

# MONTGOMERY COUNTY CIVIC FEDERATION, INC. BY-LAWS

[As amended March 11, 2002]

## ARTICLE I.

### TITLE AND OBJECTIVE

1. *Name.* The name of the organization shall be Montgomery County Civic Federation, Inc.
2. *Charter.* The Federation is formed to provide a single county-wide organization to promote cooperation, education, and effectiveness of civic and community associations to bring about civic and social betterments.
3. *Objective.* The sole objective of the Federation shall be to protect and enhance the Quality of Life for current and future residents of the County. To this end it shall:
  - a. devise ways and means for the promotion of the civic community and general welfare of the County
  - b. carry on educational, benevolent, and beneficial programs and activities
  - c. monitor and evaluate activities of local government to assure an open, accountable, responsive, and effective performance
  - d. cooperate with other organizations of like purposes in other jurisdictions
4. *Prohibited Activity.* All Federation activities shall be strictly nonpartisan, non-sectarian, and non-sectional, and it shall not endorse or support any candidate for elected office.
5. *Tax Exempt Status.* The Federation is formed to carry out civic, charitable, and educational purposes as those terms are defined in Section 501(c)(4) of the Internal Revenue Code, and its activities will comply in all respects with those purposes.

## ARTICLE II.

### MEMBERSHIP

1. *Eligibility.* Membership in the Federation shall be open to any organized Montgomery County civic, community, homeowner associations and municipalities which support the Federation's object and whose primary purpose is to further the public interest. An association organized for or devoted to only a single local issue shall not be eligible. The boundaries of the residential community represented by each local association must be specified in its by-laws and registered with the Planning Board. Local Associations must represent at least thirty households

and regional and county-wide associations must have at least 50 paid memberships to be eligible.

2. *Representation.* Members shall be entitled to voting representation within the Federation, with representation determined by the number of households represented within the association. The maximum number of representatives shall be four, and the president of the association shall be the first representative named unless the president elects to appoint another association member to serve in the president's place.

- a. Local associations. The number of representatives for a member association which represents a residential community shall be two for the first three hundred households, one additional for the next three hundred, and one additional for all households over six hundred.
- b. Umbrella Associations. The number of representatives for member associations whose membership consists of local associations shall be two for the first five hundred households, one additional for the next five hundred households and one additional for all households over one thousand.
- c. Regional and County-Wide Associations. The number of representatives for Regional and County-wide Associations shall be two.

3. *Membership Year.* The membership year shall be July 1 through June 30.

4. *Acceptance.* An organization applying for membership shall be admitted upon Affirmative Vote of a Regular Meeting. The name of an applicant association and of proposed delegates shall be published in the newsletter preceding the meeting before the Acceptance vote. The Federation reserves the right to determine the organization that shall represent in the Federation any one specific community. A change in status of any organization must be presented in writing to the Federation.

## ARTICLE III.

### ANNUAL DUES

1. *Dues.* Dues of member associations shall be payable in advance and based on the number of delegates as follows: \$45 for the first two delegates and \$20 for each additional delegate.

2. *Partial years.* Dues of members joining after February 1 will be reduced by forty per cent.

3. *Delinquent Dues.* The names of member associations which have not paid their dues will be published in the November issue of the Federation newsletter. Membership of such delinquent member associations will be terminated if dues are not received by January 15 following. An association dropped for non-payment of dues may rejoin the Federation only upon payment of one year's back dues.

**ARTICLE IV.**

**DELEGATES TO FEDERATION**

1. *Representatives.* Individual representatives to the Federation shall be called Delegates, and shall belong to one of the classes defined below.

2. *Member Delegates.* This class includes all representatives certified by a member association in good standing. They shall have a duty to participate fully in the deliberations and activities of the Federation, may vote on any issue before it, and may hold any Federation office or position. Member Delegates shall serve until a replacement has been seated or their eligibility ceases.

3. *Delegates At Large.* This class includes all past presidents of the Federation who are legal residents of the County. They shall have all the rights and privileges of Member Delegates and shall have the right to vote in meetings of the Executive Committee.

