

June 10, 2011

- 1 | National Alliance for Medicaid in Education, Inc (NAME)
- 2
- 3 | Bylaws
- 4 | Adopted: October 2, 2004. Amended 7-14-05, 9-14-06, 9-13-07, 7-10-08, 5-14-09
- 5
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1 Bylaws of the National Alliance for Medicaid in
2 Education, Inc. (NAME)

3
4 I. TITLE.

5
6 The title of the organization shall be the National Alliance for Medicaid in Education,
7 Inc. (NAME). The organization was incorporated in the State of Delaware on
8 September 27, 2004.

9
10 II. PURPOSE.

11
12 The purposes of the organization are to:

- 13
- 14 • Provide leadership as it relates to accessing Medicaid reimbursement for School-
15 Based Services.
 - 16 • Promote integrity, collaboration, and success among all stakeholders.
 - 17 • Facilitate a network to share information on issues pertinent to Medicaid
18 programs in public schools.

19
20 III. MEMBERSHIP CATEGORIES.

21
22 A. Voting Membership.

23
24 1) ~~One individual is designated to represent the~~ State Medicaid
25 agency and ~~one individual to represent the~~ State Education
26 agency ~~as a Voting Member in the organization. Each designee staff or designee(s) who~~
27 ~~shall~~ have expertise, experience or some responsibility related
28 to Medicaid reimbursement for Administrative Outreach or
29 Direct Health Care Services provided by schools- and who are members in good standing as defined in
30 these Bylaws are considered voting members. If it is unclear
31 whether the applicant for voting membership meets the
32 qualifications listed above, the Membership Chair may request
33 a letter from the ~~designating~~ State agency verifying ~~its~~ applicant
34 designation.

35
36 2) ~~Two At-Large~~ Regional or Local Education Authority Agency (LEA) Representatives
37 who have ~~been elected~~ expertise, experience or some responsibility related
38 to serve on Medicaid reimbursement for Administrative Outreach or
39 Direct Health Care Services provided by schools and who are members in good standing as defined in
40 these Bylaws are considered voting members. If it is unclear
41 whether the ~~Board of Directors-~~ applicant for voting membership meets the
42 qualifications listed above, the Membership Chair may request

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1 [a letter from a Regional or Local agency verifying applicant qualifications.](#)

2
3 Voting Members shall have the right to vote on all issues before the membership,
4 elect officers and board members, hold office, and serve as chair of a standing or
5 special committee, [with exceptions as noted within these Bylaws or as permitted by these Bylaws.](#)

6
7 ~~B. Limited Voting Membership. Any LEA member in good standing and in attendance
8 at the Annual Membership Meeting is allowed to vote only for the purpose of
9 electing the two At Large LEA Representatives of the Board of Directors. For any
10 other purposes or implementation of these Bylaws, LEA Members shall be
11 considered Non-Voting Members possessing all other rights and privileges of that
12 category.~~

13
14 ~~C. Non-Voting Membership. Staff who are involved with Medicaid in Education and
15 who represent Federal or State agencies, regional education agencies or local
16 education agencies shall be eligible for Non-Voting membership in the
17 organization. Non-Voting Members shall have the right to attend all meetings and
18 participate in activities of the organization, serve on standing and special
19 committees, but shall not have the right to vote or to hold office.~~

20
21 ~~D. Associate Membership. [Staff Individuals](#) representing public or non-public organizations, [other than](#)
22 [those described above, who are](#)
23 involved with Medicaid in Education shall be designated as Associate Members.
24 Membership may also be extended to other persons by a vote of the membership.
25 Associate Members shall have the right to participate in activities of the
26 organization as ~~Non-Voting Members~~ [non-voting members](#) and may serve on standing and special
27 committees.~~

28
29 IV. MEMBERSHIP YEAR.

30 The NAME, Inc. membership year is January 1 through December 31.

31
32 V. MEMBERSHIP DUES.

33
34 A. Dues. The organization shall authorize and collect membership dues from
35 ~~Voting, Limited Voting, Non~~-Voting and Associate Members to be used for the
36 operation of the organization. Dues are set by the Board and must be approved by
37 a simple majority of the voting members at the annual meeting. Dues are payable
38 by January ~~first~~¹ of each year.

39
40 B. Good Standing.

41 1. A member in good standing has paid the current year's dues and
42 any liens and/or assessments levied by the [Association's NAME's](#) Board and Membership,

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1 and agrees to adhere to these Bylaws.

