

**THE MISSOURI CHAPTER
AAMR**

**CONSTITUTION
AND
BYLAWS**

(Approved 3/94)

**CONSTITUTION AND BYLAWS
OF THE MISSOURI CHAPTER
AAMR**

Pursuant to authority granted by Bylaw VII of the American Association on Mental Retardation* Constitution and Bylaws as revised and approved by a votes of the membership present at a regular business session of the 92nd Annual Convention of AAMR*, the Missouri State Chapter is hereby established.

SECTION I: NAME

The official name of the state unit shall be "The Missouri State Chapter of AAMR".

SECTION II THE PURPOSE OF THE ASSOCIATION SHALL BE AS FOLLOWS:

- a. To provide a professional organization promoting cooperation among those involved in services, training and research in the field of mental retardation.
- b. To develop and promote preventive measures designed to reduce the incidence of mental retardation.
- c. To support the highest standard of services, training and research in the field of mental retardation.
- d. To encourage research and to disseminate knowledge in the field of mental retardation.
- e. To encourage the recruitment and development of **THOSE WHO WORK ON BEHALF OF PEOPLE WITH MENTAL RETARDATION** and to increase interest in the field of mental retardation.

*the name was changed from American Association on Mental Deficiency (AAMD).

- f. To review and to provide information regarding public policy in order to promote the welfare of people with mental retardation, their families and those who work on their behalf.
- g. To promote the development of appropriate community based services for people with mental retardation.

SECTION III: MEMBERSHIP

Membership shall consist of members of the AAMR, all categories, residing or employed in the State of Missouri; excepting only those who specifically object to such Chapter membership.

SECTION IV EXECUTIVE BOARD

- a. The governing body of the Chapter shall be the Executive Board.
- b. The Executive Board shall develop policies and take actions to advance the goals of the Chapter and manage the Chapter's affairs. All powers which are not otherwise delegated in this Constitution are reserved to the Board.
- c. The membership of the Executive Board shall include the President, President-Elect, Secretary, Treasurer, and the Immediate Past President. To further the purposes and activities of the Missouri Chapter, the Chapter shall elect up to 16 members to serve on the Executive Board who are representative of the geographical, professional, occupational and topical interests of it's members.
- d. In order to represent the major professional interests of the membership, the following functional areas of interest shall be used when considering its membership composition:
 - employment/retirement
 - housing
 - individual/family support
 - health/safety

- community development/support
- education/transition
- prevention/early intervention
- leisure/recreation

These functional areas of interest are suggested as a guideline, but are not meant to be prescriptive. The Executive Board shall consist of 21 members: 5 officers and up to 16 members from the functional interest categories.

- e. The term of office of the members of the Executive Board is two years.
- f. In order to assure continuity of the Executive Board, half the members shall be elected in even-numbered years and half of the members shall be elected in odd-numbered years.
- g. Attendance of meetings: Members of the Executive Board shall be required to attend all regular meetings of the Executive Board. Unexcused absence from more than one-half of the meetings for the year, shall be considered as resignation from the Board.
- h. The President, with the approval of the Executive Board, shall appoint replacement of its members as specifically provided by these Bylaws.
- i. A quorum shall be 50 percent of the elected members of the Executive Board.

SECTION V EXECUTIVE OFFICERS

- a. The Executive Officers of the Chapter will be the President, President-Elect, Immediate Past President, Secretary and Treasurer. The officers of the Board shall also be considered officers of the corporation.
- b. The terms of office of the Executive Officers shall be one year, except for the Secretary and Treasurer, whose term shall be two years.
- c. No Executive Officer shall be eligible for immediate reelection to the

same office, except the Secretary and the Treasurer who may be elected to two consecutive terms of office. Appointment to an executive office to fill a vacancy shall not preclude election to that office.

- d. The President-Elect, at the conclusion of his or her term, shall become President of the Chapter.
- e. The President-Elect, Secretary and Treasurer shall be elected by the membership of the Chapter.
- f. The President, at the conclusion of his or her term of office, shall become the Immediate Past President.
- g. The Corporation shall have and continuously maintain in the State of Missouri a Registered Office and a Registered Agent whose office is identical with such Registered Office. The name of the Registered Agent and the address of the Registered Office is typically that of the treasurer, but may be changed from time to time by the Executive Board.

