**Template Chapter Bylaws:** Utah AmeriCorps Alumni Chapter

**BY-LAWS**

**of the**

**AmeriCorps Alums Utah Chapter**(as adopted MONTH XX, 20XX)

**ARTICLE I**

**Name.**  The name of the Organization shall be The AmeriCorps Alums \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ARTICLE II**

**Function of Leadership and Mission Statement.**

**Mission**: To provide benefits and resources to AmeriCorps Alums in GEOGRAPHIC AREA while promoting and supporting current local AmeriCorps programs and national AmeriCorps Alums events, and addressing issues and needs of the GEOGRAPHIC AREA through a continued commitment to volunteer service and community engagement. In addition, the chapter will be a strong advocate for future AmeriCorps funding and programs.

**ARTICLE III**

**SECTION 1**.  Leadership.

In MONTH, the Leadership of the Chapter will self-organize to fill all the enumerated roles of the chapter.

After Year One, the Chapter Co-Chair(s) shall be elected by the Chapter membership body present by a simple majority, and appoint the other Leaders of the Chapter. To be a candidate for the role of Chapter Co-Chair, the chapter member must be nominated by two other chapter members.

**SECTION 2.**  Terms of Leaders.

Council Leaders shall serve for a term of one fiscal year. No Leader may serve for more than two consecutive one-year terms in the same position. An individual may only serve in one Leadership role per term and may not occupy two roles.

**SECTION 3.**  Vacancies.

a.) In the event a vacancy occurs in a Council Leader role, the Co-Chair(s) shall appoint a successor within 60 days of such vacancy, unless the vacancy should occur within 120 days of the end of the fiscal year.

b.) Should a vacancy occur in the role of the Presidency, prior to 120 days before the end of the fiscal year, an Interim Co-Chair may be elected to serve.

c.) A vacancy is defined as the inability to serve due to death, medical infirmity or resignation, or removal pursuant to clause (d) of this Section.

d.) A Council Leader may be removed if the member is unable to meet the attendance or other requirements specific to their role or for behaving in a manner that negatively reflects upon or impacts the AmeriCorps Alums chapter.

**ARTICLE IV**

**SECTION 1.**  Leaders Enumerated.

The Chapter Leaders shall be 2 Co-Chairs, a Professional Development Committee Leader, a Service and Social Committee Leader, and Outreach Committee Leader, and an Advocacy Committee Leader. All other members of the Chapter shall be Council Members or Members.

**SECTION 2.**  Terms and Elections of Leaders.

a.) After Year One, vacant roles shall be appointed by the Co-Chair(s). Newly appointed Leaders will take office beginning June 1st or when appointed. These leaders shall extend until May 31, regardless of date of appointment.

b.) Should a Leader recognize that he or she is unable to fulfill his or her duties and commitment until the end of the term, he or she is asked to help recruit or suggest possible replacements that the Co-Chair(s) may appoint to fill the role.

c.)       No member shall hold the same office for more than two one-year terms consecutively

**SECTION 3.**  Duties of the Co-Chair(s).

The Co-Chair(s) shall lead the chapter in its execution of the chapter vision and mission. The Co-Chair(s) shall set the agenda and direct monthly meetings and will record attendance at all meetings.  The Co-Chair(s) shall participate in and support all types of events (Service, Social, Professional Development and Outreach). The Co-Chair(s) shall oversee and be the point of contact for the promotion of chapter and community communication. The Co-Chair(s) shall be responsible for promoting local chapter events and opportunities.

**SECTION 4.**  Duties of the Professional Development Leader(s) and Council.

a.) The Professional Development Leader(s) shall oversee providing professional development resources and workshops as an enrichment benefit to chapter members and shall be the point of contact for all professional development community coordination and resource sharing as well as oversee and participate in all Professional Development Council activity, when possible.

b.) The Professional Development Council is responsible for providing the chapter with free or low-cost workshops, panels, presentations or resources to help build marketable skills and complement the interests of the members. The Council is charged with coordinating at least one workshop, panel or presentation each quarter to total at least four (4) events a year. It is strongly recommended that the chapter take advantage of any national AmeriCorps Alums (Service Year Alliance) professional development opportunities and leverages the abilities and skills of AmeriCorps alums in the area.

