

**BY-LAWS OF THE MENTAL HEALTH AUTHORITY CHAPTER  
GOVERNMENT ADMINISTRATORS ASSOCIATION  
AS APPROVED EXECUTIVE BOARD OCTOBER 8, 2013**

**ARTICLE I – NAME**

The name of this organization shall be the MENTAL HEALTH AUTHORITY CHAPTER of the GOVERNMENT ADMINISTRATORS ASSOCIATION (GAA), hereinafter referred to as the Chapter.

**ARTICLE II – PURPOSE**

The purpose of this Chapter is to foster the best interests and welfare of its members and to support the objectives of the GAA.

**ARTICLE III – MEMBERSHIP**

Section 1. All members of the GAA employed by the Detroit-Wayne County Mental Health Authority, except those assigned by the GAA Executive Board to another Chapter, shall comprise the membership of the Chapter.

Section 2. Each member shall faithfully observe the By-Laws of this Chapter and loyally support the due and proper determinations of the majority of its membership.

**ARTICLE IV – MEETINGS**

Section 1. Regular meetings of the Chapter membership shall be held at least twice a year. At least seven (7) days notice, which shall include the agenda, must be given prior to a Chapter membership meeting.

Fifteen (15) members in good standing shall be required for a quorum.

Section 2. A special meeting may be called by a majority vote of the Board of Directors or ten percent (10%) of the membership in good standing may request a special meeting by filing a written request with the Chapter President. This request shall set forth a date for the meeting, which shall be no sooner than ten (10) days subsequent to the date of filing, and not within ten (10) days of a scheduled meeting. The President shall then issue the call to the membership.

Section 3. Meetings shall be conducted according to Robert's Rules of Order Revised.

Section 4. A motion shall be adopted by a simple majority of those present and voting at a meeting at which a quorum is present.

**ARTICLE V – GOVERNMENT**

Section 1. The officers of the Chapter shall be:

President  
Vice-President  
Secretary

Section 2. The Board of Directors shall consist of the above officers plus any Chapter representatives who are members of the GAA Executive Board, provided, however, no more than two (2) members may be elected from the same departmental division.

Section 3. Eligibility for office and the Board shall be open to all who have been members of this Chapter for at least one (1) year, except that in the year 2013 all members transferred to the Authority October 1, 2013 shall be eligible for office provided they have been members of the General Fund Chapter for at least one (1) year.

Section 4. GAA officers shall be ineligible for Chapter Office or Board position.

Section 5. The Board of Directors shall hold office for two (2) years, commencing on January 1<sup>st</sup> following the election and ending on December 31<sup>st</sup>.

Section 6. The first election for Chapter officers will be held within 60 days after approval of the by-laws by the GAA Executive Board. Thereafter, elections will take place every odd numbered year.

#### **ARTICLE VI – Nominations**

Section 1. The President, with the approval of the Board, shall by October 30 of odd numbered years appoint a nominating committee of three (3) members.

Section 2. Nominations of Officers and any representatives on the GAA Executive Board to which the Chapter is entitled shall be presented at a regular Chapter meeting, which must precede the date of election by at least ten (10) days.

Section 3. Additional nominations shall be solicited from the floor at the meeting at which the nominations are received. Members may be nominated in their absence but must accept the nomination within two (2) days.

Section 4. The Nominating Committee shall present one or more candidates for each Office and Board position.

#### **ARTICLE VII – ELECTIONS**

Section 1. The day of the election shall be within thirty (30) days following the membership meeting at which nominations are presented.

Section 2. The Chapter President with the approval of the Board shall appoint an Election Committee of three (3) members, who shall supervise and conduct the election.

Section 3. No candidate for office may serve on the Election or Nominating Committees.

Section 4. Elections shall be held in accordance with the policies and procedures established by the GAA Executive Board.

Section 5. Vacancies in Chapter Offices or Directors may be filled temporarily by the Board. A replacement election by vote of the membership shall take place as soon as practical in accordance with GAA election policies and procedures.

#### **ARTICLE VIII – DUTIES OF THE OFFICERS**

Section 1. The President shall:

1. Preside at all meetings of the Board and all regular and special meetings of the Chapter.
2. Be an ex-officio member of all committees.
3. Execute the laws and orders of the Chapter.
4. Appoint Area Representatives and all committees, with the approval of the Board.
5. Serve on the GAA Executive Board.

Section 2. The Vice-President shall:

1. Preside at all meetings and perform the President's duties in case of the President's absence or inability to serve.
2. Assist in such ways as may be requested by the President.

Section 3. The Secretary through the GAA office shall:

1. Send notification of meetings.
2. Record minutes of the Chapter Board and Membership meetings and all such meetings and present them on call by the Chapter Board.
3. Maintain all Chapter correspondence, documents and records.

#### **ARTICLE IX – DUTIES OF THE BOARD OF DIRECTORS**

Section 1. The Board of Directors shall:

1. Be the governing body of the Chapter when the Chapter is not itself in session.
2. Be the administrative body of the Chapter.
3. Decide all matters affecting policies, aims, and means of accomplishing the purpose of the Chapter not specifically provided for in these By-Laws or reserved for action by the membership.
4. Meet at the call of the President.
5. Fill vacancies, which may occur among the Officers or Board until replacements are elected as specified in Article VII, Section 5.

6. Ratify or reject appointments to committees.

Section 2. The Board shall meet quarterly. At least three (3) days notice, which shall include the Agenda, shall be given to Board members.

A majority of Board members must be present to constitute a quorum.

Section 3. Meetings shall be conducted according to Robert's Rules of Order Revised.

#### **ARTICLE X – REVENUE**

Section 1. Chapter revenue shall be from funds as provided by the GAA to the Chapter.

#### **ARTICLE X1 – AMENDMENTS**

Section 1. Amendments to these By-Laws may be proposed by:

1. A petition signed by at least fifteen (15) members and approved by the Board of Directors, or
2. a resolution of the Board of Directors.

Section 2. The By-Laws, or any part thereof, may be repealed or otherwise amended by a two-thirds (2/3) vote of the members present at a meeting, provided that the members shall have been given ten (10) days written notice of the proposed amendments.

Section 3. Amendments, as adopted in Section 2 above, shall not become effective unless approved by the GAA Executive Board.

#### **ARTICLE XII – ENABLING CLAUSE**

Section 1. These By-Laws shall be effective immediately following its adoption by the Chapter membership and approval of the GAA Executive Board.

Section 2. Should any provisions of these By-Laws be in conflict with the GAA Constitution, the latter shall take precedence.