

Connecticut Chapter BYLAWS
(Approved by the EAPA Board of Directors 2/22/2011)

ARTICLE I – NAME AND OBJECTIVES

The name and title of the Chapter shall be:

Connecticut Chapter of the Employee Assistance Professionals Association.

The objectives of the Chapter are to foster the purposes of the Employee Assistance Professionals Association (EAPA) and to provide a vehicle by which members can meet and discuss matters of mutual interest.

ARTICLE II – ADMINISTRATION

Section 1. Books and Records

- a. The Chapter shall maintain a record of the names and contact information of the members entitled to vote.
- b. All books and records of the Chapter may be inspected by any member having voting rights, for any proper purpose, at any reasonable time.

Section 2. Fiscal Year

The fiscal year of the Chapter shall be from July 1 through June 30.

ARTICLE III – MEMBERSHIP

Section 1. Chapter Membership

- a. No person may be a member of the Chapter unless he or she is also a member in good standing of EAPA. No person who is a member in good standing of EAPA and who pays all applicable dues may be denied membership in the Chapter.
- b. Chapter membership categories and voting rights shall be the same as those established in the EAPA bylaws.
 1. Professional EAPA members may vote on Chapter issues and hold Chapter office.
 2. Associate EAPA members may vote on Chapter issues and hold Chapter office except for the office of Chapter President.
 3. Student members may not vote or hold Chapter office.
 4. Organizational membership carries no voting or office-holding privileges.
- c. Membership in the Chapter may be terminated for non-payment of Chapter dues.

Section 2. Dues and Assessments

Chapter members shall contribute such annual dues and other reasonable assessments as the Chapter shall determine.

ARTICLE IV – OFFICERS

Section 1. Officers

- a. The officers of the Chapter are:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Labor representative
- b. The term of office shall be 2 years or until a successor is elected and assumes office. Terms of office shall commence in June of every odd numbered year.
- c. No Chapter officer may serve more than 2 terms in succession in the same office.
- d. No member may serve simultaneously as both President and Treasurer.

Section 2. Duties

- a. The President:
 - Serves as the official voice and representative of the Chapter.
 - Presides over Chapter meetings.
 - Performs such other duties as the Chapter may require.
- b. The Vice President:
 - Ensures the accurate production of minutes of all Chapter meetings.
 - Ensures that any notices required by governance documents or the Chapter are distributed properly and in a timely fashion.
 - Ensures that all official Chapter records are properly maintained.
 - Performs such other duties as the Chapter may require.
- c. The Secretary:
 - Ensures the accurate production of minutes of all Chapter meetings.
 - Ensures that any notices required by governance documents or the Chapter are distributed properly and in a timely fashion.
 - Ensures that all official Chapter records are properly maintained.
 - Performs such other duties as the Chapter may require.
- d. The Treasurer
 - Ensures that Chapter financial transactions are timely and proper and that Chapter financial accounts are properly maintained.

- Ensures that Chapter financial records and tax forms are properly maintained and submitted.
- Performs such other duties as the Chapter may require.

e. The Labor-Representative

Represents the needs and concerns of union EAP's and fosters a mutually beneficial relationship between union and non-union affiliated EAP's.

Section 3. Board of Officers

Collectively, the officers of the Chapter shall make up the Board of Officers. The Board of Officers shall be the governing and policy-making body of the Chapter and shall have responsibility for supervising the activities of the Chapter.

Section 4. Eligibility

- a. The President of the Chapter must be a Professional Member of EAPA in good standing.
- b. All other Chapter officers must be either Professional or Associate Members of EAPA in good standing.
- c. The Labor Representative must be a union member in good standing and an active EAP in either a Union or Joint Labor/Management Employee Assistance program.

Section 5. Nomination and Election

- a. At least three (3) months before the next term of offices begins, the Board of Officers shall appoint a nominations committee consisting of at least three voting members in good standing. The nominations committee shall recruit and accept nominations for each officer position due for election.
- b. At least two (2) months before the next term of offices begins, the nominations committee shall publicize officer openings and identified nominees to all Chapter members. Additional nominations may be made, up to the date of election, provided that the nominated member is in good standing and meets the requirements for the office.
- c. At least one (1) month before the next term of offices begins, the election of officers shall be held. The election may be conducted by email, regular mail, and/or at a regular meeting of the Chapter, provided that at least 30 days notice of the pending election and procedures for voting has been given to all Chapter members.
- d. A plurality of those voting for each position shall be required to elect.

