



## CONSTITUTION

of the

### dèCarteret College Alumni Association of North America

#### PREAMBLE

In recognition of the significant contributions of a secondary education at dèCarteret College High School and the need to assist in the advancement of the professional role and development of the students and staff, we, the dèCarteret College Alumni Association of North America ("DCAANA" or "the Association") was established as a not-for-profit organization dedicated to providing a common forum for dèCarteret College High School past students in North America to network and perform various fundraising efforts to benefit the dèCarteret College High School ("DCHS") located in Mandeville, Jamaica W.I. The goals and objectives of DCAANA are to:

1. Provide an organizational infrastructure to foster collaborative participation in advancing the quality of education and improving economic competitiveness, efficiency and effectiveness, of the DCAANA for equity at the DCHS.
2. Provide assistance whenever possible in the offering of quality educational programs that serve the needs of the students and staff of the DCHS;
3. Promote scholarships for students at the DCHS to enable continuing education;
4. Maintain a liaison relationship with DCHS's students, staff and alumni;
5. Enhance coordination, cooperation, and collaboration among association members;
6. Promote the informed, responsible and ethical use of the DCAANA web-site information systems for the benefit of DCHS and Alumni.

#### ARTICLE I: Name and Office

The name of the Organization shall be the dèCarteret College Alumni Association of North America (hereinafter referred to as "DCAANA" or "the Association").

#### ARTICLE II: Membership

Section 1: Membership in the Association may be Alumni, Associate, Affiliate, Honorary or Emeriti.

Section 2: Alumni, Associate and Affiliate memberships shall be for an annual term, August 1 to July 31, and shall be renewable each year.

##### Section 3: Alumni Membership

- 3.1 Applications for Alumni Membership are accepted from any past student and faculty who previously attended DCHS or have taught there respectively.
- 3.2 Application for membership may be verified by the DCHS administrative office.
- 3.3 Application for membership shall be accompanied by the annual Alumni membership dues.
- 3.4 Membership entitles the member to cast one (1) vote on matters of the Association business and governance requiring a vote. The member shall be eligible to hold office in the Association and to vote in constituency and committee meetings.



**Section 4: Associate Membership**

- 4.1 Applications for Associate membership are accepted from any person who supports the goals and objectives of the DCAANA.
- 4.2 Applications for membership must be endorsed in writing by a current Alumni member in good standing with the Association, and shall be accompanied by the annual Associate member dues.
- 4.3 Membership entitles the individual to hold office in the Association and to vote in constituency and committee meetings. If elected to the Association Executive Board, Associate members may vote on matters of Association business and governance.

**Section 5: Affiliate Membership**

- 5.1 Applications for Affiliate membership are accepted from persons interested in the advancement, interests, goals & objectives of DCAANA.
- 5.2 Applications for Affiliate membership must be sponsored by an Alumni Member or an Associate Member.
- 5.3 Membership entitles the individual to serve on committees and vote in committee meetings.

**Section 6: Honorary Membership**

- 6.1 Honorary membership is conferred upon individuals to recognize their significant contribution to the advancement, goals & objectives of DCAANA.
- 6.2 Honorary membership may be conferred by a majority vote of the entire Executive Board.
- 6.3 Honorary members may participate as non-voting members in all Association activities, and shall not be required to pay dues.

**Section 7: Emeriti Membership**

- 7.1 Applications for Emeriti membership are accepted from retired individuals who at the time of their retirement met the criteria for either an alumni membership or an associate membership.
- 7.2 Membership entitles the individual to serve on committees and to vote in committee meetings.
- 7.3 Emeriti members shall not be required to pay dues.
- 7.4 The Executive Board will review the initial applications for Emeriti status. The approval for Emeriti membership will be by simple majority of the Executive Board.

**ARTICLE III: Rules of Governance**

All Association meetings shall be governed by Robert's Rules of Order.

**ARTICLE IV: Election of Officers**

Section 1: The officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer and other such officers that the Association deems necessary.