4. *Honorary Delegates.* This class includes individuals who have rendered especially valuable service to the County and who have been elected to honorary status by a three-fourths Affirmative Vote at a Regular Meeting. The motion to elect shall specify the term such status shall continue. These delegates may participate in deliberations of the Federation and may serve on committees but shall have no vote and may not hold office.

5. *Voting Privilege.* The privilege of voting will be restricted to member delegates and delegates at large.

**ARTICLE V.**

**OFFICIALS AND ORGANIZATION**

1. *Elected Officers.* Elected officers shall be a President, First Vice President, four Second Vice Presidents, one District Vice President from each of the Councilmanic Districts, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

2. *Board of Directors.* There shall be a Board of Directors comprised of the elected officers except District Vice Presidents. It shall have the duties and powers set forth in these by-laws and as may be imposed by state law. The Board of Directors shall

meet at least annually. An Affirmative Vote shall be at least five votes, and shall be required for a Board action.

3. *Appointed Officials.* There shall be the appointed offices of Historian, Newsletter Editor, Parliamentarian, and Public Relations Officer who shall be nominated by the President and confirmed by the Membership.

4. *Standing Committee Chairs.* The chairs of the Standing Committees shall be appointed by the President and confirmed by the Membership.

5. *Executive Committee.* There shall be an Executive Committee comprised of the elected officers, appointed officials, standing committee chairs who are either Member Delegates or Delegates At Large, and the immediate past president. Any Delegate at Large may participate in a meeting of the Executive Committee, and shall have all rights of a member during such attendance. Attendance of a Delegate at Large shall not be considered in determining Quorum or Majority requirements of the Executive Committee.

6. *Standing Committees.* The Federation shall have the following Standing Committees with powers and duties as specified in Article X.

- a. Environment
- b. Education
- c. Legislation
- d. Membership
- e. Planning and Land Use
- f. Public Finance and Utilities
- g. Transportation

Committee reports and recommendations shall be submitted to the Executive Committee for approval and any further action.

7. *Special Committees.* Special committees may be established from time to time by Affirmative Vote of the Federation. Such committees will terminate no later than the next Annual Meeting.

8. *Eligibility.* All officials shall be Delegates at the time of their appointment or election. A Delegate may hold any office or position, but may hold only one elected office. A Delegate's eligibility to serve as an elected or appointed official shall immediately terminate upon the Delegate's announcement or filing for elected political office. A Delegate may not serve more than two consecutive terms as president.

9. *Performance.* All members of the Executive Committee shall work diligently and faithfully to promote the Federation charter and to achieve Federation goals. When speaking on behalf of the Federation, they shall refrain from any action or statement which conflicts with a Federation objective or position.

10. *Conduct.* All members of the Executive Committee shall reflect credit upon the Federation, and shall preserve and enhance the honor and integrity of the Federation. When acting in their Federation capacity, they shall scrupulously avoid any action or statement which conflicts with or appears to conflict with the provisions of Article I. No member of the Executive committee shall release in the Federation's name or the member's personal Federation capacity any comment, favorable or unfavorable, on the merits, actions, tactics, or views of an individual candidate or group of candidates. Former members of the Executive Committee should not cite their previous role or position with the Federation in political statements except when such endorsements contain a clear statement that the affiliation is given for identification purposes only.

11. *Recall of Officials.* All members of the Executive Committee shall hold office at the pleasure of the Federation membership, and may be recalled upon Affirmative Vote at any meeting of the Federation. A motion to recall an official must be seconded by Delegates from five other member associations, and shall be tabled until the next Federation meeting.

#### **ARTICLE VI. ELECTION OF OFFICERS**

1. *Election.* Officers shall be elected at the Annual Meeting in June and shall assume office at the close of the meeting.

2. *Term.* Officers shall serve for a term of one year or until their successors are duly elected. Any official not subsequently certified as a delegate by a member organization shall continue to serve until the end of the next Annual Meeting.

3. *Voting.* Voting shall be either by secret ballot or hand count as determined by majority vote at the Annual Meeting. A majority of all votes cast shall be required to elect. If no nominee receives the required majority on a vote, the nominee receiving the lowest number of votes will be dropped, and the vote will be repeated. Voting by proxy shall not be permitted.

