

MISSISSIPPI CHAPTER OF THE AMERICAN ASSOCIATION ON
INTELLECTUAL AND DEVELOPMENTAL DISABILITIES
An affiliate of
American Association on Intellectual and Developmental Disabilities

CONSTITUTION
ARTICLE I
Name and Affiliation

The name of the Association shall be the "Mississippi Chapter of the American Association on Intellectual and Developmental Disabilities" (MSAAIDD). This organization is an affiliate of the American Association on Intellectual and Developmental Disabilities, Inc., and is an affiliate of the Southeastern Region of the American Association on Intellectual and Developmental Disabilities; MSAAIDD is subject to the Constitution and Bylaws of these two parent organization as well as any rules and regulations enacted by them.

ARTICLE II
Purposes

The purposes of MSAAIDD shall be identical to the parent organizations and are:

- a. To provide a professional organization facilitating cooperation among those engaged in the study, training, treatment, and care in the field of mental retardation.
- b. To support the highest standards of study, training, treatment, and care in the field of mental retardation.
- c. To encourage research and to disseminate new knowledge in the field of mental retardation.
- d. To seek continuous development of professional staff and student interest in the field of mental retardation.
- e. To promote the welfare of persons with mental retardation, the individuals who work with them, and the concern for the field in general.

ARTICLE III
Membership

Membership in MSAAIDD shall be contingent upon residence in Mississippi and membership in the American Association on Intellectual and Developmental Disabilities and shall consist of professional persons and others interested in the study, training, treatment, and care in the field of mental retardation. Classes of membership shall be defined in the bylaws of the American Association on Intellectual and Developmental Disabilities.

ARTICLE IV
Administration

The affairs of the MSAAIDD shall be conducted and administered by the officers, and an Executive Committee as prescribed by the bylaws of MSAAIDD. The duties and responsibilities of the officers and Executive Committee shall be defined in the bylaws.

ARTICLE V
Professional Divisions

MSAAIDD may establish divisions of its membership as deemed necessary and appropriate to represent the major professional and scientific interests in the field of mental retardation. There is no requirement that such divisions be interests in the field of mental retardation. There is no requirement that such divisions be established. However, should they be established, they will correspond with the professional divisions of the American Association on Intellectual and Developmental Disabilities. If established, such divisions shall have representation on the Executive Committee.

ARTICLE VI Meetings

The MSAAIDD shall hold an annual meeting at a time and place decided by the Executive Committee. At least one business meeting shall be held during the annual meeting. Twenty voting members shall be considered a quorum for the annual business meeting. Other meetings may be authorized by the Executive Committee.

ARTICLE VII Ratification and Amendments

The Constitution will be ratified by a vote of two-thirds of the MSAAIDD members present at the first annual business meeting. Amendments to the Constitution may be effected by a two-thirds vote of all members present at any annual business meeting. Proposed amendments to the MSAAIDD Constitution must be submitted to the Secretary not less than sixty (60) days prior to the annual MSAAIDD business meetings. The Secretary shall submit amendments to the Constitution to the membership thirty (30) days prior to the annual business meeting.

MISSISSIPPI CHAPTER OF THE AMERICAN ASSOCIATION ON INTELLECTUAL AND
DEVELOPMENTAL DISABILITIES
BYLAWS

BYLAW I
IDENTIFICATION AND SEAL

- a. The Mississippi Chapter (herein after referred to as the Chapter) is a division of the Southeastern Region of the American Association on Intellectual and Developmental Disabilities, a non-profit scientific and educational body.
- b. The official seal of the chapter is identical to that of the parent organization.

BYLAW II
PURPOSES

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 preventive measures; developing programs of continuing education; encouraging appropriate community-based services; cooperating with other organizations; reviewing and addressing public policy issues which affect people with mental retardation; and engaging in such other activities as are authorized by the Executive Committee and/or the parent organization.

BYLAW III
MEMBERSHIP AND DUES

- a. Chapter membership shall consist of members in the American Association on Intellectual and Developmental Disabilities who resides in Mississippi.
- b. Membership classes, dues, application, election, promotion, separation, and reinstatement shall be contingent upon and determined by the American Association on Intellectual and Developmental Disabilities's Bylaws and actions.
- c. No membership dues shall be assessed by the Chapter, but registration fees for conferences and meetings, subscription fees for publications, and other fees may be charged as determined by the Chapter's Executive Committee.

