

MASSACHUSETTS DOWN SYNDROME CONGRESS

BYLAWS

Adopted June 5, 2003

Last amended Amendment April 14th, 2011

Article 1: ORGANIZATION

1. Name. The organization shall be known as the “Massachusetts Down Syndrome Congress, Inc.,” and can be abbreviated as either the “Massachusetts Down Syndrome Congress” or “MDSC,” when appropriate.
2. Non-profit status. The MDSC, established in 1983, is a non-profit organization.
3. Mission. To ensure individuals with Down syndrome in Massachusetts are valued, included, and given the opportunities to pursue fulfilling lives by providing information, networking opportunities, and advocacy for people with Down syndrome and their families, educators, health care professionals, and the community-at-large.
4. Purposes. The purposes of MDSC are:
 - To enable networking and supports for people with Down syndrome and their families in Massachusetts
 - To provide a clearinghouse of information about resources and advocacy related to Down syndrome in Massachusetts
 - To advocate for improved education, community inclusion, and employment for people with Down syndrome in Massachusetts
 - To better educate the public about Down syndrome in Massachusetts
 - To empower people with Down syndrome in Massachusetts to become effective self-advocates
 - To ensure that all individuals with Down syndrome in Massachusetts have access to high quality primary and secondary education
 - To ensure that all individuals with Down syndrome in Massachusetts have access to high quality medical services and research
 - To ensure that all adults with Down syndrome in Massachusetts have access to employment services and other opportunities

Article 2: MEMBERSHIP

1. Eligibility. All persons are eligible to join the MDSC who are of a caring nature and support the MDSC mission.
2. Enrollment. The unit of membership shall be a household (or a single individual, if desired). Dues shall be established annually by Management.
3. Responsibilities. Membership involves participation in the life and activities of the organization, appearance on the mailing list, and payment of dues. Members are encouraged to attend the Annual Meeting (at the Conference) and any other special meetings and events.
4. Dismissal. Removal from membership may occur for inappropriate behavior or for one year of nonpayment of dues. In such circumstances, members may be removed by the MDSC Executive Director or his or her designee.

Article 3: GOVERNANCE

1. Board Formation: Basic Management is by a Board of Directors.
 - a. Election. The Board is formed of 15 to 18 organization members, each committed to serving a minimum three year term, elected in staggering sequence by MDSC members at the Annual Meeting. Directors may serve a maximum of two consecutive three year terms, renewable by agreement of the Governance Committee, for a total of six years, except that the term of any person holding an officership may extend beyond such term for the duration of such person's term as an officer. Persons may be reelected to the Board no sooner than 12 months after the completion of two consecutive three year terms. The Governance Committee is responsible for reviewing and proposing candidates for the Board as outlined in Article 4. Candidates identified by the Governance Committee may participate in Board activities prior to the Annual Meeting but shall not have voting privileges until elected by MDSC members.
 - b. Dismissal. Removal from the Board shall occur by majority vote of the Executive Committee for unacceptable behavior, absence from more than two meetings in a fiscal year, or unacceptable disregard for Board responsibilities.
2. Responsibilities. The Chair of the Board shall establish the number of Board meetings each year. Board members' responsibilities include attending regular and special meetings, serving on at least one Committee, participating in general program activities, approving corporate policies of the MDSC, taking public positions on governmental policies that affect the MDSC membership, assuring that the organization remains fiscally sound, contributing financially to the organization on an annual basis, making employment decisions about and providing oversight for the Executive Director, enhancing the public image of the organization, recruiting volunteer leaders to serve on MDSC Committees, and maintaining high ethical standards. Board members shall submit Committee preferences to the Chair of the Board who will make Committee designations. Board decisions are effective by a majority vote. A quorum consists of a simple majority of the number of Board members attending a meeting.
3. Officers. Each of the Officers is a part of the MDSC Executive Committee and may undertake interim and emergency decisions, but will report to the entire Board at the next meeting. In the event that one or more of the Officer positions are unfilled or served by the

same person, the Chair of the Board may nominate other Board members to the Executive Committee so that five persons total are serving.

