

**INTRODUCTION TO
THE
COALITION OF TEXANS
WITH DISABILITIES**

Coalition of Texans with Disabilities



COALITION OF TEXANS WITH DISABILITIES
Empowerment Through Action

MISSION STATEMENT

MISSION STATEMENT: The Coalition of Texans with Disabilities is a coalition of individuals and organizations controlled by Texans with disabilities representing cross-disability needs and working together to eliminate all barriers to equal and full participation in life. Developed and adopted by delegates November 1993.

MISSION STATEMENT: The Coalition of Texans with Disabilities is a union of individuals and organizations that is controlled by Texans with disabilities; represents cross disability needs; works together, and with others, to advocate for the systems and legislative changes needed to eliminate all barriers to equal and full participation in the activities of community and society. Developed by delegates and strategic planner December 1999.

BASIC FACTS ABOUT CTD

(CTD) emerged in 1978 when disabled leaders came together to discuss strategies to secure their basic rights and fight the discrimination they experienced by forming a statewide coalition. CTD has been diligent in holding true to its founders' vision of cross-disability effort on issues common to all regardless of disability. CTD works on seven primary issues adopted by delegates in 1993 as essential to advancing our mission -- 1) Personal Assistance Services, 2) Health Care, 3) Employment, 4) ADA and other Civil Rights Laws, 5) Transportation, 6) Affordable and accessible Housing and 7) Advocacy for school-age children. These seven issues were reconsidered this past December 1999 at a strategic planning session and the new priorities are to be finalized by a strategic planning committee.

Policy Making Board

The Board of Directors is elected annually by the membership. Officers are a one-year term and directors are two-year terms. All board members serve voluntarily and contribute \$400 each toward annual board meeting and travel costs. During the interim between conventions, the Board of Directors governs the organization and exercises all powers of the delegates within the policies established by that body. The board must poll the delegates when their direction is not clear from established policies. The Board meets quarterly in open meeting, in various Texas cities, and by call of the President. Minutes are maintained of all meetings and the President must report to the delegates at the annual assembly.

Membership

The Coalition of Texans with Disabilities allows both organizations and individuals to become members and to vote during the annual delegate convention to determine the direction of the Coalition and the composition of the Board of Directors. The current core leadership of CTD are our ten member board of directors, the PAS Task Force, the Access Team and the Youth and Leadership Team. Each of our 40 member organizations has primary leadership with their own membership that initiate action independently and at the call of the Coalition. Committees of members and stakeholders are established to address issues.

The members approve organizational memberships that have three classifications: Consumer, Associate and Affiliate. Organizations whose governing bodies are at least 51% people with disabilities have the greatest voting power relative to all other groups. A consumer member's primary purpose must be the advancement of people with disabilities. A statewide consumer member organization has 5 votes and local consumer organizations receive 3 votes. Organizations who support our goals and philosophy are accorded 1 vote. Voting delegates to the Annual Delegates Convention have the responsibility to approve and terminate membership, approve the annual budget, elect board members and officers and establish policies of the coalition through a resolutions' process. The resolutions passed at the annual convention form the basis of CTD actions and policies. The dues structure is as follows: Statewide organizations - \$200 annually; Local - \$100; Family - \$20; and, Individual - \$15. The members set dues structure and have remained firm in keeping dues affordable to our community, who are highly in poverty. The high school senior with a disability awarded our three-year-old Kenny Murgia Scholarship receives a lifetime membership to encourage his/her continued investment in disability rights and leadership. Currently, of 1,200 individual names on our database only 220 are current in their dues, but the numbers have been growing in the past year because of marketing CTD with our Web site, membership brochure and regular billing system.

Staffing

CTD is a 21- year old statewide grassroots advocacy coalition. For the first ten years CTD had one paid staff and occasionally two. In the second ten years paid staff has averaged 4 with a high of 5. Three of the five staff have been dedicated for the past nine years to the grant from the Texas Council for DD that funds the Personal Assistance Services Task Force. This grant will not be renewed after November 2000. The other two staff are responsible for organizing advocacy on the other six issues, administration, board relations, financial management and fundraising.

Beneficiaries

There are over 4 million Texans with disabilities and we cross all socioeconomic and ethnic boundaries and represent the broadest range of society. More than 500,000 Texans with disabilities live below the poverty level because of an unemployment rate among working age people with disabilities of 72%. Even for those employed and officially living above poverty, additional disability related expenses such as support services (assistants, readers, interpreters), medication, equipment, and modifications have placed many working disabled persons into functional poverty.

THE FACTS ABOUT CTD

Established in 1978

ORGANIZATIONAL DESIGN OF CTD

- Grassroots, membership organization with power vested in membership
- Organized with Constitution and By-laws along democratic and parliamentary principles
- Volunteer leadership and control
- Dependent on community support and funding

202 Members (and growing)

Certified 501 (c)(3) organization

Staff: Executive Director
 Belinda Carlton
 Executive Assistant
 Maria Tamez
 Project Coordinator – PAS Task Force
 Vacant
 Administrative Assistant – PAS Task Force
 Vacant

4 - Total Staff

**THE COALITION OF TEXANS
WITH DISABILITIES
(Headquartered in Austin, Texas)**

Key Roles/Functions

Disability Rights Advocacy

Research and Policy Analysis

Leadership Development, Education, Training and Support

Fundraising

Management Oversight of CTD Operations

Board Functions

Delegate Assembly

Information & Referral and Technical Assistance

Membership Support & Development

Publications & Communication

CTD PAST PRESIDENTS

Pat Pound	1978-1980
Bob Geyer	1980-1981
Bobby Simpson	1981-1981
Larry Johnson	1982-1983
Marshall Mitchell	1983-1985
Bob Kafka	1985-1987
Steve Johns	1987-1988
Larry Correu	1988-1989
Margaret Robinson	1989-1990
John Murray	1990-1991
Jerome Wright	1991-1993
Dave Cullum	1993-1994
Cheryl A. Hurst	1994-1995
Redge Westbrook	1995-1996
Mark Hammon	1996-1997
Christine Pacetti	1997-1998
Vicki Harris	1998-1999
Sandra Murgia	1999-2000

STRATEGIC VISIONS

Developed and adopted by delegates November 1993

- VISION #1: Strong effective leaders provide direction and support at state and local levels.
- VISION #2: CTD has stable and diversified funding sources sufficient to implement the memberships Strategic Plan.
- VISION #3: CTD's members communicate and share needs, goals, and human resources.
- VISION #4: CTD is recognized as the most influential advocacy force for Texans with disabilities.
- VISION #5: All progressive groups controlled by people with disabilities are members.

