

# CENTRAL COAST PARKINSON ASSOCIATION

## Bylaws

P.O. Box 3812

San Luis Obispo, CA 93403

### ARTICLE I – NAME

1. The name of the organization shall be **CENTRAL COAST PARKINSON ASSOCIATION**, hereafter referred to as **CCPA**.

### ARTICLE II – OFFICES

1. The principal offices for the transaction of business and administration of programs shall be in San Luis Obispo County, State of California.
2. Location of said offices shall be designated by the **Board of Directors**, hereafter referred to as **BOD**.
3. Support Groups may be formed in appropriate geographical areas to carry out the organization's purposes under the direction of the **BOD**.

### ARTICLE III – PURPOSES

1. Develop and implement programs and activities for the benefit of people with Parkinson's Disease, their families and care givers so they may continue to be part of the mainstream community.
2. Provide educational programs to the general public and to provide assistance to the Parkinson individual.
3. Promote the on-going exchange of information with outside health care professionals to include our current Advisory Board members, adding new ones when and where appropriate.
4. Promote the on-going budgeting of monetary donations and donations in other forms to other non-profits under the direction of the **BOD**.
5. Encourage and support Parkinson research.

### ARTICLE IV – MEMBERSHIP

1. **CCPA** membership dues will be set by the **BOD** and are subject to change. Any person who pays the **CCPA** membership dues annually and agrees to our Articles of Incorporation, these Bylaws, and the Rules and Regulations as adopted by the **BOD**, is eligible for membership in **CCPA** and shall be a regular voting member.

## ARTICLE V – MEETING OF MEMBERS

1. All meetings shall be held in San Luis Obispo County, State of California or at such place as designated by the **BOD**, including ZOOM meetings when and where needed and ordered by the **BOD**.
2. The Annual General Membership meeting for the election of the **BOD** plus any other necessary business shall be held on a date and time as set by the **BOD**, but not later than March 31<sup>st</sup> of each year.
3. Special membership meetings for specific purposes and/or transacting other business may be called at the discretion of the **BOD** or by **NOT LESS THAN (15%)** of the voting Membership that includes the **BOD**.
4. Notice for the **Annual Meeting of CCPA** shall be mailed to all Members not less than fifteen (15) days prior to said meeting. Notices shall be accompanied by an agenda of said meeting and posted on the CCPA's website. Said agenda shall state the date, time and place of said meeting to include all matters to be brought before the Annual Meeting.
5. A minimum of **(15%)** of the paid membership shall constitute a quorum for regular or special meetings. If a meeting is adjourned due to a lack of a quorum, the meeting must be reconvened pursuant to procedures set forth previously.
6. All voting shall be based on one (1) vote per member in attendance at **ANY CCPA** meeting. Proxy voting is not permitted.

## ARTICLE VI – BOARD OF DIRECTORS

1. **CCPA** shall have a minimum nine (9) **BOD**. Five (5) of which will be designated as *President, Vice President, Secretary, Treasurer and Immediate Past President*. They shall perform the duties ordinarily ascribed to such Director position and any other duties as directed by the **BOD**.
2. Each member of the **BOD** of **CCPA** must be reaffirmed each year at the Annual Membership meeting.
3. Each member of the **BOD** retains the right to resign their position at anytime and for any reason with written notice to the **CCPA / BOD**.
4. Each member of the **BOD** will be elected for a term of two (2) years and be limited to two (2) consecutive terms. **HOWEVER, WITH ANY SUCH BOD MEMBER, THE BOD RESERVES THE RIGHT TO EXTEND IN 2-YEAR INCREMENTS ANY SUCH TERM BEYOND THE FOUR-YEAR RULE AS PREVIOUSLY STATED.**

5. Each Member of the **BOD** shall serve without compensation. They may be reimbursed for reasonable and necessary expenses incurred in conjunction with the business of the **CCPA**.
6. Regular meetings of the **BOD** shall be held on a date, time and place as prescribed by the **BOD**,
7. The **President** may call for special meetings, or if unable to be present or function, special meetings may be called by the **Vice President**,
8. Notice of **BOD** meetings will be given in the same manner as notice of annual membership meetings,
9. A quorum of the **BOD** shall be a minimum of five (5) members of the **BOD**.