a. Selection. The selection of Officers, except the Chair of the Board and Immediate Past Chair of the Board, is a Board decision made by a majority vote. All Officers must be current Board members. When a vacancy in the Chair of the Board position occurs, the Vice Chair of the Board shall automatically assume office. In the event that the Vice Chair of the Board declines the position, the selection of Chair of the Board shall become a Board decision made by a majority vote.

i. Designation of Chair. The Chair of the Board (or “Chair”) shall affirm the notification of Board meetings, create the agenda, and conduct the meetings. In addition, the Chair shall oversee the activities of the Board. The Chair of the Board shall serve as the Chair of the Executive Committee. The Chair shall also serve as the spokesperson on behalf of the MDSC and may review any communications on behalf of the MDSC prior to distribution.

ii. The Vice Chair of the Board. The “Vice Chair” shall support the actions of the Chair of the Board, substitute for the Chair as necessary, and shall succeed to that office. The Vice Chair shall be responsible for ensuring that Minutes from Board meetings are distributed to all Board members in a timely fashion.

iii. The Chair of the Finance and Audit Committee. This Officer shall have a place on the Executive Committee and will be responsible for the activities outlined in Article 4.

iv. The Chair of the Governance Committee. This Officer shall have a place on the Executive Committee and will be responsible for the activities outlined in Article 4.

v. The Chair of the Development Committee. This Officer shall have a place on the Executive Committee and will be responsible for the activities outlined in Article 4.

b. Tenure. There shall be two year terms for each office, renewable in one-year increments up to a total of four years in a particular office. If vacancies in Officer positions occur by resignation, the Executive Committee will appoint an interim Officer until the Board votes on a new candidate.

c. Dismissal. An Officer may be removed at any time by a two-thirds vote from the Board. All Board members, except for the officer in question, must be given an opportunity to vote.

4. Employees. The highest ranking employee of the MDSC, the Executive Director, shall be given oversight of the day-to-day operations of the organization, including the management of other employees, and will be evaluated by the Personnel Committee, with reports on personal progress made to the Board at least once a year.

5. Executive Session. An Officer may, at any time, call for an Executive Session whereby all non-Board members must leave the meeting. The Officer may designate any or all of an agenda in Executive Session.

6. Honorary Board of Directors. The Honorary Board of Directors serves in an advisory capacity to the full Board of Directors. No decisions made by the Honorary Board of Directors are binding on the organization. By a majority vote, the Board of Directors may nominate persons to the Honorary Board of Directors for terms of any length. Persons may be removed from the Honorary Board of Directors at any time by a majority vote of the Board of Directors. The Chair of the Board shall serve as the Chair of the Honorary Board of Directors or may designate a person to serve in this capacity. The Chair of the Honorary Board of Directors may determine the frequency and agendas of all Honorary Board of Directors meetings.

Article 4: COMMITTEES

1. Organization

a. Formation. The MDSC Board may form, at any time, a “Committee” to meet a particular need. “Committees” shall only refer to groupings that ultimately report to the Board of Directors. Any board member can propose the formation of a new Committee; a majority vote from Board members is necessary to initiate such a Committee. Any Committee whose duration will last more than one year must be submitted as an amendment to these bylaws. It is the responsibility of the Board to outline the scope and goals of the Committee.

b. Composition. Each Committee must be composed of at least one current MDSC board member. The rest of the Committee can be composed of members and/or nonmembers whose expertise and interest would benefit the functions of that Committee. The Board shall determine the number of Committee members and how best to fill those positions. The Board may choose to solicit the help of the Governance Committee, may designate the people to serve on the committee, or may grant the responsibilities of selecting members to the Committee Chair.

c. Governance

i. Designation of Chair. The Chair of the Board shall designate the Committee Chair. All other persons serving on the committee will be designated Committee members. An MDSC Board member may chair no more than two Committees at a time. The President may not serve as the Chair of a Committee, except for the Executive Committee.

