

**THE GREAT LAKES ASSOCIATION
OF CHILD LIFE PROFESSIONALS, INC.**

BY-LAWS

Article I. Name

The name of the organization shall be *The Great Lakes Association of Child Life Professionals*.

Article II. Purpose

The purpose of The Great Lakes Association of Child Life Professionals shall be to provide child life professionals, students and educators opportunities for professional development, collaboration and networking.

Article III. Membership

3.1 Members

The Great Lakes Association of Child Life Professionals will consist of child life specialists, students, educators and persons interested in the child life profession. The Association will consist of the four different memberships:

- A. **Child Life Specialist** – An individual employed or seeking employment as a child life specialist
- B. **Associate** - Members of the interdisciplinary healthcare team, non-child life specialist or any individuals who come from another discipline or profession but want to remain informed about issues affecting child life.
- C. **Student** - Undergraduate or graduate level student enrolled in child life coursework, or pursuing certification.
- D. **Educator** - Educator of child life students at the college or university level.

3.2 Membership Requirements

- A. All members must fill out a membership form, which will be kept on file for the year.
- B. All members must pay the annual due that is pre-determined by the executive board each year. Your membership category will determine your dues.

3.3 Duties

Members will have an opportunity to participate in any of the following:

- A. Committees
- B. Great Lakes Child Life Conferences
- C. Networking opportunities
- D. Professional development opportunities

3.4 Voting

Only Child Life Specialists and Child Life Educators have voting privileges and are entitled to one vote per action item. Decisions on any action item shall be by majority of votes from members voting. Students alone will vote the Student Member at Large onto the Executive Board.

Article IV. Officers

4.1 Officers

- A. The officers of the Great Lakes Association of Child Life Professionals for the Executive Board will consist of a President, President Elect, Past President (exemption first year will not include a Past President), Secretary, Treasurer, and four Members at Large (Student, Educator, Certified Child Life Specialist and Child Life Assistant). The Executive Board shall be comprised of the elected officers of the association and shall meet to finalize agenda items, prepare reports and collaborate on the business of the association.
- B. These officers shall perform the duties described within these bylaws and by the parliamentary authority adopted by the association.
- C. Elected officers will hold their position for one year, with the exception of the treasurer, educator member-at-large and child life assistant member-at-large, whose term is composed of two years.

4.2 Officer Qualifications

- A. Elected officers must hold current child life certification (CCLS). The only exception is for 3 of the members at large officers; student, an educator in an academic setting and an employed child life assistant
- B. The elected President must have held a position on the Executive board for one year.

4.3 Officer Election

- A. During elections, running officers must fill out the election form created by the Executive board and submit it by the posted due date.
- B. Biographies will be posted one month prior to election.
- C. Election dates and how to vote will be sent to all members via electronic mail.
- D. Election will be open for one week through an online format.
- E. Results will be tallied and all running officers and members will be notified of the results.

4.4 Removal from Office

- A. Any officer, who does not meet or fulfill the standards or duties established for the office he/she holds, may be removed from office by a majority of votes from the quorum of the association.
- B. An officer removed from his/her office no longer receives benefits of serving on Executive Board.

4.5 Officer Duties and Responsibilities

- A. The President, a certified child life specialist and member of the GLACP for at least one year, shall preside at all meetings of the association, represent the association to others, and shall convene the Executive Board at least three times per year during his/her term.
- B. The President Elect, a CCLS and member of the GLACLP shall assume the duties of the President in his/her absence and assists the President with the management of the organization. The President Elect shall collect all nominations, and tally the votes.
- C. The Past President shall be an automatic succession by the previous year's president.
- D. The Secretary, a CCLS or child life educator, shall keep records of all official business.
- E. The Treasurer, a CCLS or child life educator, shall collect all dues of the association, keep all records of membership profiles and financial transactions and prepare a yearly financial report for all members.
- F. Members at Large (four positions) will serve as liaisons between the association and other child life specialists, educators and students within the Great Lakes area.
 - 1. Student Member at Large, an individual pursuing certification shall serve a one-year term with the option of being re-elected to an additional one term.
 - 2. Educator Member at Large, involved in promoting child life through an academic setting, shall serve a two year term with the option of being re-elected to one additional two year term.
 - 3. Certified Child Life Specialist Member at Large must be currently employed as a child life specialist and will serve as coordinator of the Mentor Mentee Program. He/she shall serve a term of one year with the option of being re-elected to an additional one term.
 - 4. Child Life Assistant Member at Large must currently be employed as a child life assistant and will serve as a liaison for child life assistant members. He/she shall serve a two year term with the option of being re-elected to one additional two year term.

4.6 Vacancy in Office

- C. During a vacancy in office quorum of the Executive Board has the authority to appoint an interim officer by a majority vote of its officers.
- D. Running officers must fill out the election form created by the Executive board and submit it by the posted due date.
- C. Election dates, biographies and how to vote will be sent to all members via electronic mail.
- D. Election will be open for one week.

- E. Results will be tallied and all running officers and members will be notified of the results.

Article V. Committees

5.1 Standing Committees

The Great Lakes Association of Child Life Professionals will be comprised of committees that will be determined each year by the Executive Board. Association members can serve on one or more committees of their choice each year.

5.2 Committee Chairs

Committee chairs will be determined by majority of votes from each individual committee. This person will be responsible for leading and delegating duties within the committee.

Article VI. Meetings

6.1 General Meetings

- A. General meetings will be held quarterly.
- B. Notice of all meetings of the association shall be given by electronic mail, written notice, or telephone at least seven days before the meeting to each member of the association.

6.2 Executive Board Members

Executive Board meetings will be held at least three times per year.

6.3 Special Meetings

The President and President Elect each have the authority to call special or emergency meetings with the executive board. Special meetings may also be called by one-third of the members, if a written request is submitted to the current President.

Article VII. Quorum

- A. Six out of the nine elected members of the association constitute a quorum of the Executive Board.
- B. A quorum of the Executive Board, plus at least a minimum of 2/3 of the members in attendance at a scheduled meeting constitutes a quorum of the association.
- C. At no time shall the lack of quorum at a non-business session prevent those from proceeding with the program of the day.
- D. The process for general decision making, including the expenditure of funds from the general account, shall be by majority of a quorum unless otherwise specified in the by-laws.
- E. The Executive Board may, with a majority vote, authorize expenditures of up to \$250 for routine operation expenses.

Article VIII. Parliamentary Authority

8.1 Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the association may adopt.

Article IX. Amendments

- A. Any member may propose an amendment to the association by-laws in writing at least 30 days in advance of the next scheduled meeting.
- B. B. Members have 21 days to vote.
- C. C. Voting Process: The amendment will be adopted if two-thirds (2/3) of the returned votes are in favor of the proposed amendment(s).
*** (Clause: if two-thirds (2/3) of the members in the association do not vote in favor of the amendments, the President reserves the right to take the vote to the Executive Board. The Board will take the votes submitted into consideration and cast a vote with all Executive Board members. If a majority vote is favorable, the amendment will be adopted.)

Article X. Fiscal Year

The fiscal year of this association shall be January 1 through December 31.

Article XI. Dissolution

Upon dissolution of The Great Lakes Association of Child Life Professionals, the Executive Board, shall, after paying or making provisions for the payment of all liabilities of the association, transfer all assets of the association to the Association of Child Life Professionals (formerly Child Life Council).