OBJECTIVES 2000-2001

Developed by delegates and strategic planner, December 1999.

CTD activities will focus on the following priorities in 2000-2001:

- **Personal Assistance Services:** Increase the availability and flexibility of personal assistance services to meet individual needs.
- **Transportation:** Increase availability and accessibility of affordable, flexible community-based transportation services that meet the needs of individuals with disabilities of all types.
- **Voting:** Increase voter participation and knowledge of issues among people with disabilities.
- **Employment:** Increase employment opportunities for persons with disabilities, especially in higher paying careers such as the high tech industry.
- **ADA:** Advocate for compliance with ADA.
- **Funding to Support CTD Goals:** Increase funding available to CTD for support of the organization's goals and objectives.
- **Unification of individuals and groups representing diverse disabilities:** Increase the representation of various disability populations and groups in the CTD organization, and increase the emphasis on common goals and interests for all persons with disabilities.

SIX RESPONSIBILITIES OF NON-PROFIT BOARDS

POLICY:

Direction setting for Who, What, and Where, but Not How

Adopt By-Laws

Adopts goals and strategic goals

Maintains future leadership through nominating process

Attend board meetings

Develop and approve policies necessary to implement the annual goals.

FINANCES:

Oversees funds to carry out organization's mission

Solicits contributions of others

Review and evaluate the implementation
of the annual goals and objectives of CTD.

Reviews and submits annual budget to delegates for approval

Actively participates in fund raising through
personal contributions

Each board member will share in the expense of the
meetings at the rate of \$100 per meeting, to be paid
in cash, or by third party donation, or deduction from
expenses, with an annual maximum of \$400 per member.

PERSONNEL:

Hires Executive Director

Evaluates performance of Executive Director

Adopts personnel policies

COMMUNITY RELATIONS:

Instills community confidence in organization

Maintains knowledge about currently offered services

Relates community issues that are relevant to mission

Actively outreach into his/her community in areas such as:
membership, fund raising, and/or public relations

Serves as a spokesperson for CTD when designated

Serves as a liaison for a designated number of CTD member
organizations

COMMITTEES:

Chairs and/or serves on committee(s) of CTD
and actively works on these committees

EVALUATION:

Performs objective review of activities
Conducts annual organization performance appraisal
Conducts appraisal of board's work

ORGANIZATIONAL REQUIREMENTS

Submit Constitution and By-law amendments to the delegates for approval.

Submit all resolutions to the delegates at the annual delegate assembly for approval

Build membership base at the local level to promote the CTD mission as well as provide and/or advocate for local services.

Participate actively in all Texas and United States legislative activities, whenever possible.

AN EFFECTIVE ORGANIZATION:

1. Has a clear vision of the future it desires to create
2. Has a strong sense of organizational identity and mission
3. Establishes a long range plan to implement its mission
4. Annually implements planned activities to approach its defined goals
5. Plans for the cost-effective use of financial and other resources
6. Solicits community support for its mission and funding priorities
7. Ensure organizational accountability to: Member - Funders - Government

CTD Dues List

First	Last	Organization			
DOLORES &	SALAZAR		\$20	Sep 14, 1999	F
RIA	DE LA ROSA	VAIL	\$15	Feb 8, 1997	IN
SANDRA	MURGIA	COALITION OF TEXANS WITH	\$15	May 1, 1999	IN
KATHLEEN	DESILVA	PAS TASK FORCE CHAIR	\$20	Apr 16, 1999	F
MARIA	CAVAZOS	vail	\$15	Dec 3, 1999	IN
JOSE G.	LARA	volar	\$15	Jun 21, 1999	IN
JOHN	CLEMMONS	SOUTHWESTERN BELL TELEPHONE		Bill for \$400	C
andrew	linville	ctd pas task force	\$15	Jun 17, 1999	IN
bill	mcgarry		\$15	Jul 13, 1999	IN
David	Fowler	Texas Paralyzed Veterans	\$15.00	Jun 30, 1999	IN
sam	chandler	CROCKETT RESOURCE CENTER FOR			

**COALITION OF TEXANS WITH DISABILITIES
1999-2000 BOARD OF DIRECTORS**

Executive Committee

Sandra Murgia

President

Reflex Sympathetic
Dystrophy/Post Traumatic
Stress Disorder
7306 Gaines Mill
Austin, TX 78745
512/443-6597 (H)
smurgia@hotmail.com

Andrew Linville

Vice President

Multiple Sclerosis
9601 Forest Ln. #1212
Dallas, TX 75243-5844
972/497-9838 (H/FAX)
bowshotlinville@netscape.net

Dolores Salazar

Marc Salazar

Secretary

Speech Impaired/Cerebral Palsy
2831 Taylor
El Paso, TX 79930
915/587-3500 (W) Marc's
915/566-4319(H)

Maria De La Rosa

Treasurer

Asthma
801 East El Dora
Pharr, TX 78577
956/781-7747(H)
956/781-7733(W)
Fax 210/781-7725
800-880-7733
available@acnet.net

***At-Large Positions
thru October 2000***

John Clemmons

Southwestern Bell Corp.
1616 Guadalupe, Rm 501
Austin, TX 78701
512/870-2394 (W)
jc1590@sbc.com

David Wittie

Polio
3506 Manchaca Rd., #124
Austin, TX 78704
512/326-9842

Bill McGarry

Visually Impaired
4900 Medical Dr., #1401
San Antonio, TX 78229
210/593-0083
bmcgarry@wssahosp.org
[large print]

***At-Large Positions
thru October 2001***

Maria Elena Cavazos

Mobility Impaired
Valley Association for
Independent Living
P.O. Box 5035
McAllen, TX 78502
956/781-7733 (W)
956/783-9248 (H)
available@acnet.net

Sam Chandler

Crockett Resource Center
for Independent Living
1020 Loop 304 East
Crockett, TX 75835
409/544-2811 (W)
crcil@sat.net.com

Jose Lara

Post-polio
mobility-impaired
224 S. Ascarate St., Apt.1
El Paso, TX 79905
915/771-7232 (H)

COALITION OF TEXANS WITH DISABILITIES

1999 MEMBER ORGANIZATIONS

KEY

S = State organization
L = Local organization
LB = Local Branch
SB = State Branch
Dates = Member dues last received.

