

Proposed Amendments to HPCA Bylaws

Vote to be taken at the December, 2017 General Meeting

<p>Article II – Meetings A. Parliamentary Authority</p>	
Current Text	Background & Proposed Amendment
<p>The Parliamentarian:</p> <ul style="list-style-type: none"> • Appointed by the Executive Board • Acts as custodian of the bylaws • Confirms that the Recording Secretary correctly records amendments • Acts as an advisor to the executive board and the association. 	<p><i>Currently, there is no Parliamentarian. The office is rarely filled.</i> <u>Proposed:</u> If the office of the Parliamentarian is vacant, the Executive Secretary assumes the duties of the Parliamentarian.</p>
<p>Article III – Officers B. Elected Officers</p>	
Current Text	Background & Proposed Amendment
<p>The Executive Board includes: The President, the Vice-President, Chairman of the Board, Executive Secretary, Corresponding Secretary, and Treasurer</p>	<p><i>The office of Corresponding Secretary has long been vacant. His/her duties have long been performed by the Executive Secretary, who may delegate them as volunteers come forward. The Assistant Treasurer was added with the last amendment, but not updated here.</i> <u>Proposed:</u> *Remove the office of Corresponding Secretary; transfer duties to the Executive Secretary, *Add the offices of Assistant Treasurer, Parliamentarian, and Sergeant at Arms.</p>
<p>Article V – Duties of the Secretaries</p>	
Current Text	Background & Proposed Amendment
<p>Corresponding Secretary duties: Responsible for Association correspondence, maintenance of central file, custodian of official stationery of association.</p>	<p><i>There had not been a Corresponding (or Recording) secretary for a very long time. The Executive Secretary performs these functions currently. As our online communications increase, having “custody of the stationery” is less and less relevant and we need to set up policies and an approval process for HPCA communications.</i> <u>Proposed:</u> *The Executive Secretary will formally take responsibility for those currently specified for the Corresponding Secretary. *All media produced HPCA, print or electronic, will be approved by the Vice President, in accordance with HPCA Communications Policy (currently under development).</p>
<p>Article VI – Duties of the Treasurer and Assistant Treasurer</p>	
Current Text	Background & Proposed Amendment
<p>The Treasurer and Assistant Treasurer are responsible for payment of accounts. The Chairman of the Board approves checks authorized by the Executive Board</p>	<p><i>The Board Chairman office has been vacant for several years. The Board authorizes expenditures (by quorum). Most transactions are now electronic, handled by the Treasurer and Assistant Treasurer and reported at monthly Board meetings. Co-signing is not possible.</i> <u>Proposed:</u></p>

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and co-signs with another designated officer.	*The Treasurer/Asst Treasurer will continue to follow current practice. *Additionally, they will maintain a transaction record for all funds received and expended and report monthly.
Article XI – Property and Records	
Current Text	Background & Proposed Amendment
Outgoing officers deliver their records to successors within 30 days of being elected. If they can't do that, the Recording Secretary or the Vice President will take charge of the records	<i>The Recording Secretary's office has long been vacant.</i> <u>Proposed:</u> *Transfer officer records to the successor within 90 days of election or to the Vice President. *Records will be held for 7 years. *Successors will maintain historic records along with current association records.
Article XII -- Dues	
Current Text	Background & Proposed Amendment
Dues may be set by the Executive Board. The dues structure is currently listed in the bylaws. Changing dues requires an update to the bylaws, a minimum 4-month process.	<i>We need to be able to offer special discounts, incentives etc.</i> <u>Proposed:</u> Remove the specifics about dues amounts from the bylaws.
Article XIII -- Membership	
Current Text	Background & Proposed Amendment
Categories are A- Individual Membership, B – Business or Organization Membership, and C – At Large Membership	<i>Individual Membership includes Individuals, along with Seniors, and Married Couples.</i> <u>Proposed:</u> Add these other types to Category A.
Article XV – Elections A. Nominating Committee	
Current Text	Background & Proposed Amendment
Persons serving on the Nominating Committee must be members of HPCA in good standing for the previous 3 months.	<u>Proposed:</u> Increase membership term to serve on the Nominating Committee to one year.
Article XV – Elections B. Nominations	
Current Text	Background & Proposed Amendment
Fails to specify that persons being nominated have to be members of the Association in good standing!	<u>Proposed:</u> All nominations decided upon by the committee shall be individual members of the Association in good standing for at least the past 12 months.