

BY-LAWS OF  
THE RIO GRANDE VALLEY  
RETIRED AND SENIOR VOLUNTEER PROGRAM  
ADVISORY COUNCIL

**ARTICLE I**

NAME AND AUTHORITY

SECTION 1.01 **NAME.** The name of the organization shall be The Rio Grande Valley Retired and Senior Volunteer Program (RSVP) Advisory Council.

SECTION 1.02 **AUTHORITY.** The creation of The Rio Grande Valley Retired and Senior Volunteer Program Advisory Council is authorized by the sponsoring agency, County of Hidalgo Community Service Agency, and the Corporation for National and Community Service. The Advisory Council shall implement its purpose within the service area of non-profit agencies and organizations of Hidalgo, Cameron and Willacy Counties.

**ARTICLE II**

PURPOSES AND RESPONSIBILITIES

SECTION 2.01 **PURPOSE.** The Advisory Council shall advise and assist the Sponsoring Agency with the implementation of the objectives as stated by these by-laws, as from time to time amended. The specific objectives for which the Advisory Council is organized include the following:

- (a) Planning and program development
- (b) Community and Financial Support
- (c) Annual Program Evaluation
- (d) Public Relations

SECTION 2.02 **RESPONSIBILITIES.** The Advisory Council shall provide advice and support to the sponsor and the project director as follows. This may include but is not limited to project changes, project personnel practices, community relations, volunteer transportation, fund raising for the program project, the budget, grant renewal applications and coordination with volunteer station personnel.

- (a) Identify problems and/or needs of senior citizens participating in the program
- (b) Coordinate with community organizations/agencies involved with the program
- (c) Prepare an annual program evaluation survey

SECTION 2.03 **SUPPORT.** To provide advice and support to the sponsor and Project Director and staff as follows:

- (a) Development of Volunteer Stations
- (b) Recruitment, orientation and assignment of senior volunteers
- (c) Development of community and financial support for volunteers
- (d) Development of in-service activities for senior volunteer stations, including recognition and social activities
- (e) Provide input in the preparation of the annual budget and continuation grant application
- (f) Review and advice on the financial management and administration of the RSVP

SECTION 2.04 **PROJECT STAFF.** The Advisory Council shall have an opportunity to advise/ to be advised by the Sponsor before a Project Director is selected or terminated.

### ARTICLE III

#### MEMBERSHIP

SECTION 3.01 **MEMBERSHIP.** The membership of the RSVP Advisory Council shall consist of nine (9) voting members who broadly represent the community. The Executive Director of the Sponsoring Agency shall serve as an ex-officio member with non-voting privileges. Voting privileges will be extended by Proxy at the point in time with the members' approval.

- (a) Sub-Committees shall be formed by areas and/or counties with one Advisory Member to chair sub-committee work and report recommendations or actions to Council.
- (b) Sub-Committee membership can include advisory council members, community leaders at-large, and volunteers
- (c) Sub-Committees will provide notice of scheduled meetings to the RSVP Project Director

SECTION 3.02 **MEMBERSHIP CATEGORY.** The RSVP Advisory Council shall be comprised in the following manner:

- (a) Knowledgeable of human and social needs of the community;
- (b) Competent in the field of community service and volunteerism;
- (c) Capable of helping the sponsor meet its administrative and program responsibilities including project assessment, fund-raising, publicity, and data reporting requirements;
- (d) With interest in and knowledge of the capacity of older adults;
- (e) Who are of a diverse composition that reflects the demographics of the service area.

SECTION 3.03 **TERM OF MEMBERSHIP.** The terms of the Advisory Council members shall be for two years, beginning on the 1<sup>st</sup> day of April of each even numbered year. Any Council Member who remains in good standing will be eligible for re-appointment.

SECTION 3.04 **VACANCIES.** A vacancy in the membership of the Advisory Council shall occur upon the resignation, inability to serve or upon three consecutive absences of a member. Each vacancy occurring shall be reviewed individually and acted upon on individual basis by the Executive Director, Project Director and the Chairperson of the Advisory Council.

