



# **Mission Statement**

**and**

**By-laws**

# **SOUTH BAY VETERANS EMPLOYMENT COMMITTEE**

## ***Mission Statement***

The South Bay Veterans Employment Committee strives to provide veterans and other eligible persons, quality services that are flexible, efficient and that develop job opportunities through member resources and referrals.

# **SOUTH BAY VETERANS EMPLOYMENT COMMITTEE**

## **Bylaws**

### **Preamble**

The Employment Development Department (EDD) joins together with service organizations and agencies, to promote the employment of Veterans within the Los Angeles South Bay Area, to assist local employers in recruiting qualified Veterans to fill their job openings, to provide employment-related assistance services to needy job-seeking Veterans and to assist local EDD field offices in their efforts to facilitate the employment of all Veterans. *We* thereby form this organization known as the "**South Bay Veteran Employment Committee**" and adopt the following Bylaws.

### **Objective**

The South Bay Veteran Employment Committee (SBVEC) shall provide a "clearinghouse" for questions, complaints and recommendations concerning the effectiveness of employment services available to veterans and eligible persons at the local level; encourage employers from the public and private sectors to list job openings with local EDD offices and participate in employment programs.

The SBVEC shall publicize the important advantages of hiring, training and retraining qualified veterans and emphasize EDD's priority services to veterans; encourage organized veterans' groups and individuals to report all job openings to EDD field offices and form action committees to review local veterans employment issues and submit recommendation and comments on position papers to appropriate entities.

The SBVEC shall assist individuals or organizations who may have questions, complaints, suggestions or recommendations on the employment services being provided to veterans by EDD; prepare grant requests to veterans' organizations and public and private sector organization for funding and in-kind donations to use for transportation, tools, licenses, job interviews, job/career fairs, "Hire-A-Veteran Week" activities, etc., as appropriate.

The SBVEC will confer regularly with field office managers and/or staff on policy matters; review departmental operating procedures as they apply to veterans and notify field office managers of infringements or violations; assist field offices in developing jobs by encouraging employers through Workforce Investment Boards (WIBs), Employer Advisory Groups (EAGs), etc. to use EDD and initiate and prepare resolutions which will promote legislative action to augment and support needed services to veterans.

The SBVEC shall act as a coordinating body, subject to the aims and purpose of the **Southern California Veterans Employment Committee**.

## Article I - Name and Place of Business

### *Section 1- Name*

The name of this committee shall be the South Bay Veterans Employment Committee (SBVEC).

### *Section 2 - Principle Office*

The principle meeting location of business shall be the **Los Angeles Veterans Resource Center** located at **1045 West Redondo Beach Blvd., Suite 150, Gardena, CA 90247.**

## Article 2 - Membership

### *Section 1- Membership*

Membership is open to any individual, organization or business involved in offering services and employment opportunities to all veterans.

### *Section 2 - Voting Privileges*

Membership of the South Bay Veterans Employment Committee includes voting and non-voting members.

- ◆ A member may become a voting member immediately upon joining the Committee at their request.
- ◆ A member who has attended at least half of the meetings during the previous six-months shall remain a voting member.
- ◆ A member may retain their voting privileges by sending a designee to the meeting to act in their behalf.
- ◆ A member who has been absent due to illness or infirmity can immediately restore their voting privilege by consent of the majority of a quorum.
- ◆ Voting privilege to non-voting members on a temporary basis is permissible by a special vote of a quorum.

### *Section 3 - Voting Rights*

Members' voting rights are equal and each member with voting privileges has one vote. All Employment Development Department (EDD) staff who attend SBVEC meetings during designated working hours will participate as nonvoting members of the SBVEC. EDD staff may not serve as proxies to vote for SBVEC members who are unable to attend meetings.

### *Section 4 - Personal Liability, Dues, Fees, or Assessments*

There are no dues or assessment for membership in the committee. No member is personally liable for the debts, liabilities or obligations of the committee.

## **Article 3 – Meetings**

Amended February 2012

### *Section 1- Meetings*

Regular meetings of the Committee are scheduled on the fourth Friday of each month. Meeting day may be temporarily changed with a majority vote.

### *Section 2 - Election of Officers*

Biennial election is at a regular meeting not later than November 30 of each even numbered year. (i.e., 2010; 2012)

### *Section 2.1 – Special Elections*

If an elected officers seat becomes vacant prior to the completion of the term of office, the Chairman or duly authorized presiding official shall call for a special election to fill said vacant seat, to be served for the completion of term cycle. This special election shall be held at the earliest general meeting subsequent to the knowledge of the vacancy.

Added February 2012

### *Section 3 - Special Meetings*

The Chairperson may call special meetings at any time with a seventy-two hour notification to members. Members may call special meeting, by written request, to the Chairperson stating the purpose and containing signatures of four members.

### *Section 4 - Quorum*

The number of members necessary to constitute a quorum for the transaction of business at any given meeting is a minimum of one (1) officer and two (2) voting members.

