

Assembly of Regions

The Assembly of Regions (henceforth referred to as the Assembly) comprises all the active geographic Chapters/Regions within AAIDD.

The Chair of each Chapter/Region is the designated representative to the Assembly, although other members of each Chapter/Region Executive Committee can also participate.

Purpose

The purpose of the Assembly is to:

1. Provide a structure for the Chapters/Regions to communicate and collaborate with each other.
2. Promote dialogue between Chapter/Region leadership and the AAIDD Board of Directors.
3. Promote Chapter/Region activities that further the vision and mission of AAIDD.

Organization of the Assembly (See Appendix)

1. The Assembly will be co-chaired by an AAIDD Board Liaison and Co-Chaired by a Chapter/Region Representative, who will be a current or recent past Chair of a Chapter/Region, to be selected by the Assembly at the Assembly's annual meeting.
2. The Board Liaison to the Assembly changes every two years—that is, the individual elected Vice-President of the national Board will work with *either* the Assembly of Regions or Assembly of Interest Networks for the two-year period prior to becoming President of the Board.
3. A Chapter/Region Representative will serve as Co-Chair for two years and may serve in successive terms.
4. The Chair/Co-Chair of the Assembly of Regions will:
 - Ensure that the Assembly meetings are scheduled during the AAIDD's annual meeting.
 - Report recommendations of the Assembly to the Board of Directors and communicate Board decisions to the Assembly as necessary.
 - Orient incoming Chapter/Region Chairs, including supplying them with this document.

Assembly Activities and Expectations

The Assembly will:

1. Schedule an annual Assembly leadership business meeting at the AAIDD Annual meeting and conference.
2. Host a minimum of three additional Assembly leadership meetings (via virtual platform), with agendas, and minutes throughout the year.
3. Share activities, support collaboration among Regions, and work together on strategies to strengthen the activities of a Chapter/Region and the Assembly as a whole.

Geographic Chapters/Regions

Purpose

The purpose of geographic Chapters/Regions are to:

1. Provide a professional home around the member's residence to help to further the mission of AAIDD.
2. Provide leadership opportunities for AAIDD members and provide a possible path to chapter, regional, and/or national AAIDD Board service.
3. Network and share information pertinent to issues in policy, practice, and research at the national, regional, state, and/or local level.
4. Encourage participation in state, regional, and national conference activities, including proposal development, submission and abstract review, and conference planning (planning committee, local arrangements committees, etc.).
5. Educate and inform AAIDD members and others within their respective Chapters/Regions.
6. Collaborate with AAIDD leadership on recruitment and retention of new and current members.
7. Provide information and consultation to the AAIDD Board of Directors and national staff, as requested.
8. Pursue any other activities that strengthen collaborative work and learning consistent with the vision and mission of the national AAIDD.

Governance of Chapters/Regions

- Each Chapter/Region must have its own constitution and bylaws. Chapters/Regions may not have bylaws, goals, or objectives that are in conflict with the national AAIDD constitution and bylaws.
- Each Chapter/Region that engages in financial transactions must have their own federal tax identification number. No Chapter/Region operates under the tax ID number of the national AAIDD.
- A Chapter/Region Executive Committee serves as the primary governing body and may include for example a President, Vice President, Secretary/Treasurer, and Directors at Large. Elections and terms of offices are determined by the Chapter/Region bylaws.

Formation of New Chapter/Region

Chapters/Regions may be formed in geographic areas not currently represented by a Chapter/Region by a petition of AAIDD members to the AAIDD Board or by initiation by the Board. To be considered for formation, AAIDD members in the proposed Chapter/Region must have at minimum:

- At least seven AAIDD members who agree to join and support the development of an Executive Committee (Board) of the proposed Chapter/Region

- Draft constitution and bylaws for review by the Assembly.
- Identification of members who can be elected to serve in Chapter/Region Executive Committee as prescribed in the Chapter/Region draft bylaws.
- The resources for start up and operational activities of the proposed Chapter/Region. The national AAIDD will not provide funding for these activities.
- A strategic plan of activities for the first two years, including plans to increase its membership.

The national AAIDD Board of Directors can approve, reject, or request a revised plan for a new Chapter/Region. If approved, the Chapter/Region will be recognized on a provisional status for the first two years, pending a report and review of its progress. Any approved Chapter/Region must submit legally required paperwork (such as filing of Constitution and Bylaws) to its local government authority such as a state Secretary of State's Office.

Chapter/Region Activities and Expectations

Each Chapter/Region will engage in objectives and activities that promote the mission of AAIDD.

