

**BY-LAWS  
OF  
NAMI (NATIONAL ALLIANCE FOR THE MENTALLY ILL) GLENDALE**

**ARTICLE I: NAME**

The name of the organization is NAMI Glendale.

**ARTICLE II: PURPOSE**

2.1 The purpose for which this organization is formed is to administer and manage the affairs of NAMI Glendale as a charitable non-profit social welfare organization to promote the general welfare of the mentally ill in the following manner:

- A. To offer emotional support, understanding and encouragement to the families and friends of persons with mental illness and consumers.
- B. To educate ourselves and the community about mental illness.
- C. To demand excellence in outpatient and inpatient care of persons with mental illness.
- D. To demand affordable quality housing for persons with mental illness.
- E. To encourage vocational training and job placement for persons with mental illness.
- F. To spur research in mental illness to relieve the suffering and to find a cure for the illness.
- G. To cooperate with other groups who have similar interests and goals to achieve our common objectives.
- H. To solicit and receive funds to accomplish these stated objectives.

2.2 This organization is non-profit, non-political and non-sectarian. No part of any income of the organization shall inure to the benefit of any member and no officer, nor any director shall receive any compensation for services rendered to the organization.

**ARTICLE III. MEMBERSHIP**

3.1 Membership in this organization is open to any and all persons who are interested in the purposes of the organization.

3.2 A member-in-good-standing is one who is not more than sixty (60) days delinquent in payment of all membership assessments.

3.3 A member-in-good-standing shall have one (1) vote for each paid-up assessment for business transacted during a general membership meeting. Family members are invited to attend all general membership meetings but voting shall be limited to the paid-up assessments.

**ARTICLE IV: ELECTED OFFICERS**

4.1 The officers of the organization shall be a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.

4.2 Election of officers shall follow the following schedule and procedures:

- A. At the monthly meeting in October the president shall appoint a nominating committee of at least four (4) members-in-good-standing who will provide a slate of office nominees.
- B. The slate of nominees shall be published in the November Newsletter.
- C. The slate of nominees shall be announced during the November monthly meeting and nominations from the floor shall be included in the slate.
- D. Voting shall take place during the November monthly meeting.

- E. Nominees will be considered to be elected to office if they receive a simple majority vote from a quorum of members-in-good-standing.
- F. Officers shall be installed during the December monthly meeting.

4.3 If for any reason an elected officer is unable to perform his/her duties or serve out his/her term, the president will appoint a member to serve the remaining term of office.

## **ARTICLE V: BUSINESS MEETINGS**

- 5.1 General meeting shall be held as needed at a suitable location selected by the executive committee.
- 5.2 The time and place of each meeting shall be announced at the previous meeting and published in a monthly newsletter.
- 5.3 A "quorum" for the general monthly meetings shall consist of at least fifteen percent (15%) of the membership-in-good-standing on the day of the meeting.
- 5.4 A "quorum" is required to transact official organization business.
- 5.5 Official organization business is any business that affects (1) a change of organization policy, (2) a financial commitment in excess of \$1000.00, (3) amendments to the by-laws and (4) nomination and election of officers.
- 5.6 Official organization business shall be voted upon by oral ballot.
- 5.7 Any member-in-good-standing can challenge the chair and request a quorum for a particular discussion and decision whereupon, if a quorum is not present, the discussion shall be postponed and every effort shall be made to assemble a quorum at the next meeting. If no quorum can be assembled for the next meeting, then a simple majority of those present shall be empowered to discuss and decide the issue.
- 5.8 Special General Meeting may be called by the president at his/her discretion, or if requested by ten percent (10%) of the members-in-good-standing.

## **ARTICLE VI: COMMITTEE MEETINGS**

- 6.1 Meetings that are not for the general membership are designated as Committee Meetings.
- 6.2 A quorum for a Committee Meeting shall consist of two-thirds (2/3) of the number of members on the committee.
- 6.3 Official adoption of a committee proposition shall require a simple majority vote of the quorum. If a quorum is not present, the Committee Chairperson shall follow the procedure of Section 5.7 above.
- 6.4 The Chairperson of a Committee shall vote only to break a tie in the voting of other committee members.

