

MAINE VETERANS COORDINATING COMMITTEE

BY-LAWS AND STANDING RULES

Article I: NAME

The name of this organization shall be the Maine Veterans Coordinating Committee (MVCC).

Article II: NATURE

The MVCC shall be a non-profit, non-partisan, and non-sectarian organization.

Article III: MISSION

The Mission of the Maine Veterans Coordinating (MVCC) committee shall be to function as a platform to share pertinent information across the veteran community including Congressional Delegation, Federal, State and local veteran's organizations. Responsibilities of the MVCC also include the organization and implementation of Memorial Day Services as determined to be appropriate by the MVCC.

Article IV: MEMBERSHIP

Section 1. ELIGIBILITY. Eligibility for membership in the MVCC shall be the following class of Veterans Organizations:

- A. Any Maine Veterans Organization and its subordinate bodies that qualify as a code 501C (3), 501C (4) or 501C (19) of the Internal Revenue Code.
- B. Director of Maine Bureau of Veterans Services, Chief Executive Officer of Maine Veterans Homes, Director of Togus VA Maine Healthcare and Regional Director of Veterans Benefits Administration shall be members-at-large.
- C. Each member organization shall have up to five delegates.
- D. The Commander, President or senior officer of the member organizations shall be entitled to appoint acting delegates to replace absent delegates.

Section 2. VOTING.

- A. All elected officers, with the exception of the Chairman, shall have one vote. Each member organization present will have up to five votes depending on the number of their delegates present.
- B. Upon the request of any two member organizations a secret vote shall be conducted.
- C. A majority vote is required to pass a motion or to elect an officer. In the event of a tie, the Chairman shall cast his/her vote to break the tie.

Article V: DUES

- A. Membership dues in the MVCC shall be one hundred dollars (\$100) per annum.
- B. Dues are due on September 30th each year. The fiscal year shall run from October 1st to September 30th.
- C. Any member organization whose dues are not paid by January 1st will be classified as delinquent and shall be suspended from all membership privileges, provided they have been notified in writing by the MVCC Secretary of the suspension. Payment of back dues after suspension, shall reinstate

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each organization to active membership. Any organization delinquent to September 30th of the next year shall be automatically dropped from the rolls and may not, thereafter, be re-instated without a vote of the delegates of the MVCC and payment of past dues.

- D. No assessments of any nature, whatsoever, except annual dues, shall be levied against any member organization of the MVCC.
- E. Korean War Veterans and Gold Star Mothers organizations shall be exempted from all dues in the MVCC.

Article VI: OFFICERS

Section 1. The Officers of the MVCC shall serve two (2) year terms and in even years, be nominated at the September meeting, and elected at the October meeting.

- A. **Elected Officers shall be:** Chairman, 1st Vice Chairman, 2nd Vice Chairman, Secretary and Treasurer. The Chairman shall appoint a Chaplain and any other committees deemed necessary during his term of office.
- B. The Executive Board (elected officers) shall be empowered to handle only emergency administrative matters between regular meetings.
- C. In case of a vacancy in any elected office, after due notice, this vacancy will be filled at the next regular meeting by the majority vote of the delegates present at the meeting.
- D. No elected officer may hold more than one elected office in each term.
- E. Any officer who is absent for two consecutive meetings without a valid reason, will be replaced, after due notice at the next regular scheduled meeting, by a vote of the organization at the next scheduled meeting.

Section 2. BUDGET COMMITTEE. The Budget Committee shall consist of the 1st Vice Chairman, Secretary and Treasurer of the MVCC, and will draft the biannual budget for approval by the members at the October meetings on the even year. The committee will also review requests for funding not in the approved budget and make a recommendation to the full body of MVCC for approval.

Article VII: MEETINGS

Section 1. The MVCC shall meet the first Monday of each month, September through June, virtually or in person at an agreed upon location, or both.

Section 2. A quorum shall exist when five or more member organizations are present.

Section 3. Special meetings may be called at any time on one week notice to all member organizations by the Chairman or by fifty percent of the Executive Board when such meetings are deemed in the best interest of the MVCC.

Section 4. The Secretary shall notify the Commander or President of all member organizations of special meetings.

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Section 5. The meetings are open to all individuals and organizations interested in and/or having relevant information to share. Those individuals and organizations who would like to make a presentation must send a request to the MVCC Chairman two weeks prior to the meeting. The Chairman will make the decision if the presentation is appropriate for the meeting.

Article VIII: AMENDMENTS

Section 1. These By-Laws may be changed or amended at any regular meeting with a twenty-five-day written notice. Proposed revisions will be provided to the voting members at least twenty-five days prior to the next regular meeting. The revisions will be discussed and the vote to approve will occur at the following meeting.

Section 2. Parliamentary authority used shall be Roberts Rules of Order newly revised in the absence of written rules.

Article IX: DISSOLUTION

Section 1. In the event of dissolution of the MVCC, the assets shall be divided equally among the member organizations in good standing in the fiscal year dissolved.

Article X: CONTROL OF FUNDS

Section 1. No Officer, group of Officers, Committees or Committee members shall expend or commit MVCC funds or in any way obligate the MVCC without prior authority, and then only if it shall be first approved by the Budget Committee and then approved by the body at a regular meeting.

Section 2. Reserve Fund: A minimum of two-hundred (\$200) dollars will be set aside in a reserve fund to be drawn upon in an emergency by a two-thirds (2/3) affirmative vote of the members of the Budget Committee. Any and all expenditures from this fund shall be reported and approved at the following regular scheduled meeting. The disbursements of these reserve funds are not to exceed three hundred dollars in any fiscal year.

Section 3. Grants. Grants will be provided in accordance with the MVCC Grant procedures.

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STANDING RULES

- No later than September 30th each year, member organizations shall provide MVCC Secretary a list of five delegates (including email addresses and phone numbers) who will represent their organizations. Member organizations are responsible to keep the Secretary informed of any changes to the list.
- No person shall be a delegate for more than one MVCC member organization.
- Government officials are not eligible to be an elected officer of the MVCC.
- No Officer or Committee member shall receive remuneration.
- The appropriate voice of the MVCC shall be the Chairman or his/her appointed representative. The Chairman may speak for the MVCC in all matters however, he/she cannot reverse any previous decision voted by the members until new information has been brought back to the MVCC for consideration. The Chairman may not state a position that is contrary to any member organization of the MVCC.
- The Chairman may speak for the MVCC at Legislative hearings.
- The Treasurer will provide the Secretary with a written monthly report prior to the regular meeting. The Treasurer's report will be approved by the membership subject to the annual audit.
- MVCC financial records shall be audited at the close of the fiscal year or sooner if deemed necessary by the Budget Committee. An Audit Committee will be appointed by the Chairman.
- The MVCC cannot take a position relative to any political party, actual or perceived.
- Political comments are not appropriate at MVCC meetings.
- All meetings should be conducted in a respectful manner.
- The following Order of Business (which may be altered at the discretion of the Chairman in order to abbreviate the meeting or to better accomplish the business at hand) may be used for the conduct of regular meetings:
 - a. Pledge of Allegiance
 - b. Prayer
 - c. Roll call of Officers, Member organizations and Introduction of Guests
 - d. Minutes of previous meeting
 - e. Treasurer's Report
 - f. Reports from Members-at-Large and Congressional Representatives
 - g. Reports from member organizations
 - h. Unfinished Business
 - i. New Business
 - j. Good of the Order
 - k. Closing