4. *Nominating Committee.* A committee of at least five but not more than seven delegates shall be elected at the Regular March Meeting. The committee shall nominate one person for each of the elected positions. No incumbent officer shall be eligible for election to the Nominating Committee, nor may the Nominating Committee nominate one of its members for any position. The report of the Nominating Committee shall be presented at the May Meeting and published in the May Newsletter.

5. *Nominations.* A Delegate must be nominated for office either by the Nominating Committee or from the

floor at the May Meeting. Any Delegate has the right to nominate from the floor at the May meeting, but such nomination shall require seconds by Delegates from three different Member associations.

6. *Vacancies.* The unexpired term of a vacancy in an elected position shall be filled by a special election at a Regular Meeting. Notice of the special election shall be placed in the newsletter one month ahead of the meeting at which the special election is to take place. The position will be assumed upon election.

7. *Declaration of Vacancy.* A vacancy may be declared by the Executive Committee for any office in which the incumbent is absent from all scheduled meetings for three consecutive months.

#### **ARTICLE VII. POWERS AND DUTIES OF EXECUTIVE COMMITTEE**

1. *Powers.* The Committee shall exercise all of the powers of the Federation as an incorporated body, consistent with its Articles of Incorporation, these bylaws, and policies and directions of the Membership.

2. *Duties.* The Committee shall perform these specific duties:

- a. Exercise general supervision over the affairs of the Federation
- b. Approve expenditures of Federation funds, consistent with the Budget
- c. Approve recipients of the established annual Federation awards
- d. Submit recommendations for Honorary Delegates at the Annual Meeting
- e. Exercise general supervision over the Federation's newsletter
- f. Select and designate all appointees or nominees as Federation representatives to non-Federation committees, commissions and similar groups.
- g. Ensure that the Federation Archives are maintained in appropriate storage and are available to the public
- h. Ensure that the Federation achieves the objectives specified in Article I

3. *Emergency Powers.* When the Executive Committee determines there is insufficient time to present a matter to the Membership, it may endorse specific resolutions or legislation not covered by prior Federation policies. All such actions shall be reported to the Membership at the next meeting, for ratification as an official action of the Federation.

**ARTICLE VIII.  
DUTIES OF OFFICERS**

1. *President.* The president shall be the chief executive officer of the Federation, and shall preside at all Regular and Executive Committee meetings. He shall be ex-officio a member of all standing committees. He shall nominate the appointed officials and the chairs of Standing Committees, subject to confirmation by the Membership. He shall appoint members of Special Committees and designate chairs thereof. He shall ensure that the various activities, programs, and positions of the Federation are carried out in an orderly and efficient manner. He shall prepare the Agenda for Meetings for publication in the Newsletter. He shall perform such other duties as are normally done by presidents of like organizations.

2. *First Vice President.* It shall be the duty of the First Vice President to assist the President upon request in the discharge of all presidential duties. All duties of the President shall devolve upon the First Vice President if the President is absent or unable to act.

3. *Second Vice Presidents.* The Second Vice Presidents shall perform such occasional or regular services needed by the Federation but are not the responsibility of another Federation officer. Such assignments may include chairing special committees or task associations, coordinating Standing Committees when they are concerned with the same issue, or representing the Federation on initiatives involving other community associations. Such assignments will be made by the Executive Committee or by the President with the advice of the Committee.

4. *Recording Secretary.* The Recording Secretary shall keep a correct record of the proceedings of the Federation; preserve the reports filed by the various committees; keep a roll of all Federation officials; and perform such other duties as may be assigned by the Executive Committee.

5. *Corresponding Secretary.* The Corresponding Secretary shall conduct the correspondence of the Federation; send out notices of meetings as appropriate; act as Recording Secretary in the absence of that officer; and perform such other duties as may be assigned by the Executive Committee.

6. *Treasurer.* The Treasurer shall be the custodian of all funds of the Federation; shall deposit same in a safe depository within the County; shall pay all approved bills and claims against the Federation; file all State and Federal financial reports; present a report of receipts, disbursements, and balances at Regular Meetings; and perform such other functions as are usually done by treasurers of like organizations. Annually at the expiration of his term he shall make

available to the Audit Committee all funds, records, and property belonging to the Federation.

