



## BYLAWS

of the

### **NATIONAL REHABILITATION COUNSELING ASSOCIATION, Inc.**

#### Article I: Name

The name of this organization shall be the National Rehabilitation Counseling Association, Inc.

#### Article II: Definitions

For the purpose of these bylaws:

Sec. 1 **National Rehabilitation Counseling Association, Inc.**, (NRCA) means the National Rehabilitation Counseling Association.

Sec. 2 **Association** means NRCA.

Sec. 3 **General Membership** means all individuals holding membership in NRCA

Sec. 4 **Board** means Board of Directors of NRCA.

Sec. 5 **Chapter** means any state organization of NRCA. The levels are as follows: State Organization – State Chapter; Sub-State Organization – Local Chapter or in case of a Local Chapter being formed on the college campus – Campus Chapter.

Sec. 6 **Rehabilitation Counseling** means the actions involved in working with persons with disabilities to facilitate their vocational and personal development.

## Article III: Purpose

The purpose of NRCA is to advance the role and function of the rehabilitation counseling profession in the maximization of opportunities for inclusion of all persons with physical, mental or other disabilities. NRCA will engage in educational, advocacy, and research endeavors to better serve the needs of persons with disabilities, promote independence, and enhance the profession of rehabilitation counseling.

Sec. 1 Increasing public understanding of the role of the rehabilitation counseling process in assisting all persons with disabilities to become, to the extent possible, and at the desire of the person, self-sufficient, self-supporting and contributing members of society.

Sec. 2 Promoting and encouraging the development of professional training opportunities for all persons engaged in enhancing opportunities for persons with disabilities.

Sec. 3 Contributing to the development of professional standards for rehabilitation counseling, and all other degree and non-degree curriculums including the opportunity to participate in certification and the certification maintenance processes.

Sec. 4 Providing a forum for the discussion in the rehabilitation counseling profession.

Sec. 5 Encouraging the development of rehabilitation counseling as an interdisciplinary approach to the removal or minimization of barriers to persons with disabilities in the community.

Sec. 6 Fostering research to advance knowledge, skills in the rehabilitation counseling process.

Sec. 7 Working with employers of rehabilitation counselors and persons served by rehabilitation services and promoting collaborative relationships that will be beneficial to all.

Sec. 8 Promoting ethical practice.

Sec. 9 Encouraging students in rehabilitation education programs through mentorship opportunities, networking, and similar professional contacts.

Sec. 10 Ensuring equity and parity in the delivery of rehabilitation services.

Sec. 11 Helping to develop a specific body of knowledge in rehabilitation counseling (leadership, supervision, and administration), working to disseminate that knowledge as it evolves, and encouraging and stimulating pragmatic research and enlightened inquiry.

## Article IV: Administration

### Sec. 1 **Incorporation:**

NRCA is incorporated under the laws of the District of Columbia as a 501(c)6 non-profit corporation in accordance with the Internal Revenue Code of the United States.

### Sec. 2 **National Office:**

There is established a National Office, which shall be located and operated in a manner as prescribed by the Board.

### Sec. 3 **Staff:**

Staff/consultants may be hired to implement the direction of the Board.

## Article V: Membership

### Sec. 1 **Membership Categories:**

- A. **Professional Member.** This level of membership is for all professionals, from varying academic disciplines, interested in optimizing the physical, social, and economic inclusion of people with disabilities throughout the lifespan. Membership at this level includes all the benefits of membership, as well as unlimited online access to the Journal of Applied Rehabilitation Counseling, from 1966 through the present, as well as hard copies of JARC during the period of your membership.
- B. **Early Career Professional Member.** With proof of graduation from a college/university program, this level of membership is provided for new professionals during the first calendar year after graduation. Electronic access to the JARC will be provided, access to member benefits, voting in elections, member rates for trainings. A Member of the Association shall subscribe to the standards of professional conduct established by the Association: possess a degree in rehabilitation services, rehabilitation counseling and/or be employed in a rehabilitation services setting.
- C. **Student Member.** A student member of the Association shall be enrolled in an accredited institution in a curriculum leading to a Baccalaureate degree in Rehabilitation Services, Master's degree in Rehabilitation Counseling, Doctoral degree in Rehabilitation Counseling, Rehabilitation Psychology, or related fields.
- D. **Life Member.** Any professional member or member of the Association who became a Life member of the Association by paying the appropriate fee, or as designated by the Board.

