

BY-LAWS

NORTH CAROLINA COALITION FOR LONG-TERM CARE ENHANCEMENT

ARTICLE I - NAME

The name of this Coalition shall be North Carolina Coalition for Long Term Care Enhancement.

ARTICLE II - MISSION

The North Carolina Coalition for Long Term Care Enhancement is a growing network dedicated to transforming care settings into vibrant and vigorous environments, thereby improving the quality of life for these residents and staff.

ARTICLE III - MEMBERSHIP

Section 1. Any person, regardless of race, color, creed, gender, national origin, or physical handicap, may become a member of this Coalition upon written application to the Membership Chair.

Section 2. Members of the Coalition shall declare their intention in writing to become either an Active or an Associate Member of the Coalition. They are required to declare this on an annual basis to the Membership Chair.

Active Members shall serve on at least one standing committee, volunteer their services for Coalition projects when possible, and attend at least six Coalition meetings per year with no absences lasting beyond three scheduled meetings in a row. They have full voting rights in Coalition elections.

Associate Members shall receive all Coalition's publications and mailings, including the monthly meeting minutes and the newsletter. They shall be asked to volunteer their services in Coalition projects when possible. They are required to attend one meeting every six months either in person or through the telephone conference call capabilities. They are not permitted to vote in coalition elections.

ARTICLE IV - OFFICERS

Section 1. The elected officers of the Coalition are its chair and vice-chair. The Coalition's secretary is appointed by the Division of Health Service Regulation.

Section 2. The officers shall be in good standing and be elected to serve for one (1) year. Their terms of office shall begin January 1st of the year following their selection.

Section 3. No member shall hold more than one (1) office at a time.

Section 4. If a vacancy in the office of Chairman occurs, the Vice-Chairman shall automatically become Chairman. If a vacancy occurs in any other office, it shall be filled by election from the Executive Committee. In the event that both the Chair and Vice-Chair are unable to carry out their duties simultaneously, the Executive Committee shall ask the Nominations Committee to convene and produce a new slate of nominees willing to stand for election by vote of the Active Members of the Coalition.

ARTICLE V - COMMITTEES

Section 1. The business of the Coalition will take place within its committees and all Active Members are expected to select the committee or committees on which they wish to serve during any given year.

Section 2. The standing committees of the Coalition are the following: executive, education, newsletter and membership. In addition, there is one recurring sub-committee, the nominations committee.

Section 3. Committees are chaired by Active Coalition Members chosen by the incoming Coalition Chair during the Annual Meeting.

Section 4. The term of service for the committee chairs shall be for the year subsequent to their appointment. In the event a chair cannot complete a term, the Coalition chair shall appoint a replacement to complete the term of office.

Section 5. No member shall hold more than one committee chairmanship at a time.

Section 6. The **Executive Committee** shall be composed of the two elected officers, the secretary and the chairs of the standing committees. Its duties shall be to supervise affairs of the Coalition between business meetings, advise the Chair of issues affecting the Coalition, carry out any advisory functions given it by the Chair and report on its activities during regular Coalition meetings.

Section 7. The **Education Committee** shall be responsible for planning all the Coalition's educational programs and workshops. It shall also assemble adequate Coalition manpower to run the enhancement grant program, promote environmental enhancements statewide through presentations, and submit a written report on its activities for the year at the annual meeting.

- Section 8.** The **Newsletter Committee** shall acquire articles with permission to publish them in the Coalition's newsletter. The committee shall produce newsletter and maintain an up-to-date distribution list of all licensed and certified facilities, all certified Eden Associates in North Carolina and any person expressing an interest in receiving the Newsletter. The committee shall submit a written report on its activities for the year at the annual meeting.
- Section 9.** The **Membership Committee** shall process all applications for membership, review the attendance data for all members and validate each member's classification. In addition, the committee shall identify opportunities for increasing the Coalition's membership and shall submit a written report on its activities for the year at the annual meeting.
- Section 10.** The **Nominations Sub-Committee** shall be responsible for securing at least two willing candidates to stand for election for the vice-chairmanship of the Coalition. It shall prepare the ballot for vote no later than the November business meeting. The Nominations Sub-Committee shall consist of three members: the Membership Chair, the immediate past Coalition Chair and one member appointed by the Coalition Chair.
- Section 11.** **AD HOC Committees** may be created as necessary. The Coalition Chair shall appoint the Chairpersons of such committees and the committees shall function for the time required to accomplish their purposes.
- Section 12.** The Coalition Chair shall be an ex-officio member of all committees except the Nominations Sub-committee.
- Section 13.** The Executive Committee can, under the delegated authority of the Coalition, call for a Special Called Meeting to act on its behalf in addressing emergency and/or unusual situations requiring immediate attention when time or circumstances prevent a timely meeting of the full Coalition.
- Section 14.** Any action taken by the Executive Committee will be fully disclosed at the next regularly scheduled meeting following the Executive Committee's Special Meeting.

ARTICLE VI - MEETINGS

- Section 1.** The regular business meetings of the Coalition shall be held monthly.
- Section 2.** The regular business meeting in December shall be known as the Annual Meeting, whose purpose it shall be:
- To accept reports as received from officers and committees;
 - To announce the results of the vice-chair election
 - To address other items of business that may arise.
- Section 3.** A quorum shall be necessary to conduct business at a regularly scheduled business meeting and shall be no less than twenty-five percent (25%) of the Active Membership.
- Section 4.** The voting for officers shall be by e-mail or, if requested, a printed ballot will be mailed by the Secretary to any Active Members requesting one.
- Section 5.** Election shall be by a simple majority of the votes cast.
- Section 6.** Special meetings can be called by the Chairman.

ARTICLE VII - FISCAL POLICIES

- Section 1.** The Coalition's fiscal year shall be from January 1st to December 31st.
- Section 2.** No one may profit financially from membership in the Coalition by sales or solicitation at meetings or workshops.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern meeting of this Coalition in all cases in which they are not consistent with these by-laws.

ARTICLE IX - AMENDING THE BY-LAWS

The By-Laws can be amended at any regular meeting of the Coalition by a majority vote of the members present if the proposed changes were circulated to and received by all the Active Members at least thirty days before the vote is taken.

Amended 1/15/09