director.
- 3) Bank reconciliations/statements will be prepared by the designated staff member and reviewed by the Executive Director monthly.
- 4) 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.).
- 5) 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.
- 6) 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.
- 7) Cash disbursements more than \$10,000 require two authorizing signatures, including

either the President or Treasurer.

- 8) The Treasurer and Finance Committee will review all financial statements as prepared.
- 9) 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.
- 10) Office equipment and other asset purchases of \$500 or more will be capitalized and depreciated over the appropriate period of time.
- 11) 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. An financial audit will be performed every third year as determined necessary by the Finance Committee.
- 12) The IARP President and Treasurer, as well as representative from The Center for Association Growth (TCAG), has the authority to draw checks, withdraw funds, and authorize wire transfers as IARP agents with the predetermined bank.

## PUBLIC POLICY STATEMENTS: Policy # 8.5

### **Policy:**

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

### **Procedure:**

- 1) The Board of Directors will solicit issues to be considered for policy statements. Issues may be raised through:
  - Time allocated at the board meeting to brainstorm issues;
  - Requests submitted from IARP members, including the board;
  - Petitions from interested parties;
  - Newsletter, Journal or other surveys;
  - Training and Research or other committee action; or
  - Any other method deemed appropriate by the board.
- 2) Proposed public policy statements shall be presented in writing.
- 3) The proposed public statement will be referred to the appropriate board committee or placed on the board meeting agenda under new business.
- 4) 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.
- 5) 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.
- 6) 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.

**POLICY FOR INTERNATIONAL/CHAPTER RESPONSIBILITIES FOR  
LEGISLATION & REGULATION: Policy # 8.6**

**Policy:**

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.

**Procedure:**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) The Government Affairs Director shall *not* communicate IARP positions to the legislature or any regulatory body in any State, Region or Country with a IARP Chapter, *except when requested and authorized to do so by the President of the Chapter* and under the supervision of the Executive Director.
- 7) 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.

- 8) 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.
- 9) 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.
- 10) In states without a 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.

# **Forensic Section (9.0)**

## **Policies and Procedures: Policy #9.1**

### **Article I: Name**

The name of this organization is the Forensic Section of the International Association of Rehabilitation Professionals (IARP) hereby referred to as “the Section.”

### **Article II: Purpose**

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its forensic interests.
- B. Promote the interests of the members of the Forensic Section
- C. Educate section members in the field of Forensic rehabilitation
- D. Promote ethical standards of expert witnesses in the practice of forensic rehabilitation and in litigation support services.
- E. Promote the advancement of the research in forensic rehabilitation
- F. 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 forensic rehabilitation and other pertinent topics.
- G. Promote leadership and mentorship in the field of forensic rehabilitation.
- H. Promote the visibility of forensic rehabilitation.

### **Article III: Membership**

#### **Section 1: Eligibility**

Membership in the Section is available to all professionals who are current members of IARP in good standing.

#### **Section 2 : Dues**

There are no section dues. IARP members may join any section in which they have an interest.

#### **Section 3                      Rights of Members**

- A. Voting privileges for the Section shall be extended to all members in the section based on one member, one vote.
- B. Section members shall have exclusive access to the Forensic Discussion Group.

- C. All Section members shall be entitled to attend and participate in general meetings and to receive section newsletters.
- D. Section members shall be entitled to hold standing committee membership as appointed by the section chairperson.
- E. Section members shall be entitled to discounts on special interest seminars sponsored by the Section as determined by the Section board.

**Section 4                      Members in good standing**

A member is considered to be in good standing if:

- A. The member is in good standing with the International Association of Rehabilitation Professionals. IARP assumes responsibility for verifying that a member is in good standing.
- B. Continues to qualify for membership in the Section.
- C. Complies fully with the ethical principles and standards of the IARP constitution and bylaws.
- D. Pays all dues and any special section member dues, which may be assessed.

**Article IV: Forensic Section Board of Directors**

**Section 1                      Composition**

The Section board shall be composed of seven individuals: a chair, past chair, chair-elect, co-chair, past co-chair, member-at-large, and Forensic Section Representative to the IARP Board. 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.

**Section 2                      Election**

The Section board shall be elected by members of the IARP Section through procedures established in Article VI.

**Section 3                      Terms of Office**

The Section board's terms of office will be two or three full years plus any time to the next election, if any.

