

BYLAWS  
OF THE  
NORTH STAR CHAPTER OF  
MINNESOTA

**ARTICLE I** – MEMBERSHIP VOTING RIGHT

1. Family members may cast a maximum of two votes (two individuals each casting one vote) for the conduct of official business. All other memberships shall be entitled to one vote.

**ARTICLE II** – MEETINGS

1. The Executive Committee, upon recommendations from the First Vice-President as Program Chair, shall determine the date, time, and place of chapter meetings.
2. The first chapter meeting in each fiscal year shall be designated as the Annual Meeting at which reports covering the past year's activities shall be presented, and a formal introduction of the newly elected officers shall be made.
3. The rules contained in the latest edition of "Robert's Rules of Order" shall govern all parliamentary procedures which are not covered by the Constitution, Bylaws or Standing Rules of this organization.
4. Standing Rules may be adopted by the Board of Directors as necessary for more efficient and expeditious operation of chapter meetings.

**ARTICLE III** – ELECTIVE OFFICERS

1. The officers shall be elected for a one-year term. No person shall be elected to the same office for more than three consecutive terms.

1.1 The president shall

- 1.1.1. Preside at all regular and special meetings of the chapter, the Executive Committee, and Board of Directors.
- 1.1.2. Call meetings of the Executive Committee and Board of Directors whenever required.
- 1.1.3. Appoint all chairpersons for special committees with the approval of the Board of Directors.
- 1.1.4. Be an ex-officio member of all Standing Committees except the Nominating Committee.
- 1.1.5. Represent the chapter at or appoint a representative to outside functions and activities as required in the interest of the chapter.
- 1.1.6. Provide an annual report to the membership at the North Star Chapter annual meeting and to both AHSGR and GRHS organizations according to their requirements. This report shall be coordinated with the secretary, providing a single report to each organization.

2. The first vice-president shall:

- 2.1 Preside at meetings in the absence of the president.
  - 2.2 Appoint and chair the program committee.
3. The second vice-president shall:
  - 3.1 Preside at all meeting in the absence of both the president and the first vice-president.
  - 3.2 Appoint and chair the membership committee.
  - 3.3 Maintain a list of paid members.
4. The secretary shall:
  - 4.1 Record and maintain the minutes of all general meetings, Executive Committee meetings, and Board of Directors meetings and shall provide them to the participants therein.
  - 4.2 Report on an annual basis to AHSGR and GRHS the chapter activities.
  - 4.3 Maintain a list of current standing rules.
  - 4.4 Assure that a copy of the chapter constitution and bylaws is available for reference at all meetings.
  - 4.5 File the list of Executive Committee member of the North Star Chapter to AHSGR and GRHS in accordance with their respective requirements.
5. The treasurer shall:
  - 5.1 Be the custodian of all chapter funds.
  - 5.2 Pay all authorized bills.
  - 5.3 Report the status of all accounts at all regular and special chapter meetings and Board of Directors meetings.
  - 5.4 Pay for special, non-budgeted items of \$100.00 or more only upon the approval of the membership.
  - 5.5 Be a member of the Ways and Means Committee.

#### **ARTICLE IV – EXECUTIVE COMMITTEE**

1. The elected officers shall make up the Executive Committee.
2. The Executive Committee shall meet on the call of the President or on the request of three members of the Executive Committee.
3. Executive Committee members shall be members of both AHSGR and GRHS. In cases where elected officers don not meet this requirement, the chapter shall arrange for paid memberships to cover all deficiencies.

#### **ARTICLE V – BOARD OF DIRECTORS**

1. The Board of Directors shall be composed of the Executive Committee, the immediate past president, and the chairs of all Standing Committees.

#### **ARTICLE VI - STANDING COMMITTEES**

1. The Program Committee shall be chaired by the First Vice-President. The Membership Committee shall be chaired by the Second Vice-President. The Executive Committee shall appoint chairpersons for the remaining Standing Committees for a one-year term. Except for the Program and Membership chairs who are limited to three terms, there shall be no limit to the number of terms a person may chair a Standing Committee.
2. An official and updated list of Standing Committees and duties shall be determined by the Board of Directors and maintained by the secretary.

#### **ARTICLE VII** – SPECIAL COMMITTEES

1. Special committees shall be formed by the Board of Directors as needed. The appointed chairperson of each committee will appoint the additional members.

#### **ARTICLE VIII** – ELECTIONS

1. Officers shall be elected annually at the last regular meeting of the fiscal year.
2. A Nominating Committee of three members, appointed by the President at least thirty days before the election of officers, shall submit a recommended slate of officers for the ensuing fiscal year. Provisions shall be made for nominations from the floor.
3. Election of officers shall be by majority vote of members present and voting. A written ballot shall be used for any office having more than one nominee.

#### **ARTICLE IX** – COMPLIANCE

1. North Star Chapter operations and procedures shall comply with guidelines as established by AHSGR and GRHS. Should conflicts between local and national organization guidelines arise, the Executive Committee shall meet to determine acceptable resolution to the conflicts. If amendments to the bylaws are required, they shall be approved per Article X.

#### **ARTICLE X** – AMENDMENTS

1. The Bylaws may be amended at any meeting of the chapter by a two-thirds vote of the membership present and voting, providing said amendment has been considered and recommended by the Board of Directors and written notice of at least one week has been given by the Board of Directors prior to the meeting at which the amendment is to be voted upon.

These amended and recodified Bylaws of the North Star Chapter of Minnesota adopted at the organizations regular business meeting the 26th day of October 2013.



President



Secretary