

The Arc of North Central Iowa Bylaws

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I. NAME AND MISSION STATEMENT

1. The name of the organization shall be **The Arc of North Central Iowa.**
2. **Mission - to advance through all resources/services the total well-being , dignity, individual potential, choices and rights of citizens with intellectual and developmental disabilities so they may live, work, and enjoy life in our community.**

II. MEMBERSHIP

1. Membership may be obtained **upon payment of dues.**
2. Members whose dues have not been waived and who are in arrears for one year shall be dropped from the membership.
3. Membership may be on either an individual or family basis. A family membership shall entitle the family to hold office. Each member, whether individual or family is entitled to one vote.
4. Membership lists will not be published or made available to anyone or any group outside **The Arc of North Central Iowa** except where the Board of Directors finds such publication or availability will serve the best interest of **The Arc of North Central Iowa.**
5. Members in good standing shall be those persons whose dues have been paid.
6. Only members in good standing shall be eligible to vote on all questions at all general and special membership meetings, to be nominated to election, or appointed to hold office.
7. Members in good standing who are of legal majority age under Iowa law shall be eligible to hold office except non residents of the State of Iowa and employees of the Arc.
8. Control of **The Arc of North Central Iowa** shall rest with the membership. Any action of the Board of Directors shall be subject to review by the membership on the request of any member at a regular meeting or at a special meeting called for that purpose. Any action of the Board of Directors may be altered or rescinded by two-thirds vote, with a quorum present, provided no rights of third parties are **affected.**
9. Any general member whose actions are prejudicial to the interest of **The Arc of North Central Iowa** or persons with intellectual disabilities may be expelled with **appropriate evidence and voted on by the Board of Directors.**

III. DUES

1. Active members shall pay dues in the amount to be determined in advance by the membership at the annual meeting each year, or at any special meeting called for that purpose. The amount of the annual dues shall include the dues to **The Arc of North Central Iowa and The Arc of the United States.**
2. Membership dues shall be for one year payable upon **written notification.**
3. Dues may be waived in specific cases by the Board of Directors when the payment of dues would constitute a hardship. Any family , in which there is a person who has an **intellectual disability**, and is unable to pay dues, shall be permitted to continue as a member of **The Arc of North Central Iowa** and shall retain the right to vote.
4. **The Arc of North Central Iowa** shall pay dues to **The Arc of Iowa and The Arc of the United States** of all members in good standing including all those members whose dues have been waived.

IV. MEMBERSHIP MEETING

1. A minimum of three meetings shall be held per year. Members shall be notified in advance of all meetings.
2. The regular membership meeting in June shall be designated as the annual meeting for the election of officers and directors and may not be omitted.
3. Special meetings may be called by the President or upon written application of five members made

to the Secretary who shall mail notices to all members not less than one week prior to the meeting stating the purpose of the meeting. No other business may be transacted at a special meeting.

4. A quorum shall consist of 15 percent, or five, of the members in good standing whichever is greater. They must be present in person.

5. Written notice stating the place, date and hour of all membership meetings shall be mailed or delivered not less than three nor more than thirty days before the date of the meeting, within such time, and in such manner, and at such places, as shall be directed by the President, the secretary, or the officer or persons calling the meeting, to each member entitled to vote at such meeting, unless otherwise specified in the bylaws. The Board of Directors shall set the date, hour and place for the annual meeting and prescribe the notice to be given therefore.

V. OFFICIAL AND FISCAL YEARS

1. The official year of **The Arc of North Central Iowa** shall begin July 1st and end June 30th as it applied to Officers and committees.

2. The fiscal year shall begin January 1st and end December 31st.

VI. BOARD OF DIRECTORS

1. The Board of Directors shall consist of the elected officers, the immediate past President, and the elected directors in accordance with the number determined and elected by the membership at the annual meetings. At least one-third of the members of the Board of Directors shall be parents, relatives or legal guardians of a person with an intellectual disability. At least **three** Board Members shall be a self-advocates.