***ADAPT of Texas**

1339 Lamar Sq. Dr. #B
Austin, TX 78704
Attn: Bob Kafka
512/442-0252
Fax 442-0522
S-6/99

Advocacy, Inc.-State Office

7800 Shoal Creek Blvd. #171E
Austin, TX 78757
Attn: James Comstock-
Malagan

512/454-4816
Fax 512/323-0902
800/252-8783(TTY)
S-6/99

Advocacy, Inc. Regional

7800 Shoal Creek Blvd. 142-S
Austin, TX 78757
Attn: Roberta Roque
512/454-4816
Fax 512/302-4936
800/315-3876
SB

Advocacy, Inc. Regional

504 E. Dove St., Ste. 11
McAllen, TX 78504
Attn: Belinda Garza
956/630-3013
Fax 956/630-3445
800/880-8401
SB

Advocacy, Inc. Regional

7457 Harwin Dr. Suite 100
Houston, TX 77036
Attn: Mary Faithful
713/974-7691
Fax 713/974-7695
800/880-0821
SB

Advocacy, Inc. Regional

1420 W. Mockingbird Ln. #450
Dallas, TX 75247
Attn: Betty Black
214/630-0916
Fax 214/630-3472
800/880-2884
SB

Advocacy, Inc. Regional

1001 Main Street,
Suite #200
Lubbock, TX 79401
Attn: Peggy Klenclo
806/765-7794
Fax 806/765-0496
800/880-4456
SB

American Association of Retired Persons

98 San Jacinto Blvd. #750
Austin, TX 78701
Attn: Nancy Snead
512/480-9797
Fax 512/480-9799
S-12/98

American Council of the Blind of Texas, Inc.

905 West Martin
Houston, TX 77018
Attn: Ed Bradley
713/697-2424
S-8/99

Austin Mayor's Committee for People with Disabilities

P.O. Box 1088
Austin, TX 78767
Attn: Dolores Gonzalez
512/499-3256
512/449-2445 (TTY)
Fax 512/499-3278
L-8/99

Austin Resource Center for Independent Living

5555 N. Lamar Blvd.
Suite J-125
Austin, TX 78751
Attn: Ron Rocha
512/467-0744
Fax 512/467-2417
S-2/97-99

Austin Resource Center for Independent Living- San Marcos Branch

618 S. Guadalupe, Ste. 103
San Marcos, TX 78666
Attn: Becky Rodriguez
512/396-5790
Fax 512/396-5794
LB

**Brazoria County for
Independent Living**
1100-D East Mulberry
Angleton, TX 77515
Attn: Connie Davis
409/849-7060
Fax 409/849-8465
L-5/99

Capital Area Easter Seals
919 West 28 1/2 Street
Austin, TX 78705
Attn: Sharon Miller
512/478-2581
Fax 512/476-1638
Bokberts@aol.com
L-9/98

**Center on Independent
Living**
4905 Center Park Blvd.
San Antonio, TX 78218
Attn: Don Weng
210/599-7711
Fax 210/599-7815
COIL@ns.NetXpress
L-7/99

**Crockett Resource Center For
Independent Living**
P.O. Box 875
Crockett, TX 75835
Attn: Vera Randle
409/544-2811
Fax 409/544-7315
L-7/99

**Educare Community Living
Corp. Texas**
10515 Gulfdale
San Antonio, TX 78216
Attn: Kathy Griffith
210/979-7009
Fax 210/979-6660
L-9/98

**Grupo Dignidad Igualdad
y Oportunidad (Grupo DIO)**
P.O. Box 27074
El Paso, TX 79926-7074
Attn: Dolores & Marc Salazar
915/566-4319
L-9/99

**Houston Center for
Independent Living**
7000 Regency Square Blvd. #160
Houston, TX 77036-3209
Attn: Sandra Bookman
713/974-4621
Fax 713/974-6927
L-5/99

**Independent Living
Resource Utilization**
2323 S. Shepard Suite 1000
Houston, TX 77019
Attn: Lex Frieden
713/520-0232
Fax 713/520-5785
S-3/98

**Learning Disabilities
Association of Texas, Inc.**
1011 W. 31st. Street
Austin, TX 78705
Attn: Ann Robinson
512/458-8234
Fax 512/458-3826
800/604-7500
L-6/99

**Lifetime Independence
For Everyone, Inc.**
3212 34th
Lubbock, TX 79401
Attn: Rebecca Williams, Int.
806/795-5433
Fax 806/795-5607
L-6/99

**Multiple Sclerosis Society
Southeast Texas Chapter
National**
2211 Norfolk Suite 825
Houston, TX 77098-4044
Attn: Patricia Bertotti
713/526-8967
Fax 713/526-4049
S-8/99

REACH of Dallas
8625 King George, Suite 210
Dallas, TX 75235
Attn: Charlotte Stewart
214/630-4796
Fax 214/630-6390
LB

REACH of Denton
405 S. Elm Suite #202
Denton, TX 76201
Attn: Charlotte Stewart
940/383-1062
Fax 940/383-2742
LB

REACH of Fort Worth
1205 Lake St.
Fort Worth, TX 76102-4501
Attn: Charlotte Stewart
817/870-9082
Fax 817/877-1622
L-6/99

Reclamation, Inc.
2502 Waterford Dr
San Antonio, TX 78217
Attn: Don Culwell
210/833-4946
L-9/99

**Resource Utilization
Network (a branch of LIFE)**
1001 W. 10th
Amarillo, TX 79101
Attn: Barbara Rolland
806/372-7556
Fax 806/372-2045
LB

