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**NoVA ORGANIZATIONAL CHARTER**

**MISSION**

To reconnect alumni of Partners in Policymaking and Youth Leadership Forum (YLF) in order to develop and implement systems change, influence policy and increase capacity building at the local/regional/state/national level, increase engagement and combine our efforts to ensure better opportunities for all Virginians with disabilities.

**SCOPE OF AUTHORITY**

The Northern Virginia Alumni Regional Chapter operates under the auspices of the Alumni Development Program (ADP) of the Virginia Board for People with Disabilities.­

**MEMBERSHIP AND STRUCTURE**

1. **Members**
	1. Individuals are graduates of the Partners in Policymaking Program and/or the Youth Leadership Forum (YLF)
		1. Rights
			1. To have an opportunity to advocate for your needs and concerns
			2. To elect officers of the chapter
		2. Responsibilities
			1. To participate and attend chapter meetings
			2. To express your concerns and needs to members of the chapter
			3. Actively promote the chapter and any corresponding events
			4. Recruit and assist other members
2. **Membership**
	1. Active Members
		1. Commit to attending 50% or more of the chapter meetings and chapter activities
		2. Benefits of Active Members (Contingent upon the availability of funds)
			1. Access to Respite or Personal Care Assistance
			2. Access to Travel Reimbursement
			3. Access to Resources through direct connection with the Virginia Board for People with Disabilities
	2. Inactive Members
		1. Absent for more than 50% of the chapter meetings and chapter activities
		2. No Access to the Active Member’s Benefits
3. **Meetings and Activities**
	1. The NOVA Chapter will have a minimum of 3 meetings every 3 months per calendar year
		1. The NOVA Chapter will host meetings in various locations across northern Virginia (in centralized locations) in order to maximize participation for chapter alumni
	2. The NOVA Chapter will host/promote at least 2 events per calendar year
	3. NOVA Chapter Leadership will meet monthly either in person and/or by phone.
	4. Meeting and/or event requirements may be decreased due to extenuating conditions (e.g. snowy weather)

**OFFICERS**

1. **Positions**
	1. Co-Chairs (2)
		1. Be an active member
		2. Convene and oversee regular and special meetings
		3. Ensure that all documentation and reporting is completed in a timely fashion
		4. Create and appoint members to necessary ad-hoc work groups
		5. Appoint any replacement officers or hold a Special Election if needed
		6. Communicate with agency leadership as needed
	2. **Secretary**
		1. Be an active member
		2. Complete all documentation and reporting
		3. Manages all of the NOVA Chapter records and supporting documents
		4. Coordinates with Agency Staff for logistical needs for all NOVA meetings and events
2. **Tenure**
	1. All officers are expected to serve for 2 active years and 1 additional year to coach the incoming officers for a total of a 3-year term.
3. Removal from Office
	1. Any officers will be removed from their office if they become an Inactive Member.
4. Elections
	1. Elections will occur every 2 years
	2. Elections will occur during the first NOVA Chapter meeting after the start of the fiscal year (after July 1)
	3. Voting process to be determined by NOVA Chapter officers and shall allow all Active Members the ability to participate
5. Special Elections
	1. Special Elections will occur if requested by the majority of officers to fill any officer vacancy
	2. Special Elections will occur during a regular NOVA Chapter meeting

**COMMITTEES**

1. Committees will be formed as needed by the Co-Chairs
2. All Committee members will be appointed

**DOCUMENTATION AND REPORTING**

1. Required Documents
	1. All Required Documents will need to mailed or delivered to the Agency within 48 hours after the close of the meeting/event
	2. Required Documents are as Follows:
		1. Program Information Sheet
			1. Administered to new NOVA Chapter members
			2. Does not include family members who are not graduates of the Partners in Policymaking or the Youth Leadership Forum (YLA)
		2. Sign-in Sheet
			1. Circulated at the beginning of all NOVA Chapter meetings
			2. Circulated to all NOVA Chapter events as appropriate
		3. Minutes
			1. Includes the following details:
				1. Meeting Agenda
				2. Date
				3. Meeting Location
				4. Time started and adjourned
				5. Number of people in attendance (differentiate between NOVA Chapter members and family members)
				6. Actionable items discussed and voted upon
		4. Meeting/Event Survey
			1. Distributed at the conclusion of each NOVA Chapter meeting or event if appropriate
			2. Surveys responses are optional, but highly encouraged
	3. Other Documents are as Follows:
		1. Transportation Forms
			1. Shall be completed per Agency Guidelines
			2. Shall be collected by the Secretary at the conclusion of the NOVA Chapter meeting/event
		2. Respite/Personal Care Attendant Form
			1. Shall be completed per Agency Guidelines
			2. Shall be collected by the Secretary at the conclusion of the NOVA Chapter meeting/event

**CODE OF ETHICS**

All members and officers are expected to adhere to the Code of Ethics as outlined by the Virginia Board for People with Disabilities Training Alumni Association.