BYLAW IV
OFFICERS AND DUTIES

- a. Those listed in this Bylaw shall be designated as officers of the Chapter. Their duties shall be those customary to their particular office and as further defined by the By-laws. They shall perform their duties under the direction of the Executive Committee.
- b. All officers of the Chapter shall be members in good standing in the American Association on Intellectual and Developmental Disabilities. In selecting officers of the Chapter, consideration shall be given to achieving a balance among the professional divisions as well as the regions of the State.
- c. The officers of the Mississippi Chapter shall consist of the Chairperson, Chairperson-Elect, First Vice-Chairperson, most recent available Past-Chairperson, Secretary, and Treasurer. All officers shall have been elected by the membership of the Chapter.

- d. All elected officers shall be elected to terms of one (1) year and shall take office on June 1 following their elections.
- e. At the close of a one-year term, the Chairperson-Elect shall automatically become Chairperson and the First Vice-Chairperson will become the Chairperson-Elect. In the event that the Chairperson or Chairperson-Elect shall not serve out the full term for any reason, the officer(s) next in line will succeed to the unexpired remainder of the term. The existing vacancies will be filled at the next annual meeting of the Chapter.
- f. No elected officer in the Chapter shall be eligible to immediately succeed him/herself to the same office except the Secretary and Treasurer. However, an officer may succeed him/herself in the event he/she had been appointed by the Chairperson to fill out an unexpired term of office.
- g. The Chairperson shall preside at any business meeting of the Chapter and at meetings of the Executive Committee. The Chairperson shall be empowered to appoint professional consultants, Executive Committee members and members-at-large, subject to the approval of the Executive Committee, for the purpose of assisting in the development and growth of activities in the Chapter during the Chairperson's term of office. The Chairperson shall be authorized to represent the Chapter on matters of public relations. This person shall also serve as an ex-officio member of all committees, and may confer with them at any time on matters affecting the interest of the Chapter. The Chairperson shall also have the duty of submitting to the Chairperson of SEAAIDD copies of the Chapter's annual financial report, annual business meeting minutes, and program of the annual meeting. In the event of the absence or the temporary disability of the Chairperson, the duties of the Chairperson shall devolve successively upon the Chairperson-Elect, the Secretary, or Treasurer.
- h. The Chairperson-Elect shall serve as the Program Chairperson for the Chapter's annual meeting. He/she shall appoint, immediately following the annual meeting of the Chapter, such committees as are necessary to successfully conduct an annual meeting. He/she shall perform such other duties as prescribed by the Chairperson and the bylaws.
- i. The First Vice-Chairperson shall prepare to succeed to the offices of Chairperson-Elect and Chairperson. In addition, The First Vice-Chairperson shall serve as Co-Chairperson for the annual meeting and perform those duties assigned by the Bylaws and the Chairperson.
- j. The Secretary shall keep the records of the Chapter and perform all duties usually pertaining to that office, under the direction of the Executive Committee. His/her duties shall include handling the correspondence of the registration desk at the annual Chapter meeting, and keeping the minutes of the Chapter's business meetings and Executive Committee meetings; he/she shall keep a permanent file of current and previous operations of his/her office. He/she shall, at the end of his/her term of office, turn over any and all records, correspondence pertaining to that office to the incoming secretary.
- k. The Treasurer shall serve for a one-year term of office. The Treasurer shall receive, dispense, and duly account for all sums of money belonging to the Chapter and shall keep accurate accounts and receipts of all payments in behalf of the Chapter. All Chapter expenditures shall be approved by the Chairperson and explained to the members of the Executive Committee. He/she shall be responsible at annual meetings of the Chapter for the supervision of all financial matters, including those pertaining to collection of dues for the American Association on Intellectual and Developmental Disabilities applicants, registration

fees, sale of tickets, and necessary expenditures. He/she shall prepare and present annually to the Executive Committee members a financial report for the preceding year. He/she shall at the end of his/her term of office, turn all financial records over to the incoming Treasurer.

BYLAW V EXECUTIVE COMMITTEE

- a. The Executive Committee shall consist of the officers of the Chapter and such Members-At-Large as may be appointed by the Chairperson of the Chapter as provided for in bylaw IV g. A simple majority of committee members shall constitute a quorum for the transaction of Chapter business.
- b. The Executive committee shall administer the affairs and transactions of the Chapter, shall administer all funds of the Chapter, and shall perform its duties as prescribed in the Chapter's Constitution and By-laws.
- c. The Executive Committee shall keep a record of its proceedings and shall make an annual report to the Chapter's membership on matters of general interest.
- d. The Executive Committee shall appoint individuals and committees as may be necessary to aid in the management of the Chapter's affairs.
- e. The Executive Committee shall meet just prior to the annual meeting of the Chapter. Other meetings of the Executive Committee may be called by the Chairperson, including, but not limited to, a mid-year meeting without further authorization.
- f. If a decision is needed by the Executive Committee at once and it is not practical to call a meeting of the Committee, the Chairperson may take a ballot of the committee members by mail or by telephone. If by telephone, immediate confirmation by mail shall be made.

