

ATLANTA SENIOR CARE NETWORKING NICHE (ASCNN)

BY-LAWS (Revised October 1, 2015)

Page 1 of 3

I. NAME

The name of the organization shall be Atlanta Senior Care Networking Niche (ASCNN) a non-profit organization.

II. PURPOSE

The purpose of ASCNN is to exchange information, ideas, and resources to further expand the members' knowledge in the field of aging issues and local concerns.

III. OBJECTIVES

- A. The Organization may participate in community projects where it can provide information to the general public or other professional organizations.
- B. The Organization will be available as a Speakers Bureau for the Atlanta Metropolitan community specializing in the subject of services for seniors.
- C. The Organization may elect to provide financial assistance (a Donation) to one or more non-profit organizations or community projects benefiting a senior or seniors.
- D. To keep abreast of any federal, state, or county legislative issues affecting seniors.
- E. To provide guest speakers for approximately one-half of our monthly meetings on a topic of interest related to services for seniors.
- F. To provide the opportunity for a brief "sponsor spotlight" for ASCNN members who sponsor (or co-sponsor) a meeting and provide door prize(s)

IV. MEMBERSHIP

A Member is defined as a company, agency, organization, or individual serving the Metropolitan Atlanta Senior Population. Each Member may send one or two Representatives per Membership to each meeting. More than two representatives of a Member organization may attend meetings as guests; or join, attend meetings as a member, and be listed on the Membership Directory ASCNN.ORG Web site by paying for one additional Membership per two additional representatives.

1. The agency or organization agrees to work toward the goals and objectives of Atlanta Senior Care Networking Niche.
2. Membership shall be available to anyone who is interested in the ideals and goals of this group.
3. Those desiring to become Members shall register with the Membership Chair.
4. Companies with multiple "physical" or "corporation" locations must join and pay annual membership each year as separate Member entities.

(Example: The ABC Agency has more than one office or physical location. ABC Agency located at 123 Mary Ave. Atlanta, GA would pay the annual membership fee. ABC Agency located at 567 Smith St. Cumming, GA, would also pay a separate annual membership fee)

V. FEES

ATLANTA SENIOR CARE NETWORKING NICHE (ASCNN)

BY-LAWS (Revised October 1, 2015)

Page 2 of 3

Annual Membership Fees are mandatory and are defined by the Board each October for the following year. Membership Fees are due January 1 of each year, and are not prorated based on payment date. Members who have not paid Membership Fees by March 1 of each year will be deleted from the invitation list and will be removed from the Membership Directory on the ASCNN.org Web site. A Guest Fee will be charged per person per meeting if not a current Member. Also, a Collection Fee will be charged for all returned checks. Annual Membership Fees are donated to charitable organizations. Current Fees are listed below, but are subject to change by the Board each October for the following year:

- Annual Membership Fee: \$35 for 2015; \$50 for 2016
- Guest Fee: \$10 per person per meeting
- Collection Fee: \$25 per returned check

VI. MEETINGS

- A. Meetings will be held the 2nd Thursday of every month at 9:30a.m.
- B. Members will be notified of the meeting location in advance as well as specific details pertaining to the venue, i.e. parking, time change.

VII. BOARD MEMBERS/OFFICERS

Board Members are composed of Chair, Co-Chair, Treasurer, Program Chair, Venues Chair, Sponsorship Chair, and Membership/Communication Chair.

VIII. STANDING COMMITTEES

Nominating Committee as needed.

IX. TERMS OF OFFICE AND VOTE

- A. Terms of each office will be for three consecutive years unless officer cannot fulfill the duties of that office. The board members will stagger position terms. At the February meeting of odd years, the Chair will appoint a nominating committee consisting of a current board member and two general members. Members interested in serving on the Board will be asked to submit applications in writing to the Nominating Committee. All nominees must agree to serve in his/her capacity if elected to office, and to work with a designated Board member for 2 – 3 months prior to the June meeting. The Nominating Committee shall present the approved slate to the membership at the June meeting. Election will be held at the June meeting and new officers shall take office at the August meeting.
- B. Each Member, as defined in Section IV, shall have one vote.

OFFICER DUTIES

Chair	Conduct and prepare agenda for meetings; contribute guidance to fellow officers/chairs and members; assist in coordination mechanisms of organization as necessary to meet goals and objectives, schedule and chair Board meetings as needed.
-------	---

**ATLANTA SENIOR CARE NETWORKING NICHE (ASCNN)
BY-LAWS (Revised October 1, 2015)**

Page 3 of 3

- Co- Chair Act as Chair in his/her absence. Assist Chair with duties and responsibilities as needed. Co-Chair will assist in coordination and organization as necessary to meet goals and objectives.
- Treasurer Maintain financial records on payables and receivables. Present a Financial Report at the end of each calendar year. Collect Fees and keep log of all paid members – reconcile paid log with Membership’s database.
- Membership Maintain database & directory of membership, including date & method of payment. Update membership database at each meeting, and between meetings as needed, including new memberships and existing membership changes information. Report additions, updates, and deletions to ASCNN’s Webmaster.
- Communications Distribute email-based meeting invitations and other ASCNN updates & information as needed. Collect & report RSVP’s for each meeting, a week prior and again 2 days prior to each meeting.
- Programs Recruit, develop, and plan speakers/presentations for meetings. Coordinate with Membership Chair to ensure meeting invitations reflect accurate presentation information.
- Venues Work in conjunction with Programs Chair to select appropriate venue for each monthly meeting. Coordinate with management of each venue to prepare and plan for each meeting to ensure sufficient parking, seating, A/V equipment, tables and other items needed for the meeting.
- Sponsors Work with Programs and Venues Chairs to determine which meetings are available for sponsorship. Promote and recruit Members to sponsor available meetings. Obtain sponsorship fee, logo, and other required information from each Sponsor for Web posting and email distribution to Members.
- Charitable Gifts Accept suggestions from ASCNN members, including Board, for candidates to receive donations from ASCNN. Candidates should be non-profit organizations providing services to the Senior Population in the Atlanta area. Screen and verify validity and effectiveness of each organization. ***NOTE: This function will be handled by the Board as a whole.***

X. AMENDMENTS

This constitution may be amended by a majority of those present at regular scheduled meetings, provided the proposed amendment shall have been submitted in writing to ASCNN Members the month prior to the vote.

Website: www.ascnn.org

Email: info@ascnn.org