



Onslow Commission for Persons with Disabilities

PO Box 244, Jacksonville, NC 28541

www.onslowcommission.org

Bylaws

Onslow Commission for Persons with Disabilities

Section 1 Organization Name

The name of this organization shall be the Onslow Commission for Persons with Disabilities.

Section 2 Purpose

The purpose of the Onslow Commission for Persons with Disabilities is to provide information to improve and enhance quality life for persons with disabilities and their families in the Onslow area (Onslow area is defined as all areas of Onslow County to include all Military Installations within the County).

This purpose can be realized through the attainment of the following:

- a. Promote public awareness and acceptance of persons with disabilities.
- b. Provide education and resources to the community.
- c. Serve as a countywide source for gathering and distributing information that is relevant to persons with disabilities and their families.
- d. Collaborate with civilian/military/veteran organizations.

Section 3 General Powers

The corporate powers, property, and affairs of the Commission shall be vested in, exercised by, conducted by, controlled by, and managed by the Board of Directors.

Section 4 Composition of the Board of Directors

The Board of Directors shall consist of seven persons selected from the general membership of the Commission. These seven persons shall consist of a chairperson, vice chairperson, secretary, treasurer, and three members at large.

Section 5 Duties and Powers

The Board of Directors of the Commission is empowered to conduct all necessary business, meetings, and activities of the Commission to fulfill the overall purpose.

Section 6 Terms

The term of office for members of the Board of Directors shall be for a two-year period. If a member of the board resigns prior to 2-year term a new member will be voted on to complete the original officer's term of office to maintain a staggered slate of officers.

Section 7 General Membership

Any person seeking membership in the Commission as a general member must attend two regular meetings prior to making application. They may be voted in for formal membership at their third meeting providing the application has been completed and reviewed by the Board.

The Board of Directors shall review all such applications and shall determine if the applicant meets the qualifications established herein. Once approved as a general member, that person must attend meetings on a regular basis.

Section 8 Board of Directors Officer Responsibilities

Chairperson - The chairperson shall preside over all meetings of the Commission and shall possess the authority to represent the Commission and act on its behalf. The chairperson, in conjunction with the secretary, shall establish and prepare a formal agenda for each regular meeting. The chairperson shall appoint, with the concurrence of a majority of the Board, all subcommittees. In addition, the chairperson shall serve as an ex officio member on all subcommittees and shall perform all other duties normally associated with this office.

Vice Chairperson - The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson or in the event of his/her inability or refusal to act. The vice chairperson shall have all powers and be subject to the same restrictions placed upon the chairperson when acting on his/her behalf. The vice chairperson shall also perform all such other duties as may be assigned to him/her from time to time by the chairperson.

Secretary - The secretary shall be responsible for keeping complete and accurate minutes of all meetings of the Commission. The secretary shall also be responsible for providing notification of all meetings and for keeping a membership roll. The secretary shall oversee the website, emails and any social media to ensure information is accurate and current.

Treasurer - The treasurer shall be responsible for the documentation of receipt and documentation of expenditure of all funds of the Commission. The treasurer shall make a report on the financial condition of the Commission at each regular meeting. The treasurer shall ensure the biennial financial review is completed as well as the annual tax reports. The treasurer shall ensure the biennial financial review and the annual tax reports are completed.

Member at Large - The members at large shall represent the whole membership of the body. They shall serve to meet identified strategic needs of the Commission as determined by the Chairperson.

Section 10 Commission Meetings

Regular meetings of the Commission shall be conducted monthly. The time, place and date of each meeting will be set in an annual calendar by the Commission. A meeting reminder shall also be provided to all members a minimum of seven days in advance of any meeting.

Special meetings - The Board of Directors may call a Special meeting at any time provided that the chairperson gives notice to the Board of Directors at least 48 hours in advance of the meeting. Additionally, this same notice must be given to all members of the general body of the

Commission. Such notice may be provided by mail, e-mail, or by phone and shall state the time, place, and subjects/topics to be considered at the meeting.

Emergency meetings - The Board of Directors may call an emergency meeting at any time provided that the chairperson gives notice to the Board of Directors at least six (6) hours in advance of the meeting. Additionally, this same notice must be given to all members of the general body of the Commission. Such notice may be provided by mail, e-mail, or by phone. Emergency meetings may be called only for unexpected circumstances that require immediate consideration of the Board and only business connected to the emergency may be considered.

All meetings of the Commission shall be open to the public.

Section 11 Quorum

Board of Directors Meetings – A quorum of the Board shall consist of four members of the overall Board of Directors. A quorum must be established prior to the call to order for business to be conducted and the quorum must be present throughout the entire business meeting. At any time that a quorum is not present, the Board must cease further business.

General Meetings – A quorum for the meeting must consist of 50% plus one of all persons in attendance must be members of the Commission. A quorum must be established prior to the call to order for business to be conducted and the quorum must be present throughout the entire business meeting. At any time that a quorum is not present, the Board must cease further business.

Section 12 Parliamentary Procedures

The Commission will use the guide, “Robert’s Rules of Order - Newly Revised” as a guidance tool for operation, or such rules as the Board of Directors adopts by majority vote.

Section 13 Committees

The Board of Directors shall establish a list of committees for the overall Commission. At a minimum, the Commission shall have the following committees:

Nominating committee - The nominating committee shall be an ad hoc committee responsible for nominating persons to the Board of Directors and conducting their election.

Finance committee - The purpose of the finance committee is to provide financial oversight for the organization. The committee will be responsible for budgeting, financial planning, and financial reporting. The finance committee shall be composed of three persons, consisting of the Treasurer and Vice Chairperson, plus one member appointed from the general membership.

Section 14 Compensation

No member of the Board of Directors or any member of the general body of the Commission shall be entitled to compensation for services on this Commission. However, the Board of Directors may offer and pay reimbursement to any Board member for expenses incurred by him

or her in the performance of the duties as a Board member provided that those expenditures were previously approved by the Board of Directors in full meeting session.

Section 15 Amendments

These bylaws, in whole or in part, may be amended, altered, or repealed by five affirmative votes of the members of the Board of Directors. Such proposed changes must be properly noticed and provided to the members of the Board of Directors and to the general body/ membership of the Commission at least 10 days prior to the meeting in which they are on the agenda for Board action.

Section 16 Dissolution/Assets and Property

Should the Commission cease to exist, all assets and property after provision for satisfaction of all outstanding financial claims shall be dispersed to a lawfully established North Carolina Nonprofit Corporation which is authorized to conduct business within Onslow County.

Section 17 Fiscal Year

The Fiscal Year established for the Commission will operate from July 1 of one year to June 30 of the following year. A financial review shall be completed, by an outside source, biennially.

Revision date: 10/01/2014
Revised and Approved by the Board: 04/18/2016
Approved by the Commission Members: 05/04/2016
Revised and Approved by the Board: 06/01/2018
Approved by the Commission Members: 06/06/2018