



**NATIONAL ASSOCIATION
OF STATE HEAD INJURY
ADMINISTRATORS**

BYLAWS

of the

National Association of State Head Injury Administrators

(Revised September 2021)

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Assisting state government in promoting partnerships and building systems to meet the needs of individuals with brain injury and their families.

ARTICLE I
Name

Section I. The name of this organization shall be the National Association of State Head Injury Administrators, hereinafter referred to as "the Association" or "this Association".

ARTICLE II
Purpose

Section I. The purpose of this Association is to formulate and influence through collective action the establishment of sound national head injury policy and to assist and serve state government administered head injury programs in the development and implementation of state and local prevention, rehabilitation and community support services programs and policies for persons with traumatic head injury and their families. To this end, the Association shall:

- a.** Serve as a source of professional education and training for state head injury officials to promote achievement of excellence in the practice of head injury rehabilitation, community support services and prevention programs.
- b.** Provide a forum through which state head injury officials/administrators can play a leadership role in development of sound national head injury policy.
- c.** Assist in the cooperation and communication between federal, state and voluntary and other organizations concerned with persons with traumatic head injuries, and the individual state and territorial head injury programs and staff.
- d.** Assist and serve state head injury programs in the development and implementation of state and community prevention, rehabilitation and community support services, programs and policies for persons with traumatic head injury and their families. Represent and advocate for the interests and concerns of state head injury officials and the association's affiliated organizations before the U.S. Congress and federal executive branch agencies.

ARTICLE III Organization

Section I. This Association shall be a non-profit corporation organized under the laws of the State of Missouri.

Section II. Dissolution. In the unlikely event of the dissolution of this Association, the Board of Directors shall, at such time, after paying or making provision for the payment of all liabilities of the Association, dispose of all other Association assets by providing such assets to such other organization(s) determined by the Board of Directors to have been organized and operated for the purpose of advancing state and local prevention, rehabilitation and community support services programs and policies for persons with traumatic brain injury and their families, and that also qualifies as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Section III. Indemnification. Directors, Officers, and other authorized employees or agents of the Association shall be indemnified against claims for liability arising in connection with their positions or activities on behalf of Association to the full extent permitted by law.

ARTICLE IV Membership

Section I. Membership. The Board of Directors shall propose membership categories to the members during its annual meeting for adoption. Individuals, organizations, and corporations, other than state government employees or agencies, may join the Association without voting privileges. In such states where the governor or legislature has designated another entity as the state lead agency on brain injury, the entity will be eligible for state agency or full individual membership. Membership categories and dues are established each year by the Board of Directors. Subsection (a). Membership categories shall constitute the following:

State Government Agencies and Employees:

State Agency Membership - State Agency Membership is reserved for a State agency or multiple agencies within a State, Washington, D.C., Federally recognized Tribal governments, or Territorial government that are involved with head injury. This membership includes four (4) representative memberships designated by the agency or agencies. State Agency Membership is the only membership level with the ability to transfer membership to another

representative within the membership year. States, Washington, D.C., Federally recognized Tribal governments, or Territories may purchase multiple State Agency Memberships and representative members may reside within various agencies.

Full Individual State Employee Membership - Full Individual State Employee Membership is available to any individual employed by a State, Washington, D.C., Federally recognized Tribal governments, or Territorial government, to include program directors, program staff, emerging leaders, those with interest in head injury and more.

Retiree Membership - Individual Retiree Membership is for individuals who have retired from service with a State, Washington D.C., Federally recognized Tribal governments, or Territorial government and are not currently employed by a Supporting Member organization. This unique tier of membership is for those interested in continuing their legacy in the field of head injury and mentoring emerging leaders in State or Territorial governments.

Supporting Individuals and Organizations (Non-State Agencies):

Individual Associate Membership, Non-Government - An Individual Associate Membership is for individuals employed with a business or organization (except for State or Territorial governments) with an interest in prevention, public policy, treatment, rehabilitation, community-integration, and service coordination within the field of head injury. Those who may be members in this category would be administrators and program staff of national and community-based non-profit organizations, medical and rehabilitation providers, researchers and business owners with state and federal contracts.

Student Membership - Student Membership is for individuals who are currently enrolled in a high school or post-secondary institution (transcript verification required). Students with an interest in head injury will benefit from networking with leaders in the field and learning more about becoming a future leader.

Supporting Organization - Supporting Organization Membership (for profit and nonprofit) is for non-State agencies, organizations, or corporations with an interest in prevention, public policy, treatment, rehabilitation, community-integration, and service coordination within the field of head injury. Each organization membership includes three (3) Individual Associate Memberships as well as special benefits listed below. Examples of agencies, organization, and corporations that participate at this membership level include: non-profit head injury organizations, rehabilitation hospitals, residential service providers, therapeutic service providers, universities, and supply companies (assistive technology, durable medical equipment, etc.).

Advisory Council Membership - Advisory Council Membership is intended for individuals who currently sit on a State Brain Injury Advisory Council and each membership includes two (2) Individual Associate Memberships. It is the responsibility of each State to determine whether the Advisory Council members are current representatives of their State Brain Injury Councils.

Benefactor Member - A Benefactor Member is a person or organization/business/association with interest in prevention, public policy, treatment, rehabilitation, community-integration, and service-coordination within the field of head injury that recognizes the value of NASHIA's efforts and contributes \$2,000 or more. Benefactors' generosity will strengthen NASHIA's mission to assist States in promoting partnerships and building systems to meet the needs of individuals with head injury and their families.

Section II. Reserved.

