



BYLAWS of the COMMUNITY COUNCIL OF ALAMANCE COUNTY

ARTICLE I - NAME AND OBJECTIVES

Section 1

The name of this organization shall be the Community Council of Alamance County, hereinafter referred to as the Council.

Section 2

The objectives of the Council shall be to promote awareness of and support human service needs in the community. Priorities will align with the Community Assessment.

Section 3

The objectives of the Council will be addressed by activities such as:

- (a) Studying human service needs of the community through committees or task forces.
- (b) Formulating principles, methods, and standards for the improvement of human service needs.
- (c) Supporting the facilitation of community assessments and resulting priority areas.
- (d) Assisting with the identification and procurement of resources to meet priority areas.
- (e) Serving as an information center and forum on human service needs for the operating agencies and for the general public.

ARTICLE II - GENERAL POLICIES

Section 1

The Council, a subsidiary of the United Way of Alamance County, hereinafter referred to as United Way, serves as a conduit for public input and information on human service needs.

Section 2

To accomplish the objectives defined in Article I, Section 2, the Council shall be guided in its action by the following policies:

- (a) The Council shall meet monthly except July and August or when the Executive Committee chooses to add a meeting or to suspend a meeting.
- (b) The Council shall act on behalf of its agency members in organizing and conducting continuing education in the areas of human services.
- (c) The Council may make recommendations and establish committees or task forces to address results from community assessments or human service needs.

- (d) All divisions, special committees, or task forces of the Council shall present their findings, recommendations, or proposed projects to the Executive Committee. Action of these divisions, committees, or task forces shall be with the approval of the Council or Executive Committee.
- (e) The President of the Council shall have the authority to manage the public affairs of the Council, including speaking publicly on Council issues and on behalf of the Council.
- (f) The Council shall not support any campaign, but may support the work of projects that align with identified priority areas.

Section 3

The President of the Council shall be vested with authority to decide all questions concerning the interpretation of the foregoing objectives and policies. Said decisions shall be subject to approval by a majority of the Council or of the Executive Committee at any regular or called meeting.

ARTICLE III – MEMBERSHIP, DUTIES, AND POWERS

The membership of the Council shall be composed of members and members-at-large.

Section 1

- (a) To be eligible for membership in the Council, an organization must submit a request in writing and be a (1) non-profit organization of a social, civic, educational, or religious nature, and interested in the general policies of the Council as formulated in its Bylaws or (2) for-profit organization that has a public service mission.
- (b) Any citizen who has shown an active interest in the work of the Council may be eligible for Council membership as a Member-At-Large.
- (c) All members shall be polled yearly to reaffirm interest in continuing membership. Membership in the Council shall continue until the organization withdraws from participation or fails to attend for one year.

Section 2

Members and members-at-large shall have equal rights and duties with respect to voting privileges, eligibility for elective office, and participation in the activities and deliberations of the Council.

ARTICLE IV - OFFICERS

Section 1

The elected officers of the Council shall be President and Vice-President.

Section 2

These officers shall be elected by majority vote of the Council at its annual meeting on nomination by a Nominating Committee, provided that any member of the Council shall have the right to make further nominations from the floor. The Nominating Committee, chaired by the President of the Council, shall recommend a slate of candidates for these positions to the Council.

The President of the Council shall serve as an ex-officio member of the United Way of Alamance County's Board of Directors.

Section 3

When a vacancy on the Executive Committee exists, the Executive Committee will vote to decide if the position should be filled.

If the Executive Committee decides the position should be filled:

- (a) Members of the Executive Committee will first be asked to fill the vacated seat. If a member of the Executive Committee is nominated (and the person accepts) a vote will then take place by the Executive Committee to officially vote the member into the vacated seat, effective immediately. The interested party may not vote and may be asked to be excused during Executive Committee discussion.
- (b) If the Executive Committee cannot fill the position, then the council will be asked to submit nominations to the Nomination Committee. Nominations will be accepted for 10 days, upon which the Nomination Committee will send its recommendation to the Executive Committee for a final vote.