## **Article 4 – Officers**

### *Section 1- Officers*

The officers of the South Bay Veterans Employment Committee (SBVEC) are the Chairperson, Secretary and Treasurer.

Amended June 2012

### *Section 1.1 – Executive Committee*

The elected officers of the South Bay Veterans Employment Committee (SBVEC) and any duly appointed officer(s) shall comprise the Executive Committee.

Added June 2012

### *Section 2 - Term of Office*

The officers serve for a term of two years or until such time as they are relieved or reelected. The Chairperson will appoint a nominating committee consisting of three members not later than September the first each even numbered year. (i.e., 2010, 2012)

*Section 3 - Official Slate of Officers and Election*

The nominating committee prepares an official slate of nominees for Chairperson, Secretary and Treasurer and submits the slate at the October meeting of the election year with their recommendations. The nominating committee will call for any nominations from the floor. Voting for officers will be at the November meeting.

*Section 4 - Secretary*

The Secretary may be a member whose employment is a Local Veterans Employment Representative (LVER) or a Disabled Veterans Outreach Program (DVOP) Specialist with the Employment Development Department (EDD).

Amended March 2011

*Section 5 – Technology and Marketing Officer*

The Chairman shall appoint, with the approval of the SBVEC membership, a Technology and Marketing Officer. The Technology and Marketing Officer appointment shall coincide with the term of all elected SBVEC officers and condition of appointment shall be in compliance with the conditions as are prescribed on *Page 4* under *Article 4 – Officers; Section 2 – Term of Office*.

Added March 2011

*Section 6 – Compensation*

The officers of the South Bay Veterans Employment Committee (SBVEC) shall serve their term(s) of office without compensation or recompense. Added March 2011

**Article 5 - Duties of the Officers**

*Section 1- Chairperson*

The Chairperson has authority as prescribed by the Bylaws or Committee. The Chairperson presides at all meetings of the Committee and appoints the sub-committees. When the Chairperson is absent the Treasurer or Secretary will preside, respectively.

*Section 2 - Secretary*

The Secretary preserves the minutes, records, files and insures that each member of the Committee receives a copy of the minutes. The Secretary notifies the members of upcoming meetings and performs other duties as assigned.

*Section 3 - Treasurer*

The Treasurer is the custodian of funds of the Committee and maintains the records of all obligations and entitlements.

*Section 3.1 – Technology and Marketing Officer*

The Technology and Marketing Officer shall:

- Update and maintain the SBVEC web site;
- Prepare for SBVEC membership approval all marketing, outreach and fundraising materials;
- Work with the Secretary and Treasurer to maintain and archive all business and financial records, and;
- Perform the duties of the Secretary in his/her absence. Added March 2011

*Section 3.2 – Executive Committee*

The Executive Committee shall exercise general managerial responsibilities over the South Bay Veterans Employment Committee (SBVEC).

The duties of the Executive Committee shall be to:

- Establish, review and adopt the budget of the SBVEC.
- Review and approve any amendments thereto which might be proposed.
- Review and approve any grant and/or financial requests.

The Executive Committee shall meet no less that once each calendar quarter and as may be deemed necessary by the Chairperson. Minutes of these minutes will be taken, published and made available to the general committee. Added June 2012

*Section 4 - Attendance*

All officers must attend a minimum of 75% of the monthly meetings or step down from office. The Committee may take into account any special circumstances and override this requirement.

**Article 5.1 – Conflict of Interest**

Whenever an officer, member or person has a financial or personal interest in any matter coming before the membership, the membership shall ensure that:

1. The interest of such officer, member or person is fully disclosed to the membership.
2. No interested officer, member or person may vote or lobby on the matter or be counted in determining the existence of a quorum at the membership meeting at which such matter is voted upon.
3. Any transaction in which an officer, member or person has a financial or personal interest shall be duly approved by members not so interested or connected as being in the best interests of the organization.
4. Payments to the interested officer, member or person shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. Added March 2011

## **Article 6 - Sub-Committee**

### *Section 1- Sub-Committees*

The Chairperson appoints such sub-committees as are necessary or advisable to carry out specific SBVEC objectives with approval of the SBVEC membership. The duties of each sub-committee are the responsibility of the Chairperson. The Sub-Committee lead person(s) will provide reports on the finding and/or progress relative to the business in which the sub-committee is engaged on behalf of the SBVEC.

## **Article 7 - Amendments**

### *Section 1- Amendments*

Amendments to these Bylaws are permissible at any regular meeting of the SBVEC membership upon the affirmative vote of the majority of those voting members present, with at least seventy-two hours' notice in advance.

## **Article 8 – Procedures**

The Veterans Employment Committee handbook (DE 3471) provides overall SBVEC guidance. "Robert's Rules of Order" covers all procedures not mentioned in these Bylaws and the VEC handbook.

**Adopted – 04/24/2009**

**Amended - 03/25/2011**

**Amended - 02/03/2012**

**Amended - 06/22/2012**