



SGV | VEC

SAN GABRIEL VALLEY VETERANS EMPLOYMENT COMMITTEE

COMMERCE | EAST LOS ANGELES | EL MONTE | MONTEBELLO | NORWALK | PASADENA | POMONA | WEST COVINA

Mission Statement & Bylaws

**Adopted on:
15 November 2012
(Revised 21 February 2013)**

SGV|VEC Mission Statement and Bylaws

MISSION STATEMENT:

- ★ The San Gabriel Valley Veterans Employment Committee (SGV|VEC) is an all-volunteer organization that works in partnership with various federal and state agencies, employers, training institutions and nonprofit entities. Its purpose is to serve as an employment-focused “network” for Veterans, their Spouses and Children, as well as to organize events geared toward connecting Veteran jobseekers to employment opportunities and social support service providers.

PURPOSE:

- ★ This committee shall advise the appropriate Division Chief, Los Angeles/Orange/Ventura County Areas of the State of California, Employment Development Department on the quality of services to veterans by local EDD offices and propose policy and regulations wherein both veterans and prospective employers can best be served.
- ★ The general purpose of the committee shall be to improve and implement the veterans employment program in the offices of the Employment Development Department, by providing a central coordinated group to which individuals or organizations may direct questions, complaints, suggestions or recommendations relative to the adequacy or effectiveness of employment and manpower services provided by the Employment Development Department, to encourage organized veteran group and individuals to become job conscious and to report all job openings to local offices of the Department. To keep before employers and the public, the importance and advantages of hiring, training and retraining veterans whenever possible, and to urge all employers to avail themselves of the placement services offered by the Employment Development Department. To act as a coordinating body, subject to the aims and purposes of the California State Veterans Employment Committee.

PREAMBLE:

- ★ We join together with organizations and agencies serving veterans in a cooperative effort with private industry and government employers to pursue and develop employment opportunities for veterans as well as to insure that existing employment services and other benefits under law are provided to veterans and other eligible persons. We thereby form this organization which shall be known as the SAN GABRIEL VALLEY VETERANS EMPLOYMENT COMMITTEE and adopt the following bylaws.

SGV|VEC Mission Statement and Bylaws

ARTICLE I – NAME AND PLACE OF BUSINESS

SECTION 1 – NAME:

- A. The name of the committee will be the San Gabriel Valley Veterans Employment Committee also known as SGV|VEC.

SECTION II – PRINCIPAL OFFICE:

- A. The principal office for the transaction of business shall be 5400 E. Olympic Blvd., Suite 140, Los Angeles, CA. 90022, or any other site as may be designated by the majority vote of the Membership.

ARTICLE II – MEMBERSHIP

SECTION I – MEMBERSHIP ELIGIBILITY:

- A Any individual or organization who meets the following criteria are eligible for membership in the SGV|VEC:
 - 1 An individual or organization directly involved in offering employment opportunities to veterans in and around the San Gabriel Valley.
 - 2 A member or representative of a veteran’s organization which serves the veterans in and around the San Gabriel Valley.
 - 3 A representative of a community, civic, political or government entity that is engaged in providing service and assistance to veterans in and around the San Gabriel Valley.
- B Once the membership criterion is met, the interested party may submit an application for membership (see Appendix A) which will be entered into official record and approved by majority vote of the quorum at any regularly scheduled meeting.
- C After approval of membership, said member retains the description of “Good Standing” until said member wishes to officially withdraw its membership or is removed from the membership by a two-thirds vote of the quorum at any regularly scheduled meeting. Membership in Good Standing can expire once an individual has been absent more than one (1) calendar year.
- D Membership of any member can be revoked at any time by a three-fourths (3/4) vote of the quorum at any regularly scheduled meeting. This is to be done as a last resort when an individual or a member organization has acted in a way that has gone against the mission of the SGV|VEC. Such action will be added to the official record, and other local VEC’s will be notified of this action in writing as well.
 - 1 In the instance where revocation a member individual or organization is being considered, the SGV|VEC Chair will appoint at least three (3) members to serve on an investigation committee. The investigation committee will conduct their research in the time allotted by the SGV|VEC Membership. The investigation committee will then present their findings and/or recommendation(s) to the SGV|VEC Membership for review and action if necessary.

