

# American Design Drafting Association American Digital Design Association Council By-Laws

## ARTICLE I – MEMBERSHIP

### Section 1. Membership & Application

- A. Applicants for membership must submit to the Association's Corporate Office a completed Official Application for Membership form and a minimum one year's Association dues and the appropriate Council Membership Fees.
- B. In no case should an applicant be discouraged from making application for personal reasons, type of employment, race, color, religion, sex, age, or national origin, as defined in Title VII of the Civil Rights Act of 1967.
- C. Final acceptance or rejection of an applicant is solely a function of the Board of Directors, the Associations Membership Committee or its appointed agent(s). Any dues paid by a rejected applicant shall be returned to the applicant.

### Section 2. Membership Dues

- A. The Annual Association Membership Dues, payable in advance, in U.S. dollars and shall be as follows unless amended by the Constitution and By-Laws of the Association:

Professional Dues U.S. **\$ 89.00**  
Professional Dues Out of U.S. **\$119.00**  
Council Dues are Set by local Council

- B. In the event of a national emergency, or a formal declaration of war, all members of the Association serving in the Armed Forces of the United States and/or its allies, shall have the dues in this Association suspended for their period of service and/or until ninety (90) days after cessation of hostilities or termination of the national emergency.

### Section 3. Allocation of Dues

- A. An allocation of Council Fees or Dues issued with membership payment will be made to each active Council for each new or renewing member on the rolls at the end of each quarter.

### Section 4. Dismissal

- A. Any Member, in any grade or office, is subject to dismissal from the Association for any of the following offenses:
  - (1) Conviction of a felony.
  - (2) Improper conduct or action against the Association.
  - (3) Non-payment of membership fees or dues.
  - (4) Deliberate falsification of membership application.
  - (5) For violation of conduct as specified in Article III
  - (6) Violation of the ADDA Code of Ethics

**Section 4 of the ADDA Constitution.**

- A. Any Member who shall neglect or refuse to pay dues for a period of two (2) months from the date of the first invoice shall receive a final notice advising the member that the member shall be dropped from membership 30 days from the date of the final invoice.
- B. For dismissal of any Member for any offense listed in paragraph A other than non-payment of dues, member's name shall be presented at a Board of Directors Meeting and decision for dismissal shall be determined by majority vote of Directors present.
- C. It shall be the duty of the Board of Directors to adjudge the commission or non-commission by any Member for any offense set out in Section 4.A. except non-payment of dues. Upon being notified, it shall be the privilege of the member to appear before the Board of Directors for the purpose of defense. Should it be adjudged by the Board of Directors that an offense as set forth in Section 4 has been committed, it shall be the duty of the Board of Directors to remove that member from membership.

**ARTICLE II – ELECTIONS**

**Section 1. Council Officers**

- A. Officer Positions within the Council shall be filled by election of the voting Members at an Annual Meeting each year at approximately the same time for the purpose of Electing Council Officers. This meeting shall be held at a time between January 01 and April 01 of each year to coordinate with the Associations Annual Conference. The Council President is required to hold a Professional Membership Classification. All other officers must hold Professional or Associate Membership Classifications. No other Membership Classification may hold Officers Positions within the Council.
- B. The Council Officers Nominating Committee Chair or their representative shall place in nomination the name(s) of nominees for each of the elected council offices: President, Vice President, Secretary, and Treasurer.

There are three (3) options for conducting an election of officers:

- (1) Additional nominees for any of the aforementioned offices may be nominated from the floor.
  - (2) When only one (1) candidate for each office is nominated, the nominee(s) shall be elected by acclamation.
  - (3) When more than one (1) candidate is nominated for any office, a secret ballot vote in officer position sequence will be held.
- C. All National Officers shall be ex officio members of all councils and council committees.