Section 2: All officers shall be elected or confirmed at a business meeting scheduled during the



Association's Annual Conference. Voting may be conducted via a designated electronic medium, by proxy or by mail. Officers tenure in office shall begin at the end of the Annual Conference and terminate at the completion of the following second year's Annual Conference with the exception of the Treasurer who shall serve three (3) years.

President, Vice President, Secretary, and Treasurer shall be elected by simple majority of Alumni membership voting.

**ARTICLE V: Duties of Officers**

Section 1: The President shall call and preside over the Association and Executive Board meetings; shall appoint members to standing and special committees; shall assure the faithful execution of officer duties and committee charges; shall deliver an address on the State of the Association at the Annual Conference; shall exercise such other authority and responsibilities as may be necessary to effect the purposes of the Association; and may serve as an ex officio member of Association standing committees, select or special committees, or task forces.

Section 2: The Vice President shall perform all duties of the President in the absence of the President, and when so acting shall exercise the powers of the President as set forth in the Constitution. The Vice President may serve as an ex officio member of Association standing committees, select or special committees, or task forces. The Vice President may also perform other duties as may be assigned by the President or prescribed by the Executive Board. The Vice President shall become the Association President upon the occurrence of a vacancy in the office of the President, in which case he/she shall serve the time remaining in the term unexpired. The Vice President shall be represented on the Executive Board; shall chair at least one (1) meeting annually; may serve on at least one (1) Association committee and may act as a liaison to the Executive Board; and shall carry out such other duties as requested by the President.

Section 3: The Secretary shall serve as the recording and corresponding officer of the Association. The duties of the Secretary shall include but not be limited to: recording and distributing minutes of Association proceedings, to include reports of the Treasurer; and corresponding with the membership about Association affairs.

Section 4: The Treasurer shall be responsible for the receipt and expenditure of Association funds in accordance with generally accepted accounting principles and with the fiscal policies established by the Executive Board of the Association; shall maintain the financial records of the Association, including the billing and collection of membership dues and the maintenance of payment records; shall report to the Executive Board on the financial status of the Association; shall issue an annual financial statement to the membership for distribution by the Secretary at the Annual Conference; shall submit Association financial records annually for audit as directed by the Executive Board; and may serve on at least one (1) Association committee and may act as a liaison to the Executive Board.

**ARTICLE VI: The Executive Board and its Powers**

Section 1: The President, Vice President, Secretary, and Treasurer shall comprise the minimum officers required for the Association's Executive Board.

Section 2: The Executive Board shall administer the affairs of the Association in accordance with the provisions of this Constitution and pursuant to Association Bylaws and toward the end of effecting Association purposes.

Section 3: **Vacancy in Office**

3.1 Should the Association office of the President be vacated between Annual conferences,



the Vice-President shall assume the office of Presidency for the remainder of the unexpired term and shall direct the nomination committee to nominate candidates to the vacated office for elections at the annual meeting at which such President's tenure would have expired.

- 3.2 Should the office of Vice President be vacated, the President shall appoint a member or group of members to conduct an election for a new Vice President.
- 3.3 Should the Association office of Secretary or Treasurer be vacated between Annual conferences, the Executive Board may by majority vote of all officers, select an individual from the Alumni or Associate membership to complete the unexpired term of that office.

Section 4: A quorum of the Executive Board shall be a majority of elected officers.

#### **ARTICLE VII: Business Meetings**

- Section 1: There shall be at least one (1) business meeting of the Association each year, and it shall be held during the annual conference.
- Section 2: Special business meetings of the Association may be called by the President in consultation with the Executive Board, or upon petition of a simple majority of the Alumni representatives. Notice of special meetings shall be sent to members at least thirty (30) days prior to such meetings.
- Section 3: Alumni members, or their designees, present at a properly scheduled business meeting shall constitute a quorum. An Alumni member who is unable to attend the business meeting may assign the privilege of voting to another member. The designation shall be submitted in writing to the Association Secretary prior to the business meeting.