This level of membership is no longer available to applicants. This level is only available to those who attained this level prior to 2017.

- E. **Emeritus Member.** Any professional whose work has involved furthering the goals of inclusivity and personal choice for people with disabilities and who is partially or fully retired from active participation in paid employment in this area.

#### Sec. 2 **Privileges of Membership:**

- A. All members of NRCA shall be entitled to have access to official publications of NRCA.
- B. All members of NRCA shall be entitled to become members of chapters.
- C. All members shall be entitled to participate in national, state and local meetings of NRCA.
- D. All members of NRCA may participate in the annual Board Membership Meeting.
- E. Only Professional Members of the Association are eligible to serve as an Officer or members of the Board and members of the JARC Editorial Board, with the exception of Student Members as Student Representatives to the Board.

#### Sec. 3 **Conditions for Termination of Membership:**

- A. Any member may be expelled from NRCA for violating their appropriate Code of Ethics or found guilty of a criminal charge.
- B. A member may not be expelled without first receiving notice of intention to proceed against him or her, a recital of the charges or accusations, and the opportunity to respond to the charges.

#### Sec. 4 **Dues:**

Membership dues are established by the Board of Directors and will be available in public documents, such as the Association website.

## Article VI: Code of Ethics

All members of the Association shall adhere to the Code of Ethics as set forth by the Commission on Rehabilitation Counselor Certification (CRCC).

# Article VII: Board of Directors

## Sec. 1 **Composition of Board:**

The Board of Directors shall consist of 12 individuals: Officers of NRCA, (President, President-Elect, Immediate Past President, and Secretary/Treasurer) six members-at-large to be elected on a rotating basis for three-year terms with elections each year), one student member elected for a two-year term and a representative of the NRCA Hedgeman Educational Foundation. Except in instances when Officers or Board members-at-large are selected to fill vacancies, all Officers and Board members-at-large shall assume office on January 1<sup>st</sup> following their election.

## Sec. 2 **Powers of the Board:**

The Board shall have the power to conduct the affairs of the Association, subject to limits imposed by the bylaws. Its authority shall include, but is not limited to the following:

### A. Fiscal Powers:

1. Adoption of a budget and authorizing its Officers and employees to carry out the activities set forth in the budget.
2. Adoption of a fiscal year and policy for the Association.
3. Initiation, formulation, and execution of cooperative agreements and contracts with other organizations, agencies, and groups in order to advance the goals of the Association.
4. Timely and accurate maintenance of annual fees and governmental processes, such as registration with the Commonwealth of Virginia, and filing of appropriate taxes.

### B. Administrative Powers of the Board:

1. Establishment and maintenance of a National/Administrative Office.
2. Employment of staff/consultants outlining specific duties.
3. Review and adoption of a Policies and Procedures Manual.

### C. Organizational Powers:

1. Accepting and adopting the actions of Committees.
2. Approving the appointments of all official representatives of NRCA to any other groups.

## Sec. 3 **Terms of Office:**

Except in instances of election to fill a vacancy as hereinafter specified, all members of the Board shall be elected for a four-year term. All terms of office shall begin on January 1<sup>st</sup> following the election. The President-Elect will serve two-years as President-Elect, two years as President, and two-years as Past President.

**Sec. 4. Filling Vacancies:**

The Board shall have the authority to fill, by a vote of its own members, the offices that become vacant between elections. Officers, members-at-large, and Student Board Member thus elected shall serve the remainder of the board term.

**Sec. 5. Meetings of the Board:**

The Board shall meet at least quarterly. Quarterly meetings may be held in person or via teleconference. Special meetings may be held upon the call of the National President or upon written request of a majority of Board members. Whenever any matter of business requiring Board action is presented to the President, and a special meeting of the Board is deemed advisable, the President may hold a special meeting of the Board by mail, electronic mail, phone, fax, or other current technology setting forth the specific issue or proposal on which a decision is sought. Such a meeting shall be deemed an official act of the Board. Fifteen (15) days notice of the time and place of the Annual Board Meeting shall be given in writing at the direction of the President. Attendance at the Annual Board Meeting may be either face-to-face or virtual.

**Sec. 6. Quorum of the Board:**

A majority of the members of the Board shall constitute a quorum for transacting business.

