

UNITED VETERANS COMMITTEE BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the United Veterans Committee of Colorado, herein referred to as UVC.

ARTICLE II

ORGANIZATION

UVC is a non-partisan, non-profit, incorporated organization registered with the State of Colorado. It operates as a coalition of veterans' organizations as defined in Article IV.

ARTICLE III

GOALS AND OBJECTIVES

- a. To be a proactive, statewide organization promoting legislative, humanitarian and educational activities for the best interest and welfare of veterans, United States Armed Forces members, their families and survivors.
- b. To provide a means for veterans organizations throughout Colorado to coordinate their legislative efforts to include:
 1. Establishing legislative goals and objectives,
 2. Providing a means by which legislative representatives may be directly advised of veterans' needs,
 3. Engaging legislative liaison to assist in achieving legislation to accomplish goals and objectives, and
 4. Providing a forum for informing veterans of legislative programs, efforts and accomplishments.
- c. To advocate, promote and monitor veterans' services and programs in the following areas and activities:
 1. Programs to include health care, nursing homes, employment and training, education and rehabilitation, entitlements, and benefits.

2. Activities by which Federal and State Officials may be directly advised of veterans' needs.
3. Information dissemination and a public relations system to foster UVC goals and objectives.

ARTICLE IV

MEMBERSHIP

- a. There are three (3) membership categories; Member Organization, Affiliate and Associate.
 1. A Member Organization shall meet one of the following qualifications:
 - (a.) A veterans service organization recognized by the United States Department of Veterans Affairs for claims representation and so listed in their directory, or
 - (b.) A veterans or veterans' family service membership organization that operates on a statewide or national basis and has been in existence for 12 months.
 2. An Affiliate organization shall be a Member Organization subordinate or auxiliary body.
 3. An Associate shall be an entity that provides to veterans or their families services or supports veterans' goals or issues.
- b. All applications for new membership shall be submitted to the Secretary who will inform the President and submit the application to the Membership Committee.
- c. Member Organizations who have been absent without excuse for three consecutive regular meetings shall be deemed inactive, shall not be allowed a vote and shall require official reinstatement. Requests for reinstatement shall be made in writing by the organization chief executive officer and submitted to the Secretary for vote at the next regularly scheduled meeting. Reinstatement requires a simple majority vote of the membership present.

ARTICLE V

OFFICERS

The elected officers shall be President, First Vice President and Second Vice President.

Terms of office shall be two (2) years, July through June.

Their duties shall be:

1. The President shall preside at all meetings, be the UVC official representative and carry out such other functions as prescribed in the Robert's Rules of Order, Newly

Revised Edition unless otherwise provided in these By-Laws. The President may appoint committee members as required based on UVC needs and membership recommendations.

2. The Vice Presidents, in order of seniority, shall carry out Presidential assigned tasks and, in the event of the President's absence or inability to function, the duties of President.
- b. The appointed officers shall be the Secretary, Treasurer and Staff Judge Advocate. Appointments shall be made by a majority vote of the Executive Committee as required. Their duties shall be:
1. The Secretary shall maintain the UVC records, develop and distribute minutes, formulate and maintain a membership roster and mailing list, receive and manage correspondence, make written annual reports and perform such other duties as may be required or assigned by the President.
 2. The Treasurer shall receive, expend, and account for all funds, provide written annual financial reports, be a member of the Budget Committee, perform such other duties as may be required or assigned by the President and, with Presidential approval, shall pay all bills and invoices.
 3. The Judge Advocate shall be shall be the UVC legal officer and advisor.
- c. Elected officers, as delineated in Article V, Section a., shall be elected bi-annually during May 1 to June 30 of the year in which incumbent officer terms expire. Officers shall be elected from the Member Organizations' representatives by a simple majority vote. Out of term vacancies shall be elected in the same manner at the next regular meeting following the vacancy occurrence and the term of office shall be that of the original office holder. Regularly elected officers shall take office at the start of the UVC fiscal year (1 July).
- d. The Immediate Past President shall be an automatically appointed officer.

ARTICLE VI

COMMITTEES

- a. Executive Committee. This committee shall be comprised of all officers, elected and appointed, and the Legislative, Budget, Nominating, Awards Banquet, and Membership chairmen. Each member shall have one vote and a quorum for conducting business shall be the President, a Vice President and three Committee Chairmen. The President shall preside as chairman. The duties include:
 1. Prepare agenda items for all meetings.
 2. Supervise implementation of goals and objectives.

3. Determine by a simple majority vote, between regularly scheduled meetings, all legislative, administrative and executive matters not otherwise specifically covered by provisions of these by-laws subject to ratification at the next regularly scheduled meeting.
 4. Review and approve the annual budget for ratification at the next regularly scheduled meeting.
 5. Provide for an annual audit.
 6. Determine and make recommendations to the UVC as a whole concerning expenditures, to include non-budgetary requests.
 7. Distribute information to member organizations.
 8. Establish and maintain a productive working relationship with the media.
 9. Identify and assign appropriate UVC representatives as speakers for required events.
- b. Legislative Committee. This committee shall be appointed by the President with the First Vice President as an ex-officio member. The duties include:
1. Recommend legislative goals for adoption.
 2. Review Federal and State Legislation for recommended action.
 3. Monitor and report State lobbying activities.
 4. Establish and maintain working relationships with Federal and State elected officials and their staff.
- c. Past Presidents Committee. All past presidents shall serve as advisors to the presiding officers and shall be ex-officio members of the Executive Committee.
- d. Budget Committee. The President shall appoint a budget committee to:
1. Recommend fiscal guidance to the Executive Committee.
 2. Develop and recommend an annual budget.
 3. Track and review current annual budget to insure compliance.
- e. Nominating Committee. This committee shall be appointed by the President with the Immediate Past President as the chair. The duties include:
1. Solicit and recommend prospective officer candidates.
 2. Review officer recommendations and applications.

