



BY-LAWS
OF THE
CLEAR CREEK COUNTY
VETERANS COALITION

Amended April 3, 2014

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I. NAME

The name of this organization shall be the Clear Creek County Veterans Coalition herein referred to as the "Coalition". The guiding body within the Coalition is the Board of directors herein referred to as the "Board". These By-Laws may be modified by a two-thirds majority of voting Board members present at any regularly scheduled meeting of the Coalition.

II. MISSION

The mission of the Coalition is to ensure Clear Creek County Veterans and their families are aware of, and can obtain, the benefits and resources to which they are entitled. As the central planning agency for local Veterans' activities and events, the Coalition will strive to enhance patriotism, promote professional activities, and seek community support for Veterans.

III. MEMBERSHIP

Regular membership in the Coalition, and the ability to serve on its sub-committees, are extended through appointment by a two-thirds majority of the Coalition Board of Directors once eligibility has been determined. To be eligible for membership, a person must:

1. Be of sound moral character or quality, and:
2. Agree to uphold and defend the Constitution and Laws of the United States of America, and:
3. Be a recognized Veteran residing in Clear Creek County regardless of age, period of service, level of ability, branch, length of service or rank to include those currently serving, or be a key community leader as defined in Table I, below.

All Officers, as stipulated in *Section V*, below, and those filling key community specialties as defined in **Table I: Clear Creek County Veterans Coalition Board Members**, shown at the top of the next page, will compose the Coalition Board of Directors and will have full voting privileges. Voting members of the Board are limited to ten Coalition members including Officers, who are afforded voting status by approval of a two-thirds majority of the Board. Once granted, voting status cannot be withdrawn but by resignation or for cause.

The Secretary will maintain a completed and current record of Coalition Board of Director assignments separate from these By-Laws in order to track personnel changes. The Chair and Secretary will sign each updated copy.

Table I: CLEAR CREEK COUNTY VETERANS COALITION BOARD MEMBERS

Office or Regional/Functional Area Represented	Name, Email Address, Phone Number
Chair	
Vice-Chair	
Secretary	
Treasurer	
American Legion Post #98 Designated Rep.	
Clear Creek County District I (Central)	
Clear Creek County District II (East)	
Clear Creek County District III (West)	
Clear Creek County Veterans Service Officer	
Clear Creek County EMS	
Clear Creek County Faith Community	
Clear Creek Fire Authority	
Clear Creek County Health & Human Services	
Clear Creek County Law Enforcement	
Clear Creek County Selective Service Officer	
Clear Creek County Advocates	
Family Representative	
Georgetown Business Promotions	
Idaho Springs Chamber of Commerce	
Mortuary Services	
V.F.W. (Local Post #4121)	
5th Judicial District	
5th Judicial District Veterans Mentors	

IV. GUIDING PRINCIPLES

A. SERVICE TO ALL VETERANS

In order to create the fullest participation by local Veterans, the Coalition shall adopt and implement an approach whereby all Veterans are encouraged to participate in all levels of the Coalition and all Veterans are afforded services offered by the Coalition. Discrimination on the basis of race, sex, age, color, national origin, religion, ethnic identity, sexual orientation, disability or economic status in the conduct of Coalition activities is prohibited. In order to have a balanced approach to the needs of our veterans, efforts will be made to seek out and incorporate Veterans from all conflicts and periods of service.

B. OPEN MEETINGS

All meetings of the Coalition shall comply with the "Colorado Sunshine Act of 1972" and all amendments thereto. Any interested Veteran, family member, caretaker of a Veteran or Veteran's services provider is welcome. Other parties may be invited at the discretion of the membership. Meetings will generally occur on the first Thursday of every month, holidays excluded. Changes to the meeting schedule will be announced at least ten days prior to the scheduled date. All meetings of the Coalition or any of its committees, at which Coalition business will be discussed and acted upon, shall be held in a location which is accessible to all members.

Most meetings will occur at the Idaho Springs Elks Lodge, 1600 Colorado Boulevard, Idaho Springs, Colorado. The Vice Chair will notify the Elks of meeting times and any changes thereto, ensuring minimal impact to our hosts.

C. COOPERATION AND RESPECT

The Coalition shall have the authority to pursue its mission to serve Veterans and decide the courses of action to do so. The Coalition will adhere to all precepts of public law, ethical standards or accepted practices as they relate to the care and wellbeing of Veterans. Nor will it violate any of the customs, traditions and guidelines of duly formed Veterans Organizations cooperating with the Coalition.

D. RESPONSIBILITIES

Board Members and Officers will attend all scheduled Coalition meetings or designate a proxy. More than four excused absences or two unexcused absences will require a review by the Coalition Board of Directors and a possible removal.

All Members are expected to recruit new Coalition members, encourage participation, and support all nominees and current members of the Coalition as brothers and sisters in arms who are truly deserving of our respect and esteem. All Members will follow

accepted standards of respect and decorum for language, race, ethnicity, and gender while speaking.