**Sec. 7. Proxy of the Board:**

A quorum may be established through the use of proxy votes. When a Board member is unable to attend a Board meeting, he or she may designate another Board member, or his or her proxy may be given to the President for assignment. A Board member may choose to abstain from voting by not designating a proxy. No Board members shall hold more than one proxy vote.

**Sec 8. Executive Committee:**

In order to carry out the business of the Association between meetings of the Board of Directors, the Board shall vest its authority in an Executive Committee comprised of the President, President-Elect, immediate Past President, Secretary/Treasurer. Special meetings may be held upon the call of the President or upon written request of a majority of the Executive Committee.

**Sec. 9. Establishment of NRCA Policies and Procedures Manual:**

The Board of Directors may establish a Policies and Procedures Manual.

## **Sec. 10 Conflict of Interest Policy**

Members of the NRCA Board shall not engage in any employment, activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with duties, functions, ethics or responsibilities of their NRCA membership.

In January of each year, each Board member will be required to complete a formal conflict of interest form. These forms will be completed by January 31 and archived by the Association administrator.

# **Article VIII: Officers**

## **Sec. 1 Officers:**

The Officers of NRCA shall be a President, President-Elect, Past-President, and Secretary/Treasurer. Elections for the President-Elect shall be held on alternating years to serve for a term of two years, and shall then assume the office of President for the following two years. After completing a two year term as President, the President shall then assume the office of immediate Past-President. The Immediate Past-President shall serve a two year term. The Secretary/Treasurer shall be elected for a three-year term. The duties of the Officers shall be those usually pertaining to such positions, including the following specific duties assigned to each Office.

## **Sec. 2 Duties:**

At the direction of the Board, Officers may be assigned duties not ordinarily associated with their positions.

## **Sec. 3 President:**

The President shall serve in office for a term of two years. The duties of the President shall include:

- A. Serving as the official representative of NRCA.
- B. Calling meetings of NRCA, the Board and the Executive Committee.
- C. Presiding over meetings of NRCA, the General Membership, the Board and the Executive Committee.
- D. Appointing, with approval of the Executive Board, membership to all committees.
- E. Serving as Ex-Officio member with voting privileges on all committees.

## **Sec. 4 President-Elect:**

The President-Elect shall serve as a member of the Board and shall assume the Presidency on January 1<sup>st</sup>. If the Presidency should become vacant, or the President becomes unable to effectively execute the duties of the Presidency, the President-elect shall serve as President. The President-Elect should be actively involved in the development of the Annual Meeting. ***It is highly recommended that the President-Elect has been an active member and/or a board member within the last five years.***

#### **Sec. 5 Secretary/Treasurer:**

The Secretary/Treasurer shall serve as a member of the Board and shall be responsible for the oversight and monitoring of fiscal operations. The Secretary/Treasurer shall be elected for a three-year term.

In close cooperation with staff, the Secretary/Treasurer shall review all fiscal commitments/liabilities so that he or she can make appropriate recommendations and report as required by the Association. These include and are not limited to the following:

- (1) monitoring of income/expenses of the Association on a monthly basis.
- (2) oversight of timely completion of annual renewal of Incorporation documents with the Commonwealth of Virginia each January.
- (3) oversight of the timely completion of annual tax filings.
- (4) oversight and maintenance of insurance as may be necessary for Officers of the Board or for events held by NRCA.

The Secretary/Treasurer shall be responsible for maintaining appropriate records of actions and decisions taken by the Board and General Membership. The Secretary/Treasurer will send the minutes of the Board meeting and/or General Membership to the national office within thirty (30) days after adjournment of the Board meetings.

#### **Sec. 6 Immediate Past-President:**

The immediate Past-President shall serve as a member of the Board and shall serve as Chair of the Nomination and Awards Committees. The immediate Past-President shall also serve on committees when appointed by the President.

## **Article IX: Committees**

#### **Sec. 1 Appointment of Committees:**

Before the beginning of the year (January 1<sup>st</sup>), the President, subject to confirmation by the Board, shall appoint members.

#### **Sec. 2 Membership of Committees:**

Appointments are for one year.



### **Sec. 3 Committees:**

The following standing Committees are created to conduct the business of NRCA:

#### **Membership:**

The Membership Committee is charged with developing and implementing a membership recruitment plan; developing membership benefits such as the insurance program; recognizing member achievement through an awards program and the Rank of Fellow; and, when applicable, assisting state chapters with membership recruitment.