**SECTION 5.**  Duties of the Service and Social Leader(s) and Council.

a.) The Service and Social Leader(s) shall oversee the social and networking events of the chapter and shall be the point of contact for planning service and social events and shall not only oversee, but participate in service and social activity, when possible.

b.) The Service and Social Council shall be responsible for planning service, networking, and social events that allow Alums to continue service to the community, connect with each other and the larger community that supports them. The Council may choose to partner with other organizations to facilitate networking within the chapter members’ interest areas.  The Service and Social Council should attempt to plan and participate in projects in coordination with National Days of Service (such as Martin Luther King, Jr. Day of Service and September 11th Day of Service and Remembrance). The Council should also reach out to local active AmeriCorps programs to partner on service projects to create greater impact, build relationships, and share resources.

**SECTION 6.** Duties of the Outreach Leaders(s) and Council

a.) The Outreach Leader(s) shall oversee and be the point of contact for the coordination and execution of Outreach Activities of the chapter and shall not only oversee, but participate in all Outreach Council activities, when possible.

b.) The Outreach Council is responsible for building chapter membership and community relationships. The Council is charged with planning and coordinating at least one Outreach activity each quarter to total at least four (4) events a year.

**SECTION 7.** Duties of the Advocacy Leaders(s) and Council

a.) The Advocacy Leader(s) shall oversee and be the point of contact for the coordination and execution of Advocacy Activities of the chapter and shall not only oversee, but participate in all Advocacy Council activities, when possible.

b.) The Advocacy Council is responsible for facilitating relationships between AmeriCorps alumni and legislators on the local state, and national level to educate those individuals on AmeriCorps. The Advocacy Council shall also connect with and mobilize alumni to contact legislators when widespread advocacy efforts are needed to support AmeriCorps.

**ARTICLE V**

**Leadership Commitment**

a.) The Leadership team shall meet at least bimonthly (totally 6 meetings per year) at a routine meeting time and place.

b.) Leaders are expected to attend and actively participate in five of six meetings and chapter events and activities.

d.) All Leaders are expected to commit to a one (1) year term and to voluntarily step down if unable to meet this commitment.

**ARTICLE VI**

**SECTION 1.** Required Chapter Events.

a.) There will be a total of XX (XX) service events, per year.

b.) There will be a total of XX (XX) social/networking events each year.

c.) There will be a total of XX (XX) professional development events each year.

d.) All Leaders should coordinate together under the advisement of the Co-Chair(s) to create an evenly distributed calendar of events throughout the year. At the discretion of the Co-Chair, some events may qualify for two areas and fulfill separate event requirements with one occurrence.

**ARTICLE VII**

**By-Laws.**

The By-Laws may be amended or repealed upon the affirmative vote of two-thirds of the membership in attendance of the vote, provided such amendment or repeal has been proposed at a meeting prior to the meeting at which the vote is to be taken.A Leader unable to be present at a meeting at which a vote on the By-Laws is to be taken may submit his/her vote by mail, e-mail, or fax, to be received by the Co-Chair(s) no later than one day prior to the meeting at which the vote is to be held.

**ARTICLE VIII**

**Fiscal Year.**

The fiscal year shall be June 1 through May 31st.

**Leadership Commitment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that as a member of the leadership team of the ***XXX AmeriCorps Alums Chapter*** I have a legal and ethical responsibility to ensure that the organization pursues its mission: To provide benefits and resources to AmeriCorps Alums in the GEOGRAPHIC area while promoting and supporting current local AmeriCorps programs and national AmeriCorps Alums events, and addressing issues and needs of the GEOGRAPHIC AREA through a continued commitment to volunteer service and community engagement. In addition, the chapter will be a strong advocate for future AmeriCorps funding and programs. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as leadership of the chapter.

***As part of my responsibilities as a member of the Leadership Team:***

1. I will interpret the organization’s work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend all chapter meetings and special events whenever possible.
3. I will be held responsible for full-filling the duties listed in the by-laws for my specific role.
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about organizational activities. I will ask questions and request information.
6. I will work in good faith with other members as partners towards achievement of our goals.
7. I will review my own performance as a Leader of the Chapter, the chapter’s performance as a whole on a regular basis.
8. If I do not fulfill these commitments to the XXX AmeriCorps Alums Chapter, I will expect the Chapter Leader(s) to contact me in order to discuss my performance

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Leadership Member, AmeriCorps Alums Utah