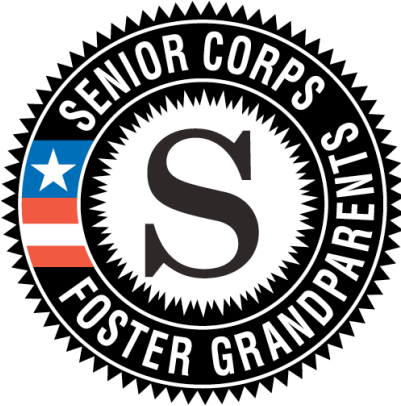


CONSTITUTION AND BY LAWS

*Foster Grandparent Program of West Maricopa County
Volunteer Action Committee (VAC)*



December 3, 2004

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CONSTITUTION

Foster Grandparent Program Volunteer Action Committee

Adopted: Friday, December 3, 2004

Article I: Name and Boundaries

The name of this organization shall be the “Volunteer Action Committee”, hereinafter referred to as the VAC.

The boundaries of the Foster Grandparent Program are designated as Western Maricopa County, Arizona. The boundaries of the VAC are determined by location and membership size, to be determined by the Foster Grandparent Program, hereinafter referred to as the *boundaries of the VAC*.

Article II: Purpose

The Purpose of the VAC is to organize the Foster Grandparent volunteers in a coordinated effort to improve the lives of children and implicitly those of other community members. We are mature adult citizens committed to meaningful participation in our communities. We serve the local community as Foster Grandparents in schools, head start centers and after-school programs. We are dedicated to the literacy and socialization of all children. We treat children with honesty, respect, intelligence, kindness and cultural sensitivity. Our service is predicated on hope, strength and life experience. We believe that our selfless contribution to society will positively affect the educational experience of children in our neighborhoods. Moreover, stable and fortified younger generations will blossom into healthy mature generations. As Foster Grandparents and VAC members we promote positive intergenerational activities in the community. We are motivated to defeat the stereotypes that retired and mature citizens deplete society of its richness and instead promote the idea that we are integral and necessary components to a healthy and vibrant society. We look to increase in numbers as an organization directly associated with the Foster Grandparent Program as well as increase our community visibility through community-service.

Article III: Goals

The goals of the VAC shall be:

1. To bring new members into this VAC, and to provide an opportunity for them to find community expression, participation and recognition.
2. To promote the Foster Grandparent Program in our local communities and assist in its sustainability as a community project.

Hereinafter this article shall be referred to as the *goals*.

Article IV: Affiliation

Section 1:

The VAC shall affiliate with the Foster Grandparent Program sponsored by Northern Arizona University (NAU) and the Senior Corps of Northern and Central Arizona in Flagstaff, AZ, but managed locally by the Foster Grandparent Program of West Maricopa County in Glendale, AZ and its corresponding program partners, to include schools, Head Start Centers, after-school programs and any other organization within the boundaries of the VAC.

Section 2:

The VAC may affiliate, organize and establish such sub-ordinate VACs that it feel's are necessary to further the purpose.

Article V: Organization of the VAC

Section 1: Membership

The VAC shall maintain both active and associate membership, which are prescribed in the By-Laws.

Section 2: VAC Board

The VAC shall have officers, consisting of all the elected officers, having been elected by the membership of the VAC. The elected officers shall consist of and in the order of precedence be the Chair, Co-Chair, Correspondence Secretaries, Treasurer, and, the Communications Secretaries. The duties of the officers are prescribed in the By-Laws.

Section 3: Office of Chair Becomes Vacant.

The Co-Chair shall immediately fulfill the office of Chair, upon declaring the office so vacant. If the VAC does not have a Co-Chair then the officer next in the line of precedence shall assume the Chair. They shall fill the office of Chair until they resign, are removed from office, or until the next annual election meeting.

Section 4: Other Elected Offices Become Vacant.

The office shall be open for nominations at the next duly called meeting.

Article VI: Rules of Order

Section 1: Parliamentary Procedure

The VAC Leadership shall determine the authority for all meetings. The Correspondence Secretary will take meeting minutes, and the meeting conducted by the VAC Chair.