#### **Nominations and Awards:**

The Nominations Committee is responsible for establishing a slate of candidates for national Board election and conducting & overseeing the national election. The Past-President serves as Chair. Additionally, this committee will be charged with the solicitation of nominees and award presentations for those deserving of these honors.

#### **Policy & Legislative Committee:**

The Legislative Committee will promote evidence-based best practice based on recognized international standards, facilitate the exchange of innovative excellence, highlight legislative changes and trends and assist in dissemination of rights based models of inclusion.

#### **Professional Development and Education Committee:**

The Professional Development and Education Committee will promote professional development for all members based upon the latest research trends, leading edge innovation, digital learning and relevant professional issues. It will plan conferences, seminars, training activities and webinars, both internal and external. Political action and advocacy will be cornerstones of the work of this committee.

#### **Communications:**

The Communications Committee is responsible for oversight of current web site information, information for the listserv, the organization's newsletter, social media and provide additional support to the editor of JARC with respect to topic areas to consider for the Journal.

#### **Finance:**

The Finance Committee is responsible for oversight of the association's finances, setting the budget, and developing recommendations to the board for associations expenditures.

# Article X: State and Local Chapters

The activities of local, state, and regional chapters will be supported by NRCA as robustly as possible. NRCA will provide guidance and communications assistance, at the specific request of the State Chapter leaders. Financial support from NRCA is not available.

## Sec. 1 **Chapters**

- A. State Chapters of NRCA may be formed by member groups within a defined geographical area which comprises the boundaries of the particular State by petitioning the NRCA Board in writing.
- B. Recognition of State Chapters will be contingent upon the following factors:
  - Formal, written submission of request to function as a state level arm of the NRCA by leadership at the state level.
  - Strict adherence to ethical practice among members of the State Unit of NRCA
- C. Each state chapter is responsible for its own governmental, financial, and administrative needs.
- D. State Chapters of NRCA will be formed in response to the wishes of the members of NRCA in that state.
- E. State Chapters will be required to establish and maintain communication with the national office about its activities and initiatives.

## Sec. 2 **Procedures for Developing State or Local Chapters:**

A group of members wishing to be approved as a State or Local Chapter shall:

- A. Submit written by-laws for approval by the NRCA Board.
- B. Define the geographical or other boundary of the state or local chapter.
- C. Ensure that all state chapter members are fully vetted members of the National organization. Report the names, accurate contact information to the NRCA administrative offices annually, by February 15 each year.

# Article XI: Journal of Applied Rehabilitation Counseling

Sec. 1 The *Journal of Applied Rehabilitation Counseling (JARC)* is the official publication of NRCA.

## Sec. 2 **JARC Editor**

- A. The Editor is appointed by the Board of Directors of the NRCA

- B. The term of office is 3 years, which is renegotiated annually. An editor may apply for re-appointment to editorship at the end of one term. No individual can serve as editor for more than two consecutive terms. If one has served as an editor for two consecutive terms, they may apply for an additional term after a period of, at minimum, 3 years have passed under other editorial leadership.
- C. The Editor provides leadership and direction for JARC in conjunction with the intentions expressed by the NRCA Board of Directors
- D. The Editor recommends individuals for the appointment of any Associate or Assistant Editors to the Editorial Board and the Editorial Consultants Board, which are approved by the Board of Directors of NRCA
- E. The Editor is responsible for developing a reasonable, timely, and field-driven agenda of special issue JARC publications. Organization and/or assignment of guest editors for special issues is the responsibility of the Editor.
- F. The Editor works directly with the staff of Springer Publishing to ensure the timely production of JARC issues, continuing education credit process, and the development of related products and services.
- G. The Editor is responsible for the development, management and performance reviews of the (a) Editorial Board, (b) the Editorial Reviewers, and (c) participate in negotiations with Springer Publishing.
- H. The Editor shall not engage in any employment, activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with duties, functions, ethics or responsibilities of their work as editor of JARC.