**ARTICLE III – DUTIES**

**Section 1. International Board of Directors**

- A. The International Board of Directors may establish, amend, or annul operating procedures of any council or chapter in accordance with the Constitution and By-Laws of the Association.
  - (1) For the conduct of the business affairs of the Association.
  - (2) For the scheduling and programming or adjustments of its professional or business activities.
  - (3) For the guidance of the Committees, Councils, and Chapters in their operation and reports.

## **Section 2. Council Officers**

### **A. Council President**

- (1) The President shall be the Chief Elected Officer of the Council. He/She shall
  - (a) preside over the Membership Meetings;
  - (b) appoint all council committee chairs
- (2) The President, as Chief Elected Officer of the Council, shall be vested with the authority, to issue directives, for the purpose of conveying operating instructions that are necessary to fulfill the duties of his/her office. These directives shall be in accordance with the Constitution and By-Laws of the Association.
- (3) The President may establish such committees, subcommittees, or divisions thereof as he/she may deem necessary for the proper functioning of the Council.
- (4) The President shall be the administrative authority of the Council with the approval of the Council Executive Committee.
- (5) The President shall provide to the Board of Directors and Corporate Offices an Annual Report which shall consist of:
  - a. Highlights of activities and accomplishments of the Association for the fiscal year.
  - b. Status of membership.
  - c. Future outlook.
- (6) The President shall be the primary point of communication between the International Board of Directors, Board of Governors and the Corporate Operations Office. All communication between the President and any Council Member that effects the operations of the council or any variance from Corporate Policy or Standard Operating Procedures shall be provided to the Corporate Office and the Council Committee for approval.

### **B. Vice President**

- (1) It shall be the duty of the Vice President to serve in the absence of the President.

### **C. Secretary**

- (1) It shall be the duty of the Secretary to keep the minutes of all Meetings. The minutes of these meetings shall be filed at the Corporate Office with the required annual report and copies of all minutes shall be distributed to the membership at the next meeting for approval.
- (2) Shall serve as chair of the Constitution & By-Laws and shall convey requirements of the Associations Constitution and By-Law Committee to the Council.

### **D. Treasurer**

- (1) Shall maintain a local, two signature, checking account & have responsibility for the monies and properties of the Council. The Treasurer shall make arrangements with the Corporate Offices to handle such accounting duties as may be appropriate as long as proper audit and accounting procedures are met.
- (2) Shall prepare monthly financial reports and distributed to the membership and shall file an annual financial report with the Corporate Office as required.
- (3) Shall serve as Chair of the Council Finance Committee.
- (4) Shall present to the Corporate Office a report for the fiscal year ending the previous Dec. 31.
- (5) Shall perform in addition such other duties as may be delegated by the Council Membership or the Board of Directors of the Association.

**E. Additional Committees**

The Council may at its choosing appoint committees to assist in the operation of the Council. These committees are, but are not limited to the following.

Officers Nominating Committee	Membership Committee
Awards Committee	Design Drafting Contest Committee
Design Drafting Week Committee	

**ARTICLE IV - COUNCILS**

**Section 1.** A Council is granted a Charter by the Association on request of its Members, subject to approval of the Board of Directors of the association after ascertaining the following:

- A. Council shall have a minimum of ten (10) members who are current members of the Association in good standing.
- B. Council shall elect a President, Vice President, Secretary, and Treasurer. Election of Council Officers shall be held at a regular council meeting between January 01 and March 15. . A list of the newly elected Officers shall be submitted to the Corporate Office by April 01.
- C. Council, to qualify for re-charter must hold a minimum of four (4) regular membership meetings per year. Council must submit to the Corporate Offices a copy of minutes of each regular and executive meeting.
- D. Council shall appoint such committees as are required to maintain the programs of the Council.
- E. Council may select a council member for Outstanding Council Activity and present a Certificate of Award during the Annual Conference.

**Section 2.** Councils may, in order to protect their financial obligations, charge a service fee for lunches, dinners or other events sponsored by the Council, providing such service fee does not exceed fifty (50) percent of the cost. No additional dues shall be charged by Council other than those specified within the by-laws..

