

Vermont Resident Service Coordinators

VRSC MISSION STATEMENT

The Vermont Resident Service Coordinators group is dedicated to the professional development of Resident Service Coordinators across Vermont. Our mission is to promote the **Value** of service coordination in housing; to provide **Resources** and technical assistance to service coordinators; to **Strengthen** relationships between service coordinators and local and national service agencies; and to provide a **Connection** between service coordinators and housing programs.

BY-LAWS

ARTICLE #1 - ORGANIZATION

Section 1

Name: The name of the organization shall be the Vermont Resident Service Coordinators (VRSC)

Section 2

Purpose: We are a professional association, committed to the development and promotion of service coordination within the housing community.

Section 3

Description: The Vermont Resident Service Coordinators is a unincorporated, non-profit association created and maintained for the purpose described in article 1, Section 2.

ARTICLE 2 - MEMBERSHIP

Section 1

Membership: A member is defined as one whose dues are paid in full. Each member has one vote.

ARTICLE 3 - MEETINGS

Section 1

General Membership Meetings: There shall be four meetings annually, one of which shall be for the purpose of election of officers.

Section 2

Executive Committee Meetings: Regular meetings of the Executive Committee are held as needed and are attended by officers. Meetings of the Executive Committee are open to all paid members. Additional meetings of the Executive Committee may be called by the President or by a majority of the Committee members.

Section 3

Notice of Meetings: Notice of the time and place of all general membership and special meetings shall be given by a written notice mailed to each member of the Association at least seven days before the meeting.

Section 4

Agenda: All known items to be raised for discussion shall appear on the agenda to be mailed with the written meeting notice. No item related to organizational change, including by-law changes and elections, may be voted upon unless they were listed on the agenda.

Section 5

Special Meetings: Special meetings of the members of the Association will be held when called by the President; when requested by five of the voting members, including two Officers; or when requested by three Officers of the Association. Any voting member may petition the officers to call a Special Meeting. The membership must be notified of all special meetings.

Section 6

Quorum: At Executive Committee meetings, a quorum shall be 50% of the Executive Committee, and a quorum shall be required to hold meetings and to vote on issues. A quorum for general membership meetings shall consist of seven voting members, two of whom must be officers. A majority of the voting members present shall decide any question brought before the members except as stated in Article 8, Section 3, and Article 9, Section 1.

Section 7

Proxy and Voting: At all general membership meetings of the Association, each voting member shall be entitled to one vote, either in person or by proxy. Any vote by proxy shall be in writing and must be filed before the meeting with the Secretary.

Section 8

Presiding and Recording Officers: Meetings of the general membership shall be presided over by the President of the Association, or by the Vice- President in his/her absence, or in the absence of both the President and Vice-President by the Treasurer or a chairperson chosen by the members. The Secretary of the Association shall act as Secretary at all Executive meetings and all general membership meetings. In the absence of the Secretary, a Secretary pro-tempore shall be chosen by the members.

ARTICLE 4 - EXECUTIVE COMMITTEE

Section 1

Executive Committee: The Executive Committee consists of the Officers. Each year, at the fall general membership meeting, the members shall elect officers of the Executive Committee. The Officers of the Association shall be President, Vice-President, Secretary, and Treasurer.

Section 2

Past Presidents shall serve as ex-officio, non-voting members of the Executive Committee. Past Presidents will be listed in the Membership Directory, but only those who remain members will be invited to Executive Committee meetings and general membership meetings.

Section 3

Dues: All changes in dues shall be recommended by the Executive Committee and passed by a majority of the voting members present at the fall meeting.

Section 4

Accountability of Funds: The Executive Committee shall have authority over and be accountable for all expenditures of the Association.

ARTICLE 5 - OFFICERS

Section 1

Enumeration of the Officers: The Officers of the Association shall be President, Vice-President, Secretary, and Treasurer. The term of all Officers shall be 2 years. To maintain experience and knowledge from year to year, officers' terms shall expire on alternating years. Two new officers shall be voted in each year.

