

**Bylaws of
Central Missouri Returned Peace Corps Volunteers**

Section 1. Name and Location

- 1.1 The name of this organization shall be the Central Missouri Returned Peace Corps Volunteers (Central MO RPCVs).
- 1.2 The Board of Directors is granted full power and authority to change the address of the organization from one location to another in Central Missouri. Any such change shall be noted in the meeting minutes and shall not be considered an amendment to the bylaws.

Section 2. Purpose

- 2.1 Central MO RPCVs is a social, service, networking organization for RPCVs in the Central Missouri region.
- 2.2 Its **goals** are:
- 2.2.1 To “bring the world back home” (the Peace Corps Third Goal: “To promote a better understanding of other people on the part of the American people.”);
 - 2.2.2 To serve as a network for RPCVs and friends;
 - 2.2.3 To assist the Peace Corps in its mission, including assisting prospective and new Peace Corps Volunteers.

Section 3. Members

- 3.1 The organization shall have two classes of membership
- 3.1.1 **General Membership** is open to all those who are interested in promoting the organization’s goals and pay a yearly membership **dues**. General Membership dues shall be \$15 per person, \$25 per couple with a \$10 reduced rate for students. RPCVs who have never been a member of an NPCA affiliate receive free membership for a year. General members have the right to vote in organizational elections.
 - 3.1.2 **Associate Membership** is open to those who participate in group activities, but do not pay dues.
- 3.2 Both general and associate members will have the right to serve on committees, and to participate at meetings.

Section 4. Meetings

- 4.1 The group shall hold a minimum of one (1) business meeting annually.
- 4.2 This meeting shall be held at a convenient location and time to encourage high attendance.
- 4.3 The date, time, location, and agenda of this meeting shall be published on the organization’s website and be communicated by email to both general and associate members.
- 4.4 Aside from decisions and actions that are required in the execution of an officer’s duties, the organization’s activities shall require simple majority approval at the meetings by members present.
- 4.5 The president, or in his or her absence any other board member, shall preside at meetings.
- 4.6 Minutes of the annual business meeting shall be made available on the organization’s website.

4.7 Any action required for the organization to operate may be taken without a meeting if a majority of board members consent to such action. Such consent shall be noted with the minutes on the website.

Section 5. Board of Directors

5.1 Number. The organization shall have three to seven (3-7) board members, collectively known as the board of directors.

5.2 Qualifications. The board members shall be residents of Missouri and general (i.e. dues paying) members of the organization.

5.3 Terms of Office. Each board member shall hold office for a period of two years, with terms beginning in August. Terms shall be staggered so that new members are elected to the board of directors each year. In the event that a member vacates a position, the board of directors may appoint a replacement by majority vote to serve the remainder of the term.

5.4 Nomination Any person qualified to be a board member under 5.2 of these bylaws may be nominated by either general or associate members of the organization.

5.5 Election Election of the board of directors shall take place each spring, in accordance with the terms of office under 5.3 of these bylaws.

5.5.1 The candidates receiving the highest number of votes up to the number of board seats to be filled are thereby elected.

5.5.2 Electronic ballots shall be allowed.

5.5.3 Board members are eligible for re-election, but may not exceed five consecutive terms or ten years of service.

5.5.3 The board members shall serve without compensation.

5.6 Removal A board member may be removed from the board of directors for failure to execute the duties of his/her position, failure to attend meetings, or engagement in behavior that harms the goals of Central MO RPCVs as stated in section 2.2 of these bylaws. The removal of a member shall follow the following sequence

5.6.1 A petition, signed by at least 10% of the general members of the organization, must be presented at a meeting. This petition must state the actions causing the call for removal and their effects on the organization.

5.6.2 The petition must be approved by a simple majority of the general and associate members present at a meeting for the removal of the officer to take effect.

5.7 Resignation A board member may resign from the board of directors by providing a written notice to the president.

Section 6: Officers

6.0 Officers The officers shall be a president, a vice-president, a secretary, a treasurer, a membership coordinator, and such other officers with such titles and duties as shall be determined by the board for the functioning of the organization. Job titles may be combined, but the number of officers on the board is not to be below three.

