CHAPTER BYLAWS TEMPLATE

(See Operations Manual, Section IV, Item I, for instructions for Chapter Bylaws Format.)

Mended Hearts

BYLAWS

ARTICLE I – NAME & STATUS

Section 1: This voluntary association of individuals chartered by The Mended Hearts, Inc. (MHI) shall be known as: (Note: Name of chapter must include the city and state where chapter meetings will be held.)

and conduct its affairs as a subordinate of The Mended Hearts, Inc., 8150 N. Central Expressway, M-2248, Dallas, Texas 75206 (National Office) founded in 1951 and incorporated in 1955, and subscribe to its NATIONAL BYLAWS; Policies and Procedures.

ARTICLE II – OBJECTIVES

Section 1: The purpose of this organization is to offer help, support, and encouragement to heart disease patients and their families, and to achieve those objectives in the manner outlined in the MHI Bylaws.

ARTICLE III – ORGANIZATION

Section 1: This chapter shall consist of all its members in good standing and shall be administered by its Officers and its Board of Directors.

Section 2: The elected Officers shall be a President, a Vice President, a Secretary and a Treasurer.

Section 3: The Board of Directors shall consist of the elected Officers, the Immediate Past President, and Chairpersons of Standing Committees.

Section 4: Standing Committees shall be established for Visiting; Membership; Programs; Nominations, and such other Standing Committees as may from time to time be designated by the President and confirmed by the Board of Directors.
ARTICLE IV – MEMBERSHIP

Section 1: Members shall be persons who have paid the required MHI (National) and chapter dues, and who wish to assist in achieving the objectives of the organization.

Section 2: Members in good standing from other chapters who move into the district of this chapter may be accepted in chapter membership without further payment of dues until their membership renewal anniversary dates.

Section 3: Honorary chapter membership may be conferred by the membership, upon recommendation of the Board of Directors, on individuals who have made outstanding contributions in the service of the chapter. Honorary members will not be required to pay chapter dues or any other special assessments that may, from time to time, be required of the membership. However, the chapter shall arrange for the payment of MHI (National) dues or assessments.

ARTICLE V – DUES

Section 1: National and chapter dues are payable with the application for membership. Renewal dues (national and chapter) are payable at the end of the anniversary month of the following year and at the end of every anniversary month thereafter.

Section 2: Members may be dropped from MHI and chapter rolls for non-payment of dues following three months in arrears. An additional three (3) month grace period is extended for reinstatement at renewal rates. After a lapse of six (6) months, reinstatement may be made by application for a new membership and payment of initial dues rates.

Section 3: Annual chapter dues, when assessed by the Board of Directors, shall not exceed the amount established for National dues.

ARTICLE VI – DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings, conduct the business of the chapter, and provide for the election of officers. The President will be an ex-officio member of all ad hoc and standing committees (except the Nominating Committee) with the power to vote.

Section 2: The Vice-President shall perform such duties assigned by the President and, upon the absence or disability of the President, have all the powers and duties of the President.

Section 3: The Treasurer shall receive all dues and other chapter funds and pay such bills as have been authorized in the chapter’s Annual Budget, or otherwise approved by the Board of Directors and arrange for the deposit of all chapter funds in one or more banks, insured by the Federal Deposit Insurance Corporation. The Treasurer shall be bonded in such amounts as determined by the MHI, render reports at Board of Directors and membership meetings, and be responsible for the preparation and submission of the Annual MHI Financial Report.

Section 4: The Secretary shall record the minutes of Board of Directors and general membership meetings (when chapter business is conducted); arrange for notification of meetings; assist in the preparation of the Annual MHI Progress Report; prepare correspondence and perform such other duties as may be assigned by the President.

ARTICLE VII – ELECTIONS

Section 1: For establishing a slate of one or more nominees for each elective office, the President shall appoint a Nominating Committee, with the concurrence of the Board of Directors, in October. During November, the chapter membership shall be notified of the Nominating Committee’s slate and given the
opportunity to nominate additional persons for each elective office, from the floor. Floor nominations can be made at any meeting prior to and including the January Meeting. Nominations cannot be made from the floor without the nominees’ prior approval. The Election of Officers shall occur during the January Meeting. The chapter membership is to be notified of the election date in writing at least 30 days in advance of that date. Installation of Officers shall be made at the February chapter meeting.

ARTICLE VIII – TERM OF OFFICE

Section 1: The term of office for all officers shall be from the date of installation following the election (but no later than end of February) to the date of installation of successor officers. No officer shall serve more than two-consecutive terms in any office without the approval of the Regional Director.

ARTICLE IX – MEETINGS

Section 1: General membership meetings shall be held monthly, if possible. It is required that a minimum of nine such meetings be held each year.

Section 2: Board of Directors meetings shall be held when called by the chapter president. It is suggested that a minimum of four such meetings be held per year.

Section 3: The President may call special meetings of the members of the Board of Directors and special general membership meetings and postpone or cancel either type when weather or other conditions warrant.

Section 4: The chapter’s Annual Meeting shall be held during February.

Section 5: Notice of all meetings shall be given sufficiently in advance of such meetings.

ARTICLE X – QUORUMS

Section 1: The voting body at membership meetings shall consist of members in good standing. A quorum shall consist of _____ of the entire membership in good standing or the members present at a chapter meeting.

Section 2: The quorum for the Board of Directors shall consist of a majority of its members.

ARTICLE XI – FISCAL YEAR

Section 1: The chapter’s initial Fiscal Year shall commence from the date of charter and end on December 31. Thereafter, the Fiscal Year shall be January 1 through December 31.

ARTICLE XII – RULES OF ORDER

Section 1: Robert’s Rules of Order, Newly Revised, shall be recognized as the standard authority for this chapter in situations not otherwise covered by these BYLAWS and the MHI BYLAWS.

ARTICLE XIII – DISSOLUTION

Section 1: When a chapter no longer fulfills the membership requirement and desires to dissolve, the remaining members must vote on the decision and then sign a statement of dissolution and send it to the Regional Director, along with all funds, securities, all chapter records, MHI brochures and chapter manuals. Funds will be held in escrow at the National Office for two years and returned to the chapter should it become reinstated within that two years. No funds shall be dispersed to other organizations, charitable or otherwise, in anticipation of dissolution. (This is a requirement under MHI non-profit Tax Exempt status - IRS code 501(C)(3) April 11, 1956.)
ARTICLE XIV – AMENDMENTS TO BYLAWS

Section 1: These BYLAWS may be amended by the affirmative vote of two-thirds of the members-in-good standing present at any regular meeting at which a quorum is present, provided that notice of any action affecting these BYLAWS, or future amendments shall have been made available to all members-in-good standing, not less than one month prior to the meeting at which action thereon is proposed, and, provided further, that any amendments are subject to approval of the Board of Directors of MHI.

ADOPTED BY THE CHAPTER MEMBERSHIP: ________________________________ Date

Attest: ________________________________ Date

Chapter Secretary

Attest: ________________________________ Date

Chapter President

Approved: ________________________________ Date

Regional Director