

FLORIDA COALITION FOR OPTIMAL MENTAL HEALTH AND AGING BYLAWS

Revised June 15, 2001

ARTICLE I

The purpose of this nonprofit Coalition shall be education and advocacy concerning mental health and substance abuse issues for older adults.

ARTICLE II

- A. The Florida Coalition for Optimal Mental Health and Aging provides opportunities for individuals, professionals, consumers, researchers, government and private organizations to work together to improve the availability and quality of mental health and substance abuse services for older Floridians and their families through training, education, research and increased public awareness.
- B. One of the tenets of the Coalition is for open discussion among members and allow room for differences of opinion. The Coalition will focus on important issues around which general consensus can be reached and joint action undertaken.

ARTICLE III

- A. Members shall be those government and private organizations and/or persons including professionals, consumers, and researchers interested in mental health/substance abuse and aging and approved by the Steering Committee. The charter members, who need not be approved by the Steering Committee, are those who attended the inaugural, October, 1998, Coalition meeting; having been involved in the formation of the Coalition.
- B. Members may withdraw from the Coalition at will with at least 30 days written notice to the Coalition.

ARTICLE IV

- A. The Coalition may withdraw the membership of any member of the Coalition who is deemed to be inactive or nonparticipating and/or pursuing purposes conflicting with those of the Coalition. Coalition members may not use the Coalition's name or personal membership status to further personal interests in conflict with the stated goals and interests of the Coalition.
- B. Members shall be either Active or Associate members. Active members are defined as members who have been active in Coalition activities and governance through the action of 1) voting on amendments to the Coalition Bylaws or on other issues brought before the membership, 2) attending the Annual Coalition Conference, or 3) attending at least one workgroup, committee, or steering committee meeting, within one calendar year (12 months). Active members are members in good standing, who will receive the Coalition Newsletter and announcements, and are counted as voting members of the Coalition. Associate members are defined as non-Active members who have not participated in the activities and governance of the Coalition within one calendar year (12 months). Associate members will receive the Coalition Newsletter and announcements.

ARTICLE V

- A. The Coalition shall meet at a place and date fixed by the Steering Committee. The Steering Committee may convene as needed with outcomes communicated to the members.
- B. Composition: The Coalition consists of the officers and its members.
- C. Quorum: One third of the active members shall constitute a quorum.
- D. Voting: Each individual member shall have one vote. Organizations are nonvoting members, but may

designate a single representative who shall have voting privileges. All decisions shall be taken by a simple majority vote of those present and voting, except that the amendment of the Bylaws, or the motions withdrawing the status of a member, shall be taken by two thirds majority of the members present and voting either in person or by postal vote.

- E. Officers: The officers of the Coalition shall be the Chair, Vice-Chair, Secretary and Treasurer. Other officers deemed as necessary. The officers shall be elected by the Coalition and shall serve for two years with the right to be elected for a consecutive term of two years. The elected officers shall perform such duties as are usual for the positions.
- F. The membership shall determine by vote if there will be dues or assessments. It shall require a simple majority vote of those present at a regular meeting or by polling via mail. All income shall be used for operating expenses and projects of the Coalition.
- G. Correspondence: Letters and other correspondence dealing with issues written on behalf of the Coalition shall list only those names who wish to be so listed. (Alphabetical order)
- H. Publicity: Stationery letterhead of the Coalition shall not list names of the members, however the membership roster may be available to prospective members and the public at large. Fees for providing such may be assessed when deemed proper by the Steering Committee.
- I. The Coalition may form task forces or work groups to work on specific tasks or issues under the guidance of the Steering Committee.

ARTICLE VI

The Steering Committee

- A. The Steering Committee shall consist of those officers of the Coalition and the current task force and/or work group chairs, as well as other members deemed appropriate by the officers of the Committee.
- B. The term of office for the members of the Steering Committee, other than the officers, shall be two years. They may be re-elected for a second consecutive term in the same capacity. Should any member or organization withdraw voluntarily or otherwise from the Coalition, then the membership of that member or representative shall automatically be terminated. The Steering Committee is authorized to appoint a replacement to fill the expired term subject to the approval of the Coalition at the next meeting.
- C. The Steering Committee shall convene as needed.
- D. Quorum: A quorum in the Steering Committee shall exist if half of the committee members are present. Actions of the committee require a majority of those present and voting. Proxies are not permitted for voting.

ARTICLE VII

The Nominating Committee and Elections

The Steering Committee shall appoint a nominating committee of five (5) members of the Coalition. The Nominating Committee shall establish a slate of candidates for the various offices of the Coalition, having due regard also for the broad membership of the Coalition.

ARTICLE VIII

Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the conduct at meetings of the members in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE IX

Finance/Compensation

- A. The Department of Aging and Mental Health of the Louis de la Parte Florida Mental Health Institute at the University of South Florida will serve as financial administrator.
- B. Execution of Contracts: No contract, promissory note, check, draft or bill of exchange, shall be made, signed, issued, deposited or endorsed except by persons as may be designated by the Steering Committee in accordance with University of South Florida policies and procedures.
- C. Execution of Checks and other instruments: Checks and other instruments for payment of money shall be signed by such University person or persons as proper in accordance with University policies and procedures. Such execution is to be designated by the Steering Committee.
- D. Expenditures: Single expenditures in excess of \$100.00, not previously authorized by the Steering Committee, may not be made without the approval of the Chairperson and Treasurer.
- E. Compensation: Members of the Steering Committee and Board Members shall serve without compensation. Any member or officer of the organization may be compensated for expenses actually rendered by him/her for the organization with prior approval by the Steering Committee, and in accordance with University policy.

ARTICLE X

Amendment of Bylaws

- A. Bylaws may be amended by a two-thirds majority vote of Coalition members.