

**NATIONAL GUILD OF HYPNOTISTS  
NGH - SOUTH SOUND WASHINGTON CHAPTER  
BY-LAWS**

**ARTICLE I - NAME**

SECTION 1

The name of this organization shall be the “National Guild of Hypnotists NGH - South Sound Washington Chapter.”

**ARTICLE II – MISSION**

The mission of the NGH - South Sound Washington Chapter is to provide a supportive environment for the continuing education, professional development and networking of all who attend. To inform and educate the public about the benefits and applications of hypnosis, and other modes of focused attention, as important tools for health, wellness and personal development. To contribute to the evolution of hypnosis and allied fields by functioning as a creative forum for new approaches and applications of hypnosis. To provide collegial support and encourage the development of all who have interest in complementary and integrative therapies.

**ARTICLE III – MEMBERSHIP AND DUES**

SECTION 1

Membership in the NGH - South Sound Washington Chapter shall be open to Active NGH members. Individuals who are not NGH members may attend two meetings as guests.

SECTION 2

There shall be two (2) types of membership:

**Regular** – Dues for regular member shall be \$60.00 per calendar year. However if dues are paid prior to March 1<sup>st</sup> then the annual dues shall be \$50.00 per calendar year. Only regular members who have paid their dues are eligible to hold office and vote at the meetings. If a member joins after March 1<sup>st</sup>, the dues of \$60.00 per calendar year will be prorated according to the month of establishing membership for the first year of membership. The payment of dues shall include access to all chapter meetings and voting privileges.

**Exempt** – Chapter officers are exempt from all fees during their tenure in office, however,

officers must be members of both NGH and the Chapter. For calendar year 2008, all members, including officers, will pay dues. In subsequent years, Chapter Officers will be exempt from paying dues, in lieu of the services they provide.

### SECTION 3

The Officers shall propose the dues for all classes of membership and the rights associated with the classes of membership.

### SECTION 4

Dues shall become payable January each year. Any member whose dues have not been paid by March 15<sup>th</sup> shall be dropped from membership.

### SECTION 5

Guests, other than presenters, shall be charged \$10.00 per meeting attended.

## **ARTICLE IV – OFFICERS AND DUTIES**

### SECTION 1

The Officers of the Chapter shall be the President, Vice President, Secretary, Treasurer, and Events Coordinator. The President and Treasurer cannot be the same person; otherwise officers can hold more than one (1) position.

### SECTION 2

No salaries shall be paid any Officers of this Chapter. Expenditures by any Officer or member, for the good of the Chapter, may be presented to the Treasurer for reimbursement with appropriate receipts. The President must approve reimbursements or payments by the Treasurer.

### SECTION 3

The performance of the duties of the Officers shall be guided by the By-laws.

Duties of the President are – Supervise the business of chapter operations and of the Chapter meetings, and keep the Officers and members informed. Co-sign along with the Treasurer all checks for Chapter expenditures.

Duties of the Vice President are – in a case of disability or absence of the President, perform his/her duties and perform such other duties as directed by the President.

Duties of the Secretary are – keep correspondence and minutes. Send records of meeting attendance to NGH.

Duties of the Treasurer are – to have charge of and be responsible for the receipt, disbursement and safekeeping of all funds, deposit funds in such banks, etc., provide a statement of the condition of the Chapter at the officers meetings. Co-sign along with the President all checks for Chapter expenditures. Reserve space for the meetings should that be necessary. Maintain a database of current members, and an email list of interested individuals.

Duties of the Events Coordinator are- to arrange speakers for chapter meetings, and or events. Handle advertising. Forward Information about speakers to the NGH so they can post it on their website.

#### SECTION 4

Officers shall serve for a term of one (1) calendar year December thru November. The old officers shall help the new officers make the transition thru the December meeting. The current membership shall elect officers.

#### SECTION 5

Only Chapter and NGH members shall be eligible for the officers positions.

