

# OPERATIONS MANUAL

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American Association on Intellectual and Developmental  
Disabilities (AAIDD) Wisconsin Chapter

Originally prepared, 1982

Revised, 1997 by Stephen E. Jones, Ph.D

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**TABLE OF CONTENTS**

FORWARD ..... 3

INTRODUCTION ..... 4

HISTORY ..... 5

CONSTITUTION ..... 8

ORGANIZATIONAL CHARTS ..... 10

COMMITTEES ..... 12

BYLAWS ..... 13

MISSION STATEMENT ..... 18

## **FORWARD**

The purpose of this manual is to enhance the understanding of the many functions of the American Association on Intellectual and Developmental Disabilities (AAIDD) and as a point of reference for members' and officers' as an orientation to the AAIDD Wisconsin Chapter. The contents include a permanent record of the Chapter's history and its policies and procedures and bylaws.

## INTRODUCTION

The purposes of the AAIDD Wisconsin Chapter are as follows:

- a. to provide a professional organization promoting cooperation among those involved in services, training, and research in the field of intellectual and developmental disabilities.
- b. to develop and promote preventative measures designed to reduce the incidence of intellectual and developmental disabilities.
- c. to support the highest standard of service, training, and research in the field of intellectual and developmental disabilities.
- d. to encourage research and to disseminate knowledge in the field of intellectual and developmental disabilities.
- e. to encourage the recruitment and development of those who work on behalf of people with intellectual and developmental disabilities and to increase student interest in the field of intellectual and developmental disabilities.
- f. to review and influence public policies in order to promote the well-being of people with intellectual and developmental disabilities, their families, and those who work on their behalf.
- g. to promote the development of appropriate community based services for people with intellectual and developmental disabilities.

The purposes of the AAIDD Wisconsin Chapter will be accomplished by conducting meetings, workshops, and conferences for those interested in the field of intellectual and developmental disabilities; ongoing development and maintenance of a website to assist in the dissemination of current information, fostering research and preventative 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 intellectual and developmental disabilities, and engaging in such other activities as are authorized by the Executive Board.

## HISTORY

The founding conference of the American Association on Intellectual and Developmental Disabilities was held in 1876 at the Pennsylvania Training School in Media, Pennsylvania.

The name chosen for the organization by the six participating physicians was the Association of Medical Officers of American Institutions for Idiotic and Feeble-minded Persons.

The immediate goal of the Association was to promote the development of institutions and its long-range purpose was "to discuss all questions relating to the causes, conditions, and statistics of idiotic and feeble-minded persons."

In 1933, the name of the organization was changed to the American Association on Mental Deficiency. The Association was incorporated March 11, 1938, in the Court of Common Pleas of Delaware County, Pennsylvania.

On October 1, 1987, the name was further changed to the American Association on Mental Retardation.

In June 2006, the name was again changed to the American Association on Intellectual and Developmental Disabilities. This change did not alter the "mission of the organization but brought the name more in line with general usage in the field and with the day to day work of the members."

In the Association's early years, medicine was the dominant profession; at the turn of the century, membership became increasingly diverse. In 1947 sections within the Association were established representing five divisions. In the 1980s and 1990s there were 15 divisions. As of 2014, there are 26 divisions and special interest groups.

In the late 1960's, the national organization recognized the strengths and value of establishing state chapters within the regions. During this period, an outreach program was initiated by the Association, which encouraged the development of these chapters. The intent of establishing a state chapter was to encourage a closer relationship among members at all levels of the organization and the national Association office.

The idea for an AAIDD Wisconsin Chapter began as a series of discussions between Harvey Stevens (Waisman Center) and Gilbert Szymanski in 1968-69. The discussion revealed the benefits of a network of state chapters within the national organization. With Stevens' encouragement, Szymanski accepted responsibility for establishing a state chapter. Information and materials were gathered for the state organizational meeting that was held at Sentry Insurance, Stevens Point, WI. The necessary materials were submitted to the Association through Region VI and in 1971, Wisconsin became the

second state in the nation to have a chapter. The AAIDD Wisconsin Chapter's primary thrust was to establish an organization based on permanency, continuity, and a sense of purpose.

