

Indiana ADA & Title VI Coordinators' Association



BYLAWS

Adopted December 9, 2015

Amended November 3, 2022

Amended 2026

It is the mission of this Association to provide for the free flow of information for communities in Indiana regarding ADA & Title VI compliance and provide a forum for ADA & Title VI Coordinators to advance the principles of the Americans with Disabilities Act & Title VI of the Civil Rights Act.

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Article I Object

Section 1

This Association is established to assist ADA & Title VI Coordinators in Indiana with their day-to-day job duties:

- Collaborate with INDOT, ADA Indiana, and other affiliated groups to better understand the best practices of the ADA and how they can be implemented in communities.
- Develop a network of coordinators to communicate issues, concerns, strategies, and solutions for community transition to ADA compliance.
- Engage community leaders.
- Provide interpretation and clarification through networking opportunities.
- Share training opportunities, grant and funding resources, and conference information.

Section 2

It is the mission of this Association to provide for the free flow of information for communities in Indiana regarding ADA & Title VI compliance and provide a forum for ADA & Title VI Coordinators to advance the principles of the Americans with Disabilities Act and Title VI of the Civil Rights Act of 1964.

Article II Responsibilities and Duties

Section 1

This Association will act as a conduit between all current and future entities that address the ADA and Title VI, and related issues.

- Maintain a database to facilitate communication with and for Local Public Agencies.
- Maintain affiliate status with AIM and AIC.
- Provide training opportunities.

Article III Membership

Section 1: Classes of Membership

Membership shall be available as Regular Members, Associate Members, and Corporate Members.

A. Regular Members

Regular Membership shall be open to any ADA Coordinator, Title VI Coordinator, or other public-sector employee or official whose duties include ADA, Title VI, accessibility, civil rights, compliance, transition plans, right-of-way, program access, or related responsibilities in Indiana. Regular Members in good standing may vote, serve as officers, serve as Board Members, and participate in Association business.

B. Associate Members

Associate Membership shall be open to an individual who supports the Association's mission but is not serving as an ADA Coordinator or Title VI Coordinator. Associate Members may participate in trainings, meetings, committees, communications, and other activities but shall not vote, serve as officers, or serve as Board Members unless authorized by amendment.

C. Corporate Members

Corporate Membership shall be open to businesses, firms, nonprofit organizations, institutions, and other entities supporting the Association's mission. Corporate Members may designate one primary representative

but shall not vote, serve as officers, serve as Board Members, or control Association business. Corporate Membership shall not be represented as Association endorsement, approval, recommendation, certification, or preference.

Section 2: Application and Dues

Membership shall be achieved through submission of the membership application and receipt of applicable annual dues. Associate Members shall pay the same annual dues as Regular Members unless otherwise established. Corporate Member dues, sponsorship amounts, and related benefits may be established or amended consistent with these Bylaws and applicable affiliation requirements.

Section 3: Member Duties

Each member shall support the mission, communicate ADA and Title VI issues and contact changes, and participate consistently with the purposes of the Association.

Section 4: Good Standing

A member is in good standing when required application information and dues have been submitted and the member is not suspended or removed.

Section 5: Non-Endorsement

No membership class shall be used to imply Association endorsement of a product, service, vendor, contractor, consultant, business, or organization.

Article IV Leadership

Section 1: Manner of Election

Future elections shall be conducted through email ballot unless determined otherwise by a majority of the membership at an annual meeting.

Section 2: Officers

The Officers of the Association shall be:

- President
- Vice-President/President-Elect
- Secretary
- Immediate Past President

Each Officer shall be a Regular Member in good standing. The Immediate Past President shall serve by virtue of completing a term as President rather than by separate election.

Section 3: Executive Committee Chairs

The President shall appoint a chair for each Executive Committee unless otherwise directed by the Board. Executive Committee chairs shall coordinate committee work, convene committee meetings as needed, maintain appropriate records, and report recommendations and activities to the Board and membership. Only Regular Members in good standing may serve as chairs unless the Board expressly authorizes otherwise. The Executive Committees and their responsibilities are defined in Article VIII.