## **ARTICLE VII – COMMITTEES**

1. **Committee Formation:** The **BOD** may create *ad hoc* committees and advisory positions as needed. Standing committees shall include, but are not limited to: **Executive Committee, Nominating Committee, Bylaws Committee, Fund-Raising Committee, Communications Committee, Education Committee and Board Advisory Committee**. The Board President appoints all committee chairs.
  - a. **Executive Committee:** The five officers serve as the members of the Executive Committee, except for the power to amend the Bylaws. The Executive Committee shall have all the powers and authority of the **BOD** in the intervals between meetings of the **BOD** and is subject to the direction and control of the full **BOD**. A quorum of the Executive Committee shall be 75% of the full **BOD**.
  - b. **Nominating Committee:** Prior to annual Membership meeting, **BOD** President and one Board Member confirms the desire of other **BOD** members to continue to serve on BOD. As **BOD** attrition occurs, committee members recruit new individuals who wish to serve on the **BOD**. A vote to confirm those individuals as BOD members is taken at annual membership meeting or at a monthly **BOD** meeting.
  - c. **Bylaws Committee:** Chaired by the **BOD** President, responsible for recommendations of additions, deletions to the existing CCPA Bylaws. Any such additions, deletions to the CCPA Bylaws must have CCPA **BOD** approval.
  - d. **Fund-Raising Committee:** Responsible for continuous interaction with the Central Coast Follies, our largest fund-raising project, locating and securing other funding sources and grant opportunities to include coordinating fund raising events to include the Central Coast Follies.

- e. **Communications Committee**: Responsible for all interaction with the website designer including all additions, changes and deletions of information on our website. Ensure that upcoming CCPA events are made available to the media, shared on Facebook and/or emailed to Members. Our CCPA website, [www.myc CPA.org](http://www.myc CPA.org), is to be the primary source of information to our Parkinson's community in San Luis Obispo and northern Santa Barbara counties.
  - f. **Education Committee**: Responsible for the distribution of educational and informational material pertinent to the Parkinson's community. When possible, educational material is to be made available on the CCPA website. Plan and coordinate all special educational events which benefit our Parkinson's community.
  - g. **Board Advisory Committee**: It is the intent of our BOD to limit the Board Advisory Committee members to those Health Care Professionals that specialize in Parkinson-related issues such as a General Neurologist, Movement Disorder Specialist, Physical Therapist, Speech Therapist, Occupational Therapist, or other non-medical individuals that specialize in Parkinson's Disease. Individuals serving on the Board Advisory Committee are not required to attend monthly BOD meetings, but are encouraged to share any new or appropriate information relating to Parkinson's Disease with our BOD. **NOTE**: All CCPA Board Advisory Committee positions are **NON VOTING** members of the BOD.
2. **Support Group Liaison**: Act as the primary **BOD** contact for Support Group Leaders, assisting them with meeting content and providing guidance. Ensure that updates regarding changes to support group meeting times or places and meeting content are communicated directly to website designer for immediate update to the CCPA website.
  3. The **BOD**, in their sole discretion, may appoint special committees as needed. These committees shall be chaired by a member of the **BOD**.

## **ARTICLE VIII – RECORDS AND REPORTS**

1. All **CCPA** records and reports shall be kept at its principal office as designated by the **BOD**.
2. The **CCPA** records are the Books of Minutes, Books of Banking Accounts, Articles of Incorporation, and Bylaws.
3. At the end of each calendar year the **BOD** shall cause an annual report to be prepared following Best Practices. It shall contain a report of receipts and disbursements, a balance sheet and the budget of projected revenues and expenditures for the coming year.

4. The calendar / fiscal year shall be from January 1<sup>st</sup> thru December 31<sup>st</sup> of each year.

## **ARTICLE IX – AMENDMENT OF BYLAWS**

1. These Bylaws may be altered, amended, or repealed by a majority vote of the **BOD**, except that amendments to any provision materially affecting member's voting rights and meetings shall be ratified by a majority vote of a quorum of members present at a meeting called for such purposes.
2. These amended and restated Bylaws shall become effective immediately following their adoption by the **BOD** and shall, in their entirety, replace any current Bylaws.