Section III. Powers. The voting delegates for member state agencies and individuals under the full membership category shall have primary responsibility for overall programmatic directions and structure of the organization, electing officers, regional representatives*, Emeritus member, approving membership requirements, bylaws and articles of incorporation, a formula for annual dues assessment, and the annual report of the organization.

Section IV. Dues and Fees.

Subsection (a). Member governmental agencies are assessed dues annually based on a formula developed by the Board of Directors and approved by the voting delegates during its annual meeting.

Subsection (b). Non-voting membership fees shall be as proposed by the Board of Directors and approved by the voting delegates during its annual meeting.

ARTICLE V Officers

Section I. Officers of the Association shall be the President, President-Elect, Secretary, and Treasurer.

Section II. Qualifications. Only persons who are employed by state/territorial governmental agencies, Federally recognized Tribal governments, or designated state lead agency may serve as President, President Elect, Secretary, and Treasurer.

Section III. Term. Officers shall serve for a two (2) year terms. No officer shall be eligible to serve two (2) successive terms in the same office unless that person was elected to fill a vacancy. Terms of office shall begin following the election at the annual meeting.

Section IV. The president shall be the principal volunteer executive officer of the Association. He/she shall preside at all meetings and activities. He/she may sign all instruments as may be authorized by

the Association. The president shall provide a report of activities of the Association at each annual meeting. The President shall appoint the chairpersons and members of all committees of the Association, unless otherwise provided in the bylaws.

Section V. The president-elect shall serve in the absence of the president, and shall succeed the president once the office is vacated. The president-elect shall undertake other duties as directed by the president.

Section VI. The secretary shall oversee the records of the Association, have charge of the correspondence, and keep a record of the acts and proceedings of the Association. In the absence of the president and the president-elect the secretary shall preside at meetings.

Section VII. The treasurer shall receive and be custodian of the funds of the Association, oversee the financial records and budget for the Association, and shall present a financial report to the membership at the annual meeting. In the absence of the president, president-elect, and the secretary, the treasurer shall preside at meetings.

Section VIII. The past president shall serve as a voting member of the Executive Committee and the Board.

ARTICLE VII Board of Directors

Section I. The Association's board of directors shall be called the Board of Directors and shall consist of no fewer than four (4) and no more than twelve (12) voting members. The Board of Directors shall be comprised of the officers of the Association, chairpersons of all standing committees, four at-large members, immediate past president, and the Emeritus member.

Section II. All members of the Board of Directors shall be voting delegates of the Association.

Section III. The Board of Directors shall exercise the governance of the organization subject to these bylaws and any vote at the annual membership meeting. The Board of Directors shall establish an annual income and expense budget. The Board of Directors shall present recommendations for dues and membership categories to the members for approval.

Section IV. A quorum of a meeting of the Board of Directors shall consist of not less than 60% of the membership of the Board of Directors as then constituted.

Section V. The emeritus member shall serve as an advisor to and voting member of the Executive Committee and the Board. The emeritus member shall serve for a two (2) year term. The emeritus

member shall be eligible to serve successive terms. The emeritus member may serve as a member or chair of committees or task forces according to his or her interests and as appointed by the president. Only an individual who has membership under the retiree category is eligible to be nominated and elected as an emeritus member.

Section VI. The Board shall appoint four (4) at-large board members with the intent that each quadrant of the country be represented. (Northeast, Northwest, Southeast, and Southwest.)

Section VII. Any Director who has two (2) unexcused absences from regularly scheduled Board meetings within a calendar year and/or fails to pay membership dues may be removed from the Board of Directors. Any Director may be removed for cause by vote of the Directors present and voting at a regular or special meeting of the Board, with the Director being considered for removal not participating in the vote. The Board of Directors may fill any vacancies on the Board.

ARTICLE VIII Committees

Section I. The president shall be empowered to appoint such standing and temporary committees or task forces as may be necessary to carry out the duties and to facilitate the operation of the Association. The standing committees of the Board of Directors shall be an Executive Committee; Membership Committee; Finance and Audit Committee; Public Policy Committee; Training and Education Committee; and State of the States Planning Committee.

Subsection (a). Executive Committee. The Executive Committee is established and shall consist of the Association officers, the emeritus member, and up to two committee chairs as determined by the president. The Executive Committee shall be empowered to act on emergency business on behalf of the Association.

ARTICLE IX Parliamentary Authority

Section 1. The rules contained in "Robert's Rules of Order" shall govern this Association.

ARTICLE X Administration

Section 1. Fiscal Year. The fiscal year of the Association shall be from January 1 to December 31 (calendar year).

ARTICLE XI

Bylaws and Standing Rules

Section I. Bylaws of the Association shall become operative upon their ratification by a simple majority vote at the meeting at which they are considered.

Section II. Bylaws of the association may be amended by a two-thirds vote of the members present and voting at any regular or special meeting of the Association.

Section III. Proposed amendments to the Association bylaws shall be distributed to Association members at least thirty days prior to the meeting at which they are to be voted upon.

Section IV. Any bylaw of the Association may be suspended at any meeting by a two-thirds vote of the members present and voting at that meeting.

Section V. Standing rules may be adopted without previous notice by a simple majority vote of the Association at any meeting.

Section VI. No member of the Association may speak or write on behalf of the Association before a congressional committee or any member of congress or represent the Association to any federal agency or any other entity before the Association has adopted policy on the issue. In the event of an emergency situation the Executive Committee or the board during its regular scheduled meeting may establish temporary policy until the next scheduled meeting of the Association.

Section VII. Membership under any category does not imply endorsement of the member or member agency, organization or corporation by the Association.

(Bylaws adopted October 15, 1994, amended October 8, 1995, amended September 8, 2005, amended September 2009, amended September 2012, amended 2013, amended 2018, and amended 2021.)

Revised September 14, 2021