- A. 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.
- B. 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.
- C. International Board Representative will serve a two-year term, elected in even years.
- D. The Member-at-Large will serve a two-year term, to be elected in odd years.

**Section 4                      Duties**

- A. Forensic Section chair duties include:



1. Providing leadership of the Section, including development of the Section in accordance with the policies of the IARP constitution and bylaws.
  2. Preside at all Section business meetings.
  3. Organize the committee which plans the Annual Forensic Conference and appoint members to standing committees.
  4. Act as Ex-Officio member of all Section board meetings.
  5. Review the duties and responsibilities of the Section board members and standing committee members to assure they are carried out.
- B. Section co-chair duties include:
1. Assume duties of the section chair at all times, in case of absence.
  2. Assist section chair in carrying out duties and responsibilities.
  3. Serve as leader or member of standing committees as directed.
  4. Keep authentic record of Section board proceedings & provide a reading of minutes as requested.
  5. Other duties as determined by the section chair or Section board.
- C. The Section Chair-Elect shall:
1. Assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section.
  2. Perform other duties as determined by the section chair or Section board.
- D. The Past Chair shall:
1. Assist the Section chair as needed and directed.
  2. Assemble a Nominating Committee to develop a ballot for the annual elections.
  3. Perform other duties as determined by the Chair or Section board.
- E. The National Board Representative shall:
1. Attend all National Board Meetings, representing the Section and Section Board.
  2. Perform other duties as determined by the Chair or Section board.
- F. The Member-at Large shall:
1. Attend all Forensic Board meetings.
  2. Perform other duties as determined by the Section Chair or Section Board.

## **Section 5                      Vacancies**

- A. 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.

## **Article V: Duties of the Board of the Forensic Section**

- A. Carry out mandates of the Section as determined by the membership.
- B. Use power and authority to perform all acts and to transact all business for and on behalf of the Section, and to manage all affairs, work and activities of the Section and enactment of the Section membership.
- C. Consider financial obligations carefully in view of available financial resources as outlined by the IARP Executive Board.
- D. Develop plans for the Section growth and development.
- E. Create committees or task forces and committee to fulfill the functions of the Section, as it deems necessary.
- F. Address issues of the membership.
- G. 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.
- H. Present annual report for each succeeding year and other reports as requested by IARP Executive Board.
- I. 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.

## **ARTICLE VI: Nominations and Elections**

### **Section 1                      Nomination Committee**

- A. Nominations Committee
  - 1. In the absence of membership participation, the Section will appoint a nominating committee.
  - 2. The Past-Chair shall supervise the Nominating Committee to nominate candidates for the offices to be filled in the next election.
  - 3. 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.
  - 4. 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.
  - 5. The committee shall report the results of the election at the annual meeting.

**Section 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.

**Section 3                      Vacancies on the Nominating Committee**

Vacancies on this committee will be filled by appointment of the Section or Co-Section Chair.

<b>Article VII: Meetings</b>
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**Section 1                      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 one year days in advance of the meeting.

**Section 2                      IARP Annual Forensic Conference**

The Section board shall determine the date and location of the annual forensic conference and notify the membership at least one year in advance of the conference.

**Article VIII                      Standing Committees**

**Section 1                      Committees**

Committees can be established to carry out the work of Section board to accomplish the mission of the Section.

**Section 2                      Standing Committees to be established include:**

**Training and Education**

Training and Education Committee shall promote the development of educational -curriculumms to prepare individuals to practice in the forensics arena as expert witnesses.

**Promotion**

Promotion committee will inform IARP members of the activities of the Section through the IARP RehabPro or Section listserv.

Date of Adoption: \_\_\_\_\_ January 21, 2009 \_\_\_\_\_

Forensic Section members who reviewed and adopted the Policies & Procedures:

Lisa Clapp, Chair

Ann Wallace, Past-Chair

Dale Thomas, Chair-elect

Angela Heitzman, Forensic Section Representative to the IARP Board

Kathy Mundy, Co-Chair

Robert Pare, Past Co-chair

# **Rehabilitation and Disability Case Management** **(RDCM) Section (10)**

## **Policies and Procedures: Policy #10.1**

### **Article I: Name**

The name of this organization is the Rehabilitation and Disability Case Management Section; hereafter referred to as RDCM Section (the Section) of the International Association of Rehabilitation Professionals (IARP).

