

BYLAWS
TOLEDO STATE HOSPITAL CEMETERY RECLAMATION PROJECT
A Service Project of NAMI of Greater Toledo

Initial adoption October 9, 2014

Amended November 14, 2014

ARTICLE I

VISION, MISSION AND GOALS

Section 1.1 Vision: To advocate for Toledo State Hospital cemeteries, assuring that all interred there are treated with honor, dignity & respect

Section 1.2 Mission: To preserve the cemeteries and develop them into a place of remembrance and reflection for people who have experienced mental illness, disability, or addiction and their family members

Section 1.3 Affiliation: The Toledo State Hospital Cemetery Reclamation Project (TSHCRP) is affiliated with the National Alliance of Mental Illness of Greater Toledo (NAMI of Greater Toledo), and functions as a service project of that organization. NAMI serves as the fiscal agent of TSHCRP and NAMI policies and procedures in relation to fiscal management will be followed.

Section 1.4 Goals :

Goal 1: Locate and preserve grave makers

Goal 2: Preserve and enhance the landscaping in Toledo State Hospital Cemeteries

Goal 3: Improve the accessibility

Goal 4: Improve the appeal of cemeteries

Goal 5: Create and maintain memorials and other informational enhancements

Goal 6: To explore and preserve the history of Toledo State Hospital and those who received treatment, lived and worked there

Goal 7: To educate the community about Toledo State Hospital and those interred in its cemeteries

Goal 8: To educate the community and reduce the stigma surrounding mental health, disability and addiction issues

Goal 9: Develop the Archives Room into a public, permanent Toledo State Hospital Museum

Goal 10: Create new revenue streams to support the cemetery maintenance and enhancements contained in the Strategic Plan

ARTICLE II

COMMITTEE STRUCTURE

Section 2.1 Committee membership: The members of the Toledo State Hospital Cemetery Reclamation Project (TSHCRP) Committee shall be persons with a passion for preserving the history of Toledo State Hospital, its cemeteries, and the honor and memory of those interred there. TSHCRP is without compensation and without term limit.

Section 2.2 Expectations: The role of committee members includes, but is not limited to:

1. Attending monthly meetings and subcommittee meetings as scheduled.
2. In order to maintain an active membership, any committee member missing three consecutive meetings or 4 meetings in any calendar year may be removed from the committee. An exception to this rule may be made if extraordinary circumstances exist and the committee member gives prior notice.
3. Participation in project planning and development.
4. Participating in work groups, research projects, events, presentations or other TSHCRP initiatives.

Opportunities include:

Work Groups: Veterans Memorial Program, Memorial Planning, Genealogy or ad hoc work groups.

Volunteering: Cemetery Work Days, Speakers Bureau, Historic or genealogical research, or working in the TSHCRP office or Archive Room.

5. Developing connections and alliances with community organizations and resources that will further the mission of TSHCRP.
6. Promoting the values of TSHCRP and NAMI of Greater Toledo. As advocates for those with mental illness, it is highly recommend that members maintain active membership in NAMI of Greater Toledo.

Section 2.3 Committee size and make up: Voting membership will be limited to no more than 15 members. The committee will strive to maintain diversity representative of the characteristics of those interred in the cemetery, and skills and experience needed to carry out the work of the committee. (E.g. families of those interred, race, religion, disability).

Committee members:

- are required to attend committee meetings
- can take part in meeting discussions
- can be nominated for the Executive Committee
- require volunteer hours through involvement with work groups, community and events
- have voting rights

Committee members as of September 2014 will be Grandfathered as members.

Sections 2.4 New Committee members: New committee members may only be added when a vacancy occurs. New members must demonstrate commitment to TSHCRP by attending a minimum of two meetings and/or work events. Prospective members may request consideration for membership whenever a vacancy occurs. Candidates will be chosen by a majority vote of the committee.

Section 2.5 Associates and Guests:

In addition to committee members, others may attend committee meetings on a less formal basis or still be a part of TSHCRP without attending committee meetings. These are defined below.

