

Ogden Association of the Blind

Bylaws

April 13, 2024

Article I: Name

The name of the organization shall be Ogden Association of the Blind.

Article II: Purposes

The purpose of the Ogden Association of the Blind is to provide social, educational, training, and recreational opportunities for the blind and severely visually impaired in a spirit of good fellowship.

Article III: Officers

Section 1. Officers of the Association

The officers of the Association shall include a president, vice president, recording secretary, corresponding secretary, and treasurer.

Section 2. Duties of the President

The president shall preside over all meetings of the Board of Directors and the general meetings of the Association. The president shall have general responsibility over the affairs of the Association and shall perform such duties as may be required by

the Association. The president shall sign all instruments and sign all checks together with the treasurer. The president shall appoint chairpersons of standing committees with the consent of the Board who shall serve until their successors are appointed. The president may appoint special committees from time to time. The president may appoint a chaplain and parliamentarian to serve at the president's pleasure. The president may perform additional duties as required by the Board of Directors.

Section 3. Duties of the Vice President

The Vice President shall have all the powers and perform all the duties of the President in the president's absence or inability to act for any cause, and other duties as assigned by the Board.

Section 4. Duties of the Recording Secretary

The Recording Secretary shall maintain records of meetings and activities of the Association, shall keep a register of the members and conduct a roll call when required; shall take minutes of the meetings of the Board of Directors and special meetings of the Association; and, shall be responsible for any and all such duties which usually pertain to the office of recording secretary, and, other duties as assigned by the Board.

Section 5. Duties of the Corresponding Secretary

The Corresponding Secretary shall notify and/or supervise notifications to members of the Board and members of the Association, and shall write to individuals and organizations regarding the business and activities of the Association as required by the Board of Directors.

Section 6. Duties of the Treasurer

The Treasurer shall be the custodian of all funds of the Association and provide reports to the Board of the Association's financial standing. The Treasurer shall write all checks and sign them together with the President or others authorized as signatories; shall certify to the Recording Secretary the name of all members who have paid dues for the current year for the preparation of the Association roster; shall maintain a check book and register of all bank accounts, shall reconcile bank statements with the check book in a timely manner; shall assist in preparation of requests for funds, shall prepare or assist in the preparation of registrations and IRS forms and tax returns; and, shall perform any other duties pertaining to this office as assigned by the Board.

Article IV: Board of Directors

Section 1. Fiduciary Responsibility

The fiduciary responsibility and general management of the Association is vested in a Board of Directors

consisting of the current officers, the immediate past president, and five (5) directors as provided in Sections 2 through 5.

Section 2. Officers

The officers of the Association and the immediate past president, by virtue of the offices they hold, are members of the Board of Directors.

Section 3. Members of the Board of Directors who are not officers shall represent categories of the association membership as follows:

- 1 director representing members who are blind
- 1 director representing members who are sighted
- 3 additional directors

Section 4. A majority of the Board of Directors must be blind or severely visually impaired.

Section 5. A majority of the Board shall constitute a quorum for conducting business of the Association except as otherwise provided in these bylaws.

Article V: Meetings

Section 1. Time and Place

A regular monthly meeting of the Association membership shall be held at a time and place determined

by the Board and membership. The business of the Association is conducted at regular meetings.

Section 2. Other meetings

Other meetings and activities shall be approved and/or called by the Board of Directors and may be held at times and places determined by the Board.

Section 3. Board Meetings

The Board shall meet monthly at a time and place determined by the Board for the purposes of planning and managing the affairs of the Association. Notification of meetings of the Board is made regularly and the meeting is open. The Board may go into a closed executive session to discuss personnel, disciplinary actions of members, or financial agreements. A majority of the Board being present constitutes a quorum for conducting business.

Section 4. Quorum

One fourth of the active members of the Association shall constitute a quorum for acting at any business meeting except for the action to adjourn meetings and as otherwise provided in these bylaws.