**San Antonio Area Disability
Advocates**

2914 Roosevelt #1407
San Antonio, TX 78214
Attn: Margaret Schreiber
210/924-7207
L-2/99

**San Antonio Independent
Living Services**

1028 South Alamo, Ste. 1
San Antonio, TX 78210
Attn: Craig Wall
210/281-1878
Fax 210/281-1759
L-5/99

SETLIFE

780 S. 4th
Beaumont, TX 77701
Attn: Nancy Comeaux
409/832-2599 (TTY)
Fax 409/838-4499
L-6/99

**Southwest Collegiate
Institute for the Deaf**

3200 Avenue C
Big Spring, TX 79720
Attn: Ron Brasel
915/264-3700
Fax 915/264-3707
L-6/98

Texas Advocates

c/o the Arc of Texas
P.O. Box 5368
Austin, TX 78763-5368
Attn: Mike Bright
512/454-6694
Fax 512/454-4956
S-1/98

**Texas Association
of the Deaf**

P.O. Box 3570
Austin, TX 78764
Attn: Tim Rarus
2/891-9405
S-6/97

Texas Civil Rights Project

2212 E. MLK Jr. Blvd.
Austin, TX 78702
Attn: Jim Harrington
512/474-5073
Fax 512/474-0726
L-5/98

**Texas Commission for the
Deaf & Hard of Hearing**

4800 N. Lamar, Suite 310
Austin, TX 78756
Attn: David Meyers
512/451-8494
Fax 512/451-9316
S-11/97

**Texas Department of Human
Services - Office of Services
to Persons with Disabilities**

P.O. Box 149030
MC W-106
Austin, TX 78714
Attn: D.J. Johnson
512/438-3233
Fax 512/438-5866
S-5/98

Texas Medical Association

401 W. 15th
Austin, TX 78701
Attn: Kim Ross
512/370-1300
Fax 512/370-1633
S-7/98

Texas Mental Health Consumers

7701 N. Lamar Suite 501
Austin, TX 78752
Attn: Mike Halligan
512/451-3191
Fax 512/451-8302
S-8/99

Texas Nurses Association

7600 Burnet Rd. #440
Austin, TX 78757-1292
Attn: Stephanie Tabone
512/452-0645
Fax 512/452-0648
800-862-2022
S-6/99

**Texas Paralyzed Veterans
Association - Greater Austin**

2406 Dovehill Dr.
Austin, TX 78744
Attn: Willie Hubbard
512/462-0929
Fax 512/441-3566
L-6/98

**Texas Paralyzed Veterans
Association - Southeast**

2002 Holcombe Blvd.
VAMC RM 1B-396
Houston, TX 77030
Attn: Clarence Steele
713/794-7994
Fax 713/794-7728
S-5/98

**Texas Rehabilitation
Commission - Consumer
Affairs**

4900 N. Lamar Blvd.
Austin, TX 78751
Attn: Max Arrell
512/424-4400
Fax 512/424-4747
512/424-4404 (TTY)
800/522-5264
S-6/99

**Texas School for Blind
& Visually Impaired**

1100 W. 45th Street
Austin, TX 78756
Attn: Phil Hatlin
512/454-8631
Fax 512/454-6305
S-7/98

Texas School for the Deaf

D. Box 3538
Austin, TX 78764
Attn: Claire Bugen
512/442-7821
Fax 512/462-5313
S-Lifetime

The Arc of Texas

PO Box 5368
Austin, TX 78763
Attn: Susan Marshall
512/454-6694
Fax 512/454-4956
S-5/99

**Travis County Council
for the Deaf**

314 Highland Mall Blvd.
Austin, TX 78752
Attn: Michael Fehmer
512/454-5262
Fax 512/451-9556
L-7/98

**Valley Association for
Independent Living**

P.O. Box 5035
McAllen, TX 78502
Attn: David Vanderhee
956/781-7733
Fax 956/781-7735
800/880-7733
L-9/99

VOLAR

8929 Viscount #101
El Paso, TX 79925
Attn: Luis Chew
915/591-0800
Fax 915/591-3506
L-6/99

revised 01/2000

- c. Significant statewide membership
 - d. Regular activities that influence or deal with statewide membership
 - e. A chapter or office in Texas that serves as a local or regional affiliate of a national organization
- B. An Associate Member Organization may be either a national, regional, state, local or student organization which satisfies all but the A-1 qualification for a Consumer Member Organization.
- C. Affiliate Member Organization may be either a national, a regional, state, local or student organization which wishes to support the work of the Coalition and does not meet the qualifications for a Consumer or Associate Member Organization.
- D. An Individual Member may be any person who is interested in supporting the work of the Coalition.
- E. Annual dues for each of the above stated categories of membership shall be established by the Board of Directors.
- F. All organizational membership applications shall be submitted to the Board of Directors for review. A favorable vote of no less than 2/3 (two-thirds) of those present and voting is necessary for acceptance as an organization member. An organization can apply for organizational membership in any category, but the Board has the final authority to designate a membership category upon approval as a new organizational member. Individual memberships shall be effective upon payment of dues and acceptance of the application by the Treasurer (or Treasurer's designee). All membership application must be accompanied by payments of dues which, if the application is not approved, will be returned.
- G. Membership status shall cease, or an organizational membership category shall be redesignated when:
- 1. A member no longer meets the requirements for membership as set forth in this article and recommended by a 2/3 (two-thirds) vote of the Board of Directors.
 - 2. A member acts contrary to the purpose of the Coalition. The concerned member shall be afforded due process and can only be removed thereafter by a 2/3 (two-thirds) vote of the Annual Convention.
 - 3. A member resigns from the Coalition upon written notice and return of all property belonging to the Coalition. This property shall be returned to the Board.
 - 4. A member fails to pay annual dues.

Article IV Annual Convention

A. Powers

The delegates to the Annual Convention shall have the responsibility for the following:

1. Approve and terminate membership as set forth in Article III
2. Approve the annual budget
3. Elect board members
4. Elect Coalition officers
5. And establish policies of the Coalition

B. Number

The Annual Convention shall consist of delegates who are representatives of member organizations or individual member caucuses. Each member organization shall choose, in whatsoever manner it so desires, its delegate and alternate delegate to serve for one-year term.

C. Representation of Member Organization Delegates

1. Term - the member organization shall be appointed for a one-year term.
2. Vacancy - a vacancy among the member organization delegate(s) be filled for the unexpired term by the member organization.
3. Removal - a delegate may be removed from the Annual Convention at any time with or without cause by the member organization.
4. Singularity - No individual may be a voting delegate for more than one voting member organization.

