Objective:

- To assist in meeting the special needs of members with disabilities who wish to participate in educational events sponsored by the Association.
- To comply with legislation relating to individuals with disabilities.

Policy Statement:

In planning educational events and activities the association will make a bona fide effort to utilize facilities that have a stated policy or practice of compliance with the Americans with Disabilities Act. For these same educational events and activities the association will assist in providing for reasonable accommodation for members to participate in these events.

Brochures, that announce educational events sponsored by the Association, will include a statement to the effect that members who have special needs with reference to the Americans With Disabilities Act must contact the Chair of the Arrangements Committee or other responsible planner of the event prior to the announced date of the event to request accommodation for those needs. The responsible planner will then make a preliminary assessment of the request to determine if the accommodation appears feasible. If the accommodation will require expenditures in excess of monies allocated in the budget, the event
planner will consult with the President of the Association to determine whether the accommodation can and should be made.

If the request is determined to be feasible, the Chair of the Arrangements Committee, other responsible planner, or designee will make a reasonable effort to make arrangements for the accommodation, such as priority seating, special location or placement of equipment used, or other access or communication assistance. If arrangement cannot be made, the member will be notified. Where appropriate, the Chair of the Arrangements Committee or other responsible planner will make alternative suggestions to the member with the disability.

**Rationale:**
Since the association is a non-profit organization with limited financial resources, the organization is limited in its ability to budget and authorize expenditures in order to accommodate persons with special needs. The association will make a reasonable effort to accommodate without placing an undue burden on the association. In addition, in the event that an organization or employer sponsoring the attendance of a member with special needs desires also to financially sponsor the special needs of the member, such as communication or access needs, the Chair of the Arrangements Committee or other event planner will assist in making the special arrangements, if sufficient notice is given.

**Effective Date:**
May 11, 1996
Revision, September, 2011