

NATIONAL COALITION OF STATE REHABILITATION COUNCILS (NCSRC)

BYLAWS

MISSION STATEMENT

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

NCSRC VISION STATEMENT

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

ARTICLE I PREAMBLE

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

ARTICLE II PURPOSES

Section A – General Purpose

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

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

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

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

ARTICLE III MEMBERSHIP

Section A – General Purpose

Membership in this organization shall be open to all current State Rehabilitation Councils (SRCs) or Commissions. States shall become members by signing the “NCSRC Resolution” (Attachment B).

Section B – Composition

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

Board of Directors (BOD) members ~ The BOD will be current SRC members, SRC staff, or VR staff. BOD members will be recruited to ensure equitable representation of the states and territories, if possible.

Section C – Ethics

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

ARTICLE IV. OPERATIONS

Section A – Meetings

1. National Membership Annual Meetings

The NCSRC will conduct at least two annual General Membership Meetings which will be held prior to the Council of State Administrators of Vocational Rehabilitation (CSAVR) spring and fall conferences, or by scheduled zoom or conference call if in-person meetings are not possible.

2. National Training Conference Call Meetings

Quarterly training zoom or conference calls shall be scheduled by the BOD. Members will be notified by email and on the NCSRC website (www.NCSRC.net).

3. Decorum

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

4. Information & Accommodations

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

42 USC 12181 et seq.

5. Parliamentary Guidance

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

6. Coalition Committees

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

7. Compensation of Coalition Membership & BOD

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

8. Special Meetings

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

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

9. Voting

Due to term SRC limits and out of state travel restrictions, in-person member participation at meetings or on zoom/conference calls may not

be representative of the overall membership. It is therefore not practical to set quorum or voting rules for the general membership. Issues that govern the NCSRC shall be voted on by the BOD.

Section B – Compensation

1. No member of the Coalition shall receive a salary. No member will be reimbursed for business related expenses unless otherwise approved by a majority of the officers of the BOD.
2. The Coalition may cover mileage or airline costs (depending on which is less), ground transportation, lodging and food expenses for a guest speaker contracted to conduct a workshop or training during a Coalition event, if the funding allows. This must have prior approval by the BOD.

Section C – Budget

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

Section D – Accounting Period

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

ARTICLE V. GOVERNANCE

Section A – Board of Directors (BOD)

1. The business and affairs of this organization shall be managed by the

Board of Directors. (Definition can be found at: Article III, Section B-Composition.)

2. The BOD term of office will not exceed the appointed term of their respective council or commission, except for long-term SRC members who do not have term limits or SRC support staff who are dedicated to the work of their councils.
3. The BOD shall meet at least four times a year in person or by zoom/conference call.
4. The BOD membership should, to the extent possible, be recruited to include equitable representation from the states and territories.
5. If more than two individuals from one state pursue membership to the BOD, the officers will determine their positions on the BOD.
6. Vacancies on the BOD shall be filled according to document "Appointments to the NCSRC Board of Directors- 2/2021" (Attachment A).
7. The BOD will not receive any financial assistance from NCSRC funds to attend conferences, meetings or other activities.

Section B – Board of Directors Officers

1. The officers of the organization shall be as follows: President, Vice President, Secretary, and Treasurer.
2. *The responsibilities of the President* shall include: preside at all membership and Board of Directors meetings; provide a report of the Coalition at the CSAVR spring and fall meetings; appoint all temporary or permanent committees; serve as the primary representative of the Coalition; assure that records of the Coalition are properly kept or filed as required by law; be one of the officers who may sign the checks or drafts of the Coalition; assist with organizational planning and effectiveness; ensure a biennial review of these Bylaws; and exercise all duties as relevant to the role of the Coalition President. The President will also provide reports, as requested, to the Council for State Administrators of Vocational Rehabilitation (CSAVR). The President shall have the power to

create and appoint ad hoc committees.

3. *The responsibilities of the Vice President* shall be as follows: have all powers of the President and perform all duties of the President in his or her absence; exercise all duties as relevant to the role of the Vice President. The Vice President will maintain the up to date listserv for the Coalition membership and forward any pertinent information to and from the membership from NCSRC, CSAVR and/or RSA. The Vice President will be responsible for working with the website consultant to assure information is accurate, to date and accessible.

4. *The responsibilities of the Secretary* shall be as follows: maintain the minutes and records of the organization; submit to the BOD any communications which have been received by the Coalition; provide notice to all members related to meetings; and exercise all duties as relevant to the role of the Secretary.

5. *The responsibilities of the Treasurer* shall be as follows: have the sole care and custody of all coalition financial resources and be solely responsible for same; be one of the officers who may sign the checks or drafts of the Coalition; comply with all applicable state and federal laws and generally accepted banking practices; and shall exercise all duties relevant to the role of the Coalition Treasurer. The Fund Balance and Statement of Activities will be provided at each BOD meeting or upon request by the BOD.