SGV|VEC Mission Statement and Bylaws

- E The SGV|VEC can entertain a transfer of an individual or an organization from another local VEC upon the potential member fulfilling the membership criteria, and the SGV|VEC receives a written Letter of Good Standing from the VEC they are transferring from. Transfers can be granted upon the majority vote of the quorum at a regularly scheduled meeting.

SECTION II – VOTING RIGHTS AND PRIVILEGES

- A Membership of the SGV|VEC includes voting and non-voting members.
 - 1 A member may become a voting member immediately upon joining the SGV|VEC at their request, by completing an application for membership (see Article II, § I).
- B A member who has attended at least half of the meetings during the previous six months shall become & remain a voting member.
- C A member may gain and retain their voting privileges by sending a designee to the meeting to act on their behalf, by submitting written notification to the Chair via any form of correspondence to include but not limited to email, fax, and hand-carried letter.
- D 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.
- E Voting privileges may be granted to non-voting members in good standing, with the exception of EDD Staff per Article II, § G, on a temporary basis is permissible by a special vote of a quorum with a majority vote. (ex. Member recently lost voting privileges due to lack of attendance per Article II, § II B, and wishes to vote on a certain matter.) Written record of said vote must be entered into the official record. Such provisions should be used on an emergency basis at the discretion of the Chair.
- F Voting rights are equal and each member with voting privileges has one (1) vote.
- G All Employment Development Department (EDD) staff who attends SGV|VEC meetings during designated working hours will participate as nonvoting members of the SGV|VEC. EDD staff may not serve as proxies to vote for SGV|VEC members who are unable to attend meetings.
- H Organizations with more than one representative at any official meeting may represent one (1) vote for said organization.
- I Members representing more than one organization shall also retain one (1) vote for the organization of their choice. No member physically attending any official meeting may enter more than one vote into the official record for any reason.

SECTION III – PERSONAL LIABILITY, DUES, FEES, OR ASSESSMENTS

- A 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.

SGV|VEC Mission Statement and Bylaws

ARTICLE III – MEETINGS

SECTION I – LOCATION AND TIME:

- A Regular meetings of the committee shall be held monthly and/or at such intervals as may be decided upon by the SGV|VEC. The location for the regularly scheduled meetings are to be held at the address listed in Article I, § II every Third Thursday of the month between the hours of 2:00PM-4:00PM, unless otherwise agreed upon by majority vote of the membership of the SGV|VEC.

SECTION II – ELECTION OF OFFICERS:

- A The bi-annual election of officers shall be conducted in November of each odd numbered year, and nominations held in October of that year. See Article IV, Section III .
- B The President shall appoint a nominating committee consisting of any number of members from the membership named under Article II, § I
 - 1 The nominating committee prepares an official slate of nominees for Chair, 1st Vice-Chair, 2nd Vice-Chair, 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 at that meeting.
- C Election of Officers shall be done by written ballot in November of the election year.
- D Any voting member in good standing shall submit their vote one (1) for each officer.
- E The newly elected officers will start their term in January of the next year.

SECTION III – SPECIAL MEETINGS:

- A Special meetings may be called by the Chair at any time with 48 hour notice or can be called upon via a written request signed by at least five (5) members stating the purpose of the meeting.
- B Official minutes of said meeting shall be entered into the official record & reviewed by the membership at the next regularly scheduled meeting.

SECTION IV – QUORUM:

- A The number of voting members necessary to constitute a quorum for the transaction of official business at any given meeting shall be five (5) voting members in good standing, two (2) of which being a member of the Board of Directors, at said meeting.

ARTICLE IV – OFFICERS

SECTION I – EXECUTIVE COMMITTEE:

- A The Executive Committee for the SGV|VEC shall be the Chair, 1st Vice-Chair, 2nd Vice-Chair, Treasurer, Secretary, the previously elected Chair, and appointed Sub-Committee Chairs.
- B The Executive Committee will serve as the Board of Directors for the SGV|VEC and be responsible its official business as is required by State and Federal Laws.

SGV|VEC Mission Statement and Bylaws

- C In the event that the Executive Committee acts on a matter before it can be brought before the entire membership. Such actions will be submitted to the membership at the next regularly scheduled meeting, at which time the membership can discuss and overturn the action if necessary with a majority vote.

SECTION II – TERM OF OFFICE:

- A The officers shall serve for a term of two (2) calendar years or until such time as they are properly relieved or re-elected.

