

American Association on Intellectual and Developmental Disabilities - Texas Chapter Policy and Procedures

Amended: April 2002
Amended: February 2016
Adopted: January 2017
Adopted: November 2018

I. AAIDD TEXAS CHAPTER ADMINISTRATIVE STRUCTURE

Membership
Board of Directors
President
President-Elect
Past President
Treasurer
Secretary
Direct Support Professional Representative
Self-Advocate Representative
Members-at-Large (6)
Membership Chair
Association Manager*

* The Association will contract with a management company for the administration and operation of the Association.

II. BOARD OF DIRECTORS AND OFFICER RESPONSIBILITIES

The Association shall utilize *Roberts Rules of Order* and follow Association policy and procedures when functioning in routine Association business. Board members shall not represent or make commitments on behalf of the AAIDD Texas Chapter, without the expressed prior approval by the Association's Board.

President

The President shall have primary contact with the management company and signs the management contract. At the first meeting after taking office, the President will appoint all standing and ad-hoc committee chairs, with approval of the Board, (with the exception of the annual convention committees which are appointed by the President-Elect). The chair of each standing or ad-hoc committee will appoint committee members, with the approval of the Board. The President shall assist the President-Elect in the coordination and development of annual convention.

President-Elect

The President-Elect shall coordinate the development of the AAIDD Texas Chapter with the assistance of the President. The President-Elect appoints all convention committee chairs and members. The President-Elect is the primary contact person with the management company and the various related committee regarding coordinating the development and execution of the convention.

Past President

The Immediate Past President chairs the Nominations and Elections committee. The Past President also serves as President in the absence of President and President-Elect.

Treasurer

The Treasurer ensures that the financial affairs of the Association are accounted for by using general accounting principles.

In January of each year the Treasurer will coordinate the updating of the bank account signature card with the Treasurer, President, President-Elect and Secretary. Upon Board approval, the Treasurer has the authority to move Association assets to a secured financial institution in an interest bearing account.

The proposed Association budget for the upcoming calendar year will be presented at the last quarterly meeting of the Board in the preceding calendar year.

When permanent address of the Association changes (i.e. changing management companies), it is the responsibility of the Treasurer to notify the Secretary of State of the change.

The Treasurer shall give a financial report of financial transactions and financial status for the previous quarter at each Board meeting and a report of financial status for the previous year at the annual membership meeting. The Treasurer is responsible for coordinating the preparation of the Association's tax form and the letter of agreement/engagement with the CPA. Treasurer will also maintain all state and federal tax requirements to maintain the Association tax-exempt status.

The Treasurer will initiate a financial audit within 30 days of the end of his/her term.

Secretary

The Secretary shall take the minutes of the Board meetings. Minutes shall include: list of Board members present; list of Board members absent; guests; time the meeting was called to order by the President; a quorum was present; all motions with the action taken; time the meeting was adjourned; and signature of the President and Secretary. The Secretary shall be responsible to ensure that minutes of the previous meeting are available and bring extra copies of the previous meeting minutes to each Board meeting.

Membership Chair

The Membership chair will be appointed by the President, with Board approval. The Membership chair will appoint a committee as needed to perform their duties. The Membership report shall be presented at each meeting of the Board of Directors.

In an effort to coordinate a regional and national liaison, the Membership chair shall coordinate with AAIDD National to promote recruitment and membership. The chair shall work closely with committee members in recruiting efforts and monitoring membership.

The Association Manager will coordinate the Convention and serves as editor of *The Forum* and retains all electronic association documents.

III. COMMITTEES

All standing and ad-hoc committee chairs will be appointed by the President. The standing and ad-hoc committee chairs will appoint the members of their respective committees, with Board approval. The President-Elect appoints the various convention committees (chairs and members). All committee chairs are responsible for ensuring that a representative of the committee is available to make a report on the activities of the committee at each scheduled Board meeting.

IV. MEETINGS

The Board will meet at a minimum on a quarterly basis (4 meetings per year, e.g. January, March, August and October) plus one Board work session held in conjunction with the annual convention via in person, teleconference or video conferencing. The last meeting of the calendar year will serve as the Board “retreat.” The Retreat meeting will involve both current and newly elected Board members and will serve as a new Board member orientation. Additionally, the retreat agenda will include: setting the operating budget for the upcoming calendar year; determine the focus of the Association activities for the upcoming year; advise the President on committee assignments; and address other issues as determined necessary by the Board and/or the Management staff.

The proposed dates of the quarterly Board of Directors meetings are to be posted on the association website and are open to any member or guest who would like to attend.

V. NOMINATIONS AND ELECTIONS

Annually, the President appoints the Immediate Past President as chair of the Nominations and Elections committee. The Nominations and Elections committee, comprised of the Past President, President and President-Elect, will recruit a slate of officers. The nominations and elections committee will email a “call for nominations” to the membership 60 days in advance of the Annual Meeting and allow for a 15-day response. The nominations and elections committee will create a slate of officers for the Board positions, email the ballot to the membership and ask for them to be returned within 15 days. The Chair of the Nominations and Elections committee will announce the newly elected Board members at the Annual Meeting. The newly elected Board members’ terms will begin on January 1.