



# North Texas Laryngectomy Society Charter

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**Mission Statement:** The mission of the North Texas Laryngectomy Society is to support individual members and their families, who have lost their voice due to the removal of their larynx by supporting their rehabilitation through education, socialization and outreach.



## The North Texas Laryngectomy Society By-Laws

*As ratified January 6, 2012*

### Article I - Name

The name of this organization shall be the **North Texas Laryngectomy Society** and is also referred to as the **NTLS**.

### Article II - Purpose

The purpose of this organization shall be as follows:

1. To stimulate, support and improve the relations among persons who, due to the removal of the larynx because of cancer or other reasons, have lost their natural voices.
2. To encourage and maintain an exchange of ideas and methods for the learning and teaching of alaryngeal methods of communication.
3. To publish and disseminate helpful information for the better rehabilitation of those who have undergone a laryngectomy.

## **Article III - Relationship with Other Organizations**

The NTLS, an independent association, is pledged to cooperate with organizations such as the Texas Laryngectomy Association, the International Association of Laryngectomees, The American Cancer Society, its Divisions and Units, and all other medical organizations as appropriate.

## **Article IV - Membership**

### Section A - Eligibility

Members shall consist of laryngectomized patients of Texas Healthcare, PLLC; Otolaryngology & Facial Plastic Surgery Associates as well as referred participants. Membership will not be denied to interested laryngectomized individuals, provided such individuals submit a membership form designated by the NTLS. A membership fee of \$10 shall be collected annually, although no person shall be denied membership for an inability to pay.

1. NTLS members as well as spouses shall comprise the voting body of the NTLS.
2. Laryngectomees, significant others, speech professionals and health care professionals who reside in remote areas that does not support a distinct Laryngectomy Club, may join the NTLS as a Member- at-Large. Members-at-Large will be assessed annual dues at the standard rate. These members may not serve as officers of NTLS but will be provided access to all activities and information surrounding NTLS functions.

### Section B - Dues

1. Annual dues for the calendar year beginning January 1 for Individual Members are \$10/year. No patient of Texas Healthcare, PLLC shall be denied membership for inability to pay dues.
2. Dues for Members-at-Large, who are not patients of Texas Health Care, PLLC but live in an areas not supported by an alternate Laryngectomy Group are subject to the \$10 annual membership fee.
3. Annual dues are due and payable before the February Meeting each year and should be received by the Second Officer of NTLS by completion of the second monthly meeting each year. On or about February 1, the Second Officer will notify members of their status and make an effort to collect in an effort to support club activities.

## Section C - Charter Standards

At the beginning of each calendar year, Charter Standards will be sent to each member and, in order to become a qualified member, in addition to the payment of annual dues and submission of current membership information form, the members must acknowledge and accept the Charter Standards in writing. The Charter Standards shall be as follows:

1. Members shall observe and comply with the provisions of the Bylaws of the NTLS and with such resolutions as may be made from time to time by the Society's Officers.
2. Each member shall be respectful of other members/families during NTLS functions.
3. Each member shall cooperate with rehabilitative efforts designed to optimize the functional outcomes of every patient, even if not an individual need for that member.
4. Each member, whenever possible, shall assist with transportation for patients to NTLS activities as possible.
5. Each member shall strive for participation in one of the following member committees:
  - a. NTLS Fundraising Committee
  - b. NTLS Social Committee
  - c. NTLS Outreach Committee

## Section D - Meetings of Members

1. The Annual Meeting of the members of the NTLS shall be held in May of each year, at the standard NTLS meeting date/time.
2. The President shall give to each member organization not less than forty-five days written notice of each stated meeting of the membership. The notice shall state the time and place of the meeting and, in general terms, the purpose of the meeting.
3. Copies of proposed changes in Bylaws, slates for the election of Officers, and proposed changes in Charter Standards will be mailed to members no less than 30 days prior to the Annual Meeting.
4. There shall be no voting by proxy.

## Article V - Officers

### Section A - Officers and Duties

The Officers of the NTLs shall be President, First Officer and Second Officer. The President shall be a laryngectomee, the First Officer will be a Speech Language Pathologist and the Second Officer may be an laryngectomee or spouse.