All Members, Board Members and Officers will Assist in the communication, coordination, outreach, education and direct support efforts of the Coalition as directed by the Coalition Board of Directors as the coalition coordinates among and between the local government, courts, criminal justice agencies, community service organizations, business and labor groups, education entities, and other appropriate agencies in establishing and furthering the goals of local Veterans.

V. OFFICERS

A. CHAIR

The Chair shall be the chief executive officer of the Coalition until a new chair has been elected, carry out the mandate of the Coalition members, issue the call to and preside at all meetings, serve as an ex-officio member of all committees, supervise the business and financial affairs of the Coalition, act as public spokesman for the Coalition, and carry out the duties prescribed in the Coalition By-Laws.

The Chair shall call the meeting to order, conduct the meeting, and pursue generally accepted practices to include Roberts Rules of Order, but may encourage maximum open discussion whenever practicable. Any procedure which is not prescribed in or governed by these By-Laws shall be governed by the current edition of Roberts Rules of Order. The Chair shall entertain a motion to modify or suspend the rules of these By-Laws for a specific purpose, except for removal of members or officers, by a two-thirds vote of those in attendance if a quorum exists.

B. VICE-CHAIR

The Vice-Chair shall perform such tasks as assigned by the Chair necessary to carry out the duties of the Chair. In the absence of the Chair, the Vice-Chair shall preside at all meetings and exercise all authority of the Chair.

C. SECRETARY

The Secretary shall keep the minutes of all meetings of the Coalition or its Committees, maintain the files and records of the Coalition, provide any information requests from outside entities, and perform other duties as requested by the Chair. The most recent signed copy of these adopted By-Laws shall be maintained by the Secretary and shall be present for reference whenever the Coalition meets.

D. TREASURER

The Treasurer shall have custody of the funds of the Coalition, establish a checking account to contain all funds raised by the coalition, make all payments mandated by the

Coalition, provide written accounts of receipts and disbursements at each meeting of the Coalition, prepare and file all financial reports required under State and Federal laws, and participate in the writing of each fiscal year's budget. One other officer within the Coalition, and as selected by the Coalition will share access to all banking accounts.

E. TERMS OF OFFICE

Officers shall be elected in January of odd years to serve a term of two years, unless removed for cause, or by resignation. If appointed as a replacement, officers will serve out the remainder of term for the officer being replaced.

F. ORDER OF SUCCESSION

In the event of the resignation, absence, or disability of any officer, the responsibility for carrying out the functions of the Coalition shall fall to the officers in the order listed above, until such time as the vacancy is filled, as provided for elsewhere in these By-Laws.

G. OFFICER VACANCIES

The office shall be filled by election at the first meeting of the Coalition after the vacancy occurs.

H. RESIGNATIONS

Resignations of any officers shall be made in writing to the Coalition Chair. The Coalition Secretary shall request in writing a written statement of resignation from anyone whose resignation has been verbal. If no reply is received within ten days of this request, the position shall be considered vacant.

I. REMOVALS

Board Members and Officers may be removed by a two-thirds majority of the total voting members present for willful violation of any of these Coalition By-Laws, conviction, while in office, of a felony, bringing disgrace upon the Coalition or failure to fulfill member responsibilities as outlined in Section IV. (D) of these By-Laws. Anyone who has been removed from office may appeal the removal at the next regularly scheduled meeting. A two-thirds majority of members present may vote to reinstate such person. Every person shall have the right to appear at such a meeting to answer the charges.

Removals shall be conducted as follows:

Members - A minimum of ten days in advance of the next regularly scheduled meeting, notice will be provided to the person being considered for removal, along with written explanation of the causes to be considered.

Officers and Board of Directors - A majority of the members may call a special meeting of the Coalition for the purpose of removing any officer for cause, or such action may also be considered at any regular meeting of the Coalition. In either case, ten days' notice shall be provided to the person being considered for removal.

VII. COMMITTEES

The Chair, with approval of a simple majority of the Coalition shall appoint Committees as may be necessary from time to time for special events, occasions or activities. In the course of appointing any such Committee, an expected term, purpose and reporting criteria for the committee shall be established.

VIII. VOTING

A. RIGHT TO VOTE

Any member in good standing of the Coalition Board empowered to vote according to Section III of these By-Laws may vote, or abstain from voting, on any issue at their discretion. The Chair will vote in the event of a tie.

B. PROXIES

A proxy is a written authorization for one person to vote on behalf of another at a meeting of a committee. No person may carry more than one proxy. The person giving the proxy may write instructions on it, and they shall be honored if possible. Proxies will be submitted to the Chair and will be counted as part of the quorum decision.

C. QUORUM

A quorum of any body is the number competent members present to transact business. One-half plus one member of the whole number of assigned, voting Coalition Board members shall constitute a quorum. Proxies shall be counted as present in determining a quorum.

IX. DULY ADOPTED

These By-Laws were adopted by a 2/3 majority vote of the Coalition Board on April 3, 2014

George N. Clark, Jr.
Chair

Joni Albers
Secretary