

# **BYLAWS of the UNITED VETERANS COALITION of COLORADO**

**As Adopted December 11, 2018**

**and**

**As Amended January 24, 2020 by adding the word “Membership” to ARTICLE VI. A, after the word “Legislative” on line 2**

## **ARTICLE I**

### **NAME**

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

## **ARTICLE II**

### **ORGANIZATION**

UVC is a non-partisan, non-profit, 501(c) 4 incorporated organization registered with the State of Colorado. It operates as a coalition of veteran’s organizations as defined in Article IV.

## **ARTICLE III**

### **A. VISION**

To be a productive advocate of State and Federal legislation and public policy for Colorado veterans, active duty service members, National Guard, the Reserves, and their families.

### **B. MISSION**

To activate and represent its member organizations as defined in Article IV, speaking with one unified voice in Colorado; to work with public policy makers to ensure proper support for veteran issues and concerns; and to inform/educate Colorado citizens about the needs and the high value contributions of veterans, active duty service members, National Guard, the Reserves, and their families.

### **C. GOALS AND OBJECTIVES**

1. To be a proactive, state wide organization promoting legislative, humanitarian and educational activities for the best interest and welfare of veterans, active duty service members, National Guard, the Reserves, and their families.

a. To provide a means for veteran’s organizations throughout Colorado to coordinate their legislative and public policy efforts to include:

- (1). Establishing legislative goals and priorities.

(2). Providing a means by which State and Federal elected and appointed and their legislative representatives may be directly advised of the needs and high value contributions of veterans, active duty service members, National Guard, the Reserves, and their families.

(3). Providing a forum for informing veterans of legislative programs, efforts and accomplishments.

b. The Coalition recognizes that it can in no matter take any action that would infringe upon the terms of the Constitution and By-Laws of any of its Primary Organizations, should such an apparent conflict appear, it will be resolved in favor of the Primary Organization.

2. To advocate, promote and monitor services and programs for veterans, active duty service members, National Guard, the Reserves, and their families in the following areas and activities:

a. Programs to include health care, community living centers, employment and training, education and rehabilitation, veteran homelessness, entitlements and benefits.

b. Activities by which Federal and State Officials may be directly advised of the needs and requirements of veterans, active duty service members, National Guard, the Reserves, and their families. Information dissemination and a public relations system to foster UVC goals and priorities.

## **ARTICLE IV**

### **MEMBERSHIP**

A. There are three (3) membership categories of UVC Member Organizations:

1. Primary Organization
2. Affiliate Organization
3. Associate Organization

B. A Primary Organization shall meet one of the following qualifications:

1. Be a Colorado Department of a Congressionally Chartered Veterans Service Organizations recognized by the United States Department of Veterans Affairs for claims representation and so listed in their directory; or;
2. Be a Veterans Member Organization listed under Title 38 United States Code with an active Chapter in Colorado.

C. An Affiliate Organization shall be a Subordinate or Auxiliary Body of a Member Organization.

D. An Associate Organization shall be an entity that primarily provides services to veterans and/or their families, and/or actively supports veterans, and wishes to be an active member of the UVC.

E. Applying for Membership

All applications for UVC membership will be submitted to the UVC Secretary who will inform the President and submit the application to the Membership Committee for its review and recommendation.

F. Attendance

Any Primary Organization absent without excuse for three consecutive General meetings shall be deemed inactive, and shall not be allowed to vote until it is officially reinstated. Requests for reinstatement will be made in writing by the organization's Chief Executive Officer and submitted to the UVC Secretary for a vote at the next regularly scheduled General meeting. Reinstatement requires a simple majority vote of the UVC membership present.

G. Termination of Membership

1. A UVC Member Organization may terminate its membership by their Chief Executive Officer so notifying the UVC President in writing and its membership shall be terminated upon the receipt of the notice.

