

BY-LAWS

CONSORTIA OF ADMINISTRATORS FOR NATIVE AMERICAN REHABILITATION, Inc.



Administrative Office

Last Amended: November 6, 2012

Consortia of Administrators in Native American Rehabilitation, Inc.

BY-LAWS

Table of Contents

Topic	Page
Article I – Name and Corporate Status.....	3
Article II – Mission.....	3
Article III – Purpose	3-4
Article IV – Membership.....	4
Article V – Administration.....	5-6
Article VI – Membership Meetings.....	6-8
Article VII – Nomination and Election of Officers	8
Article VIII – Conflict of Interest	8
Article IX – Amendments	8
Article X – Dissolutions	9
Certification of Amendment and Adoption.....	9

Consortia of Administrators for Native American Rehabilitation, Inc.

BY-LAWS

ARTICLE I – Name and Corporate Status

- Section 1:** The name of the organization is Consortia of Administrators for Native American Rehabilitation, Inc. hereinafter referred to as CANAR, Inc.
- Section 2:** CANAR, Inc. is a 501 (c) (3) charitable, non-profit corporation.
- Section 3:** Without the expressed written permission of the CANAR, Inc. Executive Board, the CANAR, Inc. name and logo cannot be used for public or private purposes.
- Section 4:** The principle office of CANAR, Inc. is in Winnfield, Louisiana.

ARTICLE II – Mission

- Section 1:** The mission of CANAR, Inc. is to serve as an avenue for collaboration and cooperation between American Indian Vocational Rehabilitation Programs and other partners serving Native Americans with disabilities, to increase and enhance the quality of culturally relevant and appropriate services, resulting in employment and positive outcomes for Native Americans with disabilities.

ARTICLE III – Purpose

- Section 1:** The purpose of CANAR, Inc. shall be to advance and improve vocational rehabilitation services by:
- Providing a national forum to support and empower Administrators of American Indian Vocational Rehabilitation Programs
 - Advocating for and acting upon matters affecting vocational rehabilitation with the ultimate goal of expanding quality vocational rehabilitation services to Native Americans with disabilities
 - Disseminating the collective point of view of Native American vocational rehabilitation administrators to all stakeholders

- Providing communication with tribal governments and national organizations related to rehabilitation service provision, educational and research matters
- Supporting and participating in research which leads to the improvement and expansion of vocational rehabilitation services for Native Americans with disabilities across the nation
- Promoting and maintaining the educational development and advancement of Native American vocational rehabilitation professionals and practitioners
- Supporting the work and advancement of Native American traditionalists, practitioners and healers in the provision of vocational rehabilitation services
- Increasing the capacity to compete for funding consistent with the mission and purpose of CANAR, Inc.

ARTICLE IV – Membership

Section 1: ***Member in Good Standing*** – Paying annual membership dues no later than 90 days after the beginning of the Federal fiscal year

Section 2: **Membership Dues** – Annual membership dues will be evaluated and established by the CANAR Executive Board. Membership dues are based on the category of membership: institutional or individual. Membership in CANAR, Inc. shall be contingent upon payment of such annual membership dues.

Section 3: **Institutional Membership:**

- Institutional membership in CANAR, Inc. is open to any organization or agency who has an interest in the advancement of American Indian/Alaska Native Individuals with disabilities
- Institutional members in good standing shall have five votes

Section 4: **Individual Membership:**

- An individual membership in CANAR, Inc. is open to any individual who has an interest in the advancement of American Indian/Alaska Native Individuals with disabilities
- Individual members in good standing shall have one vote

ARTICLE V – Administration

Section 1: Executive Board:

The purpose of the CANAR, Inc. Executive Board is to govern the organization.

The CANAR, Inc. Executive Board is comprised of four elected officers (President, Vice President, Secretary, and Treasurer) and committee chairs nominated by the President and appointed by the elected officers. The President shall provide the membership with a written description of each appointed committee that will include the committee's roles and responsibilities, rights, and terms of service.

Section 2: Officers:

The officers of CANAR, Inc. shall be American Indian Vocational Rehabilitation Program Administrators in good standing and shall be elected by the general membership each even year.

The officers of CANAR, Inc. shall be a President, a Vice President, a Secretary and a Treasurer.

The duties of the officers include:

- **PRESIDENT** - Presides over CANAR, Inc., appoints and monitors the work of committee chairs, and acts as the official representative of CANAR, Inc.
- **VICE PRESIDENT** - Performs the duties of the President when she/he is unavailable and is responsible for other duties as assigned by the President.
- **SECRETARY** - Works with the CANAR, Inc. Administrative staff to maintain accurate meeting minutes, appropriate record retention, and is responsible for other duties as assigned by the President
- **TREASURER** - Works with the CANAR, Inc. Administrative staff to oversee fiscal management, and is responsible for other duties as assigned by the President

Section 3: CANAR, Inc. Administrative Office:

The purpose of the CANAR, Inc. Administrative Office is to carry out the daily functions, activities, and fiscal management of the organization as directed by the Executive Board. The administrative office is managed by an Executive Director.

