

BY-LAWS
OF
THE HIDALGO COUNTY COMMUNITY SERVICE AGENCY
RIO GRANDE VALLEY SENIOR CORPS PROGRAM

RETIRED SENIOR VOLUNTEER PROGRAM (RSVP)

[45 CFR 2553.24]

SENIOR COMPANION PROGRAM (SCP)

[45 CFR 2551.24]

FOSTER GRANDPARENT PROGRAM (FGP)

[45 CFR 2552.24]

ADVISORY COUNCIL

ARTICLE I

PURPOSE AND AUTHORITY

SECTION 2.01 PURPOSE. The following by-laws are established for use by the Rio Grande Valley Senior Corps Program Advisory Council (the Advisory Council). The Advisory Council will advise and assist the Hidalgo County Community Service Agency (Sponsoring Agency), which is the sponsoring agency of the Rio Grande Valley Senior Corps Program (RGV-Senior Corps), in the implementation of the objectives of the RGV-Senior Corps Program as from time to time amended. The specific objectives for which the Advisory Council is organized include the following for the RGV-Senior Corps:

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

SECTION 1.02 AUTHORITY. The creation of the Advisory Council is authorized by the sponsoring agency, the County of Hidalgo Community Service Agency, the County of Hidalgo, Texas and the Corporation for National and Community Service. The Advisory Council will work collaboratively with these entities to provide guidance to the RGV-Senior Corps Programs within the geographic service area of Hidalgo, Cameron, and Willacy Counties.

ARTICLE II

PURPOSE

SECTION 2.02 ADVISORY DUTIES. The Advisory Council will provide advice, recommendations, and support to the Sponsoring Agency and the Senior Corps Program staff as follows:

- (a) Identify problems and/or needs of senior citizens participating in the Senior Corps projects;
- (b) Coordinate with community organizations/agencies involved with the RSVP, SCP and FGP programs;
- (c) Provide planning and support on all RSVP, SCP and FGP program goals.

This may include but is not limited to project changes, community relations, the budget, grant renewal application and coordination with volunteer station personnel.

SECTION 2.03 **SUPPORT.** The Advisory Council will provide advice and support to the Sponsoring Agency and Senior Corps staff related to the following:

- (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; and
- (f) Review and advise on the financial management and administration of the all Senior Corps Programs, including the selection of project staff.

ARTICLE III

ADVISORY COUNCIL MEMBERSHIP

SECTION 3.01 **MEMBERSHIP.** The membership of the RGV-Senior Corps Program's Advisory Council shall consist of five (5) voting members who broadly represent the community. The Executive Director of the Sponsoring Agency may serve as an ex-officio member with non-voting privileges. Voting privileges will be extended by proxy with the present members' approval.

SECTION 3.02 **MEMBERSHIP CATEGORY.** The RGV-Senior Corps Programs' Advisory Council will consist of members who possess the following qualities:

- (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 Sponsoring Agency 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; and
- (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 will be for three years, beginning on the 1st day of April of each even numbered year. Any Advisory Council Member who remains in good standing will be eligible for re-appointment.

SECTION 3.04 **VACANCIES.** A vacancy in a place on the Advisory Council will occur upon the resignation, inability to serve, or upon three consecutive absences of a member who cannot provide a legitimate explanation for his or her absence to the Advisory Council members. Each vacancy occurring will be reviewed individually and acted upon on individual basis by the Executive Director, Program Staff and the Chairperson of the Advisory Council.

SECTION 3.05 **RESIGNATION.** Resignation from the Advisory Council shall be made in writing to the Executive Director, Program 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 meeting in March. In a case where a vacancy occurs, a person shall be elected by majority of the remaining members of the Advisory Council to fill the remaining portion of the term.

SECTION 4.02 **DUTIES AND RESPONSIBILITIES OF OFFICERS.** 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 Advisory Council meetings at which he/she may present;
- B. To coordinate the work of the Officers and Sub-Committees of the Advisory Council in order that the purpose of the Advisory Council may be promoted;
- C. To confer with the RGV-Senior Corps Director concerning the agenda and conduct of the Advisory Council meetings;
- D. To make appointments to Sub-Committees when necessary;
- E. To serve as an Ex-Officio member of all Sub-Committees;
- F. To sign all recommendations to be made to the Executive Director of the Sponsoring Agency by the Advisory 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 Sub-Committee assignments;
- C. To perform such duties as may be assigned by the Chairperson of the Advisory Council.

ARTICLE V

NOMINATIONS AND ELECTIONS OF OFFICERS

SECTION 5.01 **ELECTIONS.** The Officers shall be elected at the Advisory Council meeting in March of each year. Nominations will be accepted from the floor and voted upon by the members present at that meeting. Election of the Officers shall be elected by a simple majority of the members of the Advisory Council.

SECTION 5.02 **TERM OF OFFICE.** Officers shall serve three-year terms commencing in April of even years.

ARTICLE VI

COMMITTEES

SECTION 6.01 **ASSIGNMENTS.** Sub-Committees may be appointed by the Advisory Council Chairperson for any topic that the Advisory Council deems appropriate, including, but not limited to:

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

The Advisory Council shall form sub-committees by areas and /or counties with one Advisory Council member to chair sub-committee work and report recommendations or actions to the Advisory Council.

All Sub-Committees may be composed of Advisory Council members, community leaders at-large, and volunteers.

Sub-Committees will provide notice of scheduled meetings to the RGV-Senior Corps Director.

ARTICLE VII

MEETING

SECTION 7.01 **MEETING.** The Advisory Council shall meet quarterly each fiscal year. The Chairperson and Senior Corps Director may call additional meetings as the need arises.

SECTION 7.02 **NOTICE OF MEETINGS.** Written notice of the time and place of regular meetings in the form of an agenda shall be mailed to each member of the Advisory Council at least seven (7) days prior to the date established for such meetings. 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 Advisory Council meeting will be a simple majority (5 out of 9) of the membership, one of whom must be the Chairperson or Vice Chairperson.

If less than a quorum is present, the Chairperson shall recess the meeting to be reconvened at a designated time and place, with notice of that meeting being given in conformance of these by laws.

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. Each item before the Advisory Council shall be passed upon a vote by a simple majority of at least a quorum of the members present.

ARTICLE IX

AMENDMENT OF BY-LAWS

SECTION 9.01 **AMENDMENT.** These By-Laws may be adopted, amended, repealed, or added to by affirmative vote of the majority of the voting members of the Advisory 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 that meeting.

These By-Laws were approved and adopted by the Rio Grande Valley Senior Corps Advisory Council on the _____ day of _____, 2019.

Signed:

Abiel J. Cantu, Chairman
The Rio Grande Valley
Senior Corps Program

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

Revised: 4/2019