Section 6. Vacancy and Removal

- a. No Chapter officer may remain in office if he/she no longer meets the eligibility criteria for office.
- b. Should any elected or appointed officer be unable to fulfill his/her elected term, the remaining officers (by majority vote) shall appoint a member to fill the vacant position for the remainder of the term. The appointed member must meet the qualification requirements for the position.
- c. Any Chapter officer may be removed from office by a vote of the membership for failure to perform the duties of office, negligence, violation of EAPA's Code of Ethics, or any other reason, provided that:
 - 1. The members of the Chapter, including the officer to be removed, have been notified in advance of the reason for potential removal.
 - 2. The officer has been provided an opportunity to respond on his/her own behalf.
 - 3. A majority of those voting vote to remove the officer from office.

ARTICLE V – MEETINGS

Section 1. Regular Meetings

- a. Chapter meetings may be held at such intervals as may be decided by the Chapter, but not less than four (4) times per year.
- b. Notification of each regular meeting shall be made at least 30 days before the meeting.

Section 2. Special Meetings

- a. Special meetings of the Chapter meetings may be called by the Chapter officers or by written request of ten percent (10%) of the members eligible to vote in Chapter elections.
- b. Notification of such meeting shall state the purpose of the meeting and shall be made at least 10 days before the meeting.

Section 3. Quorum

The presence of 25% of Chapter members who are eligible to vote constitutes a quorum for the transaction of business at any regular or special Chapter meeting. A majority of voting members present shall be required to take action, unless a greater vote is required by law, EAPA's bylaws, or these bylaws.

Section 4. Waiver of Notice

Whenever any notice of any meeting of the members is required under provisions of law or these bylaws, a waiver in writing, signed by those scheduled to receive notice and filed with the records of the meeting, whether before or after the holding thereof, shall be equivalent to the giving of such notice. Presence at any meeting without objection shall also constitute waiver of required notice.

ARTICLE VI – CONFLICT OF INTEREST

- a. Any Chapter Officer or member who has a financial or fiduciary interest in, or the appearance of such an interest in, a matter which comes before the Chapter shall bring such genuine or apparent conflict of interest to the attention of the Chapter and shall abstain from voting on such matter unless it is determined that no conflict of interest exists.
- b. Any person who has knowledge of such genuine or apparent conflict of interest on the part of any Chapter Officer or member must bring such conflict of interest to the attention of the Chapter, orally or in writing, and the Chapter Officer or member will abstain from voting on the matter unless it is determined by Chapter that no conflict of interest exists.
- c. When any member of the Chapter, or an interested third party, brings to the attention of the Chapter the claim that a genuine or apparent conflict of interest exists, the Chapter will vote to determine whether an actual conflict of interest exists.
 1. If the majority of those voting determine that, in fact, a conflict does exist, the member with the conflict of interest shall abstain from voting on the matter.
 2. If the majority of those voting determine that no conflict of interest exists, the member may vote on the matter.

ARTICLE VII – RELATIONSHIP WITH EAPA AND OTHER PROVISIONS

Section 1. Relationship with EAPA

The Chapter is a subsidiary unit of the Employee Assistance Professionals Association, Inc. (EAPA). Any action taken by the Chapter without the prior written consent of EAPA's Board of Directors shall not be binding on EAPA. EAPA does not authorize the Chapter to act as an express or implied agent for, or on behalf of, EAPA without the prior written consent of EAPA.

Section 2. Restriction on Activities

Notwithstanding any other provisions of the bylaws, the Chapter shall not carry on any activities not permitted to be carried on by an association exempt from federal income tax under section 501 (c)(3) of the U.S. Internal Revenue Code of 1986, or any successor provision.

Section 3. Logo and Name

All public uses by the Chapter of EAPA's name, trademarks, and/or logos must be approved in advance by EAPA. Any Chapter logo must conform to EAPA guidelines and its use must be approved in advance by EAPA.

Section 4. Dissolution

In the event of Chapter dissolution, the residual assets of the Chapter shall be turned over to EAPA.

ARTICLE VIII – AMENDMENT OF THE BYLAWS

Section 1. Chapter Responsibility

The Chapter shall ensure that its bylaws are kept current in relation to EAPA's bylaws.

Section 2. Amendment Process at the Chapter Level

The Board of Officers shall review the Chapter's bylaws whenever it receives notice that EAPA's bylaws have been amended and, in any case, at least once during every term of office. Should changes be required, the Board of Officers will draft suggested amendments to be submitted for approval by the Chapter membership at the next regularly scheduled Chapter meeting or through a mail or electronic ballot, provided that the notice of proposed amendments shall be given to all voting members of the Chapter at least 10 days before the voting deadline. Should a majority of those voting support the proposed amendments, the new recommended Chapter bylaws shall be submitted to the EAPA Board of Directors per Section 3 below.

Section 3. Approval of Draft Amendments by EAPA.

Upon completion at the Chapter level of any amendment to the Chapter bylaws, the recommended amended bylaws must be submitted to EAPA for review and approval by the Board of Directors. Bylaws must be approved by the Board of Directors before they can take effect.