

**BYLAWS  
of the  
National Alliance on Mental Illness - San Luis Obispo Co. (NAMI-SLOCO)**

**ARTICLE I – NAME**

The name of this organization shall be National Alliance on Mental Illness – San Luis Obispo County – NAMI-SLOCO.

**ARTICLE II – OBJECT**

- A. To provide a mutual support system for families and friends of the mentally ill through regularly scheduled meetings; education through seminars and conferences; programs with speakers knowledgeable in various disciplines of mental illness; a lending library; legislative updates; and a personal network for families and friends during times of crisis
- B. To promote the general welfare and better treatment for the mentally ill.
- C. To evaluate laws, regulations, rules, and policies of state, county and community government regarding short- and long-term care pertaining to the mentally ill, and provide information and referrals for the purpose of improving the status of the mentally ill.
- D. To promote job availability, training and placement for the mentally ill who are capable of employment in the communities.
- E. To promote the establishment and improvement of treatment facilities including hospital and residential facilities at state, county, and community levels, and to promote research and alternative treatment modalities.
- F. To work toward removing the stigma of mental illness.
- G. To encourage the inclusion of family members in the decision making in the mental health system, and in the care and treatment of the mentally ill.
- H. To encourage and support mental health programs and individuals who are working to improve mental health care and treatment.

**ARTICLE III – POLICY**

The organization shall be a self-governing, nonprofit, nonpartisan, and nonsectarian.

**ARTICLE IV – FISCAL YEAR**

The fiscal year shall begin January 1<sup>st</sup> of each year and the books shall be closed on December 31<sup>st</sup>.

ARTICLE V – MEMBERSHIP AND DUES

Section 1. -People with mental illnesses as well as their families and friends shall be eligible for membership.

Section 2. Membership shall be by verbal or written application.

Section 3. Annual dues shall be payable on acceptance of membership, and annually thereafter, according to the following schedule,

Individual* .....	\$30.00	Family* .....	\$35.00
(*which includes membership for NAMI California of \$10.00 and NAMI National of \$10.00)			
Local affiliate membership only to MH Clients** .....	\$5.00		
(**does not include membership for NAMI California and NAMI National)			

A member is in good standing only when annual dues are paid.

Section 4. The membership expiration date for each paid member will be one year from the month received. And it is the responsibility of the treasurer and the membership chair to report new members to NAMI CA in one month’s time or in as timely a manner as possible.

ARTICLE VI – OFFICERS

Section 1. The officers of this organization shall be one President or two co-Presidents, one Vice-President or two co-Vice-Presidents, a Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization.

Section 2. The term of office for each officer shall be for one (1) year or until their successors are elected. The Executive Board by a three-fourths (3/4) ballot vote may remove any Officer or Board Member as it determines this action is in the best interest of the organization.

Section 3. A vacancy in the office of President shall be filled by the Vice-President for the unexpired term. In the event of a vacancy in both the offices of President and Vice-President, the office of the President shall be filled by the members voting thereon by ballot, and the office of the Vice President shall be filled by the members of the Executive Board voting thereon by ballot. Any vacancy on the Executive Board shall be filled by the remaining members of the Executive Board voting thereon by ballot.

ARTICLE VII-DUTIES OF THE OFFICERS

Section 1. The President(s) shall preside at all meetings and serve as Chairman/chairmen of the Executive Board. He/they shall call regular monthly meetings and such special meetings of the Executive Board as may be necessary. He/they shall be authorized to appoint Special Committees, and shall appoint members to all Standing and Special committees (with the exception of the nominating committee); and shall designate the Chairman thereof. He/they shall be one of at least three (3) officers authorized to countersign all checks. When there are Co-Presidents, and prior to the beginning of the term, they shall agree to the division of responsibilities.

Section 2. The Vice-President(s) shall perform the duties of the President (a) in his/their absence or disability and succeed to the office of the President if that office becomes vacant. The Vice-President(s) shall attend all special meetings of the Executive Board, become acquainted with the duties of the President and perform such other duties as may be assigned by the President(s) or the Executive Board. He/they shall be one of at least three (3) officers authorized to countersign all checks.

Section 3. The secretary shall be responsible for the permanent records of the organization including the minutes of all regular meetings of the Executive Board. He shall be responsible for all correspondence, except that of the Committees, as requested by the President(s) and/or the Executive Board. He may be one of at least three (3) officers authorized to countersign all checks.