2 2. In addition, a voting member in good standing meets qualifications for employment as described
3 above.

4
5 VI. MEMBERSHIP MEETINGS.

6
7 A. Annual Meetings. One Annual Membership Meeting of the organization shall be
8 held in conjunction with the annual conference each year. The time and place of the
9 meeting shall be announced at least six months prior to the meeting.

10
11 B. Special Meetings. Additional meetings of the organization may be called, either
12 by vote of the Board or by petition of a majority of the ~~Voting Members~~ voting members. The time,
13 agenda and place of all Special Meetings shall be announced at least thirty (30)
14 days prior to the meeting. An alert will be sent to the membership advising them of
15 the posting.

16
17 C. Quorum. Those ~~persons present at~~ voting members participating in a properly called Annual
18 Membership or
19 Special Meeting shall be designated as a quorum and shall be entitled to take action
20 on behalf of the organization.

21
22 D. Voting. A simple majority vote of the ~~Voting Members present at~~ voting members participating in any
23 meeting shall be required for actions to be conducted by the organization. Votes may be collected using
24 visual, paper, or electronic methods.
25 ~~shall be required for any and all actions to be conducted by the organization.~~

26
27 VII. OFFICERS.

28
29 The officers of the organization shall be a President, President-Elect, Immediate
30 Past President, Secretary and Treasurer. Officers must be ~~full~~ voting members in
31 good standing as defined in these Bylaws at the time of nomination ~~and~~, election, or appointment and
32 remain so throughout the
33 term in office, including the move to the office of Immediate Past President. All
34 officers shall sign the Conflict of Interest Agreement annually.

35
36 A. President. The President is elected and must represent a State Medicaid Agency or State Education
37 Agency. The President shall be the principal executive officer of the organization
38 and, subject to the control of the Board and the direction of the membership. The
39 duties of the President shall be in general, to supervise and control all of the
40 activities of the organization. The President shall be a member of the Board and,
41 when present, shall preside at all meetings of the Board and all meetings of the
42 membership. The President shall vote only in the case of a tie in a vote of the

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1 Board or the membership. The President shall select and appoint the chairpersons
2 of all Standing and Special Committees ~~and~~except as noted elsewhere in these Bylaws. The President
3 shall be an ex-officio member of all
4 committees of the organization. The President, after having served for one year,
5 shall automatically become the Immediate Past President.

6
7 B. President-Elect. The President-Elect is elected and must represent a State Medicaid Agency or a State
8 Education Agency. The President-Elect shall be a member of the Board and, in the
9 absence of the President, shall perform the duties of the President. The President-
10 Elect shall perform such other duties as are assigned by the President or the
11 Board. The President-Elect, after having served for one year, shall automatically
12 become the President of the organization. The President-Elect shall Chair the
13 Nominating Committee.

14
15 C. Immediate Past President. The office of the Immediate Past President is automatic. The Immediate
16 Past President must represent a State Medicaid Agency or State Education Agency. The Immediate Past
17 President shall be a member of
18 the Board and, in the absence of the President and the President-Elect shall
19 perform the duties of the President. The Immediate Past President or their designee shall co-chair
20 the Conference Committee.

21
22 D. Secretary. The Secretary shall be ~~a member of~~appointed by the Board ~~of Directors for a two year~~
23 term and must be a voting member. The Secretary shall be a member of the Board. The Secretary shall
24 keep
25 and distribute the minutes of the proceedings of the Annual Membership meeting
26 and the Board meetings. The Secretary shall assist the President in establishing the
27 Board Meeting agendas and the distribution of meeting materials to the board. In
28 addition the Secretary shall annually collect and file the signed "Conflict of Interest
29 Agreement" forms from Officers, Board Members and Committee Chairpersons. The
30 Secretary shall assure all notices are duly given in accordance with these Bylaws.
31 The Secretary shall perform such other duties as may be assigned by the President
32 or the Board.

