

# **NATIONAL CONTINUING CARE RESIDENTS ASSOCIATION BY-LAWS**

## **ARTICLE I            Name and Office**

- Sec. 1.    The name of the organization shall be NATIONAL CONTINUING CARE RESIDENTS ASSOCIATION INC. It shall be known as NaCCRA. Its principal office shall be 1001 Carpenters Way, C117, Lakeland, FL 33809 until such other office be established from time-to-time by the Board of Directors.

## **ARTICLE II           Purpose**

- Sec 1.    The general purpose of the organization shall be educational and civic. It is intended to:
- a. enhance the financial security and quality of life of continuing care retirement community (CCRC) residents throughout the United States and
  - b. promote the development of federal regulatory legislation, while being aware of state regulatory legislation and
  - c. to serve as an information source for the State Associations, Resident Associations, NaCCRA Chapters and Individual Residents who are members, and
  - d. foster and encourage the growth of the continuing care concept as a desirable program for the elderly, and
  - e. foster and encourage the establishing in all states of an organization of Continuing Care Communities.

## **ARTICLE III          Membership**

- Sec. 1.    State Associations serving residents of CCRCs and Life Care Communities may become members upon receipt and acceptance of an application for affiliation with NaCCRA and the payment of dues as set by the Board of Directors.
- Sec. 2.    Resident Associations representing the residents of a single community may become Community members upon receipt and acceptance of an application for affiliation and payment of dues as set forth by the Board of Directors.
- Sec. 3    Individuals who are residents of CCRCs or Life Care Communities may become members upon receipt and acceptance of an application for affiliation and payment of dues as determined by the Board of Directors.
- Sec. 4    Individuals who are supportive of the purposes of NaCCRA may become Associate Members upon payment of dues as determined by the Board of Directors and will receive certain participatory rights as provided for in the Bylaws.

## **ARTICLE IV          Fiscal Year**

Sec. 1. The fiscal year shall be the calendar year.

## **ARTICLE V. Board of Directors**

### **Sec 1. State Association**

- a. Each State Association shall be entitled to have two members on the Board of Directors.
- b. State Association Directors will be chosen by their own State Association.
- c. Vacancies in a State Association Director shall be filled by the association involved.

### **Sec. 2. Community**

- a. Each Community Association shall be entitled to one member on the Board of Directors.
- b. Community Association Directors shall be chosen by their Resident Association.
- c. Vacancy of a Community Association Director shall be filled by the Community involved.

### **Sec. 2A. NaCCRA Chapter**

- a. Communities with 25 or more resident members of NaCCRA may form a NaCCRA Chapter upon approval of the President of NaCCRA and the assignment of a chapter number. Each chapter shall be entitled to have one member on the Board of Directors.
- b. Chapter Director will be chosen by the chapter members.
- c. Vacancy of a Chapter Director shall be filled by the Chapter involved.

Sec. 3. The Board of Directors shall consist of the elected officers and the members chosen by their State and Community Associations and NaCCRA Chapters.

Sec. 4. The Board of Directors shall convene at the conclusion of the annual meeting and elect from their membership three (3) members who are not officers and are eligible under Article VI, Section 2 of these bylaws. These members plus the officers shall constitute the Executive Committee.

Sec. 5. Four members shall be a quorum of the Board.

Sec. 6. The all Past Presidents shall be a member of the Board and Executive committee.

Sec. 7. At the first meeting each year the President shall appoint a Nominating Committee consisting of three members who are eligible under Article III of these Bylaws. The president shall name the chairperson.

Sec. 8. No Director shall receive any remuneration as a result of services as a Director.

## **ARTICLE VI Officers**

Sec. 1. The Members shall elect, at each Annual Meeting, the following officers:

President  
Three Vice Presidents  
Secretary  
Treasure

- Sec. 2. State Association Directors, Community Association Directors, Chapter Directors, Individual or Associate Members shall be eligible to be elected as an Officer and/or Director of NaCCRA.
- Sec. 3. The officers shall assume their offices on date specified by board and serve a one year term. Officers may be reelected.
- Sec. 4. The officers shall discharge the customary duties of their respective offices.

**ARTICLE VII Meetings of the Membership**

- Sec. 1. There shall be a meeting of the membership that may coincide with the Annual meeting of the American Association of Homes and Services for the Aging (AAHSA). The President is authorized to eliminate or change the place and time with a forty-five (45) day notice.
- Sec. 2. There shall be an annual meeting of the membership to be held in the Washington DC area to coincide with the AAHSA Spring Conference. The President is authorized to change the place and time with a forty-five (45) day notice
- Sec. 3. Meetings and telephone conferences may be called by the President. The President will determine the locale, time and agenda.
- Sec. 4. A quorum shall consist of the members present and no less three officers.
- Sec. 5. Forty-five (45) days notice shall be provided to the membership prior to a meeting. If the President shall declare an emergency, confirmed by a majority of the Executive Committee, fifteen (15) days notice shall be permissible.
- Sec. 6. Only NaCCRA Members in good standing and not having a conflict of interest shall be entitled to vote.
- Sec. 7. The Board shall encourage proxy voting by providing explanatory information and ballots to all members within a time frame determined by the Board

**ARTICLE VIII Dues**

- Sec. 1. The Board of Directors shall determine the dues based on the operational needs of the organization.

**ARTICLE IX Committees**

Sec. 1. The Board of Directors shall have the power to create, combine or dissolve all committees except the Nominating Committee.

Sec. 2. The President shall appoint members of a committee and designate the chairperson. The President shall be an ex-officio member of all committees except the Nominating Committee. The President shall provide a mission statement for each committee stating the duties and responsibilities of each committee.

Sec. 3. Each committee shall submit a written report of their activities at the Annual Meeting. Copies shall be provided to each member of the Executive Committee.

**ARTICLE X Amendments**

Sec. 1. The Board of Directors may amend these Bylaws by a two-thirds vote after thirty (30) days notice to all Directors.

Sec. 2. Any member in good standing may initiate an amendment by direct petition to any member of the Board.

**ARTICLE XI Effective Date**

Sec. 1. These Bylaws became effective 3/18/97 when they were approved by three (3) State Association members.

R. M. Sparks, Coordinator/President

03/19/97 Amendments

01/26/01 Revised

04/1 0/02 Amendments

10/25/02 Amendments

04/06/06 Revised

Charles D. Paulk, President

April 6, 2006

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