Section 4: Board Members

Board Members shall include representatives of the six INDOT districts: LaPorte, Fort Wayne, Crawfordsville, Greenfield, Vincennes, and Seymour.

Section 5: Election and Terms

Each elected Officer shall be elected by a majority of Regular Members in good standing who vote and shall hold office for two years. The Vice-President/President-Elect shall progress to President. Each elected district Board Member shall hold office for three years.

Section 6: Duties of Officers

The President shall preside at meetings, provide general direction, serve as official representative, maintain accurate Bylaws, cause minutes to be kept and distribute Association business and training opportunities. The Vice-President/President-Elect shall preside when the President is unavailable and prepare to assume the presidency. The Secretary shall keep accurate minutes. Board Members shall represent their districts and communicate district issues to the Board.

The Immediate Past President shall serve as an advisor to the Officers, Board, and Executive Committees. Upon completion of a term as President, the outgoing President shall automatically serve as Immediate Past President until the completion of the next presidential term.

- Provide continuity of leadership and institutional knowledge.
- Assist with transition and orientation of newly elected officers.
- Serve as a resource to Executive Committees and special projects as requested by the President or Board.
- Assist with membership engagement and strategic planning.
- Perform other duties assigned by the President or Board.

The Immediate Past President shall be a Regular Member in good standing.

Article V Finance

Financial management services shall be provided through the Association's affiliation with AIM, including:

- Produce and mail annual dues notices.
- Process and pay invoices.
- Create and maintain financial records and reports.

Article VI Meetings

Section 1: Annual Meeting

The Association shall meet yearly at the AIM Annual Conference or AIC Annual Conference.

Section 2: Additional Meetings

Additional meetings may be held as necessary or requested by a Board Member or majority of the membership, by conference call, electronically, or at a location determined by the Board.

Section 3: Date and Place

The date, time, place, or electronic method shall be fixed by the Association or stated in the meeting notice.

Section 4: Decisions

Decisions shall be made by majority vote of eligible voting members participating when a quorum is present.

Section 5: Proxy

An Officer or Board Member may appoint a proxy by signed proxy form. The appointment becomes effective when received by the Secretary and is valid for the identified meeting unless another period is provided.

Section 6: Board Meetings

The Board shall meet at least annually and may conduct business at special, conference-call, virtual, or email meetings when authorized.

Section 7: Alternative Meetings

Notice shall identify the issue, allow discussion, clearly state the final question and voting choices, and require the result to be documented in the minutes. A quorum is required.

Section 8: Notice

Notice of regular or special Board meetings shall be provided at least forty-eight hours in advance by written or electronic communication.

Section 9: Waiver of Notice

Attendance constitutes waiver of notice unless attendance is solely to object that the meeting was not lawfully called or convened.

Section 10: Voting Members

Only Regular Members in good standing shall vote. Associate and Corporate Members may participate as permitted but shall not vote unless these Bylaws are amended.

Article VII Quorum

Three Regular Members in good standing who are voting members shall constitute a quorum.

Article VIII Executive Committees

Section 1: General Authority

The Executive Committees support the Association's mission by guiding key initiatives, strengthening member engagement, and advancing professional development for ADA and Title VI coordinators across Indiana. Each committee focuses on a specific area of service while working collaboratively with Association leadership to promote accessibility, equity, compliance, education, and partnership.

The Board may establish standing committees, special committees, task forces, and working groups as appropriate. Committee recommendations are advisory unless specifically authorized by Board action.

Section 2: Executive Steering Committee

The Executive Steering Committee meets regularly to oversee implementation of objectives, authorize allocations of grant monies, and review ADA implementation and Title VI compliance across the state.

Section 3: Scholarship Committee

The Scholarship Committee provides members who handle ADA and Title VI compliance with a network of educational resources. The Association serves as a statewide resource for promoting implementation of the Americans with Disabilities Act and compliance with Title VI.