6.1 Appointment of officers The officers shall be general members of the organization and elected members of the board of directors. They shall be chosen to fill specific offices at the decision of the board of directors.

6.2 Officers' Duties

6.2.1 President

- * Represents Central MO RPCVs at events, assures the smooth operation of the events, and prepares welcoming and promotional remarks at any public event;
- * Provides leadership for Central MO RPCVs, shapes the agenda, adheres to the mission and bylaws of the organization, maintains a coherent message for group members, keeps the membership informed through the newsletter and other media;
- * Coordinates the board of directors, encourages and assists officers and prepares and leads meetings;
- * Serves as the liaison with the Peace Corps Office, Regional Recruiting Office, and the National Peace Corps Association;
- * Co-signs checks in excess of \$500 with officers who are signatory to the group bank account;
- * Consults with other officers on directions and activities of the organization.

6.2.2 Vice president

- * Stands in for the president in case he/she is unable to fulfill the tasks and duties of the president;
- * Fulfills such duties as assigned by the board of directors;
- * Consults with other officers on directions and activities of the organization.

6.2.3 Treasurer

- * Assumes responsibility for the day-to-day financial affairs and accounting of the organization;
- * Monitors the organization's revenues and expenses with a bank account balance and maintains a reasonable bank balance, not to drop below the anticipated amount necessary for the organization to operate;
- * Along with the Membership coordinator, deposits membership checks into the bank account;
- * Submits financial statements to Central MO RPCVs as requested and to the National Peace Corps Association;
- * Writes and signs checks on behalf of the organization; checks in excess of \$500 must be signed by both the treasurer and president;
- * Handles 501(c) (3) and nonprofit corporation issues as required by the Internal Revenue Service and the State of Missouri, respectively;
- * Consults with other officers on directions and activities of the organization.

6.2.4 Secretary

- * Prepares and distributes meeting agendas to the officers and to members following meetings;
- * Maintains a library of materials pertaining to the organization to include meeting minutes, newsletters, bylaws, notes, National Peace Corps Association Affiliation materials, and correspondence related to the organization;
- * Maintains the annual activities report materials for the National Peace Corps Association;
- * Consults with other officers on directions and activities of the organization.

6.2.5 Membership coordinator

- * Keeps and maintains an accurate list of both general and associate members as defined in Section 3 of these bylaws;
- * Keeps and maintains an accurate list of members and those affiliated with the group in attendance at group events;
- * Deposits membership dues into the organization's bank account;
- * Receives and records membership information received from the National Peace Corps Association;
- * Consults with other officers on directions and activities of the organization.

6.2.3 Directors-at-large

- * May perform, at the discretion of the other officers on the board of directors, the following functions: newsletter editor, website manager, social events coordinator, community service coordinator, PCV Liaison, small grants coordinator, speakers' bureau;
- * Consults with other officers on directions and activities of the organization.

Section 7: Finance

7.1 In addition to the details set forth in the description of the treasurer's responsibilities, the finances of the organization shall be conducted as follows

- 7.1.1 Funds generated through fundraisers and donations shall be used for small grants for active Peace Corps Volunteers; funds from membership dues shall be used for the administration of the organization and execution of its events, and small grants for Peace Corps Volunteers.
- 7.1.2 Small grants to Peace Corps Volunteers shall be evaluated based on strict criteria, which shall include the cause to which the money shall be donated, a justification for the donation, and the manner in which this cause adheres to the organization's goals.
- 7.1.3 Donations shall be evaluated and approved by a simple majority of the members of the board of directors.

Section 8: Committees

8.1 The board of directors has the authority to form and disband ad hoc committees to assist in the planning and execution of the organization's activities.

Section 9: Amendment of Bylaws

9.1 The organization's bylaws shall be amended in the following manner:

- 9.1.1 The amendment must be proposed in writing and voted on during annual elections;
- 9.1.2 The proposed amendment must be approved by a simple majority of voters.