

# **Food Allergy Support Group of Tidewater Bylaws**

**Effective October 28, 2008**

## **Article I: Name**

The name of the organization is FOOD ALLERGY SUPPORT GROUP OF TIDEWATER. Hereafter, FASGOT, is an acceptable acronym. It shall be a nonprofit organization under the laws of the Commonwealth of Virginia.

## **Article II: Purpose**

The purpose of FASGOT is to provide education and support for families with food allergies. FASGOT also organizes education opportunities and services to the community and facilitates a social network for parents and children with food allergies.

Our mission statement is as follows:

Food Allergy Support Group of Tidewater strives to provide educational support about food allergies to the community and networking for its members

## **Article III: Members**

Section 1: Class.

There shall be one class of members.

Section 2: Method of Becoming a Member.

Eligible persons will be accepted into FASGOT after meeting the following requirements:

Completing an information form.

Paying annual dues (one payment per family living at the same address are considered members), or obtaining majority permission from the Board of Directors to have dues waived.

Section 3: Member Rights. All members of FASGOT have the right to:

Attend all meetings, social gatherings or other FASGOT supported events.

Access to FASGOT resources (website, resource library, member list).

Serve as an officer on the Board of Directors.

#### Section 4: Termination of Membership.

Any member may resign by filing a written notice with the Secretary of FASGOT. The members of the Board, by a majority vote, may terminate a member who does any one of the following:

Fails to return lending library materials within a reasonable amount of time following one verbal and one written request to return items.

Fails to meet any financial obligation to FASGOT.

Using membership information for personal gain.

Using FASGOT logo, without permission, for personal gain.

Fails to respect the privacy of member information listed in the directory or verbally shared at a FASGOT event.

The member in question shall be given an opportunity to be heard at a Board meeting.

#### Section 5: Dues.

The Board of Directors may establish annual membership dues. Members have the responsibility to pay annual dues at a date initially determined by the vote of the Board of Directors, and annually thereafter. Dues may be used for any expenses that are directly related to FASGOT purpose and mission statement. For members unable to pay dues, they may request in writing to the Treasurer to have dues waived. This process is determined by Board of Director majority vote and will remain confidential.

## **Article IV: Officers**

### Section 1: General Powers.

The affairs of the organization shall be managed by its Board of Directors. The Board is responsible for the overall policy and direction of FASGOT and may delegate responsibilities to committees. Each Board Member must maintain knowledge of FASGOT and a personal commitment to FASGOT's goals and objectives, and be a member in good standing.

### Section 2: Description of Officers.

**Medical Advisor:** Supports FASGOT meetings, special events, and conferences with medical knowledge as able. This person is to be a licensed medical doctor.

**President:** Presides at general and Board FASGOT meetings, serves as official representative of the organization, reports at each meeting, signs documents on behalf of the organization, makes positional appointments as specified by the bylaws, retains all governing documents of the organization, oversees all committees, and prepares the agenda for both regular and Board meetings.

**Vice President:** Presides over meetings when the President is unavailable, and handles Presidential responsibilities when president is absent. Head of at least one standing committee. Coordinates speakers for general meetings. Other duties as specified/requested.

**Secretary:** Takes minutes at meetings, posts typed minutes on website for members, catalogues and maintains resource library. Accepts nominations for Board slate and facilitates general membership elections. Maintains 501(c) (3) status with appropriate state and federal paperwork.

**Treasurer:** Keeps current records of income and expenses for FASGOT with appropriate documentation. Reports on a quarterly basis to members and monthly basis to Board. Assists in planning annual budget and ensures the Organization maintains established budget. Completes a yearend report for tax purposes. Files appropriate paperwork for state and federal taxes.

6. **Social Coordinator:** Organizes Parent Dinners (at least 3 per year), family social events (at least 2 per year), and chairs one or more fundraising events.

7. Membership Coordinator: Records new members and returning members at each meeting. Reports on a monthly basis to Board members. Solicits volunteers for events through membership lists.  
Members at Large

### Section 3: Terms of Office.

All officers serve a one year term with the possibility of serving multiple consecutive terms.

### Section 4: Nomination and Election Process.

Elections are held once per year, at a date determined by the consent of the Board of Directors. Election will be by ballot. Nominations will be accepted by the Secretary up to eight weeks prior to the general membership vote. The nomination slate will remain open until the ballot vote is taken. Board membership will be determined by majority vote. If a tie occurs, the position will be determined by the outgoing Board of Directors. If there is only one candidate for office a general consent is sufficient.

### Section 5: Vacancies.

The Board will appoint a member by majority consent to serve in a vacant position for the remainder of the term.

### Section 6: Compensation.

The Board will not receive any compensation for their services. Reasonable expenses directly related to the purpose of FASGOT shall be paid if approved by the Treasurer.

### Section 7: Resignation.

A Board Member may resign by giving a minimum of four week's written notice to the Secretary.

### Section 8: Absence from Meetings.

Any Board Member that is absent from two consecutive meetings without satisfactory reason to the board shall be deemed to have surrendered their office.

### Section 9: Removal of Officer.

An officer may be removed from duties on the Board by a Board majority vote when no less than three-fourths of Board members are present in a meeting. The Board member must receive in writing notice of dismissal and an opportunity to meet with other Board members prior to vote of removal.

Section 10: Founders Clause.

The three founders of FASGOT (Dr. Angela Hogan, Michelle Hoang, and Dr. Lucy Gibney) may elect to remain on the board as members-at-large as long as they live in the tidewater area, or until voted out by three-fourths majority of Board vote.

Section 11: Committees

The Board may create such committees as are deemed necessary. The full Board shall appoint the members of the various committees.

## **V: Meetings**

Section 1: Regular Meetings.

Regular Meetings may be scheduled by the majority action of the Board.

Section 2: Special Meetings.

Special meetings of FASGOT may be called by the Medical Advisor, President, or three members of the board.

Section 3: Annual Meeting.

An official meeting will be held for electing officers, announcing committee chairpersons appointed by the Board, establishing dues and meeting dates for the following year and the Treasurer presenting a full financial report.

Section 4: Notice of Meetings

The President or Secretary shall ensure that each member is sent a notice of each meeting stating the time, place and agenda of the meeting. All notices shall be emailed at least 3 days before the date of the meeting.

## **VI: Financial Procedures**

Section 1: Fiscal Year.

The Fiscal Year will be the calendar year.

## **VII: Amending Bylaws**

The Bylaws of FASGOT may be amended by a two-thirds vote of Board members. Notice of the meeting and the proposed amendment should be given to Board members at least two weeks prior to vote.