

REGULAR CALENDAR EVENTS

May—Mental Health Month

October—Annual Membership Meeting

October/November/December—Christmas Gift Lift

Third Wednesday of each month—Board Meeting
(exceptions will be published in the newsletter)

Office Hours: Monday, Tuesday, Thursday 10:30 am to 1:00 pm

The Mental Health Association of Wells County is a chapter of Mental Health America of Indiana.



MENTAL HEALTH ASSOCIATION

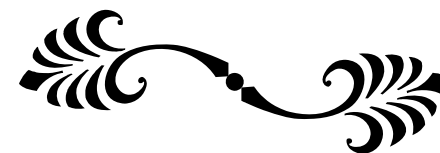
OF

WELLS COUNTY

223 W. Washington
Street
Bluffton, Indiana 46714
Phone 260-824-1514

HANDBOOK
for the
MENTAL HEALTH ASSOCIATION OF WELLS
COUNTY

2008-2009 Edition



"cast from shackles which bound them, this bell shall ring out hope for the mentally ill and victory over mental illness." Inscription on the NMHA Bell

BY-LAWS FOR THE WELLS COUNTY CHAPTER

MISSION STATEMENT

It is the mission of the Mental Health Association of Wells County (MHA) to serve specific mental issues. These purposes are met through programs, materials, and referrals. We function with the support of our State and National affiliates.

**ARTICLE I
NAME**

The name of this organization shall be the Mental Health Association of Wells County.

**ARTICLE II
OBJECTIVES**

The objectives of this Association shall be:

- To educate toward the promotion and preservation of good mental health skills and the prevention of mental illness;
- To raise the standards of care for those suffering from mental, emotional, and addictive disorders;
- To provide information regarding appropriate resources, support groups, etc.
- To familiarize the public with the methods used in the care and treatment of persons who are emotionally or mentally disturbed, or who suffer an addictive disorder;
- To disseminate accurate information that will aid in carrying out the above objectives, and;
- To carry out in Wells County the accepted programs outlined for county chapters by the Mental Health Association in Indiana and National affiliates and such other programs as may be determined necessary or reasonable by the County Association.

**ARTICLE III
MEMBERSHIP**

Section 1. Classes and dues

The membership of this Association may consist of three classes: individual, group, and corporate membership.

Any individual who resides in Wells County, who subscribes to the mission of the organization, and signifies his/her desire to become a member by paying annual dues or designates monies to the Mental Health Association through the United Fund, shall be a duly constituted member.

Any organization that subscribes actively to the mission of the Association and signifies its desire to become a group member may be affiliated with the Association by the action of the Board of Directors, which shall establish the appropriate dues.

Any business in Wells County that wishes to support the mission of this Association, may become a corporate member, and may be affiliated with the Association by the action of the Board of directors, which shall establish the appropriate dues.

Section 2. Membership Year

The membership year shall be 12 months beginning January 1 and ending in December 31 of each year.

2008-2009 Board of Directors

Officers

- President (Pro-Tempore) —Greg Werich
- Vice President—
- Secretary— Paul Bonham
- Treasurer—Pete Cole

Board Members (term expires)

- Nancy Bonham (2009)
- Daniel Helm (2010)
- Melba Cole (2010)
- Kay Manges (2010)
- Sharon McMillan (2010)
- Gwen Payne (2011)
- Ashley Stinson (2009)
- Pat Trant (2011)
- Jean Reef (2009)
- Bill Hansen (2009)

NOTES

Mental Health Association of Wells County Regular Board Meeting “House Rules”

To facilitate productive meetings, the board enacted the following “house rules” in effect throughout the board year in 2003, and could be suspended upon motion. Unless otherwise dictated by the board, the presiding officer will continue to recognize the following house rules in addition to Roberts Rules.

