

**RULES OF THE Mid Atlantic CHAPTER COMMITTEE  
AGING LIFE CARE ASSOCIATION®  
October 24, 2017**

**ARTICLE I: Name and Territorial Limits**

- Section 1:** This committee shall be known as the Mid Atlantic Chapter of the Aging Life Care Association.
- Section 2:** The territorial limits of the chapter shall be confined to MD, VA, WVA, DC, DE and PA. These shall not be changed unless permission shall first have been obtained from the governing body of the chapter currently having jurisdiction in such territory and the Board of Directors of the Aging Life Care Association.
- Section 3:** Units may be formed with the consent of the chapter Board of Directors. Units are comprised of Chapter members within a specific region of the chapter, whose purpose is to act as a liaison to the Board of Directors. Units facilitate networking, provide a forum for peer review, education and promote local marketing of Aging Life Care services.

**ARTICLE II: Purpose, Vision and Mission**

- Section 1:** ALCA is an association of individuals who meet ALCA's membership criteria and whose purpose is to strengthen, train, assist, support and regulate qualified members in order to ensure the development, advancement and promotion of humane and dignified social, psychological and health care for the aging population, disabled adults and their families.
- Section 2:** The Board of Directors of the Chapter shall accept and adhere to the purpose, standards, policies and procedure established by the Association. All chapter members shall be members of the Association. The fiscal year for the Chapter is January 1 to December 31 congruent with the Association.
- Section 3:** The vision of the Chapter is to promote development and success of the members to assure quality and ethical practice of Aging Life Care Professionals.
- Section 4:** The mission of the Chapter is to provide dynamic leadership, education for members and consumers, opportunities for collaborative relationships and to promote excellence in the practice of Aging Life Care Professionals. The Chapter also supports the mission of ALCA, which is to lead *"the*

*community of Aging Life Care Professionals through education, professional development and the highest ethical standards.”*

**ARTICLE III: Membership**

**Section 1:** The Chapter shall consist of individual persons who fulfill the membership requirements of ALCA and are current in their membership dues. All members must comply with all relevant state and professional licensing and certification requirements.

**Section 2:** Any person whose membership has been terminated or who has resigned shall forfeit all interest in any funds or other property belonging to ALCA MAC and all rights to use the name, emblem or other insignia of ALCA MAC.

**Section 3:** Only full members in the Advanced Professional category shall have the right to vote and to hold elected office. All other membership categories are non-voting members.

**Section 4:** Membership is not transferable.

**Section 5:** All members shall subscribe to the purpose of the Association and shall maintain the standards of practice and code of ethics as set forth by the Association.

**Section 6:** Termination of membership. The Chapters' Board of Directors may suspend or expel a member for cause upon 2/3 vote of the total Board.

**ARTICLE IV: Board of Directors**

**Section 1:** The Officers of this Board of Directors Chapter shall be a President, a President Elect/Vice President, an Immediate Past President ex officio, a Secretary and a Treasurer.

**Section 2:** Each Officer shall be a member in good standing.

**Section 3:** All Officers shall take office on the first day of January of each year following their election, and shall serve for a term of 1 year, or until their successors shall be duly elected and qualified. They can be elected for a subsequent one-year term.

**Section 4:** The duties of Officers shall be as follows:

- a. The President shall be the executive officer of this Chapter and of the Board of Directors. The President shall appoint and be an ex officio member of all Standing and Special Committees and shall serve as the

chief liaison to ALCA. He or she shall perform such other duties as usually pertain to the office of President.

