**SAMPLE CHAPTER BYLAWS MEMBERSHIP SECTION LANGUAGE**

**ILLINOIS**

**Article III – Membership**

The Children’s Advocacy Centers of Illinois membership is made up of Accredited, Associate, and Developing Members.

Section 1 Accredited Member Centers

Accredited Members must meet membership criteria as established and published by the CACI. The Standards and Membership Committee shall determine whether an organization is eligible to be an Accredited Member subject to approval of the Board of Directors. All Accredited Members must be a private, non-profit organization as described in Section 501(c)3 of the IRS code of 1986, or a government-based agency and provide services and advocacy for alleged victims of child sexual and/or physical abuse.

Each Accredited Member shall have one vote on each matter brought before the CACI’s annual meeting or special meetings of the Membership.

Section 2 Associate Members

Associate Members must meet membership criteria as established and published by the CACI. The Standards and Membership Committee shall determine whether an organization is eligible to be an Associate Member subject to approval of the Board of Directors. All Associate Members must be a private, non-profit organization as described in Section 501(c)3 of the IRS code of 1986, or a government-based agency and provide services and advocacy for alleged victims of child sexual and/or physical abuse.

Each Associate Member shall have one vote on each matter brought before the CACI’s annual meeting or special meetings of the Membership.

Section 3 Developing Members

Developing Members must meet membership criteria as established and published by the CACI. The Standards and Membership Committee shall determine whether an organization is eligible to be a Developing Member subject to the approval of the Board of Directors.

Developing Members do not have voting privileges at the CACI’s annual meeting or special meetings of the Membership.

Section 4 Satellite Offices

In some cases, member CACs may have satellite offices that are Accredited through the National Children’s Alliance. Unless the satellite office has its own 501(c)3 and its own governing board, it will not be counted as another member center. Therefore, only the “hub” center that meets the requirements described above will be considered as a member of the CACI and will have one vote on each matter brought before the membership.

If the satellite office does have its own governance and its own 501(c)3, then they can be considered a separate member of the CACI and will be allowed separate voting privileges. However, in this case the satellite shall be expected to pay dues to the CACI as well.

Section 5 Dues

All Accredited, Associate, and Developing members shall pay annual dues in the amounts and at such times designated by the Board of Directors.

Section 6 Membership Records

The CACI shall keep complete records containing the name, address, category of Membership, date of admission to Membership of each Member, and the current registered voting agent for each Accredited and Associate Members.

The Membership records will be available at each annual meeting of the CACI and special meetings of the Membership and be subject to inspection by any member making written request thereof at any time during usual business hours.

Section 7 Removal of Members

Membership will be terminated for noncompliance with membership standards or nonpayment of dues. When addressing issues of concern, the CACI Compliance Document shall be adhered to.

**Article IV – Membership Meetings**

Section 1 Annual Meeting

The annual meeting of the membership shall be held at such time and place as determined by the Board of Directors.

Section 2 Purpose of the Annual Meeting

The annual meeting shall be held for the purpose of electing the Board of Directors, Officers, amend bylaws, and for the transaction other CACI business. Failure to elect the Board of Directors at the annual meeting shall not cause dissolution of the CACI, but the Directors thereof shall continue to hold office until their successors are elected. A special meeting for the purpose of holding such election shall be called soon thereafter.

Section 3 Notice of Meetings

Written or printed notice stating the place, day, and hour of the meetings and, in case of a special meeting, the purpose of the meeting, shall be delivered not less than two (2) weeks before the date of the meeting, either by fax or by mail, to each member of record entitled to vote at such meeting.

Section 4 Special Meetings of the Membership

Special meetings of the membership, for any purpose, unless otherwise prescribed by statute, may be called by the President, by a majority of the Board of Directors or by 51% of the Accredited Members.

Section 5 Quorum

A simple majority (51%) of the Accredited and Associate Members of the CACI entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of the Membership. No business may be transacted without a quorum. Any business may be transacted at any meeting of the members at which a quorum is present. If a quorum is present, the affirmative vote of the majority of the members present at the meeting and entitled to vote on the subject matter shall be the act of the members.

Section 6 Voting

Accredited and Associate members may vote either in person (by its registered voting agent) or by proxy executed in writing by the member or by his duly authorized representative. The proxy shall be voted only for the meeting specified in said proxy. (**Please refer to Article III – Section 4 for clarification regarding satellite offices.)**

Section 7 Parliamentary Procedure

All meetings of the CACI shall be conducted according to the latest version of *Robert’s Rules of Order*.

**MONTANA**

# ARTICLE V. MEMBERS

Section 1. Voting Members. Voting members are MDTs or CACs who have obtained status as an accredited CAC, associate CAC, or affiliate membership with the National Children’s Alliance (NCA).

Section 2. Non-Voting Members. Non-voting members are MDTs or CACs who have not obtained status as an accredited CAC, associate CAC, or MDT membership with NCA, but who wish to receive information and notices.

Section 3. Voting. Decisions shall be made by a simple majority of voting members present or participating by conference call at the annual meeting.

Section 4. Dues. Voting members shall pay dues annually. Dues may be assessed each year at the annual Montana Network membership meeting.

**IOWA**

**ARTICLE 2**

**MEMBERSHIP**

Section 2.1 Categories of Membership. There shall be two categories of Program Membership/Affiliation in the ICCAC as well as additional Advisory Members as determined by the Board of Directors. The categories of membership shall be:

A. Program Membership**.**

1. A program which meets the criteria for and is a dues paying Accredited or Associate Member in good standing with the National Children’s Alliance will be eligible to become a Full member of the Iowa Chapter of Children’s Advocacy Centers. Program member must have successfully engaged all seven disciplines required of the NCA best practice standards, and have in place current interagency agreements where applicable indicating commitment of those disciplines to multidisciplinary child abuse investigations and to the implementation of all NCA standards. Each participating Accredited or Associate Member will have two votes on each matter brought before the membership. The Board of Directors of the ICCAC will determine the applicant’s eligibility status.

