

**BYLAWS
OF
ROSEVILLE PARKINSON'S SUPPORT GROUP**

ARTICLE I - NAME AND PURPOSE

- A. The name of this organization will be the Roseville Parkinson's Support Group, a non-profit unincorporated association , and referred to in these bylaws as "**RPSG**"
- B. The purpose of "**RPSG**" is to provide education and support to people with Parkinson's disease and related movement disorders, to enhance the quality of life by sharing experiences, hosting guest speakers, making current material available and other activities deemed necessary.
- C. The "**RPSG**" invites quest speakers who are experts in their field to educate our members on the latest research, clinical trials and what is relevant to the cause, cure, or improved treatment of Parkinson's disease.
- D. The "**RPSG**" may engage in fund raising events from which the proceeds will be used to benefit the RPSG members and RPSG-related activities, and for research on Parkinson's Disease

ARTICLE II - MEMBERS

- A. Membership is open to anyone who is afflicted with Parkinson's, their care partners, family and friends.
- B. Regular members have the privilege of attending meetings, voting, and holding office.

ARTICLE III. - MEETINGS

- A. Regular meetings will be held the first Tuesday of every month at 1:30PM in the Roseville Maidu Community Center unless otherwise designated by the Board of Directors. Members will be notified in advance of all meetings.
- B. All meetings or activities conducted in the name of "**RPSG**" or sponsored by "**RPSG**" must be approved by the Board.
- C. The quorum for regular meetings is 25% of the total membership and decisions are determined by majority vote.
- D. There shall be no proxy votes.

SPECIAL MEETINGS

A special meeting of “**RPSG**” members shall be promptly scheduled by the board in response to: (a) the vote of the board itself; or (b) the written request for a special meeting signed by members representing at least five percent (5%) of the total voting power of the members. If a special meeting is called by any such person(s) other than the board, the request shall be submitted in writing, specifying the general nature of the business proposed.

ARTICLE IV - OFFICERS

- A. The board of directors consists of four (4) officers. The officers of “**RPSG**” are President, Vice President, Secretary, and Treasurer.
- B. The board of directors shall adopt procedures for the annual election. All officers to serve a two (2) year consecutive term except for the initial election. At the first annual election, two (2) officers will be elected for a one (1) year term so that each subsequent year only two (2) vacancies will need to be filled.
- C. Officers will be elected at the November meeting and installed at the annual December holiday luncheon for a term of two years.
- D. In the event of a vacancy in any office, the Board of Directors will fill the office by appointment.
- E. If the Board determines that any elected officer is not fulfilling the duties of the office, the Board may propose removal of that officer. Removal must be approved by a majority membership vote at the next general meeting,
- F. The Board will meet regularly to conduct business, establish policies, plan and supervise the activities of “**RPSG**”.
- G. A majority of the Board constitutes a quorum.
- H. The Board will be responsive to the wishes of the majority of the membership.

Duties:

- I. The **President** will be the chief administrative officer and spokesman for “**RPSG**” and presides at all meetings, whenever possible, of the membership and Board of Directors. He/She is also a member ex-officio of each committee with the exception of the Nominating Committee.
- J. The **Vice-president** will perform the duties of the President in her/his absence. In case of the President's resignation or removal from office, the Board will select an existing board member to fill the office of President for the remainder of the term of office. The Board

will then appoint another “RPSG” member to fill the open board position created by filling the President's position.

- K.** The **Secretary** will be custodian of the records and be responsible for all correspondence and minutes of “RPSG” and make them available for inspection. He/She will see that all notices are duly given in accordance with the provisions of these bylaws or as required by law. She/He will serve as Hospitality committee chairperson and maintain an accurate membership log containing name, address, phone, email address, and provide name tags for monthly meetings.
- L.** The **Treasurer** will be the chief financial officer of “RPSG”. He/She will be in charge of and will be responsible for all funds of the association. He/She will deposit all such funds in the name of the association in such banks or depositories as shall be selected by the board. He/She will receive, and give receipt for, monies due and payable to the association from any source, disburse, or cause to be disbursed, the funds of the association as may be directed by the board, and take proper vouchers for such disbursements. Further, keep and maintain adequate and correct accounts of assets, liabilities, receipts, disbursements and gains and losses of funds. In general, perform all duties pertaining to the office of Treasurer, and such other duties as may be required by law or these bylaws.
- M.** **Members-at-Large** will perform such tasks as may be assigned to them and contribute to the general fund at each meeting.

ARTICLE V - NOMINATIONS AND ELECTIONS

A nominating Committee is elected in September with three members from the general membership and one from the Board of Directors. The President designates one of the Committee to serve as Chairman.

At the October meeting, the Nominating Committee will submit a slate of two officer nominees to the Board. The slate is submitted to the general membership by mail seven (7) days prior to the election at the November meeting. Additional nominations may be made from the floor with the consent of the candidate. If only one candidate is nominated per position, the President declares the slate elected. In the event of a contested office, the vote will be by ballot provided by the Secretary.

ARTICLE VI - FINANCE

- A. Donations are requested from members attending meetings to cover general operating expenses.
- B. The Board will set fees for workshops and special events.

C. The fiscal year will begin at the July meeting and end June 30th.

D. An Audit committee is appointed in October to examine the Treasurer's books and report to the membership at the November meeting.

ARTICLE VII - COMMITTEES

A. Hospitality Committee - The Secretary will be responsible for recruiting leadership for the following groups and coordinating the cooperation necessary to best serve the membership:

1. Greeters
2. Telephone communicators
3. Monthly refreshments
4. Send well wishes to members

B. The Finance Committee: Consists of the Vice President and the Treasurer and is responsible for preparing the annual budget. The annual budget prepared by the Finance Committee will be submitted to the membership for approval at the June meeting.

C. Library Committee: Keeps track and inventory of all association books, tapes, and pamphlets and makes them available for loan to members.

D. Other standing or special committees may be formed as deemed necessary.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised will govern all procedures not covered by these bylaws.

ARTICLE IX - AMENDMENTS

These bylaws may be amended by a majority vote of members present at any regular meeting of “RPSG” provided that the amendments have been submitted to the membership by mail prior to the meeting.

ARTICLE X - DISSOLUTION

Should the “RPSG” be dissolved, any remaining funds in the Treasury and any remaining property will be distributed to a non-profit Parkinson’s research organization to be approved by the general membership.