#### **ARTICLE VIII: Fiscal and Financial Policies and Powers**

- Section 1: The Executive Board shall develop, implement, and monitor policies in regard to fiscal and financial matters.
- Section 2: The fiscal year shall run from August 1 to July 31.
- Section 3: An annual dues structure shall be recommended by the Executive Board. Changes shall be presented to the membership at least thirty (30) days prior to voting at the Association's next business meeting.
- Section 4: Association funds shall be deposited in a financial institution approved by the Executive Board.
- Section 5: The Treasurer, as directed by the executive board shall arrange for a written annual audit of Association finances to be completed within sixty (90) days of the end of the fiscal year.

#### **ARTICLE IX: Amendments**

- Section 1: Alumni or Associate members may propose amendments to the Association Constitution. A proposed amendment must be submitted in writing to the Executive Board. The Executive Board may submit in writing a proposed amendment to the Chair of the Constitution and Bylaws Committee no fewer than ninety (90) days prior to the Association Business meeting. The committee shall review each tendered amendment and submit its recommendation in writing to the Executive Board no fewer than sixty (60) days prior to the next Association business meeting. The Executive Board shall



review and act on the recommendation of the committee and, upon approval by majority vote, shall forward the proposed amendment to the Association membership no fewer than thirty (30) days prior to the next Association business meeting.

Section 2: Amendments to the Association Constitution shall require approval by a vote of two-thirds (2/3) of the alumni representatives voting.

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**BYLAWS**  
**of the**  
**dèCarteret College Alumni Association of North America**

**ARTICLE I. Legal Status**

The dèCarteret College Alumni Association of North America (hereinafter referred to as "DCAANA" or "the Association") a Not-For-Profit corporation under the State of Georgia Not-For-Profit Corporation exclusively for common forum for dèCarteret College past students in North America to network and perform various fundraising efforts to benefit the dèCarteret College High School ("DCHS") within the meaning of Section 501 (C) (4) of the Internal Revenue Code of 1954 (or corresponding provision of any future U.S. Internal Revenue law) and shall have the necessary and incidental powers to carry out its purposes as stated in the Preamble to the Association.

**ARTICLE II: Seal**

Section I. The Association shall adopt official seal of such design as the Executive Board may adopt. Once adopted, any change in the official seal of the Association shall require approval by two-thirds (2/3) of the Alumni members of the Association voting.

**ARTICLE III: Membership**

**Section 1: Application**

- 1.1 An applicant for Alumni membership must initially submit to the Association Treasurer both an official application for membership, endorsed by the President and the membership dues. The application shall be reviewed by the Membership Coordinator to assure that the eligibility criteria have been met. Application for membership may be verified by the DCHS administrative office.
- 1.2 An applicant for Associate or Affiliate Membership must initially submit to the Association Treasurer both an official application for membership and the appropriate membership dues. The application shall be reviewed by the Membership Coordinator to assure that eligibility criteria have been met.
- 1.3 A candidate for Honorary Membership must be recommended by one (1) or more Alumni members, submitted to and recommended by the Membership Committee, and submitted to the Executive Board not less than sixty (30) days in advance of the next meeting of the Board. The Executive Board shall review and act on the recommendation. If approved, the President must confer the membership at a sponsored event of the Association within twelve (12) months of approval. Any candidate not previously honored may be reconsidered.
- 1.4 An application for Emeriti membership must be initially submitted to the Membership Coordinator. The Membership Coordinator will assure that eligibility criteria have been met and forward the application to the Executive Board for approval.

Section 2: Membership in the Association shall be forfeited for cause if the Membership Coordinator should discover that a member is not in compliance with membership requirements, except non-payment of dues. If such action is to be recommended, the member shall be notified in writing of the cause(s) for forfeiture and shall have an opportunity to respond within 30 in writing to the Executive Board prior to final action.

**ARTICLE IV: Transfer of Office**



Upon completion of the term of office, each officer shall surrender to the successor those official records, property, and monies acquired by or entrusted to the former during the term of office.

**ARTICLE V: Election**

No person shall be eligible for election that does not hold membership in the Association.

**ARTICLE VI: Executive Board**

Section 1: Since the Executive Board is empowered by the Constitution to plan, organize, direct, and control the affairs of the Association, the Executive Board may adopt from time to time such operating rules, procedures, and practices as shall be deemed advisable. The Executive Board is empowered to periodically designate a statutory agent for the Association in compliance with relevant state and federal statutes and regulations.

