

**VENTURA COUNTY VOLUNTEER COORDINATORS COUNCIL**  
**BYLAWS**  
Updated 2005

**ARTICLE I**  
**NAME**

The name of this organization has been incorporated as VENTURA COUNTY VOLUNTEER COORDINATORS COUNCIL.

**ARTICLE II**  
**PURPOSE**

The purpose of the Ventura County Volunteer Coordinators Council (VCVCC or Council) shall be to promote volunteer information in Ventura County, recognize volunteer services, increase public awareness of the value and need for volunteers, and provide a forum for sharing information, activities and common needs.

**ARTICLE III**  
**MEMBERS**

- Sec. 1 Members shall be coordinators or designated representatives of a public/private community agency or corporate enterprise, which utilizes volunteers in any of their agency's ongoing volunteer programs. **Any current member of an agency or enterprise can choose to stay an active paying member after retirement.**
- Sec. 2 Prospective agencies that desire membership in the VCVCC shall send a representative to any monthly meeting and shall become a voting member upon payment of dues. Representatives may not attend more than three (3) meeting without payment of dues.
- Sec. 3 There shall be not limit to the number of members.
- Sec. 4 Annual dues of \$20 shall be required of each member to be paid at the January monthly meeting. New members joining after January will be prorated \$2.00 per month for dues.
- Sec. 5 Any member desiring to resign may do so after submitting his/her resignation in writing to the Chairperson.
- Sec. 6 A designated alternate shall be appointed by a member agency. Designated alternates may vote on any motion before the Council.

## **ARTICLE IV OFFICERS**

- Sec. 1 The elected officers of the Council shall be President, Vice President, Secretary, and Treasurer. The positions appointed by the President shall be Public Relations Chairperson, Membership Chairperson, Installation Chairperson, and Nominating Committee Chairperson. The officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Council.
- Sec. 2 The September meeting each year, the President shall appoint a nominating committee. The nominating committee will mail their recommendations to all members by October 13<sup>th</sup> and present their recommendations for a vote at the November meeting.
- Sec. 3 The officers shall be installed by the membership at the December meeting. They shall serve one year, or until their successors are elected, and their term of office shall begin at the close of the monthly December meeting.
- Sec. 4 No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- Sec. 5 Vacancies created by resignation of office shall be filled by an appointment made by the President with approval of the membership. Upon the resignation of the President, the Vice President shall assume the duties of the office for the remainder of the term.

## **ARTICLE V DUTIES OF OFFICERS**

- Sec. 1 The President shall: preside at all meetings of the membership, appoint committees and fill any vacancies of the board with the approval of the membership, co-sign all Council checks, represent the Council in the community, and be responsible for the Council's services.
- Sec. 2 The Vice President shall: preside in the absence of the President, assume the office of President in the event of the President's resignation, and be responsible for the year's programs.
- Sec. 3 The Secretary shall: keep minutes of the meetings, notify membership by mail of meetings one week prior to the meetings, send minutes to each member, handle correspondence as deemed necessary by the President, and provide a current roster to membership in March with updates as needed in September.
- Sec. 4 The Treasurer shall: collect annual dues at January meeting, and all other duties pertaining to the office of Treasurer, notify members who are in arrears and

advise secretary of members who are in good standing, with the President, sign all checks, and be responsible for a monthly financial report.

- Sec. 5 The Public Relations Chairperson shall: write and distribute press releases to the media and annually update the Council's brochure.
- Sec. 6 The Membership Chairperson shall: actively recruit new members for the Council and follow up with inactive members.
- Sec. 7 The Installation Chairperson shall: create and implement an installation ceremony at the December meeting, including purchasing (with VCVCC moneys) and distributing items of recognition for the outgoing board.
- Sec. 8 The Nominating Committee Chairperson shall: be the immediate Past President of the Council, officiate at the Nominating Committee meetings, and ensure that the duties outlined in Article IV are carried out.

#### **ARTICLE IV COMMITTEES**

Sec. 1 The President may appoint any committee he/she deems necessary throughout the year to carry on the objectives of the organization.

#### **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Council 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 Council may adopt.

#### **ARTICLE VIII AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Council by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous meeting.

#### **ARTICLE IX MISCELLANEOUS PROVISIONS**

##### *Fiscal Year*

Sec. 1 The fiscal year of the corporation shall be from January 1 to December 31, inclusive.