- b. The President is the official spokesperson for the Board and the Chapter. Subject to any policies or limits established by the Board of Directors, the President has the authority to sign all correspondence written in the name of the Chapter, and to act for the Chapter on all matters subject to the limits of the Bylaws or as otherwise provided by the Board of Directors.  
The President will serve on ALCA's President's Council.
- c. The President Elect/Vice President, in the absence of the President, shall preside at all meetings and shall perform such other duties as may be assigned by the President or the Board of Directors. The President Elect/VP is empowered to assume the duties of the President should the President be unable to fulfill same. The President Elect/VP shall carry out assignments designated by the President or the Board of Directors.
- d. It shall be the primary responsibility of the President Elect/Vice President, with the advice of the Board of Directors, to anticipate the duties of the President during the next chapter year and to prepare for submission to the Board of Directors, no later than thirty (30) days after advancement to the office of President, committee appointments and recommended goals and objectives.
- e. The Immediate Past President shall perform such duties as may be assigned by the President of the Board of Directors. The Past President shall act in an advisory capacity to the Executive Committee and the Board.
- f. The Secretary shall be responsible for correspondence to the committees and updates to the board on committee activity. Keeping meeting minutes when the National administrative support is unavailable and shall maintain knowledge of membership numbers and roster. (ALCA maintains the roster and sends monthly updates.)
- g. The Treasurer shall work directly with ALCA to review the Chapter budget each year. The Treasurer shall review monthly financial reports provided by ALCA and report to the Chapter board. Any funds request that come from the Chapter shall be reviewed and submitted to National for approval.

**ARTICLE V: Chapter Committee Chairs**

**Section 1:** The Board of Directors shall consist of the Officers of this Chapter, a minimum of three elected members, 2 standing committees who are not

otherwise elected members and three at large members. No more than two Board members may be employed by the same agency/firm, or have an immediate family relationship. The president may, with the approval of the Board, appoint no more than two advisors to serve as non-voting members.

- Section 2:** Each Board Member shall be a member in good standing.
- Section 3:** Terms for elected board members shall be 2 years. Elected board members shall serve no more than 3 consecutive terms, or until their successors shall be duly elected and qualified.
- Section 4:** Board of Directors shall approve the budget.
- Section 5:** The Board of Directors shall determine the policies and activities of this Chapter, elect and discipline members, approve the budget, approve all expenditures and authorize all disbursements, take counsel with committees, and have general management of the Chapter and its affairs.
- Section 6:** The construction and interpretation of the Bylaws by the Board of Directors shall be subject to interpretation by ALCA's Board of Directors.
- Section 7:** Any Officer or Director may be removed for cause, by a vote of the majority of the directors, provided the members of the board shall be given 30 days written notice that such matter is to be presented. An officer who misses three board meeting or 2 executive committee meetings or any director who misses 3 board meeting in a fiscal year, or is no longer a member in good standing, shall be automatically removed. That person may be reinstated by a majority vote of the board for good cause shown. An exception to the requirement for attendance at board or executive committee meetings would require that the President excuse the absence for a personal or professional emergency prior to the meeting. Any officer whose membership status changes to non-voting status during their term of office shall be removed from office.
- Section 8:** Any officer or director may resign at any time by giving written notice to the President.
- Section 9:** In the case of the vacancy of President, the President-Elect shall succeed to the office. In the case of a vacancy of other officers or directors, such position shall be filled by the President with majority approval of the board as soon as possible after the vacancy occurs.

**ARTICLE VI: Nominations and Elections**

- Section 1:** The Nominating Committee shall be chaired by the immediate Past President and consist of no less than 3 and not more than 5 members appointed by the President. The Committee should be as reflective of the membership as possible.
- Section 2:** The Nominating Committee shall solicit, receive and prepare nominations for all Officers and Directors and shall have general charge of the election, including the preparation, distribution, collection, counting of ballots and announcement of the results.
- Section 3:** The nominating committee shall announce the opening of nominations for all open positions and shall prepare a ballot to be sent to all voting members before the first Wednesday in December. A simple majority of the ballots cast by the voting members will elect the Directors and Officers who will begin their terms on January 1<sup>st</sup>.
- Section 4:** By the second Friday of December, the Chairperson or designee of the Nominating Committee will announce the results of the election and name the Officers and Directors who will begin to serve their terms in January.
- Section 5:** The term of office of the Nominating Committee members shall be two years with the maximum of three consecutive terms. This change to 2 years would make the committee chair consistent with the Board Chairs.

