

BYLAWS
DALLAS AREA COUNCIL of the BLIND
a chapter of
THE AMERICAN COUNCIL OF THE BLIND OF TEXAS
Amended March 19, 2022

BYLAW I – Members

Any person who has reached the age of thirteen (13) years and is a resident of the area served by this Chapter may apply for membership. However, no member of any other chapter of ACBT may have membership in this Chapter. A majority of the members must be visually impaired.

There are six (6) categories of membership: junior members, members of a local chapter, members of an affiliated group, members at large, life members, and sustaining members.

A. JUNIOR MEMBERS: Any person who has attained the age of thirteen (13) years, but has not yet attained the age of eighteen (18) years, may join ACBT as a member-at-large or by joining one of its chapters or affiliates by paying annual dues and completing an application for membership. A Junior Member has full voting rights; however, that Junior Member cannot hold a position on the ACBT Board of Directors, including officer, director, or chapter or affiliate representative. If approved by a

chapter or affiliate of ACBT, a Junior Member may serve as a Director on the chapter or affiliate board of directors.

BYLAW II – VOTING AND DUES:

- A. Voting rights of members shall be limited to those in good standing.
- B. Members who have not paid their dues by February 15 are delinquent and not eligible to vote at the national convention.
- C. In order to vote in local elections, constitutional or bylaw changes, dues must have been received 45 days prior to this event.
- D. Dues for members shall be set by the Chapter for the calendar year in the amount of ten dollars (\$10.00)
- E. Dues received after October 1 shall be considered dues For the current year and following calendar year.

BYLAW III – DUTIES OF OFFICERS:

- A. The duties of the President shall be:
 - 1. To serve as executive head of this Chapter.
 - 2. To enforce the provisions of the Constitution, By-laws, Resolutions and Policies adopted by the members.
 - 3. To appoint committees with approval of the Members so appointed, as may be necessary for the successful operation of this Chapter.

4. To exercise all of the duties usually performed by such executive officer.
5. To serve as Ex-officio member of all committees.
6. In a proper case, and for failure to perform duties, remove any member of such committee and appoint a successor.
7. To be responsible for the supervision of all employees of this Chapter and for the selection and dismissal of said employees.
8. To appoint a Sergeant-at-Arms and a Parliamentarian.
9. To appoint a sighted assistant to the Secretary and/or Treasurer when deemed necessary.
10. To co-sign checks.

B. The duties of the First Vice-President shall be:

1. To have all authority to perform all duties of the President during the President's absence.
2. To chair the membership and credentials committee and to assume responsibility for membership renewal and recruiting new members.
3. To perform other duties as may be prescribed by the President.
4. To fill the vacancy created by the death or resignation of the President, to assume duties and responsibilities of the President, and to continue in that office for the remainder of the term.

5. To surrender all records and property of this organization to his/her successor.

C. The duties of the second Vice President shall be:

1. To assume responsibility for fund raising.
2. To perform other duties as may be prescribed by the President.
3. To surrender all records and property of this organization to his/her successor.

D. The duties of the Secretary shall be:

1. To maintain a list of all members.
2. To keep a record of all proceedings.
3. To co-sign all checks when not co-signed by the President.
4. To be responsible for distribution of all written materials.
5. To surrender all records and property of the organization to his/her successor.

E. The Duties of the Treasurer shall be:

1. To serve as custodian of all funds.
2. To keep accurate records of all financial transactions.
3. To deposit all funds in a bank designated by the officers.
4. 4 To sign any instrument disbursing money along with designated co-signer. In the absence of the treasurer, the secretary and president may co-sign.

5. To submit books for inspection to any officer of this Chapter or to any group of five members requesting such inspection.
6. To submit books to any auditor designated by the President.
7. To perform such other duties as may from time to time be designated by the President.
8. To forward to the Secretary names of all members as dues are received.
9. To provide a written and verbal financial report at each chapter meeting. If the treasurer is unable to attend the meeting, the treasurer shall provide a written report to the president.
10. The Treasurer shall chair the finance and budget committee.
11. For the on line banking, cosigners on the account shall be provided access through a log in code to be able to monitor information and activity on the account.
12. All financial disbursements require prior chapter membership approval.
13. The treasurer shall be responsible for obtaining access to having an annual treasury review/audit through a licensed CPA.

