

NAMI-NC BY-LAWS
John/NAMI-NC BY-LAWS

Suggested Revisions: Dec 2, 2003

Suggested changes or additions are written in italics and underlined.
Suggested removals are enclosed in parentheses.

ARTICLE I Administration

Section 1 Between meetings administrative affairs shall be under the supervision of the Executive Committee which shall consist of not less than three (3) elected members and the officers...President, Vice President, Secretary and Treasurer.

ARTICLE 2 Powers

Section 1 NAMI-NC shall have full power to admit members.

Section 2 The Executive Committee shall be empowered to remove any officer who does not satisfactorily fill the respective position or who is a disturbant factor.

ARTICLE 3 Election and Term of Office

Section 1 Election of officers and members of the Executive Committee shall be held every two (2) years in the month of *May at the annual meeting.*

Section 2 When a vacancy occurs in any elective office, it shall be filled by majority vote at the next regularly scheduled meeting.

Section 3 Installation of officers and the reading of annual reports shall be in *September.*

Section 4 Terms of all officers *and Executive Committee members* shall be two (2) years.

ARTICLE 4 Duties of the Officers

Section 1 President: It shall be the duty of the President to preside at all meetings of NAMI-NC and the Executive Committee. As Chief Executive Officer, *the President* shall exercise general supervision over the welfare and interests of NAMI-NC and perform other duties as pertain to the office. The President shall appoint all Committees and Chairpersons.

Section 2 Vice President: It shall be the duty of the Vice President to act for the P resident in his/her absence or disability, to keep in touch with activities and progress of NAMI-NC, and to assist the President in whatever or whenever called upon.

Section 3 Secretary: It shall be the duty of the Secretary to record all the proceedings of the meetings of NAMI-NC and to receive and answer correspondence under the direction of the President. ~~Xxxx remove:~~ *(and to keep a roster of members for contact purposes.)*

Section 4 Treasurer: It shall be the duty of the Treasurer to receive all monies belonging to NAMI-NC and to deposit them in the bank designated in the name of NAMI North Country. **The Treasurer is authorized to undertake all expenditures to the extent they are authorized in the annual budget, and ,additional expenses up to 10% of any line item in the budget. All disbursements of \$50.00 or more shall be made by the dual signature of the Treasurer and President.**

The Treasurer will be responsible for forwarding NAMI-NC members' dues to state and national NAMI offices. The Treasurer will keep a roster of members for contact. Treasurer's books shall be **reviewed** annually.

Section 5 Executive Committee: The Executive Committee shall meet four (4) times a year and additionally at the discretion of the Executive Committee. Broadly, its purpose is to determine the direction and organization of NAMI-NC. Accordingly, it will set goals, rank priorities and make plans for their implementation.

ARTICLE 5 Fiscal Year

Section 1 The fiscal year shall begin on January 1 and end on December 31.

ARTICLE 6 Dues

Section 1 All dues shall be paid to the Treasurer.

Section 2 Dues shall be as follows:

Individual: \$22.00 per year

Family: \$22.00 per year

Open door membership (where there is financial hardship): \$3.00 per yr

Honorary member: No charge

Section 3 The amount of dues may be adjusted at any time by a majority vote of the membership present at any regularly scheduled meeting.

ARTICLE 7 Meetings

Section 1 Regular meetings shall be held at the Caleo Center, Hudson Falls, on the first and third Monday of each month.. **There will be no meeting on Memorial Day or Labor Day.**

Section 2 Special meetings may be called by the President, Executive Committee or, upon written request to the President by five (5) members.

Section 3 A quorum for any official meeting shall be five (5) members.

ARTICLE 8 Committees

Section 1 All committees shall be appointed by the President.

Section 2 A nominating Committee shall be appointed in **March** and shall consist of three (3) members, one being a past officer. Floor nominations are permissible at any meeting where elections are scheduled to take place.

Section 3 Standing committees shall include Hospitality, Publicity ~~xxx remove~~ (Ways and means) and Education.

Section 4 Hospitality Committee will coordinate the annual dinners and the refreshments for other meetings.

Hospitality Committee will set up the room and put out the literature for monthly meetings and support groups and will restore the room before leaving, The committee will also be responsible for locking the building door after all have left.

Section 5 Publicity Committee will create articles and notices as needed and place them in newspapers, TV and radio stations.

The Publicity Committee will send information about upcoming events to the website manager and e-mail liaison so they can include them in their material in a timely way

Section 6 Education Committee will have family members as its primary focus. Education Committee will coordinate the Family-to-Family course.

Education Committee will create an annual schedule of educational meetings and make the speakers' arrangements.

Educational Committee will do outreach to the community as in short programs to service clubs.

Educational Committee will prepare a Newsletter at scheduled intervals

Educational Committee will organize advocacy efforts

ARTICLE 9 Rules

Section 2 All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE 10 Amendments

Section 1 Amendments may be made at any meeting by a 2/3 vote of the members present, provided the amendment was read at a previous meeting and notice of the proposed amendment was given in a call of the meeting.

Section 2 The Executive Committee has full power to amend these By-Laws whenever necessary to immediately conform to any change required by the NAMI-NYS or NAMI (National) constitution or by-laws.