Section 2: Amendments

This Constitution may be amended by a two-thirds vote of the members duly assembled when it is not the annual election meeting, and amendments must be submitted in writing to the Correspondence Secretary at least one month prior to the meeting in which these amendments will be voted on. If it is the annual election meeting then amendments shall be made from the floor without prior notice, and may only receive a majority of the vote to pass or fail.

Section 3: Other Governing Documents

By-Laws, Resolutions, Standing Rules, etc... which are consistent with this Constitution shall be adopted or amended whenever needed, by the majority of the members duly assembled at a VAC meeting.

Article VII: Finance

Section 1: Fiscal Year

The fiscal year of the VAC shall start on the last day of September and end on the 29th of September.

Section 2. Spending VAC Funds

The Chair, Co-Chair, Correspondence Secretary, Foster Grandparent Program Staff and Treasurer shall have access to write checks on the VAC's accounts; however, only by direct authorization of the Chair.

Section 3: Financial Account.

The Board shall establish those financial accounts that are necessary to fulfill the objectives of the VAC. All accounts and the expenditures that are made from them shall always be open for review by the members of the VAC and the Foster Grandparent Program.

Section 4. Fundraising

The Board and the VAC members may raise funds for the VAC.

BY LAWS

Foster Grandparent Program Volunteer Action Committee

Adopted: Friday, December 3, 2004

Article I: Membership

Section 1: Active member

Shall be anyone who 1) meets the requirements set forth by the Foster Grandparent Program, and 2) resides within the boundaries of the VAC.

Section 2: Membership Limitations

No person shall be denied membership because of race, religion or gender. However, the Board and Foster Grandparent Program may deny membership to any person, by a one-half plus one vote, when there is reasonable belief that the person has activities inconsistent with the objectives of the VAC or the Foster Grandparent Program.

Section 3: Expulsion

Any member of the VAC may be expelled for any act and/or conduct deemed unfriendly and/or hostile to the best interest of the Foster Grandparent Program, its program partners, or the VAC. Before a member may be expelled they must have received written notice 30 days prior to a duly called meeting, be allowed to present their side at the duly called meeting, and that the motion to expel receive a two-thirds vote in favor.

Article II: Meetings

Section 1: Regular Meetings

Shall be held at least once a month. There shall be at least 12 meetings held within a year. Attendance by all VAC members is mandatory at the monthly Regular Meetings.

Section 2: Annual Election Meeting

Shall be held during the month of August, with the purpose of electing officers, and for any other business that may arise.

Section 3: Special Meetings

Shall be held on call by the Chair, or upon written call of one-fourth of the members of the VAC, or by one-half of the Board.

Section 4: Board Meetings

Shall be held on call by the Chair, or upon request of one-fourth of the members of the Board. There must be at least one-half of the members of the Board before official business may take place.

Section 5: Meeting Notifications

Shall be communicated to the members at least one week prior to the duly called meeting, except the annual election meeting shall be communicated one month before the duly called meeting.

Section 6: Requirements Of Meetings

All meetings of the VAC must have an elected officer of the Board present to preside over the meeting.

Section 7: Resigning From Office

Any officer, who misses three consecutive VAC meetings and does not show good cause within a period of ten working days after each missed meeting, shall be considered to have resigned from office. After the second missed meeting the Chair shall make an attempt to contact the officer and encourage them to fulfill their duties to the VAC.

Section 8: Conducting Business

In the spirit of keeping up with the technology of this century, business of the VAC may be conducted via email, fax, phone and us-mail. Notices for meetings may be sent through any of the above-mentioned methods. Votes on Constitution or By-law changes, for new officers, and other business may also be conducted via the above mentioned methods.

