

BY LAWS OF THE DISABLED RIGHTS ACTION COMMITTEE

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ARTICLE I

IDENTITY

CITY RECORDER

This agency is known as the Disabled Rights Action Committee (DRAC). It is located at 339 East 3900 South #205, Salt Lake City, Utah 84107. It is an organization governed by a Board of Trustees known as the Board of Directors.

MISSION STATEMENT: The Disabled Rights Action Committee is a Utah organization committed to expanding and assuring the rights of people with disabilities to boldly go where everyone else has gone before.

PURPOSE: The purpose of DRAC is to organize, provide access, reasonable accommodation and support alternatives for people with disabilities primarily in the State of Utah, without regard to race, color, creed, sex, disability, age, sexual orientation, religion or national origin.

A. The organization will strive to:

1. Educate and empower people with disabilities and their supporters.
2. Provide leadership opportunities for people with disabilities and their supporters.
3. Assist people with disabilities gain their fullest potential as citizens of the United States of America and of the State of Utah.
4. Encourage enforcement of all applicable laws and regulations that affect the lives of people with disabilities.
5. Advocate needed changes in local, state and national statutes, rules or regulations.

ARTICLE II

BOARD OF DIRECTORS

A. The purpose of the Board shall be:

1. To develop policy, goals, objectives, and general guidelines for the organization's operations.
2. Review and evaluate the goals and objectives of the organization.
3. Ensure enforcement of policy directives.
4. Raise necessary funds for the ongoing operation of the organization.

B. The Board shall have control of all assets of the organization.

C. The Executive Director serves at the discretion of the Board.

- D. The Board shall establish criteria for membership of the organization and may establish fees as deemed appropriate.
- E. The Board shall consist of not less than five (5) or more than fifteen (15) members, who are representatives of the Disability community.
- F. In case of vacancy or in accordance with policies governing the same, the Board may elect a person to the Board who will serve until the next annual meeting.
- G. Any member may be removed from the Board for cause as defined in the Policies and Procedures.
- H. Removal of a member for cause shall require a vote of three-fourths (3/4) of the remaining members of the Board.

ARTICLE III

OFFICERS

CHAIR

- A. The Chair presides at all meetings of the Board and gives leadership to the Board as it develops policies, does long range planning and carries out the tasks necessary to achieve the purposes the organization.
- B. The Chair works with the Executive Committee to prepare an agenda for all meetings of the Board.
- C. The Chair presides at meetings of the Executive Committee and is an ex officio member of all committees of the Board except for the Nominating Committee.
- D. The Chair has a seat, voice and vote at all meetings of the Board.
- E. The Chair appoints all committees of the Board in consultation with the Executive Director and subject to the approval of the Board.

VICE CHAIR

- A. The Vice Chair, in the absence of the Chair, performs the duties of the Chair.
- B. The Vice Chair shall succeed to the Chair in the event of death, resignation, and/or removal of the Chair
- C. In the absence of both the Chair and Vice Chair at any meeting of the Board, a member of the Board shall be elected Chair pro tem.
- D. The Vice Chair is a member of the Executive Committee.

SECRETARY

- A. The Secretary is responsible for seeing that the proceedings of all meetings are suitably recorded.
- B. The Secretary is responsible for keeping records of attendance and membership.
- C. The Secretary is responsible for seeing that notices of meetings are distributed to the Board and those members that request them.
- D. The Secretary is a member of the Executive Committee.

TREASURER

- A. The Treasurer is authorized to sign checks.
- B. The Treasurer is responsible for submitting to the Board a current statement of financial affairs at least quarterly.
- C. The Treasurer is responsible to assure there is a working Finance Committee to promulgate a proposed budget to be presented at the January Board meeting for approval.
- D. The Treasurer sees that all accounts are kept using generally accepted accounting procedures.
- E. The Treasurer is a member of the Executive Committee.

ARTICLE IV

COMMITTEES

- A. There shall be an Executive Committee composed of the Officers and administrative staff. The Executive Committee shall act as the Executive Director in the event there is no Executive Director.
- B. There will be a Finance Committee comprised of a minimum of the Executive Director, Associate Executive Director and Treasurer. This committee shall prepare a yearly budget for approval by the January meeting.
- C. There will be a Nominating Committee appointed by the Chair to fill vacancies and shall consist of a minimum of three (3) Board members. This committee shall propose candidates to be elected as officers at the annual meeting.
- D. The Chair has the authority to form and disband committees as needed.

ARTICLE V

MEETINGS

- A. The Board shall meet monthly at a time and place convenient to the majority of Board members.
- B. Special meetings may be called by the Executive Director, Chair or any three (3) members of the Board with 10 (ten) days notice before the meeting is scheduled.
- C. A quorum of the Board shall consist of one-half plus one members of the Board.
- D. If there is any meeting without a quorum, attending Board members may act in the name of the organization. However, any actions taken shall be subject to approval at the next meeting in which there is a quorum.
- E. All meetings shall be open to the public, with the exception of the Executive Committee or Board when dealing with confidential financial or personnel issues.
- F. Any member in good standing shall have a voice, but not a vote, at all meetings with the exception of the Annual Meeting where all members in good standing shall have a vote.
- G. There shall be an annual meeting of the membership with date, time and place set by the Board.

ARTICLE VI

EXECUTIVE DIRECTOR

- A. The Executive Director can hire and fire staff with approval from the Board.
- B. All persons in the organization whether paid or volunteer shall be under the direction of the Executive Director.
- C. The Executive Director and Associate Executive Director shall be a member of the Executive Committee with a voice, but no vote unless needed in the event of a tie.

ARTICLE VII

FINANCE

- A. The Fiscal year shall be the calendar year – January 1-December 31.
- B. All funds of the organization shall be under the control of the Board of Directors
- C. A maximum of five (5) persons shall be authorized to sign checks.
- D. Two signatures are required on all checks.
- E. Detailed accounts of income and expenses shall be the responsibility of the Treasurer.

- F. A financial report shall be submitted to the Board at the end of each fiscal year plus others as requested by the Board.

ARTICLE VIII

AMENDMENTS

- A. Proposed amendment(s) to the bylaws shall be submitted in writing to the Board one month previous to the proposed vote.
- B. The amendment must detail the reason for the amendment(s).
- C. These bylaws may be amended by a majority vote of a regular Board meeting with the required quorum present.