Yearly Report

Each Chapter/Region Executive Committee is charged with the development of a *Yearly Report* in consultation with the Chapter/Region Executive Committee. The *Yearly Report* are submitted in March of each year. The *Yearly Report* should detail objectives and specific activities of the prior year and current financial status of the Chapter/Region.

Meetings

Each Chapter/Region Executive Committee is encouraged to meet at least 4 times per year and in accordance with their bylaws. Each Chapter/Region is encouraged to host an annual business meeting and/or conference.

Assembly Participation

The Chapter/Region President or other members of the Executive Committee will represent the Chapter/Region at the Assembly leadership business meetings.

Collaboration

Chapters/Regions are encouraged to collaborate with other Chapters/Regions or Interest Networks on objectives and activities. These collaborations should be noted in the Chapters/Regions *Yearly Reports*.

Dissolution of a Chapter/Region

The core purpose of Chapters/Regions is to provide on-going opportunities for collaboration and knowledge sharing around topics within the field that both align and contribute to the overall mission of the national AAIDD.

The Assembly and AAIDD Board will be alerted to signs of *inactivity* (e.g., no *Yearly Report*, no ongoing communication with its members, falling below Chapter/Region bylaws requirements for Executive Committee roles, reduced participation in conference calls or in-person Assembly meetings). When such circumstances arise, the national staff, in collaboration with the Assembly Co-Chairs, will contact the Chapter/Region leadership to gather information on activity level and membership, and such information will be shared with members of the Assembly and the Board to facilitate activities to strengthen the Region or Chapter.

After reviewing the gathered information, the Assembly Co-Chairs will communicate with the Chapter/Region and support the development of an action plan to increase membership, increase activities, or establish leadership. If such efforts are unsuccessful, the Chapter/Region may self-initiate a request to dissolve or the Assembly Co-Chairs may recommend to the Board of Directors that the Chapter/Region be dissolved and recommend a timeframe for dissolution.

Disaffiliation of a Chapter/Region

In the event that a Chapter/Region is discovered to be engaged in **activities that are inconsistent** with the purpose(s) of the national organization, or that in the opinion of the national AAIDD Board of Directors are or have the potential to be detrimental to the national organization, the Board may take any actions it deems necessary to address the situation, including disaffiliating the Chapter/Region and requiring it to cease using the name, logo, and other marks of the Association.

AAIDD Support for Chapters/Regions

AAIDD staff will provide the following support to the Chapter/Regions and the Assembly to further the national AAIDD mission.

1. The national AAIDD staff will provide membership lists upon requests made by leadership of the Chapter/Region.
2. Upon request and when appropriate, the national AAIDD staff will disseminate information regarding Chapters/Regions activities (such as conferences or webinars) to the AAIDD membership.
3. Upon request, the national AAIDD staff may provide promotional materials for dissemination at conferences hosted by the Chapters/Regions.
4. The AAIDD Board of Directors and national AAIDD staff will provide support and consultation to the Chapters/Regions leadership as appropriate and requested.
5. The national AAIDD staff will provide individualized responsive supports as needed depending on availability of resources.

Appendix

Organizational Structure and Expectations

Assembly of Regions

Leadership:

Chaired by AAIDD Board Liaison and
Co-Chaired by a Chapter/Region Representative

Membership:

Chairs of Chapters/Regions

Conducted:

Virtual meetings three times per year AND
Annual assembly meeting at AAIDD national conference

Chapters/Regions

Leadership:

Chair and Executive Committee as determined by
Chapter/Region bylaws

Membership:

AAIDD Members who reside in the geographic
Chapter/Region

Conducted:

Virtual or in person meeting as specified by
Chapter/Region Bylaws

Reporting:

Objectives, Activities, and Financial Status outlined in the
Yearly Report to the national office for member rebates

Document Revision History

2/2003, *Conference of Professional Interest Leadership Manual*. Committee Co-Chairs: Sharon Gomez and Genny Pugh.

12/2010, *Conference of Professional Interest Leadership Manual*. Committee Chair: Sharon Gomez.

5/2017, *Regions Leadership Manual*. Committee Co-Chairs: Liz Perkins and Kim Fisher; Committee members: Melissa DiSipio, Tom Fish, Bill Gaventa, David Helm, Maggie Nygren, Holly Riddle, Matt Van Auken.

9/2022 technical updates on action plans and recognition approved by the AAIDD Board of Directors.

3/2025 Geographic Regions Manual Revision. Committee Chair: Anthony Rodriguez; Committee Members: Michael Bloom, Mary Etter, Sharon Gomez, Justin Kuehl, Maggie Nygren, Elisa Velardo, Elizabeth Watts, Dion White.