- Meetings shall begin at 12:05 p.m. and conclude at 12:55 p.m.
- Each committee shall have five minutes to make their report; any unfinished report or business may be heard under new business
- Committees may move for action within their reports, subject to the time requirements
- A simple majority of the quorum may suspend this protocol for the remainder of the meeting.
- Guests may be heard, but only on recognition of the presiding officer.
- Agenda
 - Minutes
 - Treasurer Report
 - Committee Reports
 - Old Business
 - New Business
 - Announcements
 - Adjournment

WELLS COUNTY MHA BELL AWARD RECIPIENTS

2005 Gwen Payne
2006 Rena Soper
2007 Paul and Nancy Bonham
2008 Melba Cole



Section 3. Meetings, Notification

Annual Meeting. There shall be an annual meeting of the membership of the Association each year, to be held at a time and place to be determined by the Board of Directors. Notice of the meeting shall be published not less than 30 days prior to the date of the meeting.

Section 4. Voting Privileges

Each individual member is entitled to one vote. A group or corporate member is entitled upon its request to one voting delegate whose name must be certified to the Secretary of the Association for the membership year.

Section 5. Quorum

A quorum of the membership shall be 12 members.

ARTICLE IV BOARD OF DIRECTORS

Section 1. Eligibility

The Board of Directors shall be elected from among the individual members of the Association.

No more than one-third of the members of the Board shall be engaged professionally in the mental health field.

No person whose employment or other commitments create a conflict of interest with the mission of the Mental Health Association in Wells County shall be eligible to serve as a member of the Board of Directors.

Section 2. Number of Members/Term of Office

The Board shall consist of at least 12 and not more than 15 directors, 1/3 of whom shall be elected by the members at each annual membership meeting to serve for a period of three years. They may be re-elected

In addition to the Board of directors, an affiliated organization may be represented on the Board by a person selected by said organization for a term determined by the Board of Directors of the Mental Health Association.

If any director fails to attend three consecutive meetings, he/she shall be dropped from the Board

Section 3. Vacancies

Interim vacancies on the Board may be filled by the Board until the next annual meeting of the Association, at which time the membership shall elect additional directors to fill the un-expired terms.

Section 4. Duties of the Board of Directors shall be:

- To determine the policies of the county association between membership meetings;
- To conduct the business of the Association between membership meetings;
- To elect two other members of the Board to serve with the Board members on the Nominating Committee;
- To fill vacancies occurring with the Board or Executive committee until the next annual meeting;
- To approve the appointments of the President for standing committees;
- To employ the Executive Director, set his/her salary, define duties, and supervise activities of the Executive Director;
- To report to the members at each meeting of the general membership and make an annual report to the members at the annual membership meeting;
- To approve an annual budget;
- To elect a delegate and an alternate delegate to the membership meetings of the Mental Health Association in Indiana, Inc., in order to meet the requirements of the bylaws of the Association in this respect;
- To implement the policies, practices, and program established by the State Association; and,
- To outline the goals and activities of the Association for the year ahead and establish the timing of the programs.

Section 5. Meetings

- Regular meetings. The Board of Directors shall meet in regular session no less than 4 times a year.
- Special Meetings. Special meetings of the Board of Directors may be called by the President and shall be called upon written request to the Secretary made by any four members of the Executive Committee or by at least ½ of the members of the Board.
- Notification. Notification of regular and special meetings of the Board shall be sent not less than 8 days prior to the meeting. The purpose of special meetings is to be stated in the call.

Section 6. Quorum

A quorum shall consist of 5 of the total number of current board members.

**ARTICLE V
OFFICERS**

Section 1. Number

Officers shall consist of a President, Vice-President, Secretary, and Treasurer. The slate of officers will be prepared by the Nominating Committee and presented for approval at the Annual Meeting.

Section 2. Term of Office

The President will serve for two years and shall be eligible for re-election once.
Other officers shall serve for two years and are eligible for re-election without limitation.

**ARTICLE X
DISSOLUTION**

In the event that this chapter shall be dissolved, the net assets – including the name of this chapter – shall be conveyed to the Mental Health Association of Indiana, Inc., provided that it continues to be qualified with the Collector of Internal Revenue under Section 501(3)c of the Internal Revenue Code, to be held in trust. The trust shall end with the transfer of the name and other assets to a new, fully qualified chapter serving this county, which shall use them in programs and activities for the benefit of the citizens of the county.