#### SECTION 6

In the event of a vacancy in one of the offices identified in SECTION 1 above, the remaining Officers shall call a meeting of the Officers for the purpose of electing a replacement from eligible members or current Officers. The newly appointed Officer will remain in office until the end of the term.

#### SECTION 7

Resignation of an Officer is by written notice to the President or Secretary and is effective at the time specified in the notice. No acceptance of resignation is required.

#### SECTION 8

There shall be two (2) types of meetings:

- 1) Officers meetings -. At least four (4) Officers meetings shall be held each administrative year. The Officers shall set the Place of Officers meetings.
- 2) General Membership Meetings - There shall be 10 chapter meetings per calendar year.

## SECTION 9

A quorum of the Officers shall consist of a simple majority of the total Officers serving. If a quorum is present, then a vote of the majority of the Officers present is required for all actions. For the purposes of communication and information, minutes must be taken. All actions must be published to the membership thirty (30) days following the Officers vote.

## SECTION 10

The Officers shall perform the duties as described by these By-laws.

## **ARTICLE V – COMMITTEES**

### SECTION 1

The President shall establish committees as deemed necessary for the operations of the Chapter. The Officers will provide committee titles and duties and powers of the Committees are only to the extent provided by the Officers resolution or Bylaws. Committee members serve upon election or request and continue until resignation or completion of task. Board may designate alternate and/or additional members.

## **ARTICLE VI– GOVERNMENT**

### SECTION 1

Government of the Chapter shall be vested in the Officers

### SECTION 2

The absence of an officer three (3) times in succession from an officers meeting may disqualify such officeholder and the office may be declared vacant by the remaining Officers after a proper hearing, if determined to be in the best interest of the Chapter.

### SECTION 3

The records of the Treasurer shall be reviewed for each fiscal year by the Officers at a regularly scheduled Officers' meeting.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

## SECTION 1

Nomination of officers shall be made at the October general membership meeting; their election shall be held at the general membership meeting held the following November. Annual election of officers shall be held at a regular meeting for officers to serve the following year. New officers and old officers will help with the transition in the December meeting.

## SECTION 2

Any Chapter and NGH member in good standing is eligible for nomination. The Officers shall provide in writing to the membership, no later than the November meeting of each year, the list of nominations for officers for the following year. No one convicted of a felony can serve as an Officer. Officers shall be dedicated to Chapter's mission and possess the desire to contribute to the furtherance of the Chapter. No nominees can be discriminated against because of race, color, religion, sex, sexual orientation or national origin.

## SECTION 3

Voting shall be by ballot at the November general membership meeting. If there are no nominations from the qualified membership, the President may cast a vote for the Officers, for the ballot, as prepared by the current Officers.

- A. Each Chapter and NGH member in good standing shall have one (1) vote for each office and may vote if present in person at such election.
- B. In all elections, a plurality of votes shall govern.
- C. New officers will begin office at the December chapter meeting.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

### SECTION 1

All points not specifically covered in these bylaws shall be governed by the rules contained in Robert's Rules of Order, Newly Revised. Robert's Rules of Order shall serve as a guide.

### SECTION 2

A suggested order of business for the monthly general meetings is provided below. The meeting agenda should remain flexible and easily adaptable to changing circumstances. The President, or in his or her absence, one of the current Officers, shall run the meeting.

Suggested Order of Business:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Treasurer and membership Report
4. Recognition of Visitors and Guests
5. Activity Reports
6. Old Business
7. New Business
8. Announcements
9. Program
10. Adjournment

## **ARTICLE IX – DISSOLUTION**

### SECTION 1

This Chapter can be dissolved by a two-thirds vote of the Officers and qualified membership, provided that notice of such vote has been submitted to each Officer and the General Membership in writing at least sixty (60) days in advance of the vote.

### SECTION 2

In the event of dissolution, the remaining assets of the Chapter will go to the national office of the NGH.

## **ARTICLE X – AMENDMENTS**

### SECTION 1

These bylaws may be amended at any Officers meeting, whereby a two-thirds of the Officers are present.