Currently, the Association is divided into ten geographic regions and 51 state/provincial chapters. Each state/provincial chapter chooses whether to be part of the regional activities. The Wisconsin Chapter remains a member of Region VI.

The philosophy of the Wisconsin Chapter is to promote the general well being, human development, and dignity of persons who have intellectual and developmental disabilities that will be accomplished through diligently, efficiently, and effectively carrying out the intent and purposes identified earlier in this manual.

In an effort to reflect a multi-disciplinary atmosphere with appropriate geographic representation, which is one of the cornerstones of the Wisconsin Chapter, a listing of former Chairpersons is provided:

Year	Name, Division, City
73-74	Richard Scheerenberger, Administration, Madison
74-75	Gilbert Szymanski, Education, Madison
75-76	Jayn Wittenmyer, Administration, Madison
76-77	Harriet Nelson, Speech Therapy, Union Grove
77-78	Todor Gencheff, Medicine, Madison
78-79	Stephen Jones, Education, Madison
79-80	Patricia McNelly, Nursing, Madison
80-81	Douglas Knight, Social Work, Chippewa Falls
81-82	Dennis Fillipelli, Administration, Kenosha
82-83	Patricia Hallet, Nursing, Madison
83-84	Rich Luecking, Community Services, Oshkosh
84-85	Mary Kay Madsen, Nursing, Milwaukee
85-86	Jacqueline Miller, Nursing, Madison
86-87	John Brueggemann, Education, Madison
87-88	Barbara Linton, Social Work, Eau Claire
88-89	Jean Robertson, Community Services, Waukesha
89-90	Penny Simmons, Education, Madison
90-91	Kathleen McGwin, Administration, Watertown
91-92	Mary Micheel, Administration, Milwaukee (6/91-4/92, resigned-illness)
92-94	Michael Brown, Psychology, Jefferson (board reorganization occurred)
94-96	Debra Capener, Social Work, Racine
96-97	Susan Schmidt, Administration/Student, Oshkosh
97-98	Bonnie Schlimgen, Psychology, Madison

- 98-99 Barbara Mueller, Administration, Bloomer
- 99-00 Dr. Joseph Perron, Psychology, McFarland
- 00-01 Debra Schillinger, Administration, Rhinelander (6/00-11/00, change in job duties)
- 00-02 Sr. Gabrielle Kowalski, Education, Milwaukee
- 02-03 Jan Holling, Social Work, Madison
- 03-04 Theodore Bunck, PhD, Administration, Madison
- 04-05 Dan Drury, Direct Services, Milwaukee
- 05-07 Linda Draayers, Direct Services, Milwaukee (revised bylaws to two year terms)
- 07-09 Joseph O'Grady, Psychiatrist, Milwaukee
- 09-11 Jack Iverson, Ph.D., Psychologist, Waukesha
- 11-13 Jeff Vogt, Direct Services, Green Bay
- 13-15 Justin Kuehl, Psy.D., Psychologist, Milwaukee

During Mr. Filippelli's tenure as Chairperson, it became evident that one of the elements necessary to fulfill the thrust for permanency, continuity, and a sense of purpose was the need to have an Operations Manual that would be passed from one administration to the next. A call for volunteers was made and the Operations Manual was developed.

In 1992, the organizational structure of the Wisconsin Chapter was streamlined to make the Executive Board smaller and more efficient. The bylaws were changed at that time to reflect the change from the divisional structure of electing board members.

The Wisconsin Chapter obtained an employers' identification number. This number is often requested by financial institutions and by various state agencies. The original number was tied to a board member's agency number. In 2003, the Wisconsin Chapter applied for and received its own employers' identification number, 72-1573808.

The Wisconsin Chapter is exempt from state and local sales taxes due to its non-profit status. However, the chapter does not have its own tax-exempt number. The status is derived as a member of the Association.

The future of the Wisconsin Chapter will be fashioned by the creativeness, dedication, and effort of those who will follow the endeavors noted thus far.

# CONSTITUTION

## ARTICLE I

### Formation

The American Association on Intellectual and Developmental Disabilities Wisconsin Chapter, hereafter referred to as the Chapter, is established pursuant to the Bylaws of the American Association on Intellectual and Developmental Disabilities in Washington, D.C., hereafter referred to as the Association. The Chapter shall function in conformity with the Constitution and Bylaws of the Association.

