



New England Child Life Professionals, Inc.  
By-Laws

**Article I: Name**

The name of the association shall be New England Child Life Professionals, Inc. (NECLP, Inc.).

**Article II: Purpose**

New England Child Life Professionals, Inc. seeks to become a community of professionals who promote and advance the psychosocial health and well being of children and families by providing child life education, conferences, networking and information to the membership and general public.

**Article III: Membership**

Section I

Criteria:

Membership will be open to child life professionals, students and those in agreement with the purpose of the association.

1. To be eligible for student membership, a person must be enrolled in at least 9 credit hours or be currently completing a full time internship at the time that they start or renew their membership.
  - a. Those in an internship must provide an unofficial transcript or letter from site supervisor stating that they are in a full-time, 480+ hour internship.

Section II

Rights and Privileges:

Members shall have all rights and privileges of membership, which shall include, but are not limited to: the right to receive notices of all activities, the right to vote in elections, the right to propose and vote on proposed by-law amendments, and the right to hold office and serve on committees. Members of NECLP, Inc. will act in an ethical and professional manner such that is outlined in the Code of Ethical Responsibility in the Official Documents of the Child Life Council, Inc. Failure to do so may result in membership being revoked.

Section III

Dues

Membership dues will be paid directly to NECLP, Inc. and monies received by NECLP, Inc. will be used for operating costs and for fulfilling the purposes of NECLP, Inc. No membership dues will be used for salary purposes. Membership will be annually from July 1<sup>st</sup>-June 30<sup>th</sup>.

## **Article IV: Executive Board**

The Board of Directors shall work to ensure the growth and progress toward all set goals and strategic plans, while safeguarding the group's reputation and credibility. If any role or responsibility is within question it will be subject to the control of the executive board.

### Section I      Meetings

The Board of Directors will meet a minimum of four times a year, or as deemed wise, and with newly elected Board Members within one month of election results. The President shall determine the date of the subsequent meeting. Attendance at seventy-five percent of meetings is required of all Board members. Two thirds of the Board's members shall constitute a quorum.

### Section II      Board of Directors:

- 1 The Board of Directors of the association shall be a President, Vice-President, Secretary, Treasurer, Member-at-Large (A) and Member-at-Large (B).
- 2 All Board Members shall be members of NECLP, Inc. in the year immediately preceding their election.
- 3 All Board Members must demonstrate leadership qualities, have a high level of professionalism, be actively engaged and involved in NECLP, Inc., have the ability to enrich and advance the NECLP, Inc. association and be a practicing Child Life Specialist or related professional for a minimum of 3 years. All Board Members must have written support from their immediate supervisors approving of their involvement on the Board.
- 4 All Board Members shall be residents of the New England states.
- 5 If a Board position becomes vacant, the board can request a substitute or choose to leave a position vacant until next elections.
- 6 Board Members are indemnified from personal liability for actions taken in their capacity as a member of the Board of Directors, so long as said actions were taken in accordance with his/her fiduciary duties as defined by Massachusetts law.

### Section III      Duties:

- 1 President
  - a Shall support all the board members in achieving their tasks, while communicating on a regular basis to the board and group.
  - b Shall set the agendas for each meeting and preside over all Executive Board meetings.
  - c Shall address all concerns and suggestions presented by the group members.

- d Shall oversee the nomination and voting process in odd numbered years, i.e.2015, 2017.
  - e Shall submit all appropriate documents and materials to the incoming President when the term ends.
- 2 Vice-President
- a Shall assume the functions and responsibilities of the President in the absence or incapacity of the President.
  - b Shall oversee the nomination and voting process in even numbered years, i.e.2012, 2014.
  - c Shall chair the Annual conference.
  - d Shall submit all appropriate documents and materials to the incoming Vice-President.
- 3 Secretary
- a Shall record, manage and store all written documents produced by the meetings for the board and group.
  - b Shall be responsible for routine correspondence.
  - c Shall maintain an updated list of members and contact information.
  - d Shall publicize activities for the Association.
  - e Shall keep a file from each conference including: conference brochures, sign-in sheets, objectives, evaluations from each presentation and “Certificate of Completion” document for reference.
  - f Shall make available at the direction of the President, and at the expense of NECLP, Inc., copies of all or some of the recorded documents.
  - g Shall submit all appropriate documents and materials to the incoming Secretary when the term ends.
- 4 Treasurer
- a Shall have the financial responsibility for the following, but not limited to, the bank account, financial transactions, taxes, other necessary reports and/or documents, at the expense of NECLP, Inc.
  - b The majority of the Board members must approve purchases greater than \$200.00.
  - c With another member of the Board will be signing for the bank account.
  - d Shall collect dues and payments of the association.
  - e Shall keep appropriate copies of all receipts and purchases.
  - f Shall report financial updates at each meeting or at the request of any Executive Board member