## **ARTICLE VII: STANDING COMMITTEES**

- 7.1 The standing committees may include, but not be limited to, the following: hospitality, legislation, library, membership, newsletter, program, publicity, share/care facilitation, fundraising.

7.2 The Chairperson of all standing committees shall be appointed by the President and shall serve at the pleasure of the President for one (1) year beginning in January.

7.3 The Chairperson shall select other members of the committee from the members-at-large.

7.4 The composition of a Standing Committee may be challenged by a motion from the floor, which, if passed by a majority vote of a quorum, will require the general membership to assume the duty of selecting a Chairperson and members of the Committee.

## **ARTICLE VIII: SPECIAL COMMITTEES**

8.1 Special Committees may be established by the President to serve for a specific period of time and to address a specified issue.

8.2 Special Committees may be established by a motion from the floor and carried by a majority of the quorum.

8.3 The Chairperson of Special Committee shall be appointed by the President and serve at his pleasure.

8.4 Committee reports shall be submitted to the President for his Review and timely dissemination to the members-at-large.

8.5 Membership in the Special Committee shall be selected by a Chairperson from the members-at-large.

## **ARTICLE IX: EXECUTIVE BOARD**

9. 1 The Executive Board shall consist of all elected officers, standing committee chairpersons, and the immediate past president.

9.2 A simple majority vote of a Board Quorum is required. The president shall be the chairperson of the Board and only vote to break a tie vote of the other Board members. Each board member shall have one (1) vote.

9.3 A Quorum of the Board shall consist of two-thirds (2/3) of the members of the Board.

9.4 The Board is responsible for running the organization and answers directly to the membership for its actions.

9.5 The Board has the authority to determine membership dues and special assessments, to collect these assessments and to hold them for safekeeping in an appropriate public bank or savings institution.

9.6 The Board has the authority to delegate the day-to-day operating tasks to specific members of the Board. This delegation of authority does not relieve the Board of the responsibility for maintaining the integrity of the organization.

9.7 Any action of the Board may be altered or rescinded by a motion from the floor if carried by a two-thirds (2/3) vote of a quorum. When so carried, action recommendations shall come from the floor and the necessary action taken.

9.8 The Recording Secretary is responsible for keeping minutes of all Board meetings which will be made available to any member-in-good standing upon request.

9.9 Any of the following three (3) Board members shall be the signatories of checks of the organization. These shall be (1) the President, (2) the Treasurer, and (3) the Vice President. Any one (1) of these three (3) signatures shall be sufficient to withdraw funds.

9.10 Any expenditure over \$1000.00 needs board approval.

## **ARTICLE X: AUDIT**

10.1 All financial records of NAMI Glendale shall be audited annually.

## **ARTICLE XI: MEMBER RESPONSIBILITIES**

11.1 No member or Board member may commit the organization to anything not agreeable to the majority of the Membership.

11.2 There are no formal sanctions against member transgressions. Each situation shall be handled on an individual basis by the general membership which shall bear in mind the charitable, welfare and non-political purposes of the organization.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

12.1 Robert's Rules of Order shall govern the conduct of all meetings in all cases where they are applicable, and not in conflict with the Articles of Incorporation of the By-Laws.

## **ARTICLE XIII: AMENDMENTS TO THE BY-LAWS**

13.1 These by-laws may be amended by a two thirds (2/3) vote of a quorum after at least thirty (30) days written notice is given to all members-in-good-standing.

## **ARTICLE XIV: DISSOLUTION**

14.1 The assets of this organization are irrevocably dedicated to charitable purposes. In the event of abandonment of these assets caused by the dissolution of the organization, these assets shall be used to satisfy all lawful indebtedness and thereafter, the remaining to be distributed to a non-profit foundation or corporation which has established its tax exempt status under Section 501 (c) (3) of the United States Internal Revenue Code and supports efforts to improve the general welfare of the mentally ill.