2. A UVC Member Organization's membership may be terminated upon a two-thirds vote of the membership present at a duly called General or Special meeting at which this proposed action has been included on the posted agenda in advance of the meeting. The Executive Committee, or at least five (5) Member Organizations, may recommend such action to the UVC Member Organizations. The organization recommended for termination of its membership shall be provided a written notice of the proposed termination at least 14 calendar days in advance of the meeting at which the matter is scheduled for a vote, and will be provided an opportunity prior to the vote being taken to present its response to the proposed termination.

## **ARTICLE V**

### **OFFICERS**

A. The elected officers must be members of a Primary Organization and shall be the President, First Vice President, and Second Vice President. Terms of office for each shall be two (2) years, July through June. Their duties shall be:

1. The President will preside at all UVC, Special and Executive Committee meetings; be the UVC official representative and carry out such other functions as prescribed in these By-laws and in the Robert's Rules of Order, Newly Revised Edition, unless otherwise provided in these Bylaws. The President may appoint committee members who are members of a UVC Member Organization, as required based on UVC needs and Committee Chair recommendations.

2. The Vice Presidents, in order of seniority, will carry out Presidential assigned tasks, and in the event of the President's absence or inability to function, the duties of the President.

3. The appointed officers must be members of a UVC Member organization and shall be one or two Secretaries one of which may be a non-veteran, Treasurer, Judge Advocate, and up to Five Assistant Regional Vice-Presidents. All shall be confirmed by a majority vote of the Executive Committee. Their duties shall be:

a. Secretaries: 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.

b. Treasurer: receive, expend, and account for all funds; prepare a budget based upon conservative assumptions; provide monthly status reports and written annual financial reports; be a member of the Budget Committee, if appointed by the President, file required legal documents; perform such other duties as may be required or assigned by the President; and, with Presidential approval, pay all bills and invoices.

c. The Judge Advocate: be the UVC legal officer and advisor.

d. The Assistant Regional Vice-Presidents: serve as official representatives in their assigned Region as established and as directed by the President; act for the President at events the President is unable to attend; in coordination with the state Legislative Committee's: serve as liaison between the UVC and their local veterans organizations, communicate input to the UVC from such organizations on issues and policies of interest and importance to them, inform and involve those local organizations in UVC priorities and activities, and to take on additional assignments given to them by the President.

B. Elected officers as delineated in this Article, Section A. 1 and 2, shall be elected, by written ballot of all members present, bi-annually during May 1 to June 30 of the year in which incumbent officer terms expire. Officers will be elected by the UVC Member Organization's designated representatives with a simple majority vote. Out of term vacancies shall be elected in the same manner at the next General meeting following the vacancy occurrence and the term of office will be that of the original office holder. Regularly elected officers shall take office at the start of the UVC fiscal year (1 July).

## ARTICLE VI

### COMMITTEES

A. Executive Committee. This committee will be comprised of Primary Member Organizations, Elected Officers, Immediate Past President, Chairs of the State and Federal Legislative, Budget, Membership, Fundraising, and Communications Committees and the Assistant Regional Vice-Presidents. Each member will have one vote and a quorum for conducting business shall be the President, or a Vice-President and a simple majority of Executive Committee Members. The President shall preside and prepare agenda items for all Executive Committee meetings. The duties include:

1. Supervise implementation of UVC Goals and Objectives.
2. Act on recommendations from the appointed committees.
3. Determine by unanimous vote of the Primary Member Organizations State and Federal Legislative goals and priorities
4. Determine by a simple majority vote, administrative and executive matters not otherwise specifically covered by provisions of these Bylaws subject to ratification at the next General meeting.
5. Review and approve the annual budget for ratification at the next General meeting.
6. Assure that the financial records of the UVC shall be open for review by any UVC Member Organization.
7. Determine and make recommendations to UVC Member Organizations concerning expenditures, including non-budgetary requests.
8. Distribute information to UVC Member Organizations.
9. Establish and maintain a productive working relationship with the media.
10. Identify and assign appropriate UVC representatives as speakers for required events.
11. Contract for a Legislative Liaison to assist in achieving State goals and objectives.