1. **President:** The President shall be the Chief Executive Officer of the Association and shall:
  - a. Preside at all regular meetings of the NTLs.
  - b. Preside over all meetings of the Officers.
  - c. Call emergency or special meetings of the Officers or any Committee as necessary.
  - d. Serve as ex-officio member of all committees of the NTLs, for the year in office plus the following year.
  - e. Serve as Vice Chairman of the Annual Meeting Committee.
  - f. Accept resignations of any Officers, Chairmen and Members of Committees, and notify the Officers of all vacancies.
  - g. Serve as official spokesman for the NTLs as needed.
  - h. Serve as the primary contact between NTLs and SLP staff.
  - i. Contact NTLs members via telephone to notify of upcoming meetings/events.
  - j. Send reminder emails to NTLs members regarding meetings and upcoming events.
  - k. Communicate with SLP staff regarding interests/concerns of the NTLs membership.
  - l. Assist SLP staff and NTLs officers in event coordination, as needed.
  - m. Organize fundraising efforts, in collaboration with the Second Officer, as needed.
  - n. Make initial welcome call to all new NTLs members.
  - o. Coordinate with the Second Officer regarding NTLs activities.
  
2. **First Officer:** the First Officer shall:
  - a. Perform the duties of the President in the absence of the President.
  - b. Oversee the financial affairs of the NTLs.
  - c. Serve as Chairman of the Annual Meeting Committee.

- d. Serve as an ex-officio member of all committees except the Nominating Committee.
- e. Oversee and determine all NTLS meeting content, rehabilitative goals and information dissemination.
- f. Provide the President and Second Officer any/all necessary information to complete their determined responsibilities.
- g. Give all required notices of all Meetings/NTLS activities.
- h. Record general proceedings of the Meetings on the official NTLS website.
- i. Publish and maintain the official membership roll of the NTLS.
- j. Have custody of all monies, valuable papers and documents of the NTLS.
- k. Expend the funds of the NTLS as directed by the membership, taking proper vouchers for such expenditures.
- l. Keep, or cause to be kept, a book or books setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the NTLS.
- m. Render a statement of the financial condition of the NTLS at the annual meeting in May.
- n. Collect and acknowledge in writing all contributions, donations, etc. to the Association.
- o. Budget for the upcoming fiscal year
- p. This budget shall be a line item budget,
- q. This budget shall be presented to the entire Membership at the annual meeting in May for discussion and approval.

3. **Second Officer:** The Second Officer Shall:

- a. Coordinate hospital visits for NTLS
- b. Coordinate support-based phone calls for NTLS members and families.
- c. Coordinate social events for NTLS
- d. Coordinate fund-raising events for NTLS in collaboration with the First Officer.
- e. Maintain Fund Records from NTLS membership/fund-raising activities.
- f. Coordinate car pooling as needed for NTLS events.
- g. Coordinates with NTLS Officers and Committee heads, as needed, for upcoming NTLS events.

## Section B - Election of Officers

### 1. Election Procedure

The Officers shall be elected at the Annual Meeting, from a slate of nominees previously determined, which shall have been mailed to the individual members at least 30 days prior to the Annual Meeting. Additional nominations of eligible members shall be permitted from the floor at the meeting, before the election.

### 2. Term of Office

1. The Officers shall assume office the day they are installed and shall hold office for one year.
2. In the event that an officer is unable to fulfill their term of duty, an interim appointee will be designated by the First Officer.
3. Any Officer may choose to run for two additional one-year terms.

## Section C - Removal from Office

Any Officer may be removed from office by an appropriate resolution approved by a two-thirds vote of all members.

### **Article VI - Association Honors**

A person who has rendered outstanding service to the NTLs may, on the nomination of any Officer, be elected as an Honorary Life Member of the NTLs at any stated Annual Meeting.

### **Article VII - Parliamentary Authority**

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

### **Article VIII – Amendments**

Amendments to these Bylaws may be made at any Annual Meeting with a two-thirds majority of present member voters.

### **Article IX – Dissolution**

In the event of dissolution of the NTLs, all funds and assets shall be distributed by grants to qualified non-profit organizations to the extent they have participated in and supported NTLs programs and objectives for the rehabilitation of laryngectomees.