### **Article II: Mission and Purpose**

**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.**

The Purpose of this Section shall be to:

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its RDCM interests.
- B. Promote the interests of the members of the RDCM Section.
- C. Promote continuing education opportunities in RDCM.
- D. 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, RDCM concerns and other pertinent topics.
- E. Promote leadership and mentorship in the field of RDCM.
- F. Promote the visibility of RDCM.
- G. Facilitate and promote the dissemination of research and data from RDCM to other IARP Sections and general membership of IARP.

### **Article III: Membership**

#### **Section 1                      Eligibility**

Membership in the Section is available to all professionals who are current members of IARP in good standing.

**Section 2                      Dues**

There are no Section dues. IARP members may join any section in which they have an interest.

**Section 3                      Rights of Members**

- B. Voting privileges for the Section shall be extended to all non-student members in the section on the basis of one member, one vote.
- C. All Section members shall be entitled to attend and participate in general meetings and to receive section minutes and newsletters.
- D. Section members shall be entitled to hold standing committee membership as appointed by the Section Chair.
- E. Section members shall be entitled to discounts on special interest seminars sponsored by the Section as determined by the Section Board.

**Section 4                      Members in good standing**

A member in good standing if:

- E. The member is in good standing with the International Association of Rehabilitation Professionals. IARP assumes responsibility for verifying that a member is in good standing.
- F. Continues to qualify for membership in the Section.
- G. Complies fully with the ethical principles and standards of the IARP policies and procedures.
- H. Pays all dues and any special section member dues which may be assessed.

**Article IV: RDCM Section Board of Directors**

**Section 1                      Composition**

The Section board shall be composed of ELEVEN (11) individuals:

- Chair
- Past Chair or Chair-Elect
- Secretary
- Representative to the Board of Directors
- No more than seven (7) Members-at-Large.

A board member shall relinquish their position if unable to serve; such as for reasons of advancement to another leadership position within the IARP organization.

**Section 2                      Election**

The Section board shall be elected by members of the IARP Section through procedures established in Article VI.

### **Section 3                      Terms of Office**

The Section board's terms of office will be as follows:

- A. Chair, Secretary, Representative of Board of Directors, Members at Large – 2 year terms, Chair Elect and Past Chair – 1 year terms
- B. Once elected, the Chair-Elect serves one year on the Section board in this capacity, then assumes the chair position for a two-year term. After serving as Chair, they assume the Past Chair position for a fourth and concluding year.
- C. The Members-at-Large will serve a two-year term.

### **Section 4                      Duties**

- A. Section Chair duties include:
  - 6. Providing leadership of the Section, including development of the Section in accordance with the IARP policies and procedures.
  - 7. Preside at all Section business meetings.
  - 8. Act as Ex-Officio member of all Section board meetings.
  - 9. Review the duties and responsibilities of the Section Board members and standing committee members to assure they are carried out.
- B. Section Secretary duties include:
  - 6. Assume duties of the Section Chair at all times, in case of absence.
  - 7. Assist Section Chair in carrying out duties and responsibilities.
  - 8. Serve as leader or member of standing committees as directed.
  - 9. Keep authentic record of Section Board proceedings & provide a reading of minutes as requested.
  - 10. Post the minutes of each meeting the RDCM library.
  - 11. Other duties as determined by the Section Chair or Section Board
- C. Section Chair-Elect duties include:
  - 3. Assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section.
  - 4. Perform other duties as determined by the Section Chair or Section Board.
- D. Section Past Chair duties include:
  - 4. Assist the Section Chair as needed and directed.
  - 5. Assemble a Nominating Committee to develop a ballot for the annual elections.
  - 6. Perform other duties as determined by the Chair or Section Board.
- E. Section Representative to the Board of Directors duties include:
  - 3. Attend all National Board Meetings, representing the Section and Section Board.
  - 4. Provide a summary report to the IARP President after each Board meeting
  - 5. Perform other duties as determined by the Chair or Section Board

- F. Section Members-at Large duties include:
  - 1. Attend all RCDM Board meetings.
  - 2. Perform other duties as determined by the Section Chair or Section Board.