Associates:

- need not attend meetings
- can take part in meeting discussions
- cannot be nominated for the Executive Committee
- require volunteer hours through involvement with work groups, community and events
- have no voting rights

Guests:

- are community members with an interest in TSHCRP
- are encouraged to have involvement with work groups and events
- are invited to attend meetings
- can only take part in meeting discussions if invited by the meeting Chair
- have no voting rights

Sections 2.6: Quorum and voting: Every effort will be made to make group decisions by consensus. When it is necessary to elect officers, amend the Bylaws or act on a formal motion a vote will be called. A quorum of 5 members present is required. The vote will carry by a simple majority of those present.

Section 2.7: Volunteer hours: As participation in work groups and volunteering are required for voting membership and associates, individuals are encouraged to keep their own time records. A list will be circulated at each committee meeting for committee members and associates to enter their volunteer hours for the previous period. These lists will be kept by the Secretary who is charged with keeping a total of all volunteer hours and is also charged with providing documentation of service hours where requested by schools or other partnering organizations.

Section 2.8: Removal of Voting members: In the event that a voting member is under consideration for removal for cause, resignation, or failure to maintain active status, a vote will be called. The member will be given an opportunity to state the facts of the case prior to the vote.

ARTICLE III

COMMITTEE LEADERSHIP

Section 3.1: Leadership elections: Elections will be held annually in August to elect committee leadership for the coming year, for a term effective September through August. The number of terms is not limited. An election may also be held when a leadership vacancy occurs. Elected seats are the TSHCRP Chair, Deputy Chair and Secretary. These elected officers will comprise an Executive Committee. Voting members may nominate themselves or others for elected office.

Section 3.2: Leadership Roles: Elected leadership responsibilities include but are not limited to:

1. Chair
 - a. Set the agenda and facilitate monthly and special meetings of the TSHCRP Committee
 - b. Serve as a liaison to primary agencies that include NAMI of Greater Toledo, Ohio Department of Mental Health and Addiction Services and the University of Toledo
 - c. Oversee preparation of and annual updates of the Strategic plan. In year three the Committee will review and update the plan, and in year 5 a new plan will be written. The chair may appoint an ad hoc committee for this purpose.
 - d. Work with group chairs and voting members, monitor progress on the plan
 - e. Oversee preparation of an Annual Report in August for the previous year. This report will be approved by the general membership, sent to the primary partnering agencies listed above, and a copy kept on file.

2. Deputy Chair
 - a. Serves in the role of chair in the absence of the chair
 - b. Obtains and monitors treasurer's reports from NAMI of Greater Toledo and reports during monthly during meetings

3. Secretary
 - a. Record, distribute and maintain copies of minutes of regular and special meetings of the TSHCRP
 - b. Set the agenda and facilitate monthly and special meetings of the TSHCRP Committee in the absence of the Chair and Deputy chair

- c. Monitor attendance of committee members and maintain volunteer service hour records
- d. Maintain committee records and copies of all correspondence and reports.
- e. In the absence of the Secretary, the chair will appoint someone to take minutes and carry out other immediate duties.

Section 3.3: Creation of New Positions: In addition to the Elected Leadership Positions, two non-elected positions will be created to maintain the continuity of the current voluntary leadership. These positions are former Chairs. Should either of these positions become vacant due to resignation or acceptance of an elected leadership position by the incumbents, that non-elected leadership position will be eliminated.

Section 3.4: Executive Committee: The Executive Committee may be called upon to make decisions that affect the committee outside monthly meetings. The Executive committee is comprised of the elected Leaders, the two former chairs. All decisions will require the agreement of the simple majority of the Executive Committee. Any decisions made outside committee meetings must be reported at the next monthly meeting.

Section 3.5: Delegation of Duties: These duties may be delegated by an elected leader to another voting member with approval of the general membership and acceptance of the delegation of duties by that member. An elected leader may also request the assistance of voting members in carrying out those duties.

Section 3.6: Leadership Votes Outside Monthly Meetings: The Executive Committee may be called upon to make decisions that affect the committee outside monthly meetings. This will require agreement by a majority of the Executive Committee. Any decisions made outside meetings must be reported at the next monthly meeting.