

VIRGINIA REHABILITATION ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Revised November 1996

1. Policies and Procedures Manual

Chapter operations shall be governed by this manual. It is to be maintained and updated at the direction of the Board and distributed by the Secretary.

2. Conference and Workshops

A. Scheduling

Concurrent with National and Regional policies and by board action in 1983, Association events will not be scheduled on nationally recognized commemorative days or holidays, i.e. Mother's day, Memorial Day, Easter, July 4, etc.

B. Locations

By board action in 1979, all Association events shall be scheduled in facilities that are accessible. In 1989 the board accepted minimal accessibility standards as described in the National Rehabilitation Association Access U. S. Program Guidelines.

C. Accessibility Surveyors

In 1989 the board appointed two persons as accessibility surveyors to serve the Chapter and other organizations within the state upon request.

3. Selection Criteria for Members seeking Support to Conferences and Workshops

The following criteria were approved by the Board in August, 1980 and revised in 1983.

Recognizing there may be occasions when the Virginia Rehabilitation Association may desire to provide financial support to its membership in attending VRA conferences, either regionally, nationally, or both, the following criteria are offered as proposed guidelines to help in selecting the appropriate persons to receive any available support.

- a. All members receiving consideration for support shall have been member of NRA/VRA in good standing prior to consideration.
- b. Consideration will normally be given only to those members who have been active in NRA/VRA activities. This shall be defined as state, regional and national officers, board members and/or committee chairs and members; state, regional or national divisional officers, board members and committee chairs or members of the various NRA Commissions.

- c. Consideration for support shall be prioritized as following with the understanding that no support will normally be provided any member receiving support from any other source.

Priority of Selection:

1. Chapter President and President-elect
2. Chapter Board members and officers
3. Divisional Presidents and Presidents-elect
4. Regional officers and board members
5. Regional Divisional officers
6. National Committee/Commission Chair'
7. National Divisional Presidents
8. National Divisional board members and officers
9. National officers and board members
10. Other Chapter members actively involved in VRA/NRA

Exceptions may be made by the Chapter board or President.

4. Fiscal Management Guidelines

A. Bonding of the Treasurer

The Treasurer of the Association must be bonded prior to transfer of the Treasury.

B. Reimbursement of Expenditures

Committee Chairs have authority to expend designated funds assigned by the budget as approved by the board. The President must approve committee expenditures in excess of the designated budget before payment by the Treasurer.

C. Advanced Funding Requests

Funds must be requested from approved budgeted line items and have the President's signature of approval. (1986)

The requests must be in writing and include: (1) name of the person to whom the check is to be written; (2) amount requested; (3) purpose for which the money is to be used; (4) budget line item to which the funds are to be charged.

Receipts must be supplied the Treasurer for all funds expended.

D. Endowed Awards

The designed awards funds are to be invested for the highest yield of interest available. The principal of each award account is to remain in total; however, the interest income may be expended toward award expenses and/or other operating expenses.

Principal amounts are:

- 1) R. N. Anderson Award: \$900
- 2) Distinguished Achievement Award: \$900
- 3) Corbett Reedy Award: \$1,200
- 4) Ray Dawson Award: \$1,000
- 5) Don T. Johnston Award: \$1,100

E. Educational Grant Endowment:

Program established in 1985 with \$1,000: fully funded in 1988 at \$10,000, including individual contributions; with board mandate for the Grant-in-Aid Committee to create a Foundation to administer grants and solicit additional funding. The Virginia Rehabilitation Association Foundation, Inc. was incorporated in 1992 and is governed by a Board of Trustees.

F. Portrait Maintenance:

Portraits of the R. N. Anderson Award recipients, originally financed by the Department of Rehabilitative Services, are financed and maintained by VRA. They are housed at the Woodrow Wilson Rehabilitation Center.

5. Legislative Authority

The board gave the Legislative Committee authority to take a position on appropriate legislative issues with prior approval of the President and within immediate communication of such by the President to the board. (January, 1986)

6. Awards

A. Established Awards

Norman C. Hammond Award: Mr. Hammond was credited with creating IBM Data Processing for the Handicapped Program. This award was established to honor business and industry leaders whose contributions to the field of rehabilitation in Virginia are outstanding and resulting in the employment of persons with disabilities. Eligible for this award may be organizations or industrial leaders that have made a contribution to the well being of rehabilitation of disabled persons in activities over and beyond the purpose for which the organization was established. Preference is given to individuals or organizations that have effectively and actively advocated for individuals with disabilities; introduced innovative programs and approaches to rehabilitation; and the impact on rehabilitation is beyond the Commonwealth of Virginia.

Franz Stillfried Barrier Free Achievers Honor Roll: Established in 1988 to recognize efforts made by individuals, businesses or organization for the removing of architectural, attitudinal and environmental barriers. A plaque honoring Mr. Stillfried's work for more accessible facilities was prepared and

presented to Mr. Stillfried's family when this award was established. Awarded to an individual (individuals) who has (have) exercised notable leadership in either removing environmental, attitudinal or legal barriers and/or has contributed to the attainment of independence for persons with disabilities by significantly supporting the growth of rehabilitation services throughout Virginia.