Section D – Election of Officers

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

Section E- Removal of BOD officers or members

A BOD member may be removed by a majority vote of the BOD members when sufficient cause exists for such removal. "Cause", as used in these Bylaws, is a conflict of interest and other legally imposed standards or after missing three (3) consecutive Board meetings without sufficient cause.

ARTICLE VI. STANDING, SHORT TERM & AD HOC COMMITTEES

Section A – Overview

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

Section B – Committees

1. All committee members shall serve through the completion of their assigned tasks.
2. Committee appointments will occur as needed.
3. A committee chair shall: preside at all committee meetings, ensure decorum and remain impartial; provide leadership for the creation and implementation of the work plan; and, report progress at the BOD meetings.
4. Members of the BOD will serve as committee chairpersons and/or manage special projects as requested by the President.

5. The BOD may select people outside the Coalition to assist with a committee or special project.

ARTICLE VII CONFLICT OF INTEREST

1. Statement of Policy

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

2. Required Disclosure

Each Coalition member shall disclose orally or in writing all conflicts of interest, including those which are unclear or potential. Possible conflicts shall be determined by the BOD.

ARTICLE VIII AMENDMENTS

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

ARTICLE IX Articles of Dissolution

1. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code, or corresponding section of any future tax code, or shall be distributed to CSAVR with the understanding that funds

will be used for education and training of SRCs. The state of incorporation will be the state used for dissolution.

Revised NCSRC Bylaws as of September 19 2023. Approved by the NCSRC Board of Directors Members October 3, 2023.

Signatures & Date:

Graham Sisson, President

Karen Stanfill, Secretary

Theresa Hamrick, Treasurer

Bernadine Chavez

Kerri Fradette

Tom Jennings

Pat Tomlinson

Kate Travis

ATTACHMENT A

APPOINTMENTS TO THE NCSRC BOARD of DIRECTORS

Board of Directors Structure:

- Maximum 14: President; Vice President; Secretary; Treasurer; ten members at large.
- Wide regional coverage.
- CSAVR Staff member invited by the BOD to participate as a non-voting member.
- Non-voting consultants with special expertise invited by the BOD to participate as indicated.

Criteria for Nomination:

- Nominee's state SRC must have a signed NCSRC Resolution.
- Experience as a state SRC Executive Director, Chair, Vice-Chair, Committee Chair, or VR Liaison of a State SRC.
- Treasurer: non-term limit position (CAP; 121:VR liaison; SRC Executive Director) for checking account continuity.
- If SRC member, must have a current appointment.
- Ability to communicate and share ideas and information effectively.
- Ability to develop, conduct, and facilitate group training on all facets of an SRC.
- Knowledgeable of Section 105 (SRC mandate) of WIOA, its philosophy, intent, and implementation strategies and issues.
- Knowledgeable of Title I (VR Services) section of WIOA.
- Knowledgeable of Federal/State VR structure and partnership.
- Team player.

Personal & Financial Resource Commitment:

- In-person attendance at Spring and Fall general and Board meetings held in conjunction with CSAVR.
- State SRC funding for registration, travel, per diem, and other expenses at Spring and Fall meetings. (Note- NCSRC does not pay conference expenses for members or officers.)
- Attendance at monthly Board of Directors conference calls and national membership calls.

Procedure for Appointment:

- Nomination sent to NCSRC Board of Directors President by State SRC (nominee recommendation and resume attached).
- Board of Directors review nomination to determine if criteria are met and if regional representation is open.
- Virtual interview of nominee with Board of Directors.
- Selection, rejection, or waiting list determination.



RESOLUTION

WHERE AS Title 1, Section 105 of the Rehabilitation Act establishes State Rehabilitation Councils (SRC), our federal mandates and our partnership with Designated State Units;

And **WHERE AS** it is a show of respect to our partners in vocational rehabilitation that we are committed to cultivating our strengths and the necessary expertise to enhance what we bring to our partnership;

And **WHERE AS** the *insert the name of your Council* has an interest in strengthening the public vocational rehabilitation system;

And **WHERE AS** Councils across the nation and territories have a range of specific local interests and practices; we are more alike than different;

And **WHERE AS** our collective ability to address the national trends and systemic issues impeding the public vocational rehabilitation system from realizing its full potential is greater than those of any one Council;

And **WHERE AS** vocational rehabilitation services are a resource in assisting individuals and the broader community of people with disabilities to achieve economic advancement, and ultimately self-determination the purpose of the NCSRC contributes to the realization of economic, political and social justice;

THEREFORE BE IT RESOLVED that the *insert the name of your Council* supports the development of the National Coalition of State Rehabilitation Councils. We authorize the Governor appointed representative(s) or staff (who work solely for the Council or who offer work support to their SRC as an agency staff person) who we sponsor to attend CSAVR Conferences (the NCSRC Session) and/or NCSRC sponsored teleconference meetings to advance the development of this coalition and make decisions on our behalf.

Decided at the *insert the name of your Council* Meeting on *insert date*

Respectfully Signed:

Council Chair or Designee & Title

Date

PRINT NAME AND TITLE ABOVE