D. Voting

1. Members of the Coalition shall be assigned the following voting privileges:
 - a. State Consumer Member Organizations - Five (5) votes
 - b. Local Consumer Member Organizations - Three (3) votes
 - c. State of Local Associate Member Organizations - Two (2) votes
 - d. Affiliate Organizations - One (1) Vote

- e. Ten (10) or more individual members who are not delegates of voting member organizations may caucus to elect one (1) delegate and one (1) alternate who shall cast one vote at the Annual Convention.
2. There shall be no voting by proxy allowed at the Annual Convention. All voting shall be open and recorded and shall otherwise follow Robert's Rules of Order, Revised, except that upon approval of a two-thirds (2/3) vote of the delegates of the Annual Convention. Election of the officers and Board members will be conducted by secret ballot.

E. Quorum

A majority of the votes cast by the delegates to the Annual Convention shall constitute a quorum, and unless otherwise provided, be required for action by the Annual Convention.

Article V Board of Directors

A. Composition

1. The Coalition of Texans with Disabilities will make a good faith effort to have the composition of the Board reflect the population of Texas in terms of types of disabilities, geographic representation, ethnic heritage and income levels.
2. The Board of Directors shall consist of the officers of the Coalition, the President who shall be chairperson, the Vice-President, the Treasurer, the Secretary and eight elected Directors. The officers and directors shall be elected by a vote of the delegates of the Annual Convention from a slate presented by the nominating committee and additional nominations from the floor. A majority of the Board of Directors shall be comprised of persons with disabilities.

B. Term

The term for officers shall be one (1) year. The term for elected Directors of the Board shall be for two (2) years, one-half (1/2) of whom shall be elected at each Annual Convention. At-large positions shall be designated as At-Large Board Position No. 1 through At-Large Board Position No. 8. Candidates for even-numbered positions shall be elected during even-numbered years. Candidates for odd-numbered positions shall be elected during odd-numbered years.

C. Power

1. The Board of Directors shall be responsible for the management of the business and officers of the Coalition as delegated by the delegates of the Annual Convention.

2. During the interval between the assembly meeting, the Board shall exercise all powers of the delegates of the Annual Convention within the policies established by that body.
3. The Board of Directors may poll the delegates to the Annual Convention for its direction.
4. The chairperson of the Board shall report on actions of the Board at the Annual Convention.

D. Meetings

Quarterly meetings of the Board of Directors shall be called by the President. Notice of the Board meetings must be given at least fourteen (14) days prior to the holdings of that meeting. Emergency meetings of the Board may be called by the President or upon request of any three members of the Board.

E. Dismissal

Any member of the Board who fails to attend any two (2) Board meetings within each organizational fiscal year of his/her term may be reviewed by the Board for dismissal. The Board shall be empowered to act in accordance with the results of said review. The Board member shall be notified in writing via certified mail of said action at least thirty (30) days before the next Board meeting when as the first order of business a fair hearing shall be held. The results of the Board's action shall be submitted the delegates of the Annual Convention.

F. Quorum

A quorum of the Board shall consist of one-half (1/2) of the Board.

Article VI Officers

A. Designation

The officers of the Coalition shall be President, Vice-President, Treasurer, and Secretary, who shall be elected from a slate presented by the nominating committee and additional nominations from the floor at the Annual Convention. Officers shall be individual members of the Coalition. The President and Vice-President shall be persons with disabilities. The President shall serve for only one consecutive term except under such circumstances as outlined in Section B below. All terms of office shall commence upon election or designation and acceptance and shall continue until their successors are elected or they have served the period of time in unelected positions outlined in these bylaws.

B. Vacancy

A vacancy in any office or Board position shall be filled by the Board for the unexpired term of the office, except the office of President shall be filled by the Vice-President.

C. Removal

Following procedures described under Article V, Section E, any officer or Board member elected by the delegates to the Annual Convention may be removed from with cause after due process by a vote of two-thirds (2/3) of the Board whenever, in its sole judgement, the best interest of the Coalition will be served thereby.

D. President

The President shall be the principal officer of the Coalition and the delegates to the Annual Convention, the Chairperson of the Board of Directors, voting only in case of a tie, and official spokesperson of the Coalition. The President shall be responsible for making an annual report to the delegates to the Annual Convention on the affairs of the Coalition.

E. Vice-President

The Vice-President shall have such duties as the Board of Directors shall see fit to assign, and shall serve as President in the absence of the President.

F. Treasurer

The Treasurer shall be the chief fiscal officer of the Coalition and shall monitor the disbursement of the funds of the Coalition as directed by the Board of Directors. The treasurer shall render in an annual report to the delegates to the Annual Convention, and an accurate accounting of fiscal transactions to all appropriate local, state and federal governmental bodies required.

G. Secretary

The Secretary shall attend and keep accurate records of all meetings of the Annual Convention and the Board of Directors. The Secretary shall be responsible for all correspondence relating to the Coalition as requested by the President.

Article VII **Meetings**

There shall be an Annual Convention within each fiscal year. Notice of such meeting shall be given at least sixty (60) days prior to the date of the meeting to the membership. Emergency/special meetings of the delegates of the Annual Convention may be called by the President and upon two-thirds (2/3) of the Board members or by a majority of the voting member organizations.

Article VIII Committees

- A. With the exception of the Nomination Committee, the President shall appoint whatever committees necessary to conduct the business of the Coalition. The Nominating Committee shall be chosen by the Board of Directors and will have responsibility for preparing a slate to be presented to the delegates to the Annual Convention by mail no less than two (2) weeks prior to the annual meeting.
- B. There shall be an Executive Committee to be composed of the President, Vice President, Treasurer and Secretary. The Executive Committee shall have the authority to make the decisions for the Coalition during the interval between board meetings only when the issue cannot wait until the next Board meeting and is within the Coalition's existing goals and objectives.

Article IX Dissolution of the Coalition

The Coalition may be dissolved by the affirmation vote of two-thirds (2/3) of the full voting membership at any regular or special meeting called for that purpose. Upon dissolution of the corporation, any assets remaining will be distributed to (a) non-profit organization(s) having similar purposes and chosen by the delegates to the Annual Convention.

Article X Finance

A. Ownership

All assets and funds of the Coalition shall be owned exclusively by the Coalition.

B. Primary Support

The Coalition will seek financial support from both public and private sources in addition to its dues revenue.

