

Human Services Professionals (HSP) East Valley, Phoenix/Scottsdale, West Valley Chapters Governing Rules/Bylaws

The purpose of HSP shall be to support, educate, provide information regarding community resources, promote peer relations, and motivate professional growth. Dues are used only for the promotion and purposes of the organization and not to generate any profit.

Article I

Section 1 **Membership:** HSP shall offer two types of membership: Individual and Corporate.

Individual Membership: Individual who supports or has an active interest in human services. Has (1) voting privilege. Allows access of individual into meetings and socials.

Corporate Membership: Any organization or agency that supports or has an active interest in human services. This membership allows the organization or agency to identify 3 individuals to represent the organization/agency at HSP meetings and socials. Organization/ agency has (1) voting privilege. One (1) member of the organization shall be eligible for a board position during any given term.

Chapter Presidents: Presidents from affiliated HSP chapters are granted a courtesy membership to affiliated chapters meetings. This membership has no voting privileges.

Section 2 **Proxies:** Every member of HSP whose dues have been paid in full shall be able to vote in absentia at any of the regular meetings or any special meeting provided that the written proxy vote is presented to an officer before or during the regular or special meetings.

Section 3 **Dues:** Annual dues for all categories of membership shall be payable in January/February of the calendar year. Each member is entitled to 1 (one) guest visit prior to payment of membership. The President shall be exempt from dues for the term of office.

Article II

Section 1 **Regular Meeting:** There shall be a minimum of 6 (six) meetings per calendar year.

Section 2 **Special Meetings:** May be called at the discretion of the presiding officers provided there are 3 (three) day lapse between receipt of the notice and date of the special meeting.

Article III

Section 1 **Officers:** Officers shall consist of the Past President, President, President-Elect, Secretary, Treasurer, Program Chair, Membership Chair, Web Liaison. No more than 1(one) officer from any organization may hold an office at one time.

Section 2 **Qualifications:** Any member in good standing is eligible to hold office. Persons interested in running for the President-elect position must have been a member of HSP for a minimum of 1 (one) year prior to nomination.

Section 3 **Duties of Officers:**

Past President: Promote HSP in community
Recruit nominees for board positions
Create ballots and attachments for nomination mailings
Conduct meeting in the absence of the President and President-Elect
Represent chapter on the advisory board

President: Coordinates Officers
Represent HSP in official business
Emcee monthly meetings and carries microphone
Liaison between chapters
Host quarterly board meetings
Contact President Elect ahead of meeting if absent
Review all expenditures

President Elect: Carry out duties in Presidents absence
Assume responsibilities of President at end of term
Organize charity events
Secure press coverage in local newspaper

Secretary: Take monthly minutes and attendee total
Buys door prize gifts (2) - \$15.00/gift
Buys speaker gift (1) - \$15.00/gift
Maintain current mailing list
Print labels for all mailings

Treasurer: Get mail from PO Box (weekly)
Make deposits (weekly)
Bank statements – Original to pres. Notebook
Pay rent yearly at Post Office
Send copy of membership application to web liaison and membership
Meets Quarterly w/ President to review expenditures and bank statements
Report to board at every board meeting

Program Chair: Secure speaker 3 to 4 months in advance
Secure Host Facility 3 to 4 months in advance
Introduce Speaker @ membership meetings
Notify web liaison of speaker and host confirmations
Maintain email directory
Send Speaker a thank you note
Give bio on speaker to president
Send RSVP sheet and Host letter to host site
Distribute flyer for monthly meeting
Send meeting announcements by designated email blasts and faxes

Web Liaison: Coordinates website updates with Web Master
Filters updates to submit to webmaster
Add member applications to excel document
Manages changes for members
Notifies Program Chair of new members contact info

Membership Chairs: Introduce new ways to increase membership
Collect dues and distribute receipts
Forward applications to Treasurer at meetings
Send welcome letter to new members
Greets at monthly meetings
Helps set-up display table at meetings
Call guests from previous meeting
Site visit 1 week prior to meeting
Creates flyer for next meeting and forwards to Program Chair

Section 4 **Terms:** The term of office shall be 1 (one) year or until successors are elected. No officer shall be eligible for more than 2 (two) full consecutive terms in the same office. The President, President-elect and Past President position shall not be eligible for reelection to any board position in a consecutive year.

Section 5 **Election of Officers:** Officers shall be nominated at the May meeting and a slate of candidates prepared by the Past-President. The procedure will be that all officers shall be elected for a 1(one) year term. The terms shall be overlapping with the terms of newly elected officers officially beginning in September.

Section 6 **Voting:** Voting for the officers shall be by written ballot. If candidate has no opposition, they may be elected by acclamation. If no candidates, position can be appointed to a consenting member of HSP by the President.

Section 7 **Vacancies:** Whenever any vacancy among officers occur, HSP shall fill such a vacancy by election or possible appointment at a scheduled regular or special meeting called for such a purpose. Such elected officer shall hold office for the remainder of the expired term of said office or until the successor is elected and qualified.

Section 8 **Attendance:** Any officer who has missed 3 (three) consecutive meetings may be requested to withdraw from his or her position by the remaining officers, thus enabling duties to be performed by an appointed officer.

Article IV

Section 1 **Advisory Board:** There shall be an Advisory Board, which shall be comprised of various community representatives with an active interest in HSP. The Advisory Board will approve or make recommendations for changes to chapter business as presented by the chapter board of officers, mold and secure HSP standing in area communities and to provide guidance for HSP membership. The Advisory Board shall consist of no less than 3 (three) and no more than 5 (five) community members. The Past Presidents from each chapter will hold a non-voting position on the board, reporting and representing their respective chapters. One Past President shall be Chairman to decide upon meeting dates for Advisory Board. Advisory Board shall meet and review chapter business a minimum of 2x per board terms.

Article V

Section 1 **Amendments:** The by-laws/governing rules of HSP may be amended by the approval upon majority vote of the chapter officers and approval of the Advisory Board. Written notice of proposed amendments shall be distributed to officers at least 10 (ten) days prior to proposed change.

AS BOARD MEMBERS: YOU ARE EXPECTED TO PROMOTE HSP REGARDLESS OF YOUR POSITION, GREET AT EVERY MONTHLY MEETING AND CARRY MEMBERSHIP APPLICATIONS. IN ADDITION, AS BOARD MEMBERS: YOU ARE EXPECTED TO ATTEND ALL BOARD MEETINGS. IF ABSENCE MUST OCCUR YOU ARE TO NOTIFY THE PRESIDENT OF HSP PRIOR TO THE MEETING