**Section 5                      Vacancies**

- A. Should the Chair become indisposed in the first year of term, the Section Board may appoint a replacement by simple majority vote. In the interim of vacancy, the Past Chair will act as Chair. If a vacancy occurs in the second year of term, the second-year Chair Elect assumes the Chair.
- B. In the event of other vacancies on the RDCM Board, the Chair will make appointments for the remainder of the vacated term.
- C. Any RDCM Board Member may be removed for cause, which may include, but is not limited to, failure to attend or participate in 3 [three] consecutive regular meetings of the Board. Removal shall require the affirmative vote of at least two thirds of the remaining Directors.

**Article V: Duties of the Board of the RDCM Section**

- A. Carry out mandates of the Section as determined by the membership.
- B. Consider financial obligations carefully in view of available financial resources as outlined by the IARP Executive Board.
- C. Develop plans for the Section growth and development.
- D. Create committees or task forces and committee to fulfill the functions of the Section, as it deems necessary.
- E. Address issues of the membership.
- F. 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.
- G. Meet with outgoing (retiring) Section Board members for orientation and Section board to review and transfer official files to appropriate incoming Section Board members.

**ARTICLE VI: Nominations and Elections**

**Section 1                      Nomination Committee**

- 1. In the absence of membership participation, the Section will appoint a nominating committee.
- 2. The Past Chair or Chair Elect shall supervise the Nominating Committee to nominate candidates for the offices to be filled in the next election.
- 3. The committee shall extend in writing, electronically or by publication, to the membership a call for nominations, no less than 30 days prior to the nomination of candidates.

**Section 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.

**Section 3                    Vacancies on the Nominating Committee**

Vacancies on this committee will be filled by appointment of the Section or Chair.

**Article VII: Standing Committees**

**Section 1                    Committees**

Committees may be established to carry out the work of the Section Board to accomplish the mission of the Section.

- Education
- Finance
- Membership and Marketing
- Emerging Professionals
- Election

**Section 2                    Duties of the Committees**

In addition the regular duties associated with each committee, the Committee Chair will serve as the Representative to the respective IARP Committee.

**Section 3                    Ad-Hoc Committees**

From time to time the board of directors may determine that temporary committees shall be formed to address limited projects of tasks.

**Article VIII: Amendments**

**Section 1                    Policies and Procedures Review**

The RDCM Board of Directors will review all policies and procedures annually and recommend changes as needed.

**Section 2                    General Membership**

Changes in Policies and Procedures may be recommended by the RDCM Board of Directors or the General RDCM Membership.

**Section 3                    Policies and Procedures Revision**

RDCM Policies and Procedures are created by a simple majority vote of the RDCM Board of Directors and may be amended at any time by a vote of the RDCM Board.

RDCM Section members who reviewed and adopted these Policies & Procedures:



- Ed Steffan, Chair: May 2014 to May 2016
- Tony Morin, Representative to the Board of Directors: May 2013 to May 2015
- Michelle Hultine, Board Member at Large: May 2013 to May 2015
- Sara Shugars, Board Member at Large: May 2013 to May 2015
- Michel Lacerte, Board Member at Large: May 2013 to May 2015
- Chris Mathis, Secretary, Board Member at Large: May 2014 to May 2016
- Barbara Harvey, Finance Chair, Board Member at Large: May 2014 to May 2016

Date of Adoption: May 4, 2015

# Life Care Planning IALCP Policies and Procedures

## Section 11 April 2016-2

### Policies and Procedures: Policy #11.1

#### Article I: Name

This organization shall be known as the Life Care Planning IALCP Section of the International Association of Rehabilitation Professionals (IARP).

#### Article II: Purpose

The purpose for this organization shall be to:

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

#### Article III: Membership

##### **Section 1 Eligibility:**

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.

##### **Section 2 Application:**

Application for membership in IALCP shall be made through IARP. No separate application is required

##### **Section 3 Dues:**

There are no Dues for Sections of IARP. IARP members may join any section in which they have an interest.

##### **Section 4 Rights of Members:**

Each member of the Life Care Planning IALCP Section shall have the right to vote on all matters put forth to the Section membership.

- A. Each member shall be entitled to attend and participate in meetings convened by and for the Section.
- B. Each member shall receive a copy of any and all regular publications that are designated as member benefits.
- C. Each member shall have the right to all member benefits of IARP.

## **Article IV: Life Care Planning IALCP Board of Directors**

### **Section 1 Members:**

The Life Care Planning IALCP Section Board of Directors shall be comprised of seven voting members, and a student advisor when appropriate.