C. Additional Support

The Board of Directors, acting for the Coalition, may accept gifts and/or grants and may make contractual agreements in connection with its operation.

Article XI Fiscal Year

The fiscal year for the Coalition shall be from January 1st through December 31 of the same year.

Article XII Amendment Procedures

These bylaws may be amended by a two-thirds (2/3) vote of delegates to the Annual Convention. A proposed amendment must be mailed and postmarked to the members at least two weeks prior to the meetings of the delegates to the Annual Convention.

President

Secretary

Notations: Section V A(2) and VB were changed to increase the number of at large board positions from 6 to 8 per Delegate Resolution No. 99-06.
Section

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COALITION OF TEXANS WITH DISABILITIES

PERSONNEL POLICY STATEMENT

Revised and Adopted by CTD Board of Directors on February 19, 2000.

I. RESPONSIBILITY

The Director of the Coalition of Texans with Disabilities has the responsibility for administering written personnel policies which have been approved by the CTD Board of Directors. To handle situations not covered by written policies, the Director may take problem-solving action without Board approval, keeping the President informed of significant outcomes which may indicate need for future development of formal policies. Changes or amendments to personnel policies may be approved by the Board any time.

Every employee of CTD is expected to be familiar with these personnel policies and should consult with the Director on questions of interpretation before decisions are made or actions taken. All employees will receive a copy of these policies at time of employment and anytime policies are revised.

Exceptions to written policies may be made only by the Director. These exceptions will be reported to the Board in a timely manner.

II. EMPLOYMENT

A. Affirmative Action:

Policy: It is the policy of CTD, to provide equal employment opportunity, (EEO), to all persons without regard to race, color, religion, national origin, age, disability, sex, sexual orientation, or AIDS/HIV status, and to promote full realization of the agency's Affirmative Action Program. Unlawful discrimination or harassment by the agency's employees or volunteers will not be tolerated in the workplace.

The agency is fully committed to giving equal opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, salaries and other compensation, transfer and layoff or termination. In the implementation of this policy, CTD will seek

personnel for all job levels within the organization through upgrading and recruitment from minority group members.

Dissemination of Policy: The policy will be implemented by CTD, and is the responsibility of all programs and personnel, supervisory and non-supervisory, The Executive Director of the agency has the overall responsibility for monitoring compliance with the Affirmative Action Program.

The Affirmative Action Program Policy is and will continue to be communicated to all relevant audiences within and outside of CTD.

1. The policy will be included in the Policies Manual and will be a continuing and essential component of the personnel policies and procedures.
2. A copy of this document will be reviewed by every employee and will be issued to all persons engaged in the recruitment, hiring, placement, training and education of employees.
3. The policy will be thoroughly discussed in employee orientation and in appropriate management and supervisory meetings, so that the organization's policy is made clear. Written acknowledgement will be placed in employee's file.
4. Notices required by the EEO Commission, the Office of Federal Contract Compliance in the Department of Labor and any State or City human rights agencies will be displayed in appropriate areas throughout the agency.
5. All sources of recruitment will be informed orally of the equal employment policy stipulating that they actively recruit and refer firm candidates including those with disabilities for all positions listed.
6. In an effort to actively comply with Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the agency will lease, purchase, or otherwise occupy places that were in compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Architectural Barriers Act of 1968 free of architectural

barriers and designed for accessibility of persons with disabilities.

Goals: It shall be the goals for the Affirmative Action Program to reflect in the hiring and promotions of the organization, the diversity and proportions found in the community as a whole.

- B. A reasonable number of candidates will be considered for every opening to assure that the best person available is hired. One-candidate hiring is to be avoided.
- C. Final determination of employment and termination will be recommended by the Director.

III. EMPLOYEE PERFORMANCE EVALUATION

Each employee of CTD, will be provided with a job description which lists the essential functions of his or her position. Each function will have quantifiable goals, ranked in order of importance on the job description. An employee may be rated as meets, exceeds, or does not meet these goals. Each employee will be on initial three month probationary period. Each employee will be advised during the interview process that this probationary period or any subsequent probationary period, is an employment at will and that the employee may be terminated for any reason during this period that is not discriminatory under state, federal or local law. At the end of the three month probationary period, each employee will be evaluated based upon the quantifiable goals in the job description, by his or her immediate supervisor. The employee must score a meets or above on the three most important essential job functions in order to be taken off of probation. Failure to achieve this score will signify that the employee has failed the probationary period and may then be terminated. The Executive Director may then make the decision to extend the period for another 90 days if he or she believes that the employee will be able to meet the above criteria. If the second elective probationary period is not successfully completed by rating of meets or above on the three most important job criteria then termination will occur.

After the three month initial probationary period, employees will be re-evaluated at one year intervals or according to specific grant criteria. During these evaluations job descriptions may be modified based on the actual work required. In order to remain in good standing an employee must receive a rating of meets on the three most important tasks in his or her current job description. Failure to achieve this

rating will cause the institution of a three month probationary period. At the end of this probationary period the employee may be terminated if he or she is still not meeting the criteria.

IV. PERMANENT EMPLOYEE

Once the employee has successfully completed the initial probationary period he or she will become a permanent employee. Permanent employees will be evaluated as noted above. Permanent employees also have recourse to the grievance procedure discussed below. Each probationary and permanent employee will meet at least once quarterly with his or her supervisor. These meetings are designed to periodically assess the progress of the employee and to point out areas for improvement. A written summary of the meeting will be given to the employee and a copy placed in the employee file.

If the Supervisor notices performance which may cause the employee to not meet the performance criteria listed in one of his or her essential job functions, then suggestions for improvement must be provided in writing to the employee and a copy will be placed in the employee's personnel file.

Permanent employees are entitled to take vacation days and any other forms of leave which the Board of Directors may provide to all employees. Permanent employees are also entitled to any insurance that the Board of Directors may provide to all employees.

The Executive Committee using the same criteria evaluates the Executive Director.

V. COMPENSATION

A. Working hours, payday and salary administration.

1. A normal workweek is 40 hours. Individuals may modify the schedule by prior agreement with the director as long as regularly scheduled hours are worked each week. Lunch breaks or rest periods are arranged between the individual and the director.

