

Elder Care Network of Northern Colorado Bylaws

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Articles:

1. Name:

- a. Elder Care Network of Northern Colorado
- b. Abbreviation: ECN.

2. Mission:

- a. The mission of ECN is to assist seniors in Northern Colorado by providing information, resources and support to caregivers and to professional service providers.

3. Membership:

- a. Participating--Family caregivers, community volunteers, or professional providers to family caregivers who are active on at least one committee. Level of activity is determined by committee. The committee Chair is responsible for monitoring level of activity.

4. Affiliates

- a. Affiliates are individuals or organizations that have donated funds, whether restricted or unrestricted, to the ECN. Unlike members, affiliates are not eligible to vote in ECN elections or to hold office. Affiliates may, however, attend open meetings at the invitation of ECN members and may request copies of the organization's most recent financial statements from the Treasurer.

5. Dues:

- a. An amount to be determined annually by the ECN Steering Committee.
- b. Dues are to be paid on January 1st and no later than March 1st.
- c. Dues not received by March 1st may terminate payee's membership.
- d. Professional providers pay dues. Family caregivers and community volunteers are exempt. If a person is a family caregiver and a professional provider he/she is to pay dues.
- e. Dues are charged per individual and cover up to 2 people from the same company. Each additional person beyond 2 people per company will pay dues in an amount to be determined annually by the Steering Committee.
- f. Members starting membership with ECN during the first 3 quarters of the calendar year are responsible for paying dues upon joining ECN. New members starting in the 4th quarter of the calendar year may wait to pay dues until the beginning of the year at the regularly scheduled collection date.

6. Executive Committee:

- a. Duration of term for each Executive Committee position is one year.
- b. Members holding Chair or Vice-Chair positions may not hold position for consecutive terms. Members holding executive Treasurer or Secretary positions may hold position for one or more consecutive terms.
- c. The outgoing Chair will remain on the Executive Committee for a period of one year in a role titled Past Chair, and that the Vice Chair will move into the Chair position.
- d. In the spirit of maximizing ECN member participation, the Executive Committee members may not chair standing committees.
- e. Chair: Responsibilities include:
 - i. To act as Chair of the Executive Committee and presides over Executive meetings;
 - ii. To preside over Steering Committee and develops those agendas in consultation with others;
 - iii. To monitor functioning and accountability of committees and other members of the Executive Committee;
 - iv. To act as spokesperson for ECN when needed;
 - v. To introduce new members to Steering Committee;
 - vi. To answer prospective members' inquiries regarding ECN;
 - vii. To provide new members a welcome packet with information about ECN.
- f. Vice Chair: Responsibilities include:
 - i. To act as second officer of the Steering Committee;
 - ii. To assume the responsibilities of the chair in the absences of the chair;
 - iii. To consult with the chair concerning the functioning of the committees;
 - iv. To introduce new members of ECN to the functioning of the network;
 - v. To answer prospective members' inquiries regarding ECN;
 - vi. To assume role of Chair upon completion of Chair's term;
 - vii. To assemble and distributes orientation materials to prospective members.
- g. Treasurer: Responsibilities include:
 - i. To act as third officer of ECN Executive Committee;
 - ii. To maintain ECN fiscal records;
 - iii. To keep account of all monies received and expended on behalf of ECN and maintain an accurate current balance of the ECN account
 - iv. To provide complete financial statements, including a balance sheet and year-to-date profit and loss statement, to ECN Steering Committee, not less than quarterly;
 - v. To maintain an accurate roster of all individuals or groups who have:
 1. made contributions to ECN;
 2. paid required dues to ECN;
 3. paid for sponsorships of ECN events;
 - vi. Such records must be maintained on an annual calendar year basis;
 - vii. The ECN Treasurer shall not authorize disbursement of funds except for those monies outlined in the annual operating budget or as approved by the Steering Committee;
 - viii. To assume responsibility for compiling and submitting an annual budget to the Executive Committee.
- h. Secretary: Responsibilities include:
 - i. To serve as member of the Executive Committee;

- ii. To send meeting reminders to the members of the Executive and Steering Committees;
- iii. To maintain record of attendance of members at Executive Committee and Steering Committee meetings;
- iv. To prepare minutes of Executive Committee and Steering Committee meetings and maintain a book of all minutes;
- v. To maintain file of all official correspondence that is related to the Executive Committee and the Steering Committee;
- vi. To exhibit upon reasonable notice the bylaws, minutes of Executive Committee and/or Steering Committee meetings and other committee records to any ECN member or affiliated organization or individual with right of access.
- i. Past Chair
 - i. To serve as a member of the Executive Committee.

