

California Brain Injury Association

Standards and Practices

Standard 1: The affiliate adheres to its bylaws, the laws of its state, and a generally accepted code of conduct.

- a. The organization has current articles of incorporation.*
- b. The organization has current bylaws.*
- c. The organization has a current mission statement and a statement of guiding principles.*

Standard 2: The affiliate maintains a governing board representative of various constituencies served with rotation of officers and directors.

- a. The board of directors should be representative of the wide range of brain injury constituencies which includes but is not restricted to: persons with brain injuries, family members, professionals in the medical and rehabilitation fields and individuals with a variety of special skills and experiences (attorneys, public relations professionals, accounting and finance experts, etc.).*
- b. The bylaws and practices should clearly support regular rotation of board directors and officers.*
- c. Regular board meetings should take place (at least 2 per year).
- d. Notice, agenda, and minutes of meetings should be maintained.*

Standard 3: The affiliate formulates annual goals in the areas of services, education, prevention, communication and fundraising and reports activities, outcomes, and progress in its annual report.

- a. An annual strategic plan, operational plan or goals statement should be maintained*
- b. An annual report should be completed.*

Standard 4: The affiliate pursues the promotion of and/or access to community-based services for persons with brain injury and their families in accordance with its goals. (Such pursuits may include, but are not limited to, legislative or regulatory initiatives, participation in advisory bodies, councils, or public forums.)

- a. The organization should describe and document its efforts to pursue and promote access to community-based services for persons with brain injury and their families.*

Standard 5: The affiliate provides an education program in accordance with its goals. (Education may include, but is not limited to, conferences, seminars, or workshops delivered on site or via distance learning; education is distinguished from communication.)

- a. The organization should describe and document its efforts in providing education programming.*

Standard 6: The affiliate provides a prevention program in accordance with its goals. (Prevention may include, but is not limited to, classroom education such as or community activities such as safety fairs, helmet distributions.)

- a. The organization should describe and document its efforts in providing prevention programming.*

Standard 7: The affiliate provides constituent communications in accordance with its goals. (Communications may include, but are not limited to, newsletters, web sites, and action alerts.)

- a. The organization should describe and document its efforts in the area of communications.*

Standard 8: The affiliate provides outreach to persons with brain injury and their families and works for awareness of needs. (Outreach and awareness may include, but is not limited to, brochures, directories, resource materials, posters, videos, public service announcements, and media alerts.)

- a. The organization should describe and document its efforts in providing outreach to persons with brain injury and their families and works for awareness of needs.*

Standard 9: The affiliate conducts fundraising activities in accordance with its goals. (Fundraising activities may include, but are not limited to, grant applications, special events, and other non-dues revenue.)

- a. The organization should describe and document its efforts in conducting fundraising activities.*

Standard 10: The affiliate develops an annual budget in accordance with its goals and files financial reports as required by local, state and federal authorities and for calculation of annual affiliation fee.

- a. The organization should submit financial reports.*

Standard 11: The affiliate is represented by a voting delegate at a national meeting.

- a. Organizations seeking consideration for state affiliate status are not required to attend national meetings.

Standard 12: The affiliate and the Brain Injury Association of America work cooperatively in joint awareness, public policy and fundraising activities.

- a. Organizations seeking consideration for state affiliate status are encouraged to collaborate with the Brain Injury Association of America in the areas of public awareness and public policy. However they are not expected to collaborate in the area of joint fundraising.