**West Region Bylaws**

Article I Name

Article II Purpose

Article III Members

Article IV Committee Members

Article V Meetings

Article VI Financial

Article VII Reporting

Article VIII Parliamentary Authority Article IX Amendment of Bylaws Article X Dissolution

Addendum: Membership Recognition Guidelines

 **Article I – Name**

 The name of the organization shall be West Region Fund, hereafter called “Fund”.

**Article II – Purpose**

The purpose of the Fund shall be to provide monetary assistance with approval and documentation from the Fund Committee as outlined below.

**Article III – Members**

Members shall be all member clubs as designated in the ADDC bylaws comprising the West Region.

**Article IV – Committee Members**

The Fund Committee shall be comprised of five members:

1. The West Region Director (Chairman)
2. The Immediate Past West Region Director
3. One past Region Director from the West Region
4. Two Fund Treasurers
	1. One who shall be bondable for the United States Financial Institutions
	2. One who shall be bondable for the Canadian Financial Institutions

Members 3 and 4 shall be appointed by the Region Director and approved by a majority of the Club Presidents in the year of appointment.

The signing officers shall be any two of the five committee members. All signing officers shall register their signatures with the appropriate financial institutions.

A vacancy on the committee shall be filled by appointment of the Director and approved by a majority vote of the Club Presidents.

The Fund Treasurers shall receive and disperse funds as directed by the Chairman and ensure the filing of the IRS 990N and the ADDC TAXE1 & TAXE 2 forms by May 15 each year, with copies going to the Director, the ADDC Tax Exempt Committee Chair, and the West Region Fund Committee, appropriately for US and Canadian transactions.

**Article V – Meetings**

West Region meetings, hereafter called the “Meeting,” shall be held annually. A rotation schedule shall be maintained as follows:

Farmington (2021)

Amarillo/Pampa (2022)

Alberta Foothills/Grande Prairie (2023)

Artesia (2024)

Midland (2025)

Roswell (2026)

Abilene (2027)

If a club disbands, merges with another West Region club, or a club is added to the Region, the rotation will adjust accordingly.

**Article VI – Financial**

1. The Fund is comprised of all monies available to the Region, which shall include, but not be limited to the following:
	1. An assessment of two dollars ($2.00) per member, per year, to be paid annually by each member club in the Region. These payments, based on club membership at the specific time, shall be forwarded to the Chairman, or a member designated by the Chairman, for deposit into the fund at the same time as ADDC dues are sent to the ADDC Treasurer.
	2. Any other monies that may, from time to time, be available to the Region, such as overage from the Meeting, shall be forwarded to the Chairman, or a member designated by the Chairman, for deposit to the Fund at the time they are available.
2. The Fund shall be deposited and maintained in two separate accounts.
	1. One account shall be in a US dollar account held at a Federal Deposit Insurance Corporation (FDIC) financial institution in the US
	2. One account shall be in a Canadian dollar account financial institution in Canada.
	3. All Fund transactions from US Clubs shall be paid in US dollars into the US bank account and from Canadian Clubs, in Canadian dollars into the Canadian bank account.
3. The Chairman, in administering the Fund, shall be guided by these bylaws, with assistance from the Fund Committee.
4. The Fund Committee members shall be named and the Fund Committee shall commence operation each year immediately following the annual ADDC Convention and shall consult with the incoming Region Director.
	1. In the event an annual ADDC Convention is not held, the Fund Committee members shall be named and the Fund Committee shall commence each year on October 1st.
	2. A Region Director, who may have other funds available for their use (i.e. company or club) during their term, will so notify the Committee.
5. Assistance to Region Director Elect

Financial assistance to the Region Director-Elect, if needed, with prior documented approval from the Fund Committee if their expenses are not paid by ADDC or their club or employer and only if the balance in the Fund is not less than Four Thousand Dollars ($4,000.00) after the deduction:

1. Travel to and from Convention (economy air fare or mileage, not to exceed economy air fare cost, at the current IRS rate).
2. One round trip shuttle or taxi fare from the airport to hotel.
3. Half (50%) of one night’s hotel room cost, including taxes and fees, based on double occupancy if needed to arrive one night prior to the Pre-Convention ADDC Board Meeting.
4. Up to Fifty Dollars ($50.00) to cover meals if needed to arrive one night prior to the Pre-Convention ADDC Board Meeting.
5. One meal during Region Director-Elect training, if needed.
6. Convention Registration.
7. Half (50%) of one night’s hotel room cost, including taxes and fees, based on double occupancy to stay an extra night for the Post-Convention ADDC Board Meeting, if needed.
8. Up to Fifty Dollars ($50.00) to cover meals if needed to stay an extra night for the Post-Convention ADDC Board Meeting.
9. Any ADDC Board meal or event that the Region Director-Elect is expected to attend, only if ADDC is paying for the Region Director to attend as well.
10. Financial assistance does not cover the expenses of tours, field trips, seminars, meals, tips, rental car, alcoholic drinks, or other special events related to ADDC Convention not spelled out above.
11. Reimbursement of all expenses must be supported by receipts.
12. Assistance to Region Director

In the event the Region Directors expenses are not covered by ADDC due to ADDC’s financial situation, financial assistance will be provided with prior documented approval from the Fund Committee, for the Director, as needed, if their expenses are not paid by ADDC, their club, or employer and only if the balance in the fund is not less than Four Thousand Dollars ($4,000.00) after the deduction. This includes:

* 1. Travel to and from Convention (economy air fare or mileage, not to exceed economy air fare cost, at the current IRS rate).
	2. One round trip shuttle or taxi fare from the airport to hotel, if needed
	3. Half (50%) of one night’s hotel room cost, including taxes and fees, based on double occupancy if needed to arrive one night prior to the ADDC Budget and Planning Meeting and/or Pre-Convention ADDC Board Meeting.
	4. Up to Fifty Dollars ($50.00) to cover meals if needed to arrive one night prior to the ADDC Budget and Planning Meeting and/or Pre-Convention ADDC Board Meeting.
	5. Registration at Convention if not covered by ADDC.
	6. Half (50%) of one night’s hotel room cost, including taxes and fees, based on double occupancy if needed to stay an extra night for the Post-Convention ADDC Board Meeting.
	7. Up to Fifty Dollars ($50.00) to cover meals if needed to stay an extra night for the Post-Convention ADDC Board Meeting.
	8. Financial assistance does not cover the expenses of tours, field trips, seminars, meals, tips, rental car, alcoholic drinks, or other special events related to Budget and Planning and/or ADDC Convention not spelled out above.
	9. Reimbursement of all expenses must be supported by receipts.
1. Assistance to the Meeting Host Club:
	1. An advance, if needed, to establish a checking account. The advance shall not exceed Five Hundred Dollars ($500.00) and shall be refunded after final accounting of expenses of the Meeting.
	2. Any monies above the expenses of the Meeting shall be equally divided between the Fund and the Host Club.
	3. Any monies above the expenses of the Certification program, should the program be presented at the Meeting, will be transferred to the Fund with documentation and used only for future Certification programs held at the Meeting. This shall be maintained in either a separate bank account or as a separate line item and shall be excluded from other funds held for minimum balance requirements.
	4. An amount not to exceed One Thousand Dollars ($1,000.00), with prior documented approval from the Committee, may be used for financial support of educational seminars for the Meeting, provided the balance in the Fund is not less than Four Thousand Dollars ($4,000.00) after all approved seminar expenses are paid. The above amount shall be deducted prior to the division of monies above the expenses of the Meeting.
	5. An amount not to exceed a total of Five Hundred Dollars ($500.00), with prior documented approval from the Committee, may be used for financial support for guest speakers for the Meeting banquet, provided the balance in the Fund is not less than Four Thousand Dollars ($4,000.00) after all approved Meeting expenses are paid.
		1. The above amount shall be deducted prior to the division of monies above the expenses of the Meeting.
2. An amount not to exceed Two Hundred Dollars ($200.00), with prior documented approval from the Committee, may be used from the Fund for preparation of a West Region scrapbook to be presented to the immediate past Director at the Meeting in the year following their term as Director, provided the balance of the Fund is not less than Four Thousand Dollars ($4,000.00) after the deduction.
3. An amount not to exceed a total of Five Hundred Dollars ($500.00), with prior documented approval from the Committee, may be requested by the Director for travel to clubs that invite the Director to participate in a meeting, Industry Appreciation, Installation of Officers, etc., in the event the inviting club cannot afford to underwrite the full expense of such a visit, provided the balance of the Fund is not less than Four Thousand Dollars ($4,000.00) after the deduction.
4. An amount not to exceed Three Hundred Dollars ($300.00), with prior documented approval from the Committee, may be used for the purchase of a gift for the outgoing Director, provided the balance of the fund is not less than Four Thousand Dollars ($4,000.00) after the deduction.
5. An amount not to exceed a total of Two Hundred Dollars ($200.00), with prior documented approval from the Comm it tee , may be requested by the Director for the purpose of purchasing supplies, postage, photocopies, telephone, FAX, etc. deemed necessary to fulfill the responsibilities of the position, provided the balance of the fund is not less than Four Thousand Dollars ($4,000.00) after the deduction.
6. An amount not to exceed Five Hundred Dollars ($500.00), with prior documented approval from the Committee, may be paid equally to the Educational Trust (ET) and the ADDC Foundation annually ($250.00 apiece), provided the balance of the Fund is not less than Four Thousand Dollars ($4,000) after the deduction.
7. A donation in the amount of One Thousand Dollars ($1,000.00), with prior documented approval from the Committee, may be provided to the West Region Committee/Club for expenses to host the ADDC Convention, provided the balance of the Fund is not less than Four Thousand Dollars ($4,000) after the deduction.