SECTION III – COMPENSATION

- A The officers of the San Gabriel Valley Employment Committee (SGV|VEC) shall serve their term(s) of office without financial compensation.

ARTICLE V – DUTIES OF THE OFFICERS

SECTION I – CHAIR:

- A The Chair has authority as prescribed by these Bylaws to serve as the Chief Executive Officer (CEO) of the SGV|VEC. The Chair presides over all meetings, proposes policies and practices of the SGV|VEC and appoints the subcommittees under the direction of the membership.
- B The Chair has no official vote in general business of the SGV|VEC, however the Chair can vote to grant and/or revoke voting membership or in matters of election of officers.
- C The Chair of the SGV|VEC monitors the performance of the Officers of the Board to include Chairs of the Sub-Committees, oversees all fundraising activities, and reports directly to the full body of membership. The Chair is also subject to additional duties as the need arises and/or as defined in these bylaws.
- D In the absence of the Chair, the Vice-Chair (in succession) shall preside over official business. If both the Vice-Chairs are also absent the Secretary followed by the Treasurer, in that order shall serve as Chair for said meeting.

SECTION II – 1st VICE-CHAIR:

- A The 1st Vice-Chair assumes duties of the Chair in his or her absence.
- B The 1st Vice-Chair assists all members of the Board & Sub-Committee Chairs upon request.
- C The 1st Vice-Chair is also subject to additional duties assigned by the Chair as the need arises and/or as defined in these bylaws.

SECTION III – 2nd VICE-CHAIR:

- A The 2nd Vice-Chair assumes duties of the Chair and/or the 1st Vice-Chair in his or her absence.
- B The 2nd Vice-Chair assists all members of the Board & Sub-Committee Chairs upon request.
- C The 2nd Vice-Chair is also subject to additional duties assigned by the Chair as the need arises and/or as defined in these bylaws.

SGV|VEC Mission Statement and Bylaws

SECTION IV – SECRETARY:

- A The position of the Secretary shall be available to all members, voting & non-voting, of the SGV|VEC to include Employment Development Department (EDD) as a Local Veterans Employment Representative (LVER) or as a Disabled Veterans' Outreach Program (DVOP) Specialist.
- B The Secretary shall preserve the minutes, records and files of the SGV|VEC. The Secretary is responsible to provide a paper or electronic version of the minutes of any and all official meetings to the entire membership of the SGV|VEC in a timely manner and prior to the next scheduled meeting.
- C The Secretary is responsible for providing any additional documents pertaining to the official business of the SGV|VEC to any members of the public and/or the SGV|VEC membership upon request in writing in the time frame prescribed by local, state, and federal laws.
- D The Secretary shall be responsible for notifying members of upcoming meetings in a timely manner.
- E The Secretary is also subject to additional duties assigned by the Chair as the need arises and/or as defined in these bylaws.

SECTION V – TREASURER:

- A The Treasurer shall preserve the receipt, disbursement, banking, protection and custody of funds, securities and financial instruments of the SGV|VEC.
- B The Treasurer shall prepare and submit monthly and annual financial reports to the membership for review.
- C The Treasurer shall be responsible for notifying members of any and all financial transactions.
- D The Treasurer shall not authorize any transactions over the amount of \$100, without the official approval of the Membership.
- E The Treasurer shall be responsible for maintaining an annual budget upon request and approval by the Membership.
- F The Treasurer is also subject to additional duties assigned by the Chair as the need arises and/or as defined in these bylaws.

SECTION VI – PREVIOUSLY ELECTED CHAIR:

- A The Previously Elected Chair serves as an Officer of the Board in an advisory role to the current duly elected Chair.
- B The Previously Elected Chair is also subject to additional duties assigned by the Chair as the need arises and/or as defined in these bylaws.