Section 4: Elected Officer Vacancies:

If the office of the President becomes vacant, the Vice President shall serve as President for the remainder of the term.

If the Office of the Vice President becomes vacant, the office shall remain vacant until the next regular scheduled membership meeting, at which time the vacancy shall be filled by special election.

If the office of Secretary or Treasurer becomes vacant, the President shall appoint, with the approval of the Executive Board, a successor to serve until the next Membership meeting, at which time the vacancy is filled for the remainder of the term, if any remains.

Section 5: Terms of Office:

The President, Vice President, Secretary, and Treasurer shall serve two year terms and shall take office at the completion of the item of business during the general membership meeting of the Annual Conference as elected by the membership.

Officers may be reelected for consecutive terms by the membership.

Section 6: Removal:

Any Executive Board member may be removed due to excessive absences of Executive Board meetings or inability to perform duties by a simple majority vote of the Executive Board.

ARTICLE VI – Membership Meetings

Section 1: Frequency:

There shall a minimum of 2 membership meetings held in conjunction with the annual and mid-year CANAR conferences.

Section 2: Notice:

A tentative agenda for the meetings should be provided to all members of CANAR, Inc. by means of the Members Only section of the CANAR web site at least 30 days prior to each meeting.

Section 3: Quorum and Action:

Representation of not less than 30 percent of the voting members shall constitute a quorum at the general membership meetings.

Any action item requiring a membership vote shall be submitted to the CANAR, Inc. Secretary at least 15 days prior to a membership meeting. If during the "other business" section of the membership meeting, discussion of a topic has potential for a membership vote, the topic shall be tabled and referred to the CANAR, Inc. Secretary for review and research. If the topic is appropriate for membership voting, then the action item shall be brought before the membership and voted on at the next membership meeting.

Section 4: Membership Meeting Minutes:

The CANAR, Inc. Secretary shall ensure that summary minutes of the membership meeting are disseminated to all CANAR, Inc. members within 30 days.

Section 5: Executive Board Meeting:

There shall a minimum of 2 face to face Executive Board meetings held in conjunction with the annual and mid-year CANAR conferences.

A tentative agenda for each face to face Executive Board meeting shall be provided to each member at least 15 days prior to the meeting.

The CANAR, Inc. Secretary shall ensure that summary minutes of the face to face Executive Board meetings are disseminated to all CANAR, Inc. members within 30 days.

A quorum shall be defined as attendance of at least three members of the Executive Board.

Executive Board conference calls shall be scheduled by the President on an as needed basis.

Section 6: Executive Board Work Session/Strategic Plan:

A minimum of a two day work session of the Executive Board shall be held each year to create a work plan for the upcoming year.

Section 7: Special Meetings of the Executive Board:

Special meetings of the Executive Board may be called by the President at any time.

A special Executive Board meeting may be requested by any of the Executive Board members and shall be made in writing and addressed to the CANAR, Inc. President.

ARTICLE VII – Nomination and Election of Officers

Section 1: Nominations:

The CANAR, Inc. Secretary will work with the Administrative staff to request nominations from members, ascertain willingness to serve from the eligible members who are nominated and develop an election ballot based on these nominations.

Section 2: Elections:

Officers of CANAR, Inc. shall be elected by the membership with a simple majority vote.

In the event that no candidate receives a simple majority of the votes cast, a second election shall be held between the two candidates receiving the highest number of votes.

ARTICLE VIII – Conflict of Interest

Section 1: CANAR, Inc. shall adhere to a written conflict of interest policy.

ARTICLE IX – Amendments

Section 1: Amendments can be proposed by any member in good standing. Amendments shall be referred to the Executive Board for review and recommendations.

Section 2: Amendments to the bylaws may be proposed by the Executive Board and adopted by a simple majority vote of the members of CANAR, Inc. present at a regular meeting. The proposed amendments shall be presented to the members in writing at least 30 days prior to the meeting.

ARTICLE X – Dissolutions

Section 1: All financial records are on file and maintained by the administrative staff *at the CANAR, Inc. Administrative office.*

Section 2: If CANAR, Inc. should ever be dissolved, its remaining assets, after all debts are paid, shall be given to another nonprofit organization.

CERTIFICATION OF AMENDMENT AND ADOPTION:

I, the undersigned President of the Consortia of Administrators for Native American Rehabilitation, Inc., do hereby certify that the CANAR membership present and by qualified proxy at a duly called meeting on the 6th of November of the year 2012 with a quorum present, adopted the attached bylaws by amendment with the affirmative vote of thirty-seven (37) for, twenty-one (21) against, and seven (abstaining) abstaining.



Treva M. Roanhorse, President



Michelle Wilson, Secretary