

**RETIRED AND SENIOR VOLUNTEER PROGRAM ADVISORY COUNCIL
BYLAWS**

ARTICLE I - AUTHORITY

The Advisory Council of the Retired and Senior Volunteer Program (RSVP) of the City of El Paso is authorized by the City of El Paso and Order 440-6695 of the Federal Agency ACTION.

ARTICLE II - PURPOSE

The purpose of the Advisory Council shall be to advise and assist the Project Sponsor (i.e., the City of El Paso) and RSVP staff. The offices of RSVP are located at 2 Civic Center Plaza, El Paso, TX 79901-1196.

ARTICLE III - ROLE AND FUNCTION

- a. Provides advice and support to the project supervisor in the formulation of local policy, planning and the development of operational procedures and practice, consistent with program policies;
- b. Assists the sponsor by promoting community support for the project; advises on actions affecting volunteers; and assists in developing local financial and in-kind resources;
- c. Conducts an annual appraisal of project operation and submits a report to the sponsor, which shall be attached to the continuation grant application. The appraisal should be completed so that results of the appraisal may be utilized in preparing the continuation grant application. Suggested areas of project operation to be appraised by the Advisory Council include the extent to which project goals and objectives are being met on schedule;
- d. Provides information and advice to Sponsor and project staff on strategies to utilize RSVP volunteers most effectively;
- e. Furnishes advice and support on coordination with volunteer stations;
- f. Promotes constructive relationships with key individuals and agencies in the community;
- g. Helps plan, implement, and participate in RSVP recognition events;

- h. Assists in the final review of continuation grant applications and assists in the development of the section relating to Advisory Council's goals;
- i. Provides ideas or contacts for development of volunteer stations;
- j. Advises on recruitment of hard-to-reach prospective volunteers.

ARTICLE IV - MEMBERSHIP

Section 1 - Number and Qualifications:

The RSVP Advisory Council shall consist of nineteen (19) members. Composition of the membership shall be as follows:

- The Mayor or his designee (called the Sponsor Executive);
- A City representative, recommended by the Advisory Council and approved by City Council;
- Eight (8) members to be selected by the Advisory Council;
- Nine (9) members to be selected by City Council and the Mayor.

At least five of the members shall be persons aged 55 or over. Members should be representative of a cross-section of the community: community and business leaders, representatives of non-profit corporations and public agencies. Project staff may not be members or officers of the Advisory Council.

Section 2 - Tenure:

Each appointed member shall serve for a term of two years. No member shall serve more than two consecutive full terms. Within those categories represented in the Advisory Council, every effort shall be made to have eight of the members have terms which expire each year. Should any member be unable to complete his term of office, an appointment shall be made according to the same process by which the member was appointed to fill out the unexpired term.

Section 3 - Absence from Meetings:

If a member is absent from three consecutive meetings, the Executive Committee of the Advisory Council shall decide if there is cause for removal. If the member is dismissed, such member shall not be eligible for reappointment.

The Advisory Council may waive this attendance requirement where it determines extenuating circumstances provide a reasonable excuse for such member's absence.

Section 4 - Quorum:

Ten members of the Advisory Council shall constitute a quorum for the purpose of holding a meeting.

The act of the majority of those present shall determine any matter brought before a legal meeting.

Section 5 - Meeting:

The Advisory Council shall meet at least four times a year and at other times as needed. Members of the Council shall be entitled to a four-day notice of special or unscheduled meetings.

ARTICLE V - OFFICERS

Section 1 - Officers:

The Advisory Council officers shall be a Chairman and Vice-Chairman elected at the annual election.

Section 2 - Term:

Elected officers shall serve for a term of one year. In the event the office of Chairman or Vice-Chairman becomes vacant during the term, such vacancy shall be filled by the Advisory Council for the balance of the unexpired term.

Section 3 - Duties

- a. Chairman - Shall preside at all meetings of the Advisory Council; appoint committee chairs; call special meetings; be an ex-officio member of all committees, except Nominating Committee; present an annual report at the annual election meeting; and assume other duties usually pertaining to the office.
- b. Vice-Chairman - Shall supervise and coordinate the activities of the committee chairmen and shall be responsible for securing from each an annual report. In the absence of the Chairman, the Vice-Chairman shall assume the duties of the Chairman; when a vacancy occurs in the office of the Chairman, the Vice-Chairman shall become the Chairman.