## ARTICLE II

### Purpose

The purpose of the Chapter shall be to further the purpose of the Association within Wisconsin.

## ARTICLE III

### Membership

All members of the Association residing in Wisconsin shall be members of the Chapter. The Chapter shall maintain the interdisciplinary character of the Association and shall be organized and recognized by the Association.

## ARTICLE IV

### Administration

The affairs of the Chapter shall be conducted by the Executive Board, hereafter referred to as the Board.

## ARTICLE V

### Meetings

The Chapter shall have an annual business meeting, which may be preceded by sessions



of a non-business nature and attended by any member of the Chapter.

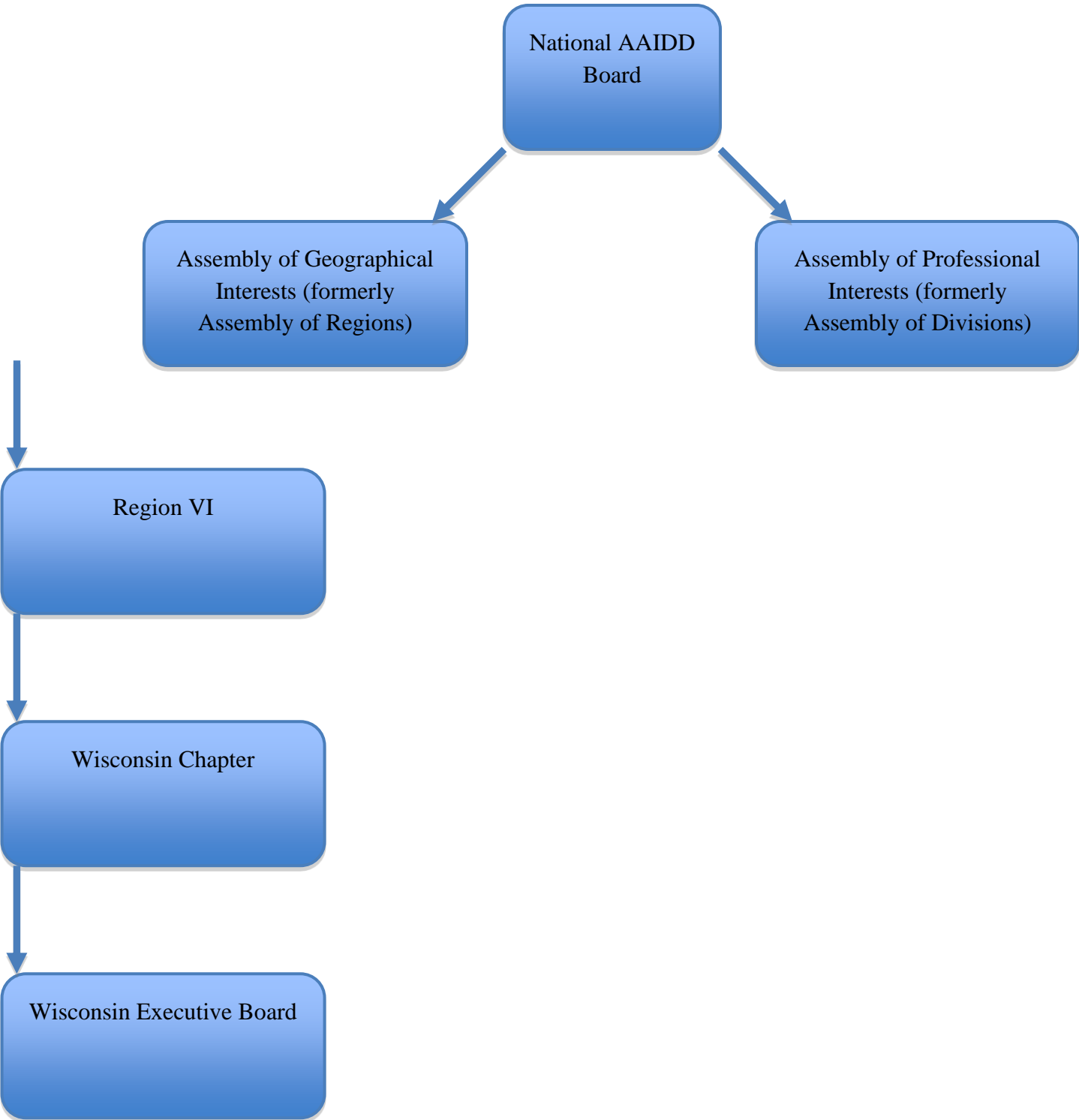
## ARTICLE VI

### Amendments

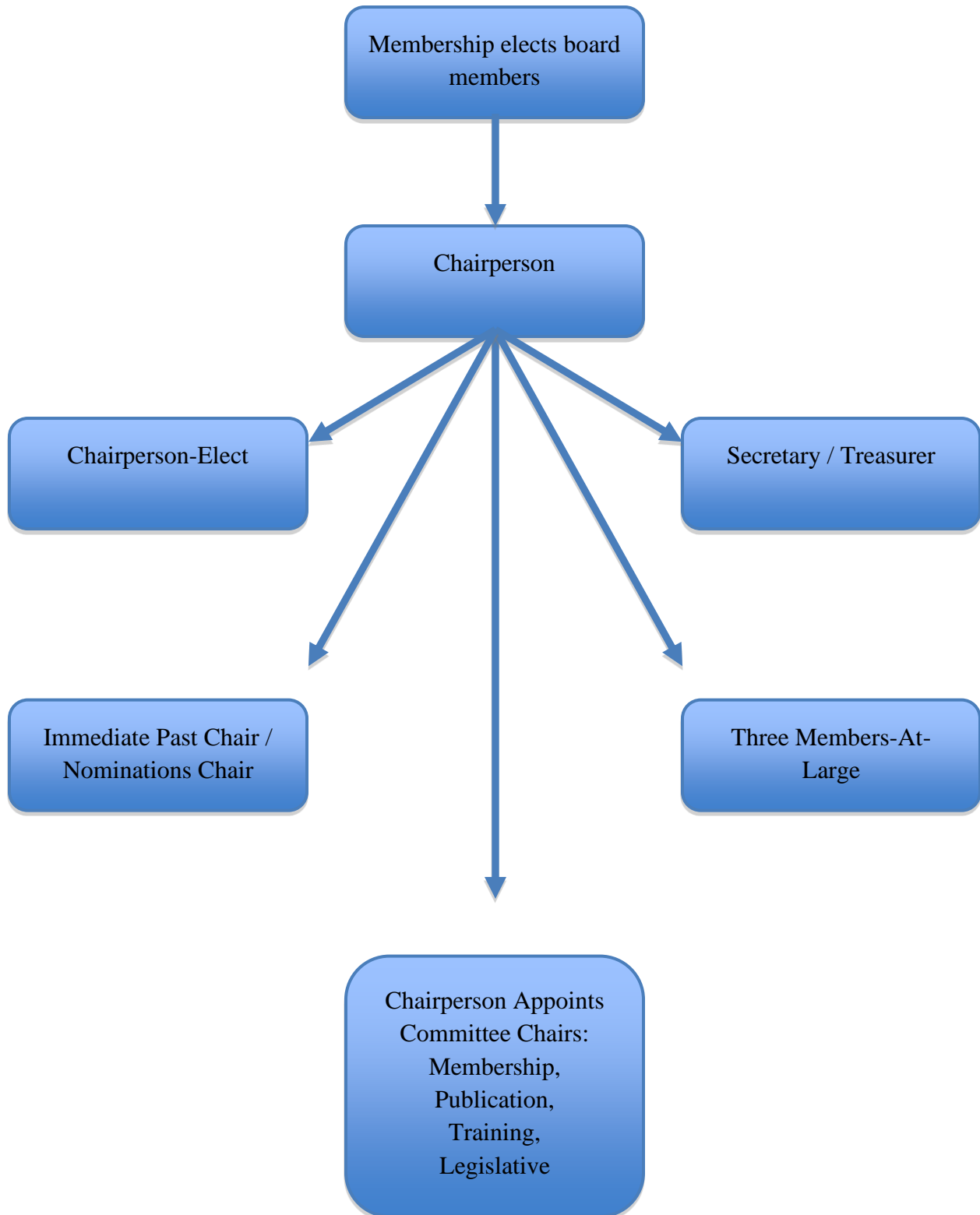
Amendments to this Constitution, not in conflict with the Constitution and Bylaws of the Association as they pertain to State Chapters, may be proposed by the Board or by petition of ten or more members.