2. Salaries shall be paid twice a month on the fifteenth day and the last working day of the month. All employees are expected to complete a time sheet prior to each payday over his/her own signature and that of the director verifying hours worked.

3. All CTD positions will have a written job description that will be used for position evaluation to determine equitable pay with public and private sector jobs comparable to those of the project. The job description will also be used as a basis of agreement between CTD and employees on what work is to be done and will be reviewed at least annually by the Personnel Committee.

B. Leave and Holidays

1. Annual Leave

Each employee may take annual leave with full salary at such time as is mutually agreed upon with the director. Annual leave may be taken in one-day increments or longer, based on the following accrual rate: One working day per month for the first five years of employment; 1.5 working days per month after five years; and, 2 days per month after 10 years.

An employee accrues annual leave from the first day of employment but is not eligible to take accrued annual leave until permanent employee status is reached. If an authorized CTD holiday occurs within an employee's leave period, equivalent time off will be provided.

If a medically documented illness occurs during a vacation, sick leave may be substituted during the annual leave when the employee was ill.

An employee will be reimbursed for a maximum of 80 hours annual leave at the salary rate he or she is earning at the time of termination.

2. Sick Leave

Paid sick leave is accrued at the rate of one working day per month. To cover extended periods of serious illness, a maximum accrual of 30 days of paid sick leave will be allowed. At termination of employment there is no cash reimbursement for unused sick leave.

3. Personal and Emergency Leave

No personal or emergency leave will be granted before permanent employee status is reached. Leave with pay, not exceeding three days per year; will be

granted for personal emergencies or business, which cannot be taken care of outside of normal working hours, subject to the approval of the Director.

4. Temporary Medical Disability

Accrued sick leave and annual leave may be used during medically verified disability and leave without pay may be granted subsequently. A request for temporary medical disability should be in writing from a medical practitioner and be approved by the director. It should state intent to return to work within a reasonable period of time after recovery, but leave time should not exceed one month. On return every effort will be made to place the employee in the same position or one of like status and pay. If such is not available, the employee will be eligible for normal termination benefits. Maternity/paternity leave will be treated as any other temporary medical disability. Adoption of a child qualifies for maternity/paternity leave.

5. Holidays

The CTD office shall be closed and the staff be given paid holidays on the following dates:

New Year's Day	January 1 and one day extra
Martin L. King Birthday	January 2
President's Day	Third Monday in February
Memorial Day	Fourth Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	Second Monday in November
Thanksgiving Day	Fourth Thursday and Friday in November
Christmas Day	December 25 and one extra day
1 Floating Holiday	Day off of choice with reasonable notice

Alternate religious holidays may be taken in lieu of these holidays with reasonable notice. Should a paid holiday fall on a weekend day, the working day immediately preceding or following the holiday shall be taken in lieu of the holiday. Full-time employees shall be given sufficient time to participate in local, state, and national elections being held on a working day.

6. Compensatory Time Off

Employees who work in excess of 40 hours per week may record hours so worked on their time sheets for later use as paid time off in addition to regular annual leave under the following conditions:

- a. In order to accrue compensatory time, the employee must receive approval to accrue compensatory time from the director.
- b. Employees will be allowed to accumulate no more than 20 hours of compensatory time per month and a total of no more than 80 hours.
- c. Prior director's approval is necessary for any time off.
- d. In no instance may accumulated compensatory time be cashed out.

VI. EMPLOYEE DISCIPLINE

If any employee breeches any of the employment requirements listed above and is not immediately terminated for those violations listed under the immediate termination category, his or her supervisor should conference with the employee. And advise the employee to refrain from such actions in the future. A second written violation will result in a written reprimand that is placed in the employee's personnel file. A third violation will result in a three-day suspension without pay. A fourth violation will result in termination.

VII. TERMINATION OF EMPLOYMENT

The end of an employment relationship with CTD will fall within one of the following categories, with applicable policies as indicated:

- A. Unsatisfactory Performance or Conduct
 1. Probationary employees are employees at will and may be terminated for any reason, other than reasons that are discriminatory under federal, state and local law.

2. Permanent employees may be terminated for just cause, and are entitled to use the grievance procedures listed below. "Just cause" is defined as failure to meet the criteria on the employees job description. Grounds for immediate termination include, but are not limited to: gross insubordination; theft of CTD property; use of illegal, non-prescribed drugs and or alcohol during work hours or on CTD property; failure to appear for work after all vacation, sick leave, and any additional leave which the Board of Directors may choose to provide has been exhausted; and/or failure to exemplify the goals or policies of the organization.

Individuals who are involuntarily terminated for unsatisfactory performance will receive two weeks pay at termination.

B. Resignation

Resignation is a voluntary termination freely made for any reason the employee chooses. All employees are expected to give a minimum of two weeks notice in writing.

C. Mutual Agreement

Termination by mutual agreement occurs when both the individual and the CTD Director think that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by CTD, and a departure date is informally agreed upon within a reasonable time period.

D. Reduction in Force

A reduction in force results in job elimination due to reorganization or financial considerations determined by the CTD director and/or the CTD Board of Directors.

E. Severance Pay

Whatever the circumstances of termination, all accrued vacation time not to exceed 80 hours will be paid to the individual. This payment will be made at the time of termination in lieu of extending the termination date and running out accumulated time in absentia.

VIII. GRIEVANCE PROCEDURE:

As noted above, the permanent employees may use the grievance procedure to appeal disciplinary actions or termination. All employees, regardless of status, whether probationary or permanent may, of course, file complaints with outside agencies, including the Equal Employment Commission and the Texas Human Rights Commission. A permanent employee who is dissatisfied with an action taken by his or her supervisor may appeal in writing to the Executive Director. The Executive Director has five working days to resolve the problem or state in writing why the action complained of was taken and can not be rescinded. If the employee is dissatisfied s/he has five working days after receipt of the written response to request a hearing in writing, of the Executive Committee of the CTD Board of Directors. Within five working days of the request, the Executive Committee must notify the employee of a date and time for a hearing on the matter in question. The meeting must be held as soon as is reasonably convenient but not more than ten days after the written appeal is received by the Executive Committee. This meeting may be held either by phone or by telephone conference call. The Executive Committee then has five working days to provide a written response to the employee. If the employee is still dissatisfied, he or she may file complaints with outside agencies. The employee is not required to use this grievance process before filing with outside agencies. An employee who is directly supervised by the Executive Director may appeal to the Executive Board.