33
34 E. Treasurer. The Treasurer shall be appointed by the Board of Directors for a two year term and must
35 be a voting member. The Treasurer shall be a member of the Board. The Treasurer shall have
36 charge of and be responsible for all funds of the organization and shall collect
37 membership dues, conference registration fees, sponsorship fees and other monies
38 due and payable to the organization and deposit such funds in banks or other
39 organizations approved by the Board. The Treasurer shall make disbursements as
40 authorized by the President, Board, or membership in accordance with the budget
41 adopted by the membership. The Treasurer shall send notification and collect all
42 membership dues established by the organization. The Treasurer shall assist the

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1 Membership Committee Chairperson with the following activities:

2 1) Maintain a roster of current paid members, and

3 2) Prepare and certify the official list of Voting Members who have paid dues.

4 The Treasurer shall prepare and distribute written financial reports for each regular
5 Board meeting. The Treasurer shall present and hand out to those in attendance, an
6 annual written financial report for the Annual Membership Meeting. The Treasurer
7 shall perform such other duties as may be assigned by the President or the Board.

8

9 VIII. ELECTION/APPOINTMENT OF OFFICERS.

10

11 A. Procedure.

12 a. The election ~~of officers shall take place during the Annual Membership~~ by voting members of
13 the President-Elect and the President if needed will take place annually as described in the
14 policy and procedures manual. The President-Elect and the President must represent a State
15 Medicaid Agency or a State Education Agency. When possible the representation should
16 alternate between Medicaid and Education agencies. Results of the election will be shared
17 during the annual membership meeting.

18 ~~Meeting each year. All Voting Members of the organization may participate in the~~
19 ~~election. Only full voting members of the organization are eligible to serve as~~
20 ~~officers. At the meeting prior to the Annual Membership Meeting, the Nominating~~
21 ~~Committee~~ The Secretary and Treasurer shall present to be appointed by the Board, a slate of
22 candidates ~~Directors~~ for officer positions for
23 discussion. At the Annual Membership Meeting, further nominations may be
24 received from the floor. The election of the slate, if non-contested, may be by voice

25 b. ~~vote. Any contested election shall~~ a two year term and must be conducted by written
26 ballot. ~~a voting member.~~

27

28 B. Term of Office. The term of ~~each~~ office except the offices of Secretary for President Elect, President
29 and Treasurer ~~Immediate Past President~~

30 shall be one year, effective immediately upon election to office. The terms of office
31 of Secretary and Treasurer shall be two years. The ~~Secretary~~ Secretary's term shall be elected begin in
32 even-numbered years and the ~~Treasurer~~ Treasurer's shall be elected begin in odd-numbered years ~~and~~
33 each of. ~~There is no term limit for these positions may be elected to the same or other office for more~~
34 than one.

35 ~~term. In the initial election for the two-year terms for the Secretary and Treasurer it~~
36 ~~may be necessary for one office term to be three years in duration.~~

37

38 C. Nominating Committee. The Nominating Committee shall be responsible for
39 receiving all ~~suggestions~~ recommendations for ~~persons to serve as officers~~ candidates for office. The
40 policy and procedure for elections describes how the nominating committee will develop the slate of
41 candidates and how the annual election will take place. The committee shall
42 prepare a slate of officers to present for election by the membership. The committee

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1 ~~shall~~ contact all persons who will be nominated to confirm their willingness to serve.

2 The committee shall insure that all nominees are ~~Voting Members~~voting members in good standing as
3 defined in these Bylaws and otherwise
4 eligible to serve in the office.

5
6 D. Selection. Votes may be collected using visual, paper, or electronic methods. ~~A majority-plurality of~~
7 the votes cast by voting members will determine the ~~Voting Members present at~~winners of the Annual
8 Membership Meeting shall be necessary for election. ~~Should no person receive a~~
9 ~~majority of the votes cast, a run-off between the two (2) persons who received the~~
10 ~~largest number of votes shall immediately be held.~~

11
12 E. Vacancies. Any vacancy in office due to death, resignation or inability to serve shall
13 be filled by the Board for the unexpired portion of the term. However, should a
14 vacancy occur in the office of the President, the President-Elect shall immediately
15 assume the office.

16
17 Should a vacancy occur in the office of President-Elect for any reason, the vacancy
18 shall be filled by a majority vote of the Board for the unexpired portion of the term.
19 If the President-Elect was appointed by the Board, the appointed President-Elect
20 would have to obtain a majority vote of ~~approval from the~~ voting membership members prior
21 to assuming the position of President. If a majority vote is not obtained then an
22 election would be held during the Annual Membership Meeting in accordance with
23 the election policy and procedures ~~established within these Bylaws manual.~~

24 25 IX. BOARD OF DIRECTORS

26
27 A. Membership. The Board shall consist of the President, President-Elect, Immediate
28 Past President, Secretary, Treasurer, ~~ten (10) and nine (9)~~ regional representatives, ~~and two~~
29 Local Education Authority (LEA) At Large from three regions and three (3) at-large representatives
30 electd as follows: three regional state Medicaid agency representatives, one from each region; three
31 regional state education agency representatives, one from each region; three regional local education
32 agency representatives, one from each region; and three at-large representatives from a state Medicaid
33 agency, a state education agency and a local education agency, respectively.