### **Section 2 Roles:**

The members of the Board shall be:

- A. Section Chairperson: This person shall lead meetings of the Section Board, establish agendas for meetings of the Board, facilitate all activities of the Section, and assume other duties as assigned.
- B. Section Chair- Elect: This person shall assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section, and perform duties of the chair in his/her absence. This person shall record accurate minutes of section board proceedings unless otherwise assigned, and provide the minutes for review, discussion and verification by the board.
- C. Section Past-Chair: This person shall assist the section chair as needed and directed and serve as a consultant and advisor to the chair. This person shall coordinate the nomination process for the annual election
- D. Section Representative to IARP Board of Directors: This person shall attend meetings of the IARP Board and participate in those meetings in accordance with IARP By-Laws and Policies and Procedures, communicate section goals and activities to the board to assure the needs of the section are reflected, and communicate activities and directives of the IARP Board of Directors to the section. Assume other duties as assigned.
- E. Three (3) Members-At-Large: These persons shall participate in the Life Care Planning IALCP Section Board meetings and be responsible for duties as assigned. The assignment of roles to each Board member shall be determined by the Board members annually during a Board meeting with input from the membership as necessary.
- F. Student advisor – Currently enrolled in a graduate or certification program with specific interest in Life Care Planning, communicate concerns and needs of the students to the board and participate in committee work as assigned.

### **Section 3 Qualifications and Election:**

- A. All candidates and elected Board members shall be members of the Life Care Planning IALCP Section in good standing.
- B. Candidates will be solicited within the IALCP 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.

- C. Elections shall be conducted annually in accordance with procedures established through IARP. The Life Care Planning IALCP Section supports the use of mailed or electronic voting processes as deemed appropriate by IARP.
- D. Election and balloting materials shall be made available to all members of the Life Care Planning IALCP 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.

#### **Section 4 Terms of Office:**

- A. The Three (3) Members-At-Large of the Life Care Planning IALCP Section Board are elected for terms of office of two (2) years, and may be re-elected to serve up to (6) consecutive years. Terms shall expire in staggered rotation so that at least one Member at Large is elected each year.
- B. The Chair-Elect is elected each year; the Chair-Elect becomes Chair the following year and then Past-Chair (3- year term of office).
- C. Section Representative to IARP Board of Directors will be elected for a 2-year term.
- D. Directors who fill mid-term vacancies shall not count the partial term in calculating re-election eligibility.
- E. Members who have completed the maximum consecutive terms shall be eligible to seek additional terms after completing at least one year off the Board.
- F. Student Advisor – 1 year term

#### **Section 5 Duties:**

The Life Care Planning IALCP Section Board of Directors has the authority to assign duties to individual Board members in accordance with the following principles:

- A. The Board of Directors acts as the policy setting body for the Section, establishing goals and making recommendations for action and activities.
- B. The Board of Directors 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.
- C. The Board of Directors oversees the activities delegated to Section members and provides direction and approval as necessary.
- D. The Board of Directors may serve as Committee chairpersons and Committee members.

- E. The Board of Directors 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.
- F. The Board of Directors develops and implements plans that promote growth of the Section and provide services to Section members and the field of life care planning.
- G. The Board of Directors provides appropriate communication to Section members, IARP, and the life care planning community.
- H. The Board of Directors will use staff resources to implement day-to-day operations in accordance with policy and action decisions of the Board.
- I. The Board of Directors must establish policies, actions, and activities within the framework of IARP By-Laws and policies. Any policies, actions, and activities with budgetary considerations must be approved within IARP procedures.

**Section 6 Vacancies:**

- A. In the event of a vacancy on the Board of Directors, the remaining Board members shall select and appoint a replacement, so long as the replacement is qualified by membership.
- B. The Board of Directors shall have the authority to re-assign roles to any and all Board members in the process of filing the vacancy.

**Section 7 Compensation:**

Members of the Board of Directors will not receive monetary compensation for services provided as members of the Board.

- A. Coverage of expenses will be in accordance with IARP policies. Any additional coverage of expenses must be authorized by the Life Care Planning ILCP Section Board of Directors and, as needed, IARP Board of Directors.

<b>Article V: Meetings of the Life Care Planning IALCP Section</b>
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**Section 1 Calling Meetings:**

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 Life Care Planning IALCP Section.

**Section 2 Location:**

Meetings shall occur at regularly scheduled times determined by consensus of the Board members.

