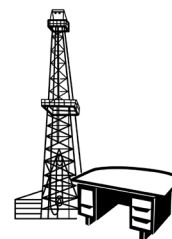




Association of Desk and Derrick Clubs

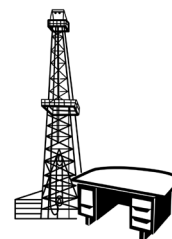


Committee Report for Budget & Planning / Convention

Report of Committee		Club Bylaws/Guidelines Review	
Meeting	Convention	Date	2020
Location	Virtual		
Items Requiring Vote (<i>state motion</i>), General Consent Decision, or Discussion by Board.			
<p>Club Bylaws: ISSUE - Accountability for not following Club Bylaws Review Schedule. Propose revision to Club General Information Section: Currently Reads</p> <p>II. BYLAWS</p> <p>A. Club Bylaws updated to conform with the ADDC Bylaws and Standing Rules amendments at the annual convention need not be submitted to the Club Bylaws Review Committee for review.</p> <p>B. If Club Bylaws are amended for any other reason than to conform to the ADDC Bylaws and Standing Rules, four (4) copies of the amended Club Bylaws documents must be submitted to the Club Bylaws Review Committee or one (1) copy emailed to the Club Bylaws Review Chairman.</p> <p>C. Region and club bylaws shall be submitted for review at least once every four (4) years per Exhibit E Bylaws Review Schedule spreadsheet for scheduled years for all regions and clubs.</p> <p>D. A copy of all Region and Club Bylaws documents shall be maintained at ADO and with the Club Bylaws Review Committee Regional Representative. Each regional director shall maintain a current copy of each Region and Club's Bylaws documents in the Region's permanent files.</p> <p>Revise to Read:</p> <p>II. Bylaws.</p> <p style="padding-left: 20px;">A. A current electronic copy of all Region and Club bylaws shall be maintained by the Club Bylaws/Guidelines Review Committee and by ADO.</p> <p style="padding-left: 20px;">B. Region and Club Bylaws shall be submitted according to Club Bylaws/Guidelines Committee Guidelines at least once every four (4) years per the committee guidelines procedures and Exhibit E Bylaws Review Schedule spreadsheet.</p> <p style="padding-left: 20px;">C. Clubs shall not be eligible to have a voting delegate at any Association meeting (Region or Convention) until the Club Bylaws/Guidelines Committee Chairman has confirmed compliance.</p> <p style="padding-left: 20px;">D. Club Bylaws updated only to conform to updated ADDC Bylaws, Standing Rules, and Code of Ethics are not required to be reviewed beyond the scheduled period</p> <p style="padding-left: 20px;">E. Club Bylaws amended for any reason other than to conform to C. above must be reviewed in the year the amendments are approved by the club.</p> <p>Note: This is in line with the requirements for Program guidelines.</p>			
General Information Items			
<p>Despite all region directors sending reminders to club presidents about the four-year schedule, almost NO clubs submitted their bylaws to be reviewed despite being scheduled for 2020. A request was made through the Southeast Region Director to have this addressed at the September virtual Board Meeting, but it apparently was not. See above.</p> <p>I'm waiting to hear from Victoria Club and West Region regarding Committee suggestions for</p>			



Association of Desk and Derrick Clubs



Committee Report for Budget & Planning / Convention

Report of Committee		Club Bylaws/Guidelines Review	
Meeting	Convention	Date	2020
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<p>revisions to their respective bylaws.</p> <p>I sent a letter that was approved by Keith and Christina to be posted by ADO with the August committee news. It still has NOT been posted. (Based on the outcome of the motion above, I'll send a letter out in October/November.)</p> <p>I was told by ADO, after asking several times to get corrected information and updated guideline files posted, "As you have more developed, please send them to Christina Forth. She will need to approve posting as head of the website/technology committee." According to the ADDC Technology Committee Guidelines: C. The ADDC Website "The ADO management company will handle all updates and changes to the ADDC website. Questions or changes that need to be made to the site will be directed to the Technology Chair and/or your Regional Representative." I interpret that to mean the ADO manager is a member of the committee and will coordinate any changes with the rest of the committee and not push back onto the requesting committee chairman for updates – especially those that have already been approved by the Board or are corrections that should already have been handled by ADO manager.</p>			
Requests for Assistance by the Association Distribution Office			
<p>Follow the guidelines for updating the website. Follow the guidelines for sending award certificates for Region Awards of Merit and AIMEE Awards (One complete certificate for EACH person named on all first, second, and third place winners and one complete certificate for the club's records); send Award of Merit and AIMEE pins with the certificates.</p>			
Signed	Judi Adams	Date	September 23, 2020

This form should be completed and forwarded to the ADDC President.