- F. The duties of the Director who shall serve on the ACBT Board shall be:
1. To represent the Chapter during all ACBT board meetings.
 2. To report and forward all information pertaining to ACBT to the local Chapter officers and members.
 3. The director may be appointed by the President or elected by the membership.
- G. The duties of the immediate past President shall be:
1. To offer advice and consultation to any other officer who requests it.
 2. To chair the constitution and By-laws committee.
- H. The duties of the President Emeritus shall be: To provide suggestions and advice as requested from the officers and membership.
- I. The Board of the Dallas chapter is composed of the seated officers and is responsible for setting chapter policies.

BYLAW IV – VACANCIES

Vacancies of officers shall be filled in the Following manner.

- A. The President shall be succeeded by the First Vice President.
- B. A vacancy in any office except that of the President Shall be filled at the next regular meeting by the nominating

and election procedure prescribed and shall be for the unexpired term.

BYLAW V – Meetings

- A. Regular chapter meetings shall be held at least quarterly. The time and place to be determined by the membership. A meeting of the members of the Dallas Area Council, its board of directors, or any committee designated by the board of directors may be held in person or virtually by any communication system that facilitates real-time interaction among meeting participants.
- B. In the event of circumstances that make it inadvisable to hold the meeting at the designated time and place, the decision to change the meeting logistics must be made no later than two days prior to the agreed-upon time and requires a consensus of the chapter president and two additional officers. The change will be communicated to the Telephone Committee chair immediately by the chapter president by both phone and email. The president will also send an announcement by email to chapter membership.

BYLAW VI – NOMINATIONS AND ELECTIONS:

- A. The president shall appoint a Nominating Committee at least thirty (30) days prior to an election and the committee shall report during the next meeting.

- B. Nominations may be made from the floor during
- C. elections. However, the nominee must have agreed to serve If elected.
- D. All nominees and persons making nominations must be members in good standing.
- E. Election of officers shall be by majority vote of members in good standing who are present at the meeting and voting.
- F. All officers of this chapter, except the Secretary and Treasurer, shall be visually impaired or blind as Required by ACB and ACBT constitutions.
- G. The fiscal year for the Dallas Area Council of the Blind's fiscal year runs July 1 to June 30.

BY-LAW VII – Good Standing

A member in good standing meets the following conditions.

- A. His dues are paid for the current year.
- B. The member has no outstanding financial liability to DACB.
- C. The member currently adheres to the policy of DACB.
- D. The member exemplifies DACB in an honest and upright manner.
- E. Members not in Good Standing may not vote or receive benefits from DACB.

F. If it is believed that a member's conduct is reflecting badly on DACB or is in violation of DACB Policy, after addressing the member privately and if possible providing the member with an opportunity to correct the issue, officers may review and make a recommendation to the membership.

BY-LAW VIII – STANDING COMMITTEES;

1. Constitution and By-laws
2. Finance and Budget
3. Legislative
4. Membership and Credentials
5. Advocacy, Publicity and Public Relations
6. Resolutions
7. Telephone
8. Programs and Recreation
9. Scholarship
10. Transportation

A. The president needs to appoint all committee chairpersons. The committee chair has the discretion to appoint other committee members. The president will appoint committee members in the event the committee chair offers no input.

B. Standing committees are defined as the committees that regularly function.

C. Ad hoc committees are appointed by the president after a request has been expressed by the board of directors or chapter members.

D. The committee continues until the specific tasks identified are finished.

E. The president will instruct the chairs of committees on the duties of the committee and what is expected of the members of each committee.

F. The president is an ex-official member of all committees and may be as involved in them as is suitable for that committee. The president can assign this duty to a vice president or board member as appropriate.