

BYLAWS
ARIZONA STATE CHAPTER
THE ASSOCIATION FOR EDUCATION AND REHABILITATION
OF THE BLIND AND VISUALLY IMPAIRED

Adopted November 16, 1984

Amended November 4, 1988

Amended October 30, 1992

Amended October 29, 1993

Amended October 22, 1999

Amended November 3, 2006

Amended November 6, 2015

Article I Name and geographical Area

Section 1. The name of this Chapter shall be the Arizona State Chapter of the Association for Education and Rehabilitation of the Blind and Visually Impaired and shall hereafter in these bylaws be referred to as the Chapter.

Section 2. The geographical area encompassed by the Chapter shall be the entire State of Arizona

Article II Purpose

Section 1. The purpose of the Chapter shall be to render all possible assistance in the promotion, development, and improvement of services to persons who are blind and visually impaired in Arizona by:

- a. Increasing public understanding of the social and economic gains to individuals and to society through providing opportunities for all persons who are blind and visually impaired to become self-sufficient, self-supporting and contributing members of society;
- b. Providing a forum for the discussion of matters relating to services to persons who are blind and visually impaired and to the prevention of blindness;
- c. Encouraging an interdisciplinary approach to services for persons who are blind and visually impaired through the maximum use of knowledge and skills of all related professionals;
- d. Supporting research to advance knowledge and skills for the improvement of services to persons who are blind and visually impaired;
- e. Assisting in the development of specialized training opportunities for all persons engaged in providing specialized programs and services to persons who are blind and visually impaired;
- f. Assisting in the development of professional standards for personnel serving persons who are blind and visually impaired;
- g. Assisting in the development of professional standards for specialized programs serving persons who are blind and visually impaired.
- h. Recommending and supporting legislation for the benefit of persons who are blind and visually impaired;

- i. Increasing public understanding of the nature and causes of blindness and its impact on individuals and on society; and
- j. Initiating and cooperating with other groups in the development of programs of social action for the benefit of persons who are blind and visually impaired.

Section 2. Arizona AER is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organization under Section 501 (c) (3) or the Internal Revenue Code.

Section 3. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding sections of any future Federal tax code) or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal revenue Code (or corresponding section of any future federal tax code).

Article III Membership

Section 1. Any member of the International Association who is in good standing and living or working in the State of Arizona, is a member of the Chapter.

Section 2. The membership shall serve as the policy-making body of the Chapter. It shall elect the Board and Officers of the Chapter.

Section 3. This membership shall be convened for at least one annual meeting each year.

Section 4. The Chapter shall be affiliated with the International Association of Education and Rehabilitation of the Blind and Visually Impaired and its Southwest Region.

Article IV Officers

Section 1. The officers of the Chapter shall be a President, Vice-President, Secretary, and a Treasurer.

Section 2. The officers and the Immediate Past President of the Chapter shall constitute an Executive Committee which shall carry on routine business of the Chapter and exercise all powers of the Board of Directors between meetings of the Board.

Article V Duties of Officers and Immediate Past President

Section 1. The President shall:

- a. Preside at all meetings of the Chapter; its Board of Directors and Executive Committee.
- b. Initiate and coordinate a plan of operation for presentation at the first meeting of the calendar year of the Chapter's Board of Directors for approval or modification.
- c. Appoint committees and their chairpersons, delegate committee responsibilities, serve as ex-officio member of all committees.
- d. Coordinate communications with the International office of the Association,
- e. Represent the Chapter as its official delegate or designate a representative.
- f. Serve as Co-Chair of the Program Committee and provide suitable programs for this Chapter.

Section 2. The Vice-President shall:

- a. Perform the duties of the President in his/her absence.
- b. Serve as Co-Chair of the Program Committee and provide suitable programs for this Chapter.

Section 3. The Secretary shall:

- a. Maintain a written record of the proceedings of each meeting.
- b. Notify the Board of Directors of the time and place of all meetings of the Chapter.
- c. Be responsible for the correspondence of the Chapter as directed by the President.
- d. Maintain records of membership and activities and make an annual report.
- e. Serve on the Archives Committee.
- f. Make corrections to typographical, formatting, or clerical errors occurring within the scope of the bylaws.

Section 4. The Treasurer shall:

- a. Receive all funds belonging to the Chapter.
- b. Pay out the same on orders approved by the Board of Directors.
- c. Maintain an itemized account of receipts and expenditures.
- d. Prepare and submit a proposed budget for the upcoming fiscal year with the assistance of the Finance Committee.
- e. Submit an AER Chapter Financial Report to AER Central Office by March 15 of each year.
- f. File with the Secretary a written report to be presented at the annual meeting of the Chapter.