**Article VII- Reporting**

An accounting of all income, expenses, and transactions of the Fund shall be provided to all Region clubs by the Chairman.

1. A verbal report shall be presented by the Director at the annual Meeting and a written report shall be distributed to all Region members in attendance.
2. A written report of the Fund shall be mailed/emailed to each club within sixty days following the Meeting for distribution to club members.
3. A final written report of the Fund shall be mailed/emailed to each club no later than February 15th by the outgoing Director for distribution to club members.

**Article VIII- Parliamentary Authority**

The Region shall operate under Robert’s Rules of Order Newly Revised (RONR).

**Article IX – Amendment of Bylaws**

1. Prior to the Meeting, a sixty (60) day written/email notice to clubs of any proposed amendments may be amended by a majority vote.
2. Prior to the Meeting, a thirty (30) day written/email notice to clubs of any proposed amendments may be amended by a two-thirds (2/3) vote.
3. After the Meeting, proposed amendments may be amended by a two- thirds (2/3) vote. Vote will be taken by mail/email.

**Article X- Dissolution**

In the event the Region and/or the Fund disbands or becomes inactive, allocation of the balance of monies in the Fund accounts shall be to all West Region Clubs. Allocation shall be made based on the number of members in each Club at the time that the Region and/or the Fund disbands or becomes inactive.

Adopted 09/25/2018

Amended 11/12/2018

Amended 5/19/2020

**MEMBERSHIP RECOGNITION COMMITTEE GUIDELINES**

1. The Committee shall consist of a chairman and one member who shall be appointed by the Director. Any vacancy created by the resignation of a member shall be filled by the Director.
2. The Committee shall be responsible for securing pins for Region members who qualify for recognition.
3. The Committee shall coordinate the addition of stones to previously awarded pins as necessary.
4. Pins will be awarded based upon years of membership as determined by ADDC/ADO records. Members transferring from other regions will retain their years of membership.
5. A five (5) year member will receive a pin, and one stone will be added after ten (10) years of membership. An additional stone will be added every ten (10) years thereafter.
6. A qualifying member must be a member in good standing and must be a West Region member during the last year preceding presentation of the pin.
7. Pins will be presented at the annual Meeting.