

Homegrown Sioux Empire County Chapter of Dakota Rural Action By-laws

I. Dues and Funds

State dues are to be determined by the State Dakota Rural Action office. Chapter dues are to be determined by the Homegrown Sioux Empire Chapter. Payment of both dues constitutes membership in the Homegrown Sioux Empire Chapter, DRA. These and other procured monies shall be deposited in a general fund, which this chapter may draw from to discharge the authorized expense of the chapter.

II. Election of Officers

The officers of this chapter shall be elected by ballot annually at a chapter meeting every January. The Chair may appoint a nominating committee to obtain and select candidates for office. Nominations from the floor shall be allowed. Any candidate wishing to withdraw their name from nomination shall do so publicly at the time of the election before balloting begins.

III. Duties of Officers

Chair: **(Rachel Saum, March 2018)**

- Conduct monthly meetings
- Prepare agendas for meetings
- Secure location for meetings
- Send out minutes, meeting notices and agendas to members prior to meetings

Co-Chair/Secretary: **(Dylan Lewis, March 2018)**

- Legal signature (back up on checks)
- Record minutes
- Type minutes
- Preserve records
- Function as chair when chair is unavailable

Treasurer/Co-Secretary: **(Rose Helland, March 2018)**

- Legal signature
- Keeps financial records
- Reimburses member for expenses related to chapter business
- Monitors active membership and dues information from DRA
- Type minutes in the absence of the Secretary.

Social Media Coordinator:

- Head/Monitor Social Media Accounts (e.g. Chapter's Facebook, Twitter, Instagram)
- Media Outreach (e.g. media alerts, press releases)

Representative to the state Board of Directors (2): **(Stephanie Peterson, Jamie Boley)**

- Attend board meetings
- Record decisions made by the board
- Voice chapter concerns and ideas to the board
- Find an alternate if unable to attend a meeting
- Maintain a list of DRA's state working committees to inform members

Spokesperson (2) **(Tony Helland, Vacant #2)**

- Contact media when summoned for interviews, conversations, quotes, etc.

IV. Duties of Committees

Committees are to faithfully pursue their duties in accordance with the instructions given to them by the Chair for the chapter.

V. Rules of Order

Bob's Rules of Order (an amended version of Robert's Rules of Order) shall be used as a guideline on all questions of a meeting's parliamentary procedure. Financial and policy decisions shall be recorded pursuant Bob's Rules of Order.