# ORGANIZATIONAL CHARTS

## NATIONAL ASSOCIATION



# WISCONSIN CHAPTER



## COMMITTEES

Committee formation is governed by the Chapter's Bylaws. The addition or deletion of a standing committee requires a bylaw change. Other committees may be formed as needed pursuant to action at the annual business meeting.

Committees are the means for members to interact, share ideas, and recommend policy and procedures. Committee chairs will report on the activities of each committee at Board meetings. The Board will undertake final action on all recommendations.

Committees are generally comprised of members of the Association appointed by the Committee Chairperson except where otherwise determined by Bylaw. Co-chairpersons may be appointed.

Standing Committees are as follows:

Membership - comprised of a chairperson and other members as appointed. This committee is responsible for the coordination of membership activities, including recruitment, retention, and public relations.

Publication - comprised of a chairperson and other members as appointed. This committee is responsible for the development and maintenance of a chapter website.

Training - comprised of a chairperson and other members as appointed. This committee is responsible for organizing various training activities, including workshops and conferences, for members and other interested persons.

Legislative - comprised of a chairperson and other members as appointed. This committee is responsible for identifying current issues that are significantly related to AAIDD purposes in social, judicial, and public policy areas.

AMERICAN ASSOCIATION ON INTELLECTUAL AND DEVELOPMENTAL  
DISABILITIES (AAIDD) WISCONSIN CHAPTER

BYLAWS

BYLAW I

Identification and Seal

- A. The Chapter is a non-profit, scientific, and educational body, made up of professionals working in the field of intellectual and developmental disabilities. It was organized in September 1970.

BYLAW II

Purpose

The purpose (outlined in the Operations Manual) of the Chapter shall be accomplished by conducting meetings and conferences; by cooperating with other organizations having similar interests; and by engaging in such other activities as authorized by the Board.

BYLAW III

Membership

- A. Each member shall hold the same class of membership and voting privileges in the Chapter as he or she holds in the Association. Only Active or Fellow Members may hold office.
- B. The Chapter may not assess membership dues but may charge registration fees for training events, subscription fees for publications, etc.
- C. Membership shall be limited to members of the Association.

BYLAW IV

Administration

- A. The officers of the Chapter shall be the Chairperson, the Chairperson-Elect, the Secretary/Treasurer, and the Immediate Past Chairperson. The duties of the officers shall be those customary to their respective offices and as further defined in the Constitution and Bylaws of the Chapter. Each position will serve a two-year term.
1. Upon completion of a two-year term, the Chairperson-Elect shall succeed to the office of Chairperson. At the time of being nominated for

Chairperson-Elect, the person shall not be a resident of the same county as the incumbent Chairperson-Elect.

2. The Secretary/Treasurer shall have a two-year term.
    - a. The Secretary/Treasurer shall maintain records of election, succession to office, and expiration of terms of office.
    - b. The Secretary/Treasurer shall send copies of the minutes of the most recent Executive Board meetings to all Board members at least ten days before subsequent Board meetings.
    - c. The Secretary/Treasurer shall maintain a record of the financial status of the Chapter, report at Board meetings and at the annual meeting, and collect registration fees.
    - d. The Chapter Chairperson as well as the Secretary/Treasurer shall be authorized to write checks.
    - e. There shall be an annual audit.
    - f. The fiscal year shall be January 1 to December 31.
  3. Should the office of Chairperson become vacant between business meetings, it shall be filled by the Chairperson-Elect.
  4. Should a vacancy occur in the office of the Secretary/Treasurer, the Executive Board shall appoint a member to finish the remainder of the unexpired term.
- B. The Chairperson of the Chapter, with the approval of the Board, shall appoint Chairpersons of the following standing committees: Membership, Publications, Training, and Legislative. Other committees may be formed and Committee Chairpersons are appointed by the Chapter Chairperson and must be approved by a two-thirds vote of the board.
1. The positions of Committee Chairpersons must be reappointed by the Chapter Chairperson and approved by the board every two years. The board Chairperson may choose to appoint Committee Co-Chairpersons with equal standing and responsibilities for a committee. When Co-Chairpersons are appointed, their terms shall not expire within the same appointment year.
  2. Appointments may be rescinded by a two-thirds vote of the Board.

