

ATLANTA SENIOR CARE NETWORKING NICHE (ASCNN)

BY-LAWS (Revised September 16, 2018)

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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 and additional fee 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

Membership Fees are mandatory and are defined by the Board each October for the following 12 months. Membership Fees are paid every 12 months for a "rolling 12-month period" and are due the month prior to the end of each member's previous 12-month membership period. The 12-month membership period is based on the date the membership

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fee is paid. Only paid members will receive all benefits of membership including email invitations and notifications and membership profile listing on the ASCNN.org website.

Former Members and individuals who wish to become members may join and pay online via credit card. If anyone wishes to pay the membership fee by cash or check, he/she may pay in person at a meeting, then join online following that meeting indicating they have already paid. Payment will be confirmed by the Membership Officer before membership becomes active.

Guest Fees will be charged per person per meeting for each attendee who is not a current (paid) Member. A Collection Fee will be charged for all returned checks.

Sponsorship Fees will be charged for any paid member who wishes to sponsor a meeting. Benefits of sponsorship include time on a meeting agenda to explain and promote the services the member offers.

Current Fee Amounts as of January 1, 2018 are listed below, but are subject to change by the Board each October for the following year:

- Rolling 12-Month Membership Fee: \$75 for first 1 -2 representatives, \$25 for each additional 1 – 2 representatives
- Guest Fee: \$15 per person per meeting
- Sponsorship Fee: \$250 per company/organization per meeting
- Collection Fee: \$25 per returned check

Net proceeds from all fees will be donated to charitable organizations.

VI. MEETINGS

- A. Meetings will be held the 2nd Thursday of every month at 9:30a.m.
- B. Members will be notified via email of the meeting location at least 2 – 3 weeks in advance of each meeting. In addition, a follow-up email will be sent with pertinent details pertaining to the venue (parking, time change, etc.) when appropriate.

VII. BOARD MEMBERS/OFFICERS

Board Members are composed of Chair, Vice-Chair, Treasurer, Membership, Communications, Programs, Venues, Sponsorships, and Charitable Gifts. Board position responsibilities may be combined when appropriate in order to fulfill those responsibilities effectively.

VIII. STANDING COMMITTEES

Nominating Committee as needed.

IX. TERMS OF OFFICE AND VOTE

- A. Terms of each office will be for a minimum of two consecutive years unless officer cannot fulfill the duties of that office. The term of each officer may be extended with the approval of the officer and the majority of the board.
- B. Chair will appoint a nominating committee consisting of one or more current board members and one or more general members. Members interested in serving on the Board

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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 beginning of their term. The Nominating Committee shall present the approved slate to the membership at a general meeting. Election will be held at that meeting and new officers shall take office at the following meeting.

C. Each Member, as defined in Section IV, shall have one vote.

OFFICER POSITIONS AND 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.
Vice-Chair	Act as Chair in his/her absence. Assist Chair with duties and responsibilities as needed. Vice-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. Order Food and Beverages if needed, and coordinate delivery and set-up of Food and Beverages at meeting site prior to the meeting.
Sponsorships	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.
General	Each board member will coordinate with another board member to establish a backup procedure to fulfil his/her responsibilities when unavailable.

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X. AMENDMENTS

These bylaws may be amended or replaced by a majority of those present at regular scheduled meetings, provided the proposed amendment or replacement by-laws are submitted in writing to ASCNN Members the month prior to the vote.

Website: www.ascnn.org

Email: info@ascnn.org