7. *District Vice Presidents.* The District Vice Presidents shall represent the Federation within their respective Councilmanic Districts. They shall endeavor to become familiar with all major residential areas, citizens groups, and areas of citizen concern within their District. They shall provide support for Membership Drives, publicize the Federation and its activities and events, and encourage attendance at Meetings and events. They shall endeavor to ensure that the concerns of their districts are represented in Federation deliberations and positions, that Member associations are advised of issues and potential positions affecting them, and that government officials are responsive to their Member associations.

**ARTICLE IX.  
DUTIES OF APPOINTED OFFICIALS**

1. *Historian.* The Historian shall be responsible for maintaining the Archives of the Federation. He shall endeavor to attend all meetings and events of the Federation, to monitor all committee activities, and to identify all significant Federation positions, statements, and events. He shall ensure that documents reflecting the activities of the Federation, such as newsletters, minutes, testimony, awards, and the like, are obtained and placed in the Archives. At the end of each Membership Year, he shall prepare for the Archives a brief summary of the year's operations, to include all significant Federation activities and positions. He shall also prepare a listing of all documents placed in the Archives .

2. *Newsletter Editor.* The Editor shall publish the official monthly newsletter of the Federation, consistent with guidelines specified in Article XIV.

3. *Parliamentarian.* The Parliamentarian shall advise the presiding officer on all questions of procedure, based upon the By-laws and Roberts Rules of Order.

4. *Public Relations Officer.* The Public Relations Officer shall receive, edit, and transmit news releases to the general public when so directed by the Federation. He shall maintain an active, up-to-date file and a rapport with the press, members of the Federation, elected officials and others, in all matters dealing with Federation business. He shall promote, to the greatest extent possible, the goals and achievements of the Federation which shall be discussed with the Executive Committee from time-to-time as needs may dictate.

## **ARTICLE X.**

### **DUTIES OF STANDING COMMITTEES**

1. *General.* It shall be the general duty of each Standing Committee to monitor, evaluate, and report on the status and activity of matters within its assigned purview. In situations in which an issue impacts more than one Standing Committee, the Executive Committee shall assign and coordinate Committee tasks. Committee reports and recommendations shall be submitted to the Executive Committee for approval and any further action. Committees shall represent and carry out established positions of the Federation which impact their area of responsibility, such actions to include participation in work sessions, hearings, and panels.

2. *Environment Committee.* This committee shall monitor, evaluate, report, and make recommendations concerning actions, policies, and laws which will have an impact on the environment and natural resources. Its goal shall be the preservation, enhancement, and restoration of air, water, flora, fauna, and soil resources.

3. *Education Committee.* This committee shall monitor, evaluate, report, and make recommendations concerning the programming, financing, and operation of schools and colleges within Montgomery County. Its goal shall be an educational system which assures a quality education for all students, operates with maximum efficiency, offers attractive working conditions for the professional staff, and provides a resource and programs which benefit the school neighborhood.

4. *Legislation Committee.* This committee shall monitor, evaluate, report, and make recommendations concerning proposed local and state legislation which would have an impact upon our Quality of Life and the integrity of our communities. It shall also monitor and report on reviews and proposed changes to the County Charter, the operation of local government, and the procedures for citizen participation in the process of government. Legislation affecting the assigned area of a Standing Committee shall be handled by that committee.

5. *Membership Committee.* This committee shall conduct membership drives, evaluate eligibility of applicants for membership, bill for (in May) and collect membership dues, transmit to the Treasurer all dues collected with identity of member and year, maintain the membership records, prepare Delegate and member mailing labels, and perform such other tasks as may be assigned by the Executive Committee.

6. *Planning and Land Use Committee.* This committee shall monitor, evaluate, report, and make

recommendations concerning all actions taken under the Regional District Act, Zoning Ordinance, Subdivision Regulations, and Planning Ordinance. It shall be concerned with the methodologies and process employed and with the General Plan and master plans. It shall also evaluate the impact and implication for land use of other County policies such as Housing, Transportation, and Education.

