

## HALL COUNTY SENIOR PROVIDER NETWORK BYLAWS 4.2021

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, discover new senior resources, and 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. Provide a monthly forum fostering fellowship with current and potential members dedicated to serving the needs of seniors and/or businesses that serve the community.
- B. The Organization will promote topics of interest and learning to service providers and organizations that support seniors.
- C. The Organization informs members abreast of 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 the services of HCSPN members.

### IV. MEMBERSHIP

- A. Any individual, agency, or organization, whose primary focus is serving Northeast Georgia Senior Citizen may become a member of Hall County Senior Provider Network.

### MEMBERS AND METHOD OF ELECTING MEMBERS

Section 1 — The corporation is composed of members who are elected for membership as set forth herein. The name of a prospective member, proposed by an active member of the organization, shall be submitted to the board in writing, through the organization membership coordinator. A former member may be proposed to active membership by a current member of NGSR. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 — The board shall ensure that the proposal meets all the classification and membership requirements of the NGSR bylaws.

Section 3 — The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club membership coordinator, of its decision.

Section 4 — If the decision of the board is favorable, the prospective member shall be informed of the purposes of NGSR and of the privileges and responsibilities of membership, following which the prospective member

shall be requested to sign the membership proposal form and to permit his or her name or organization to be published to the organization.

Section 5 — If written objection to the proposal, stating reasons, is received by the board from any member of the organization within seven (7) days following publication of information about the prospective member, it shall vote on this matter at its next board meeting. If approved despite the objection, the proposed member, upon payment of the admission fee, shall be considered to be elected to membership.

Section 6 — Following the election, the president shall arrange for the new member's information for publication on the NGSR website and arrange for publication in future promotional materials. In addition, the president or membership coordinator will report the new member information to NGSR membership and the president will assign a member to assist with the new member's assimilation to the organization as well as assign the new member to a club project or function.

B. All members are encouraged to participate in meetings and organizational events to foster the objectives of the Organization. At a minimum, participation expected for 6 meetings a year.

C. 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 at the discretion of 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 an agency or organization with more than three (3) individuals/employees affiliated with the organization.

Membership dues will be due at the January meeting of each year and will be accepted up until the March meeting. Dues for new individuals, agencies/employees will be prorated based on the number of months for the calendar year. For example, if a member/organization joins in November, they will owe prorated dues for two months.

The membership roster is recreated for each calendar year by the membership coordinator.

#### NON-MEMBER FEE

The non-member/guest/visitor fee shall be FREE for up to 2 visits in a calendar year and \$10 for subsequent visits. Our intent is to minimize freeloaders. Non-member fees cannot be applied towards the 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 the 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. The 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. The 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 food and beverages may be several companies joining together to split the cost of food and beverages. 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 President

## IX. OFFICERS

Officers are as follows: President, Vice-President, 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. The term for club officers and committee chairs office begins February and ends January 31st of the following year. Each November a nomination committee consisting of a Leadership Team member and two (2) other members will be appointed by 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. The

election will occur at the January meeting. The transition from old to new officers will occur during the month of February and coordinate by the outgoing and in-coming chairperson. In the event a board member cannot fulfill the term of their board position, the current board will seek and appoint a current member in good standing by majority vote of all board members to fulfill the remainder of the existing board member's term.

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.

C. The business of this club shall be transacted by viva voce\* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot or email rather than by viva voice vote. In cases where e mail voting is conducted for a resolution by the board, all members of the board must be included in the email.

(Note: Viva voice vote is defined as when club voting is conducted by vocal assent).

## XI. OFFICER Roles and Responsibilities

**President:** Conduct and prepare agenda for meetings, contribute guidance to fellow officers and members, assist in coordination mechanisms of the organization as necessary to meet goals and objectives. Schedule and facilitate Leadership meetings as necessary. President is a co-signer, along with the Treasurer, on the organization's checking account.

**Vice-President:** Acts as President in his/her absence. Coordinate guest speakers, meeting host, and co-host schedule. Assist President with duties and responsibilities as needed.

**Treasurer:** Maintain financial records on payable and receivables. Present Financial Report to the Organization at each regular and board meeting. Collect dues and keep a log of all paid members. Greet and sign-in attendees at each meeting and works with the membership coordinator to collect non-member fees at meetings. The Treasurer is a co-signer, along with the President, on the organization's checking account and report monthly activity at the regular and board meetings.

**Secretary:** Record minutes at each meeting, type, prepare and forward to Communications. Works closely with Membership Coordinator and President, when appropriate.

**Communications Coordinator:** Forwards via the internet, meeting minutes, and other Information approved by Leadership to NGSR Membership. Manages membership website information (collaborates with website manager) and appropriate social media platforms. **Membership Coordinator:** Creates, updates with overall responsibility to coordinate the membership list. Makes contacts with new members and contact 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:** Keeps leadership and membership abreast of federal, state, and local legislation affecting senior citizens. Provides reports at monthly meetings or via email.

**Board Member at Large:** This officer's duties and responsibilities are not fixed but instead vary according to the needs of the association and as directed by the other officers of the board. Such duties may include; Meeting logistics, greeting visitors and guests, recruiting.

## 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 regularly scheduled meeting, provided the proposed amendment shall have been submitted in writing to HCSPN Board Members prior and then to membership at least thirty (30) days prior to the vote.

Amended and approved by membership 26<sup>th</sup> day of May, 2022. Duly noted by Dana Chapman, President, Secretary Lindsay Rowlands, Treasurer Wendy Sargent, Membership Chair Bob Parker, Legislative Chair Al Trembley, Communications Bob Parker, Member-At-Large Scott Croker and Spencer Walker

Amended and approved the 24<sup>th</sup> day of June 2021. Duly noted by Dana Chapman, President, Spencer Walker, Vice President, Elizabeth Martin Secretary, Wendy Sargent, Treasurer, Scott Crocker & Allen Jernigan, Co- Membership Chairs, Kim Franklin, Communications, Al Trembley, Legislative Chair

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

May 26, 2022