**HALL COUNTY SENIOR PROVIDER NETWORK BYLAWS**

**I.** The name of “The Organization” shall be Hall County Senior Provider Network (HCSPN), a not for profit organization. HCSPN is presently known, and doing business as, North Georgia Senior Resources (NGSR).

**II.** **MISSION STATEMENT**

A. To provide a professional environment for senior care providers to Network, to

 discover new senior resources and to receive education relevant to senior issues.

 B. To be a resource center for seniors and their families in Northeast Georgia.

 C. To be a catalyst for providing emotional, physical, financial, social and spiritual

 support to the local senior community.

**III. OBJECTIVES**

 A. The Organization will have a monthly meeting where new attendees are introduced

 and senior care providers network within the organization.

 B. The Organization may provide a guest speaker who will present a topic of interest

 to the group. Other speakers during the meeting will be those organizations

 providing breakfast, the location or a door prize for the meeting.

 C. The Organization may keep members abreast of a federal, state, or county legislative

 issues affecting seniors.

 D. The Organization may elect to provide financial assistance, i.e. donation(s), to a

 community or organization project benefiting a senior or seniors.

 E. The Organization may participate in community outreach activities (i.e. health fairs,

 “Senior Celebration”, or other HCSPN events) where it can provide information to

 the general public or other professional organizations about services for seniors.

 HCSPN is only obligated to provide information about services of HCSPN members.

**IV. MEMBERSHIP**

A. Any individual, agency, or organization, whose primary focus is

 serving Northeast Georgia Senior Citizens

 may become a member of Hall County Senior Provider Network.

 1. The individual, agency, or organization agrees to work towards goals and

 objectives of Hall County Senior Provider Network.

 2. Those desiring to become members shall register with the Membership

 Coordinator and pay yearly dues to the Treasurer, upon approval by the Board

 of Directors.

 3. Individual, agency, or organization seeking membership shall be vetted locally

 by the following: (1) each must attend one chapter meeting as a guest

 (2) must have the reference of an existing member of the

 chapter and done business with that member (if applicable) and (3) must have

 been in business not less than one year to apply for full membership, if less

 than one year a provisional membership may be considered. Provisional

 membership allows the individual, agency, or organization to

attend all regular meetings, however, all marketing and promotional advertising associated with NGSR is not allowed and member does not hold any voting privileges.

 4. All members must attend a minimum of six meetings per year to remain in

 good standing and will be reviewed by board to determine compliance.

 5. If HCSPN deems a member or prospective member is not working towards

 the goals and objectives of the organization, membership may be revoked or

 membership denied by the Leadership Team of HCSPN.

**V. MEMBER DUES**

Dues are mandatory. Dues shall be $75 per calendar year, per individual, agency/organization for up to three (3) individuals or $90 for agency or organization with more than three (3) individuals.

 Membership dues will be due at the January meeting of each year and will be accepted up

 until the March meeting. Dues for new attendees joining after October 1 shall be $40

 from October 1 until December 31.

 The membership roster is recreated for each calendar year.

 **NON-MEMBER FEE**

The non-member/guest/visitor fee shall be $10 per meeting, per person. Non-member fees cannot be applied towards annual membership fee.

**VI. BENEFITS OF MEMBERSHIP**

A. Exempt from paying $10 at the door for each meeting.

 B. Members will receive a list of all members of HCSPN and contact information

 annually via email once membership dues have been received.

 C. Member’s name and company’s name will be posted at any health fair exhibit that

 HCSPN attends. It is the member’s responsibility to provide the needed information

 for the website and inform HCSPN of any updates or changes to existing website

 information. Member may elect to not have a listing on the website.

 D. Member’s name and company will be displayed in the HCSPN newsletter and

 website.

 E. Member’s company will get a discount for vendor fees at any Senior Expo or Senior

 Celebration that is sponsored by HCSPN.

 F. Additional benefits will be announced at monthly meetings.

**VII. MEETINGS**

 A. Meetings will be held the fourth Thursday of every month starting January of each

 year from 9:30 am to 11:00 am at various locations throughout

 Hall County/Northeast Georgia at the discretion of the Officers. Meeting may be

 changed due to holiday schedules.

 B. Members will be notified of the meeting date and location in advance of the meeting

 via electronic communication or posting on the HCSPN website.

 C. Host, Co-Host(s), and Door Prizes are done voluntarily. The Vice President will

 obtain volunteers for these roles for each meeting.