Section 2: The Executive Board shall meet at least four (6) times in each Association fiscal year. Special meetings of the Board may be called by the President.

Section 3: Five (5) members of the Executive Board shall constitute a quorum for conducting the business of the Board.

Section 4: Voting may also be conducted by mail, phone, or electronically on any matter being considered by the Executive Board, provided that each member is contacted.

Section 5: Minutes of all meetings of the Executive Board shall be drafted and sent to each Board member and to other individuals whom the Board may designate. Such minutes shall not become the official minutes of the Executive Board unless and until approved by the Executive Board.

Section 6: Executive Board membership is entirely voluntary and members shall not receive compensation for their personal services.

**ARTICLE VII: Administration**

Section 1: The President, Vice-President, and Treasurer shall have authority as attorney-in-fact to execute and acknowledge legal documents or other instruments on behalf of the Association and in connection with the operations of the Association as approved generally or specifically by the Executive Board.

Section 2: Subject to the general review and direction of the Association membership, the Executive Board shall have the power to sue and be sued; to acquire, own, dispose of, and otherwise use real or personal property, or any interest therein; to make contracts and incur liabilities; to borrow money at such rates of interest as it may determine; and to establish its operating rules and procedures, not inconsistent with its Constitution and the Bylaws or applicable law, for the administration and regulation of the affairs of the Association. Notwithstanding the above, the Association shall not engage in any business or other activity which is not in the furtherance of and exclusively dedicated to providing a common forum for deCarteret College past students in North America to network and perform various fundraising efforts to benefit the deCarteret College High School ("DCHS") located in Mandeville, Jamaica W.I., for mutual improvement, and purposes as a not-for-profit organization which shall comply fully with relevant state and national statutes.

Section 3: The Association may affiliate with a national association, conducting substantially the same activities as the Association, upon approval of a Plan of Affiliation adopted by two-thirds (2/3) of the Alumni membership of the Association voting. Such action must be approved by the Executive Board with notice thereof to be mailed to all members of the Association no fewer than thirty (30) days prior to the next business meeting of the Association.



## **ARTICLE VIII: Committees, Coordinator, and Historian**

- Section 1: The Association shall have varying standing committees whose actions are subject to review and approval of the Executive Board. Included but not limited to: are the Membership Committee, Public Relations, Finance, Entertainment, Conference, Constitution and Bylaws, Nomination and Election, and Legislative Awareness Committees. The Association shall have a Historian.
- Section 2: The **Membership Committee** shall maintain membership information in conjunction with the Association Treasurer and provide information to the members of the Association. In addition, the Coordinator will coordinate membership recruitment and renewal procedures and publish the membership directory, plus other related duties. The Membership Committee shall superintend the nomination and conferral of honors and awards established by the Association.
- Section 3: The **Public Relations Committee** shall be responsible for developing and maintaining those instruments or forms of communication necessary to ensure effective communication among the members of the Association, DCHS and with external groups or organizations on issues related to the goals and objectives of the Association. The Committee will also work with the Executive Board to determine the need for new and/or updated activities concerning pertinent issues of interest to the Association.
- Section 4: The **Finance Committee** shall be responsible for maintaining prudent oversight of the Association funds collected through membership dues, conference fees, external funding sources for grants or contracts to carry out programs, projects, or services consistent with the Association's purposes and in conformance with the Constitution and Bylaws of the Association. The committee shall monitor appropriate investment funds as approved by the Executive Board in notes/certificates of deposit at financial institutions insured by FSLIC and FDIC and ensure the Association maintains a minimum of six (6) months of operating funds in its checking account at all times unless drawn down from savings is a feature of the savings account/certificate in which the funds have been placed. The Committee will also work with the Executive Board to develop and maintain sound fiscal management policy pertinent for the financial stability in the interest the Association.
- The Committee will also work with the Executive Board to determine the specific funding needs and/or updated activities concerning pertinent fundraising issues of interest to the Association
- Section 5: The **Entertainment Committee** shall determine the locations and assure appropriate accommodations for Association conferences, business meetings, or other special events as directed by the Executive Board.
- Section 6: The **Conference Committee** shall plan, organize, and recommend to the Executive Board, programmatic activities pursuant to the purposes of the Association and shall assume responsibility for the implementation of those activities approved by the Board.
- Section 7: The **Constitution and Bylaws Committee** shall from time to time review and recommend changes in the Constitution and Bylaws of the Association in accordance with the provisions thereof.
- Section 8: The **Nomination and Election Committee** shall be charged with the preparation of a slate of nominees for the positions of President, Vice-President, Secretary, and Treasurer of the Association and shall conduct the election of officers. The Committee shall be composed of one (1) representative from each Committee. The Association President will appoint a Chair of the committee from this group. The Chair will also serve as the Recorder. Procedures under which nomination and election are to be conducted shall be approved by the Executive Board in advance of the Annual Meeting.



