

NATIONAL ALLIANCE ON MENTAL ILLNESS, (NAMI)
KOKOMO, INDIANA, INC.

PREAMBLE

The name of this organization shall be “NAMI Kokomo, Indiana, Inc.” an affiliate of the National Alliance on Mental Illness and herein and after referred to as the Alliance.

Our Mission: To recognize that the key concepts of recovery, resiliency and support are essential to improving the wellness and quality of life of all persons affected by mental illness. Mental illnesses should not be an obstacle to a full and meaningful life for persons who live with them.

- The purposes of the Alliance on mental illness of Kokomo shall be to:
- Provide mutual support to family members and consumers through education and dissemination of group experience.
- Serve as an information collection and dissemination center of information about mental illness.
- Foster public education.
- Develop coping skills for families and consumers.
- Advocate.
- Aid community support services.

BY LAWS

ARTICLE I

MEMBERSHIP

Section 1

- a. Shall be open to all persons sympathetic to the purposes of the Alliance.
- b. Membership may be obtained upon application and payment of dues or waiver thereof, for the current year.
- c. Membership may be on either an individual or family basis. A family membership shall entitle up to two family members to hold office and to vote.
- d. Associate memberships are available to organizations and corporations without voting privileges.
- e. A member in good standing is one whose dues have either been paid or waived.
- f. Members shall be eligible to hold office and to vote (but only in person) on all questions at general membership meetings.

- g. Control of this alliance shall rest with the membership. Any action of the advisory board shall be subject to review by the membership on request of any member at a regular membership meeting or at a special meeting called for that purpose. An action of the advisory board may be altered or rescinded by a two-thirds vote of the membership present at a regular membership meeting.

ARTICLE II

MEETINGS

- Section 1 Regular meetings of the membership shall be held each month on the first Tuesday, unless the Advisory Board shall determine otherwise.
- a. Dates/times/location of the general membership meetings will be posted on the website.
 - b. No less than eight meetings shall be held in any one fiscal year.
- Section 2 The business meeting in October shall be designated as the Annual Meeting for the election of officers.
- Section 3 A quorum is defined as being no less than five (5) members attending any such meeting. Two Advisory Board Members must be included in attendance.
- Section 4 Special meetings of the members may be called by the Affiliate Leader, the Advisory Board or upon written request to the Affiliate Leader signed by five (5) or more members. Members shall be notified by mail 5 days in advance of a special meeting.
- Section 5 The Advisory Board will meet every other month, additional meetings can be called by the Affiliate Leader if Alliance business is necessary.

ARTICLE III

ADVISORY BOARD

- Section 1 The Advisory Board of the Alliance shall include:
- a. Affiliate Leader
 - b. Co-Affiliate Leader
 - c. Secretary
 - d. Treasurer
 - e. 2 Consumers
 - f. 2 Community at Large members
 - g. 2 Family members
 - h. the past Affiliate Leader
- Section 2 Duties
- a. The Advisory Board will recommend/change policy pending the approval of the full membership.
 - b. The Advisory Board will be responsible for the administration of projects approved by the membership.

Section 3 Terms of Office:

- a. The regular term of office of the advisory board members shall be for two years.
- b. All vacancies in the elective positions, except that of the Affiliate Leader, shall be filled for the remainder of the term by persons appointed by the Affiliate Leader.
- c. Advisory Board members can serve two consecutive terms, four years total. Following a year's absence the member may then serve additional terms.

Section 4 Duties of Officers:

- a. The Affiliate Leader shall preside at all meetings of the organization. The Affiliate Leader shall appoint the chairpersons and members of all committees with the approval of the Advisory Board and supervise directly or indirectly their work, except the Nominating Committee. The Affiliate Leader shall act as the executive officer of the organization.
- b. The Co-Affiliate Leader shall succeed to the Affiliate Leader in case of a vacancy in that office and shall perform the duties of the Affiliate Leader in his/her absence or disability. The Co-Affiliate Leader shall undertake such other responsibilities as the Affiliate Leader shall assign.
- c. The Secretary shall handle the correspondence of the organization and maintain a record of the proceedings of all meetings of the membership and Advisory Board. The Secretary shall be custodian of all records of the organization other than financial records. The Secretary, as part of the membership records, will maintain a listing of the members in good standing. The Secretary will supply all required State and National Organization reports.
- d. The Treasurer shall receive all revenues of the organization and shall have the responsibility to maintain a complete and accurate account of all funds received and disbursed. The Treasurer shall deposit or arrange for the deposit and disbursement of all such funds. The Treasurer may be bonded at the discretion of the Advisory Board. The Treasurer shall present an annual report to the membership at the end of the fiscal year listing all receipts and disbursements by budget categories. The Treasurer will supply quarterly financial reports to the Advisory Board.
 - (i) The Alliance finances will be administered through a checking account. The Affiliate Leader, Co-Affiliate Leader and the Treasurer can sign for disbursements.
 - (ii) All disbursements checks will include two signatures from the designated signers.
- e. The fiscal year is defined as January 1 – December 31.

ARTICLE IV

COMMITTEES

Section 1 Nominating Committee:

- a. There shall be a Nominating Committee composed of three (3) members, of which at least one shall be a past president, appointed by the President.
- b. The Nominating Committee shall prepare a slate of candidates for election as officers and shall secure the consent of its nominees to serve if elected.
- c. Nominations shall be permitted from the floor. All nominees, whether nominated by the committee or from the floor, shall be members in good standing (Article I, Section 1 e) who have given consent to the nomination.
 - i. Nominees will be taken from the floor will be taken at the September general membership meeting.

Section 2 Standing Committees

- a. Special committees may be provided for by the Advisory Board as the need arises.
- b. The Affiliate Leader shall make all appointments to such committees.
- c. Actions of all committees shall be approved by the Advisory Board.

ARTICLE V

PARLIAMENTARY AUTHORITY

Section 1 A current edition of Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with this constitution and by-laws.

ARTICLE VI

DUES

Section 1 The dues of the Alliance shall be established annually by the Advisory Board with the approval of two-thirds (2/3) of the members present at the October meeting, with such annual dues payable to the Alliance.

Section 2 Upon payment of dues, the amount required by NAMI and NAMI Indiana to pay for annual membership and newsletters shall be remitted to them.

Section 3 Additional meeting dues may be assessed in an amount as recommended by the Advisory Board and approved by a two-thirds (2/3) vote of the membership in attendance.

Section 4 Dues may be waived by the Affiliate Leader after consultation with the prospective member.