### Sec. 3 **JARC Editorial Board**

- A. The Editorial Board will consist of at least 12 members with three-year terms beginning on February 1 and ending on January 30.
- B. The Editorial Board shall consist of both practicing rehabilitation counselors and rehabilitation educators/administrators.
- C. All must be active members of NRCA during their time on the Editorial Board.**
- D. Members of the JARC Editorial Board may not serve on the journal review boards of other, closely related journals while serving on the Editorial Board of JARC. Each member of the editorial board will be required to complete a conflict of interest form annually.
- E. Duties of the Editorial Board include:

- a. Review and evaluate manuscripts for JARC in the time period prescribed by the editor
- b. Make recommendations to the Editor as to emerging topics to address in the journal, as well as to enlist authors and researchers to submit their work to JARC.

#### **Sec. 4 JARC Editorial Reviewers/Consultants Board**

- A. The Editorial Reviewers/Consultants Board will be composed of no more than 17 members who serve three year terms on a rotating basis.
- B. The duties of the Editorial Reviewers/Consultants are to review and evaluate manuscripts for JARC in the time period prescribed by the editor
- C. Based on their performance and credentials, Editorial Consultants may be recommended to fill vacant Editorial Board positions by the Editor.

## **Article XII: Disaffiliation**

#### **Sec 1. Disaffiliation**

- A. A State or Local Chapter may be suspended from NRCA if it pursues policies contrary to those of the Association. This decision shall be governed by the Board of Directors.
- B. A Chapter may not be suspended without first receiving notice of such intention, an explanation of the reasons for suspension, and the opportunity to respond.

## **Article XIII: Reporting Procedures**

Each State and Local Chapter shall submit to the Association an annual report covering the activities of the Chapter for the preceding year and a financial report. Chapters wishing to be nominated for a Chapter Award must submit this report.

## **Article XIV: Dissolution of the Association**

- A. Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association exclusively for the purposes of the Association, in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization as the Board shall determine.

B. No member of the Board or staff shall be required to furnish any bond or surety. None of them shall be responsible or liable for the acts or omission of any other director or of any predecessor or of a custodian, agent or counsel selected with reasonable care.

C. The members of the Board are authorized to pay to themselves amounts for reasonable expenses incurred for services rendered in the administration of the Association.

D. Procedure for dissolution requires the NRCA Board to approve by vote the Executive Committee request for a mail ballot, which will be supervised and conducted by a special committee appointed by the NRCA President. The division will dissolve by a two-thirds (of division members voting) majority election.

## Article XV: Amendments to the Bylaws

The bylaws of NRCA may be amended as follows:

A. An amendment may be proposed by a majority of the Board and ratified by a majority of the Board.

B. If deemed crucial by the Board, a vote of 57% of voting membership will be requested.

## Article XVI: Repeal of Previous Provisions

### Sec.1 **Savings Clause:**

All provisions of previous bylaws of NRCA are hereby repealed.

## Article XVII: Rules of Order

Roberts Rules of Order (most recent edition) shall govern meetings of the General Membership and Board where they are not in conflict with the bylaws of the Association. -

**Adopted:** October 13, 1958, Asheville, NC  
**Amended:** October 27, 1959, Boston, MA  
October 12, 1960, Oklahoma City, OK  
October 3, 1961, San Francisco, CA  
October 23, 1962, Detroit, MI  
October 8, 1963, Miami, FL  
November 9, 1964, Philadelphia, PA  
October 13, 1966, Denver, CO  
**Revised:** October 2, 1967, Cleveland, OH  
November 3, 1969, NY, NY  
September 29, 1970, San Diego, CA

October 11, 1971, Chicago, IL  
September 25, 1972, San Juan, PR  
October 29, 1973, Atlantic City, NJ  
October 15, 1974, Las Vegas, NV  
October 15, 1975, Cincinnati, OH  
September 21, 1976, Hollywood, FL  
September 6, 1977, Washington, DC  
September 27, 1978, Salt Lake City, UT  
September 17, 1979, Chicago, IL  
August 25, 1980, Louisville, KY  
September 4, 1981, Indianapolis, IN  
September 19, 1982, Anaheim, CA  
August 16, 1983, Boston, MA  
October 6, 1985, Des Moines, IA  
November 20, 1988, Reno, NV  
September 4, 1989, Orlando, FL  
March 9, 1996, Little Rock, AK  
November 10, 1999, Minneapolis, MN  
October 27, 2001, St. Louis, MO  
October 2, 2003, Nashville, TN  
October 14, 2004, Philadelphia, PA  
February 13, 2006  
October 18, 2007  
September 11, 2009  
July 9, 2010  
December 21, 2019 (December 10, 2020 submission reflects clerical corrections)