

BY-LAWS FOR THE NORTH IOWA DIVERSITY APPRECIATION TEAM (NIDAT)

ARTICLE 1. PURPOSES

SECTION 1. MISSION

The Mission of The North Iowa Diversity Appreciation Team is to work to inspire and empower the diverse population of North Iowa to recognize, value and respect all people.

SECTION 2. VISION

The Vision of The North Iowa Diversity Appreciation Team is to be an integral partner in the success of the community embracing diversity.

SECTION 3. OBJECTIVES

The North Iowa Diversity Appreciation Team has three objectives:

1. Appreciate our differences
2. Take responsibility for our prejudices
3. Think regionally, focus locally

ARTICLE 2. MEMBERSHIP

SECTION 1. QUALIFICATIONS

The membership of The North Iowa Diversity Appreciation Team is open to individuals and agencies in North Iowa interested in promoting any type of diversity including racial, religious, physical, cultural or other.

1. Individuals requesting membership shall be voted on at the next regularly scheduled board meeting, provided that there are sufficient numbers to conduct business. Membership is granted with a simple majority of voting members present.
2. The membership shall be classified as follows:
 - a. **Voting Members** are those members who have attended six meetings within the last rolling 12 months. The Secretary shall be responsible for tracking, maintaining, and determining membership status.
 - b. **Associate members** are those members who have not attended six meetings within the last rolling 12 months. Associate members have all the rights and privileges of voting members with the exception of being unable to vote on issues before the board.

SECTION 2. RIGHTS AND RESPONSIBILITIES

1. It is the duty and privilege of all members to support the Mission, Vision, and Objectives of NIDAT.
2. A member may ask to be removed from the membership roles at any time.
3. A member may be removed from the membership roles for, but not limited to, conduct not befitting the mission, vision, and objectives of NIDAT or inactivity by a 2/3 vote.

ARTICLE 3. ORGANIZATIONAL STRUCTURE

SECTION 1. OFFICERS

The North Iowa Diversity Appreciation Team shall have an executive committee consisting of two Co-Chairs, Secretary and Treasurer. Candidates for expired office openings (Officers) shall be determined either on a volunteer or nominated basis, with a vote to be held at the October board meeting.

1. The Officers shall be voting members of NIDAT.
2. No officer shall hold more than one elected office at a time.
3. No officer shall be eligible to serve more than two consecutive terms in the same office.
4. A term shall consist of two calendar years, with the following staggered term schedule:

- a. Co-chair (a) and Secretary – term begins January 1st of even numbered year and ends December 31st of odd numbered year.
- b. Co-chair (b) and Treasurer – term begins January 1st of odd numbered year and ends December 31st of even numbered year.

5. Duties:

a. Executive Committee:

- i. meet as needed to discuss NIDAT items for agenda
- ii. provide an annual review of the membership roster
- iii. appoint vacated officer positions until the next calendar year begins at which new office terms begin
- iv. to oversee and provide administration of NIDAT to enable it to fulfill its Mission, Vision, and objectives
- v. provide oversight to the subcommittees
- vi. to seek to involve all members in service and support
- vii. to evaluate NIDAT's activities in relation to its mission, vision and objectives
- viii. to promote a climate of peace and goodwill and to foster mutual understanding within NIDAT
- ix. to provide long range planning consistent with the mission, vision and objectives of NIDAT in association with the Steering Committee
- x. shall see that the provisions of the bylaws be carried out
- xi. shall prepare an annual budget, to be approved by a 2/3 majority of the voting membership at the October board meeting for fiscal year January through December
- xii. shall ascertain that the financial affairs of NIDAT are being conducted efficiently, giving particular attention to the prompt payment of obligations
- xiii. shall be responsible for the financial and property matters of NIDAT.
- xiv. shall be responsible for appointing members to the subcommittees, with confirmation of these appointees provided by a simple majority of voting members present.
- xv. annually review all appointed positions.
- xvi. shall review and reaffirm the mission, vision, and objectives of NIDAT every 2 years with ratification by the membership with a 2/3-majority vote of the voting members.
- xvii. shall prepare an annual summary of NIDAT's activities for the calendar year for February board meeting

b. Co-Chairs:

