

BYLAWS OF THE NORTHERN VIRGINIA RETURNED PEACE CORPS VOLUNTEERS

Article I. NAME

The name of the Organization shall be the “Northern Virginia Returned Peace Corps Volunteers”.

Article II. PURPOSE

The purpose shall be:

1. To build an international network of Peace Corps alumni, current volunteers, staff, and friends to exchange ideas and experiences;
2. To mentor prospective Peace Corps Volunteers;
3. To engage in community projects, both here and in our communities of service; and
4. To promote the Third Goal of The Peace Corps.

Article III. MEMBERSHIP AND DUES

Section I. Any returned Peace Corps Volunteer or former staff member of the Peace Corps is eligible for membership.

Section II. Associate membership shall be available to people interested in the Organization.

Section III. Annual dues shall be set by the Board. A sliding schedule of dues may be decided by the Board.

Article IV. Governing Board and Officers

Section I. The Organization shall be governed by a Board elected by the membership. The duties and powers of the Board shall consist of the responsibility to organize and direct the activities of the Organization.

Section II. The Board shall consist of a President, Vice President, Secretary, Treasurer, and Officers of Standing Committees. Position descriptions are described in Addendum A.

Section III. The Elected Officers shall be President, Vice-President, Secretary, Treasurer. The length of term for each shall be two years. President and Secretary shall be elected in even-numbered years. Vice-President and Treasurer shall be elected in odd-numbered years.

Officers of Standing Committees are appointed by the Board. They can be reappointed at the next Annual Meeting that occurs after an incumbent has served for two years.

Section IV. The Elected Officers shall be elected at the Annual Meeting. An ad-hoc Nominating Committee shall be appointed by the Board to present a slate of candidates for election at the Annual Meeting.

Article V. MEETINGS

Section I. General membership meetings will be held during the year for social, educational, and/or organizational purposes. These meetings shall be chaired by the President or his/her designee.

Section II. An Annual Meeting shall be held and called by the Board to elect officers, give reports from Elected Officers, hear reports from standing and ad-hoc committees, and other business that may be brought before the Organization. A quorum for this meeting shall be one-fourth of the dues paying members, in person or by proxy. The Treasurer shall present an annual report of the financial status of the Organization.

Section III. Twenty-five percent of the members can require the President to call a special meeting at any time.

Section IV. Board Meetings will be held when the President or three members of the Board or twenty-five percent of the membership request a meeting of the Board.

Article VI. COMMITTEES

Section I. Standing Committees of the Organization shall each be chaired by a Director who is appointed by the President and shall serve on the Board. This Director shall be a regular member of the Organization.

Section II: The Board can set up or disband an ad-hoc committee at any time for a specific purpose or reason.

Section III. Standing Committees may include the following:

- a) Social Committee;
- b) Charitable Gift Giving Committee;
- c) Community Service Committee; or
- d) Other committees as desired by the Organization.

Article VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable.

Article VIII. AMENDMENT OF THESE BYLAWS

An amendment to these bylaws must be presented to the membership at least two weeks prior to a vote. These bylaws may be amended by a vote of two-thirds of those present and voting at any meeting called that properly includes this topic as an order of business.

Created 6/13/2013
Updated: 5/5/2019
Updated: 02/12/2022

Addendum A: NOVA RPCV Board Position Descriptions

President:

This officer presides at meetings, develops the meeting agenda, and is responsible for the general organization and management of the group.

Vice President:

This officer steps in to lead the group should the Group Leader/President not be able to fulfill the duties for a period of time. S/he may also take responsibility for leadership of specific group activities or tasks. Often this position is a training position for the person who will step into the Group Leader/President position next.

Treasurer:

This officer oversees the group's bank account, will deposit membership or donation checks, pay bills, and report those transactions to the membership, NPCA, and the IRS (depending upon the group's needs).

Secretary: This officer is the custodian of the paperwork related to the group. S/he should have access to the copies of the legal documents (e.g., bylaws), goals, and other documents that describe the functions of the group. S/he should also keep records of meetings and decisions made by the group and post them on the google drive.

Membership Officer:

This officer is responsible for keeping track of the membership database, for communicating membership data to NPCA (often in collaboration with the Financial Officer/Treasurer), and for sending out membership renewal notices.

Communications Officer and Webmaster:

This officer is responsible for getting information out to the group members, NPCA, and any other entities about the activities of the group. These activities may include sending emails to the members, posting on our Facebook group account, and maintaining the web pages for our organization.

Advocacy Coordinator: Works with the national association as to types of advocacy activities to support federal legislative measures (writing letters, making phone calls, congressional office visits). Involves at least twice a month Zoom mtgs with other coordinators around the country.

Social Events Officer:

This officer plans, advertises, and executes various social events during the year. The events may be virtual or in person. S/he also helps to facilitate the quarterly potluck meetings with the President and the Vice President

Community Service Officer:

This officer plans, advertises, and executes various community service events. Currently the NOVARPCV group participates in quarterly trail cleanups and the Reston Multicultural Festival. Other activities may include helping refugees and homeless people, per group response.

Third Goal Officer:

This officer plans, advertises, and executes Peace Corps Third Goal activities directly related to promoting Peace Corps and sharing our experiences with schools, clubs (Scouts), and community partner groups. This activity may be combined with the Community Service officer.

NPCA Liaison:

This officer is the main point of contact between NOVA RPCV, NPCA, and NPCA's affiliate groups. S/he should be subscribed to all NPCA communications and is responsible for sharing NPCA and relevant affiliate group updates with NOVA RPCV Board and members.

Charitable Gift Giving Officer:

Reviews grant requests from Peace Corps volunteers and the Peace Corps Partnership program with an emphasis on volunteers from Virginia. Coordinates with a committee of NOVA RPCV members to evaluate and select worthy projects to award grants.