ii. Responsibilities of Chair. The Committee Chair shall determine the frequency, location, and formalities of the committee. The Chair is responsible for preparing meeting agendas, meeting management, and keeping the Committee on target with the goals. The Chair also has the right at any time to remove a non-board member from the committee. Board members, including the Chair, may be removed by the Chair of the Board.

d. Reporting. Committees act solely in an advisory capacity to the MDSC board. As such, it is the obligation of the Committee Chair to brief the entire MDSC Board on the happenings of the Committee at a frequency determined by the Board at the onset of each Committee. Committees might occasionally take votes for the purpose of presenting information with unanimous or majority support to the full Board. Such Committee votes are non-binding to the organization, and only Committee members may participate in such voting, unless the Committee Chair deems otherwise, in which

case non-Committee members may vote provided that a majority of those voting are Committee members.

e. Discontinuation. A Committee may be discontinued, at any time, upon majority vote from the Board members. Any Committee whose duration is greater than one year and listed in the bylaws needs to be discontinued by an amendment to the bylaws.

2. Governance Committee

a. Purposes. The purposes of the Governance Committee are to make recommendations to MDSC members for new and renewing Board members, manage the MDSC Board policies and procedures, review the organization's bylaws at least annually, initiate bylaws amendments as requested by an MDSC Officer, conduct the Board's self-assessment on an annual basis, oversee the orientation and mentoring of new Board members, conduct exit interviews for departing Board members, and ensure that persons with diverse talents are represented on the Board.

b. Filling New Board Positions. Whenever seeking to fill a new Board member position, the Governance Committee must send a notice to all members giving them no less than three weeks to submit nominations. The Committee may also seek nominations from nonmembers.

c. Additional Information. The Committee may seek additional information from the nominator and/or the nominee.

d. Board Members Nominations. The Committee shall review all nominations in a timely manner and submit its recommendation of the top candidates to MDSC members for new and renewing Board member selection. The Committee shall be attentive to the goal of ensuring that the composition of the Board reflects the diversity of MDSC's members. A slate of new and renewing Board member nominees must be prepared by the Governance Committee and submitted to members at least two weeks in advance of the Annual Meeting.

e. New and Renewing Board Members. The MDSC members shall, by a majority vote, select the candidate(s) to fill a vacant position(s) at the Annual Meeting.

f. The Chair of the Governance Committee. This Office shall first be offered to the immediate past Chair of the Board. In the event that the immediate past Chair of the Board is no longer on the Board or uninterested in serving in this capacity, the current Chair of the Board shall nominate another Board member to serve in this role.

3. Development Committee

a. Purpose. The purpose of the Development Committee is to oversee the fundraising efforts of the organization.

b. Development Plan. The Development Committee will ensure that the MDSC continues to operate according to a Development Plan, reviewed annually.

4. Finance and Audit Committee

a. Purpose. The purpose of the Finance and Audit Committee is to provide regular support and oversight of the quality and integrity of the accounting, auditing, and reporting practices of the MDSC. The Committee is further responsible for ensuring that the MDSC is compliant with applicable legal, ethical, and regulatory requirements.

b. Financial Statements. The Finance and Audit Committee is required to review monthly the financial statements of the MDSC and report to the Board any concerns or questions.

c. Budget. The Committee is required to work with management to develop an annual budget for Board discussion and approval; once a budget has been approved, the Committee is responsible for providing oversight of management's maintenance of the budget.

d. Audit. The Committee is responsible for recommending to the full board the appointment, compensation, and oversight of the public accounting firm engaged to prepare or issue an audit report on the financial statements of the MDSC. The Committee shall report any concerns from the public accounting firm to the MDSC Board of Directors.

e. Investigation of Issues. The Committee is empowered to investigate any matter brought to its attention, with the full power to retain outside counsel or other experts for this purpose. When investigations do not involve Board members, the Committee shall notify the Board of its investigation and provide regular updates on the progress of the investigation. When the investigation does involve a Board member, the Chair of the Finance and Audit Committee shall work with the Chair of the Board (or Vice Chair of the Board when the Chair of the Board is being investigated) in providing regular updates to the Board members not being investigated.