2. A program which is a developing member of the National

Children’s Alliance will be eligible to become a Developing Member of the Iowa Chapter of Children’s Advocacy Centers. Developing members must have successfully engaged all seven disciplines required of the NCA best practice standards, and have in place current interagency agreements where applicable indicating commitment of those disciplines to multidisciplinary child abuse investigations and to the implementation of all NCA standards. Developing members must be approved by the Board of Directors. Developing members will be encouraged and supported in their endeavors to attain accredited or associate membership in the NCA within three years or lose their membership status. Each developing member will have one vote on each matter brought before the membership.

3. A member shall submit such documentation as requested from time to time by the Board to verify membership criteria and status as a member. Membership shall be terminated by the Board upon failing to meet membership criteria, paying dues, if required, or upon a resignation by the member. Memberships are nontransferable and non refundable.

B. Support Memberships/Affiliations

1. Multidisciplinary teams committed to the development of a child advocacy center that are actively pursuing the implementation of NCA best practices and membership standards, or individuals or associations deemed by the Chapter Board to be statewide partners in our endeavors, will be considered a Supporting Member. Supporting Members must be approved by the Board of Directors. Supporting Members will not have voting rights.

2. Members as approved by the Board of Directors may serve in an advisory capacity to the Board. Members will have diverse and specialized skills, knowledge and expertise to positively impact the ICCAC. Advisory Board Members will not have voting rights.

Section 2.2 Membership Dues. Dues may be assessed when deemed appropriate by the Board of Directors. Annual dues for Program and Developing Members shall be determined by vote at the annual meeting. Dues must be paid within 45 days of the assessment date for a voting member to remain in good standing as defined by policy.

Section 2.3 Membership Meeting. An annual meeting of the membership shall be held by August each year on a date and at a place designated by the Board of Directors. Notice of the Annual Membership Meeting shall be given in writing not less than thirty (30) nor more than sixty (60) days in advance of such meeting. The Board of Directors can call a special meeting of the membership provided notice is given in accordance with a regular Membership Meeting.

Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of the members, may be taken without a meeting if consents in writing, setting forth action so taken, shall be signed by members holding at least 75 percent of the voting power of the corporation. Such consents shall have the same force and effect as a vote of the members at a meeting duly held.

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Section 2.4 Termination of Membership. Any, full or developing member may, by notice in writing to the Board of Directors of the corporation, resign from membership and upon termination of membership for any cause, such fact shall be recorded in the roster. All rights and privileges of a member of the corporation shall cease on termination of his/her membership. A member who fails to pay dues within 45 days of notice shall no longer be a member in good standing without extenuating circumstances and an extension granted by the Board of Directors.

**INDIANA**

**MEMBERSHIP**

**Section 1.** Classes. There shall be two (2) classes of membership:

voting members and support members. Membership in the Indiana Chapter is open to anyone involved in the investigation of reported child abuse.

**Section 2.** Membership Classes.

(a) Voting member is someone who is affiliated with, or actively seeking affiliation with, a program that is a dues-paying Accredited or Associate Member in the National Children’s Alliance. Each participating accredited or associate member will have one vote each on matters brought to a vote in the Indiana Chapter.

(b) A support member is any agency, program or individual who indicates support and commitment to the Children’s Advocacy Center movement and to the multidisciplinary team concept and who expresses willingness to improve the response to child abuse in the State of Indiana. This may include both non-NCA member programs with an established child advocacy center and groups meeting as a task force with the intent of forming a child advocacy center. These programs are strongly encouraged to participate in the Indiana Chapter. They will be encouraged and supported in their endeavors to attain full or associate membership in the National Children’s Alliance. These members shall not have voting rights. These members may serve on Indiana Chapter committees as needed.

**Section 3.** Membership Records. The Treasurer of the Indiana

Chapter will be responsible for maintaining records of membership status.

**Section 4**. Dues. All Indiana Chapter members shall pay annual

dues in the amount and at such time as designated by the Officers and voted on by the voting membership at the annual meeting. The treasurer shall bill members within thirty (30) days of the annual meeting. 3

**ARTICLE IV**

**MEMBERSHIP MEETINGS**

**Section 1**. Membership Meetings and Location. Indiana Chapter

meetings will be held at least four times a year at a mutually convenient site for members. The site of the meetings may rotate to different program sites at the discretion of the members.

**Section 2.** Annual Meeting. The Annual meeting of members shall

be held at the final meeting of each calendar year. The Annual meeting will be primarily for the purpose of electing members of the Board of Directors. Networking, education, and the transaction of other business may also be conducted at the annual meeting.

**Section 3.** Special Meetings. The President or a majority of the

voting members may call special meetings of the Indiana Chapter for any purpose.

**Section 4.** Voting and Quorum. A majority of voting members present shall constitute a quorum for transaction of business, and all actions shall be taken by a majority vote. A vote on an immediate issue may be taken by phone, email or fax without calling an emergency meeting. In the case of a phone/email/fax vote, a majority of all voting members constitutes a quorum and all voting members must be notified of the vote.

**Section 5.** Membership Communication. Communication to all

members of the Indiana Chapter will take place at least on a quarterly basis through the means of a letter, email, newsletter, or fax.

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