- g Shall submit all appropriate documents and materials to the incoming Treasurer when the term ends, including but not limited to, a final financial report.
- 5 Member-At-Large (A)
    - a Shall assist the Vice President in chairing the Annual conference.
    - b Shall assist Member-At-Large B in chairing the Child Life Month and any other educational opportunities.
    - c Shall coordinate all media needs for events.
    - d Shall submit all appropriate documents and materials to the incoming Member-At-Large (A) when the term ends.
  - 6 Member-At-Large (B)
    - a Shall chair the Child Life Month event and other educational opportunities.
    - b Shall serve as the webmaster and maintain the NECLP, Inc. website.
    - c Shall submit all appropriate documents and materials to the incoming Member-At-Large (B) when the term ends.

#### Section IV

##### Elections:

A nomination ballot will be emailed to all members in good standing by July 1st of each year to be returned to the Board of Directors within twenty-one (21) days. Nominees will be contacted by the Board to accept nomination and confirm support for participation from their immediate supervisor. The Board of Directors will then develop a slate of nominees. The slate of nominees may consist of one or more nominees for each of the Board positions to be elected. In addition, the slate so prepared, will provide each voting Member the option to write-in candidates. Voting on the slate of nominees will be through an email ballot and will be sent out on August 15<sup>th</sup>, to be returned by September 15<sup>th</sup>. Voting by proxy is not allowed. The ballots will be collected and tallied by a non-nominated Board Member. In the case of a tie, the three Board Members not up for elections will cast the deciding vote to determine the outcome. Announcement of new officers will take place in conjunction with the Annual Fall Conference.

#### Section V

##### Term of Office:

1. The terms of office for each Executive Board Member shall be two years, from November 1<sup>st</sup> to October 31<sup>st</sup>.
- 4 All Board members must be a current Child Life Council member at the time of elections and throughout their term(s) on the Board.

- 2 All Board members must be a Certified Child Life Specialist (CCLS at the time of elections and throughout their term(s) on the Board.
- 3 Any nominee for President of the Board must have previously held another NECLP, Inc. Board position.
- 4 The President, Secretary, and Member-at-Large (A) will be elected in even # years, such as 2012, 2014, etc. The Vice-President, Treasurer, and Member-at-Large (B) will be elected during odd # years.
- 5 Expulsion of a Board Member will only happen in the following manner. A grievance must be filed in the form of a letter to any Board Member. The letter will then be brought to the Board of Directors within one week's time. The filing Board Member and the NECLP, Inc. member filing the grievance will then select one other NECLP, Inc. non-Board member within 1 more week, to review grievance. Within 1 month, this team of 3 will submit a written statement to the Board to help determine if the grievance has enough sustainable evidence to warrant a membership vote. If a membership vote is warranted, the majority of cast votes will determine the outcome. In case of a split vote; the Board, with the exception of the Board Member in question, will make the decision.

#### **Article V: Amendments to By-laws**

##### Section I

##### Amendment Procedures:

Any member can propose an amendment to current By-laws in the form of a written letter to the Board of Directors. The Board of Directors will review proposed amendment with input from the requester. At least one half of the Executive Board must support the amendment in order to put the amendment to a membership vote. Within 10 days of the Board receiving the proposal the amendment will then be presented to all NECLP, Inc. members for voting purposes

##### Section II

##### Voting Process:

The majority of cast votes will determine the outcome of the proposed by-law amendment. If a majority vote is favorable, the amendment will be adopted. In the case of a split vote; the Board will make the decision with consideration of those votes cast by members. If the Board is split, the President will make the final decision.

#### **Article VI: The Fiscal Year**

The Fiscal Year of this Association shall be July 1- June 30th.

#### **Article VII Dissolution**

Upon the dissolution of the association, the Treasurer shall after paying or making provisions for the payment of all liabilities of the Association transfer all assets of the Association to the Child Life Council, or a non-profit association with a similar purpose.