BYLAW VI PROFESSIONAL DIVISIONS

- a. To represent the major scientific and professional interests of the membership, the Chapter may be organized into the professional divisions of : Administration; Communication ; Education; General; Legal Process and Advocacy; Medicine; Nursing; Occupational and Physical Therapy; Psychology; Religion; Social Work; Vocational Rehabilitation; Community Services; Nutrition and Dietetics; Leisure and Recreation and Gerontology.
- b. Special Interest Groups (SIG's) may be organized within the Chapter by petition of interested members to the Executive Committee with assurance that the proposed SIG will contribute to the Chapter's growth and service through such activities as a program at the Chapter's annual meeting.

BYLAW VII NOMINATIONS AND ELECTIONS

- a. Election of the Chapter officers shall be conducted at the annual business meeting of the Chapter. Election shall be made from a slate of candidates presented by the Committee on Nominations and Elections.
- b. For each election to be conducted by the Committee on Nominations and Elections, the Committee shall designate, whenever possible, at least two

candidates for each position to be filled. The Nominations and Elections Committee shall solicit recommendations for office candidates from members of the Executive Committee and from the membership at large. The Committee shall obtain the permission of each candidate before placing the name on the ballot.

- c. The Committee on Nominations and Elections shall submit the ballot to the membership prior to the annual meeting. Voting will be conducted prior to the annual meeting.
- d. The Committee on Nominations and Elections shall certify the election of the winning candidates and report the election results to the Executive Committee. In case of a tie in the election for Chapter office, the winner shall be selected by the Executive Committee.

BYLAW VIII COMMITTEES

- a. The committees of the chapter shall be standing committees as listed in this Bylaw or special committees as the Executive Committee shall establish. The organization and function of all committees shall be provided for in the Bylaws or as determined by the Executive Committee.
- b. Chairpersons of standing committees may be privileged to attend meeting of the Executive Committee. In the event that a member of a standing committee succeeds to the Executive Committee, he/she shall vacate his/her position on the standing committee. No officer of the Chapter shall be a member of a standing committee except as provided for in these Bylaws.
- c. The Program Committee shall be composed of the Chairperson-Elect, the first Vice Chair and members of the MH/MR council planning committee. The Chairperson Elect shall serve as Chairperson of this Committee and shall appoint such additional members as are necessary to carry out the function of the committee. This Committee shall be responsible for the program and other arrangements for the annual meeting and for any special meetings of the Chapter. The Committee shall have the authority to appoint persons and committees for local arrangements as needed.
- d. The Membership Committee shall be comprised of a chairperson and such additional members as he/she may appoint. The chairperson of the Membership Committee will be appointed by the Chapter Chairperson. The Membership chairperson and committee members will cooperate with and carry out duties assigned by the National or Regional Membership Chairperson of the American Association on Intellectual and Developmental Disabilities.
- e. The Nominations and Elections Committee shall be comprised of the two most recent available Past Chairpersons and three (3) members appointed by the current Chairperson of the Chapter for a term of one (1) year each. The most recent Past Chairperson shall serve as Chairperson of this committee. The members of this committee shall prepare a slate of candidates for the positions of elective officers for the Chapter and shall present this slate at the annual business meeting of the Chapter.

BYLAW IX PUBLICATIONS

The Chapter's Chairperson shall appoint an Editor for Chapter publications as needed.

BYLAW X
FISCAL YEAR

The fiscal year shall be from June 1 to May 31.

BYLAW XI
PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern the conduct of business at meetings of the Chapter and the Executive Committee in all cases in which they are applicable and not in conflict with the Constitution and Bylaws of the Chapter.

BYLAW XII
AMENDMENTS

Amendments to these Bylaws shall have been approved by the members of the Chapter at the annual meeting or petitioned by at least ten (10) Chapter members and shall have been ratified by the Chapter membership with a two-thirds vote of the members present at the annual meeting of the Chapter. Amendments proposed and approved by the Chapter will be submitted to the Executive Committee of SEAAIDD for review and approval. With SEAAIDD's approval, amendments will be added to these Bylaws. However, when amendments to the Constitution or Bylaws of the American Association on Intellectual and Developmental Disabilities or the Southeastern Region of the AAIDD shall render any portion of the Mississippi Chapter's bylaws inconsistent with the aforementioned amendments, ratification of appropriate revisions in the Chapter's Bylaws shall be mandatory, and such revisions, after having been approved in substance by the Executive Committee, shall be ratified and become effective the date of the amendment to the Constitution or Bylaws of the American Association on Intellectual and Developmental Disabilities.

Revised May 1999
Updated April 2007 to reflect organizations' name changes.