

# Infant Mental Health Chapter of Volusia/Flagler Bylaws

## Article I: Organization

The name of this Chapter shall be: **Infant Mental Health Chapter of Volusia/Flagler (IMHVF)**, representing Volusia and Flagler Counties, sometimes referred to as the “Infant Mental Health Chapter” or “Chapter”.

## Article II: Purpose

The Infant Mental Health Chapter of Volusia/Flagler will serve as the collective voice of agencies, professionals, private practitioners, parents and interested individuals working to provide related care and treatment as well as promote and educate the community of the importance of infant mental health.

Infant mental health is defined as...

## Article III: Membership

Membership is extended to all interested individuals representing themselves, their agency, business or medical practice who support the system of care related to infant mental health. Members can be identified by the name of the agency they represent, businesses or by individual name.

## Article IV: Officers and Responsibilities

The officers of this Chapter shall consist of five leadership positions: Co-Chairs, Secretary, Treasurer, and an At-Large Officer, each of whom shall be elected for a term of one (1) year. Officers may serve for more than one year if requested by the membership, but not more than two years. Officers shall be nominated to serve within a calendar year.

Duties of Co-Chairs:

- 1) Prepare agenda for meetings.
- 2) Chair the meetings.
- 3) Ensure responsibilities of any committees, as developed, are understood.
- 4) Appoint members to committees.
- 5) Facilitate or designate facilitator(s) for meetings.
- 6) Serve or designate a representative to serve as the official representative of the Chapter to the State Association.
- 7) Facilitate expansion and retention of the membership.

Duties of Secretary:

- 1) Attend or arrange for a designee to attend all Chapter meetings and keep accurate minutes of these proceedings.
- 2) Distribute meeting reminders and minutes to the membership on a timely basis prior to the next scheduled meeting.
- 3) Maintain agendas, minutes and historical documentation as official records.
- 4) Complete reports as needed.
- 5) Prepare mail and/or email correspondence.

Duties of Treasurer:

- 1) Maintain records of expenditures and funding for the Infant Mental Health Chapter of Volusia/Flagler.
- 2) Create and deliver financial reports as needed.
- 3) Collect funds resulting from Chapter events and the deliver to the fiscal agent.

Duties of At-Large Member:

- 1) Attend all board meetings, Chapter meetings and special/committee meetings as necessary.
- 2) Participate in all chapter objectives, projects, and task force activities.
- 3) Carry out duties and responsibilities assigned by the Co-Chairs.

## **Article V: Meetings**

### **Section 6.01 Frequency of Meetings**

Regular Chapter meetings shall be held a minimum of four (4) times a year on dates, times and locations approved by the Board. The co-chairs will chair the meeting. In their absence, an officer will chair the meeting.

### **Section 6.02 Notice**

Notice of all meetings shall be given electronically at least ten business days before the meeting to the usual business or residence address of the directors. Special meetings may be called by the co-chairs or by agreement of the majority of the members.

### **Section 6.03 Vote**

Any action brought before the Chapter will be reached by consensus by those present when the vote occurs.

### **Section 6.04 Minutes**

Minutes are to be taken at all meetings and approved at the next meeting or by other approved means. Written minutes, after approval, are to be maintained for the life of the Chapter.

### **Section 6.05 Committees**

Standing committees shall be identified and organized on an as-needed basis and may include, but not be limited to: Executive Committee, Education & Awareness Committee; Membership Recruitment Committee; and, Community Training(s) Committee.

### **Article VI: Fiscal Year**

The Fiscal year of the organization shall commence on January 1 and end on December 31 of each year.

### **Article VII: Rules of Order**

The Rules of Order for this organization shall be the newest revision of Roberts' Rules of Order provided that they are not inconsistent with these By-laws.

### **Article VIII: Amendments**

These By-laws may be altered, amended, or repealed at any meeting of the Chapter by a vote of two-thirds of the members in attendance, provided that a written notice of the proposed changes were provided to all members 14 days prior to the meeting and also provided that the proposed changes were clearly described in the Order of Business (agenda) for the meeting.

These By-laws shall be reviewed by the Membership for review every three years.

Amended and Adopted, XXXXX by the Infant Mental Health Chapter of Volusia/Flagler.