Section 4. The Treasurer shall be custodian of all funds and shall be one of at least three (3) officers authorized to countersign all checks; pay bills authorized by the membership and/or the Executive Board; keep itemized accounts of receipts and disbursements; and present a written report at the regular meetings. He shall submit an itemized statement of disbursements and receipts semi-annually. The Treasurer shall deposit all monies in the name of the organization in a bank which has been approved by the by the Officers. He shall notify the Membership Chair of dues received to enable the Membership Chair to maintain a current roster of the membership. He shall prepare and file timely the United States Treasury Department Form 990 with the Internal Revenue Service for the fiscal year just past and submit a copy to the Secretary for the permanent records.

The Treasurer shall deliver audited records to his successor within (30) days following the expiration of his term of office; and perform such other duties pertaining to the office as defined in the parliamentary authority.

Section 5. The immediate Past President(s) shall act in an advisory capacity to the Officers and Executive Board.

## ARTICLE VIII – COMMITTEES

Section 1. The president shall appoint the following standing committees:

- City and County Government Liaison
- County Mental Health Dept. Liaison
- Education
- Criminal Justice
- Hotline Phone
- Housing
- Legislation
- Library
- Membership
- Newsletter
- Program (Vice President)
- Publicity
- Transitions-Mental Health Association Liaison
- Support Group Facilitator

The President(s) shall appoint the following Special Committees:

Communication Tree  
Family to Family Coordinator  
Farmers Market  
Mental Illness Awareness Week (October)  
Mental Health Awareness Month (May)  
Newsletter Mailing  
Speakers

Section 2. Such other committees, Standing or Special, shall be appointed by the President(s) as the Executive Board or the membership shall from time to time deem necessary to carry on the work of the organization.

Section 3. The President shall be an ex-officio member of every committee except the Nominating Committee.

#### ARTICLE XI – MEETINGS

Section 1. The regular meeting shall be held on the fourth Tuesday of each month unless otherwise designated by the Executive Board.

Section 2. The regular meeting in December shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of Officers and Committees, and for any other business that may arise.

Section 3.

- (a) Special meetings may be called upon by the President(s) or the Executive Board and may also be called upon by written request of ten (10) members.
- (b) The notice of any special meeting shall state the business to be transacted and no business shall be transacted except that stated in the notice.
- (c) Except in the case of an emergency, at least three (3) days' notice shall be given for any special meeting.

Section 4.

- (a) One-third (1/3) of the voting members of the organization shall constitute a quorum at any regular or special meeting.
- (b) A majority of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

#### ARTICLE X – EXECUTIVE BOARD

Section 1. The Officers and the Standing Committee Chairpersons shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the organization between its regular meetings, fix the hours and place of meetings, make recommendations to the membership, and perform such other duties as are specified in

these Bylaws. The Executive Board shall approve and sanction all meetings by members representing NAMI SLOCO. The Executive Board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the organization.

Section 3. Special meetings of the Executive Board may be called by the President(s) or upon the request of five (5) members of the Executive Board.

ARTICLE XI - PARLIAMENTARY ORDER:

The rules contained in the current edition of "Robert Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable and to which they are inconsistent with these Bylaws and any special rules the organization may adopt.

ARTICLE XII – AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the organization by a two-thirds (2/3) vote of those members present and voting, provided the amendment(s) has been submitted in writing at the previous meeting.

Proposed: November 5, 1985  
Committee: Barbara Barnard  
Phyllis Brecken  
Myrl M. Jenkins  
Adopted: December 3, 1985

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Amendments Proposed: April 22, 1996  
Committee: Beverly Cothren  
Luisa del Vaglio  
Nancy Griffin  
Adopted: April 29, 1999

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Amendments Proposed: October 6, 1999  
Committee: Rae Belle Gambs  
Arlene Zanchuck  
Dixie Cliff  
Adopted: November 23, 1999

Amendments Proposed: February 2, 2000  
Committee: Rae Belle Gambs  
Luisa DelVaglio  
Dixie Cliff  
Nancy Griffin  
Adopted: March 2000

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Amendments Proposed: Dec. 13, 2005  
Committee: Rae Belle Gambs  
Roger Gambs  
Joyce Heddleson  
Nancy Griffin  
Carole Wallace  
Jason Reed  
Arlene Zanchuck  
Mary Jo Paxton  
Adopted: February 28, 2006