34
35 B. General Powers.

36
37 1) The Board of Directors shall manage the affairs, activities and
38 operation of the organization. The Board shall transact necessary
39 business between the Annual Membership Meetings and such other
40 business as may be referred to it by the membership or these Bylaws.
41 It may create Standing and Special Committees, approve the plans
42 and work of standing and special committees, present reports and

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1 recommendations at the meetings of the membership, prepare and
2 submit a budget to the membership for approval, review, with adoption by the Board after the Annual
3 Conference, (EDITORS' NOTE: the new budget process adopted in March 2011, changed this process to
4 remove 'approval' by general members to 'review', giving Board authority to adopt the budget as a part
5 of its fiduciary responsibility) and, in general,
6 conduct the business and activities of the organization.

7 2) Each member of the Board of Directors and each Committee
8 Chairperson shall annually sign the "Conflict of Interest Agreement"
9 and submit it to the Secretary by January 15th.

10
11 3) The NAME will not discriminate against any member, employee or
12 applicant for employment because of his or her religion, race, creed,
13 color, national origin, gender, sexual orientation, age, physical or
14 mental disability or status as a veteran, in regard to any position for
15 which the member, employee or applicant for employment is
16 qualified.

17
18 C. Meetings.

19
20 1) Regular meetings of the Board shall be held during the year. The
21 dates and times shall be established at the Annual Membership
22 Meeting. Special meetings may be called by the President or by a
23 majority of the Board. With the exception of the Annual
24 Membership Meeting, Board members may participate in meetings
25 via conference call, if they are not able to travel to the meeting
26 location. Adequate notice of all meetings shall be given to all
27 members of the Board and, in the absence of an emergency, at
28 least seven (7) days in advance.

29
30 2) Absence. If a Board member is unable to participate in a forthcoming Board
31 meeting, an excused absence is obtained by notifying the Secretary or another
32 officer prior to the meeting. Three unexcused absences from regularly-
33 scheduled Board meetings by a Board member during a membership year is
34 cause for removal from the Board. After the second unexcused absence, the
35 Board member must be formally informed that if a third unexcused absence
36 occurs, action will be taken by the Board to remove the individual from the
37 Board. ~~Insert: no board of director is eligible for re-election miss 80%...~~
38 In addition, an Officer or member of the Board of Directors, to remain in good standing must attend 75%
39 of Board meetings during their tenure in office. Failure to do so may result in removal from the Board
40 and inability to run for re-election. Exceptions for attendance include medical or family emergencies.

41
42 3) Notice of the meetings shall be announced to all Members of the organization

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1 ~~via~~posted on the NAME website. An alert will be sent to the membership advising them of
2 the posting. Any ~~Voting, Non-Voting, or Associate~~ Member of the organization
3 may attend a meeting of the Board, but shall not be entitled to vote on matters
4 before the Board.

5
6 D. Quorum. A majority of the Board members, excluding any vacancies of the Board
7 shall constitute a quorum for the transaction of business.

8
9 E. Voting. Any action taken by the Board requires a majority vote of the Board
10 members present and in which a quorum has been established.

11 Absentee Voting. If a Board member is unable to attend a regular or special
12 meeting, that member may provide an absentee vote on a particular issue if all
13 the following conditions are met:

14
15 1) The issue has been provided in writing, in the form of a motion or resolution,
16 to all Board members prior to commencement of the meeting as set forth in

17
18 IX. C. (Meetings) of these Bylaws, and

19
20 2) The absent Board member has an excused absence from the meeting, said
21 excused absence having been received by the Secretary or another officer in
22 advance of the meeting, and

23 3) The absent Board member registers the vote via email, phone call or fax, with
24 any or all of the following officers of the Board, listed in order of preference:
25 the Secretary, President-Elect or President, and

26 4) There are no amendments to the motion or resolution that substantively
27 change the intent or outcome of the issue on the table.

