



Ventura County Volunteer Coordinators Council Bylaws

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 no limit to the number of members.

Sec. 4 Annual membership dues shall be paid at the January monthly meeting. The membership will consist of the following three tiers:

- Agency membership is \$45 annually and provides for a maximum of three (3) members.
- Individual membership is \$30 per person
- Student or volunteer membership is \$15 per person and is a non-voting membership

Sec. 5 Any member desiring to resign may do so after submitting his/her resignation in writing to the President or Secretary.

Sec. 6 A designated alternate shall be appointed by a member agency. Designated alternates may vote on any motion before the Council.

Sec. 7 A member of this corporation is not personally liable for the debts, liabilities, or obligations of the corporation.

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 At the March meeting each year, the President shall appoint a nominating committee. The nominating committee will notify all members of their recommendations by the second week in April, and present their recommendations for a vote at the May meeting.

Sec. 3 The officers shall be installed by the membership at the July meeting. They shall serve one year, or until their successors are elected, and their term of office shall begin at the monthly July 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 over the amount of \$100.00, 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 or email 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 financial report at each meeting.

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 July meeting, including purchasing (with VCVCC moneys) and distributing items of recognition for the outgoing board.

ARTICLE VI **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 members present, provided that the amendment has been submitted in writing at the previous meeting.

ARTICLE IX **QUORUM**

Twenty-five percent (25%) of paid membership shall constitute a quorum for the transaction of business.

ARTICLE X **MISCELLANEOUS PROVISIONS**

Fiscal Year

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

Corporate Identity

Sec. 2 The council shall have a logo, which shall be in such form and contain such matter as to be specified by the resolution of the Board of Directors. The logo shall be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any such instrument.

Execution of Notes and Contracts

Sec. 3 Any contract or other instrument executed in the name of and on behalf of the corporation shall be signed by the Secretary and countersigned by the President, and shall have attached to it a copy of the resolution of the Board of Directors certified by the Secretary authorizing its execution.

ARTICLE XI

PROHIBITIONS AGAINST SHARING CORPORATE PROFITS AND ASSETS

Sec. 1 Notwithstanding any other provision in these Bylaws, the corporation shall be subject to the following limitations and restrictions.

- (a) The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954.
- (b) The corporation shall not engage in any act of self-dealing as define in Section 4941(d) of the Internal Revenue Code of 1954.
- (c) The corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954.
- (d) The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954.
- (e) The corporation shall not make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code of 1954.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of VCVCC were approved by a membership vote on Tuesday, November 18, 2014 and constitute a complete copy of the Bylaws of the corporation.

Secretary Christina Gorino

Date: November 18, 2014