

## NYSCHP BYLAWS

### CHAPTER VI. HOUSE OF DELEGATES

- ARTICLE I. Composition: There shall be a House of Delegates consisting of Affiliated Chapter Delegates, the Board of Directors and past Council Presidents if active members.
- ARTICLE II. Apportionment: The Board of Directors shall apportion delegates among the Affiliated Chapters according to their average active membership during the calendar year preceding the House of Delegates meeting. For the purpose of computing the reapportionment, the average number of active members during the calendar year immediately preceding shall be utilized. The average will be determined by utilizing the number of active members on the last business day of each month, January through December. Each Affiliated Chapter shall have one delegate for every twenty-five active members or any portion thereof. Each chapter shall have at least two delegates and no chapter shall have more than twenty five delegates or twenty five percent of the total number of elected delegates. If a new chapter becomes affiliated with the Council during the interim between reapportionment, it shall be entitled to a number of delegates based on the existing apportionment formula. No active member for the purpose of apportionment can be counted twice.
- ARTICLE III. Election: The election of delegates and their alternates from each Affiliated Chapter shall be conducted in accordance with the Bylaws of each Chapter. Only active members of Affiliated Chapters are eligible to be delegates or to vote. The results of the election shall be certified by the Secretary of the Affiliated Chapter and approved by the Board of Directors of the Council. Delegates shall continue in office until the next election and certification.
- ARTICLE IV. Meetings: The House of Delegates shall meet during the Annual Meetings of the Council and at such other times and places as it may determine. Meetings of the House of Delegates may also be called by the Chairperson of the House of Delegates or upon written request of a majority of the members of the House of Delegates. At least thirty days notice of the time and place for holding meetings of the House of Delegates shall be given.
- ARTICLE V. Quorum: A majority of the apportioned total of delegates representing each Affiliated Chapter and the NYSCHP Board of Directors, shall constitute a quorum for meetings of the House of Delegates duly convened. Matters submitted to a vote shall be determined by a majority of total votes cast by Affiliated Chapter Delegates, the Board of Directors

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and past Council Presidents (if active members) in attendance.

### ARTICLE VI.

- A. Chairperson: The Chairperson shall be nominated by the Nominations Committee, elected by a majority vote of the House of Delegates in session, installed immediately upon election and serve a two-year term beginning upon completion of the meeting of election. The Chairperson shall serve a maximum of two consecutive terms.
- B. Vice Chairperson: The Immediate Past President shall serve as Vice Chairperson and assume the duties of the Chairperson should he/she be unable to do so.
- C. Secretary: The Executive Director of the Council shall serve as Secretary to the House of Delegates.

### ARTICLE VII.

Voting: Each member of the House of Delegates shall have one vote; no member shall have more than one vote by virtue of any dual capacity.

### ARTICLE VIII.

Responsibilities: Authority to make professional policy shall be vested in the House of Delegates. It shall be responsible for election of the Vice President of Public Policy and the Treasurer of the Council as provided in Chapter II, Article V of the Bylaws and for election of the Chairperson of the House of Delegates as provided in Chapter VI, Article VI of the Bylaws. The House of Delegates shall have authority to establish its own rules and procedures and to approve, modify, or disapprove such recommendations, reports, actions, or resolutions as may be placed before the House by the officers and modifies a recommendation, report, action or resolution of the Board of Directors, it shall be returned to the Board of Directors who shall have authority to postpone the effectiveness of the action of the House pending study and, if necessary, to resubmit it to the House. Authority to make proposals and recommendations to the Board of Directors shall be vested in the House of Delegates, and such proposals and recommendations shall be referred from the Board of Directors to the appropriate body of the Council for study and recommendations which, if the House so determines, shall again be placed before the House of Delegates for final action. All resolutions or recommendations of the House of Delegates pertaining to the expenditure of monies shall be approved by the Board of Directors before the same shall become effective. The House of Delegates shall have and may exercise all the powers, rights and privileges that are or may lawfully be vested in the members of the Council, except as otherwise specifically provided in these Bylaws.

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- ARTICLE IX. Committees of the House of Delegates: The following committees shall be appointed by the Chairperson of the House of Delegates with the approval of the Board of Directors and shall function as Committees of the House of Delegates:
- A. Committee on Nominations: The Committee on Nominations shall consist of at least five members whose duty it shall be to nominate candidates for the offices of President-Elect, Directors and Chairperson of the House of Delegates. The report of the Committee on Nominations shall be presented to the House of Delegates.
  - B. Committee on Resolutions: The Committee on Resolutions shall consist of a Chairperson and one representative from each Affiliated Chapter. The Committee shall be responsible for drafting statements in resolution form which shall reflect the official policy of the Council and for reviewing resolutions submitted to it from the Affiliated Chapters and from individual members of the Council. The report of the Committee on Resolutions shall be presented to the House of Delegates.
  - C. Annual Reports: Directors and Officers of the Board of Directors shall prepare an annual report covering the period between Annual Meetings which shall record all pertinent activities including those actions approved and authorized by the Board of Directors. These reports shall be presented to the House of Delegates at its Annual Meeting.