- f. Awards Banquet Committee. This committee shall be appointed by the President with the Second Vice President as an ex-officio member. The duties include:
 - 1. Supervise and execute banquet arrangements including fund-raising, site selection, menu, budget and invitations.
 - 2. A sub-committee comprised of all Past Presidents shall determine awards categories and select recipients.
 - 3. Report to the UVC the selected recipients prior to the awards banquet
- g. Membership Committee. This committee shall be appointed by the president with the president as an ex-officio member. The chair shall be appointed by the president from the membership. The duties shall include:
 - 1. Solicit and recommend prospective member organizations, affiliates and associates.
 - 2. Develop and implement membership programs and campaigns to inform veterans' organizations and other organizations supporting veterans as to the value of UVC membership.
 - 3. Develop and assume responsibility for securing member, affiliate and associate organization contributions to support UVC requirements.
 - 4. Maintain continuing record of member, affiliate and associate attendance.
 - 5. Follow up on absentees to assure attendance at monthly meetings.
 - 6. Report on membership trends and changes at scheduled meetings.

ARTICLE VII

MEETINGS

- a. The President shall call at least four (4) regular meetings each fiscal year, at least one each fiscal quarter.
- b. The President may convene special meetings with at least 72 hours prior notice to the UVC. A notice must include the specific purpose of a special meeting and only that stated purpose may be discussed at that meeting.
- c. An Awards Banquet shall be held annually.
- d. A Legislative Reception shall be held annually during the Colorado General Assembly Session.
- e. Annually, the President shall pursue meeting with the Governor, Executive branch members and leadership of the Colorado General Assembly to review, discuss and explain the UVC goals and objectives.

ARTICLE VIII

QUORUM AND VOTING

- a. A quorum shall consist of at least two elected officers of whom one must be the President or a Vice President and a simple majority of the active members.
- b. Each member organization shall have one vote.
- c. Voting on all matters shall be by a show of hands or, at the request of any member organization, by a roll call.
- d. The member organization representative or an alternate as identified by the member organization chief executive officer shall cast the organizational vote.
- e. Officers shall have no vote separate from or in addition to their organizational vote.
- f. Actions require a simple majority vote unless otherwise provided in these By-Laws.
- g. Goals, Objectives and Legislative Priorities will be adopted by a unanimous vote.

ARTICLE IX

OFFICER SANCTION OR REMOVAL

- a. Any presiding officer may be sanctioned or removed from office upon verified proof of disloyalty, neglect of duty, dishonesty, or other conduct unbecoming a UVC Organizational representative.
- b. All charges must be made in writing under oath by the accuser, served in writing to the President.
- c. The President shall initiate an investigation by the Past Presidents Committee and the Judge Advocate to determine validity of all charges and, if required, recommended sanctions or removal.
- d. The accused shall have the right to address the investigative body to defend in person and/or by counsel, confront the accuser and witnesses thereof, and to adduce evidence in their own behalf.
- e. Sanctions or removal shall be upheld by a two-third majority vote of the Executive Committee, with the abstention of the accused.
- f. Upon removal approval, the accused shall be barred from membership. Reinstatement may be considered no earlier than three years after removal and must, at that time, require a two-third majority of the UVC as a whole.

ARTICLE X

DUES, FUNDS AND CONTRIBUTIONS

- a. There shall be no dues.
- b. All funds shall be obtained from approved fund raisers/ventures and contributions.
- c. Member Organizations, Affiliates and Associates shall be requested to contribute and support to UVC endeavors.

ARTICLE XI

MISCELLANEOUS

- a. No person shall be employed by the UVC without an approved budget line item entry.
- b. The President may appoint a UVC Historian to develop, collect and maintain historical files concerning all UVC activities and actions.
- c. The Secretary may use paid administrative/clerical assistance.

ARTICLE XII

BY-LAW REVISIONS

- a. The President shall appoint a special committee periodically, but no more than every three (3) years, to review the By-Laws.
- b. B. By-Laws amendment shall require a two-third (2/3) majority vote.
- c. By-Laws amendment notification and a copy thereof shall be provided in writing, electronically or post, to all members at least 30 days prior to a schedule vote.

ARTICLE XIII

DISSOLUTION

Upon UVC dissolution, any funds or assets remaining after payment of all debts and liabilities will not inure to any individual or organization, but will be donated to other 501 (c) 3 or 19 organizations under the terms set forth by the outgoing Executive Committee.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The *Robert's Rules of Order – Newly Revised Edition* shall govern proceedings in all cases to which they are applicable and in which they are consistent with these By-Laws and any special rules of order otherwise adopted.

Approved by the United Veterans Committee of Colorado at a regularly scheduled meeting held on the 8th day of November, in the year 2011.

(UVC Seal)

President

Certified as a true and corrected copy by: _____
Secretary

Date