

# **Rapid City Mayor's Committee for People with Disabilities**

## **By-laws**

### **Article I-----Name**

The name of this Committee shall be: The Rapid City Mayor's Committee for People with Disabilities, hereinafter referred to as the Mayor's Committee. (Amended 11/10)

### **Article II-----Legal Basis**

This Committee was established by Common Council Resolution, February 18, 1975, signed by Mayor Donald V. Barnett and entitled "Resolution Recognizing the Mayor's Advisory Committee on Employment of the Handicapped", hereinafter referred to as the Mayor's Committee. (City General File 142)

### **Article III-----Committee Goals**

#### **Section 1-Purpose:**

The Mayor's Committee was created to advocate for and promote the equal inclusion of persons with disabilities, in all aspects of community life. (Amended 3/99)

The Mayor's Committee is organized exclusively for charitable, educational, religious or scientific purposes within meaning of section 501 (c) (3) of the Internal Revenue Code. (Amended 11/89)

Advisory Members will be appointed for the purpose of providing assistance and consultation to the Mayor's Committee in an effort to meet the goals as set forth in Article III, Section 2. (Amended 8/86)

#### **Section 2-----Objectives:**

(A) The Mayor's Committee will support and pursue the goals of its standing and special committees. Special emphasis will be given to carrying out the objectives of National Disability Employment Awareness Month, the full month of October of each year, and

(B) to support at the local level the programs and goals of the South Dakota Board of Vocational Rehabilitation and the President's Committee on Employment of People with Disabilities, for acceptance and employment of people with disabilities. (Amended 3/99)

### **Article IV-----Monetary Policy**

#### **Section I-----Committee Use of Funds:**

The Mayor's Committee may receive cash donations or contributions to provide citations, prizes and transportation for participants of contests or awards sponsored by the Mayor's Committee. No part of such cash donations or contributions shall insure to the benefit of any member of the Mayor's Committee.

#### **Section 2-----Dissolution of the Mayor's Committee:**

Upon the dissolution of the Mayor's Committee, the Committee will pay or make provisions for the payment of all existing liabilities. After liabilities have been taken care of, the Committee will dispose of all assets to an organization which meets the legal definition of an "Exempt" organization under section 501 (c) (3), of the Internal Revenue Code of 1986. First preference will be given to those organizations which provide service to persons with disabilities. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Mayor's Committee is then located, exclusively for such purposes as said Court shall determine. (Amended 3/99)

**Article V-----Membership**

**Section 1-----Composition**

(A) Members and advisors of the Mayor's Committee will be from the greater Rapid City area. (Amended 8/86)

(B) For maximum effectiveness of the Mayor's Committee, members and advisors should be comprised of a cross-section of the community having an interest in employment and inclusion of persons with disabilities. (Amended 3/99)

**Section 2-----Appointments:**

(A) Members of the Mayor's Committee are appointed by the Mayor upon recommendations of the Mayor's Committee and serve at the pleasure of the Mayor.

(B) Advisors are appointed for a one (1) year term. The Chairperson upon majority vote of the full committee. Advisors serve at the discretion of the Committee. (Amended 8/86)

(C) Requests shall be made to the Mayor to appoint Committee Members at any time. (Amended 3/99)

(D) The members of the Mayor's Committee shall be appointed for two (2) year terms. Any vacancy that occurs shall be filled by the Mayor appointing a person to serve out the unexpired term.

(E) The Mayor's Committee shall consist of a minimum of ten (10) members, one half (1/2) of the members shall be appointed each year. Members shall be eligible for reappointment. (Amended 11/89)

**Section 3-----Voting:**

(A) Each member or alternate shall be entitled to one (1) vote. Advisors are non-voting members. (Amended 8/86)

(B) A member may designate an alternative representative with voting privileges by written notification to the Chairperson or Secretary. (Amended 12/89)

**Section 4-----Attendance:**

Members who are absent for three (3) consecutive Mayor's Committee, Executive Committee, or working Committee meetings, without sending an alternate or providing the Committee Chairperson with a reasonable explanation for their absence, may be considered to have forfeited their position on the Mayor's Committee. This forfeiture will become effective upon a majority of affirmative vote of the entire Committee at a duly scheduled meeting. The Mayor's Committee will notify the person of their forfeiture and subsequently submit recommendations to the Mayor for the appointment to fill the vacancy created by the forfeiture. Advisors to the Committee are encouraged to attend, however, advisors are not required to do so. (Amended 1/98)

**Section 5-----Compensation:**

Members shall not be eligible for honorariums or salaries for services performed other than specific consultant fees, authorized by the Mayor's Committee and in conformance with policies and procedures of the City of Rapid City.

