



Metro Area Mayors' Committee For People With Disabilities

Serving Dilworth, Fargo, Moorhead, and West Fargo
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CONSTITUTION

ARTICLE I

NAME

The name of the Committee is Metro Area Mayors' Committee for People with Disabilities and is associated with the Mayors of Dilworth, Fargo, Moorhead and West Fargo.

ARTICLE II

The term disability, as defined by the Americans with Disabilities Act, with respect to an individual is:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such an impairment or
- Being regarded as having such an impairment

PURPOSE

The purpose of this Committee is to assist people with disabilities into full partnership in the life of the communities, state and nation, recognizing the following goals:

1. Educate the public on the challenges, needs and abilities of people with disabilities.
2. Promote utilization of workers with disabilities.
3. Conduct public relation activities in these areas and coordinate services for people with disabilities.
4. Act as a liaison between local citizens and the Mayors' Committee, for full inclusion of people with disabilities.
5. Make it known, the Committee does not provide rehabilitation or job placement services. By law, these responsibilities are assigned to specific agencies, and branches of the federal and state governments.
6. Recognize outstanding achievements and efforts by individuals and organizations to create an inclusive community that acknowledges and embraces the talents and contributions of people with disabilities.

ARTICLE III

FINANCIAL AGREEMENT

A committee member may enter into a financial agreement or transaction with the organization provided that:

1. The organization enters into such an agreement or transaction only when the transaction is clearly of benefit to the organization and
2. The Committee votes on and approves the transaction, which is to be verified by the committee minutes and
3. The interested committee member(s) with whom the transaction is made is to abstain from a vote related to the transaction.

The Executive Committee, with the approval of at least two officers, can approve a transaction of no more than \$200.00 without approval of the membership.

METRO AREA MAYORS' COMMITTEE FOR PEOPLE WITH DISABILITIES

BYLAWS

ARTICLE I

MEMBERSHIP

1. The Committee shall consist of open-ended membership. Members will include but are not limited to, health agencies, business community members, people with disabilities, medical services, etc.
2. Members are encouraged to be active members with full participation and voting rights, or send a representative on their behalf. Members or their representatives must be present to vote.
3. The Committee will pay or reimburse any member for registration or entrance fee to workshops, chamber events, etc upon approval of the membership present. Those members requesting funds for such a purpose must have a 60% or better attendance rate (6 out of 10 meetings) prior to the event. Any member requesting exemption must request in writing to the Executive Committee.
4. A quorum shall consist of ten (10) members of current membership.

ARTICLE II

ELECTIONS

1. Officers shall be elected, in June of each year, by the general membership present to serve a term of no more than three, one-year consecutive terms. Members can be eligible for office after vacating the office for one year.
2. Nominations for only one office at a time shall be presented and only one office shall be filled at each balloting.
3. A nominating committee of three members, excluding current officers, shall be selected from the general membership.
4. Nominating from the floor shall also be solicited and a majority shall constitute election.

ARTICLE III

OFFICERS AND EXECUTIVE COMMITTEE

Officers shall be Chair/or Co-Chairs/Parliamentarian, Secretary, and Treasurer. Duties of the officers include, but are not limited to:

1. Chairperson or Co-chairpersons: Prepare for and lead monthly MAMC and Executive Committee meetings, lead annual planning session in the summer for the Executive Committee, ensure MAMC follows the purpose and guidelines designed in the constitution and by-laws.
2. Secretary: Take minutes of the monthly MAMC and Executive Committee meetings, distribute monthly MAMC meeting minutes and agenda to members, and keep MAMC records.
3. Treasurer: Keep financial records of all expenditures and deposits. Give treasurers report at each meeting. Provide report of previous year's budget and submit recommended budget report for the upcoming year. Upon approval of the Executive Committee, necessary expenses incurred by members of the association shall be reimbursed from the treasury.
4. Any officer may be removed from office with or without cause by the vote, at a full committee meeting at which a quorum is present.
5. Any officer may resign from office by submitting, in writing, to the Executive Committee and it will take effect upon receipt.

NOTE: The past chair serves in an ex officio role to foster continuity in facilitating the purpose and actions of the membership.

ARTICLE IV

MEETINGS

1. The customary date of the regular meetings shall be the second Thursday of each month. The time and place is to be set by the Executive Committee.
2. The number of regular meetings per year shall not be less than ten (10) per year. A special meeting may be called by the Executive Committee.

ARTICLE V

COMMITTEES

1. The standing committees shall be: Executive, Public Relations/Grant Committee, C.O.P.P. Program, and Awards Banquet Committee.
2. Ad hoc committees shall be created by the Executive Committee for specific functions and will cease to operate when the need is met.

ARTICLE VII

RULES OF ORDER

Robert's Rule of Order, Revised, shall be accepted parliamentary authority except as modified and supplemented in the Constitution and By-laws.

ARTICLE VIII

RESPONSIBILITIES OF STANDING COMMITTEES

Executive Committee: The Executive Committee is composed of the MAMC officers and the immediate chairperson/chairpersons. Duties of the Executive Committee include, but are not limited to:

1. Set the agenda for the monthly MAMC meeting.
2. Attend to issues that arise between MAMC meetings and present those issues to the MAMC at the next meeting.
3. Monitor the chairs of all committees so they are completing designed assignments.
4. Lead MAMC public relations efforts, including MAMC booths at events and the MAMC website upkeep.

Public Relations/Grant:

1. Promote the Grace Tveiten Grant to the membership and community
2. Receive application and submit copies to all members of the committee
3. Each member shall review the application and request/recommend additional information if needed
4. Re-review or engage in dialogue with committee to make a final decision
5. Notify sponsor of the committee's decision
6. Report to the membership at monthly meeting
7. Follow all guidelines and review annually in the summer
8. See guidelines established by the committee chair

Citizens On Parking Patrol (C.O.P.P.) Program:

1. Work cooperatively with the Fargo Inspectors Office, City Police Department, City Attorneys Office, and Freedom Resource Center
2. Assist in educating businesses on the city ordinance in regards to the appropriate accessible parking signage
3. Monitor volunteers' activities as related to the parking violations and compliance
4. See guidelines established by the committee chair

Awards Banquet Committee:

1. Set date of banquet sometime in April
2. Choose physical location of banquet and luncheon menu
3. Notify area Mayors of set date and time of banquet
4. Open up nominations from the membership and community
5. Select, from membership, individuals to determine honorees
6. Coordinate table sponsors, flowers, and plaques
7. See guidelines established by the committee chair

Note: Current award categories are listed as follows:

- Outstanding Citizen
- Employer of the Year
- Entrepreneur
- Healthcare Professional
- Placement Specialist
- Universal Access
- Educator/Teacher

ARTICLE IX

AMENDING THE CONSTITUTION AND BYLAWS

The constitution and bylaws may be amended in whole or in part by submitting to all members such amendments in writing one week prior to any regular meeting. Amendments may be adopted by a quorum of ten (10) members.

Adopted September 11, 1985.

Revised January 6, 1997

Revised August 9, 2007

Revised May 30, 2008