- A. 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.

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

## **Article VI: Committees**

### **Section 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 (on-going) or Ad-hoc (temporary). The Board of Directors may create, dissolve or alter any Committee.

### **Section 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.

### **Section 3 Standing Committees:**

The following Committees shall be formed when the Board Of Directors has identified a Chairperson and members. Once formed, the Committees shall be on going until such time that the Board of Directors dissolves the Committee. Ad Hoc Committees may be appointed as identified by the IALCP Section Board.

- A. **Education:** The chair of this committee will serve as the IALCP 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.
- B. **Membership:** The chair of this committee will serve as the IALCP section liaison on the IARP Membership Committee. This Committee shall develop strategies for membership promotion and retention, which shall be approved by the Board of Directors.
- C. **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.
- D. **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.

- E. **Finance Committee Liaison:** This member will serve as the IALCP section liaison on the IARP Finance Committee. This member will communicate the financial status of the organization to the IALCP Section Board and provide input and feedback on life care planning specific membership needs to the IARP Board.
- F. **Nominating:** Chaired by the Past-Chair, this Committee shall seek candidates for the Board of Directors and prepare and present a slate to the IALCP membership. Nominating committee members shall not seek election to the Board of Directors for Life Care Planning IALCP Section, during the year served on this committee.
- G. **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 IALCP Section board. The section's strategic plan should be congruent with the IARP strategic plan.
- H. **Canada liaison:** This member will serve as the IALCP section liaison to the Canadian Chapter.

**Section 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: This Committee shall 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
- Representation on Summit committee

<b>Article VII: Amendments</b>
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**Section 1 Policies and Procedures Review:**

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

**Section 2 Policies and Procedures Revision:**

Life Care Planning IALCP Section Policies and Procedures are created by a vote of the Life Care

Planning IALCP Section Board of Directors, and may be amended by a vote of the Board of Directors, by any process established by the Board of Directors.

## **Codes of Conduct (12.0)**

### **CODE OF ETHICS AND CONDUCT FOR MEMBERS: Policy #12.1**

#### **Code of Ethics, Standards of Practice, and Competencies**

IARP Members are required by its Bylaws to comply with the “Standards and Ethics of the Association” (Article III, Section 3.1). The “Code of Ethics” section of this document addresses nine areas of ethical practice and also includes a “Forensic Code of Ethics” for IARP members who practice in a forensic setting.

The Introduction provides that “IARP expects its members to adhere to the standards and ethical guidelines applicable to their professional discipline, licensing, and/or credentialing organizations and to refer to those respective Codes of Ethics for specific guidelines as well as to the IARP guidelines.” Thus, while this document and section are headed “Code of Ethics,” internally the document calls them “IARP guidelines.” The last section of the document entitled “Reporting Suspected Violations” provides that the Standard Compliance Review Board is to determine if a reported suspected violation “is in violation of the IARP Code of Ethics,” but does not reference “Standards of Practice.”

If members are required to abide by the “Standards and Ethics of the Association,” or face revocation of their membership and/or a report of their behavior to the member’s credentialing or licensing board, in our opinion the Code of Ethics should not be referred to as “guidelines,” which generally connote something that is not mandatory, but merely a guide, and the “Standards of Practice” should be specifically mentioned in the “Reporting Suspected Violations” section.

The Code of Ethics can be found under <http://www.rehabpro.org/publications/standards-ethics/12.2007.pdf/view>

### **CODE OF CONDUCT FOR ONLINE DISCUSSION GROUPS: Policy #12.2**

#### **IARP Connect Rules & Etiquette**

By joining and using these discussion areas, you agree that you have read and will follow the rules and guidelines set for these peer discussion groups. You also agree to reserve list discussions for topics best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions about IARP should be directed to our Member Services department. Technical questions on association management issues should be directed to our helpdesk.



In order to preserve a climate that encourages both civil and fruitful dialogue, IARP reserves the right to suspend or terminate membership on all lists for members who violate these rules.

## **The Rules**

- Don't challenge or attack others. The discussions on the lists are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post commercial messages on any IARP Connect Discussion Group. Contact people directly with product and service information if you believe it would help them. Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything in a Discussion Group message that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted to the list.
- Remember that IARP has the right to reproduce postings to this Discussion Group
- Send your message only to the most appropriate list(s). Do not spam several lists with the same message. All messages must add to the body of knowledge. IARP reserves the right to reject any message for any reason.