- i. a minimum of one co-chair shall preside over all regular and special board meetings of NIDAT
- ii. carry out the duties of the executive committee
- iii. shall serve as official spokes persons for the group
- iv. attempt to be present at all board meetings of NIDAT
- v. appoint someone to take minutes of the meeting if Secretary is not present
- vi. shall have staggered terms to promote consistency and maintain experience within the leadership

c. Secretary:

- i. attempt to be present at all regular and special meetings of NIDAT
- ii. enter the minutes of the meeting into the permanent record
- iii. conduct all official correspondence of the group, except as those required to be produced by the co-chairs in their spokesperson capacity
- iv. have custody of the archives of NIDAT, act as Historian of the group, and pass along to each succeeding secretary for a smooth transition
- v. maintain the membership roles of NIDAT, and provide for the tracking and status of voting vs. associate members
- vi. provide the co chairs with information as to whether a quorum is present
- vii. carry out the duties of the executive committee

- d. Treasurer:
 - i. be responsible for an accurate recording of receipts and disbursements, and budgeted and actual expenditures
 - ii. shall suggest improved methods and systems for financial records
 - iii. present a written annual report annually at the February board meeting
 - iv. keep NIDAT abreast of the financial status of the group at each regular meeting
 - v. be responsible for prompt payment of NIDAT's obligations as authorized
 - vi. be responsible for collecting documentation for expenses presented to NIDAT for payment
 - vii. sign all checks for payments of authorized expenses
 - viii. annually review that an alternate signer is in place in case of incapacity of this position, alternate signer to be an officer of NIDAT
 - ix. follow the spending limits and approvals of NIDAT
 - x. carry out the duties of the executive committee

SECTION 2. SUBCOMMITTEES

The North Iowa Diversity Appreciation Team shall name committees as needed to complete tasks and/or/projects taken on by the Team. Committee structure shall consist of a First Chair and Second chair and an additional one to three additional members. The First and Second Chair of each committee shall have staggered terms to promote consistency and maintain experience on the committee. Committees may include but are not limited to:

1. **Steering Committee** – Shall meet periodically to review and make necessary changes to the by laws and structure; shall oversee development and continuity of the ongoing strategic planning process; shall review proposed projects, events and programs for the feasibility and compatibility with the mission and vision of The North Iowa Diversity Appreciation Team. The Steering Committee shall provide oversight and direction to the Special Events and the Networking & Partnering Committees. This committee may not have more than two members from the executive committee.
2. **Special Events Committee** – Shall be responsible for the planning, development and execution of special events, projects and programs as directed by the Steering Committee.
3. **Networking & Partnering** – Shall seek out opportunities to reach out to other groups and/or agencies for partnering and/or networking opportunities needed to promote diversity in North Iowa acting as an arm of the Steering Committee promoting the strategic objectives of the North Iowa Diversity Appreciation Team. Shall serve to promote membership in NIDAT by actively recruiting members.
4. **Development Committee**—Shall be responsible for seeking grant funding and writing grant applications for the promotion for the missions, visions, objectives, and activities of NIDAT.

ARTICLE 4. PROCESS AND PROCEDURES

SECTION 1. CONDUCT OF MEETINGS

Regular board meetings of The North Iowa Diversity Appreciation Team are held monthly. Notice of meetings is posted on the NIDAT website and planned agenda is sent out prior to each meeting to the membership list.

1. Robert's Rules of Orders shall govern all parliamentary procedures at all meetings of NIDAT.
2. A regular meeting may be held provided at least one Co-Chair is present and a minimum of four additional voting members are present, this shall be a quorum. Voting members in attendance constitute the board for that meeting.
3. There are two different voting majority options available for conducting business. The bylaws determine the type of voting majority required for passage of particular types of motions. These voting majority options are:
 - a. Simple majority of voting members present,
 - b. 2/3 majority of all voting members.

