

## Organizational Statement

**Name** of the Organization will be Post Polio Awareness & Support Society of MN (PPASS MN). Individual chapters will choose identifying names for themselves and will then be known as the *ChosenName* Chapter - PPASS MN.

**Chapter Organization** - Individual chapters will be organized at various locations around the state as necessary to meet the needs of the communities. Each chapter will be made up of polio survivors, survivors family members and/or friend(s) and those others (especially members of the medical community) interested in the late effects of polio. Each Chapter will have a contact person who will act as liason to the state organization, receive calls from potential members, and will facilitate meetings. Each Chapter will arrange for its own meeting place.

**Outside Directors** will be appointed from the community. These Directors shall be members of the medical community or have experience in business as necessary to assist the organization in the realization of its goals. The number of Outside Directors shall be at least three but may be adjusted from time to time as seen fit by the officers of the group and a majority of the Outside Directors.

**Officers** will be elected to fill the position of Chair, Vice Chair, and Secretary/Treasurer. Collectively these officers shall make up the Executive Committee. This committee will meet as necessary to resolve and direct the organizations business. Election of officers will occur at the December meeting each year and the officers elected at that meeting will serve from January through the following December.

**Officers Duties:**

- The Chair is responsible for establishing meeting agendas, ensuring adequate meeting facilities, ensuring adequate participation and leadership for all committees, as well as preside over meetings.
- The Vice Chair is responsible for assisting the Chair as necessary, presiding over meetings in the absence of the Chair, and leading the Program Committee (see Committees, below).
- The Secretary/Treasurer is responsible for taking minutes at all meetings, keeping a history of all meetings and events, maintaining an historical record of all events and the history of the organization and for maintaining an accurate record of all financial transactions of the organization, collecting dues and paying all duly authorized financial obligations.

**Committees** will be established as needed. It is the responsibility of the Chair to establish a committee, appoint a Chair for the committee and to appoint members to the committee sufficient to accomplish the committees purpose. The only standing committee shall be a Program Committee lead by the Vice Chair and responsible for recommending programs to the organization and making arrangements for those programs.

**PPASS MN (Post Polio Awareness & Support Society)**  
**EIN: 22-3881312**

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**Group Decisions** will be made by a simple majority of those present at a meeting. In order to avoid a small clique from taking over the group any decision may be challenged by a single group member and declared *Significant*. A decision declared *Significant* must be laid over to the next meeting. It is the responsibility of the challenging group member to ensure adequate participation at the next meeting where final action will be taken by the group.

**Order of Business** will, in general, follow Roberts Rules of Order, Revised. To this end the Chair appoints a Parliamentarian.