

Federation of Families of Northeast Florida

BYLAWS

Article I. Preamble

Section 1. Preamble

The following sets forth the bylaws which shall serve to guide the functioning of the Federation of Families of Northeast Florida. The intent is to guide the process that will provide advocacy and support for children with mental, emotional and behavioral challenges and their families. Members, Officers and Staff of the Federation of Families of Northeast Florida shall at all times conduct themselves in a manner that promotes the mission, vision and goals of the organization, and in a manner that nurtures a respectful relationship with children and their families.

Article II. Name and Purpose

Section 1. Name

The name of the organization is "Federation of Families of Northeast Florida," hereafter known as "FOFNEFL," a chapter of the National Federation of Families for Children's Mental Health and a wholly owned subsidiary of Mental Health America of Northeast Florida, a 501(c)3 organization.

Section 2. Mission and Vision

Mission: Linking together diverse families, youth, and community members to build a brighter future for our children by contributing to the development and sustainability of comprehensive, family-driven, youth guided, and culturally responsive system of care in Northeast Florida.

Vision: Through a family-driven, youth guided, and culturally responsive approach, children and youth with emotional, behavioral and mental health challenges and their families may obtain needed supports and services, so that they may grow up healthy and be able to maximize their potential.

Section 3. Confidentiality

It is the policy of Mental Health America of Northeast Florida and "FOFNEFL" to respect and maintain the confidentiality of those on our membership and mailing list and their personal information. The full confidentiality policy is represented in Appendix 1 of these bylaws and in the office of the "FOFNEFL" at Mental Health America of Northeast Florida.

Section 4. Dissolution of the Chapter

All the assets received and accrued by the "FOFNEFL" are the property of Mental Health America of Northeast Florida, who will maintain possession of it in the event of the dissolution of the chapter. The geographical area of service is Northeast Florida, which includes Duval, Clay, Nassau and St. Johns counties. The principal office is Mental Health America at 8280 Princeton Square Blvd. W. Suite 8, Jacksonville, FL 32256.

Article III. Membership

Section 1. Membership

Membership in "FOFNEFL" shall be comprised of family, youth and community members who express an interest in building a brighter future for our children who have mental and behavioral health challenges, by contributing to the development of a comprehensive, family-driven and youth-guided system of care in Northeast Florida. Membership is obtained upon the acceptance of a completed application by the Executive Committee. There are no fees or dues associated with membership. Members may be refused with or without cause, but without regard to race, ethnicity, gender, gender identity, age, religion, resident status, language, sexual orientation or physical abilities, accept where permitted by law. The members shall carry out the organization's mission and goals.

Section 2. Terms of Membership

Membership in "FOFNEFL" shall be continuous as long as a member is a "Member in good standing" with the organization. A member in good standing is defined in Appendix 2 of these bylaws of the "FOFNEFL". In case of a grievance the full grievance policy is represented in Appendix 3 of these bylaws of the "FOFNEFL". The member nomination and recruitment encourages diversity and inclusion, considering all members without regard to race, ethnicity, gender, gender identity, age, religion, resident status, language, sexual orientation, physical abilities, skills and expertise.

Section 3. Termination of Membership

The Executive Committee, by majority vote, shall have the power to terminate membership of any member who is in violation of the terms of membership as outlined in these bylaws and appendices.

Section 4. Appeal Termination of Membership

A written appeal may be made within 30 days of the termination of membership to the Chief Executive Officer and the Board of Directors of Mental Health America of Northeast Florida. The decision of the Chief Executive and Board of Directors of that Board is final.

Section 5. Conflict of Interest

A conflict of interest may exist when the personal or pecuniary interests or concerns of a member may compete with the concerns or mission of the organization. When there is a conflict of interest the member shall not discuss or vote on the related matter. The minutes

of the meeting of the organization shall reflect that the conflict of interest was disclosed and that the interested member did not participate in the final discussion or vote. Any officer that is the subject of a Grievance will be recused from the discussion and vote.