ARTICLE VI - COMMITTEES

The Chairman shall appoint such committees as shall be deemed necessary. Membership of the committees and designation of chairpersons shall be as determined by the Chairman. Committees may include, but shall not be limited to, Public Relations, Recognition, Evaluation, Nominating, Fund-Raising, and Bylaws. Committees shall meet as frequently as needed.

ARTICLE VII - AMENDMENT

These bylaws may be amended by majority vote of a quorum at an Advisory Council meeting after proper public notice of the intention to amend said bylaws. The amended bylaws shall then be submitted to the Mayor and City Council by resolution requesting the approval of these amended bylaws. Proposed changes shall be submitted in writing to each member prior to the meeting at which said proposed changes shall be requested to be considered.

RSVP ADVISORY COUNCIL1. PURPOSE

This order identifies the Advisory Council Policy and its implementation for the Retired Senior Volunteer Program.

2. POLICY

The RSVP Advisory Council shall be formed by the RSVP sponsor upon receipt of the initial grant award with advice of the community advisory group that helped develop the RSVP grant application.

The Advisory Council provides to the sponsor advice and assistance on selection and dismissal of the program director, an ongoing assessment and an annual written appraisal of progress made by the program. The Advisory Council also provides assistance and advice on program development, community and financial support, formulation of local policies and personnel decisions.

Membership on the RSVP Advisory Council shall be broadly representative of the community. This may include representation from voluntary organizations, industry, labor, government, volunteer stations, and persons capable of making a significant contribution to the program. One-fourth of the membership must be age 60 or over, and shall include Senior Volunteers. A board member and the executive of the sponsoring organization or his representative and the RSVP director shall be members of the RSVP Advisory Council. They may not serve as officers of the Council. The sponsor executive and the RSVP director will be non-voting members.

The RSVP Advisory Council shall establish its own method of operation and succession. It should, however, keep minutes of its meetings, meet at frequent intervals and have active committees concerned with significant matters such as transportation, financial support, recognition, recruitment public information and program appraisal.

3. IMPLEMENTATION

- a. Upon making the grant, ACTION confers with the sponsor to determine that an RSVP Advisory Council has been formed and is functioning. The first weeks or months of a new program normally require extra commitments of time by council members.
- b. Through consultation with new sponsors ACTION ensures that the RSVP Advisory Council provides advice to the sponsor prior to selection or dismissal of the program director.
- c. Through review of program reports and RSVP Advisory Council minutes, ACTION assesses the scope of assistance provided by the council to the RSVP sponsor, ACTION provides technical assistance to the sponsor as necessary to help the Advisory Council understand and implement its functions.

BY LAWS
Advisory Council
of the City of El Paso
Retired Senior Volunteer Program

ARTICLE I - Authority

The Advisory Council of the El Paso Retired Senior Volunteer Program is authorized by the City of El Paso and Order 440-6695 of the federal ACTION agency.

ARTICLE II - Purpose

The purpose of the Council shall be to function in an advisory capacity to the Grantee and to assist and support the project staff in matters affecting planning and/or significant program decisions.

ARTICLE III - Membership

Section 1. At the discretion of the Grantee, membership on the Council shall consist of community, business, and labor leaders, representation from volunteer stations, specialists in the field of aging and voluntarism, representation from private organizations and public agencies, volunteers and citizens in the community able to give substantial contributions to the program.

Section 2. At least one-fourth of the membership shall be persons aged 60 years or over, some of whom must be RSVP volunteers and shall be selected without discrimination on the basis of race, color, sex or national origin.

Section 3. The Council must include the Retired Senior Volunteer Program Project Director, a Grantee Executive and a representative from the Grantee agency. They may not serve as officers. The representative is a voting member; the Grantee Executive and Project Director are not.