5. Personnel Committee

a. Purpose. The purpose of the Personnel Committee is to conduct an annual review of the MDSC's highest ranking employee, the Executive Director, and to discuss the review with the Board of Directors.

b. Executive Director Oversight. The Committee also has the responsibility of reviewing and recommending for approval by the Board of Directors the compensation of the MDSC's highest ranking employee. The Committee may further evaluate and submit for approval all benefit programs, incentive compensation programs, separation pay programs, and other employment contractual arrangements for the MDSC's highest ranking employee.

c. Executive Director Issues. The Committee can also bring to the Board's attention any special circumstances regarding the MDSC's highest ranking employee that merit attention.

d. Committee Structure. The Committee shall be composed of three persons. One person shall be the Chair of the Board and another person shall be a Board member who does not serve on the Executive Committee.

Article 5: OPERATIONS

1. Financial Planning. The MDSC will file financial statements in accordance with state and federal laws.

2. Membership Mailing Use. The MDSC shall not share or sell its mailing lists.

3. Voting. Unless otherwise defined, all decisions requiring a Board vote shall be decided by the majority of the quorum. A quorum is defined as those Board members present at a meeting that was announced with sufficient time.

4. Awards. The following awards have been established by the MDSC.

a. Allen C. Crocker Award of Excellence. Established in 1994, this award is given annually at the conference in recognition of Dr. Allen Crocker's many years of nurturing individuals with Down syndrome and their families throughout their life's journey. The award is presented to a person or group that celebrates the excellence of persons with Down syndrome and significantly advances the Down syndrome movement. Whenever seeking to select a recipient for this award, the Executive Director must send a notice to all members giving them no less than three weeks to submit nominations. The Executive Director will oversee a process to review all nominations for this award in a timely manner and will submit his or her recommendation of the award winner to the Board for award recipient selection. Board members shall, by a majority vote, select the awardee. The MDSC Board can also choose to request more information from the Executive Director before a vote is made.

b. Media Award. Established in 2000, this award is presented to a person or company who exemplifies the MDSC mission to disseminate up-to-date information about Down syndrome. This award may be granted annually. Whenever seeking to select a recipient for this award, the Executive Director must send a notice to all members giving them no less than three weeks to submit nominations. The Executive Director will oversee a process to review all nominations for this award in a timely manner and will submit his or her recommendation of the award winner to the Board for award recipient selection. Board members shall, by a majority vote, select the awardee. The MDSC Board can also choose to request more information from the Executive Director before a vote is made.

c. Outstanding Educator Award. Established in 2003, this award is given annually at the MDSC conference in recognition of an educator in Massachusetts who maximizes the full potential of students with Down syndrome. A financial stipend may be given to the recipient of the award, and a matching stipend may be given to educator's school system or associated educational program, as determined by the Board. Whenever seeking to select a recipient for this award, the Executive Director must send a notice to all members giving them no less than three weeks to submit nominations. The Executive Director will oversee a process to review all nominations for this award in a timely manner and will submit his or her recommendation of the award winner to the Board for award recipient selection. Board members shall, by a

majority vote, select the awardee. The MDSC Board can also choose to request more information from the Executive Director before a vote is made.

d. Leadership Award. Established in 2010, up to two Leadership Awards may be presented annually at the MDSC conference to any individual or organization to recognize significant contributions to the MDSC or its mission. Each award recipient is nominated by the Chair of the Board and approved by the MDSC Board of Directors.

Article 6: AMENDMENTS

1. Proposal of a New Amendment. An amendment can be proposed at any time by a Board member and shall be approved if passed during two successive Board meetings.