 **MEETING HOST**

 The Host, if providing breakfast, will be given 5 minutes to do an infomercial about their

 services.. The location must have the

 ability to seat a minimum of 40 members. The standard of measure shall be the local Fire

 Marshall code of occupancy. There may be more than one host for a meeting. Location must be approved by HCSPN Board.

 **MEETING CO-HOST**

The Co-host(s) will be given 5 minutes to do an infomercial about their services.

 Meetings co-host(s) providing the membership breakfast is responsible for all meal

 expenses.

 The co-host(s) providing breakfast may be several companies joining together to

 split the cost of lunch. HCSPN will not issue invoices or statements.

 **DOOR PRIZES**

 The organization that provides the door prize will be given 3-5 minutes to do an

 infomercial on their services. The door prize should be of at least a $20.00 value.

**VIII. LEADERSHIP TEAM**

The Leadership Team is composed of the current Officers and the past Chairperson.

**IX. OFFICERS**

Officers are as follows: Chairperson, Vice-Chair, Secretary, Treasurer, Membership

 Coordinator, Legislative Liaison, Communications Coordinator, and Board Member

 at Large.

**X. TERMS OF OFFICE AND VOTING**

A. Terms of each office will be for one (1) year unless an officer cannot fulfill the

 duties of that office. Each November a nomination committee consisting of a

 Leadership Team member and two (2) other members will be appointed by the

 HCSPN members. The approved slate will be presented to the attending members

 at the January meeting. Nomination from members will be accepted by the

 nomination committee prior to the January meeting. All nominees must agree to

 serve in his/her capacity if elected to an office. Election will occur at the January

 meeting. Transition from old to new officers will occur during the month of

 February and coordinate by the out-going and in-coming chairperson.

 B. Each paid membership/agency/organization shall be entitled to one (1) vote on

 HCSPN business regardless of the number of individuals from the member

 organization attending the meeting.

**XI. OFFICER Roles and Responsibilities**

 **Chairperson**: Conduct and prepare agenda for meetings, contribute guidance to fellow

 officers and members, assist in coordination mechanisms of organization as necessary

 to meet goals and objectives. Schedule and facilitate Leadership meetings as necessary.

 Chairperson is a co-signer, along with the Treasurer, on the organization’s checking

 account.

 **Co-Chairperson:** Acts as Chairperson in his/her absence. Coordinate guest speakers,

 meeting host and co-host schedule. Assist Chairperson with duties and responsibilities

 as needed.

 **Treasurer:** Maintain financial records on payable and receivables. Present Financial

 Report to the Organization at each meeting. Collect dues and keep log of all paid

 members. Greet and sign-in attendees at each meeting and collect non-member fees at

 meetings. Treasurer is a co-signer, along with the Chairperson, on the organization’s

 checking account.

 **Secretary:** Record minutes at each meeting, type, prepare, and forward to

 Communications. Works closely with Membership Coordinator and Chairperson,

 when appropriate.

 **Communications Coordinator:** Forwards via internet, meeting minutes and other

 Information approved by Leadership. Manages membership web site information

 (collaborates with website manager) and Facebook page.

 **Membership Coordinator:** Coordinates and created membership list. Makes contacts

 For new members and contacts members when needed. Greets and signs-in members

 At each meeting. Sends out meeting notices each month via electronic communication.

 Maintains excel spreadsheet of all attendees and of all people interested in attending

 HCSPN meetings. Works closely with Treasurer and Secretary.

 **Legislative Liaison:** Keep leadership and membership abreast of federal, state, and local

 legislation affecting senior citizens. Provides report at monthly meetings or via email.

 **Board Member at Large:** Assist with meeting logistics. Greet visitors and guests.

 Make a point of contact for all visitors/guests at meetings. Assist with door prizes. Help

 recruit new members. Other duties when appropriate.

**XII. STANDING COMMITTEES (Optional)**

 **Membership:** Solicit new members. Orientation of new members.

 **Outreach:** Plans and coordinates the Annual Senior Celebration.

 **Social:** Plans and coordinates social events as needed

 **Good and Welfare:** Research and present to leadership and to the membership,

 Organizations and/or individuals requesting support from the organization.

**XIII. AMENDMENTS**

These bylaws may be amended by a majority of those present at a regular scheduled

 meeting, provided the proposed amendment shall have been submitted in writing to

 HCSPN Board Members prior and then membership at least thirty (30) days prior to the

 vote.

Majority vote approved and amended the 22nd day of September, 2016. Duly noted by Ann Ashley, President, Wayne Adams, Vice-President, Mitch Darling, Treasurer, Anslee Wilson, Secretary, and Allen Jernigan, Legislative Liaison.