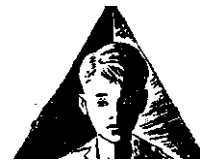


NATIONAL ASSOCIATION FOR RETARDED CHILDREN, INC.

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RETARDED CHILDREN
CAN BE HELPED

SUMMARY OF NARC POLICIES*

November, 1963

I. Statement on the Development of NARC Policies

Since the inception of NARC as a private voluntary organization in 1950, a concerted effort has been made to operate in the most democratic manner possible. This has characterized the development of policies which, in large measure, developed through the various state and local organizations. Membership in NARC includes approximately 85,000 individuals. Each one of these 85,000 persons are members of the national organization by virtue of their membership in the local units.

Members of NARC make their views known through the Delegate Assembly Meetings at the Annual Conventions where major policy decisions are considered and voted upon. The decisions for NARC policy are considered and are determined at the local level. A representative then brings the decisions to the Delegate Assembly and voices the local units' opinions on basic issues involved in NARC policy formulation. In this way, each local and state unit is all important in the determination of NARC policies.

In addition to the fact that the Delegate Assembly is made up of representatives from the local units, every Board member must also be a member of a local unit. The local members, through the Delegate Assembly, elect the NARC Board of Directors.

In essence, NARC policy is formulated by a national Board which has its roots firmly planted in the local unit. Thus local and state associations play a vitally important role in the national movement.

*Presented by Curtis Krishef, Director of Community Services, and Allen Menefee, Consultant on Residential Care, to a meeting of State and Local Executives during the 1963 Annual Convention.

This is not a complete listing of NARC policies. A volunteer committee is currently engaged in codifying all NARC policies.

II, Role of the Executive in NARC Policy Formation

The executive, working through and with his own membership, can aid in the formulation of NARC policies. It is also incumbent upon the executive when he or she feels that current NARC policies might be advantageously modified to bring such suggestions to NARC. An appropriate time to offer changes, or to offer new policy suggestions, is at the time when the NARC Secretary canvasses each of the state and local units requesting this type of information for consideration by the NARC Board. While new policy is being formulated or old policies are being changed, the executive is responsible for helping to carry out those policies that are in existence.

III. Discussion of specific NARC Policies

A. Research

"BE IT RESOLVED that all projects for research on a local, state or national level be cleared through the proper committees to the Scientific Research Advisory Board in cooperation with the National office."

By support of the NARC Research Fund, the members and units join with the scientific Research Advisory Board to give national leadership and visibility to our research objectives. In exceptional circumstances where disbursement at the state level may be called for, state associations are expected to present to the SRAB, in advance, any proposed plan of state level support of research.

Any requests for SRAB review of a proposed research program should be directed to the Chairman of the NARC Research Committee.

To summarize then, each executive must be alert in bringing to the attention of NARC's Scientific Research Advisory Board all projects for research which are being contemplated.

B. Residential Care

There are three statements of NARC policy: One which discusses the nature of institutions passed at our Annual Convention in 1955. Another which says that future planning of state Institutions should include plans for housing no more than 1,500 persons in each institution, and a third which addresses itself to the manner of fee-charging in public institutions for the mentally retarded, passed at our Convention last year.

Briefly, this policy states that charges be limited to the cost of rearing the normal child at home, and families whose incomes are below that described as modest but adequate not be charged and that criteria for determining charges be published and fees based on net taxable income.

The executive should maintain a watchful eye as to the manner in which his state institutions serve the mentally retarded and how new institutions are planned. He should also keep the NARC informed of any new developments in his state.

C. Education

Every school-age child is the responsibility of the public school system; that state departments of education should establish classes and provide leadership and guidance as well as financial aid in the development of day-school programs for the retarded; that teachers should be highly qualified and that educational programs for these children should meet their needs and help them reach their fullest potential, is NARC policy.

The NARC policy also says that school classes conducted by state and local units of NARC should be on a temporary demonstration basis only, with units pursuing the public school systems asking that they take over their rightful responsibilities in the education of the retarded child. Our policy also states that it is incumbent on every unit to cooperate with school boards in providing a meaningful education program for the retarded.

The executive should be alert to needs for educational services in his community or state. This would include an awareness of numbers of school-age retarded children, the extent of special education classes, numbers of children served, classroom facilities, requirements for teachers certification, etc. He should share this information with school administrators and provide leadership to his association in securing additional educational services.

In helping to accomplish all of this, it is NARC's objective to provide professional consultation to facilitate the realization of these policies.

D. Recreation

Recreation programs for the mentally retarded should be adapted to meet individual needs, taking into account the level of social and mental development, chronological age, physical

condition, personality characteristics, and the general capacity of the individual to attain a higher degree of functioning through recreational outlets.

The community should provide wholesome leisure time activities for the retarded which will be best suited to meet the needs of the individual. Sufficient qualified personnel should be employed to insure adequate and proper supervision of all recreation programs for the mentally retarded.

It becomes the executive's responsibility to keep his units apprised of the needs for recreation programs and to work with those agencies in his community or in his state that can provide such recreation programs. The executive should also be cognizant of the importance of trying to secure cooperation from public and tax-supported municipal recreation programs since this is one of the means by which our units can relieve themselves of the responsibility for maintaining a continuing program of recreation far beyond the need for demonstration.

E. Sterilization

"Because of the serious ethical, social, scientific and religious questions involved, the National Association for Retarded Children cannot and does not advocate or promote human sterilization for any purpose."

Here, the executive may address himself to a study of existing statutes relative to this subject in his state, and bring to the attention of appropriate authorities any discrepancy between the NARC policy and the state law.

