

COLORADO ASSOCIATION FOR EDUCATION AND REHABILITATION OF THE BLIND AND VISUALLY IMPAIRED BYLAWS

ARTICLE I - Name

This association shall be known as the Colorado Association for Education and Rehabilitation of the Blind and Visually Impaired (CAER). This reflects the state chapter of the parent organization Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) whose bylaws will also be adhered to.

ARTICLE II - Purpose

The purpose of the Association shall be to render all possible assistance in the promotion, development, and improvement of all phases of education and rehabilitation of blind and visually impaired persons of all ages in the State of Colorado.

The following goals shall be utilized to meet this purpose:

Section 1: Increasing public understanding of the nature and causes of blindness and its impact on individuals and on society.

Section 2: Increasing public awareness of the benefits to individuals, the community, and nation which will result from providing persons with vision loss specialized services that will give them the opportunity to become self-sufficient and contributing members of society.

Section 3: Provide a statewide forum for the discussion of services for people with vision loss and the prevention of blindness.

Section 4: Encourage an interdisciplinary approach to serve people with vision loss.

Section 5: Foster research to advance knowledge and skills for the improvement of services to people with vision loss.

Section 6: Develop and provide professional training opportunities.

Section 7: Provide a common body to which all interested persons may look for leadership, knowledge, guidance, and action intended to assist people with vision loss in achieving their individual maximum potential.

ARTICLE III - Membership

Section 1: Membership Dues. Membership categories and dues are established by AER.

Section 2: Eligibility. All persons, agencies, or chartered organizations living or working within the State of Colorado who are members on the national level are eligible for membership in CAER.

Section 3: Divisions of Membership. Divisions of membership shall be established within the AER to encourage and promote professional standards and/or improvement of services to people with vision loss. Membership in these divisions is governed by the bylaws of AER.

ARTICLE IV - Officers of CAER

Section 1: Officers. The officers of CAER shall consist of a President, Vice President/President-Elect, Secretary, Treasurer, and the Immediate Past President.

Section 2: Election. Officers shall be elected at the annual meeting of the membership and shall assume their duties the following meeting. Any voting member of CAER shall be eligible to serve in any office. No two offices may be held concurrently.

Section 3: Term of Office. The President, Vice President, Secretary and Treasurer shall serve terms of two years. It should be noted that in holding the president position, he/she will have a total of a six year term as VP/President-Elect, President and Immediate Past President. Should any officer become unable to serve, the Board shall elect a new officer to complete his/her term. This election may take place either at a board meeting or by e-mail. If the Vice President declines to succeed to the office of President, the Board shall hold a special election in which the membership shall elect a new President. This election may take place at an annual meeting or by e-mail ballot.

Section 4: Duties of the President. The President shall preside at meetings of the membership and administer the affairs of CAER between meetings unless assigned to another member. He/she shall supervise the activities of the Secretary in accordance with policies and understandings developed by the Board.

Section 5: Duties of the Vice President/President-Elect. The Vice President shall serve as assistant to the President and the Board in the absence of the President. In the event the office of President becomes vacant, he/she shall succeed to the presidency and complete the unexpired term of office.

The Vice President will act as coordinator of each board member's designated activities (projects/goals) to meet the needs of CAER. The Vice President or designee(s) will maintain all media outlets with the membership and oversee mini-grant applications.

Media outlets will consist of the following items:

- Newsletter
- Banquet
- Welcome packet
- Recruitment
- Fund Raising
- Donated Equipment

Section 6: Duties of the Secretary. The Secretary, under the supervision of the President, shall be the chief administrative officer of CAER. He/she shall be responsible for the records of CAER and shall prepare minutes of the Board meetings. He/she shall transfer all records to his/her successor when the term of office is completed. He/she shall monitor the activities of CAER to determine if they are being carried out in accordance with the provisions of the bylaws AER and CAER.

Section 7: Duties of the Treasurer. The Treasurer shall be the chief financial officer of CAER and shall be bondable. He/she shall prepare an annual budget for submission to the Board for review and approval. Committee chairpersons should submit written budget requests to the Treasurer prior to the annual CAER meeting. The Treasurer will present a quarterly report in addition to the CAER annual banquet and write receipts for donations when appropriate.