7. *Public Finance and Utilities Committee.* This committee shall monitor, evaluate, report, and make recommendations concerning the County's taxing, spending, and borrowing policies and concerning the County's taxing, spending, and borrowing policies and programs and concerning adequacy, charges, policies, and operations of the various utilities, primarily privately owned utilities to include cable TV, gas, electricity, and telephone companies but also with related public agencies to include community TV, WSSC, Housing Opportunities Commission, and the Revenue Authority. It shall be concerned with the annual capital and operating budgets, the property tax rate and assessments, income tax, excise taxes, user and impact fees, and the appropriateness and effectiveness of the use of public funds. It shall have the authority to call upon other committees for assistance concerning matters assigned to them, and such committees shall furnish the Committee with information and advice on the fiscal implications of such matters. It shall monitor and report on rate hearings before the Public Services Commission and County Council.

8. *Transportation Committee.* This committee shall monitor, evaluate, report, and make recommendations concerning the construction, operation, financing, and maintenance of public transportation facilities and services. It shall be concerned with public and private parking, state and county roads, the Metro system, public bus and taxi systems, and private traffic mitigation programs developed to comply with County requirements. Its goal shall be an effective and economical transportation system which provides adequate mobility and a reasonable level of service for all County residents.

## **ARTICLE XI.**

### **MEETINGS OF THE FEDERATION**

1. *Regular Meetings.* Regular meetings of the Federation shall be held at eight pm on the second Monday of each month, except July and August, unless otherwise determined by Affirmative Vote of the Federation or Executive Committee.

2. *Annual Meeting.* The regular June meeting shall be the Annual Meeting.

3. *Special Meeting.* A special meeting may be called by the Executive Committee or upon written petition of ten member associations. Only such business as the meeting was called to consider may be discussed or acted upon at such meeting.
4. *Meeting Place.* The place of all meetings shall be fixed from time to time by the Membership or by the Executive Committee.
5. *Notice.* No meeting may be held unless written notice of the time, place, and purpose is given to all current Delegates.
6. *Quorum.* A quorum for all meetings shall consist of at least one Delegate from at least one sixth of all Member associations.
7. *Affirmative Vote.* An Affirmative Vote shall require a three-fifths majority of Delegates voting, but may never be less than a majority of Delegates present.
8. *Open Meetings.* All meetings of the Federation shall be open to the public.

**ARTICLE XII.  
CONDUCT OF MEETING**

1. *Chair.* The President, or in his absence, the First Vice President, shall preside at all meetings.
2. *Order of Business.* The following normal order is established for Regular Meetings. Programs, speakers, and special reports will be scheduled within this order as appropriate by the Executive Committee or President.
  - a. Call to order
  - b. Announcements and Introductions
  - c. Review and Adoption of Agenda
  - d. Approval of Minutes
  - e. Reports of Secretaries
  - f. Treasurer's Report, Presentation of Bills
  - g. Report of Executive Committee
  - h. Specific Items of Old Business
  - i. Specific Items of New Business
  - j. Adjournment
3. *Right to Speak.* Only Delegates and Associates shall have the right to address the Federation, except by specific invitation of the President or upon Affirmative Vote. Delegates may speak only when recognized by the presiding officer.
4. *Meeting Agenda.* The President shall prepare a proposed Agenda consistent with these By-laws to provide notice and to guide deliberations of the meeting. The Agenda will specify order and time allocation of Agenda items, be published in the newsletter, and be adopted as an Order of Business. Any Delegate shall have the right to move an

amendment, which shall be approved upon Affirmative Vote. However, motions to adopt a Federation position shall be subject to Article XIV. Once adopted, the Agenda may be changed only by a vote to Suspend the Rules.

5. *Parliamentary Guide.* Robert's Rules of Order Newly Revised shall be the parliamentary guide governing Federation proceedings, except for rules specified herein.
6. *Suspension of Rules.* Rules prescribed herein, except those for amending these By-laws, may be suspended upon motion seconded by Delegates from five other Member associations and Affirmative Vote of two-thirds of Delegates present.

**ARTICLE XIII.  
MEETINGS OF  
THE EXECUTIVE COMMITTEE**

1. *Regular Meetings.* The Executive Committee shall meet monthly on the second Thursday following a meeting of the Membership, unless otherwise determined by the Committee. The time and place shall be set by the Committee.
2. *Special Meetings.* A special meeting may be called by the President or upon written request of at least five members. Only such business as the meeting was called to consider may be discussed or acted upon at the meeting.
3. *Notice.* No meeting of the Executive Committee may be held unless reasonable notice of time, place, and purpose is given to all members.
4. *Quorum and Majority.* A quorum shall be met if either seven officers or a majority of the Executive Committee are present. An Affirmative Vote for Executive Committee action shall require a majority vote of members present, except that action on a policy matter shall require at least twelve votes.

