

**NEW HAMPSHIRE ASSOCIATION OF PROFESSIONAL
SERVICE COORDINATORS
(NHAPSC)**

BY-LAWS

ARTICLE 1: ORGANIZATION

Section 1

Name: The name of the organization shall be the New Hampshire Association of Professional Service Coordinators (NHAPSC).

Section 2

Purpose: We are a professional organization dedicated and committed to the development and promotion of service coordination for people of all ages within our state and local communities.

Section 3

Description: The New Hampshire Association of Professional Service Coordinators is an unincorporated, non-profit association created and maintained for the purpose described in Article 1, Section 2.

ARTICLE 2: MEMBERSHIP AND MEMBERSHIP DUES

Section 1

General Membership: A member is defined as one who supports our mission and Code of Ethics and pays annual dues in full. Each member has one vote.

Section 2

Membership Dues: The Executive Committee will establish the schedule for payment of dues.

ARTICLE 3: OFFICERS

Section 1

Enumeration of Officers: The Officers of the Association shall be President, Vice-President, Secretary and Treasurer. The term of all Officers shall be one year. Officers

may hold up to three consecutive terms in the same office. One year shall elapse before being eligible for the same office.

Section 2

Duties of Officers: The duties of the Officers shall be as follows:

President: The President shall preside at all meetings of the general membership and all meetings of the Executive Committee. The President shall have the necessary authority and responsibility to administer the Association in all its activities, subject to such policies as may be adopted. The President shall be the duly authorized representative of the Executive Committee in all matters in which the Committee has not formally designated some other person for that specific purpose. The President shall sign all documents or other instruments requiring signature of an Officer of the Association, and shall have all authority and duties that such position would customarily require.

Vice-President: The Vice-President shall, in the absence of the President perform all duties imposed on the President by these By-laws. The Vice-President shall also perform these and other duties as assigned by the President or the Executive Committee.

Secretary: The Secretary shall have custody of all records and documents of the Association. The Secretary shall also keep, or shall arrange to have kept, the minutes of all meetings of the membership and of the Executive Committee. The Secretary shall also have such other duties as assigned by the President or by the Executive Committee.

Treasurer: The Treasurer shall have custody of all funds and accounts of the Association. The Treasurer shall endorse on behalf of the Association for collection all checks, notes and other obligations and shall deposit same to the credit of the Association in such bank or banks or other depository as the Executive Committee shall designate. The Treasurer shall sign, or arrange to have signed by the President payments made to or by the Association. The Treasurer shall make annual and periodic financial reports in writing as directed by the Executive Committee. All of the Treasurer's records and books of account shall be made available for inspection at all reasonable times by any Officer or member of the Executive Committee. The Treasurer shall also have such other duties as assigned by the President or by the Executive Committee.

ARTICLE 4: EXECUTIVE COMMITTEE

Section 1

Executive Committee: The Executive Committee consists of the Officers and Standing Committee Chairs. The members of the Association shall elect Officers of the Executive Committee each year at the annual meeting.

Section 2

Executive Committee Vacancies: The Executive Committee shall, by a majority vote, appoint members to fill vacancies of Officers and Standing Committee Chairs for an unexpired term.

Section 3

Immediate Past Presidents: Immediate past Presidents shall serve as ex-officio, non-voting members of the Executive Committee.

ARTICLE 5: STANDING COMMITTEES

Section 1

Enumeration of Standing Committees: The three Standing Committees of the Association shall be the Nominating, Membership and Education Committees.

Section 2

Chairpersons: Chairpersons of the Standing Committees shall be recommended by the Nominating Committee and elected by members. The term of the Chairperson of each of the Standing Committees shall be one year. Committee Chairpersons may hold more than one term.

Section 3

Appointments: Appointments to the Standing Committees are made by the respective Chairperson. The President shall serve as an ex-officio member of each Standing Committee, with the exception of the Nominating Committee. Standing Committee Chair vacancies that arise between elections shall be filled by vote of the Executive Committee.

Section 4

Responsibilities of Committees: The responsibilities of the Standing Committees shall be as follows:

Nominating Committee: The sole responsibility of the Nominating Committee is to prepare and present a proposed slate of Officers and Standing Committee Chairpersons, in accordance with these By-laws for a vote by the membership at the annual meeting.

Membership Committee: The Membership Committee shall be responsible for conducting periodic membership drives at least annually and perform other duties related to membership as assigned by the President or by the Executive Committee.

Education Committee: The Education Committee shall be responsible for developing continuing education programs to enhance professional development and to perform these and other duties as assigned by the President or by the Executive Committee.

ARTICLE 6: ELECTIONS

Section 1

Elections: All Officers and Chairs of the Standing Committees shall be elected by the voting membership of the Association at the annual meeting. Nominations will be accepted from the floor for all positions in addition to the slate presented by the Nominating Committee.

ARTICLE 7: RESIGNATIONS AND REMOVALS

Section 1

Resignations: Any Officer or Chair of a Standing Committee may at any time, resign by delivering a written resignation to the President or designate with a copy to the Secretary. Such resignation shall be effective upon receipt.

Section 2

Removals: The voting members, at any regularly scheduled meeting or special meeting called for the purpose, may, by a three-quarters vote of those present and by proxy, remove any Officer or Standing Committee Chairperson for violation of policies or Code of Ethics.

ARTICLE 8: MEETINGS

Section 1

Annual Meetings: A meeting shall be held annually for the purpose of electing Officers and Standing Committee Chairpersons.

Section 2

General Membership Meetings: General membership meetings will be held quarterly as established by the Executive Committee.

Section 3

Executive Committee Meetings: Regular meetings of the Executive Committee are attended by Officers and Standing Committee Chairs as called by the President or by a majority of the Executive Committee members.

Section 4

Notice of Meetings: Notice of the time and place of all general membership and Executive Committee meetings shall be given by a written notice, including fax or e-mail to each member of the Association at least fourteen days before the meeting.

Section 5

Special Meetings: Special meetings of the members of the Association will be held when called by the President or two Officers or when requested by one-third of the voting members. Any voting member may petition the officers to call a Special Meeting. Written notification, including fax or e-mail of all special meetings shall be provided to the membership within seven days of the meeting.

Section 6

Quorum: At Executive Committee meetings, a quorum shall consist of two-thirds of the Executive Committee, and a quorum shall be required to vote. A quorum for general membership meetings shall consist of one-third voting members including those voting by proxy. A majority of the voting members present shall decide any questions brought before the members except as otherwise stated in the By-Laws.

Section 7

Proxy and Voting: At all general membership meetings of the Association, each voting member shall be entitled to one vote, either in person or by proxy. Any vote by proxy shall be in writing and must be delivered to the Secretary before the meeting.

ARTICLE 9: AMENDMENTS

Section 1

Amendments: A quorum of voting members at any regularly scheduled meeting or special meeting called for the purpose, may, by a two thirds vote, amend these by-laws, provided that a notice of the substance of the proposed amendment is included with the notice of the meeting where the action is to be taken on the amendment.