

International Association of Rehabilitation Professionals

Forensic Section Policies and Procedures

Article I Name

The name of this organization is the Forensic Section of the International Association of Rehabilitation Professionals (IARP) hereby referred to as “the Section.”

Article II Purpose

- A. Support the goals of the International Association of Rehabilitation Professionals (IARP) and its forensic interests.
- B. Promote the interests of the members of the Forensic Section
- C. Educate section members in the field of Forensic rehabilitation
- D. Promote ethical standards of expert witnesses in the practice of forensic rehabilitation and in litigation support services.
- E. Promote the advancement of the research in forensic rehabilitation
- F. Promote interaction between rehabilitation professionals to encourage the exchange of ideas, provide networking opportunities and a forum, such as the internet listserve, for the discussion of forensic rehabilitation and other pertinent topics.
- G. Promote leadership and mentorship in the field of forensic rehabilitation.
- H. Promote the visibility of forensic rehabilitation.

Article III Membership

Section 1 Eligibility

Membership in the Section is available to all professionals who are current members of IARP in good standing.

Section 2 Dues

Section dues shall be paid annually by each member in an amount determined by the IARP Board of Directors.

Section 3 **Rights of Members**

- A. Voting privileges for the Section shall be extended to all members in the section on the basis of one member, one vote.
- B. Section members shall have exclusive access to the Forensic Listserve.
- C. All Section members shall be entitled to attend and participate in general meetings and to receive section newsletters.
- D. Section members shall be entitled to hold standing committee membership as appointed by the section chairperson.
- E. Section members shall be entitled to discounts on special interest seminars sponsored by the Section as determined by the Section board.

Section 4 **Members in good standing**

A member is considered to be in good standing if:

- A. The member is in good standing with the International Association of Rehabilitation Professionals. IARP assumes responsibility for verifying that a member is in good standing.
- B. Continues to qualify for membership in the Section.
- C. Complies fully with the ethical principles and standards of the IARP constitution and bylaws.
- D. Pays all dues and any special section member dues, which may be assessed.

Article IV **Forensic Section Board of Directors**

Section 1 **Composition**

The Section board shall be composed of six individuals: a chair, past chair, chair-elect, co-chair, past co-chair, and National Board Representative. A board member shall relinquish his/her position if unable to serve, such as for reasons of advancement to another leadership position within the IARP organization.

Section 2 **Election**

The Section board shall be elected by members of the IARP Section through procedures established in Article VI.

Section 3 **Terms of Office**

The Section board's terms of office will be two or three full years plus any time to the next election, if any.

- A. Once elected, the chair-elect serves one year on the Section board in this capacity, then assumes the chair position. The chair serves one year in this capacity, then moves into the past chair position for a third and concluding year.
- B. Once elected, the Co-chair serves one year on the Section board in this capacity, and then moves into the past co-chair for a second and concluding year.
- C. National Board Representative will serve a two-year term, elected in even years.

Section 4 Duties

- A. Forensic Section chair duties include:
 - 1. Providing leadership of the Section, including development of the Section in accordance with the policies of the IARP constitution and bylaws.
 - 2. Preside at all Section business meetings.
 - 3. 3. Organize the committee which plans the Annual Forensic Conference and appoint members to standing committees.
 - 4. Act as Ex-Officio member of all Section board meetings.
 - 5. Review the duties and responsibilities of the Section board members and standing committee members to assure they are carried out.
- B. Section co-chair duties include:
 - 1. Assume duties of the section chair at all times, in case of absence.
 - 2. Assist section chair in carrying out duties and responsibilities.
 - 3. Serve as leader or member of standing committees as directed.
 - 4. Keep authentic record of Section board proceedings & provide a reading of minutes as requested.
 - 5. Other duties as determined by the section chair or Section board.
- C. The Section Chair-Elect shall:
 - 1. Assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section.
 - 2. Perform other duties as determined by the section chair or Section board.
- D. The Past Chair shall:
 - 1. Assist the Section chair as needed and directed.
 - 2. Assemble a Nominating Committee to develop a ballot for the annual elections.

