

BYLAWS OF LONG TERM EDUCATORS

ARTICLE I-NAME

The association shall be referred to as “Long Term Care Educators’ Association” (and sometimes as “The Association of Long Term Care Educators”, LTCEA, or “The Association”)

ARTICLE II-PURPOSE AND OBJECTIVES

Purpose: To provide a means for healthcare educators to network, share resources and improve the quality of care in long term care facilities through education

The objectives of the Long Term Care Educators’ Association shall be to:

1. Identify and develop resources for the Long Term Care Educator
2. Share teaching methods effective for adult learners (in LTC)
3. Promote education, research, and advocacy for residents, families, and caregivers in long term care.
4. Review legislative changes at the State and Federal level that affect long term care.
5. Provide educational opportunities by providing monthly speakers

ARTICLE III-MEMBERS

Section 1. Members of the Association (“members”) are those persons involved in long term care education.

Section 2. Associate Members (“Associate Members”) are representatives from the long term care industry interested in long-term care education. Associate Members shall not have voting privileges or be eligible for elected office.

Section 3. The annual (January-December) dues shall be fifteen dollars (\$15.00) per calendar year after January 1st of each year. Members whose dues are not paid in three months thereafter shall automatically be dropped from membership in the Association on April 1st.

ARTICLE IV-OFFICERS

Section 1. Elected Officers shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and a Treasurer.

Appointed Officers shall include Merchandise Coordinator and Resource Coordinator.

These officers shall perform the duties prescribed by these bylaws and by the Association. Every officer shall be a member of the Board of Directors.

Section 2. The officers shall be elected by ballot by the members of the Association to serve for two (2) years or until their successors are elected. Their term of office shall begin in January after the election held at the annual meeting in November.

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Section 3. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President shall perform those duties prescribed by the parliamentary authority adopted by the Association. The President shall be an ex-officio member of all committees, except for the Nominating Committee.

The President shall participate as a member of the Board of Directors for no less than one year after his/her term expires.

Section 2. The First Vice-President shall serve as the presiding officer of the Association in the event the President is absent from a regular meeting. He/she shall automatically assume the office of President for the remainder of the term should the office be vacated.

The First Vice-President shall chair the Program Committee, send to members notices of each meeting, and submit all required documentation to obtain CEUs for programs.

The First Vice-President will oversee the organization and presentation of the Fall Festival of Learning.

Section 3. The Second Vice-President shall serve as the presiding officer of the Association in the event the President and First Vice-President are absent from a regular meeting. The Second Vice-President shall automatically assume the office of First Vice-President for the remainder of the term should that office be vacated.

The Second Vice-President shall serve as the Chair of the Publicity Committee and the Historian.

Section 4. The Recording Secretary shall serve as the recording officer of the Association and the custodian of its records, including meeting attendance, as prescribed by the parliamentary authority adopted by the Association and these bylaws.

Section 5. The Corresponding Secretary shall serve to conduct the general correspondence of the Association (providing thank you notes, sympathy cards, notices to facilities, sponsors, members) and follow up with new members and members who have not been in attendance for several meetings, etc. The Corresponding Secretary shall be the Chair of the Membership Committee.

Section 6. The Treasurer shall be entrusted with custody of the funds of the Association as prescribed by the parliamentary authority adopted by the Association. The Treasurer shall collect dues, pay bills, maintain a ledger of current members and maintain and publish an updated Membership Directory at least annually.

The Treasurer shall provide a report at each monthly meeting as requested by the President and shall make a full financial report to the members at the “annual meeting” in November of each year.

The Treasurer shall be the Chair of the Finance Committee and coordinate all purchases.

Any officer who is unable to fulfill the duties of the position may be relieved of the office by decision of the Board of Directors, who will then appoint a replacement to serve until the next scheduled election.

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ARTICE VI- APPOINTED OFFICE

Section 1. A Merchandise Coordinator, Resource Coordinator, and Website Coordinator shall be appointed offices for a term of at least two (2) years with no limited term.

Section 2. The duties of the **Merchandise Coordinator** will include purchasing, marketing, distributing, cataloging and inventorying promotional items. Items will be purchased only after approval by the Association or the Board of Directors.

Section 3. The duties of the **Resource Coordinator** will include purchasing, marketing, distributing, cataloging and inventorying educational materials; maintain an inventory log of educational materials available and report to membership for recommendations of educational materials for purchase. Such purchases will be authorized by the members of the Association.

Section 4. The duties of the **Website Coordinator** will be to coordinate all the information on the Long Term Care Educators' website.

ARTICLE VII- BOARD OF DIRECTORS AND COMMITTEES

Section 1. The President shall appoint committee members unless otherwise directed by these bylaws. The committee members shall elect the committee chair, unless otherwise directed by these bylaws. Committees may include members of the Board of Directors.

The Board of Directors shall consist of all elected and appointed officers.

Committee chairs shall submit a report of committee activities at each regular meeting of the Association.

Section 2. The Program Committee shall recommend speakers and programs for all regular meetings in order to further the Purpose and Objectives of the Association. The Program Committee will also assist to plan the Fall Festival of Learning. The Chair of this committee shall be the First Vice-President.

Section 3. The Finance Committee shall make recommendations regarding the financial direction of the Association. The Finance Committee shall review the annual financial report of the Treasurer and assist in this preparation. The Finance Committee shall meet at least annually. The Chair of this committee shall be the Treasurer.

Section 4. The **Publicity Committee** shall promote the Purpose and Objectives of the Association. The Chair of the committee shall be the Second Vice-President.

Section 5. The Membership Committee shall recruit members for the Association. The Chair for this committee shall be the Corresponding Secretary.

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ARTICLE VIII- MEETINGS

Section 1. The regular meetings of the Association shall be held on the second Friday of each month, unless otherwise ordered by the Members.

Section 2. The regular meeting in the month of November shall be known as the annual meeting of the Association and shall be for the purpose of electing officers (when terms are expired), receiving reports from the officers and committees of the Association and for any other business that may arise.

Section 3. Special meetings may be called by the President or by written request of ten (10) members of the Association. The purpose of the special meeting shall be stated in the call and a minimum of five (5) day's notice shall be given.

ARTICLE IX- ELECTIONS

Section 1. When officers terms are expiring, a Nominating Committee will be formed.

At the September meeting prior to the "annual meeting" in November, a Nominating Committee shall volunteer from the Association.

Section 2. It shall be the duty of the committee to nominate candidates for the offices to be filled at the election at the November" annual meeting'.

It will be the responsibility of the Nominating Committee to determine that all candidates are members in good standing prior to being placed on the ballot.

Section 3. In the event of a tie vote, the President will cast his/her vote to break the tie.

ARTICLE X=PARLIAMENTARY AUTHORITY

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XI- AMENDMENTS OF BYLAWS

These bylaws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of Members present provided the proposed amendment has been submitted in writing at least thirty (30) days prior to the start of the regular meeting. In no event, however, shall any such amendment authorize activities not to be carried on by a corporation exempt from federal taxation under Section 501 (3) of the Internal Revenue Code or (ii) by a corporation to which contributions are deductible under Section 170 (2) of the Internal Revenue Code.

Approved February 11, 2011
Prior Revision June 10, 2005