If the Executive Committee decides not to fill the position, the seat will remain vacant until the next election.

The President may appoint someone to fill the duties of the vacated position until the seat is filled.

Section 4

The terms of office for the President, Vice-President, Past President and Division chairs shall be one year. The terms of office for Committee chairs shall also be one year.

Section 5

In addition to the *elected* officers, the President of United Way shall *appoint* an Executive Secretary of the Council. The duties of the Executive Secretary shall be:

- (a) To maintain the central office of the Council and to act as custodian of all the records.
- (b) To issue all calls for meetings of the Council and of its divisions and committees on order of the President of the Council or of the respective division and committee chairs.
- (c) To compile and post minutes and notices of all meetings.
- (d) To review and approve written announcements made by members.
- (e) To release to the press and to the public all information concerning the activities of the Council and its constituent divisions and committees on approval of the President of the Council.
- (f) To poll all members yearly to reaffirm membership.
- (g) To perform other duties delegated by the President of the Council or by the President of United Way.

ARTICLE V - DIVISIONAL ORGANIZATION

Section 1

The Council will establish functional divisions based on identified priority areas. Chairs or Co-Chairs for Divisions shall be voting members of the Executive Committee of the Council.

Section 2

The purpose of the divisions shall be to:

- share information pertaining to human service agencies,
- support the facilitation of the community assessment,
- provide an opportunity for dialogue and solutions to address priority areas
- plan and promote cooperative programs, and
- advance community goals by using a collective impact approach.

Section 3

Each member may participate in the division(s) of his/her choice.

Section 4

Each division may include additional members who are not members of the Council to address issues or concerns specific to that division.

ARTICLE VI - COMMITTEES

Section 1

Standing committees of the Council shall include an Executive Committee, Program Committee, Membership/Hospitality Committee, and Nominating Committee. Special committees may be appointed by the President of the Council as directed by the Council or by the Executive Committee.

- (a) The Executive Committee shall consist of the elected officers of the Council, the Executive Secretary, the Past President, the Chairs or Co-Chairs of all divisions and standing committees, the last retiring President of the Council, and the President of United Way (or their designee).
- (b) The Program Committee shall consist of a Chair or Co-Chairs elected by the Council, a United Way representative, and other persons appointed by the Chair of the Program Committee.
- (c) The Membership/Hospitality Committee shall consist of a Chair or Co-Chairs elected by the Council and other persons appointed by the Chair of the Membership/Hospitality Committee.
- (d) The Nominating Committee shall consist of the President and at least two members appointed by the President of the Council. It shall make nominations for President, Vice-President, Division Chairs and Standing Committee Chairs or Co-Chairs to the Council.

ARTICLE VII - MEETINGS AND ATTENDANCE

Section 1

The Annual Meeting of the Council shall be held in June of each year, with new officers assuming their duties at that time.

Section 2

Regular meetings of the Council shall be held monthly. Meetings are usually the first Tuesday of each month except in July and August.

Section 3

Meetings of the Executive Committee shall be by order of the President of the Council or by the Executive Secretary upon written request of five members of the Committee.

Section 4

Any member or member-at-large may bring guests to any meeting of the Council. Such guests shall be without voting power.

ARTICLE VIII - QUORUMS

Section 1

A quorum of the Council shall consist of at least one-fourth of the total membership.

Section 2

A quorum of the Executive Committee shall consist of a majority of members. In the event of a tie vote, a representative from the United Way may vote.

ARTICLE IX - AMENDMENTS

Section 1

These Bylaws may be amended, enlarged, or repealed by a majority vote of a quorum present at any meeting of the Council, provided that the following steps have been taken:

- (a) Proposed changes have been submitted to the Executive Committee.
- (b) The Executive Committee has reviewed, revised (if necessary), and approved the presentation of the proposed changes to the Council.
- (c) Written notification of the proposed changes has been sent to all voting members of the Council at least two weeks prior to the meeting at which the changes are to be considered.

Officially Adopted at the Annual Meeting, February 6, 1951
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