**ARTICLE XIV.  
ADOPTION OF FEDERATION POSITIONS**

1. *Requirement.* All formal positions by the Federation on any issue or question shall be established by the specific adoption of a resolution or motion. It shall be Federation policy to provide maximum notice to Delegates of positions to be considered in order to achieve maximum participation by and support of Member associations. Notice shall require at least an itemized listing in the published Agenda of Proposed Resolutions, Action Items, and Meeting Topics. A position may be taken only on an issue or question covered by an Agenda item.

2. *Regular Resolutions.* The following categories of resolutions or action items shall be included in the President's proposed Agenda:

- a. Proposals of the Executive Committee
- b. Floor Resolutions from previous meeting
- c. Tabled Resolutions from previous meeting

3. *Action Items.* Issues or questions announced in the Newsletter may be either acted upon at the meeting or tabled until the next meeting.

4. *Meeting Topics.* Resolutions resulting from program, speaker, or committee reports which were announced in the Newsletter may be either acted upon at the meeting or tabled until the next meeting.

5. *Floor Resolutions.* Resolutions on new subject matter offered from the floor and seconded by Delegates from two other Member associations will be referred to appropriate committee for recommendation and included in the Agenda for the next meeting.

6. *Emergency Resolutions.* A resolution offered from the floor as an emergency, seconded by Delegates from five other Member associations, and approved by Affirmative Vote shall be added to the Agenda and acted upon at the meeting.

7. *Adoption.* A resolution to adopt a formal position must be seconded by Delegates from two other Member associations and approved by Affirmative Vote. Recommendations of the Executive Committee are automatically moved and seconded. Any resolution must be presented in writing to the Secretary before it may be considered.

## **ARTICLE XV.**

### **FEDERATION NEWSLETTER**

1. *Publication.* A newsletter shall be published each month from September through June. Distribution shall be timed so that newsletters reach Delegates a few days before a meeting. Special issues may be published by Affirmative Vote of the Executive Committee or Federation.

2. *Purpose.* The purpose of the newsletter shall be to report to Delegates the activities of the Federation, provide notice of meetings and proposed positions, and inform Delegates of pending issues. It shall include at least a summary of the current minutes of Federation and Executive Committee meetings and the Agenda for the next meeting listing all position items.

3. *Editorial Policy.* The content and style of the newsletter shall be consistent with the traditional standards and goals of the Federation. Individual Delegates and committee chairs shall be encouraged to submit articles or reports on current issues. Advertising may be included but shall not be

controversial and shall not exceed 25% of the newsletter. The Editor shall have authority to determine specific content and layout subject to requirements herein, but a member of the Executive Committee may appeal a decision to the Board of Directors.

4. *Advertising Rates.* The charge for advertising shall be set each year by the Executive Committee prior to development of the Federation Budget.

## **ARTICLE XVI.**

### **ANNUAL ACHIEVEMENT AWARDS**

1. *Annual Awards.* The Federation shall make the following awards each year. Awards will be presented with appropriate ceremony at a time and place determined by the Executive Committee.

- a. Star Cup - sponsored by the Federation and to be awarded to a Delegate or Committee of the Federation for outstanding public service on behalf of Montgomery County
- b. Gazette Award - sponsored by the Montgomery Gazette newspaper and to be awarded to an individual or group for outstanding service to the people of Montgomery County
- c. Sentinel Award - sponsored by the Montgomery Sentinel newspaper and to be awarded to an individual or group for a significant contribution to good government at the local level

2. *Awards Committee.* An Awards Committee to make recommendations for recipients shall be established not later than the February Executive Committee Meeting. Members shall be nominated by the President and confirmed by the Executive Committee. Notice of the Awards Committee along with a call for suggestions will be published in the Newsletter.

3. *Selection of Recipients.* Recipients of the awards shall be determined by the Executive Committee at its May Meeting, based upon but not limited to recommendations of the Awards Committee. Only members of the Executive Committee may be present during the selection process, and any member of the Executive Committee recommended for any award by the Awards Committee may not participate in the process.