28
29 F. Terms.

30 1) Regional ~~and At-Large Board~~ Representatives ~~--~~ The ~~ten regional~~12 Board ~~members~~representatives
31 will be ~~selected~~delected by

32 the ~~NAME voting membership of the Centers~~members for ~~Medicare and Medicaid Services region~~
33 ~~they represent. The tenure for each of the ten regional Board members shall be~~

34 ~~a three-year term.terms.~~ Terms ~~of the regional Board members~~ shall begin ~~upon~~

35 ~~election after the Annual Conference.~~ Board ~~members~~Representatives may be elected for more than
36 one term.

37 2) ~~Terms for initial NAME regional Board members~~ will be staggered ~~as follows: across regions and~~
38 ~~agency representatives to strive for balance regionally and by agency, such that no region or agency has~~
39 ~~multiple representatives' terms expiring in one year.~~

40 ~~a. Four regional board members will be elected to serve three years~~

41 ~~b. Three regional board members will be elected to serve two years and~~

42 ~~c. Three regional board members will be elected to serve one year.~~

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1 Term lengths of the initial regional board members were determined by a random
2 drawing of the names of the elected regional members. The expiration dates for the
3 Board members are:

4 Region I 2010, 13, 16 Region VII 2009, 12, 15

5 Region II 2010, 13, 16 Region VIII 2011, 14, 17

6 Region III 2011, 14, 17 Region IX 2009, 12, 15

7 Region IV 2011, 14, 17 Region X 2009, 12, 15

8 Region V 2009, 12, 15 At Large LEA Representative I 2010, 12, 14

9 Region VI 2010, 13, 16 At Large LEA Representative II 2009, 11, 13

10
11 a) The three Regions shall be composed as follows:

12 Region 1 (18 states): Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New
13 York, Pennsylvania, Rhode Island, Vermont, Delaware, District of Columbia, Kentucky, Maryland,
14 North Carolina, South Carolina, Tennessee, Virginia and West Virginia

15
16 Region 2 (18 states): Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma,
17 Texas, Puerto Rico, US Virgin Islands, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio
18 and Wisconsin

19
20 Region 3 (17 states): Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North
21 Dakota, South Dakota, Utah, Wyoming, Alaska, California, Hawaii, Idaho, Nevada, Oregon and
22 Washington

23 b) The At-Large Representatives can be from any region above.

24
25 2) The Nominating Committee is responsible for submitting an official ballot for all open
26 elective offices at prior to the election and the Annual Membership Meeting- and strive to have a
27 balance of candidates by region and agency.

- 28 • The Nominating Committee shall assure be responsible for receiving all recommendations for
29 candidates for office. The policy and procedure for elections describes how the nominating
30 committee will develop the slate of candidates and how the annual election will take place. The
31 committee shall contact all persons who will be nominated to confirm their willingness to serve.
32 The committee shall insure that all nominees are voting members in good standing as defined in
33 these Bylaws and otherwise eligible to serve in the office.

34 that the Board is composed of Medicaid and Education representatives. In the event of

- 35 • Election. Votes may be collected using visual, paper, or electronic methods. A majority of the
36 votes cast by voting members will determine the winners of the election. Should no person
37 receive a majority of the votes cast, a run-off between the two (2) persons who received the
38 largest number of votes shall immediately be held.

39 In the event of the resignation or vacancy of a regional or at-large Board Member representative, the
40 Nominating committee is responsible

41 for nominating an individual(s) from the same region and agency as the vacancy to complete the term of
42 the

43 resigning member. The Nominating Committee will present the recommended slate of

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1 regional board member candidates to the Board for discussion prior to the Annual
2 Membership Meeting.

3
4 ~~2) At-Large LEA Representatives—Voting and Limited Voting members in attendance~~
5 ~~at the Annual Membership Meeting. If no qualified candidate is available from the same region and~~
6 ~~agency, another qualified candidate(s) may be nominated. The candidate(s) will elect the two LEA~~
7 ~~Representatives to the~~
8 ~~Board. The tenure for each At-Large LEA Representative shall be a two-year term~~
9 ~~with the term of one of the LEA Representatives ending during the even-numbered~~
10 ~~years (0, 2, 4, 6, and 8) and the other LEA Representative's term ending during~~
11 ~~the odd-numbered years (1, 3, 5, 7 and 9). The Nominating Committee will present~~
12 ~~the recommended slate of candidates for LEA Representatives be presented to the Board for~~
13 ~~discussion prior to the Annual Membership Meeting.~~