In the event that a member of the Executive Committee is a party in interest or has been involved in a decision pertaining to the grievance, that member shall disqualify himself or herself if the grievance reaches that level.

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**COALITION OF TEXANS WITH DISABILITIES
BOARD DIRECTIVE TO PERSONNEL**

DATE: Effective November 24, 1999

REFERENCE: CONFIDENTIALITY

This directive addresses confidentiality issues among CTD's employees and volunteers.

At no time shall an employee or volunteer discuss other employees or volunteers of the organization with anyone, including other staff members and board members or anyone outside of the organization. If necessary, such discussion pertaining to work-related matters may occur with an appropriate supervisor, as for example, in cases involving wrongdoing or situations where the supervisor's awareness, guidance or intervention may be needed.

At no time shall an employee or volunteer discuss the organization with a negative attitude. If the employee or volunteer does not have something positive to say, then nothing should be said that might be detrimental to the organization or a violation of confidentiality within the organization.

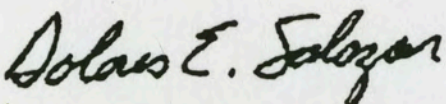
At no time shall an employee or volunteer discuss his/her views, perspectives, or ideas concerning the organization's program difficulties with any other agencies, except in matter of grievances, as per the grievance procedure.

Grievances are to be handled according to the organization's grievance procedures outlined in the Policy and Procedures Manual.

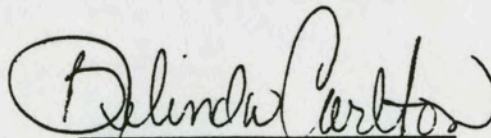
Employee's Signature

Date

This Directive was approved by the Board of Directors in its meeting of October 2, 1999, and is to be added to the Policies and Procedures Manual for employees of CTD.



Interim President



Executive Director

COALITION OF TEXANS WITH DISABILITIES

REASONABLE ACCOMMODATION POLICY REVISED 9/92

POLICY

It is the policy of the Coalition of Texans with Disabilities to comply with the Americans with Disabilities Act (ADA) by providing a reasonable accommodation upon request for a qualified applicant or employee with a known physical and/or mental disability, as defined by the ADA. Reasonable accommodation will be provided unless a request imposes an undue hardship for the organization.

WHAT IS A REASONABLE ACCOMMODATION?

Reasonable accommodation is any change to a program, service, facility, workplace, or job requirement that enables an individual with a disability to participate in the program or service or performance of a job. Reasonable accommodation includes accommodations that are necessary to:

1. Ensure equal opportunity in the application process.
2. Enable a qualified individual with a disability to perform the essential functions of the position held or desired.
3. Enable an employee with a disability to enjoy equal benefits and privileges of employment.

Reasonable accommodation applies only to accommodations that reduce barriers to employment related to an individual's disability. Reasonable accommodation does not include items that are primarily for personal use, such as eyeglasses or hearing aids.

EXAMPLES OF REASONABLE ACCOMMODATIONS

The following are examples of reasonable accommodations:

1. making existing facilities accessible
2. job restructuring (reallocating nonessential functions or altering when and/or how an essential function is performed)

3. part-time or modified work schedules
4. obtaining or modifying equipment or devices
5. providing qualified readers or interpreters
6. modifying examinations, training materials, or policies

WHO IS ENTITLED TO REASONABLE ACCOMMODATION?

Any qualified individual with a disability who meets the experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

PROCEDURES FOR THE REQUEST AND PROVISION OF REASONABLE ACCOMMODATION

Once a request is received by the Executive Director, the Director will determine appropriate accommodation, on a case-by-case basis, using the following steps:

1. Analyze the particular job involved, and determine its purpose and essential functions.
2. Consult with the individual with a disability to ascertain the precise job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.
3. In consultation with the individual to be accommodated and, if necessary, outside technical sources, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
4. consider the preference of the individual to be accommodated and select implement the accommodation that is most appropriate for both the employee and the employer.

UNDUE HARDSHIP

According to the ADA, an undue hardship results when an accommodation would cause significant difficulty or expense for an employer. Determination of whether an

accommodation would impose an undue burden hardship will be made by the CTD Executive Director, on a case-by-case basis, taking into account such factors as:

- * nature and cost of the accommodation
 - * overall financial resources of the office
 - * impact of the accommodation upon the operations of CTD, including
1. whether the quality and quantity of services would be significantly altered or reduced
 2. whether program implementations would be significantly delayed
 3. whether significantly heavier workloads would be created for other employees
 4. whether the ability of other employees to perform their duties would be affected

CONFIDENTIALITY

All records obtained or created during the processing of a request for reasonable accommodation are strictly confidential. These records will be kept in separate medical files apart from an employee's personnel file.

GRIEVANCE PROCEDURES

A final decision on a request for reasonable accommodation may be the subject of grievance. Employees or applicants who wish to file such a complaint should follow the grievance procedures laid out in the CTD Personnel Policy.

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COALITION OF TEXANS
WITH DISABILITIES

DRUG ABUSE POLICY

The purposes of the drug abuse policy of CTD are to provide a safe, productive, drug and alcohol free workplace, to educate employees about the dangers of drug and alcohol abuse, and to encourage employees who need and desire treatment to obtain that treatment. Through implementation of this policy, CTD strives to create a healthier and more productive work environment for all employees and to assure respect and support for each employee as an individual.

The CTD drug abuse policy applies to all employees regardless of rank or position and includes temporary and part-time employees.

The CTD drug abuse policy does not alter or restrict the authority of CTD to make employment-related decisions.

The CTD drug abuse policy applies to the use of illegal drugs and inhalants, as well as the abuse of alcoholic beverages and prescription drugs.

CTD employees are expected to maintain satisfactory job performance and to adhere to a high standard of conduct at all times. It is against CTD policy for employees to use illegal drugs or inhalants, or to abuse alcohol or prescription drugs. Violations of this policy will be reviewed on a case-by-case basis and may result in adverse personnel action, up to and including termination of employment.

CTD does not have a drug testing program in force.

In order to ensure compliance with this requirement, an acknowledgement of receipt of the CTD drug abuse policy will be obtained from each employee.

Received by Employee

Date