- Section 9: The **Legislative Awareness Committee** will focus primarily on legislative activities, which could include monitoring (but not lobbying) legislation, focusing more deeply on legislation that affects and influences the goals and objectives of the Association and supplying information to DCAANA members about sources of legislative information.
- Section 10: The **Historian** shall yearly update the Archives of DCAANA as well as solicit annual reports from Officers and Committee Chairs for the purpose of preparing a DCAANA Annual Report.
- Section 11: The Executive Board may establish and charge select or special committees or task forces to carry out functions of the Executive Board or the Association beyond the purview of existing standing committees of the Association. The President in consultation with the Executive Board shall appoint the members of any such committee or task force and shall appoint its Chair. A written charge shall be given to each select committee or task force and its activity and continuance will be reviewed annually.
- Section 12: Each standing, special, or select committee or task force shall have its membership and Chair appointed by the President, in consultation with the Executive Board, and should have a Recorder elected by a majority vote of committee or task force members, unless otherwise provided for in the Bylaws. Each standing, special, or select committee or task force shall file annually with the Executive Board a budget for review and approval and an annual report of activities and shall report at any other time requested by the Board.
- Section 13: A quorum for any committee or task force meeting shall be a majority of the appointed members of that committee.
- Section 14: Voting on all matters that may be considered at a meeting of a standing, special, or select committee or task force of the Association properly convened may be conducted by mail or by telephone.
- Section 15: Each committee or task force shall keep minutes of its meetings and shall report as requested by the Executive Board.
- Section 16: The tenure of membership on association committees shall extend from the time of initial appointment through the end of the next Annual Business Meeting. The President and/or President-Elect shall ensure continuity in the membership of all Association standing committees.
- Section 17: Committee or task force membership is entirely voluntary and members shall receive no compensation for their personal services.

#### **ARTICLE IX: Meetings**

- Section 1: The place and time of each Association business meeting shall be determined by the Executive Board with notice thereof mailed to the Association membership not less than thirty (30) days in advance of the announced meeting date. One of the Association business meetings to be held annually shall be designated the Annual Business Meeting.
- Section 2: The announcement of any special meeting of the Association called by the President or by petition of a majority of Alumni members shall specify the place, time, and agenda of the meeting with notice thereof mailed to the Association members not less than thirty (30) days in advance of the announced meeting date. Association business transacted at any special meeting shall be limited to the agenda items identified in the call for that meeting.
- Section 3: Alumni members, or their designees, present at an appropriately scheduled business meeting shall constitute a quorum. An Alumni member who is unable to attend the



business meeting may assign the privilege of voting to another member. The designation shall be submitted in writing to the Association Secretary prior to the business meeting.

Section 4: Voting may be conducted by mail on all matters, except for dues and Constitution and Bylaws Amendments that may be considered by a meeting of the Association properly convened.

#### **ARTICLE X: Recognition/Establishment of Association Chapters/Constituencies**

The Association may create chapters/constituents recognized by the Executive Board to carry out Association business and activities provided they operate in conformance with the Constitution and Bylaws of the Association, the State of Georgia Not-For-Profit Corporation Act, and Section 501 (C) (4) of the Internal Revenue Service Act of 1954 (or corresponding provision of any future U.S. Internal Revenue law).