Section 4. The Advisory Council shall be composed of 17 members appointed by the Mayor and City Council Representatives of the City of El Paso. Members shall serve for two years.

Section 5a. Members may serve for two successive terms. Members absent from three consecutive meetings without a valid excuse accepted by the Advisory Council shall be dropped from membership.

Section 5b. The Director of RSVP will request from the Mayor and/or City Council Representatives to fill in the balance of unexpired term of a board members as soon as a vacancy occurs.

Section 5c. Members who have served for two successive terms may be designated by the nominating committee of the Advisory Council as honorary non-voting member for a two-year term.

Section 6. A majority of the members of the council shall constitute a quorum. A majority vote of a quorum present shall determine any matter brought before the meeting.

ARTICLE IV - Officers

Section 1. The Council officers shall be a President, a Vice-President and a Secretary elected at the annual meeting from among its members.

Section 2. The officers shall serve for a term of one year. In the event an office becomes vacant during the year, such vacancy shall be filled by the Nominating Committee for the balance of the unexpired term.

Section 3. The duties of the officers shall be as follows:

- a. President: Shall preside at all meetings of the Council; appoint committee chairmen, call special meetings, be an ex-officio member of all committees except the Nominating Committee, present an annual report at the annual meeting and assume other duties usually pertaining to the office.
- b. Vice-President: Shall supervise and coordinate the activities of the committee chairmen and shall be responsible for securing from each an annual report. In the absence of the President, the Vice-President shall assume the duties of the President. When a vacancy occurs in the office of the President, the Vice-President shall perform the duties of the office until a successor is selected by the Nominating Committee.
- c. Secretary: Shall keep the minutes of the meetings of the Council, shall maintain a permanent roll and conduct the general correspondence of the Council.

ARTICLE V - Meetings

The Advisory Council shall meet at least four (4) times per year and at other times at the discretion of the President, the Director or the Grantee. Regular meetings shall take place the third Thursday of the month. All meetings shall be open to the public. The annual meeting will be held in October.

ARTICLE VI - Committee

Section 1. Nominating Committee

- a. The President shall appoint a nominating committee within two (2) months after the annual meeting. This committee shall consist of three (3) persons, not limited to members of the Advisory Council, who shall serve for a one-year term. The committee shall elect its own chairperson. The chairperson shall be a member of the Advisory Council.
- b. The Nominating Committee will present a slate of officers to the Council thirty (30) days prior to the annual meeting. The Nominating Committee will also present suggestions for new Council members to the Grantee thirty (30) days prior to the annual meeting. The Committee will present names to fill vacancies on the Council as the need arises.

Section 2. Public Relations

The Public Relations Committee shall assist the Director in planning for and carrying out a continuing program of public relations, in order to explain the Retired Senior Volunteer Program, to attract volunteers, to describe work stations and to secure ongoing public support.

Section 3. Recognition

The Recognition Committee shall assist the Director in encouraging work stations to develop appropriate means of recognizing the efforts of volunteers assigned to them. The committee shall also develop a plan for official Retired Senior Volunteer Program recognition of volunteers, both on an ongoing and annual basis.

Section 4. Evaluation

The Evaluation Committee shall annually assess the progress of the Retired Senior Volunteer Program and its administration. A written report of the findings shall be sent to ACTION and the Grantee; and be presented to the Advisory Council at the annual meeting.

Section 5. Bylaws

The Bylaws Committee shall be composed of three (3) members of the Advisory Council, appointed by the President. It shall be responsible for studying and proposing to the Advisory Council any amendments and/or revisions to the bylaws. The committee shall review the bylaws annually.

Additional committees may be appointed as the need arises.

ARTICLE VII - Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern all matters of Parliamentary procedure.

ARTICLE VIII - Amendments

These bylaws may be amended by majority vote of a quorum present at a Council meeting. Proposed changes shall be submitted in writing to each member at least fourteen (14) days prior to the meeting at which it is to be presented for consideration.

By-Laws Committee:

Vivienne Corn
Joan Heath
Frances Whited

Approved April 17, 1975

Amended April 20, 1978 by Advisory Council

Amended March 20, 1980 by Advisory Council