14
15 ~~Vacancies. If a vacancy for which appoints an At-Large LEA Representative occurs before the term~~
16 ~~is ended, the Nominating Committee will seek candidates individual to fill the unexpired~~
17 ~~vacancy.~~
18 ~~term, considering first those LEA staff who may have previously expressed an~~
19 ~~interest in serving. The LEA At-Large Representative will be appointed by the~~
20 ~~Board at a regular or special Board meeting to fulfill the unexpired term.~~

21 22 X. STANDING AND SPECIAL COMMITTEES

23
24 Unless there are specific provisions stated for the method of appointing the
25 Chairperson of a Standing or Special Committee, the President may appoint ~~a Non-~~
26 ~~Voting or an~~ Associate Member to serve as Committee Chairperson with approval of the
27 Board of Directors.

28
29 Each Committee Chairperson shall annually sign the "Conflict of Interest Agreement"
30 and submit it to the Secretary by January 15th.

31
32 A. Executive Committee. The Executive Committee shall consist of all elected officers
33 (President, President-Elect, Immediate Past President, Secretary and Treasurer).
34 The Committee may convene between Board meetings to make organizational
35 decisions, address matters that cannot wait until the next Board meeting, or that
36 should be addressed outside of the Board. The Committee may authorize, without
37 prior Board approval, expenditures not to exceed \$500. Meetings may be requested
38 by any committee member (elected officer), with concurrence of at least two other
39 members. Meetings require at least three members present. For those Committee
40 decisions that require Board approval, such approval of Committee actions shall be
41 submitted to the Board for their consideration at the next regularly scheduled Board
42 meeting.

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1

2 B. Nominating Committee. The Nominating Committee shall be chaired by the
3 President-Elect and composed of two (2) other persons who shall be selected by
4 the Board at the beginning of each year. ~~Any Voting, Non-Voting or Associate~~
5 ~~Any~~ Member may serve as a committee member. In addition, the Immediate Past
6 President shall be an ex-officio member of the committee. The committee shall
7 carry out its responsibilities, as specified in these Bylaws.

8

9 C. Conference Committee. The Conference Committee shall be co-chaired by the
10 Immediate Past President and one other person designated by the President. The
11 committee shall be responsible for planning and organizing the Annual Conference.
12 Any ~~Voting, Limited Voting, Non-Voting or Associate~~ Member may serve as a
13 committee member.

14

15 D. Bylaws Committee. The President shall appoint the chairperson of the Bylaws
16 Committee. Only Voting Members may serve as chairperson. Any ~~Voting, Non-~~
17 ~~Voting, Limited Voting or Associate~~ Member may serve as a committee member.
18 The Bylaws Committee shall prepare draft amendments to the Bylaws as
19 recommended by:

- 20 1) An approved motion by the Voting Membership at the Annual Meeting; or,
21 2) An approved motion by the Board.

22

23 E. Membership Committee. The President shall appoint the Chairperson of the
24 Membership Committee. The Committee shall be responsible for working with
25 the Treasurer to:

- 26 1) Maintain a roster of current paid members.
27 2) Prepare and certify the official list of voting members based on the list of
28 members who have paid dues.
29 3) Send timely notification of dues renewal when membership has lapsed.

30

31 F. Financial Review Committee. The President shall appoint the Chairperson of the
32 Financial Review Committee. The Committee shall consist of at least three
33 members, none of whom are current members of the Finance Committee. The
34 Committee shall be responsible for reviewing the financial documents of NAME on
35 an annual basis and providing a report and recommendations.

36

37 G. Other Standing Committees. The Board may establish other Standing Committees,
38 as it deems necessary and advisable. The President shall appoint the chairpersons
39 of all Standing Committees. Only Voting Members, ~~including Limited Voting~~
40 ~~Members,~~ may serve as chairperson. The chairperson of each committee shall
41 recruit the members for his or her committee. ~~Any Voting, Limited Voting, Non-~~
42 ~~Voting or Associate~~ Any Member may serve as a committee member. The Chairperson

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1 shall report the plans and activities of the committee to the Board, which must
2 approve all such reports.