#### **ARTICLE XI: Dues**

Section 1: At an Association business meeting, the Executive Board shall submit for approval a dues schedule for all categories of membership, except Honorary and Emeriti members, for the next fiscal year. Approval shall require the favorable vote of a majority of Alumni members or their designees present and voting.

Section 2: Dues shall be paid on or before the first day of the Association's fiscal year. Any member who is more than three (3) months in arrears shall be so notified in writing by the Membership Coordinator. Subsequent to notification, any member who is four (4) months in arrears may be removed from membership for that year.

Section 3: No constituency, committee, or other unit of the Association may assess or collect annual membership dues or any other fee in the name of the Association without the express consent of the Executive Board.

#### **ARTICLE XII: Dissolution**

The Association may be dissolved or merged with another similar association or corporation conducting substantially the same activities, upon approval of a plan of dissolution adopted by a two-thirds (2/3) vote of the total membership of the Association. Such a plan of dissolution shall provide for the complete payment and discharge of all Association obligations before disposition of net assets, which may then be distributed equally among such constituent members of the Association or their successors as are in existence, actively engaged, and qualify as tax-exempt organizations under Section 501 (C) (4) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future U.S. Internal Revenue law). Such action may be initiated only by the Executive Board, and notice of contemplation of such action must be mailed to the Association membership not less than ninety (90) days prior to the Annual Business Meeting.

#### **ARTICLE XIII: Amendments**

Section 1: Alumni or Associate members may propose amendments to the Association Bylaws. A proposed amendment must be submitted in writing to the Executive Board. The Executive Board may submit in writing a proposed amendment to the Bylaws, to the Chair of the Constitution and Bylaws Committee no fewer than ninety (90) days prior to an Association Business meeting. The committee shall review each tendered amendment and submit its recommendation in writing to the Executive Board no fewer than sixty (60) days prior to the next Association business meeting. The Executive Board shall review and act on the recommendation of the committee and, upon approval by majority vote, shall forward the proposed amendment to the Association membership no fewer than thirty (30) days prior to the next Association business meeting.

Section 2: Any amendment to the Association Bylaws shall require the approval of a majority of the Alumni votes cast on the proposed amendment.



## **dèCarteret College Alumni Association of North America**

### **Executive Board**

#### **Operating Rules, Procedures and Practices**

The dèCarteret College Alumni Association of North American Executive Board adopts operating rules, procedures, and practices to guide the conduct of Association business. The following is a summary of actions to date.

#### **Policy on Committee Chair Eligibility (No. 01–04/05)**

To be eligible for appointment as a standing committee or task force Chair, an individual must have been involved (a member) in DCAANA for at least one year.

#### **Policy on Alumni Charge of Overhead for Conference (No. 02–04/05)**

Alumni members hosting a DCAANA Conference (and receiving registration fees) may not charge overhead. If handled within the Alumni accounts, an overhead charge may not be charged. (Suggest alternative to set up a separate checking account in the name of the conference of DCAANA.)

#### **Policy on Association Mailing Labels (No. 03–04/05)**

Membership mailing labels will be made available to Executive Board members and Committee Chairs.

#### **Policy on Expenditures (No. 05--04/05)**

For authorization of expenditures for the DCAANA treasury in excess of \$250, the President will sign a Treasurer's "Memorandum of Agreement" to authorize payment. (August 6, 2004)

#### **Policy on Checking Account Signatures (No. 05--04/05)**

Signature cards for the DCAANA treasury checking account will be signed by the President, Vice President, Secretary, and Treasurer of DCAANA with either signature for the President or Treasurer used for authorization of a check. (May 1, 2004)

#### **Policy on Membership Invoice/Application (No. 06–04/05)**

Treasurer will work with Membership Coordinator to prepare renewal invoices and new member applications. Renewal applications will be sent in early June to reflect the membership year August 1 - July 31. New member applications may be sent throughout the year.

#### **Policy on Archives Designation (No. 07–04/05)**

The official archives location for the Association will be decided by the Executive Board.