**Article VI-----Officers**

**Section 1-----Officers and Election:**

(A) The Mayor of Rapid City is an ex officio chairperson of the Mayor's Committee.

(B) The Mayor's Committee shall elect at its regular meeting in December, a Chairperson, Vice Chairperson, Secretary, Treasurer and three (3) members at large, to the Executive Committee. They shall be installed and take office prior to the close of the Annual Meeting in January. (Amended 3/99)

**Section 2-----Executive Committee:**

(A) The Executive Committee shall meet one (1) week prior to the regular meeting of the Mayor's Committee and at other times as necessary upon call of the Chairperson of the Mayor's Committee.

(B) The Executive Committee shall exercise, between meetings of the Mayor's Committee, all powers of the Mayor's Committee.

**Article VII-----Duties of Officers**

**Section 1----- Chairperson:**

(A) The Chairperson shall be responsible for the overall activities of the Committee, and

(B) Shall preside over all meetings of the Mayor's Committee and Executive Committee, and

(C) Shall appoint standing and special committees necessary to accomplish purposes and objectives of the Mayor's Committee, and

(D) Shall have an audit made of cash income and disbursements of all funds received each financial year, ending December 31st. Following the audit, a report shall be prepared which shall be presented at the Annual Meeting in January, of the Mayor's Committee, and

(C) Shall assign to the Vice Chairperson, Secretary, Treasurer and to the Chairpersons of the various committees such responsibilities as are appropriate and needed for carrying out the purposes and objectives of the Committee.

(Amended 12/89)

**Section 2-----Vice Chairperson:**

(A) In the absence of the Chairperson, the Vice Chairperson shall assume and perform all duties of the Chairperson, and

(B) Shall carry out all other duties assigned by the Chairperson.

**Section 3-----Secretary:**

The Secretary shall have the responsibility of keeping records of membership, sending written notices of meetings and keeping minutes of all Mayor's Committee and Executive Committee meetings, collecting reports submitted by the various committees and cooperating agencies and performing such other duties generally pertaining to the office. (Amended 12/89)

**Section 4-----Treasurer:**

(A) Shall receive and deposit in an approved bank all cash donations and contributions which will be secured by the Mayor's Committee, and

(B) Shall pay, when due, all bills of the Mayor's Committee which have been authorized by the Executive Committee or full Committee when over \$50.00, to be paid from funds received from cash donations and contribution, and

(C) Shall give an accounting of all cash donations and contributions and all disbursements made from such funds by the Mayor's Committee at each Annual Meeting, in January. (Amended 12/89)

**Section 5-----Vacancies:**

A vacancy in any elected office may be filled by affirmative vote of the Executive Committee with the member so elected, serving until the next regular meeting of the Mayor's Committee, at which time the entire membership of the Mayor's Committee shall elect a member of the Committee to serve out the unexpired term of the office. (Amended 12/89)

**Article VIII-----Committees**

**Section 1----- Standing Committees:**

Within thirty (30) days of the Annual Meeting in January, of the Mayor's Committee, the Chairperson shall appoint the standing committees. These committees are:

By-laws Revision---Nomination---Publicity---Disability Awareness and Advocacy---  
Legislation---Accessibility/ADA. (Amended 3/99)

**Section 2----- Special Committees:**

The Chairperson will appoint such other committees as are necessary to carry out the duties of the Mayor's Committee. (Amended 3/99)

**Article IX-----Meetings**

**Section 1-----Number of Meetings:**

The Mayor's Committee shall meet once each month, at a date and time to be designated by the Chairperson, traditionally the third Wednesday of each month. (Amended 3/99)

**Section 2-----Annual Meeting:**

The meeting to be held in January shall be designated as the Annual Meeting. Officers elected at the December meeting shall be installed prior to the close of the Annual Meeting. (Amended 11/87)

**Section 3-----Special Meetings:**

Special meetings of the Mayor's Committee may be called by the Chairperson or upon request of five (5) members. Notice and the purpose of a special meeting shall be given to all members in a timely manner. (Amended 3/99)

**Article X-----Quorum**

A quorum shall consist of one-third (1/3) of the members of the Mayor's Committee.

**Article XI-----Rules and Procedures**

Unless otherwise provided in these by-laws, Robert's Rules of Order (Revised) shall be observed as the rules and procedures for all meetings of the Mayor's Committee and Executive Committee.

**Article XII-----Amendments to By-laws**

Amendments to the by-laws will require transmittal of a written copy of any proposed amendment to each member of the Mayor's Committee at least fifteen (15) days prior to a duly scheduled meeting. Amendments to the by-laws must be approved by a majority of the members of the Mayor's Committee. (Amended 10/85)

Revised 10/85; 8/86; 11/87; 8/88; 11/89; 12/89; 3/99; 11/10

*saved a:bylaws.doc*