However, if the business is done in any capacity other than in a duly called meeting, the following procedure must be followed:

1. At least 50% of the VAC members must vote.
2. Rules for making motions, seconding, discussion, calling for the question are still to be followed.
3. The Chair has the responsibility for tallying and communicating what is being discussed, if and how to have a vote be counted, and how the process works. It is the Chair's responsibility to make sure doing business other than in a duly called meeting is successful and that all parties know how it works and that it works as close to traditional operations of business.
4. After a vote has been called the Chair shall announce if the item under discussion failed or passed; however, no mention of how individual members voted will be allowed unless the members so move.

The Chair shall give all records of the proceeding to the Correspondence Secretary, who will then keep them in the VAC's records.

Article III: Annual Elections and Special Elections

Section 1: Election Committee

The Chair shall appoint an Election Committee at the annual election meeting. The Election Committee shall have no less than three members on it. The Election Committee shall be responsible for credentialing those able to vote at the meeting, and act as tellers for the election. Candidates for office within the VAC may not be members of the Election Committee.

Section 2: Procedure of Election

After nominations are closed then those nominated shall, in the event of more than one nominee, speak for a total of two minutes. The body may elect to have a period of questions and answers of the nominees before they proceed to vote. Rules of the question and answer period will be detailed in the motion to do such a thing.

Section 3: Declaring a Winner

Candidates must receive at least one-half plus one votes cast to win an office. In the event that a candidate does not receive at least one-half plus one votes cast, there shall be a further ballot, with all nominees except the two highest being dropped from the second ballot.

Section 4: Eligibility to be a VAC Officer

Candidates must be active members of the VAC, and remain active members throughout their tenure.

Section 5: Voting

Shall be done by secret ballot, unless otherwise stated. Only active members of the VAC may vote. Proxies are allowed, but the proxy must be a signed paper with the specific person(s) listed they are voting for.

Section 6: Assuming Office

Newly elected officers shall assume office when the annual election meeting has adjourned. If the office was vacant for which the candidate is filling they shall assume office immediately and perform such required duties within the meeting.

Section 7: Terms Of Office

Shall be one year, with no three consecutive terms being in the same office.

Article IV: Duties of Officers

Section 1: Chair

Shall preside at all meetings and shall be the Chief Executive Officer of the VAC. The Chair shall have general supervision over the development of the VAC's entire program, shall appoint all committee Chairmen, and shall act as a representative, or appoint a representative to other meetings of other organizations we affiliate with.

Shall serve as the main contact person for all activities, relating to the Foster Grandparent Program (FGP). Chair will meet with FGP staff on a regular basis (determined by both parties).

Shall coordinate service plans as well as other related business for VAC in combination with program staff and elected officers.

Shall serve as a liaison between VAC membership, program partners and the Foster Grandparent Program.

In the event that the welfare of the VAC is at stake, and the matter cannot be brought before the Board in a timely manner, the Chair may take whatever appropriate action necessary.

Section 2: Co-Chair

Shall preside at all meetings in the absence of the Chair, and shall be responsible for overseeing all organizational aspects of the VAC's committees. Shall spearhead special committees as deemed necessary by either the Chair or the Board.

Section 3: Correspondence Secretaries

Shall record the minutes at all VAC meetings, communicate notices of all VAC meetings, keep a list of current members, answer all correspondence, and write such correspondence as the Chair determines. The Correspondence Secretary shall also be in charge of storing the records of the VAC. These records include, but do not exclude: minutes, meeting notices, election results, VAC correspondence, campaign materials of VAC officers, and reports from officers.

The Secretary is not responsible to do anything that is not prescribed in this section.

Section 4: Communications Secretaries

Shall make phone calls, as necessary, for VAC related events and activities and communicate to the VAC membership meeting notices.

Section 5: Treasurer

Shall be the custodian of all VAC funds, and shall keep a record of all receipts and expenditures of the VAC. The Treasurer shall also serve as a member of the Finance, Fundraising and other committees that deal with financial issues of the VAC. The Treasurer shall also be responsible for providing an annual report of Contribution & Expenditures of the VAC.

Article V: Amendments

These Bylaws may be amended when necessary by a two-thirds majority of the Board. Proposed amendments must be submitted to the Correspondence Secretary to be sent out with regular Board announcements.