Section 5. The Immediate Past President shall:

- a. Be responsible for facilitating communication between the Chapter Division memberships and the Board of Directors.
- b. Serve on the Program Committee
- c. Serve as Chairperson of the Nominations Committee and oversee elections.
- d. Maintain and update the documentation of Chapter policies and procedures.

Article VI Board of Directors

Section 1. The Board shall consist of the four Officers of the Chapter, the Immediate Past President, and six Directors-at-large elected from the membership.

Section 2. The Board shall serve as the governing and policy-making body of the Chapter between meetings of the membership.

Section 3. The Board shall hold at least three meetings during a calendar year at the call of the President or of three other members of the Board. All Board meetings shall be open to the membership of the Chapter.

Section 4. A majority of the Board shall constitute a quorum for the conduct of business.

Section 5. The President, or in his/her absence, the Vice-President, shall preside over meetings of the Board.

Section 6. The Board shall review and act upon the budget of the Chapter.

Section 7. Officers and Directors are required to participate in meetings of the Chapter. Participation may be through fax, electronic mail, teleconferences, attendance at meetings, or other formats approved by the Board. If any Board member fails to participate in three (3) consecutive meetings, their position will be considered vacant.

Section 8. In the event of a vacancy on the Board, the Board shall appoint a member of the Chapter to complete the unexpired term of such Board member, except that a vacancy in the office of President shall be filled by the Vice-President. The Board shall reassign the duties of the Past President if a vacancy in that office should occur.

Article VII Committees

Section 1. Standing Committees. The Chapter shall have the following standing committees: Archives, Awards, Finance, Membership, Nominations, and Program.

Section 2. Ad Hoc Committees. Other committees not having and exercising the authority of the Board in the management of the Chapter may be designated and appointed by the resident of the Board to carry our specified duties as necessary.

Article VIII Meetings

Section 1. There shall be at least two meetings of the membership per year consisting of at least one business session each. One meeting will consist of at least two business sessions.

Section 2. One-third of the membership shall constitute a quorum to conduct business at all meetings of the Chapter. In the event that a quorum is not present at the annual or called meeting, items requiring a vote will be submitted to the membership by mail ballot.

Article IX Elections

Section 1. The purpose of elections shall be to determine, by a majority of the votes cast, the following: President, Vice-President, Secretary, and Treasurer, and six Directors-at-large.

Section 2. All voting members of the International Association designated as members of the Chapter shall be eligible to vote.

Section 3. Elections shall be held two months prior to each annual meeting of the membership, using electronic means to solicit nominations and elect officers and directors. The officers and directors shall be officially installed at the last business session of the annual meeting that immediately follows the elections.

Section 4. All officers shall be elected to serve for two-year terms. The President and Vice-President shall be elected in the odd years, the Secretary and the Treasurer to be elected in the even years. Officers may serve a maximum of two consecutive terms. There shall be a waiting period of one term before an individual may be reelected to the same office.

Section 5. Three Directors-at-large shall be elected at each annual meeting of this Chapter. Directors-at-large shall be elected for a two-year term and may serve a maximum of two consecutive terms.

Article X Dissolution

In the event of the dissolution of the Chapter, The Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, all assets shall be distributed to the International Association of Education and Rehabilitation of the Blind and Visually Impaired to be used within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code. If the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, the assets of this organization shall be distributed to a fund, foundation, or corporation, selected by the Board of Directors, organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal revenue Code (or corresponding section of any future federal tax code). Any such assets not dispersed of shall be disposed of by the Superior Court of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized for such purpose.

Article XI Amendments to the bylaws

Section 1. Amendments to these bylaws may be adopted at the annual meeting or by mail ballot involving the entire voting membership of the Chapter.

Section 2. Origination. The amendment(s) shall originate in one of the following manners:

1. By petition of at least 10 of the voting members of the Chapter, or
2. By a majority vote of the chapter Board of Directors.

Section 3. Notification. The proposed amendment(s) shall be submitted (1) to the Board of Directors at least 30 days prior to consideration by the Board and then (2) to the entire membership no less than 30 days prior to the vote by the membership.

Section 4. Adoption. An amendment so proposed shall be presented for adoption at the second general session of the annual meeting. If ratified by a two-thirds majority vote of the quorum at the general session, or the affirmative votes of two-thirds of the ballots returned in a mail vote, it shall become immediately effective.

Section 5. Correction. In the event that typographical, formatting, or clerical errors occur within the scope of these bylaws that do not affect the operations of the Chapter, corrections may be made immediately by the Secretary. The Secretary will notify the Board of these corrections.

Article XII Parliamentary Procedure

Section 1. Roberts Rules of Order Revised shall be used as a guide by the Chapter in carrying out its parliamentary procedure.

Section 2. Upon opening the annual meeting and regular meetings, the President shall announce the appointed member to serve as Parliamentarian.

President, AZ AER

Date Signed

Member, Board of Directors, AZ AER

Date Signed