

# DCFCA By-Laws

As last amended June 24, 2015

## BY-LAWS

### Article I. Assembly Meetings

Section 1. The Assembly shall meet at 7:00 p.m., or at such other time as may be designated by the President or determined by the Assembly.

Section 2. Meetings shall be held in a convenient, centrally located place as may be designated by the President or determined by the Assembly.

### Article II. Elections

Section 1. Officers shall be elected by written ballot, by a plurality vote at the Annual Meeting.

Section 2. In the event of a tie, balloting must continue at the current Annual Meeting until a winner is declared.

Section 3. In order to vote in the annual election, an Association must have attended at least half of the general membership meetings for the term.

### Article III. Quorums

At least one delegate or at-large delegate from each of at least ten financial member organizations shall constitute a quorum for the Assembly. Seven members shall constitute a quorum for the Executive Committee, provided that three of them are officers, one of whom is the President or a vice president.

### Article IV. Dues

Section 1. Annual dues for each member organization shall be fifty (\$50.00) dollars, payable beginning January 1st of each year.

Section 2. Each member organization that fails to pay the annual dues by March 30th shall be listed as un-financial. Thereafter, a member organization may regain financial status by paying \$50.00 annual dues plus a late fee of \$10.00.

Section 3. A member organization that has been un-financial for more than one year may be reinstated upon payment of a year's dues, provided that it remains in full compliance with Article III, Section 2, of the Constitution.

Section 4. When a member organization is admitted after May of any year, the Membership and Credentials Committee may recommend prorating the initial dues.

### Article V. Committees

Section 1. The following standing committees shall be appointed by the President: Amenities, Auditing, Awards Program, Awards Selection, City Planning and Economic Development, Constitution and By-Laws, Education, Environmental Services, Federation Budget, Health and Human Services, Housing, Legislative, Membership and Credentials, Public Relations and Web Site, Public Safety, Public Utilities, Recreation, Scholarship, Transportation, and Ways and Means. The power of the President to appoint Standing committees carries with it the power to

appoint the Chair and the members of each committee and to fill any vacancy that may arise in the committees.

Section 2. An Administration Committee shall consist of the five elected secretaries and such other members as the President may appoint. The President shall designate the chair of the committee.

Section 3. A Legislation Committee shall consist of a chair appointed by the President, the chairs of standing committees with pending legislative business, and such other members as the President may appoint.

Section 4. The President may appoint such ad hoc committees as the business of the Federation shall require.

Section 5. A Nominating Committee of seven members, no two of whom shall come from any one member organization, shall be elected at the September Assembly meeting. The President shall appoint a convener of this Committee, which shall elect a chair at its first meeting. The Committee shall meet in person or by conference call, and shall make its report of a slate to the October Assembly meeting. It shall conduct the election of officers at the annual meeting.

Section 6. All standing, special, and ad hoc committees shall be staffed by delegates and alternates certified to the Federation. Non-delegates may be appointed in a nonvoting capacity if approved by the Assembly.

Section 7. The President shall be an ex officio voting member of all committees except the Nominating and Auditing committees.

## **Article VI. Guidelines**

The Executive Committee shall prepare Committee Guidelines for each standing and special committee except the Audit and Budget committees, and Financial Guidelines for officers and committees involved in handling funds, and may prepare Guidelines for other officers. The Guidelines shall take effect upon adoption by a majority of delegates at any Assembly meeting, provided that they have been submitted in writing to each delegate at a previous regular meeting, and that due notice is given in the call to the meeting. Such Guidelines may be amended upon the recommendation of the Executive Committee on the same conditions as they were originally adopted.

## **Article VII. Reports**

Except upon unanimous vote of the Assembly to the contrary, all reports of all committees shall be submitted in writing.

## **Article VIII. Rules of Order**

Robert's Rules of Order Newly Revised shall govern in all proceedings of the Federation in the absence of any other rule to the contrary adopted by the Assembly.

## **Article IX. Order of Business**

The order of business at each Assembly meeting shall be:

1. Invocation
2. Roll Call of Member Organizations
3. Reading of the Minutes
4. Reading of Communications
5. Report of Treasurer
6. Executive Committee Recommendations
7. Concerns of Member Organizations
8. Reports of Standing Committees
9. Reports of Special Committees
10. Unfinished Business

11. New Business and Announcements
12. Adjournment

### **Article X. Amendments**

These By-Laws may be amended in the same manner as the Constitution may be, as set forth in Article X of the constitution; but the By-Laws may be temporarily suspended by a two-thirds (2/3) vote of delegates present and voting.