2. **Chairs of all committees shall be members of the board and shall be appointed by the President.**

3. The Board of Directors shall hold a **monthly** meeting.

4. Special meetings of the Board may be called by the President, or by the Secretary upon written request of three Board members, at any time on not less than 24 hours notice.

5. A majority of the Board of Directors, present in person, shall constitute a quorum.

6. The Board of Directors shall be responsible for the conduct of the business of **The Arc of North Central Iowa** and shall be empowered to employ such professional and other personnel as required to administer the affairs of the Arc of North Central Iowa and to prescribe their duties and terms of their employment. The Board of Directors shall exercise all other powers inherent in The Arc of North Central Iowa except those expressly reserved to the membership.

7. The Board of Directors shall have authority to adopt emergency bylaws as provided by the code of Iowa.

8. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

VII. OFFICERS

1. The officers shall include a president, the immediate past president, vice-president, a secretary, and a treasure, and the directors in the number determined and elected by the membership at the annual meeting.

2. All officers and directors shall be of legal majority age under Iowa Law and residents of the State of Iowa and members in good standing.

3. No employee of **The Arc of North Central Iowa** shall serve as officer, director, committee member or delegate.

4. No officer or director shall receive any compensation for their services as an officer or director.

VIII. TERMS OF OFFICE

1. The officers of **The Arc of North Central Iowa**, with the exception of the directors, shall serve for a

term of one year, beginning July 1st following their election , or until the qualification of their successors.

2. Directors shall serve for a term of two years, beginning July 1st following their election, or until the qualification of their successors.

3. No person shall be elected to the same office or as a director for more than three consecutive terms, except the secretary and the treasurer.

4. All vacancies in the elective position, except that of the president, shall be filled for the unexpired term by persons elected by the Board of Directors.

IX DUTIES OF OFFICERS

1. The President shall preside at all meeting of The Arc of North Central Iowa and the Board of Directors. The President shall appoint the chairpersons of all committees, with the approval of the Board, and supervise, directly or indirectly, their work, except the Nominating Committee. The President may appoint special committees as required. The President shall act as the executive officer of the **Association** and, in general, perform the duties usually associated with the office of president. The President shall present an annual report to the membership **immediately following** the close of the fiscal year and be responsible for its being sent to **The Arc of Iowa** and **The Arc of the United States** along with the audited financial report, at the time required by **The Arc of the United States** and **The Arc of Iowa**.

2. The Vice President shall succeed to the presidency in case of a vacancy in that office. The Vice President shall preside at all meetings and perform the duties of the President in his/her absence or disability. The Vice President shall undertake such other responsibilities as the President may assign.

3. The Secretary shall handle the correspondence of the Association and maintain a record of the proceedings of all meetings of the membership and the Board of Directors. The Secretary shall be custodian of all records. The Secretary shall file with the **The Arc of Iowa a copy of the article and Bylaws, when amended**.

Section 4. The Treasurer shall receive all revenues of **The Arc of North Central Iowa** and shall maintain a complete and accurate account of all funds received and disbursed. The treasurer shall deposit all such funds in an FDCI insured bank. The Treasurer shall be bonded by the umbrella policy of **The Arc of Iowa**. The Treasurer shall present an annual report to the membership immediately after the close of the fiscal year listing all the receipts and disbursements by budget categories. The Treasurer, **along with the Advocacy and Services Coordinator**, shall be responsible for sending annual dues and membership lists to **The Arc of Iowa** and **The Arc of the United States**.

X. ELECTIONS

1. There shall be a Nomination Committee composed of three members. One member shall be appointed by the Board of Directors from among its members. The other two members **shall be elected by the membership at a regular membership meeting prior to the Annual Meeting. The membership shall elect one of these three as chair**.

2. The Nominating Committee shall prepare a slate of candidates for election as officers and directors and shall secure the consent of its nominees to serve if elected. It shall report its nominations at the Board meeting prior to the annual meeting.

3. Officers and Directors shall be elected at the Annual Meeting and shall take office on July 1 following their election.

4. Nominations shall be permitted from the floor. All nominees, whether nominated by the committee or from the floor, shall be members in good standing, who have given consent to the nomination.