**ARTICLE XI
EXECUTIVE DIRECTOR**

The executive Director shall administer the program and policies as established by the Association and the Board of Directors.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern all proceedings of this Association not provided for in these bylaws.

**ARTICLE XIII
AMENDMENTS**

These by-laws may be amended by a majority vote of members voting at any annual or called meeting of the membership (quorum being present) provided the members are notified of such proposed amendment changes not less than 10 days in advance of the meeting.

**ARTICLE XIV
NONDISCRIMINATION STATEMENT**

The Mental Health Association of Wells County believes that full human rights for everyone benefit all citizens. The members, officers, directors, committee members, employees, and persons served by this Association shall be selected entirely on a nondiscriminatory basis with respect to residence, age, sex, race, religion, national origin, sexual orientation, and any other legally protected status.

Section 5. Standing Membership-at-Large Committees – Duties:

Gift Lift Committee will be responsible for providing gifts and/or money for gifts for Logansport State Hospital, nursing homes within Wells County, and County Home.

Education Committee shall be responsible for recommending educational programs including public lectures, publications, professional training programs, and special events, which will contribute to the education, both of the general public and of special groups within the county. The committee shall make suggestions to and cooperate with the committee on Education and Public Relations of the State Association.

Public Policy/Advocacy Committee shall be responsible for implementing the legislation program of the State Association. It shall give special study to bills applying to this county and report to the Board when necessary. The committee shall make recommendations to the committee on Legislation and State Relations of the State Association concerning needed or proposed legislation. The committee shall be responsible for working with the legislative representatives of the county to obtain their understanding and cooperation with the State Association approved legislative program. The members of this committee should respond to the State Legislative alerts supporting the State goals and priorities concerning pending legislation.

Widow to Widow Committee

Section 6. Other Committees

The President of the Board of Directors or Executive Committee may appoint additional committees for terms of office and purposes to be designated. These committees shall not have functions that are designated for the Standing Board or Membership-at-Large committees.

ARTICLE IX FISCAL POLICIES

Section 1. Fiscal Year:

The fiscal year shall be from January 1 to December 31 of each year.

Section 2. Budget

An annual budget shall be prepared by the Budget Committee covering the next succeeding fiscal year. It must be reviewed by the Executive Committee and submitted to the Board of Directors for approval before the beginning of the fiscal year.

Section 3. Funds

All monies shall be deposited in the name of the Association. All checks issued by the Association shall be signed by the Treasurer.

Section 4. Bond

The Treasurer and staff members shall be bonded by the Mental Health Association in Indiana.

Section 3. Duties

The President shall:

Preside at all meetings of the Association, the Board of Directors, and the Executive Committee;
 Appoint all standing committees and chairmen and special committees, subject to the approval of the Board of Directors;
 Be an ex-officio member of all committees except the Nominating Committee; and,
 Work for the accomplishment of the mission of the Association.

The Vice-President shall preside in the absence of the President and perform other duties at the request of the President.

The Secretary shall:

See that a list of members of the Association is maintained and updated;
 Record the minutes of proceedings of the Association, the Board of Directors, and the Executive Committee and have custody of the official minutes book;
 Cause copies of the minutes of meetings of the Executive Committee and of meetings of the Board of directors to be sent to their respective members with the notice of the next meeting.
 Maintain an updated copy of the by-laws;
 Have notices of all membership, Board, and Executive Committee meetings sent in accordance with notification requirements; and,
 Perform all other duties usually pertaining to the office.

The Treasurer shall

Keep an accurate record of receipts and disbursements of the funds of the Association;
 Disburse funds, except for mandatory bills, only upon authorization by the Executive Committee or the Board of Directors;
 Submit a financial statement to the Board of Directors at each regular meeting;
 Send a copy of the Treasurer's Report to the United Fund at designated times;
 Submit an annual financial statement to the Board of Directors and the State Association to meet their designated deadlines, and provide an audited statement in a timely manner;
 and,
 Be bonded by the Mental Health Association of Indiana.