4. *Recognition.* Recipients of the Star Cup shall not have possession of the original trophy for which the award is named, but shall be given a suitably engraved small cup as a permanent memento of the award.

**ARTICLE XVII.**

**FINANCIAL MANAGEMENT**

1. *Annual Budget.* An operating budget for the Membership Year shall be adopted to plan and manage the Federation’s fiscal affairs. A proposed budget shall be prepared by the Treasurer and submitted to the Executive Committee for approval in August. The budget as approved shall be printed in the September Newsletter and included in the September Agenda for action by the Membership. The budget shall include all planned and expected expenditures and revenues. Federation officials shall assist the Treasurer as requested in developing the budget.

2. *Accounting For Funds.* The Federation shall maintain a checking account in a local bank, and all receipts and disbursements shall be processed through the account. All revenues received and disbursements made shall be entered in a record which shall show the name, amount, date, and type or purpose of the revenue or disbursement. The Treasurer shall reconcile the accounts each month, and present a report thereof to the Executive Committee.

3. *Issuance of Checks.* All checks shall be signed by the Treasurer, or in his absence the President. All approved disbursements must be authorized in the adopted Budget, except as provided below.

4. *Special Disbursements.* In emergencies the Executive Committee may authorize an expenditure up to one hundred dollars. It may also authorize reasonable costs for the September Newsletter. Such expenditures shall be reported at the next Regular Meeting, and the Budget adjusted accordingly.

5. *Financial Reports.* The Treasurer shall prepare at least mid-year and annual reports disclosing the financial performance and status of the Federation. The mid-year report shall evaluate adherence to the Budget and project performance for the rest of the year. The annual report shall show all expenses and revenues and shall compare them with the adopted Budget.

6. *Annual Audit.* The financial records of the Federation shall be audited annually by an Audit Committee. The Audit Committee shall consist of three individuals, one of whom shall be a Second Vice President, nominated by the President and confirmed by the Executive Committee. The Treasurer for the year being audited shall provide all records to the Audit Committee and provide such assistance as may be required. The Audit Committee shall submit a written report to the Executive Committee which upon approval of the report shall authorize transfer of records and accounts to the new Treasurer.

7. *Dissolution.* In the event the Federation is dissolved, any assets shall be distributed to a County group qualified under Section 501(c) (3) or (4) of the Internal Revenue Code.

8. *Indemnity of Officers.* The Federation shall indemnify a member of the Executive Committee for amounts required to be paid as a result of third party suits or claims when such third party actions arose by reason of the fact that the individual was a member of the Executive Committee, provided that the individual acted in good faith and in a manner reasonably believed to be in the best interests of the Federation. This authority to indemnify shall exist only to the extent legally permissible and to the extent that the Federation’s status as a tax exempt organization and as a non-business corporation is not affected.

**ARTICLE XVIII.**

**FEDERATION ASSOCIATES**

1. *Eligibility.* Any individual may participate in Federation activities by becoming an Associate. Any government agency, business, or similar association may also become Associates.

2. *Status.* Associates may attend Federation functions, participate in discussions at meetings, serve on appointed committees, and will receive the Newsletter. They are neither Delegates nor members, and may not make motions or vote. If appointed to chair a committee, they shall not thereby be voting members of the Executive Committee, and in no case shall the number of committee chairs held by Associates exceed 25% of all committees.

3. *Annual Fee.* The annual fee for an individual Associate is \$15. The annual fee for all other Associates is \$35. An Associate who does not pay the fee by December 1 shall be dropped.

**ARTICLE XIX.**

**AMENDMENT OF BY-LAWS**

1. *Changes.* A proposal to change these By-laws may be made by any Delegate or the Executive Committee. A motion to change by a Delegate must be seconded by Delegates from two other Member associations. Proposed amendments may be referred to the Executive Committee or to a By-laws Committee established under Article V for recommendation.

2. *Notice.* An introduced resolution to amend the by-laws shall be tabled until the following meeting. The proposed change shall be published in the Newsletter and listed in the Agenda before the proposal may be considered.

3. *Approval.* An amendment upon Affirmative Vote shall become effective at the close of the meeting in which approved unless a future date is specified.