

# Naples Chapter



## By-Laws

*The Naples Chapter exists as an entity of the National Aging in Place Council, an organization incorporated and with By-Laws established under the District of Columbia Non-Profit Incorporation Act.*

### **ARTICLE I. MISSION & VISION**

The mission of the Naples Chapter of the National Aging in Place Council (NAIPC) shall be:

To support those in our community as they prepare to age in place independently by ensuring that it is a physically and emotionally secure, enriching and viable option. The organization shall accomplish its mission by, but not limited to, the following::

- Offering pertinent, thorough and current information provided by our National organization, as well as our individual members who have diverse areas of expertise
- Providing educational opportunities, including the importance of planning, for seniors in our community, in addition to practitioners, through the use of presentations, health fairs and CEU opportunities, as well as other outlets as deemed appropriate by the Board.
- Providing access to products, services, resources and organizations made available to help people age in place independently, comfortably and safely.
- Fostering collaboration: To bring together professionals from the private, public, academic and non-profit sectors to collaborate on initiatives that can support successful aging in place.
- Advocating for policies, regulations and practices that enable, encourage and support healthful aging in place

**VISION-** Our vision is to make Aging in Place an attainable option for every resident in our community.

## **ARTICLE II - AFFAIRS**

The affairs of the organization shall be managed by Officers: Chair, Co-Chair, Secretary, Treasurer and the Board of Directors. The Board of Directors shall be made up of the Officers, the immediate Past Chairperson, the Chairpersons of both the Outreach and Membership Committees and a Member at Large and shall not exceed two members from any one organization.

The Officers and Board of Directors shall define the policies of the Chapter and shall have administrative direction and management of this organization.

## **ARTICLE III – OFFICER/BOARD DEFINITIONS**

**Chair:** The Chair shall be the Chief Executive Officer and shall in general supervise the business and affairs of the organization. Chair shall preside at all meetings of the Board of Directors and of the members. Chair will participate in the monthly Council of Chapters conference call held by NAIPC and will perform such other duties as may be prescribed by the Board of Directors from time to time.

**Co-Chair:** In the absence of the Chair or in the event of his/her inability or refusal to act, the Co-Chair shall perform the duties of the Chair. The Co-Chair shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Board of Directors including Chairing a bi-annual Nominating Committee consisting of the Secretary/Treasurer and 2 others from the general membership and presenting a slate of proposed Officers and Board of Directors at the third Quarter meeting. It shall also be his/her responsibility to oversee the Chapter's various Initiatives, attend their meetings as needed and furnish a report of their activities when requested by the Chair.

**Secretary/Treasurer:** The Secretary/Treasurer shall keep the minutes of all meetings of the Board of Directors and of the members and will be responsible for overseeing the Chapter's finances. The Secretary/Treasurer will be responsible for coordinating reimbursement and check requests from NAIPC. Such requests for amounts over \$500 must be approved by the Board and co-signed by the Chair or Vice-Chair. The Secretary/Treasurer shall have the latest financial report available for review at all Board and membership meetings. The Secretary/Treasurer may be assigned other duties and functions as designated by the Chair or Board of Directors. The secretary will also participate in the monthly Council of Chapters conference call to take notes about pertinent information to be shared at the following local meeting.

**Committees:** The Chairs of a Committee shall be members in good standing of the Chapter.

Membership Committee -

The Membership Committee will receive information from NAIPC regarding new Chapter members, will maintain the Chapter's membership list and will organize the Chapter's Quarterly "Meet and Greet" events. It will also be the responsibility of the Membership Committee to identify and follow up with prospective members. In consideration of this responsibility, the Membership Chair is excluded from the "one guest rule" - see Article Seven – Meetings).

- Create and implement plans for the growth and development of the association's membership
- Carry out strategies to recruit new members and retain current members
- Encourage attendance at association events (i.e. annual conference)
- Seek member opinions and input regarding the direction, focus and mission of NAIPC
- Promote and achieve awareness of membership benefits
- Develop/Revise Annual Membership Recruitment and Retention Plan
- Be familiar with NAIPC membership policies, procedures, and resources
- Communicate with the membership, specifically Linda Latimore, as to the status of members
- Develop and implement strategies for recruitment of new member organizations and individuals
- Develop and implement strategies for welcoming new members
- Develop and implement strategies for re-instating lapsed members
- Determine and implement methods to recognize and reward members
- Develop and implement strategies to identify member's talents and interests to promote Community Outreach

**Committee Chair Responsibilities:**

- Schedule and send reminders for committee meetings.
- Develop meeting agendas designed to get updates from the various teams with strategic goals, objectives, and strategies in mind.
- Lead committee meetings keeping members on-task to make effective & efficient use of time. Delegate tasks to be performed outside of committee meetings to committee members or relevant Task Force.
- Nurture relationships with committee members ensuring that all members have well-defined and meaningful roles.
- Establish additional Task Forces as needed with clearly defined purposes.
- Reach out to committee members with waning attendance.
- Inspire, energize, and encourage committee members.
- Ensure meeting minutes are documented and posted on basecamp within 48 hours of the meeting.