SECTION VI: INITIATIVE PETITION

Any member or group of members may petition the Executive Board to request that it take action on any matter within its authority. The Executive Board shall act on all such petitions. If the Executive Board fails to take favorable action on the petition at the meeting immediately following its submission, the matter shall be submitted to direct vote of the membership of the Chapter if the petitioners then obtain the valid signatures of five percent (5%) of the voting membership of the Association. Such initiative petitions must be considered at the next Annual Meeting. However, if the Executive Board chooses to do so, it may submit the question to the membership by mail ballot. The provisions of this Section regarding voting by the membership shall not apply to amendments to this Constitution nor to the Bylaws of the Association.

SECTION VII: ANNUAL CONVENTION

- a. The annual convention shall be held during the winter with both business

and program sessions. The program sessions shall be planned, preferably as multidisciplinary programs in significant areas of mental retardation, promoting comprehensive treatment of topics.

- b. A special meeting of the Chapter may be held if deemed necessary by a vote of the Executive Board.**

SECTION VIII: AMENDMENTS

This Constitution may be amended only by the following procedures.

- a. Any amendment of the Constitution must be approved by a majority vote of the Executive Board.**
- b. An amendment becomes part of this document when ratified by two-thirds (2/3) vote of the voting members present at any annual business meeting of the Chapter.**
- c. Any changes or amendments to National AAMR Constitution and Bylaws that impact on State Chapters may require changes in this Constitution.**

AAMR BYLAWS

BYLAW I: IDENTIFICATION

I-A The Chapter is a unit of the AAMR; therefore, the purpose, organization and program of the Missouri State Chapter shall be consistent with the Constitution and Bylaws of the Association.

BYLAW II PURPOSES AND ACTIVITIES

The purposes of the Chapter shall be accomplished by conducting meetings and conferences of those interested in the field of mental retardation; developing and distributing publications; fostering research and preventative measures; developing programs of continuing education; encouraging appropriate community-based services; cooperating with other organizations; revising and addressing public policy issues which effect people with mental retardation; and engaging in such other activities as are authorized by the Executive Board.

ANNUAL CONFERENCE

An annual conference shall be held with both business and program sessions. The program sessions shall be planned, preferably, as multidisciplinary programs in significant areas of mental retardation promoting comprehensive treatment of topics.

II-B QUORUM

A quorum consists of members of the Chapter who are present at the Annual Business Meeting.

BYLAW III: MEMBERSHIP

III-A The membership categories of the Association shall consist of Fellows, Active Members, Honorary Members, Sustaining Members, Student Members and Senior Members.

III-B A member in any category may be separated from membership for conduct which tends to injure the Chapter, is contrary to or destructive of its purposes, or infringes upon the rules of professional conduct as approved by the Executive Board. Charges of such conduct shall not be entertained unless submitted in writing to the Executive Board by two Chapter members. Upon receiving the charges, the Executive Board shall notify the member, giving him or her the opportunity to respond to the charges. A member shall not be separated from membership except by two-thirds (2/3) vote of the Executive Board. Restoration of membership shall require approval by a majority vote of the Executive Board.

III-C A member may resign in good standing, provided that he or she has not been notified of a charge of misconduct pursuant to Bylaw III-B. A person who has resigned in good standing may be reinstated without prejudice.

BYLAW IV: DUTIES OF EXECUTIVE OFFICERS

IV-A The Chapter President shall serve as an official member of the Regional Board (insofar as regional regulations permit). The President or his/her designee should represent the Chapter at the annual regional convention with full or partial expenses paid by the Missouri State Chapter. The amount of reimbursement shall be discussed and approved by the Executive Board.

IV-B The President-Elect shall serve as Chairperson of the Conference and keep the Executive Board informed of conference plans. The President-Elect shall have primary responsibility for organizing the Annual Conference of the Chapter and shall submit the final program for Executive Board approval at least ninety (90) days in advance of conference dates.

IV-C The Secretary shall supervise the records of the Chapter and perform all duties usually associated with that office, under the direction of the Executive Board.

The Secretary records minutes of all formal meetings, mails out programs, notices, reports, etc. The Secretary shall provide copies of all minutes to members of the Executive Board and, when requested, to other Chapter members.