Section 2

Duties of Officers: The duties of the Officers shall be as follows:

President: The President shall preside at all meetings of the general membership and all meetings of the Executive Committee. The President shall have the necessary authority and responsibility to administer the Association in all its activities, subject to such policies as may be adopted, and such orders as may be issued, by the Executive Committee, the membership, or by any of the committees to which specific powers have been delegated. The President shall be the duly authorized representative of the Executive Committee in all matters in which the Committee has not formally designated some other person for that specific purpose. The President shall sign all documents or other instruments requiring the signature of an Officer of the Association, and shall have all authority and duties that such position would customarily require.

Vice-President: The Vice-President shall, in the absence of the President, or in the event of a vacancy in the office of President, perform all duties imposed on the President by these by-laws. The Vice-President shall also perform such other duties as are assigned to her/him from time to time by the President or the Executive Committee.

Secretary: The Secretary shall have custody of all records, books, papers and documents of the Association. The Secretary shall also keep or shall arrange to have kept the minutes of all meetings of the membership and of the Executive Committee. The Secretary shall also have such other duties as may be assigned by the President or by the Executive Committee.

Treasurer: The Treasurer shall have custody of all funds and accounts of the Association. The Treasurer shall endorse on behalf of the Association for collection all checks, notes and other obligations and shall deposit same to the credit of the Association in such bank or banks or other depository as the Executive Committee shall designate. The Treasurer shall sign, or arrange to have signed by individuals authorized by the Executive Committee to sign, all checks, receipts and vouchers for payments made to or by the Association. The Treasurer shall make annual and periodic financial reports in writing as directed by the Executive Committee. All of the Treasurer's records and books of account shall be made available to the inspection, at all reasonable times, of any Officer or member of the Executive Committee. The Treasurer shall have such other duties as may be assigned by the President or by the Executive Committee.

ARTICLE 6 - STANDING COMMITTEES

Section 1

Enumeration of Standing Committees: The two Standing Committees of the Association shall be the Nominating and Membership Committees.

Section 2

Chairpersons: Chairpersons of the Standing Committees shall be recommended by the Executive Committee, presented by the Nominating Committee as part of the slate, and elected by the members. The term of the Chairperson of each of the Standing Committees shall be one year. Committee Chairpersons may hold more than one term.

Section 3

Appointments: Appointments to the standing Committees are made by the respective Chairperson. The President shall serve as an ex-officio member of each Standing Committee, with the exception of the Nominating Committee. Vacancies in the Standing Committees that arise between elections shall be filled by vote of the Executive Committee.

Section 4

Responsibilities of Committees: The responsibilities of the Standing Committees shall be as follows:

Nominating Committee: The sole responsibility of the Nominating Committee is to prepare and present a proposed slate of Standing Chairpersons, and Officers, in accordance with these by-laws for a vote by the membership at the annual fall meeting.

Membership Committee: The membership Committee shall be responsible for conducting periodic membership drives as directed by the Executive Committee. On an annual basis, the Membership Committee receives and reviews membership applications, develops a membership mailing list, oversees the production of the membership directory, and performs other duties related to membership as may be assigned by the President or Executive Committee.

ARTICLE 7 - ELECTIONS

Section 1

Elections: All Officers and members of the Executive Committee including Chairpersons of the Standing Committees, shall be elected by voting membership of the Association at the annual fall meeting. Nominations will be accepted from the floor for all Officers, in addition to the slate presented by the Nominating Committee. All Officers shall serve until their term expires, with the exceptions described in Article 8

ARTICLE 8 - VACANCIES, RESIGNATIONS, AND REMOVALS

Section 1

Vacancies: If the office of any Officer or member of the Executive Committee becomes vacant for any reason, the voting members, upon recommendation of the President, may, by majority vote, choose a successor, who shall hold office for the unexpired term.

Section 2

Resignations: Any Officers or member of the Committee may, at any time, resign by delivering her/his resignation in writing to the President, with a copy to the Secretary. Such resignation shall be effective upon receipt and acceptance shall not be necessary to make it effective.

Section 3

Removals: The voting members, at any regularly scheduled meeting or special meeting called for that purpose, may, by a three-quarters vote, remove from office any Officer or member of the Executive Committee.

ARTICLE 9 - AMENDMENTS

Section 1

Amendments: A quorum of voting members, at any regularly scheduled meeting or special meeting called for the purpose, may, by two-thirds vote, amend these by-laws, provided that a notice of the substance of the proposed amendment is included with the notice of the meeting where the action is to be taken on the amendment.