### Community Outreach Committee

The NAIPC Community Outreach Committee will promote activities that foster a greater awareness of Aging in Place services available in the community. The Community Outreach Committee works to enhance community involvement through volunteer work. More importantly, the committee will identify local Seniors in need of assistance by utilizing existing community relationships and fostering new ones who will assist in identification. In addition the committee will provide the community with beneficial educational projects and programs.

#### **Committee Chair Responsibilities**

- Plans and implements Community Outreach Projects
- Recruits members for participation
- Maintain relationships with collaborative partners and cultivate new ones.
- Coordinate special events with event planning, which include Holiday Baskets, Appreciation, etc
- Oversee advertising and marketing of the NAIPC, Naples Chapter
- Encourage all members to participate in outreach.
- Coordinate with other committees in the advertisement of special events.
- Prepare annual Outreach budget to be submitted to the Board.
- Report Committee activities to the Board.
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## **ARTICLE IV - MEMBERSHIP**

### **A. Members:**

- The members of this organization shall be vetted locally by the following: (1) each prospective member must attend one chapter meeting as a guest (2) must have been in business not less than one year (excepting student memberships.) (3) must have Board approval
- The members of this organization shall be in good standing with the National organization. Only members of the National Aging in Place Council (NAIPC) may join at the Chapter level. This includes members of all three categories of National membership (Corporate, Individual or Public/Non-profit). A member may join the Naples Chapter as a “**Chapter Only**” member if they are not currently affiliated with a business or organization and pay the Chapter dues. They will not be affiliated with NAIPC for purposes of voting, online listings or use of the logo.
- The members of this organization shall be in good standing with the local chapter by (1) meeting chapter meeting attendance as designated in Code of Conduct (2) and all other Code of Conduct stipulations.
- The members of this organization shall be in a business, organization or have a personal desire to further our mission.
- Collaborative memberships are available to local non-profit organizations on an invitation basis. These members complete and follow the Collaborative membership agreement (attached).

## 1. APPLICATION PROCEDURE

The following is the procedure for new membership applications:

The application is submitted to the Membership Committee. The application is then reviewed by the Committee Chair and the Chairperson to verify the above criteria. The Membership Chair forwards the application to National office with the appropriate dues. The National office will contact the Membership Chair with the status of the application. The prospective member should communicate any information or questions directly with the Membership Chair. The prospective member should not contact the National office with questions or to provide information.

### **B. Privileges and Responsibilities of Membership:**

1. Voting: Each member is entitled to one (1) vote. Corporate Memberships are entitled to three (3) votes.
2. Privileges: Each member in-good-standing shall be entitled to all services of the organization.
3. Participation: Each member shall be entitled to participate in all organizational events.
4. Responsibilities: Each member shall:
  - Heed the Member Code of Conduct that is signed and retained for each new member
  - Maintain the privacy of our membership contact list
  - Participate on a committee

## **ARTICLE V - DUES**

Chapter dues are established at the discretion of the Board and shall be reviewed on an annual basis. Members must be current on both National and Chapter dues before being admitted into the Chapter.

## **ARTICLE VI - MEETINGS**

Meetings of the Chapter will be held Monthly unless determined otherwise by the Board of Directors. Members may bring one guest to a meeting. The guest should be an individual the member is willing to introduce and endorse. Each guest will be limited to one visit.

## **ARTICLE EIGHT - ELECTIONS**

The Officers and Board of Directors shall be elected to a two year term by a majority vote of the members at an Annual Meeting to be held in December, and will hold office for two calendar years starting in January. Only active members of the Chapter in good standing will be able to participate in any elections.

## **ARTICLE NINE - BY-LAW CHANGES**

Any amendment, re-statement, or alteration of these By-Laws shall be submitted to the Board for approval and reported to the members in good standing. Approval will be granted by means of a vote at a regular member meeting, and shall not be effective unless approved by at least a 2/3 majority of the members present.

## **ARTICLE TEN - CONDUCT OF BUSINESS**

Except as required by statute or as otherwise provided in these By-Laws, all meetings of the members, Board of Directors and Committees shall be conducted in accordance with Roberts Rules of Order.