

DISABILITY ADJUDICATION MANAGERS ASSOCIATION (DAMA) CONSTITUTION

ARTICLE I: NAME OF ORGANIZATION

The name of this organization is the Disability Adjudication Managers Association (DAMA or the Association).

ARTICLE II: POLICY AND OBJECTIVES

The objectives of the Association are to increase the efficiency and promote the professionalism of the Disability Adjudication managerial force; to exchange information; and to promote the establishment of policies that best serve the public interest in accomplishing the mission of the Social Security Administration (the Agency).

ARTICLE III: MEMBERSHIP

Section 1. All Disability Adjudication managers and supervisors, as well as all other Disability Adjudication employees with ongoing managerial responsibility, are eligible to become members regardless of grade or position.

Section 2. Potential members should contact the Association President or Secretary via email to become dues paying members.

Section 3. Members are defined as dues-paying individuals. All members must pay dues in accordance with the provisions of Article IX, Section 1, to keep their membership current. Only members in good standing are allowed to vote.

Section 4. Membership is voluntary and open to all Disability Adjudication managers and supervisors regardless of race, sex, political affiliation, age, creed, color, national origin, or disability.

Section 5. Any retired or retiring member may apply to retain his/her active Association membership and will retain entitlement to all rights, benefits and privileges of membership in the Association and the Federal Managers Association. Retired members may vote and hold elective office. Retired members will pay dues at half the rate of non-retired members.

ARTICLE IV: OFFICERS AND DUTIES

Section 1. The Executive Committee shall consist of the following: President, Vice President, Legislative Officer, Secretary, Treasurer, Principal Executive Officer for National Disability

Determinations, Principal Executive Officer for Quality, Principal Executive Officer for Hearings, and Principal Executive Officer for Appeals.

Section 2. The President shall preside at all meetings of the Association and of the Executive Committee, call special meetings, appoint all committees subject to the majority approval of the Executive Committee and serve as a non-voting member of all committees. The President shall be the official representative of the Association in all matters pertaining to the dissemination of or requests for information regarding the Association.

Section 3. The Vice President shall perform those duties in assistance to the President, preside at all meetings in the absence of the President, and succeed to the office of President for the remainder of the term in the event of the President's death, resignation or removal.

Section 4. The Secretary shall perform all those duties implied in this position, which include addressing the general correspondence of the organization and maintaining an accurate record of the meetings of the organization and of the Executive Committee.

Section 5. The Treasurer shall perform all those duties implied in this position, which include overseeing the timely collection of proper dues from all members, maintaining and dispersing funds for the organization and rendering a general accounting of funds to the membership at least annually.

Section 6. The Principal Executive Officers shall function as membership chairs in each of Disability Adjudication's sub-components and will provide any elected and appointed Executive Officers with such assistance and direction required as to promote continuity, consistency, and uniformity in Association operations.

Section 7. The Legislative Officer (LO) will be responsible for coordinating all DAMA Legislative activities. The LO will keep abreast of the latest legislative agendas and will advise the President and/or Vice President on Legislative Issues. The LO will maintain a database of DAMA members by Congressional district for the purpose of assisting members' Congressional communication efforts by preparing letters already addressed to the correct congressperson. The LO will be responsible for coordinating DAMA's involvement with all Federal Managers Association legislative activities.

Section 8. The quorum for an Executive Committee meeting will be 50% + 1 (or the majority) of its membership.

ARTICLE V: NOMINATION, ELECTION AND APPOINTMENTS REGARDING THE TERM OF OFFICE OF OFFICERS AND OTHER EXECUTIVE COMMITTEE MEMBERS

Section 1. All members are eligible to run for the offices of President, Vice President, Legislative Officer, Secretary, and Treasurer. Only managers serving within the National Disability Determinations sub-component are able to run for the Principal Executive Officer for National Disability Determinations, only managers serving within the Quality sub-component are able to

run for the Principal Executive Officer for Quality, only managers serving within the Hearings sub-component are able to run for the Principal Executive Officer for Hearings, and only managers serving within the Appeals sub-component are able to run for the Principal Executive Officer for Appeals. All officers shall be elected by a majority of votes cast.

Section 2. Elections for President, Treasurer, Principle Executive Officer for National Disability Determinations, and Principal Executive Officer for Hearings shall be held in even numbered years. Elections for Vice President, Legislative Officer, Secretary, Principal Executive Officer for Quality, and Principal Executive Officer for Appeals shall be in odd numbered years.

Section 3. The terms of office shall be two years beginning January 1.

Section 4. The President shall appoint the replacements for all vacancies with approval of the Executive Committee. Such appointees shall serve the remainder of the term in the vacant position.

ARTICLE VI: COMMITTEES

Section 1. The President shall appoint standing and ad hoc committees as deemed appropriate with the concurrence of a majority of the Executive Committee.

ARTICLE VII: REMOVAL FROM OFFICE

Section 1. Elected officers will be removed following a two-thirds vote of the membership. Appointed committee members will be removed following a majority vote of the Executive Committee.

ARTICLE VIII: MEETINGS

Section 1. The Executive Committee will hold at least one regularly scheduled meeting each year, coinciding, if possible, with a meeting with the component leadership. Executive Committee meeting(s) may be held via telephone or online video.

Section 2. There shall be at least one general membership meeting per year. The Executive Committee may establish the time and place of membership meetings, as appropriate. Membership meetings may be held via telephone or online video.

Section 3. The Secretary will circulate appropriate advance notice of any meetings.

Section 4. Members may submit agenda items to the Executive Committee at any time.

ARTICLE IX: DUES

Section 1. Dues will be no less than the Federal Managers Association national membership dues plus any additional assessment as may be determined by a majority of the membership. The fiscal year will end December 31st. All financial activities and audit reports will be reported in writing to the general membership before the end of the first quarter of each year by the prior year's Treasurer.

Section 2. Dues collection will be by payroll deduction, or otherwise in December for the following January through June and in June for the following July through December. There will be a 15 calendar day grace period following completion of the dues payment month before a member's dues are considered delinquent and the member is suspended from active membership. Failure to pay dues by the end of the second calendar month after the due date will result in cancellation of membership from the Association.

Section 3. Individuals whose membership has been suspended will be reinstated immediately upon payment of past dues. Individuals whose membership has been canceled because of nonpayment of dues are eligible to rejoin at the beginning of the next 6-month period.

ARTICLE X: EXPENDITURES

Section 1. Expenditures may include but will not be limited to costs for speakers, scholarship funds, conferences, social activities and representation.

Individual expenditures must be approved by a majority of the Executive Committee.

ARTICLE XI: AMENDMENTS

Section 1. The constitution may be amended by a three-quarters vote of the membership, provided that the amendment is submitted in writing to the membership at least thirty (30) days prior to the vote.