#### **Policy on Membership Applications (No. 08–04/05)**

Alumni, Associate, Affiliate and Emeriti applications (new and renewal) are to be sent to the Membership Coordinator as the first step in the application process. A copy of the applications will be sent to the Treasurer with the appropriate dues.

#### **Policy on Conference Income Production (No. 09–04/05)**

Association managed and sponsored conferences, open to all Association members, shall be budgeted so that income will cover all direct expenses for the conference resulting, at a minimum, in a breakeven base of operation. Should excess income be generated through larger than anticipated participation, the excess income shall be deposited in the treasury account for Association funds to be managed in accordance with Association or Executive Board operating rules, procedures, and practices.

#### **Policies on Investment of Association Funds (No. 10–04/05)** Association funds collected through



dues or conference fees may be invested as approved by the Executive Board in notes/certificates of deposit at financial institutions insured by FSLIC and FDIC. All fundraising efforts are to benefit DCHS.

The Association must maintain a minimum of six (6) months of operating funds in its checking account at all times unless drawn down from savings is a feature of the savings account/certificate in which the funds have been placed.

Reserve funds established by the Executive Board may be invested for a longer term than six (6) months.

Interest income generated shall accrue to the general fund.

#### **Policy on Association Grant/Contract Solicitation (No. 11–04/05)**

Association committees, constituencies, and the Executive Board may explore external funding sources for grants or contracts to carry out programs, projects, or services consistent with the Association's purposes and which will operate in conformance with the Constitution and Bylaws of the Association. Prior to communicating with the funding agency, authorization by the Executive Board or President should be obtained.

Prior to submitting a formal proposal to an external funding agency/foundation, the complete proposal must be adopted by the respective committee or constituency, and approved by the Executive Board. Once approved, the proposal will be submitted to the external funding agency in the name of the Association by the President and the respective committee Chair or the Vice President.

Final grant/contract acceptance by the Association will depend on review and approval by the Executive Board and signature by the President.

The Association through its Executive Board may manage the funds as a part of its treasury and depository or may designate an institution to so manage in a manner consistent with DCAANA Constitution, Bylaws, and Standing Rules. At the time the proposal is submitted to the funding agency, the fiscal management arrangement will be set for the review and approval by the Finance Committee and approval by the Executive Board.

#### **Policy on Carryover Revenue (No. 12–04/05)**

Whenever Association annual revenue for two years reflects an increase in monies transferred in or whenever the beginning balance of the Association exceeds twenty percent (20%) of prior year revenue, the Executive Board may establish a restricted fund, not to exceed fifty percent (50%) of any carryover amount, monies from which may be used for conference enhancement, for the purchase of consulting services, or for the development of Association capabilities of leadership. The feasibility and desirability of such action shall be reviewed annually with appropriate action taken by the Executive Board regarding continuation of the fund and expenditures within it. All fundraising efforts are to benefit DCHS.

#### **Policy on Committee Budgets and Spending Procedures (No. 13–04/05)**

It shall be the responsibility of the outgoing and incoming Chairs of each Association standing committee and of each constituency Vice President to formulate an annual budget. Each Chair or Vice President shall forward the budget request in the format specified to the Treasurer no later than two weeks after the conclusion of the Annual Conference. Until such time, the Board may approve continuing appropriations equal to the previous year's approved budget. The only exception granted is the budgetary request of a Conference Committee which shall be submitted no later than ninety (90) days prior to the conference. No expenditure shall be approved without benefit of a budget approved by the Executive Board.

Upon adoption of the Association's annual budget by the Executive Board, each committee Chair and constituency Vice President shall be informed immediately in writing by the President regarding Board action. Approval of the Association budget shall constitute authorization for the expenditure of appropriated funds. Only a committee Chair or constituency Vice President or designee may expend or obligate committee funds. All requests for payment or for reimbursement of expenses should be



submitted within sixty (60) days of the incurrence of the obligation. Outlays or reimbursement in excess of an approved budgetary allocation are subject to Board approval.

**Policy on Annual Conference Expenditures (No. 14—04/05)**

The Conference Committee will submit a preliminary conference budget to the Executive Board by the 1st of February. Any single expense more than 10% higher than that budgeted will require Board approval.