Article IV. Officers

Section 1. Officers

The Officers of "FOFNEFL" shall be a Chair, Vice Chair, Secretary, Treasurer and Historian. The Officers shall serve as the Executive Committee. The bylaws may be changed or amended by majority vote of the Executive Committee. The Chair, Vice Chair, Treasurer and Secretary shall fill the four seats on the Jacksonville System of Care Initiative Board of Directors.

Section 2. Elections

Election of Officers shall be held at the October Annual Meeting and their terms shall begin in January of the following year. A term of office is two years in the office elected and is limited to two consecutive terms. No officer may serve more than two consecutive terms in that elected office. The full election policy is represented in Appendix 4 of these bylaws of the "FOFNEFL".

Section 3. Duties

The Executive Committee shall act as governing trustees of the organization. The Executive Committee shall review and make changes to the bylaws. The Officers shall perform the duties defined by these bylaws and such additional duties as may be prescribed by the Executive Committee:

A. Chair

- ❖ Serves as the chief volunteer.
- ❖ Presides over the meetings of the Executive Committee.
- ❖ Provides leadership to the Executive Committee.
- ❖ Discusses with the staff issues of concern to the membership.
- ❖ Guides the Strategic Planning process.
- ❖ Informally evaluates the effectiveness of the members.
- ❖ Evaluates annually the performance of the organization in achieving and its mission with the staff.

B. Vice Chair

- ❖ Reports to the Chair. Performs the responsibilities of the Chair in his or her absence.
- ❖ Maintains regular communications with the Chair and carries out functions as directed by the Chair and Staff.

C. Secretary

- ❖ Maintains the records of the Executive Committee and ensures effective management of the organization's records. Records and manages the minutes of the Executive Committee and the chapter meetings.
- ❖ Performs the duties of the Chair in absence of the Chair and Vice Chair.

D. Historian

- ❖ Chronicles/records the history of the chapter and manages the archives which are housed at the chapter's physical location. The Historian shall become familiar with the bylaws of the chapter and *Robert's Rules of Order*.

E. Treasurer

- ❖ Manages the finances received through the fundraising efforts of the chapter.
- ❖ Manages the budget of the chapter, accounting for the both the funds received by the chapter as a result of its fundraising efforts, and the funds received by the chapter through grant awards and collaborations.
- ❖ Shall issue timely budget updates/reports for each Executive Committee meeting.

Section 4. Vacancies

Vacancies in any office may be filled by the majority vote of the Executive Committee for the balance of the term as provided for in these bylaws.

Section 5. Committees

The Chair shall have the power to appoint standing and ad hoc committee as needed, and shall prescribe the limit and scope of the committee. The findings of the committees shall serve as recommendations to the Executive Committee for a a vote.

Section 6. Removal of Officers/Members

Any Officer or member that violates any provision of the "Member in Good Standing Policy" (Appendix 2) may be subject to removal from office or membership. The Executive Committee shall have the power to remove an officer or member by majority vote at an Executive Committee meeting, or a meeting called for that purpose. An appeal or remedy for the termination of an office or membership shall be guided by the Grievance Policy in Appendix 3. Any Officer that is the subject of the Grievance will be recused from the discussion and vote.

Article V. Meetings

Section 1. Meetings of the Membership

Members will be notified of the chapter meetings and special events by the phone, mail, or electronic communications with as much notice as possible. The meetings and events will be posted on the chapter's website.

Section 2. Meetings of the Executive Committee

Regular meetings of the Executive Committee will be held at least once per quarter. A quorum shall consist of a majority of the executive committee. Any member of the chapter may address the Executive Committee as long as notice to address is given and approved at least 48 hours in advance. All meetings of the Executive Committee will be held at the office of the "FOFNEFL" unless a notice of a change is posted.