Any event which Council sponsors requiring a financial guarantee (beyond the current financial resources of the council or what the Board of Directors of the Association consider normal activity) must be approved by Board of Directors prior to commitment to such financial obligation.

**Section 3.** Councils must conform to requirements set forth in ADDA's Constitution & By-Laws.

**Section 4.** A Council may have its Charter revoked, subject to the decision of the Board of Directors, when the membership assigned to the Council is less than ten (10), or when the Council does not conform to the provisions for the Charter or the Constitution and By-Laws of the Association.

## **ARTICLE V - FISCAL YEAR**

**Section 1.** The fiscal year of the Council shall commence on the first day of January and end the last day of December of the same year.

Annual Reports for the Fiscal Year shall be filed with the Corporate Office no Later than Feb. 15.

## **ARTICLE VI - USE OF EMBLEM**

**Section 1.** The use of the emblem of the Association, the initials ADDA, or the reprint of any article, publication, manuscript, or any other pertinent work becoming the property of the Association shall be prohibited except as approved by the Board of Directors. When the Association's emblem is used, the word "member" shall be shown beneath the emblem.

**Section 2** The Board of Directors encourage Councils to develop an independent logo for council use. The wordage "American Design Drafting Association" or American Design Drafting Association, International" or acronym "ADDA" or "ADDA International" must be used within the logo.

**Section 3** The Corporate Office will furnish upon request any available artwork to the Council to assist in the development of Logos, Forms, or Literature.

**Section 4.** The use of the emblem of the Association, the initials ADDA, or the reprint of any article, publication, manuscript, or any other pertinent work becoming the property of the Association shall be prohibited Except as approved by the Board of Directors or Executive Director. When the Association's emblem is used, the word "member" shall be shown beneath the emblem.

**Section 5.** Any display of the ADDA emblem in the form of pins, jewelry, clothing, etc, shall be prohibited by any non-member of the association unless otherwise authorized by the Board of Directors or Executive Director.

**Section 6.** Under no circumstance is the ADDA Corporate Seal or International Seal be affixed to any drawing or document outside the directions of Constitution and By-Laws or the authority of the corporate office.

## **ARTICLE VII - PARLIAMENTARY PROCEDURE**

**Section 1.** All parliamentary procedures not covered by the foregoing Constitution and By-Laws shall be conducted under the latest edition of The Modern Rules of Order.

## **ARTICLE VIII – CODE OF ETHICS**

**Section 1.** The ADDA Code of Ethics has been adopted as the official professional guidelines of the membership, officers, board members, and other groups that associate with ADDA as professionals.

**Section 2.** It shall be the authority of the Board of Directors or the Board of Governors to interrupt the Code of Ethics and the intent of its statements.

**Section 3.** The Board of Director shall be the enforcing agent of the Code of Ethics.

**Section 4.** The Board of Governors shall be the appealing committee for any unresolved issues of the Code of Ethics.

**The ADDA Code of Ethics.**

Members of the Association shall take the following pledge, publicly or privately and agree as a Design Drafting Professional of the American Design Drafting Association they will agree to the following and shall uphold completely as a privilege of membership.

I pledge to...

1. Hold paramount the safety, health and welfare of the public in the performance of my professional duties.
2. Perform services only in the areas of my competence.
3. Continue my professional development throughout my career and provide opportunities for the professional and ethical development of those under my supervision.
4. Act in professional matters for each employer or client as faithful agent or trustee, and avoid conflicts of interest or the appearance of conflicts of interest.
5. Aim to provide products and services that meet or exceed quality and cost requirements of employers or clients
6. Associate only with reputable persons or organizations
7. Issue public statements only in an objective and truthful manner.
8. Act in a professional manner with demeanor, appearance, and character as to uphold and enhance the honor, integrity and dignity of the design drafting profession.

END OF COUNCIL BY-LAWS