

# DRAFT

## ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be Veterans Empowerment Team (hereinafter referred to as "VET").

## ARTICLE II. ORGANIZATIONAL PURPOSE

### Section I. General Purpose

VET shall be a no dues, nonprofit, nonpartisan, voluntary civic organization incorporated under the Diverse and Empowered Employees of Portland (hereinafter referred to as "DEEP") as an affinity group.

### Section II. Specific Purpose

#### A. Vision

Empowering all veterans with respect and dignity to become leaders in public service.

#### B. Mission

To provide leadership in veterans advocacy and connect veterans and current members of the United States Armed Forces, their dependents, and allies to the services, rights, and benefits in order to continue a career in public service.

### Section III. Pillars

To achieve our vision and mission, we have at our core, a set of deeply held principles.

#### A. Veterans Advocacy

*Summary*

#### B. Leadership Development

*Summary*

#### C. Cultural Education

*Summary*

#### D. Community Service

*Summary*

## ARTICLE III. MEMBERSHIP

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## Section I. Eligibility for Membership

Application for membership shall be open to all current employees of the City of Portland (CoP) as defined under *CoP Human Resources Administrative Rules (HRAR) 3.03 (Types of Appointments)*, including, but not limited to, the following appointments: permanent, limited duration, job share, temporary, trainee, casual/casual other, work-study, and volunteer, that supports the organizational purpose in Article II of these Bylaws.

Membership is granted after completion and receipt of a membership application (*see Appendix A: Membership Application*).

VET shall not restrict membership on the basis of race, color, disability, sex, sexual orientation, religion, national origin, veteran status, or any other protected class. All memberships shall be granted upon meeting the eligibility requirements above in accordance with these Bylaws.

## Section II. Rights of Members

All members shall be eligible to attend and participate in all meetings of members, shall be eligible to attend and participate in any special committees that may be formed, shall be eligible to participate in any shows, activities, seminars and conferences, and shall be entitled to receive all documentation and materials generated by VET. The business of VET, including meetings of special committees, shall be conducted in accordance with fair and democratic procedure, and these Bylaws.

All members have a right to vote on matters. Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections (*see Appendix B: Vote by Proxy Form*).

## Section III. Resignation

Any member may resign by filing a written or verbal resignation with any officer of VET (hereinafter referred to as the "Executive Council") or member of the Membership Committee.

## Section IV. Termination

### A. Grounds for Termination

1. Any member shall be terminated for any violation of HRAR 2.02 (Prohibition Against Workplace Harassment, Discrimination and Retaliation), or any conduct that undermines the spirit or intent of HRAR 2.02, or any affiliations to known extremist organizations.
2. Any member shall be terminated for conduct which is seriously detrimental to the purposes and goals of VET, or in violation of the rules and documented procedures of VET, including, but not limited to, a violation of these Bylaws.
3. Any member shall be terminated for breaching the Code of Conduct Agreement (*see Appendix A: Membership Application*).
4. Any member shall be terminated for disrupting the good governance and order of the organization.

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## **B. Termination Process**

1. Upon occurrence of any of the events described in Paragraph A, Section IV, Article III, the Executive Council shall initiate proceedings for termination of membership by adopting a resolution of intention to take such action against the affected Member.
2. The resolution shall be adopted by a simple majority vote of the entire Executive Council and at least two (2) representatives of the DEEP Executive Committee, and presented to the membership at the next regular meeting.
3. A written notice shall thereupon be given to the affected Member stating the action proposed to be taken by the Executive Council, and the facts and circumstances relied upon by the Executive Council as the justification for such intended action.
  - a. The notice shall also specify the date on which the Executive Council proposed to take such action, which shall be not less than thirty (30) days from the date of the notice.
  - b. The notice shall further advise the affected Member that the Member is entitled to an opportunity to be heard, either orally or in writing, prior to the date of the intended action.
4. The decision by the Executive Council concerning termination of membership shall be final and binding.

**C. Loss of Membership Rights.** A Member whose membership is terminated for any reason shall take no part in any of the activities, funds, property, rights, and interests belonging to VET.

**D. Reinstatement of Membership after Termination.** A Member whose membership has been terminated shall be eligible to rejoin VET by submitting a petition to the Membership Committee. Such petition shall be approved by a unanimous vote of the entire Executive Council and Membership Committee.

## **ARTICLE IV. MEETINGS OF MEMBERS**

### **Section I. General Provision Concerning Meetings**

All general and special meetings of VET and special committees thereof, shall be pursuant to a written agenda. Minutes, including a sign-in sheet, shall be taken of all general and special meetings, and are encouraged, but not essential for, special committees. The conduct of any meeting shall be limited to subjects within the proper purposes and objectives of VET.

### **Section II. General Meetings**

General meetings of the members shall be held monthly, at a time and place designated by the Executive Council.

### **Section III. Special Meetings**

Special meetings may be called by the Executive Council. A petition signed by five (5) members may also call a special meeting.

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## Section IV. Notice of Meetings

Written and/or electronic notice of the time and place, and purpose of holding any general meeting shall be given to each member who on the record date of notice is permitted to attend such meeting.

## Section V. Quorum

A quorum for a meeting of the members shall consist of at least five (5) members.

## Section VI. Voting

- A. Initiatives and Referendums.** All initiatives and/or referendums, including officer candidate approvals, to be voted on shall be approved for by a simple majority of those present at the meeting in which the initiatives and/or referendums is presented. An initiative and/or referendum signed by five (5) members shall be approved.
- B. Voting.** All ballots shall be distributed to each member who on the record date of ballot is permitted to vote, not less than (7) or more than fourteen (14) days prior to the scheduled date of election. All results, with the complete voting tallies of any balloted vote, shall be presented at the next general meeting.

## ARTICLE V. EXECUTIVE COUNCIL

### Section I. General Powers

Section II. Specific Powers

Section III. Number, Term of Office, Requirements, and Qualifications

Section IV. Regular Meetings

Section V. Special Meetings

Section VI. Notice

Section VII. Quorum

Section VIII. Vacancies

Filling Vacancies

Section IX. Forfeitures, Resignations, and Removal

Section X. Special Committees

Advisory

## ARTICLE VI. OFFICERS

Section I. Co-Chair (2)

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Section II. Secretary (“Recorder” as per DEEP Bylaws)

Section III. Executive Officer (“Reporter” as per DEEP Bylaws)

ARTICLE VII. INDEMNIFICATION

ARTICLE VIII. BOOKS AND RECORDS

ARTICLE IX. AMENDMENTS

Section I. Articles of Incorporation

Section II. Bylaws

ADOPTION OF BYLAWS

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