3
4 H. Special Committees. The President and/or the Board may create Special
5 Committees. Special Committees shall be created for a specific time and/or task
6 and shall cease to exist when that time or task has been completed, whichever
7 occurs first. The President shall appoint the chairpersons of all Special Committees.
8 Only Voting Members ~~or Limited Voting Members~~ may serve as chairpersons. Any
9 ~~Voting, Limited Voting, Non Voting or Associate~~ Member may serve as a committee
10 member. The Chairperson shall report the plans and activities of the committee to
11 the Board, which must approve all such reports.

12 13 XI. FINANCES

14
15 A. Budget. The Board shall present to the membership at the Annual Membership
16 Meeting a budget of anticipated revenue and expenses for the year. This budget
17 shall be used to guide the activities of the Board during the year. The Board must
18 approve any substantial deviation from the budget in advance.

19
20 B. Obligations. The Board may authorize any officer or officers to enter into contracts
21 or agreements for the purchase of materials or services on behalf of the
22 organization.

23
24 C. Loans. No loans shall be made by the organization.

25
26 D. Commercial Paper. All checks, drafts, or other orders for the payment of money on
27 behalf of the organization shall be signed by the Treasurer or by any other person
28 as authorized in writing by the Board.

29
30 E. Deposits. The Treasurer shall deposit all funds of NAME in such banks or other
31 organizations approved by the Board, and shall make such disbursements as
32 authorized by the Board in accordance with the approved Bylaws. All deposits
33 and/or disbursements shall be made within a maximum of thirty (30) days from the
34 receipt of the funds and/or orders of payment.

35
36 F. Financial Report. The Treasurer shall present and hand out a financial report at the
37 Annual Membership Meeting of the organization and shall prepare a final report at
38 the close of the year. The Board shall have the report and the accounts examined
39 annually by an independent outside entity and the Financial Review Committee,
40 who, if satisfied that the Treasurer's annual report is correct, shall sign a statement
41 of that fact at the end of the report.

42
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June 10, 2011

1 XII. DISSOLUTION.

2 A. Dissolution Vote. Any dissolution of NAME shall be authorized at a meeting of the
3 Board of Directors upon the adoption of a resolution to dissolve, with a majority vote
4 by the Board members in office. The dissolution of NAME shall proceed according to
5 Delaware state law.

6

7 B. Funds. The NAME shall use its funds only to accomplish the Purposes stated in these
8 Bylaws. No part of its funds shall inure or be distributed to the members of the
9 organization. On dissolution of the organization, and after paying or making
10 provision for payment of all liabilities, all funds remaining shall be distributed to one
11 or more regularly organized and qualified professional societies, trade associations,
12 charitable, educational, scientific or philanthropic organizations that are also exempt
13 from Federal income taxes under the provisions of Section 501 (c)(3) of the
14 Internal Revenue Code of 1954, to be selected by the Board of Directors.

15

16 XIII. AMENDMENTS.

17 These Bylaws may be altered, amended or repealed by the Board in the following
18 manner. A first reading of a "Proposed Change" will be reviewed and voted on by the
19 Board. Upon first reading approval, the "Proposed Change" will be posted on the NAME
20 web page for 30 days to allow membership/public input. An alert will be sent to the
21 membership advising them of the posting. Following the 30 day input period the Board
22 will convene to review the comments and vote on the second reading of the "Proposed
23 Change". If passed on a second reading, the change becomes effective immediately.

24

25 XIV. AUTHORITY.

26 If any part of these Bylaws shall conflict with the decisions, policies or
27 procedures adopted by State or Federal Government they shall be deemed
28 null and void and the decision of the Government shall, in all cases, control.

29

30 These Bylaws were first adopted by the Steering Committee and membership of an
31 unincorporated association by a majority vote during a meeting properly called on
32 September 26, 2003 in Denver Colorado, and were subsequently replaced by the
33 Board of Directors with a majority vote during a meeting properly called on October
34 2, 2004, in Cambridge, Massachusetts and shall take effect immediately.

35

36 Amended: March 10, 2005 (first reading), July 14, 2005 (second reading, effective
37 immediately), September 14, 2006 (second reading, effective
38 immediately). July 12, 2007 (first reading), September 13, 2007
39 (second reading, effective immediately). April 10, 2008 (first reading),
40 July 10, 2008 (second reading, effective immediately). March 12, 2009
41 (first reading), May 14, 2009 (second reading, effective immediately).

42