## **e-Group Etiquette**

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals--not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as remove me from the list, through the Discussion Group. Instead, use the Web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message".

## **The Legal Stuff**

- These Discussion Groups are provided as a service of IARP for the benefit of association members. IARP is NOT responsible for the opinions and information posted on this site by others. IARP disclaims all warranties about information posted on this site, whether

posted by IARP or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event, shall IARP be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

- Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants IARP the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.
- Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.
- IARP does not actively monitor the site for inappropriate postings and does not on its own undertake editorial control of postings. However, if any inappropriate posting is brought to IARP's attention, IARP will take all appropriate action.
- IARP will adhere to the following "Three Strikes" Policy outlining consequences for participants who violate the Code of Conduct:
  - Upon the first violation, the participant will receive a written warning from IARP staff or Board member.
  - A second violation will result in a three-month suspension from IARP Connect.
  - A third violation will result in immediate and permanent suspension of all IARP Connect privileges.

IARP reserves the right to terminate access to any user who does not abide by these guidelines.

### **Discussion Group Violation Procedure**

- Confidentiality
  - It is imperative that the process for evaluating and deciding complaints is carried out in such a fashion to maintain the confidentiality of all parties.

- Decisions made are between the decision-making body and the persons involved in the complaints-the decisions are not to be published or made part of the public record.
- Identifying Inappropriate Posts/Content
  - Once a discussion group subscriber believes that a specific post has violated the discussion group Code of Conduct rules, the subscriber will provide written notice of a complaint to the chair of the appropriate section. The complaint shall include the following:
    - Name of the person filing complaint
    - A reference to the specific post in question
    - A specific description of which Code of Conduct rule has been violated and how the person believes the rule has been violated
  - The Section chair (or his designee) may act as complainant and prepare a formal complaint when no formal complaint has been received from a subscriber.
- Initial Investigation and Decision
  - Upon receipt of a complaint, the chair will review the complaint with staff and, with the assistance of staff, facilitate an investigation, as required. The chair and staff will decide whether legal counsel will be involved in reviewing the complaint. A copy of a complaint must be provided to the person alleged to have violated the code of conduct at the very beginning of the process.
  - The chair will agenda the complaint to be heard by the entire board and an initial decision will be made regarding sanctions.
  - Sanctions will be in accordance with the discussion group Code of Conduct that involves three strikes
    - Upon the first violation, the participant will receive a written warning from IARP staff or Board member.
    - A second violation will result in a three-month suspension from IARP Connect.
    - A third violation will result in immediate and permanent suspension of all IARP Connect privileges.
  - In cases where the decision of the section board is to sanction a discussion group subscriber, the chair of the section board will prepare a written notification to the offending subscriber summarizing the offense, the board's decision, and the sanction imposed.
    - A copy of the letter will be provided to the chair of the International Board of Directors and to the discussion group administrator

- Upon written notification of a sanctioned offense, the discussion group post in question and all subsequent posts will be deleted by the system administrator.
  - The system administrator shall keep a record of sanctions levied to ensure continuity in policy administration.
  - In cases where the decision of the section board is that no offense has occurred that violates the discussion group Code of Conduct, the chair of the section board will provide a copy of the decision to the person accused of violating the Code of Conduct.
- Due Process
    - In all cases where a section board decides a complaint, either for or against sanctions, both parties, the person filing the complaint and the person posting the subject content have the right to appeal the section board's decision.

### **Standards Compliance Review Board (SCRB)**

- If the person filing the appeal disagrees with the decision of the section board, the person may make a written request to the section board to have the decision reviewed by the IARP SCRБ committee as detailed on Section 11 below.

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<sup>i</sup> See IARP Board of Directors Legal Responsibilities

<sup>ii</sup> See IARP Conflict of Interest Policy

## **Standards Compliance Review Board: 11**

### **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 SCRБ. These records will become part of the record and a copy will be provided to the accused member.

### **Standards Compliance Review Board:**

The IARP Standards and Compliance Review Board (SCRБ) 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 SCRБ is a standing committee of the Board as defined in the IARP Bylaws, Article VII.

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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.

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.

**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.

**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.

**Ethics Complaints**

1. Persons Who May File - 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.
  
2. Submission Requirements – The SCRB will accept only signed, written complaints on the IARP Ethics Complaint Form attached to these 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.
  