3. Each committee chairperson shall be responsible for keeping accurate records and for fully reporting the activities of his/her committee.
  4. Each committee shall consist of a Chairperson or two Co-Chairpersons. Additional committee members may be added at the discretion of the Committee Chairperson(s).
- C. The Board shall consist of the elected officers of the Chapter, three at-large members, and the chairpersons of each standing committee. Committee Chairpersons shall be voting members of the Board. The terms of the members-at-large will each be three-year terms, staggered so that one is elected each year.
1. A quorum of the Board shall consist of six of its voting members.
  2. The Board shall direct the business of the Chapter between business meetings and shall approve all expenditures of the Chapter.
  3. Each member of the Board shall be entitled to only one vote.
- D. Elections to office shall be conducted through mail or electronic ballot on an annual basis.
1. The Immediate Past Chairperson of the Chapter will coordinate the elections process.
    - a. The Immediate Past Chairperson will announce a call for candidates at the annual business meeting. Only Wisconsin residents who are active members of the Association may nominate candidates.
    - b. Candidates will provide their approval before their names can be placed on the ballot. Provision shall be made for a write-in candidate for each office to be filled.
    - c. Nominations will be accepted up to 30 days after the annual business meeting.
    - d. The slate of candidates will be mailed or emailed to all Wisconsin residents who are active members of the Association. Ballots shall be returned to the Immediate Past Chairperson no later than May 15.
      - i. The Immediate Past Chairperson shall tally the votes and the count will be verified by the Chairperson.

- ii. In case of a tie, the Board will resolve the tie by vote.
  - e. The Immediate Past Chairperson shall notify all candidates of the election results. The official announcement of the election results shall be made on the Chapter website and by email.
  - f. The Immediate Past Chairperson shall notify AAIDD National of the election results.
- 2. No person shall hold two elective offices except to fill vacancies as provided in these Bylaws.
  - 3. Terms of office shall begin June 1 of the year of election. A year for purposes of tenure in office shall be June 1-May 31.

## BYLAW V

### Meetings

- A. The annual business meeting shall be held in Wisconsin at a time and place determined by the Board.
- B. All members shall be notified of the time and place of the annual business meeting at least thirty days in advance of the meeting. Notification, if by mail, shall be deemed delivered when deposited in the United States mail addressed to the member at his/her last known address or emailed to the last known address.
- C. A quorum consists of those voting members who attend the meeting.
- D. Registration fees may be charged to permit attendance at any meeting except business sessions. At the discretion of the Board, non-members may attend meetings, except business sessions, upon payment of special registration fees.
- E. The Board shall meet quarterly, with meetings set for each year at the close of the annual membership meeting.
- F. All meetings shall be conducted in accordance with commonly accepted rules of order.
- G. All meetings of the Chapter are open to members as observers.

## BYLAW VI

### Amendments

- A. Amendments to the Constitution and Bylaws proposed by the Board or by petition



of ten or more members shall be presented at the annual business meeting and shall become effective upon approval by two-thirds vote of those members present. If ten or more members plan to present a petition at the annual business meeting, they shall notify the Board at least one month in advance of the annual business meeting of the proposed Constitutional and/or Bylaws changes which will be presented.

## BYLAW VII

### Dissolution

- A. Upon dissolution, all assets and records of the Chapter shall revert to the National Association.

Revised 9/25/92

Revised 9/12/97

Revised 2/12/15

American Association on Intellectual and Developmental  
Disabilities (AAIDD) Wisconsin Chapter

Mission Statement

The American Association on Intellectual and Developmental Disabilities (AAIDD) Wisconsin Chapter promotes activities that support people who work in the field, so that the quality of life for people with developmental disabilities is enhanced.

To accomplish this mission, the association commits its individual and collective resources to:

- Support the national office of AAIDD in pursuing their mission and principles;
- Increase the perception of AAIDD Wisconsin Chapter as a resource organization and source of expertise, thereby influencing public policy;
- Increase collaboration with other professional groups; and
- To provide continuing education and training opportunities to members and others in the field of intellectual and developmental disabilities.

Adopted by the AAIDD WI Board of Directors

June 1999