B. State Legislative Committee. The President shall appoint the State Legislative Committee Chair, with the First Vice President as an ex-officio member. Additional members as required will be selected by the President and State Legislative Chair with the Legislative Liaison advising. The State Legislative Committee's duties include:

1. Recommend to the Executive Committee State legislative goals and priorities for approval.

2. Review State Legislation for recommended action and monitor and report on State lobbying activities.

3. Carry out the Goals and Objectives set forth in these By-laws, mainly through the UVC Member Organizations, as directed by the Executive committee.

4. Establish and maintain working relationships with State elected and appointed officials and their staff.

5. Advise UVC Member Organizations as to actions required to foster State legislative Goals and Priorities adoption.

C. Federal Legislative Committee. The President shall appoint the Federal Legislative Committee Chair. The First Vice President as an ex-officio member. Additional members as required shall be selected by the President and Federal Legislative Chair. The Federal Legislative duties include:

1. Recommend to the Executive Committee Federal Legislative Goals and Priorities for approval.

2. Review Federal Legislation for recommended action.

3. Monitor and report on Federal lobbying activities by National VSO's.

4. Establish and maintain working relationships with Federal elected and appointed officials and their staff.

5. Advise UVC Member Organizations as to actions required to foster Federal legislative Goals and Priorities adoption.

D. Budget Committee. The President shall appoint the Budget Committee Chair in consultation with the Executive Committee. Additional members as required will be selected by the President and the Budget Committee chair. The Budget Committee duties include:

1. Recommend fiscal guidance to the Executive Committee.

2. Develop and recommend an annual budget to the Executive Committee.

3. Track and review current annual budget to insure compliance.

4. Conduct a annual audit of the UVC finances.

E. Nominating Committee. The Immediate Past President shall serve as the Chair. At least five additional members shall be selected by the President. The incumbent elected officers shall not be members of the Nominating Committee. The duties include:

1. Solicit and recruit prospective officer candidates from UVC Member Organizations.
2. Review officer recommendations, applications and interview candidates as appropriate.
3. Recommend a slate of officers to UVC Member Organizations.

F. Awards Committee. The President shall appoint the Chair of the Awards Committee from among the Past Presidents, with the President as an ex-officio member. The Awards Committee shall be comprised of all Past Presidents. The duties of the Committee include:

1. Determine awards categories and select recipients.
2. Announce recipients to the Executive Committee meeting prior to the March general meeting.
3. Report to the UVC Member Organizations at the March general meeting the selected recipients.
4. Assure that the award recipients are notified and invited to the Annual Awards Banquet.

G. Banquet Committee. The President shall appoint the Banquet Committee Chair, with the Second Vice President as an ex-officio member. Additional members as required shall be selected by the President and the Banquet Committee Chair. The duties include:

1. Supervise and execute banquet arrangement including fund-raising, site selection, menu, budget and invitations.
2. Report to the Executive Committee meeting prior to the February general meeting all banquet details.
3. Report to the UVC Member Organizations no later than the February general meeting all banquet details.
4. Conduct an annual Awards Banquet.

H. Membership Committee. The President shall appoint the Membership Committee Chair, with the President as an ex-officio member. Additional members as required will be appointed by the President and the Membership Chair. The duties shall include:

1. Solicit and encourage organizations that support/service veterans that meet qualifications for UVC membership as set forth in Article IV to apply for membership in the UVC.
2. Review applications from organizations seeking membership in the UVC. Based on that review, recommend whether the prospective member organizations meet the

requirements for the appropriate category of membership as specified in these Bylaws for UVC Member organizations, and forwards the recommendation to the Executive Committee.

3. Develop and implement membership programs and campaigns to inform veterans' organizations and other organizations supporting veterans as to the value of UVC membership.

4. Assist the Fundraising Committee, in soliciting contributions from Member Organizations, and to support UVC activities and needs.

