

Lowcountry Senior Network

**1836 Ashley River Road
Suite 230
Charleston, SC 29407**

BYLAWS

Article I – Name

The name of the organization shall be “Lowcountry Senior Network” (hereafter referred to as LSN).

Article II – Mission

The Lowcountry Senior Network is the premier networking organization for professionals in the Lowcountry who are committed to providing quality services to seniors, caregivers and adult children.

Article III – Membership

Membership in the LSN is open to any organization in the tri-county that serves seniors and their families. The steps required for membership include:

- 1) Each member may attend their first meeting as a guest.
- 2) Continued attendance requires completion of an annual, online Application for Membership, including signed Code of Ethics, and payment of dues by each individual member .

A member is considered in good standing if the following conditions are met:

- Membership dues are current.
- Each member is expected to commit to active participation in one committee.
- Each member is expected to attend 9 out of 12 of the general membership meetings.
- Each member must meet any individual obligations to LSN that may have been previously incurred.

Any member not in good standing may be subject to termination of membership after consideration and review by the LSN Board of Directors and Officers.

Communication with members will be made by e-mail or through the LSN website. Members are responsible for keeping their contact information up-to-date by submitting any changes through the website only.

Article IV – Dues

Annual dues will be established as part of the annual budget. Dues are payable in January of each year and cover the calendar year. Any member failing to pay the annual dues by January 31st of the current year will no longer be considered a member and will no longer be able to participate in LSN meetings. Dues received from new members after November 15th will be considered as payment of the next year annual dues. No pro-ration of dues will be made.

Members are encouraged to bring potential new members and guests to LSN meetings. However, after attending their first meeting the potential member or guest must join in order to continue to participate in LSN meetings.

Article V – Board of Directors and Officers

LSN will be governed by a Board of Directors (hereafter referred to as the Board) made up of five officers, the Committee Chairman and Immediate Past President. These officer positions and their duties are:

The President shall be the chief elected officer, preside at all regular meetings of LSN and Board meetings. The President shall also represent LSN in its affairs.

The First Vice President shall serve as President when the President is unable to perform those duties. Shall be designated as the President-Elect and will serve as President in the following year. Shall serve as the Chair of the Nominating Committee. Shall oversee the Membership and Infrastructure Committees.

The Second Vice President shall serve as Assistant the Chair of the Nominating Committee Chair. Shall oversee the Collaboration and PR Committees. Shall be designated as the First Vice President in the following year.

The Secretary shall keep the minutes of LSN meetings and Board meetings and make them available for review. The Secretary will be responsible for collecting and distributing mail received at the LSN post office box or other designated location. The Secretary will also be responsible for sending out correspondence as needed on behalf of LSN.

The Treasurer shall be responsible for all monies and funds of LSN, shall publish periodic financial reports and the annual budget of LSN to the board and shall disburse funds as directed by the Board. Financial records may be subject to audit by a member, who is not an officer, appointed by the Board.

The President and the Treasurer shall each be able to authorize disbursement of LSN funds in accordance with the annual budget. Board approval is required of expenditures outside of the approved annual budget, as long as those expenditures fall within the scope of the mission of LSN.

Officers will serve in their positions for the full calendar year. Upon completion of the election of new officers and Board in December of each year, the remainder of the calendar year will be used by the current officers and incoming officers for the forthcoming year to work together to plan for a smooth transition in January. Vacancies, which may occur during the course of the year due to resignation or other inability of the individual to continue to serve, shall be filled by the majority vote of the Board.

The Board will meet at the request of the President or two other officers, but no less than quarterly. Committee Co-Chairs may attend the Board Meetings as non-voting members in place of or at the discretion of the Committee Chairman. The Board may appoint committees and their chairmen and co-chairmen to address specific needs of LSN, as deemed appropriate. The Standing Committees of the Lowcountry Senior Network will be designated by the Board and may include, but not be limited to:

- Infrastructure
- Collaboration
- Membership
- Publicity

Article VI – Nominating Committee

The Board will appoint a nominating committee in September of each year, chaired by the President-Elect. In the event that there is no President-Elect, the Board shall appoint a chair of this committee. The nominating committee shall have three members in good standing. All nominations must have the prior consent of the nominee. Nominations will not be taken from the floor during the annual meeting. The Nominating Committee will present to the Board, a proposed Slate of Officers, Committee Chairmen and Co-Chairmen. Pending approval by the Board, the Slate will be presented for approval by the membership at the Annual Meeting.

Article VII – Regular Meetings

Regular meetings will be held each month. Members will be notified via email or via the LSN website.

Article VIII – Annual Meeting

In December of each year, the regular meeting of LSN will be designated as the annual meeting at which members shall vote to elect a slate of new officers.

Each member in good standing, who is present at the meeting, is entitled to one vote. Proxies will not be accepted.

A simple majority of members present in good standing is required to elect officers, subject to there being a quorum.

Article IX – Special Meetings

A special meeting may be called by the President, two other officers or a written request of one third of all members in good standing.

Article X – Amendments

The Board may propose amendments to the Bylaws. Proposed amendments to the Bylaws will be published to all members under the direction of the Vice-President, prior to the meeting at which they will be voted upon. A two-thirds vote of members in good standing, present at the meeting will be required to pass an amendment. Amendments are effective when passed unless otherwise specified.

Article XI – Quorum

Twenty-five percent of the members of LSN shall constitute a quorum at any regular, annual or special meeting. At least three Board members must be present to constitute a quorum at a Board meeting.

Article XII – Code of Ethics

All LSN members must commit to the LSN Code of Ethics as a condition of membership. Suspected violations of the Code of Ethics by a member shall be reported to the Vice President who will convene a special meeting of the Board of Directors if needed. The Board will review any reported violations, make the necessary inquiries, meet with the member(s) in question and issue any disciplinary actions up to and including expulsion from membership in the LSN.

Lowcountry Senior Network Code of Ethics

Each member of the Lowcountry Senior Network makes a commitment to the following Code of Ethics.

1. The LSN Member will treat all seniors, family members and members of the public in general with respect and dignity.
2. All dealings and representations by the LSN Member will be made in a professional and truthful manner.
3. Information obtained by the LSN Member in dealing with seniors, their family members and interested third parties will be protected and not distributed without the permission of the senior or appropriate legal authorities.
4. The LSN Member will provide the senior with all of the information, reasonably available to the LSN Member, in order for the senior to make an informed decision about the goods or services being proposed and will not promote goods or services to the senior that are not in the best interest of the senior.
5. The LSN Member will not promote or sanction any form of discrimination.
6. The LSN Member will be responsible for ensuring that his or her employees are held to the highest relevant professional standards, including the necessary continuing education to maintain the skills and knowledge of those employees.
7. The LSN Member will cooperate with other organizations in an effort to do what is best for the senior.
8. The LSN Member will treat other LSN Members and non-members that may be competing against them in a fair and professional manner and will not make disparaging comments about competitors to the senior or within the community.
9. The LSN Membership Directory is for informational use only. This list may not be sold to any mailing list companies and may not be provided to a non-member for such distribution or solicitation.
10. The LSN membership e-mail communications will only be originated by the President, Publicity Chairman or Membership Chairman to announce information pertaining to LSN.
11. The LSN Member will make a good-faith effort to promptly resolve any concerns or complaints about them arising from the senior, their families or other interested parties.
12. The LSN Member will report any suspected violations of the LSN Code of Ethics to the LSN Board, through its Vice President, in a timely manner.

I have read the Code of Ethics and will abide by its commitment for professional standards.

Signature

Date

Printed Name: _____

Company: _____