

Bylaws

Disability Action Coalition

Rule I – Organization Name

“Disability Action Coalition (DAC)”

Rule II – Mission (Purpose)

Mission Statement The mission of the Disability Action Coalition is to organize people with disabilities and allies to protect and advance our civil rights, self-determination, and life opportunities by educating, communicating, and advocating through a variety of means, culminating in Disability Capitol Action Day.

What we do

- Educate all segments of the population about disability-related issues.
- Develop the knowledge and skills to make a difference in our state.
- Challenge, motivate, and empower people with disabilities.
- Take actions or positions through the coalition based on the wishes and needs of people with disabilities with the goal of preserving dignity, equality, and choice.
- Plan for and put on the annual Disability Capitol Action Day
- Maintain the focus on disability and determine appropriate partners who share DAC values.
- Learn about and advocate for issues important to people with disabilities.

Rule III -Membership

The general DAC consists of people with all types of disabilities as well as families, and allies throughout California.

Individuals on the DAC DCAD Advisory Committee shall belong to a

sponsoring organization. Organizations can have multiple members on the DAC DCAD Advisory Committee; only one member per organization may vote. (Also see Rule VI.)

DAC DCAD Advisory Committee members are expected to attend all meetings in person when possible and on conference call when in person attendance is not possible.

DAC DCAD Advisory Committee members shall serve a term of one year. A member may serve up to three consecutive one year terms with a one year break before returning to the DCAD Advisory Committee.

Rule IV – Officers and Elections of Officers

DAC officers will be Chair, Vice-Chair, Financial Officer and Secretary.

To be eligible for DAC DCAD Advisory Committee Chair, the individual must have been an active member of DAC for at least one (1) year.

If an officer cannot complete a one year term, another member will be elected by the DAC DCAD Advisory Committee at the next regularly scheduled meeting. That newly elected officer shall serve the remainder of that term.

Officers will serve staggered terms in order to keep continuity of leadership. (Figure out the details of how to stagger)

Duties of the Chair:

1. Conduct and facilitate the DAC and the DAC DCAD Advisory Committee meetings.
2. Work with DAC DCAD Advisory Committee Executive Committee and the DAC staff to prepare meeting agendas and schedule conference calls.
3. Represent DAC in the community.
4. Coordinate with DAC members to follow up on issues brought up at meetings.

5. Coordinate with DAC staff as needed.
6. Communicate as needed with DAC members in between meetings.
7. Know DAC Bylaws.

Duties of the Vice-Chair:

1. As a member of the DAC Executive Committee coordinate with the chair and staff to prepare meeting agendas.
2. Perform all duties of the Chair in his/her absence Chair.
3. Maintain ongoing communication with the Chair before each meeting.
4. Assist the Chair to follow up on issues brought up at the meetings.

Duties of Secretary:

Perform all duties of Vice Chair in his/her absence.

Takes roll call at meetings.

Works with staff to prepare and distribute minutes of meetings.

Keep track of motions, votes and actions at meetings.

Duties of the Financial Officer:

Reports and tracks DAC in-kind contributions and donations.

1. Maintains and updates a record of all contributions and expenses.
2. Build and maintain a database of potential organizational donors.
3. Report on financial activities once a month at DAC DCAD Advisory Committee meetings.

Requirements of Chair, Vice-Chair, Financial Officer and Secretary

1. Attends DAC and DAC DCAD Advisory Committee meetings regularly.
2. Serve as a mentor for new members.
3. Know DAC Bylaws and meeting procedures.

Election of Officers:

The DAC Advisory Committee will nominate and vote for their officers. Members can nominate themselves

Those nominated by another member and seconded by another member have the right to refuse the nomination.

Nominees must give prior consent to being nominated.

Nominations will be made during the first meeting of the year and elections will be done during the meeting. Nominees should have a prepared statement no longer than 50 words to share with the DAC DCAD Advisory Committee. The results of the elections will take effect at the following meeting.

The nominated member receiving the most votes will hold the office for a term of no less than one (1) year, but may remain in office for up to (3) years when initially elected.

The chair does not vote in elections unless there is a tie. Elections will be held during the first DAC DCAD Advisory Committee meeting of the year and voting shall be by roll call.

Rule V -Meetings

The DAC DCAD Advisory Committee will meet bi-weekly when preparing for DCAD. The DAC DCAD Advisory Committee may call an urgent meeting to discuss important issues or presentations. Meetings shall be noticed via e-mail with at least 24 hours advance notice.

Rule VI -Voting

Each DAC DCAD Advisory Committee member organization has one (1) vote and has authority to vote on issues presented at DAC meetings.

Rule VII – Committees

Coalition Meetings – meets as needed by telephone, and/or in-person. This committee includes all DAC Advisory Committee members.

Advisory Committee – meets monthly and bi-weekly during DCAD planning season as the voting body of the coalition.

Executive – The Executive Committee is made up of the DAC Chair, Vice Chair, Secretary and Financial Officer. Its purpose is to set the agenda, coordinate work with staff and handle any business that may arise between regularly scheduled DAC meetings.

Subcommittees

March – The March Committee plans a march around part of the Capitol building and includes sign making, developing chants, distributing march materials and supplies on the day of the event. Assist in setting up and cleaning up after the march. The march committee also works with staff to coordinate and secure all required permits.

Educational Rally – The Educational Rally Committee will identify speakers, emcees, entertainers, policymakers and develop an agenda for the day based on the annual theme of the event. In addition, they will secure all presenters and confirm their participation. Lastly, the Educational Rally Committee will assist in guiding presenters on and off the stage on the day of the event.

Finance – The Finance Committee will develop funding goals; develop various outreach strategies to obtain needed funding. The Finance Committee will work with CFILC staff who shall serve as the fiscal agent and shall handle all DAC funds.

The Finance Committee will document and track fundraising efforts which will be reported on regular basis to the DAC DCAD Advisory Committee.

Outreach/Media – The Outreach/Media Committee will review and update the DCAD website. The committee will also use various social media pages, develop press release, have a press kit available the day of the event and contact the media in advance and day of the event.

Policy – The Policy Committee will identify disability-related bills budget items and other policy issues impacting our community. The committee will create a draft list of policy priorities to share with DAC. The Policy Committee will finalize the list of priorities based on the DAC DCAD Advisory Committee vote. This committee will encourage DCAD participants to visit policymakers, distribute policy priorities and host at least one teleconference educating the community on the policy agenda.

Resource Fair – The Resource Fair Committee will reach out to past resource fair participants and outreach to new disability-related organizations that might be interested in attending. The committee will provide registration and logistic information to organizations who wish to reserve a booth. The committee will develop the program for DCAD, which will include vendor information. On the day of the event this committee will assist in setting up booths and providing logistic support to booth participants. The committee will report progress to the DAC on a regular basis.

Logistics – The Logistics Committee will identify and secure event vendors; porter potties, tables, tents, chairs, sound system, stage, microphones, ice, lunch, etc. The committee will report progress to the DAC on a regular basis.

Rule VIII – Amendments

Amendments to these Bylaws require a 2/3 vote of the full DAC.

Amended last on 2/12/16