5. Maintain continuing record of UVC Member Organizations attendance at UVC General meetings.

6. Follow up on Primary Member absentees to encourage attendance at General and Executive Committee meetings.

7. Report as appropriate on membership trends and changes at General meetings.

I. Fundraising Committee: The President shall appoint the Fundraising Committee Chair in consultation with the Executive Committee. Additional members as required shall be selected by the President and Fundraising Chair. The Chair shall work closely with the President and all officers of the UVC to ensure the success of the fund-raising effort. In consultation with the President, the Chair may establish and oversee sub-committees to support the fund-raising efforts. The Fundraising Committee's duties include:

1. Plan, organize supervise and run all fundraising efforts for UVC, except the Annual UVC Banquet.

2. Coordinate with the Banquet Committee to avoid duplication and to achieve great success.

3. Ensure efforts do not overlap or cause concern by any UVC Primary Organization, or with any other UVC Member Organization if the Fundraising Committee Chair has knowledge in advance of any such planned fundraising effort.

J. Communications Committee. The President shall appoint the Communications Committee Chair. Additional members as required shall be selected by the President and the Communications Committee Chair. The Chair shall work closely with the President and all officers of the UVC to ensure the success of the fund-raising efforts. The Communications Committee's duties include:

1. Establish, maintain and keep current the UVC website.



2. Develop and distribute a periodic digital newsletter, announcement of UVC events, appropriate media news releases, updated brochures describing UVC, talking points and presentation slides describing UVC.

3. Establish protocols for and maintain good UVC social media accounts, like Facebook, Instagram and Twitter.

4. Establish and maintain good working relations with the media.

5. Develop opportunities to communicate with the UVC Member Organizations outside General Meetings.

## **ARTICLE VII**

### **MEETINGS**

A. General UVC membership meetings are currently scheduled at 9:00am every second Tuesday of the month except for July and August.

B. The President may convene Special meetings by notifying (electronically or on the UVC website) to the UVC Primary Organizations. A notice must include the specific purpose of a Special meeting and only that stated purpose may be discussed at that meeting.

## **ARTICLE VIII**

### **QUORUM AND VOTING**

A. Quorum: A General or Special meeting quorum shall consist of at least one elected officer and a simple majority of UVC Member Organization members.

B. Voting:

1. Both Federal and State Legislative Goals and Priorities shall be adopted by a unanimous vote of Primary Organizations' designated representatives present. A NO vote on any legislative issue will prevent the issue from going forward.

2. Each Primary Organization shall have one designated organization representative and one alternate as designated by that Primary organization's Chief Executive Officer and are expected to be active in UVC matters. Only that designated or alternate may cast the organizational vote.

3. Voting on all matters brought before the membership, except legislative matters, shall be by a show of hands or, at the request of any member organization, by a roll call and approved by a simple majority unless otherwise provided in these Bylaws.

4. Each UVC Member Organization shall have one vote on all matters, except as stated above.

5. Officers shall have no vote separate from or in addition to their organizational vote.

## **ARTICLE IX**

### **OFFICER SANCTION OR REMOVAL**

A. Any elected or appointed 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 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 Executive Committee 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 Primary Member Organizations.

## **ARTICLE X**

### **DUES, FUNDS AND CONTRIBUTIONS**

A. There shall be no dues.

B. All funds shall be obtained from fund raisers/ventures and contributions.

C. Member Organizations shall be requested and encouraged to contribute and support UVC endeavours and ongoing expenses.

## **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 administrative/clerical assistance.

## **ARTICLE XII**

### **BYLAW REVISIONS**

A. The President shall appoint a special committee at least every three (3) years to review the Bylaws.

B. Bylaws amendments shall require a two-third (2/3) majority vote by the member organizations.

C. Bylaws amendment notification and a copy thereof shall be provided in writing, electronically or post, to all member organizations at least 30 days prior to a scheduled 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, rather will be donated to other 501(c)(3) or (19) organizations under the terms set forth by the outgoing Executive Committee.

### **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 Bylaws and any special rules of order otherwise adopted.

Approved by the United Veterans Committee of Colorado members at the regularly scheduled meeting held on the 11th day of December, in the year 2018.

SIGNED Frank McCurdy December 11, 2018

Frank McCurdy, Immediate Past President

Certified as a true and correct copy by the UVC President SIGNED Jim Craig 12/11/2018