7. Steering Committee:

- a. Structure: The Steering Committee has fiduciary responsibility for the Network and day-to-day control of the organization is vested in its members which include the following:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Treasurer
 - iv. Secretary
 - v. Chairpersons from each committee
 - vi. Two (2) At Large members
 - vii. Past Chair
- b. Responsibilities: The Responsibilities of the Steering Committee shall include, but not be limited to, the following:
 - i. To establish the mission and goals of ECN and to annually evaluate the performance in relation to the mission and goals;
 - ii. To Represent ECN and its interests in the community;
 - iii. To develop and approve ECN budgets;
 - iv. To develop, annually evaluate and approve all programs, policies and procedures for ECN;
 - v. To create standing and ad hoc committees as necessary
 - vi. To appoint interim replacements for Vice Chair, Secretary, Treasurer, and other Steering Committee members as posts are vacated;
 - vii. To review annually and amend these bylaws as may be needed;
 - viii. To ensure implementation of program decisions;
 - ix. To orient new members.
- c. Meetings held monthly unless determined otherwise.
- d. Meetings are open to general members and invited guests but voting power rests solely with the members of the Steering Committee.

8. Standing Committees:

- a. The Steering Committee may create or eliminate committees, either standing or ad hoc, as needed;
- b. Each committee consists of one chairperson, or two co-chairpersons, and members;

- c. Each committee is responsible for scheduling meetings as needed;
- d. The standing committees include:
 - i. Bridging the Gap Committee
 - ii. Education Committee
 - iii. ElderCare Resource Day Committee
 - iv. Finance Committee
 - v. Marketing/Publication Committee
 - vi. Nominating Committee
 - vii. Phone Committee
 - viii. Senior Law Day Committee
 - ix. Social Committee
 - x. Volunteer Committee
 - xi. Website Committee
 - xii. Membership Committee

9. Bridging the Gap, Ad Hoc, Committee:

- a. Mission: To design, organize, develop, fund and implement the annual Bridging the Gap event. This event provides an environment for senior care providers to network.

10. Education Committee:

- a. Mission: To provide educational outreach to community members desiring information about services and programs available to older adults and their families.

11. Elder Care Resource Day Committee:

- a. Mission: To design, organize, develop, fund and implement the annual Elder Care Resource Day event. This event educates family caregivers about potential resources and solutions to address care challenges.

12. Finance Committee

- a. Mission: To make recommendations to the ECN Steering Committee for funding solutions and financial systems needed to support the operations of ECN; to implement, evaluate, monitor and improve funding solutions and financial systems within ECN.

13. Marketing/Publication Committee

- a. Mission: To promote the interests of ECN and its members through actions that will increase the visibility of programs, activities, and publications that reflect the ECN mission.

14. Nominating Committee:

- a. Composed of a minimum of 3 people appointed by the ECN Chair.

- b. Mission: To search for and obtain qualified candidates for Steering Committee and Executive Committee vacancies.

15. Phone Committee:

- a. Mission: To provide children of aging parents and others a phone and email resource of referral information regarding services and resources in the community.

16. Senior Law Day Committee

- a. Mission: To design, organize, develop, fund and implement the annual Senior Law Day event. This event educates seniors and their families about potential solutions and resources to address various legal challenges facing them as they age.

17. Social Committee

- a. Mission: To promote the development of personal connections and cooperative efforts through social and networking events that enable ECN members to work together more collaboratively and effectively for the benefit of family caregivers.

18. Volunteer Committee:

- a. Mission: To recruit and train volunteers who will support ECN-related events.

19. Website Committee:

- a. Mission: To provide educational materials, updates and improvements for the website at www.eldercarenet.org.

20. Membership Committee:

- a. Mission: To recruit and orient new members and assist in facilitating member satisfaction.

21. Voting:

- a. Voting on policy, budgets, and day-to-day issues within ECN:
 - i. 50% of Steering Committee constitutes a quorum.
 - ii. Majority rules.
- b. Voting on Steering Committee positions including Executive Committee members, Committee Chairs, and at-large members:
 - i. Elections held at annual meeting.
 - ii. New roles begin by January 1st.
 - iii. Those members present constitute a quorum.
 - iv. Majority rules.
- c. Proxy Votes: Proxy votes will not be considered.

22. Annual Meeting:

- a. Annual meeting is held during the month of November.

23. Fiscal Year:

- a. The fiscal year for ECN will be the calendar year.

24. Dissolution:

The rules contained in the current edition of Robert' Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

- a. Dissolution: The Network will be dissolved when a majority of the Steering Committee members vote in favor of dissolution. Upon dissolution, any remaining monies or other assets shall be donated to another charitable organization or foundation whose mission and goals are consistent with or complimentary to those of ECN. The recipient organization shall be determined by majority vote of the Steering Committee.

(File: ECN Bylaws-2015)