IV-D The Treasurer shall supervise the financial records of the Chapter and perform all duties usually associated with that office, under the direction of the Executive Board. The Treasurer shall record and maintain all monies coming to the Chapter. The Treasurer shall arrange for deposit of funds in such depositories as the Executive Board shall approve. Checks should be signed by the Treasurer but, in the event of that person's incapacity or unavailability, checks may be signed by the President or President-Elect. The Treasurer shall provide copies of the financial summary to members of the Executive Board and, when requested, to other Chapter members.

The Treasurer of the Executive Board shall be bonded by a surety company for the safeguarding of funds, securities and records.

IV-E The Immediate Past President shall Chair the Nominating Committee, and such other duties as assigned by the President and required by these Bylaws.

BYLAW V: SUCCESSION TO OFFICE

V-A In the absence or temporary disability of the President, the duties of the office shall be performed by the President-Elect. If for any reason the President is not able to serve out the full term of office, the President-Elect shall succeed to the unexpired remainder of that term plus his or her own term of office as President.

V-B An appointment of a replacement of a voting member of the Executive Board shall be for either the unexpired term of until the next Annual Meeting of the Chapter, whichever comes first.

BYLAW VI EXECUTIVE BOARD

VI-A The Executive Board shall direct and supervise the activities of the Chapter to promote the Chapter's purposes. The Executive Board shall adopt

Standing Rules for the Chapter by majority vote. Standing Rules may be amended or replaced by majority vote of the Executive Board.

VI-B The Executive Committee may authorize actions within the Executive Board's authority between meetings of the Executive Board. Such action shall be reported to and ratified at the next meeting of the Executive Board.

VI-C The executive Board shall keep a record of its proceedings and shall make an annual report to the membership on matters of general interest. A report of the proceedings of all Executive Board meetings shall be shared with the membership at the annual meeting.

VI-D At every annual convention of the Chapter, the Executive Board shall schedule a business meeting at a time convenient for the attendance of the membership. At this meeting, the Executive Board shall make its annual report to the membership, and shall entertain resolutions, questions and any items requiring membership discussion or items raised for consideration by the members.

VI-E The President may appoint such ad hoc members as necessary. They may participate in discussions, but may not vote.

VI-F Members of the Executive Board shall not receive any stated salary for their services as such but, by resolution of the Executive Board, a fixed reasonable sum for expenses for attendance at each regular or special meeting of the Board may be requested. Such expenses must be submitted in writing with receipts to the Treasurer in accordance with the policies approved by the Executive Board.

BYLAW VII: DUES AND FEES

No formal dues may be charges. The Executive Board shall set fees for registration at meetings and subscription prices for publication.

BYLAW VIII: COMMITTEES

The Executive Board may establish and disband, by a majority vote, ongoing committees to promote the objectives of and to carry out the work of the Association. The President of the Executive Board shall appoint the members of committees; however, at least one member of each committee must also be a member of the Executive Board.

The membership of the committees shall reflect, insofar as is practical, the occupational and geographic diversity of the Chapter's membership.

Each committee shall submit written reports to the Executive Board as directed by the Executive Board.

BYLAW IX ELECTIONS

IX-A Elections for Executive Officers and Executive Board shall be conducted by a committee on Nominations and Elections which shall include the Immediate Past President. This committee may present a slate of officers and board members for membership approval at each annual meeting. However, if the Executive Board chooses to do so, it may require the Nominations and Elections Committee to nominate two persons for each office and utilize a mail ballot to the membership to determine the officers elected.

IX-B The committee shall certify the election of winning candidates and report the election results to the Executive Board. In case of a tie, the winner shall be selected by the Executive Board.

IX-C The terms of office of elected and appointed officers or committee members begin following election at the annual meeting.

IX-D The officers: President-Elect, Secretary, Treasurer and Executive Board members shall be elected from among Active Members and/or Fellows and shall constitute the Executive Board.

BYLAW X: AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the Executive Board. All Bylaw amendments must be presented to the membership at the annual meeting.

Any changes or amendments to the National AAMR Constitution and Bylaws that impact on State Chapters may require appropriate changes in this Chapter's Bylaws.