Section 8: The Board shall limit miscellaneous expenditures to \$50 per item and shall report these expenses at the next annual meeting as unbudgeted expenditures. If the amount is to exceed \$50 a vote by the Board is required. The Treasurer shall keep an accurate record of receipts and expenditures

Section 9: Board. The Board of CAER shall consist of the officers of CAER and the Immediate Past President in addition to a minimum of 4 and maximum of 8 At-Large board members. The Board shall serve as the governing and policymaking body of CAER between meetings of the membership.

9.1 The Board shall meet at each annual meeting and shall hold at least ten additional meetings during the calendar year. A board meeting may be called by the President or by four members of the Board. Board members must attend a minimum of seven meetings either in person or remotely to remain active on the Board.

9.2 Members elected to the Board may serve a maximum of two consecutive terms of two years each and shall not be re-elected until after a waiting period of two years. In order to follow a principle of rotation, a minimum of two new members shall be elected to the Board at each annual meeting. If a member of the Board is unable to finish his/her term, the Board shall elect an individual from the membership to fill the vacant position. It is expected that Board members attend a minimum of seven meetings per year.

9.3 The Board shall report its activities to the membership at the annual meeting.

9.4 The Board shall have the power to remove any officer or board member from office if just cause can be shown for such removal. A majority vote by the membership of the Board is required.

ARTICLE V: Nominations and Elections

Section 1: The board shall develop a slate of candidates for open positions and present the slate for approval at the annual meeting of the association. This can be through electronic, hard copy and/or verbally. Bio information about each candidate should

include their role as a CAER member such as work history and/or related activities. The board should consider representation from different interest areas and geographic locations to the greatest extent possible. Opportunities for additional nominations can be presented on the floor at the annual meeting from a member(s) in good standing. Members making nominations should be prepared to share a bio for the nominee.

Section 2: Board member terms are for 2 years. Part of the board is elected/re-elected in even years and the others are elected/re-elected in odd years.

Section 3: A simple majority vote is needed for the election of board members.

Section 4: Eligibility. All members in good standing with CAER are eligible to vote.

ARTICLE VI- Budgetary and Fiscal Control

Section 1: Membership Fees. The collection and distribution of the membership fees by CAER shall be in accordance with the Bylaws of AER.

Section 2: Gifts or Donations. In addition to membership fees, CAER may accept gifts or donations from interested individuals or groups for the general purpose of CAER or for specific projects.

Section 3: Receipts. All income shall be received and receipted by the Treasurer. All monies shall be deposited in a bank selected by the Treasurer and approved by the President. Suitable records, of all funds received and deposited, shall be included in financial statements which use generally accepted accounting principles. Records shall be submitted to the Board and to the membership quarterly and at the annual meeting.

Section 4: Checks. All expenditures shall be paid by check in a manner determined by the Board. Checks must be signed by the Treasurer and by either the President or Vice President (President-elect).

Section 5: Fiscal Year. The fiscal year shall begin on January 1 and end on December 31.

Section 6: Annual Audit. A Board Official will annually pull receipts and then check the books to make sure they were accurate.

Section 7: Securities. The Treasurer shall be the custodian of all monies and securities of CAER but may not transfer, sell, or purchase securities without the expressed approval of the Board.

ARTICLE VII – Quorum (Voting electronically)

Section 1: Association Quorum. Twenty percent of the Association members who are in good standing shall constitute a quorum at any annual or special meeting.

Section 2: Board Quorum. A majority of the Board shall constitute a quorum.

ARTICLE VIII – Dissolution

Section 1: Association Dissolution. In the event of the dissolution of CAER all properties and assets shall go to AER for distribution to another 501 (c) 3 organization in compliance with IRS Regulations.

Section 2: Properties/Assets. Under no circumstance shall any properties and assets of this CAER be distributed to any officer, member, or subsidiary of CAER.

ARTICLE IX - Relationship Between the CAER and AER

Section 1: Services. Whenever possible AER shall provide CAER with the following services upon request:

- a. providing staff assistance in the planning and organization of conferences, institutes, and workshops;
- b. developing public relations;
- c. developing and maintaining the CAER web page

ARTICLE X - Amendments to the Bylaws

Section 1: Affirmative Vote. Amendments to the Bylaws require a two-thirds affirmative vote of the membership present and voting at the annual business meeting of the Association.

Section 2: Initiation of Amendments. Amendments may be initiated by a majority of the Board of CAER or by a quorum of the membership.