

Articles of Organization
CHARLOTTE COUNTY HOME HEALTH NETWORK

Article I Name

The name of the organization shall be Charlotte County Home Health Network.

Article II Purpose Statement

The purpose of the Charlotte County Home Health Network is:

1. To network together for mutual problem identification and resolution.
2. To provide local public education/awareness about the merits of home health.
3. To work together to promote quality home health care in our community.
4. To promote/provide educational presentations for health care professionals.

Article III Membership

Membership is open to the administrator, or the persons they designate, of a Staffing or Home Health Agency, Durable Medical Equipment Company, IV Infusion Company, Oxygen Company, Health Care Facility, or Health Care Provider/Organization. The membership year is from January 1st through December 31st of each year. All dues paying members will be considered as active members. Active members will have voting privileges (one vote per member) and will be included in any/all published membership listings. To maintain active membership status, dues must be paid within three months of the organization's year (January 1 – March 30). New members may join at any time but are responsible for the current year's dues.

Article IV Officers

Section I Officers

The organization shall have four (4) elected officers. They are President, Vice President, Secretary and Treasurer.

Section II Election and term of Officers

Nominations shall be received from the Nominating Committee and from the floor up until the time of election. The qualified members shall then elect annually in November, a President, Vice President, Secretary and a Treasurer. The term of office shall be from January 1 to December 31. All officers will have a two-term limit for a position.

Section III President Vacancy

Should the office of President become vacant by reason of death, resignation or other inability or unwillingness to act, it shall be filled by the Vice President for the balance of their predecessor's term.

Section IV Duties

- a. The President shall call and preside at all regularly scheduled meetings and oversee the functioning of committees, prepare and approve agenda for all meetings and shall have the privilege of attending all committee meetings. The President shall also be responsible for appointing all committee chair people.
- b. The Vice President shall assist the President in overseeing the functions of all committees and have the privilege of attending all the committee meetings. The Vice President will also assume the duties of the President should a permanent vacancy arise.
- c. The Secretary shall be responsible for maintaining the organizations non-financial records and handling all correspondence and for providing minutes to the monthly meetings. The Secretary shall also act as the Parliamentarian.
- d. The Treasurer shall be responsible for maintaining the organizations financial records and overseeing the collection and disbursement of funds. Specifically, this shall include setting up an organizational bank account, receiving monies and disbursing monies with the required signature and providing written reports at each meeting.

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Article V Committees

Section I Standing Committee

Membership Committee shall be responsible for the recruitment and retaining of members for the organization and be responsible for the collection of dues.

Program Committee shall schedule and confirm speakers for each monthly meeting.

Education Committee shall be responsible for professional education programs.

Public Relations Committee shall establish, update and direct the Home Health Column. All articles submitted to the Charlotte Sun Herald by the Home Health Network will be by the Home Health Network members only.

Section II Ad Hoc

- a. Ad Hoc Committees may be established by the President to handle short-term projects when necessary.
- b. The Nominating Committee shall be established by the President one month prior to the November election.

Section III Committee Chair People

The Committee Chair Person will be appointed by the President. They will hold their chair until another chairperson is appointed, they resign, or are removed. A Committee Chair Person may voluntarily resign by giving the President 30 days written notice.

- a. The Committee Chair Person presides at all of their committee meetings.
- b. Committee Chair Person shall be responsible for preparing an agenda for each of their committee meetings based on the committees overall objective(s), short and long range goals, and task(s) at hand.
- c. Committee Chair Person shall represent their committees at the general membership meetings. At these meetings, the Chair Person will provide the Secretary with their committee minutes; will brief the other members on their current activities, present potential and new undertakings for discussion and approval.

Article VI Meetings

General membership meetings shall be held monthly from January through November. The Officers shall determine the time, place and date. All general membership meetings are open to any parties.

Article VII Dissolution

Upon dissolution of this organization, no person, firm, or corporation shall ever receive any dividends or profits. After payment of all expenses, the remaining assets shall be distributed to organizations, which qualified for exemption under Section 501C (3) of the Internal Revenue Service Code, as determined by the officers. None of the assets will be distributed to any member or officer of this organization.

Article VIII Quorum

A simple majority of the officers and members currently elected and serving shall be a quorum for each membership meeting.

Article IX Parliamentary Authority

The most recent edition of the "Roberts Rule of Order" shall be used to conduct all meetings.

Article X Amendments

These by-laws may be amended as necessary by a simple majority vote at the general membership meeting.