**ARTICLE VII: Committees**

- Section 1:** There shall be the following standing committees:
- a. Membership
  - b. Nominating
  - c. Public Relations/Technology
- Section 2:** All chairpersons shall be appointed or removed by the President. Each person shall be responsible to the President and to the Board of Directors and shall make such reports as the President may direct.
- Section 3:** Ad Hoc committees may be appointed by the President with the majority approval of the Board, and shall perform such duties as directed by the President.
- Section 4:** Conference Committee is an ad-hoc committee in those years when ALCA Mid Atlantic opts to have a conference. During a conference year the chair(s) become members of the board during that year subject to any other limitation of board representation.

**ARTILE VIII: Duties of Standing Committees**

**Section 1:** Membership shall maintain a current membership list in collaboration with ALCA staff. The Membership Committee shall establish protocols for encouraging individuals to become members, to welcome and integrate new members into the chapter.

**Section 2:** The Treasurer, in collaboration with ALCA staff, shall develop an operating budget, and implement appropriate fundraising efforts.

**Section 3:** Nominating Committee shall annually present a slate of Officers and Directors to ALCA Mid Atlantic voting members.

**Section 3:** Public Relations/Technology Committee shall formulate, facilitate and disseminate plans and projects that publicize and educate the public about our profession and oversee the Chapter's communication technology and strategies. It shall be the responsibility of the PR/Technology Committee to maintain the Mid Atlantic website.

**ARTICLE IX: Meetings**

**Section 1:** ALCA Mid Atlantic shall schedule and hold a chapter business meeting(s) at least annually or at the discretion of the President to update members and create an opportunity for Members to gather and network, to generate topics for future consideration and review matters relevant to the profession. The Chapter budget will be presented to the membership at this time. Members may be informed of Meeting by telephone, in writing, in person or by email. The President or designee shall update members at the regularly scheduled programs and via other communication.

**Section 2:** The Board of Directors will determine the date and location of the annual meeting. Meetings may be held in person or via telephone conference call. The majority of the Board will constitute a quorum. A simple majority shall be defined as one vote more than one-half of the persons voting.

**Section 3:** The membership shall be given at least 1 month notice of the date, time and place of all meetings.

**ARTICLE X: ALCA and Chapter Cooperation**

**Section 1:** In recognition of the values of cooperation available to this Chapter and its members through its privileges and rights of participation in the government and activities of the Aging Life Care Association, it is hereby declared a major policy of this Chapter to exercise fully those privileges and rights, to

discharge promptly all lawful obligations imposed upon it by the Association.

**Section 2:** The Board of Directors shall provide for the prompt review, approval and forwarding of all reports required or requested by the Aging Life Care Association.

**Section 3:** The Chapter's annual budget will include a management fee to be paid to the ALCA. No later than the third quarter of each year, the Chapter Treasurer and ALCA representatives will discuss and agree upon the management fee for the following year. The fee will not exceed 50% of the annual Chapter dues collected.

**Section 4:** The Chapter may receive income from other sources including contributions and grants for special purposes to the extent permitted by law. The President's Fund shall be funded by the Chapter and dispersed as determined by vote of the Board of Directors.

**ARTICLE XI: Rules of Order and Conduct of Board meetings and Board Voting**

**Section 1:** "Robert's Rules of Order (Revised)" shall be the parliamentary authority for all matters of procedure not specifically covered in these bylaws.

**Section 2:** Meetings may be called and set by telephone, in writing, in person or by email. Meetings shall be held at least four times a year at such time and places as the Board shall determine. Meetings may be held in person or via telephone conference call. The majority of the board participating will constitute a quorum. A simple majority shall be defined as one vote more than one-half of the persons voting.

**ARTICLE XII: Amendments to the Policies and Procedures**

Proposed amendments to the Bylaws must be submitted to the ALCA Mid Atlantic Board of Directors for review. Proposed amendments will then be submitted to the membership for approval. The proposals shall be submitted to the membership at least 30 days in advance of the voting deadline. Voting shall be by electronic ballot vote and changes approved by a simple majority vote of Certified members voting.

Approved by ALCA Mid Atlantic Board of Directors      DATE: October 24, 2017

Approved by ALCA Legal Counsel                                      DATE:

Approved by ALCA Mid Atlantic Membership                      DATE:

