

Charter and By-Laws for the Hagerstown Parkinson's Support Group

Preamble

The Hagerstown Parkinson's Support Group strives to provide an understanding environment in which people with Parkinson symptoms or medication side effects, and their care partners, can come together to discuss common problems, learn coping strategies, and provide peer support and encouragement to one another. It is our hope participants will gain a better understanding of our shared illness and will, as a result, be better able to manage its challenges.

Some people may have difficulty coping with Parkinson's disease. It may be hard for them to ask their doctor questions or talk about their problems with family or friends. A support group may be just the right answer. Many patients have gained encouragement from meeting with others who have Parkinson's disease. The meetings provide an opportunity to discuss experiences and feelings and to share solutions to common problems. The group also provides social opportunities for its members who may not like to get out otherwise.

This organization is made up of a group of similarly minded individuals who have a direct interest in improving the lives of those with Parkinson's Disease (PD). Many of the members have PD or are caregivers for those with the Disease. The purpose of the group is to provide educational and social opportunities to improve the life of persons with Parkinson's, their caregivers, and others. Anyone interested is qualified to become a member of this organization. No dues are assessed.

Hagerstown Parkinson's Support Group By-Laws

Article I. Name of the Organization

The official name of this group is the "Hagerstown Parkinson's Support Group" by which it will be known legally and in any legal document that may be generated in the future. It may be also known as "HPSG."

Article II. Identification Number

The Employer Identification Number for this organization is 82-1913603 as notified by the IRS on Form SS-4 dated June 20, 2017.

Article III. Officers and Responsibility

The officers of this group shall be as follows and shall be appointed or elected as the situation determines: Facilitator, Co-Facilitator, Treasurer, Chaplain, and Secretary.

- **Facilitator:** Responsible for planning and maintaining administrative and financial records, including attendance, member data base, member awards, etc.; responsible for communication with the member base, including a monthly newsletter. This office will have signature authority for any financial account owned by the HPSG.
- **Co-Facilitator:** Responsible for arranging and conducting meetings, planning activities, etc. This office will have signature authority for any financial account owned by the HPSG.
- **Treasurer:** Responsible for counting or verifying cash amounts, making deposits, auditing income and expenses to the extent necessary, etc. This office will have signature authority for any financial account owned by the HPSG.
- **Chaplain:** Responsible for the prayers at meetings and other events.
- **Secretary:** Responsible for identifying persons in need and for sending greeting cards from the HPSG to those individuals. This person will also record the results of any official meeting held by this board.

These and other members, as deemed appropriate, shall make up the "Board of Directors" and shall be responsible for allocating funds, planning for future spending, and the direction of the HPSG. Single expenditures of \$100 or less may be made at the Facilitators' discretion; expenditures of more than \$100 require the approval of at least 3 board members. All revenues and expenditures will be documented. Yearend financial statements shall be prepared by the Facilitators and Treasurer and made available to members on request.

The Facilitator, Co-Facilitator, and at time the Board of Directors, shall appoint temporary committees to carry out the purposes of this organization. They shall serve only for the purpose or time appointed.

The terms of these offices are indefinite and may change from time to time as required by those serving. Any officer has the right to resign his or her position by giving the group a minimum of 35 days' notice.

Article IV. Meetings

Regular monthly meetings shall be held on the first Thursday of every month, unless changed by the Facilitator or Co-Facilitator due to Holidays or weather. In addition, a Caregivers' Breakfast meeting shall be held on the third Monday of every month. Other meetings may be held at the call of the Facilitator or Co-Facilitator. Meetings will be conducted under the rules of order established by the Facilitator or Co-Facilitator.

Article V. Charter Amendments

This charter may be amended as necessary to meet the requirements of the group and its members. For a vote on amendments to be valid (1) the membership must be notified 21 days

in advance of the change and the date, time, and place of the vote by way of the monthly newsletter and (2) there must be a minimum of 25 members present to be a valid vote. An amendment to the charter is only passed with 80% of the members in attendance voting for the amendment. In case of a tie, the vote will go to the three main officers.

Effective Date of this Charter

This charter became effective on July 6, 2017.

Signatures of the officers established in this Charter:

Arthur E. Guyer July 6, 2017

Arthur E. Guyer, Facilitator Date

Dean Cook July 6, 2017

Dean Cook, Co-Facilitator Date

Myron M. Saterbak July 6, 2017

Mike Saterbak, Treasurer Date

Ecile Shaw July 6, 2017

Ecile Shaw, Chaplain Date

Carol Gaines July 6, 2017

Carol Gaines, Secretary Date