The Committee establishes eligibility criteria, reviews applications, recommends award recipients, and ensures scholarship resources are used to expand access to education and development opportunities for coordinators and related professionals.

Scholarship Eligibility

- College freshman for the upcoming fall semester.
- Resident of the State of Indiana.
- Accepted at an accredited Indiana college or university.
- Minimum high school GPA of 3.0 or higher.
- Minimum SAT score of 1030 or ACT score of 21, if taken.

This scholarship is a one-time, non-renewable gift of \$1,000.00 toward college tuition expenses at an accredited Indiana college or university. The check shall be sent directly to the college or university. Under no circumstances shall the check be sent directly to the student.

Section 4: Program Planning and Development Committee

The Program Planning and Development Committee identifies training needs, develops educational content, and assists with planning conferences, workshops, webinars, and other professional development activities. Programming shall be timely, practical, and responsive to emerging issues in ADA compliance, Title VI requirements, civil rights, accessibility, transportation, public service delivery, and community engagement.

Section 5: Coordinator Outreach Committee

The Coordinator Outreach Committee promotes membership engagement and serves as a connection point for ADA and Title VI coordinators throughout Indiana. The Committee identifies new and existing coordinators, encourages participation, shares resources, supports peer networking, and assists members in locating information, training, and contacts that strengthen local programs.

Section 6: Sponsor and Partner Liaison Committee

The Sponsor and Partner Liaison Committee builds and maintains relationships with public agencies, private organizations, nonprofit partners, vendors, and other stakeholders that support the Association's mission. The Committee identifies sponsorship opportunities, coordinates partner communications, assists with recognition of sponsors and partners, and helps align external support with Association events, training initiatives, scholarship efforts, and member services.

Section 7: Committee Membership and Reports

Committee members may include Regular Members, Associate Members, Corporate Member representatives, and other individuals approved by the Board. Each Executive Committee shall report at intervals determined by the President or Board and maintain sufficient records for continuity and orderly transfer of responsibilities.

Article IX Amendments

These Bylaws may be amended at any regular meeting by vote of a majority of Regular Members in good standing, provided the notice states that amendment of the Bylaws will be considered. All Bylaws are subject to applicable affiliation requirements.

Article X General Rules and Procedures

Questions of procedure and organization not specifically covered in these Bylaws, excluding Article VI, Section 5 concerning proxies, shall be governed by the current edition of Robert's Rules of Order or its successor publication.

Corporate Sponsorship Policy

Our Mission and Policy

The Association seeks opportunities to work with other organizations to achieve shared objectives while maintaining independence and protecting the integrity of the Association.

Our Goals

- Pursue initiatives that do not compromise the independent status of the Association.
- Ensure the activities of organizations working with the Association are consistent with its mission.

Avoidance Criteria

The Association will avoid partnerships with an organization involved in efforts to diminish, deprive, or deny rights protected by Title II of the Americans with Disabilities Act or Title VI of the Civil Rights Act.

Marketing and Product Endorsements

The Association does not endorse or approve products or companies. Corporate Membership and sponsorship recognition support education, communication, training, and the mission and shall not be represented as endorsement, approval, certification, recommendation, or preference.

Process

Receipts under \$500.00 must be itemized and documented through fiscal procedures established with AIM and communicated to membership. Receipts over \$500.00 must also be approved by leadership by majority vote.

Sponsorships

The Association provides opportunities to sponsor annual meetings and eligible events. Additional sponsorships may become available as membership increases and needs are determined.

Sponsorship Levels

- Platinum: \$500.00 or more per year or event.
- Gold: \$300.00 to \$499.00 per year or event.
- Silver: \$100.00 to \$299.00 per year or event.
- Bronze: \$26.00 to \$99.00 per year or event.

TO BECOME A SPONSOR OR CORPORATE MEMBER, PLEASE CONTACT ANY MEMBER OR OFFICER OF THE IN ADA & TITLE VI COORDINATORS' ASSOCIATION.

Training Program

The Association maintains training-program information and resources for ADA and Title VI Coordinators.