XI. STANDING COMMITTEES

1. The standing committees shall be the Budget and Finance, Marketing, Program, Membership, Governmental Affairs, and Audit Committees.

2. Any of the foregoing committees maybe be combined to form joint committees, except the Budget and Finance Committee and the Audit Committee which are mandatory separate committees.

XII. DUTIES OF STANDING COMMITTEES

1. Budget and Finance Committee. This committee shall plan and conduct, or provide for, fund-raising projects or other means of financial support that will furnish the income needed to finance **The Arc of North Central Iowa** activities and to support **The Arc of Iowa** and **The Arc of the United States** in accordance with their current policies. The committee shall coordinate its activities with those of **The Arc of Iowa** and **The Arc of the United States** in order to present a united and consistent front to the public insofar as this is practical. The committee shall prepare a budget for approval by the Board of Directors for the forthcoming fiscal year and assist the Board of Directors in adjusting the budget from time to time to fit the program and financial status of **The Arc of North Central Iowa**. This committee will also serve as an advisory group to the Treasurer in all his/her activities.
2. Marketing Committee. This committee shall acquaint the public with all appropriate facts on **intellectual disability** and on activities of this **The Arc of North Central Iowa** in order that the public may become aware of what is being done and what needs to be done to properly serve **persons with intellectual disabilities**. It shall make use of available press, radio, newspaper, and television and on-line facilities. It shall **issue a newsletter and operate a speakers' bureau**. It shall maintain liaison with **The Arc of Iowa** and **The Arc of the United States** to ensure that accurate and consistent information is given to the public. Other committees desiring to have their work publicized shall work through and cooperate with this committee.
3. Program Committee. This committee shall be responsible for planning the program for the meetings and for making any necessary arrangements.
4. Membership Committee. This committee shall be responsible for informing new and potential members about **The Arc of North Central Iowa** and for receiving applications for membership. It shall keep an up-to-date membership list, including addresses and telephone numbers, and **E-mail addresses**.
5. Governmental Affairs. This committee shall compile information of a legal nature to be of benefit to people with **intellectual disabilities** and their families concerning the legal status of people with **intellectual disabilities**, parental rights, questions of taxation, guardianship, inheritance, etc. and analyze needs to be met through legislation and work to coordinate such activity at the state and national level.
6. Audit Committee. This committee shall be either an independent auditor or three persons other than officers of **The Arc of North Central Iowa**. It shall audit the Treasurer's records by March 31st. This committee shall present the audit to the membership at the meeting following the completion of the audit. The president shall send a copy of this audited financial report to **The Arc of Iowa** at the prescribed date.
7. **Self Advocacy. This committee shall include self advocates and be responsible for awareness of self advocacy issues and public policy decisions.**

XIII. EMPLOYEES OF THE ARC OF NORTH CENTRAL IOWA

1. **The Arc of North Central Iowa shall employ at least one person as Advocacy and Services Coordinator.**

XIV. AREA OF ACTIVITY

1. The area which **The Arc of North Central Iowa** intends to serve **lies within the** boundaries of and includes the following counties - Kossuth, Winnebago, Hancock, Cerro Gordo, Worth, Franklin, Mitchell, Floyd, and Butler.

XV. RELATIONSHIP WITH THE ARC OF IOWA AND WITH THE ARC OF THE UNITED STATES.

1. This **The Arc of North Central Iowa** agrees to maintain membership in **The Arc of Iowa** and **The Arc of the United States** to support them in every way, and to adhere at all times to their policies. **The Arc of North Central Iowa** further agrees to send **The Arc of Iowa** a copy of its audited financial report, including a list of all income and disbursements, at the prescribed date, and to support financially the

activities of **The Arc of Iowa** and **The Arc of the United States** in accordance with their stated policies.

XVI. AMENDMENTS

1. These Bylaws may be amended by a two thirds vote of members present at a general membership meeting. Any proposed amendment must be available in writing and/or on the website for the Arc of North Central Iowa at least three weeks prior to that general membership meeting.