F. Fund-Raising

As a member agency of the National Health Council, NARC has adopted the following "standards of Fund-Raising practices approved by the National Health Council for Member Agencies":

1. A responsible Board of Directors.
2. Active and necessary program.
3. Responsible fiscal operations with appropriate budgeting, accounting and auditing procedures.
4. Ethical methods of promotions.
5. The elimination of questionable fund-raising methods, such as mailing unordered merchandise, direct telephone solicitation and arrangements to raise funds on a commission basis.
6. Honest reporting of fund-raising costs.
7. Fully reporting to the contributing public.

NARC is a member of the National Information Bureau and, on behalf of our local units, presents its budget annually to the National Budget and Consultation Committee. Local and state executive directors have the responsibility to make certain that their units meet these same standards of fund-raising. Likewise, each executive should report to NARC any violation of these standards by any other organization raising funds on behalf of the mentally retarded.

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Organizational Policies of NARC

A. Membership

One of the areas that NARC has been most active in has been in terms of membership. There is often a great deal of confusion in relation to membership and the payment of dues, support, as well as CHILDREN LIMITED subscriptions. The following statement may help to clarify these areas. The membership dues year runs from March 1st - February 28th. Though the year starts on March 1st, units are given some leeway as far as submitting their dues, because, by NARC policy, any unit that submits dues during the four-month period between March 1st - June 30th is entitled to vote at the Convention. After June 30th all dues are considered delinquent.

B. support and Report Forms

Units whose fiscal year ends between Sept. 1st and Dec. 31st must submit to NARC their Support-Report Forms and support due by February 15th of the following year. Units whose fiscal year ends between January 1st and August 31st must submit to NARC within 20 days of the close of their fiscal year both its support as well as Financial Report Forms. In the case where a state association is a State Member Unit, all local units must forward their Support and Financial Report Forms to the State Member Unit. The state Member Unit in turn is allowed 15 days to transmit all of the support owed plus each of the support Forms to the NARC Headquarters Office.

Within six months after the close of the fiscal year, each unit must submit an audit of their financial records. This is due directly to NARC when there is no State Member Unit. Where there is a state Member Unit the audit must be submitted to the state

Association. The State Member Unit, in turn, is allowed 15 days to forward all audits of local unit financial operations to the NARC Headquarters Office.

There is one more aspect of the Financial Reporting system and this is in regard to those units that have a gross financial operation that is less than \$5,000. If a unit has this small an operational scope NARC does not require a professional audit, because obviously this would impose a hardship for such a small unit. For this unit it is acceptable that an Audit Committee review the financial operation of the unit, and submit, within six months after the fiscal year, a report with three signatures of members of the Audit Committee, one of whom cannot be the treasurer.

Any unit which complies with all mandatory support requirements on schedule, including submission of NARC Member Unit Financial Support Report Forms and the audited Financial Statement, as well as remitting full support within the required time periods shall be entitled to a credit against its payments due and payable in 1964, amounting to 5 per cent of its payment due and paid in 1963.

C. CHILDREN LIMITED

The dues year is tied closely to the receipt of CHILDREN LIMITED by individual members, since every member is entitled to a subscription. The subscription year for CHILDREN LIMITED runs from July 1st - June 30th. Any unit who has additional members following the required dues payment period can submit a list of these new members each month to NARC with payment of dues up until the month of December.

If someone becomes a member after the month of December, starting with January 1st, they are entitled to free subscriptions to CHILDREN LIMITED until the following July when the subscription year begins. Thus, after January 1st the unit can submit the names of members to NARC without payment of dues and each member will receive three free issues of CHILDREN LIMITED until the new subscription year begins in July.

D. Annual Progress Report Forms

These forms are submitted in June to the state unit when there is a state executive director or directly to the local unit when there is no state executive director. The forms are sent in triplicate to the state association office as a bulk mailing so that when the state ARC sends the unit their forms the unit may retain one, the second may be held at the state ARC office for information, and the third is sent to NARC.

When the mailings are directly to the local units, the forms are submitted in duplicate only - one to be held by the local unit upon completion and the other to be returned directly to NARC Headquarters Office. The report forms are completed by the unit covering a period of time from July 1st - June 30th.

For those interested in competing for the Civitan Service Award they are asked to return their forms no later than July 31st. All other units must return their forms not later than Sept. 1st.

E. NARC Protection Plan

This is a group life insurance plan devised especially for parents of retarded children. Any member of a local or state unit of the National Association for Retarded Children who is under age 70, who is a parent of a retarded child and whose name is on record at the NARC Headquarters as a paid-up member of his unit, and who is primarily responsible for the child's support is eligible for this plan.

Whenever a new unit is admitted to NARC the names of the members of the unit are submitted by NARC to the Equitable Life Assurance Company of America, the insurance carrier. Thereafter, the units submit to the Equitable Company directly the names of all new members joining the unit. Further information on the plan may be obtained from: NARC Protection Plan, P. O. Box 1896, New York, New York.

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Organizational Channels

When the local unit needs help it is only logical that the unit should turn to the state association. If the state association is able it should then provide services. In the event that the state association needs additional help the state executive should logically turn to the regional office of NARC. These regional offices have a tremendous wealth of information on almost every aspect of programs and services for the mentally retarded. It makes good sense, therefore, that the state association should turn to the regional office for help. If it happens that the regional office is not able to supply the information needed then it would turn to the NARC Headquarters Office for assistance.

Local units must use their state association, state associations must use and work with regional offices of NARC, and we must begin

to channel our communications and efforts properly if we are to grow into an efficient operating organization. In turn NARC must channel back in the same manner, for this is a two-way street.