

# **Inter-Agency Council of Monroe County**

## **By-Laws**

Interagency Council of Monroe County

PO Box 1278, Stroudsburg PA 18360-1278

**BY-LAWS**

(Revised June 2008)

## ARTICLE I-NAME

**Section 1.** The name of this agency shall be Interagency Council of Monroe County.

## ARTICLE II - ORGANIZATION

**Section 1.** This agency shall: Be a volunteer coalition of representatives from membership agencies who provide human services to the entire populace of Monroe County with an emphasis on low-income residents.

## ARTICLE III - PURPOSE

**Section 1.** To provide:

- 1) a forum for discussion of community services provided by the membership;
- 2) a recognized body to encourage coordination of existing services and resources on the local, state and national levels;
- 3) a vehicle for developing and implementing improvements in the understanding, knowledge, and services of those agencies.

## ARTICLE IV - MEMBERSHIP

**Section 1.** Membership includes the current Interagency Council members as of the adoption of these By-laws. (See attached appendix) The criteria *for* eligibility in the Interagency Council shall be delivery and/or coordination of direct human services by an organization, profit or non- profit, or federal, state or local government agency for the population of Monroe County. All applications for membership of service providers shall be submitted to the Executive Committee. A review by the Executive Committee will validate the applicants that meet the eligibility criteria. Applicants rejected must be notified in writing as to the reason *for* rejection and be given notice they may reapply in three months.

**Section 2.** Each member shall pay annual dues the amount to *be* determined by the membership at the annual meeting to remain in good standing.

**Section 3.** Each service provider/member shall have one vote only, however, more than one representative from each organization may attend meetings. Voting privilege shall be extended to

those service providers who have demonstrated commitment by regular attendance.

**Section 4.** The council shall consist of all eligible voting members and shall carry out the purposes and duties of the Interagency Council.

**Section 5.** A quorum shall consist of a minimum of ten eligible voting members.

**Section 6.** Once a quorum has been established, a simple majority of those voting members present shall be sufficient for the transaction of all business.

**Section 7.** Meetings of the Interagency Council shall be held monthly. Special meetings may be held at any time by the Chairpersons of the designated committees.

**Section 8.** The Annual meeting shall be the regular June meeting of the Interagency Council.

## **ARTICLE V - OFFICERS AND DUTIES**

**Section 1.** Officers of the Interagency Council shall be a President, Vice-President, Secretary, Treasurer, and Immediate Past President, all to be elected by and from the Council, with the exception of the Immediate Past President, who serves by virtue of being succeeded by a new or re-elected President. Each elected officer shall hold office for one year or until a successor shall be elected and qualified. The term of office shall be July 1 to June 30. Each officer may serve for not more than three consecutive terms and may be reselected after vacating that office for one term. The council may create such other offices as *it* deems appropriate.

**Section 2.** The President's duties shall be:

- 1) to preside at all meetings of the Council, the Executive Committee and the membership;
- 2) to appoint all committee chairpersons;
- 3) to call special meetings whenever deemed necessary or upon written request of five members of the Council;
- 4) to be an ex-officio member without voting privileges of all standing committees.
- 5) to be responsible for all Interagency correspondence.

**Section 3.** The Vice President's duties shall be:

- 1) to perform the duties of the President in the event of absence, resignation, or inability to

- perform the duties of the office;
- 2) to perform other duties as assigned by the President.

**Section 4.** The Secretary's duties shall be:

- 1) to keep minutes of meetings of the Interagency Council;
- 2) to distribute same to the membership;
- 3) to maintain a record of the members present at all meetings and thereby determining eligible voting membership;
- 4) to perform other duties as assigned by the President.

**Section 5.** The Treasurer's duties shall be:

- 1) to collect the dues and make disbursements as needed;
- 2) maintain the bank account;
- 3) present a written report at monthly meetings;
- 4) maintain membership data base including email addresses
- 5) maintain post office box and retrieve mail
- 6) to perform other duties **as** assigned by the President.

**Section 6.** The Immediate Past President's duties shall be:

- 1) to attend Executive Board meetings;
- 2) to provide input;:
- 3)** to perform other duties as assigned by the President.

## **ARTICLE VI - COMMITTEES AND DUTIES**

**Section 1.** The Executive Committee shall be composed of the Officers of the Council and the Grants Coordinator of Monroe County. The immediate past President and Grants Coordinator shall be an ex-officio member without voting privileges of the Executive Committee. The Executive Committee shall meet upon the call of the President. The Executive Committee shall supervise the transaction of all routine and special business that may be brought before it and shall act for the membership in the interim between its meetings. Appointment of any vacant office shall be made by the Executive Committee for the unexpired term, from nominees submitted by the Nominating Committee. All action is subject to the approval of the Council at the next regular meeting.

**Section 2.** The Nominating Committee shall consist of not more than five members appointed by the President, by April, whose duties it shall be to nominate candidates for the officers of the Interagency Council on a yearly basis and as vacancies occur.

## **ARTICLE VII- NOMINATION AND ELECTION PROCESS**

**Section 1.** The Nominating Committee shall present a slate of Officers to the Council at the annual meeting. The Council in attendance at the annual meeting may make additional nominations from the floor.

**Section 2.** The election of Officers shall be held at the annual meeting.

## **ARTICLE VIII - FISCAL YEAR**

**Section 1.** The Fiscal Year shall be July 1 thru June 30.

## **ARTICLE IX - AMENDMENTS**

**Section 1.** The By-laws of the Interagency Council may be added to, amended, or repealed by a simple majority vote of the established quorum of the Council at any regular meeting. Written notice of intention to add, amend, or repeal the By-laws shall be made available to each member at least fifteen (15) days prior to the meeting at which the vote will be taken.

## **ARTICLE X - NON-DISCRIMINATION**

**Section 1.** The Interagency Council shall not discriminate against any person regardless of sex, age, race, creed, handicap, religion, national origin, or sexual orientation.