

# **SOUTHFIELD VETERANS' COMMISSION CONSTITUTION AND BY-LAWS, AS AMEMDED**

## **ARTLCLC I: NAME**

The name of the Organization shall be: SOUTHFIELD VETERANS' COMMISSION, also known as the SVC.

## **ARTICLE II: PURPOSE**

1. The purpose of this organization is:
  - a. To strengthen the common veteran's cause and ensure that the community is aware of veteran's rights and needs.
  - b. To honor those veterans who have passed on.
  - c. To preserve honor for veterans of the future.
  - d. To assist resident veterans and their families when in need.
  - e. To work cooperatively with other City boards and commissions, and City staff with regard to policies, programs, and concerns relating to veterans' interests, and to maintain a working relationship with all other agencies serving veterans within the City.
  - f. To recognize and honor citizens in the City who distinguished themselves for community service, particularly, in the area of veterans' needs and concerns.
2. The Southfield Veterans' Commission shall not attempt to influence legislation, unless it pertains to Veterans' concerns. SVC shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of statements.

### **ARTICLE III: MEMBERSHIP**

1. Membership shall consist of seven (7) members holding honorable discharges from a branch of the United States military or those serving in the National Guard or Reserves, and who are also residents of the City of Southfield.
2. The term of the office for all elected officers shall be for one (1) year from 1 August through 31 July. All elected officers may be re-elected to office for an additional term as required for the good of the order. All terms of office shall be limited to two (2) years. Term limits shall be waived due to necessity if the board votes to extend elected officers term of office. <sup>(1)</sup>
3. The name, address, telephone number and e-mail address of each SVC member shall be provided to the SVC Secretary annually prior to the 1<sup>st</sup> of July, or as required by changes in such information.
4. Any member of the SVC that misses three (3) consecutive meetings without notifying the Secretary or Chairperson shall be deemed to have voluntarily resigned from the Commission.
5. When a vacancy occurs, the Chairperson of the SVC shall be authorized to contact the Southfield City Council for a replacement member.
6. The Chief of Police of the City of Southfield, or his/her designee shall serve as an *ex-officio*, non-voting member of the Commission.

### **ARTICLE IV: OFFICERS, BOARDS AND APPOINTEES**

1. The Southfield Veterans' Commission shall elect by a simple majority the following officers: Chairperson, Vice Chairperson, Secretary and Treasurer.

2. The duties of the SVC shall be to establish policy, negotiate contracts and conduct the business affairs of the members of SVC and to bring those issues to the general meeting for ratification.
3. Any vacancy in an office created by the resignation, the death or the removal of an elected officer may be filled by an appointment by the Chairperson. Such appointment shall only be for the remaining term of the office so filled.

## **ARTICLE V: DUTIES OF OFFICERS**

1. **CHAIRPERSON** shall preside at all meetings, enforce the observance of the By-Laws, strive for achievement of the purpose and objective of the organization, and represent the organization at accepted functions. He/she shall appoint standing committee chairpersons and other committee chairpersons as deemed necessary within sixty (60) days following the annual election of officers. The Chairperson shall appoint an audit committee, which will elect its own chairperson, and an audit shall be performed and presented annually by the end of the fiscal year. *If the Chairperson is unable to perform his/her regular duties because of sickness, leave, TDY (Temporary Duty Assignment) or for some other legitimate reason he/she shall delegate the responsibilities of that office to the Vice Chairperson; and, in the absence of the Vice Chairperson, the Secretary or the Treasurer shall preside.*
2. **VICE CHAIRPERSON** shall assist the Chairperson in all functions and chair all meetings in the absence of the Chairperson. In the absence of the Vice Chairperson, the following chain of command shall prevail: Secretary, Treasurer.

3. **SECRETARY** shall maintain all files and records, maintain all election-related documents (including copies of those pertaining to nominations, notice of meetings and the minutes of any meetings), keep up-to-date the official copy of the Constitution and By-Laws of the SVC and provide copies to the members, conduct correspondence as directed by the Chairperson and provide notifications of meetings, etc., to all members.
4. **TREASURER** shall maintain records of all financial transactions of Southfield Veterans' Commission, shall keep record of all monies, shall disburse the monies (held by the City of Southfield Treasurer for SVC, and monies from other sources) as directed by the membership, and shall co-approve all fund disbursement requests with the Chairperson.

## **ARTICLE VI: MEETINGS**

1. All regular meetings of the Southfield Veterans' Commission are scheduled for **7:00 PM on the second Monday** of each month.
2. In conflicting situations, the time and/or meeting date(s) may be amended or postponed at the call of the Chairperson, and rescheduled within a reasonable period of time.
3. The Chairperson may call special meetings of the SVC Board.
4. Special meetings may be called with seven days notice to the membership, giving the specific reason for such a meeting. The special meeting shall be limited to the special topic for which the meeting was called.
5. A quorum to conduct business requires four (4) commissioners present.

6. Robert's Rules of Order will be used to cover items not covered in these By Laws, when necessary.

### **ARTICLE VII: AMENDMENTS**

1. These By-Laws may be amended, and/or added to, at a regular or special membership meetings by a majority of members appointed and serving.
2. All proposed amendments must be presented in writing to the membership for review at least thirty (30) days prior to the vote of the membership.

### **ARTICLE VIII: POLICY**

1. Southfield Veterans' Commission shall not adopt policies in conflict with the Constitution of the United States of America, the State of Michigan and/or the City Charter of the City of Southfield.
2. SVC shall not be used as an influence, directly or indirectly, in any political election or activity for personal gain.
3. No member of SVC shall, without proper-delegated authority, obligate or incur any liabilities in the name of the Southfield Veterans' Commission.

(1) Bylaw change approved by unanimous vote of the board at a regular scheduled commission meeting on 8/13/07

## ARTICLE IX: APPROVAL

The foregoing Constitution and By-Laws of Southfield Veterans' Commission shall be the true original publication of this organization as amended and adopted at the meeting by a majority of the members on this date.

10/10/2005

Adopted: \_\_\_\_\_



Daniel Brightwell, Chairperson



Felix Seldon, By-Law Chairman

By Laws approved by unanimous vote 10/10/05 at a regular scheduled meeting.