## **Article XV: Non-Partisan Activities**

15.1 No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

**APPENDIX  
TO THE  
NAMI GLENDALE BY-LAWS  
RESPONSIBILITY AND AUTHORITY OF OFFICERS AND COMMITTEES:**

**PRESIDENT:**

1. Responsibility:

- A. To provide a suitable meeting place for the Care and Share meeting of the general membership and for the Board meetings.
- B. To select Chairpersons for the Standing Committees and the special committees.
- C. To chair the monthly general membership meetings.
- D. To call and chair board meetings at least twice a year.
- E. To serve as an ex-officio member of all committees.
- F. To give an annual report to the general membership on the accomplishments of the past year and the goals and plans for the coming year.
- G. To approve and/or sign all official correspondence from the Organization.
- H. To attend, or send a representative to, the monthly Los Angeles County Coordinating Committee Meetings.
- I. To attend, or send a representative to, the monthly meeting of the Verdugo Mental Health Board.

2. Authority:

- A. Under Robert's Rules of Order, as Chair of the general membership meetings and the Board meetings.
- B. To establish special committees and appoint the Chairperson of each committee.
- C. To represent the Organization as its official spokesperson.
- D. To commit the Organization to activities and programs that are not in conflict with the purpose and the ability of the Organization.
- E. To delegate this authority to others when not in conflict with the by-laws or specified directives of the Board.
- F. To be a signatory with other officers with the organization's depositories of funds.

**VICE PRESIDENT:**

1. Responsibility

- A. To assume the responsibility of the Presidency during the official absence of the President and when this assumption of duty is appropriate.
- B. To assist the President in running the organization by serving as his first proxy at Board and Committee meetings.
- C. To serve as the Chairperson of the Program Committee or to appoint someone to Chair.

2. Authority

- A. To be vested with all of the authority of the Presidency during the President's official absence.
- B. To serve as an unofficial spokesperson for the Organization in the absence of the President.
- C. To be a signatory with other officers with the Organization's depository of funds.

## **RECORDING SECRETARY:**

1. Responsibility
  - A. To record and retain the official minutes of the business meetings of the general membership and the Board.
  - B. To provide the President with a copy of the minutes of each meeting not later than the start of the next official meeting.
2. Authority
  - A. To establish the format and procedures for recording and storing the minutes.
  - B. To expend petty cash for necessary supplies associated with the Secretary's office.
  - C. To attend the business meetings of the general membership and the Board for the purpose of recording the proceedings of these meetings.
  - D. To delegate this authority to others when not in conflict with the by-laws and specific directives of the Board.

**CORRESPONDING SECRETARY:**

1. Responsibility
  - A. To prepare and transmit official correspondence of the Organization as directed by the President and committee Chairpersons in a timely and efficient manner.
  - B. To store the official correspondence and have it available at the request of the President or authorized committee Chairperson.
2. Authority
  - A. To format and store the official correspondence of the Organization.
  - B. To delegate this authority to others when not in conflict with the by-laws or specific directives of the Board.

**TREASURER:**

1. Responsibility
  - A. To safe keep and account for the funds and financial records of the Organization.
  - B. To keep a permanent record of all expenditures and receipts of the Organization.
  - C. To be prepared to report the financial condition of the Organization at the business meetings and to make such report at the request of the President.
  - D. To prepare and present an annual financial report at the January general membership meeting.
  - E. To prepare and present such interim financial reports as requested by the President and any authorized Chairperson.
2. Authority
  - A. To conduct the business of the Treasurer's office.
  - B. To disburse funds as required satisfying any indebtedness of the Organization.
  - C. To establish a petty cash fund as directed by the Board and to disburse such cash as required for authorized Organization expenditures.
  - D. To be a signatory with other officers with the Organization's depositories of funds.
  - E. The Treasurer shall have no authority to delegate any task to others. In the event of a need, the Board shall designate a Treasurer Pro-tem.

**Amended October 19, 2011**

**Signed** \_\_\_\_\_  
**Wayne Baldaro, President**

**Baldaro / October 19, 2011**