The purpose of this award is threefold: (1) to develop a cooperative resource link between Virginia's Mayors' Committees/Commissions and the Virginia Rehabilitation Association; (2) to increase awareness and share information on innovative projects; and (3) to generate more activities and participation in barrier removal.

The Roy M. Hoover Award for Outstanding Medical Achievement:

Dr. Hoover of Tallahassee, Florida, former Roanoke orthopedic surgeon and former medical director of Woodrow Wilson Rehabilitation Center (WWRC) initiated this award at Woodrow Wilson Rehabilitation Center. In 1969 the WWRC requested VRA accept the responsibility of its administration. It honors a physician practicing in Virginia who has been given outstanding medical rehabilitation services to persons with disabilities and whose contributions are substantial. This nominee may have a local, statewide, or regional impact on services to clients through rehabilitation, in the field of medicine or in any field of medicine or in any field rehabilitative in nature. Length of service in Virginia is a criterion. Voluntary efforts receive consideration.

The A. R. Dawson Humanitarian Award: In 1971, Dr. Dawson, who was director of geriatric and rehabilitation services for the Virginia Department of Mental Hygiene and hospitals, initiated this award with a \$1,000 grant and presented the first award. It is presented for outstanding services to the disabled by a practitioner, who is not in an administrative or supervisory position. Awarded to a professional person having direct contact with disabled people in the rehabilitation process, and whose efforts have had a significant impact on their lives. Individuals may have worked in psychology; vocational evaluation; or medical specialties.

The R.N. Anderson Award for Leadership: It is awarded to a current member of the Virginia Rehabilitation Association who has demonstrated excellence in services to persons with disabilities. The first R.N. Anderson Award was presented in 1961 to Mr. Anderson. In 1986 a classroom at Woodrow Wilson Rehabilitation Center was dedicated to the memory of Mr. Anderson, the first Commissioner of the Virginia Rehabilitation Association.

Distinguished Achievement Award: Awarded to a person with a disability who has demonstrated imagination, perseverance, resolve, and an indomitable spirit in working to overcome barriers resulting in a better quality of life for themselves and others.

The Corbett Reedy Award for Excellence: This award was created in 1985 to honor Corbett Reedy, who was a VRA service provider, as well as an official of the Rehabilitation Services Administration. Upon his retirement to his native Virginia, he was appointed to service on the policy making Board of the Department of Rehabilitative Services. Awarded to a resident of Virginia currently involved in the rehabilitation field, but not limited to rehabilitation professional. This person must have creatively pursued excellence in contributions to a rehabilitation program, project, issue, publication or significant rehabilitation cause. Excellence in the field of service to persons with disabilities is recognized through this award.

The Exhibitors' Award: May be awarded to the exhibitor who displays the most attractive, original, and pertinent exhibit at the annual workshop.

The Don T. Johnston President's Award: Formerly, the President's Award and named to honor his services in 1993. The person(s) receiving this award are selected by the President for outstanding services within the Chapter. It distinguishes a dedicated individual who provides services beyond those required by membership and prescribed offices. This award was endowed in 1996.

B. Regional and National Awards

The Awards Committee has responsibility for nominating individuals for Mid-Atlantic and National Awards in the required time frame.

7. Confidentiality

The VRA membership list will not be given or sold to any outside industry or organization. (1986)

8. Maintenance of Files and History

A. Files

Current and archive files are maintained by the Secretary and housed by the Secretary, the President, or the Historian.

B. History

Historical records and Scrap Books are housed with the Historical Committee Chair.

9. Legal Documents

All tax exempt information and legal documents are housed with the Treasurer.

10. Nominations and Elections

By action of the Board June 1989, the following guidelines were adopted:

- a. At least two committee members are to be present, at the voting station, when voting is in progress;
- b. Committee members remain impartial regardless of personal opinions and refrain from any attempts to influence voters; and
- c. Campaigning will not be permitted directly adjacent to the voting area(s), and campaign literature will be kept from the immediate vicinity.

Also approved were the following criteria for candidates for office.

Officers and Board Members:

Candidates must be willing:

- And able to attend all Board meetings;
- To participate actively (serve and work) in VRA functions, such as standing and/or ad hoc committees, etc.;
- To absorb travel; meal expenses for Board meetings;
- To attend an orientation meeting that may require overnight expenses;
- To attend the annual training workshop and meeting;
- To abide by the VRA Constitution and Bylaws; and they must
- Have served actively on at least one or more Chapter committees.

President-elect:

Candidates must:

- Be willing to be responsible for duties and activities as outlined in the Duties and Responsibilities Manual;
- Be willing, if necessary, to attend night/weekend meetings which may be out of town;
- Have had some experience in developing and working with a budget;
- Have some knowledge of Robert's Rules of Order;
- Have had some experience in organizing and conducting large meetings;
- Have served on at least one or more Chapter committees.

Secretary:

Candidates must be:

- Willing to be responsible for duties and activities as outlines in the Duties and Responsibilities Manual;
- Have experience in some form of quick note taking and organization of minutes;
- Have served on at least one or more Chapter committees.

Treasurer:

Candidates must:

- Be willing to be responsible for duties and activities as outlined in the Duties and Responsibilities Manual;

- Have some knowledge and experience in bookkeeping and money management;
- Have served on at least one or more Chapter committees.