Article VI: Committees

Section 1. Standing Committees

Standing committees of the Association shall include: Bereavement/Visiting, Activities, Program, Refreshments, Public Relations, Membership, Nominating, The Ride (transportation), and Publications, Fund Raising, Community Development, Legislative and other committees as needed. All Standing Committees shall report to the Board of Directors concerning their activities at scheduled Board meetings.

Section 2. Method of Appointing Committees

The chairperson of all committees shall be appointed by the President with the approval of the Board of Directors and serve until their successors are appointed. Committee chairpersons may choose committee members, subject to the approval of the President.

Section 3. Duties of Standing Committees

Bereavement/Visiting Committee: The Bereavement/Visiting Committee shall visit, comfort, and encourage members in times of misfortune. They shall arrange for flowers or other suitable expressions of sympathy such as the death of a member or anyone living at the member's home.

Activities Committee: The Activities Committee shall suggest, arrange and direct educational, cultural, and self-improvement programs and other forms of

entertainment for the Association outside of general meetings.

Program Committee: The Program Committee shall suggest and direct educational, cultural and self-improvement programs during general meetings.

Fund Raising Committee: The President may appoint a committee as needed to raise additional funds for the Association.

Legislative Committee: The president may appoint a legislative committee to observe and report to the Board of Directors and the general membership as necessary.

Refreshment Committee: The Refreshment Committee shall serve or supervise serving of suitable refreshments at regular meetings and special functions of the Association. It shall be the right of this committee to select those who may help with serving and other duties pertaining to the activities of the committee.

Public Relations Committee: The Public

Relations Committee shall be activated when need to meet the press and perform other functions to improve understanding between the Association and the public. They shall attend meetings of agencies and organizations for the strengthening and support of the Association.

Nominating Committee: The Nominating Committee shall present a slate of candidates to the Board of Directors at the October board meeting for positions to

be filled. The committee shall ascertain the willingness of each candidate to serve. Additional nominations from the floor may be made at the November general meeting provided the nominee has given prior approval for their names to be placed in nomination. All nominees shall demonstrate a sincere interest and support of the Association.

Auditing Committee: The auditing committee shall consist of at least two members in good standing. The Committee shall audit the financial records and submit a report to the Board of Directors annually. The audit shall be conducted by a CPA every five years.

Transportation Committee: The transportation committee shall arrange transportation for the Association.

Membership Committee: The membership Committee shall seek and submit applications of prospective members to the Board of Directors. The Board of Directors shall recommend prospective members to the general membership at a regular meeting of the Association for acceptance.

Section 4. Special Committees: The President may appoint special committees to carry out the purposes of the Association.

Article VII: Membership and Dues

Section 1. Dues and Membership

Membership requirements and membership dues shall be determined by the Board of Directors.

Section 2. Members must be at least 18 years of age and in good standing through support of the Association and payment of annual dues. The membership period shall be a calendar year beginning January 1. Any member who has not paid dues by April 1 shall be considered inactive. Membership will be reactivated when dues are paid for the current year.

Section 3. The amount of annual membership dues shall be established by the Board of Directors. Dues shall not be prorated for new members or late renewal.

Article VIII: Voting and Elections

Section 1. Voting

Voting, except for election of officers, shall be done vocally, by show of hands, or as otherwise determined by the membership assembled.

Section 2. Elections

Election of officers shall be done by secret ballot. Decisions on method of voting and counting votes will be determined by the Board of directors. A candidate receiving a majority of votes will be declared elected. If, during a vote, no candidate receives a majority vote, the

candidate receiving the fewest votes will be dropped from the nomination and another vote taken until a winner is declared. Each member in good standing is entitled to one vote and must be present at the time votes are cast.

Article IX: Amendments

These Bylaws may be amended by a majority vote of the members in good standing and present at any meeting called for this purpose by the Board of Directors. Notice of the intent to amend these Bylaws shall be given at two previous regular meetings that include the time and place of the meeting. The text of the proposed amendment shall be provided by mail in print and/or alternative reading formats

Revised and approved April 13, 2024