Appendices

Appendix 1. Confidentiality Policy

It is understood that the applicant for membership to the "FOFNEFL", a chapter of the National Federation of Families for Children's Mental Health, as a discloser of confidential information, may provide information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under the law, it is agreed that:

- A. The Confidential Information to be disclosed can be described as and includes: Medical and mental health diagnoses, clinical progress notes, criminal progress notes, criminal records, personal, contact and household information divulged to a staff member or officer, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
- B. The chapter will not disclose the confidential information obtained from the applicant to anyone unless required and permitted by law or with written consent from the member.
- C. This Appendix states the entire policy of the chapter concerning the disclosure of Confidential Information. Any addition or modification to this policy can only be made by vote of the Executive Committee of the chapter.
- D. By requesting membership to the chapter, the applicant acknowledges the reading of this Confidentiality Policy and agrees to provisions.

- E. Only the Executive Officers and staff will have access to the information that the member has provided.

Appendix 2. Member in Good Standing

The provisions below shall be used to determine who is a "Member in Good Standing" of the Federation of Families of Northeast Florida:

A. Attendance

The member contacts or attends the chapter meetings or organized activities of the chapter on a regular basis. Contact is any form of written, verbal and electronic communication.

B. Conduct

The member has not engaged in any activity that can be unfavorable to the well-being of the chapter. The member has not been restricted by law to be in the presence or close proximity to children or any adult member of the chapter.

C. Screenings

"FOFNEFL" reserves the right to ask for a background check of candidates for office, volunteers, staff, and presenters that have communication with the members.

Appendix 3. Grievance Policy

A. Definition

"Grievance" shall be defined as: A wrong considered as grounds for a complaint, or something believed to cause distress. It is a complaint or resentment, as against an unjust or unfair act. It can be a complaint generated by a member against another member, or a complaint by an Officer or member grieved by an action of the Executive Committee.

B. Good Faith

It shall be the duty of the Officer or the member who has a grievance to make an effort to resolve the matter in "Good Faith" for the good of the Chapter, before filing a formal complaint. "Good Faith" shall have been executed when the grievant has contacted the staff for explanation of policies, procedures or intent, which seeks to clarify or allay their concerns. The Executive Committee shall act in "Good Faith" in resolving the matter.

C. Grievances Procedure

The grievant must first notify the staff of the complaint within 14 business days (excluding weekends) of the incident. Such notification may be by letter, by phone or by electronic communication such as a text or email to express intent to file a grievance. Notifying the staff shall be deemed "Good Faith" to resolve the matter. If the call to the staff does not result in a resolution, the grievant must file the grievance on the "FOFNEFL" "Grievance Form" within 30 business days of the incident leading to the complaint, stating which policies or procedures were violated.

The Executive Committee of the "FOFNEFL" shall read the grievance at its next monthly meeting upon receiving the complaint, and render a vote on the matter no later than the following chapter meeting after reading the complaint. A majority vote of the Executive Committee shall be deemed a resolution of the matter.

D. Appeals Process for Grievances

Any appeal of a decision by the Executive Committee of the "FOFNEFL" shall be made in writing no later than 30 days of the decision to the Chief Executive Officer and Board of Directors of Mental Health America of Northeast Florida, whose decision in the matter shall be final.

Appendix 4. Election Policy and Removal of Officers and Members

A. Offices and Elections

The five Officers of the "FOFNEFL" shall be: Chair, Vice Chair, Secretary, Historian and Treasurer. The term of office for each shall be two years, and Officers may serve only two consecutive terms in the elected office. Elections are held every other year at the Annual Meeting in October.

B. Eligibility of Candidates

In order to run for office in "FOFNEFL", a candidate must be a "Member In Good Standing" (Appendix 2), and must have obtained membership in the chapter before September 1st of the previous year. The intent to run must be expressed on the chapter's election form and filed with the chapter office no later than August 31st of the election year.

C. Elections

The candidates for office may appear before the "FOFNEFL" general body at the September chapter meeting of the election year to be introduced and to make their appeal for votes. The "FOFNEFL" staff shall oversee the entire elections process, which includes verifying that each candidate is a "Member in Good Standing", and that each candidate meets eligibility requirements. The candidate shall be sequestered before and after their speeches. A vote of the membership will be conducted during the

October Annual Meeting of the election year. The Staff of "FOFNEFL" shall tabulate the votes and announce the winners.

