

## RETIRED AND SENIOR VOLUNTEER PROGRAM ("RSVP")

### ADVISORY COUNCIL BYLAWS

#### ARTICLE I - AUTHORITY

The Retired and Senior Volunteer Program Advisory Council ("Advisory Council") of the City of El Paso is authorized by the City of El Paso ("Project Sponsor") and pursuant to CFR 2553.24.

#### ARTICLE II - PURPOSE

The purpose of the Advisory Council shall be to advise and assist the Project Sponsor and RSVP staff. RSVP offices are located at 801 Texas Ave. 3<sup>rd</sup> Fl.; El Paso, TX 79901-1503

#### ARTICLE III - ROLE AND FUNCTION

The Advisory Council is tasked with the following:

- 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*. *The appraisal provided by the Advisory Council will include a review of project goals and confirmation that objectives 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.
- k. Assist with fund raising efforts to assist the program to continue recognition events.
- l. Review by-laws on an annual basis, usually during the last Advisory Council meeting of the calendar year.

**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 shall appoint a member to the advisory council.	(1)
Each City Representative shall appoint a member to the advisory council.	(8)
Ten members shall be selected by the advisory council as at large members.	(10)
Total:	(19)

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 four years. No member shall serve more than two consecutive full terms. Should any member be unable to complete his/her term of office, a replacement appointment shall be made according to the same process by which the member was appointed to fill out the un-expired term. Advisory members designated to serve before December 15, 2016 and are serving their second, two-year term will have their existing term extended for two years; taking into consideration the 4 year term of service. All Mayor, City Representative and At-Large members, beginning their service on the Advisory Committee on or after December 15, 2016, will serve an initial 4-year term and be eligible for an additional 4-year term if reappointed to the advisory council.

### Section 3 - Absence from Meetings:

If a member is absent from three consecutive meetings without notification to RSVP staff, nor excuse of their absence by the Advisory Council, will be subject to removal. The Advisory Council members 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:

In order to constitute a quorum, half of the total number of appointed advisory council members plus one (1), but no less than (5), shall constitute a quorum for the purpose of holding meetings

The act of the majority of those present shall determine any matter brought before the advisory council

### Section 5 - Meeting:

The advisory council shall meet at least 6 times a year and/or as needed to meet the needs of the program.

## **ARTICLE V - OFFICERS**

### Section 1 - Officers:

The Advisory Council officers shall be a Chair and Vice-Chair elected at the annual election that will be held in June or July of each year.

### Section 2 - Term:

Elected officers (Chair and Vice-Chair) shall serve for a term of one year. In the event the office of Chair or Vice-Chair becomes vacant during the term, such vacancy shall be filled by having the advisory council select a new Chair or Vice-Chair except as stipulated under Article V, Section 3 b.

### Section 3 - Duties

- a. Chair - Shall preside at all meetings of the Advisory Council; appoint committee chairs as needed; call special meetings; be an ex-officio member of all committees; and assume other duties usually pertaining to the office.
- b. Vice-Chair - Shall supervise and coordinate the activities of the committee chair and shall be responsible for securing from each an annual report. In the absence of the Chair, the Vice-Chair

shall assume the duties of the Chair; when a vacancy occurs in the office of the Chair, the Vice-Chair shall become the Chair.

#### ARTICLE VI - COMMITTEES

The Chair shall appoint such committees as shall be deemed necessary. Membership of the committees and designation of chairpersons shall be as determined by the Chair. 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 by-laws may be amended by majority vote of a quorum present at an advisory 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.

RETIREED AND SENIOR VOLUNTEER PROGRAM ("RSVP")  
ADVISORY COUNCIL BYLAWS

The signatures listed below show that the advisory council members present for the December advisory council meeting voted to pass the revision of the advisory council bylaws.

This revision changes the tenure from two year terms with eligible for an additional two years to a four year terms with eligible for an additional four years. This will become effective December 15, 2016.

Advisory members designated to serve before December 15, 2016 and are serving their second, two-year term will have their existing term extended for two years; taking into consideration the 4 year term of service.

Everett L. Barnett	<u>Everett L. Barnett</u>
Gilbert Blancas	<u>Gilbert Blancas</u>
Irma Chavez-Rodriguez	<u>Irma Chavez-Rodriguez</u>
Angie Garza- <i>Purcia</i>	<u>Angie Garcia</u>
Stefania Garza	<u>Stefania Garza</u>
Armida H. Hernandez	<u>Armida H. Hernandez</u>
Penny Ho	<u>Penny Ho</u>
Horacio Huerta	<u>Horacio Huerta</u>
Anne Langenfeld	<u>Anne Langenfeld</u>
Nati C. Munoz	<u>Nati C. Munoz</u>
Mary S. Newton	<u>Mary S. Newton</u>
Sofia C. Ordonez	<u>_____</u>

Signed on December 15, 2016