3. Correspondence – All correspondence related to a complaint must be addressed to the Standards Compliance Review Board, IARP, Executive Director, 1000 Westgate Drive, St. Paul, MN 55114.
  
4. Members' Responsibilities – Members are required to cooperate with the procedures outlined within these Guidelines.

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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.

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

- a. Review the complaint that has been received for form and completeness.
- b. Determine whether the SCRB should accept the complaint under these Guidelines based on:
  - (i) whether the alleged behavior, if true, would violate provision(s) of the Code, and
  - (ii) 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.
- c. 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.
- d. 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.
- e. When appropriate, the SCRB shall arrange for legal advice with the assistance of the IARP Executive Director.
- f. 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

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

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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.

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:

- a. Acknowledge the section of the Code which he/she has been accused of having violated; and
- b. 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.

9. Preliminary Disposition of Complaint – After receiving the response of the Member, SCRB 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 SCRB, the SCRB shall discuss the complaint, response and any supporting documentation. On the basis of the complaint and the Member's response, the SCRB shall act as follows:

- 1) The SCRB may elect to amend the itemization of potential violations of the Code. If the SCRB 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 in Subsection C.8 above;
- b. If no violation is found, the case shall be closed and all parties shall be notified of case closure in writing; or
- c. 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 or her right to a hearing and appeal.

The Member shall then have the following options:

- (i) the member may make a written request for a hearing before the SCRB; or
  - (ii) the member may waive his or her right to a hearing and appeal, accept the actions or sanctions including any remedial requirements, and permit the SCRB to find and report a violation of the code by such member.
- d. If the member does not notify the SCRB within thirty (30) calendar days of member's election, the SCRB may either:

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- (i) initiate a hearing to obtain additional information regarding the potential violation(s); or
  - (ii) make a determination based on the existing documentation.

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

10. 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 SCRB, notwithstanding the confidentiality of the process.

### **Ethics Hearings**

If a hearing has been requested by the Member or initiated by the SCRB, the SCRB Chair will follow the procedures as outlined in the **CRCC Guidelines and Procedures for Processing Complaints (attached)**. IS IT OKAY TO ATTACH THIS OR DO WE NEED TO SPELL IT OUT?????? (I WOULD RATHER ATTACH, MYSELF)

### **Committee Decisions**

- a. 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.
- b. 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.
- c. 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.

### **Committee Actions and Sanctions**

#### **1. Permissible Actions and Sanctions –**

- a. 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.
- b. 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 or herself out as a member of IARP



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while his or her membership is in provisional suspension status. However, the Member is required to abide by the applicable Code.

- c. 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:
  - (i) Reprimand. The Committee may impose remedial requirements to be completed within a specified period of time.
  - (ii) 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.
  - (iii) 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.
  - (iv) Revocation of IARP membership.
- d. 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.

## 2. Notification of Actions and Sanctions –

- a. The Member shall be given written notice within thirty (30) calendar days of Committee decisions regarding complaints against him/her.
- b. 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.
- c. 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.
- d. 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,

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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.

## **Appeals**

1. **Basis of Appeals** – Unless a Member chooses to waive his 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:
  - a. The Committee violated its policies and procedures for processing complaints of ethical violations; and/or
  - b. The decision of the Committee was not supported by the weight of the materials and testimony presented by the Complainant and the Member.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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:
  - a. The decision of the Committee is upheld in all respects. Any such decision by the Appeals Panel is final.

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- b. 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.
  - c. 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 pursuant to this Section F.
  - d. The decision by the Committee of a finding of a violation is reversed. Any such decision by the Appeals Panel is final.

### **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.

### **Legal Actions Relating to Ethics Complaints**

1. 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.
2. 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.
3. If actions to a complaint are stayed, the Complainant and the Member shall be notified in writing.
4. When actions on a complaint are continued after a legal action is concluded, the Complainant and the Member shall be notified in writing.

### **Records**

1. The records of the Committee regarding complaints are confidential except as follows:
  - a. 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.
  - b. Nothing in this Section shall be construed to prevent the Committee from communicating with the Member, witnesses, potential members of fact-finding

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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.

2. Original copies of complaint records shall be maintained in files at IARP's administrative office or at an off-site location chosen by IARP for a specified period of time as listed below:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
3. 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.

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.

April 2016