SECTION 3.05 **RESIGNATION.** Resignation from the Council shall be made in writing or verbally to the Executive Director, Project Director and the Advisory Council Chairperson.

SECTION 3.06 **UN-EXPIRED TERM.** Vacancies in an un-expired term may be filled by appointment by the Advisory Council Chairperson with the concurrence of the Executive Director of the Sponsoring Agency.

## ARTICLE IV

### OFFICERS

SECTION 4.01 **OFFICERS.** The officers of the Advisory Council shall consist of a Chairperson and Vice Chairperson elected by a simple majority vote of the Advisory Council membership at its annual meeting in March. In case where a vacancy occurs, a person shall be elected by majority of the remaining members of the Council to fill the un-expired term.

SECTION 4.02 **DUTIES AND RESPONSIBILITIES.** The duties and responsibilities of the Officers of the Advisory Council shall include the following.

The duties of the Chairperson shall be:

- A. To preside at all Council Meeting at which he/she may present;
- B. To coordinate the work of the officers and Committees of the Council in order that the purpose of the Council may be promoted;
- C. To confer with the Project Director concerning the agenda and conduct of the Council meetings;
- D. To make appointment to Committees when necessary;
- E. To serve as ex-officio member of all Committees;
- F. To sign all recommendations to be made to the Executive Director by the Council

The duties of the Vice-Chairperson shall be:

- A. To perform the duties of the Chairperson in the absence of that officer;
- B. To maintain a current list of members including Committee assignments;
- C. To perform such duties as may be assigned by the Chairperson of the Council

## ARTICLE V

### NOMINATIONS AND ELECTIONS

SECTION 5.01 **ELECTIONS.** The officers shall be elected at the Annual Meeting in March of each year. Nominations will be accepted from the floor and voted upon elected by simple majority.

SECTION 5.02 **TERM OF OFFICE.** Elected officers shall serve a two-year term commencing April of even years.

## ARTICLE VI

### COMMITTEES

SECTION 6.01 **ASSIGNMENTS.** Committees may be appointed by the Advisory Council Chairperson to serve in the following areas:

- (a) Community Support and Awareness
- (b) Planning
- (c) Recognition
- (d) Project Evaluation/Assessment
- (e) Fund Raising

## ARTICLE VII

### MEETING

SECTION 7.01 **MEETING.** The Council shall meet quarterly each fiscal Year in September, December, March, and June. The Chairperson and Project Director may call additional meetings as the need arises.

SECTION 7.02 **NOTICE OF MEETINGS.** Written notices of time and place or regular meeting shall be mailed to each member of the Advisory Council at least seven (7) days prior to the date established for such meeting. The agenda shall include such items as are approved by the Advisory Council Chairperson and such items as are submitted in writing by any member of the Advisory Council. Minutes of the previous meeting shall be attached.

**ARTICLE VIII**

**QUORUM AND PROCEDURES**

**SECTION 8.01 QUORUM.** A quorum for the transaction of business at any Council meeting will be one-third (9) of the membership.

If less than a quorum is present, the Chairperson shall recess the meeting to be reconvened at a designated time and place.

**SECTION 8.02 PROCEDURE.** All meetings of the Advisory Council shall be conducted in accordance with the most recent edition of Robert's Rule of Order.

**ARTICLE IX**

**AMENDMENT OF BY-LAWS**

**SECTION 9.01 AMENDMENT.** As provided below, these By-Laws may be adopted, amended, repealed, or added to by affirmative vote of the majority of the voting members of the Council in attendance at any regular or special meeting of the members, if notice of the proposed adoption, amendment, repeal or addition is contained in the notice of the meeting.

These By-Laws were approved and adopted by the RSVP Advisory Council on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

Signed:

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Abiel J. Cantu, Chairman  
The Rio Grande Valley  
Retired and Senior Volunteer Program

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Ruben Del Leon, Vice Chairman  
The Rio Grande Valley  
Retired and Senior Volunteer Program

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Jaime R. Longoria, Executive Director  
County of Hidalgo  
Community Service Agency

Revised: 08/2017