3. Perform other duties as determined by the Chair or Section board.
- E. The National Board Representative shall:
1. Attend all National Board Meetings, representing the Section and Section Board.
 2. Perform other duties as determined by the Chair or Section board.

Section 5 **Vacancies**

- A. In the event of a vacancy in the office of the section-chair, the chair-elect shall succeed to the Chair for the expired portion of the term, and the office of chair-elect shall be filled by recommendation from a nominating committee formed by current / remaining members of the existing Section board.

Article V: **Duties of the Board of the Forensic Section**

- A. Carry out mandates of the Section as determined by the membership.
- B. Use power and authority to perform all acts and to transact all business for and on behalf of the Section, and to manage all affairs, work and activities of the Section and enactment of the Section membership.
- C. Consider financial obligations carefully in view of available financial resources as outlined by the IARP Executive Board.
- D. Develop plans for the Section growth and development.
- E. Create committees or task forces and committee to fulfill the functions of the Section, as it deems necessary.
- F. Address issues of the membership.
- G. Provide a summary report to the IARP President following each meeting of the Section Board. This may be in the form of board meeting minutes. The minutes of each business meeting shall be submitted to the IARP President within 30 days following the meeting or election.
- H. Present annual report for each succeeding year and other reports as requested by IARP Executive Board.
- I. Meet with outgoing (retiring) Section board members following the annual meeting, or at a time agreed upon by the parties, at which the new Section board members are elected for the purpose of orientation and Section board to review and transfer official files to appropriate incoming Section board members.

ARTICLE VI Nominations and Elections

Section 1 Nomination Committee

A. Nominations Committee

1. In the absence of membership participation, the Section will appoint a nominating committee.
2. The Past-Chair shall supervise the Nominating Committee to nominate candidates for the offices to be filled in the next election.
3. The committee shall extend in writing, electronically or by publication in the Association's newsletter or Journal to the membership a call for nominations, no less than 90 days prior to its meeting for the nomination of candidates.
4. The nominating committee shall conduct the annual election by electronic ballot, or written ballot by request, which shall be distributed to the membership no less than 30 days prior to the election.
5. The committee shall report the results of the election at the annual meeting.

Section 2 Slate of Officers

The Nominating Committee shall prepare a slate of one or more names for consideration. This slate, together with information on each candidate, shall be published and distributed to the membership along with the IARP ballot.

Section 3 Vacancies on the Nominating Committee

Vacancies on this committee will be filled by appointment of the Section or Co-Section Chair.

Article VII Meetings

Section 1 Annual Meeting

The Section or Co-Section Chair shall determine the date and location of the annual meeting and shall notify the membership at least 60 days in advance of the meeting.

Section 1 IARP Annual Forensic Conference

The Section board shall determine the date and location of the annual forensic conference and notify the membership at least 90 days in advance of the conference.

Article VII Standing Committees

Section 1 Committees

Committees can be established to carry out the work of Section board to accomplish the mission of the Section.

Section 2 Standing Committees to be established include:

Training and Education

Training and Education Committee shall promote the development of educational -curriculums to prepare individuals to practice in the forensics arena as expert witnesses.

Promotion

Promotion committee will inform IARP members of the activities of the Section through the IARP RehabPro or Section listserv.

Date of Adoption: _____

Forensic Section members who reviewed and adopted the Policies & Procedures:

Steve Shedlin, Chair

Brian Preston, Past-Chair

Ann Wallace, Chair-elect

Angela Heitzman, Co-chair

Robert Pare, Past Co-chair

Trudy Koslow, Forensic Section representative to the IARP Board

John Meltzer, Past- representative to the IARP Board

John Berg, Past-past-chair

Greg LeRoy, Past-past-co-chair

Revision date 11/06