Section 4. Transfer

Each officer shall transfer all official records of the office to his/her successor within ten days following the election of his/her successor.

Section 5. Vacancies

If a vacancy occurs in the office of the President, the Vice-President shall become President. If a vacancy occurs in the offices of Vice-President, Secretary, or Treasurer, the Board shall elect a replacement for the office for the balance of the year from among the members of the Board.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. Composition

The Board of Directors shall be the Executive Committee.

Section 2. Duties of the Executive Committee

The Executive Committee shall conduct an annual performance review of the Executive Director prior to budget considerations.

Section 3. Meetings

Meetings may be called by the President, or shall be called by the Secretary of the Association upon written request of four members of the committee.

At least 24 hours notice shall be given in the case of emergency meetings, otherwise at least 5 days. Notices of special meetings shall state the reason for the meeting.

Section 4. Quorum

A quorum shall consist of 5 members of the committee.

ARTICLE VII ELECTIONS

Section 1. Nominating Committee

The Nominating Committee shall be elected by the Board of Directors of whom not more than 2 shall be Board members.

The Nominating Committee shall be elected by the Board of Directors at least 4 weeks before the annual meeting, and shall serve until the committee presents its report at the annual membership meeting. The duties of the Nominating Committee shall be:

To submit a slate to the membership at the annual meeting, consisting of one or more candidates for each 3-year directorship to be filled on the Board of Directors.

If necessary by reasons of vacancy, to submit another slate to the membership at the annual meeting, consisting of one candidate for each of the vacancies to be filled on the Board of Directors, and to designate for each candidate the length of the unexpired term he/she will serve if elected;

Section 2. Other Nominations

Additional nominations for the Board of Directors or officers may be made from the floor provided the nominee consents to serve.

Section 3. Voting

Voting for Directors shall be by separate ballot for groups (i.) and (ii.) described in Article VII, Section 1 (C) with candidates receiving the largest number of votes being elected in each case; except that if only one candidate for each directorship is nominated, voting by individual ballot may be dispensed with and a motion may be made to instruct the Secretary to cast a unanimous ballot for the entire slate.

Voting for officers shall be by ballot, except if only one candidate for each office is nominated. Then, a motion may be made to instruct the Secretary to cast a unanimous ballot for the entire slate.

ARTICLE VIII COMMITTEES

Section 1. Standing Board Committees shall be:

1. Annual Meeting/Volunteer Recognition
2. Budget
3. Executive
4. Membership/Nominating

Section 2. Standing Committees of the Membership-at-Large (when needed):

1. Education
2. Widow-to-Widow
3. Gift Lift
4. Public Policy/Advocacy

Section 3. Standing Committees – Composition and Powers:

The members of the Standing Committees shall be appointed by the President of the Board of Directors with the help of the Executive Director. The appointments are subject to the approval of the Board of Directors.

Each Standing Committee shall consist of not fewer than 3 members of which at least one member shall be a member of the Board of Directors when possible.

Each Standing Committee shall present to the Board of Directors for approval an outline of activities and programs for the succeeding year at an appropriate time.

Section 4. Standing Board Committees – Duties:

Annual Meeting/Volunteer Recognition Committee shall plan and execute the annual meeting for the entire membership. In addition, the committee will plan and execute an annual volunteer recognition program to recognize mental health volunteers in Wells County.

Budget Committee shall evaluate the financial structure of the Association, the income and expenditures of previous years, and prepare and submit to the Executive Committee and/or Board of Directors prior to their March Meeting, a budget for the ensuing fiscal year, based on anticipated income and the adopted policies of the Association. This budget must be formulated prior to the due date of the request from the United Fund.

Membership Committee may conduct an annual recruitment for members who will carry out the work of the Association.