SGV|VEC Mission Statement and Bylaws

SECTION V – ATTENDANCE

- A All officers are required to attend a minimum of 75% of all regularly scheduled meetings or step down from office. Failure to comply with this requirement allows the Membership to remove any Officer by majority vote of the quorum; the Membership may take into account any special circumstances and override this requirement. (ex. 9 monthly meetings out of 12)

ARTICLE VI – SUB-COMMITTEES

SECTION I – STANDING SUB-COMMITTEES:

- A The SGV|VEC Chair once elected will appoint, with the approval of the SGV|VEC, a Chair of the following Standing Sub-Committees:
 - 1 Stand Down – Facilitates, Operates, & Manages the Annual San Gabriel Valley Stand Down, which is sponsored by the SGV|VEC. Reports on a regularly basis on the progress of the Stand Down.
 - 2 Public Relations – Creates & Manages a multimedia presence for the SGV|VEC to include but not limited to web, print, radio & television.
 - 3 Fundraising – Facilitates, Operates & Manages the ongoing fundraising efforts of the SGV|VEC.
 - 4 Community Partners Liaison – Acts on behalf of the Board in regards to keeping the lines of communication to all the Partners and/or Members open. Communicates any updates between the Partners and/or Members and the Board. Assists the Chair in any communication to the Membership as needed.

SECTION II – SUB-COMMITTEE GUIDELINES

- A The Chair shall appoint additional Sub-Committees as seen advisable with the approval of the committee. Duties shall be prescribed by the Chair.
- B Chairs of any and all Sub-Committees are required to submit a written report to the membership at each regularly scheduled meeting of the SGV|VEC.
- C Any member voting & non-voting may request an update from the Sub-Committee Chairs in writing at any time.

ARTICLE VII - CONFLICT OF INTEREST POLICY

SECTION I – CONFLICT OF INTEREST POLICY

- A 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 membership by a two-thirds vote, so that the transaction is being done in the best interests of the SGV|VEC.

SGV|VEC Mission Statement and Bylaws

- 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

ARTICLE VIII – AMENDMENTS

SECTION I – AMENDMENTS

- A. Any amendments made to this document must be submitted to the Voting Membership of the SGV|VEC in writing at any regularly scheduled meeting.
- B. Amendments must be approved by a two-thirds vote of the quorum at two consecutive meetings in order to be enacted.

ARTICLE IX – PROCEDURES

SECTION I – PROCEDURES

- A The Veterans Employment Committee (VEC) handbook (DE 347I) provides overall guidance for the SGV|VEC. "Robert's Rules of Order" covers all procedures not mentioned in these Bylaws and the VEC handbook.

ARTICLE X – DISSOLUTION CLAUSE

SECTION 1 – DISSOLUTION CLAUSE

- A Upon dissolution, all assets shall be distributed to a veteran service organization(s) organized and operated exclusively for charitable purposes, as specified in section 214 of the California Revenue and Taxation Code , and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code, or under section 23701d of the California Revenue and Taxation Code.

SGV|VEC Mission Statement and Bylaws

These Bylaws for the San Gabriel Valley Veterans Employment Committee are here by Ratified & Adopted on 15 November 2012 in the City of Commerce, CA by the SGV|VEC Board of Directors and the Membership in Good Standing:

Jose Pila, Chair
(Citrus College)

Patricia Ortega, 1st Vice-Chair
(Volunteers of America, Greater Los Angeles)

Apolonio E. Muñoz III, 2nd Vice Chair
(American Veterans for Equal Rights, Greater LA Chapter)

Gene Chu, Secretary
(CA EDD, West Covina)

Stella Salmeron, Treasurer
(Union Bank)

Ron Hansel, Previously Elected Chair
(Disabled American Veterans)



SGV|VEC

SAN GABRIEL VALLEY VETERANS EMPLOYMENT COMMITTEE

COMMERCE | EAST LOS ANGELES | EL MONTE | MONTEBELLO | NORWALK | PASADENA | POMONA | WEST COVINA

APPLICATION FOR MEMBERSHIP

MISSION STATEMENT & PURPOSE::

- ★ The San Gabriel Valley Veterans Employment Committee (SGV|VEC) is an all-volunteer organization that works in partnership with various federal and state agencies, employers, training institutions and nonprofit entities. Its purpose is to serve as an employment-focused “network” for Veterans, their Spouses and Children, as well as to organize events geared toward connecting Veteran jobseekers to employment opportunities and social support service providers.
- ★ This committee shall advise the appropriate Division Chief, Los Angeles/Orange/Ventura County Areas of the State of California, Employment Development Department on the quality of services to veterans by local EDD offices and propose policy and regulations wherein both veterans and prospective employers can best be served.
- ★ The general purpose of the committee shall be to improve and implement the veterans employment program in the offices of the Employment Development Department, by providing a central coordinated group to which individuals or organizations may direct questions, complaints, suggestions or recommendations relative to the adequacy or effectiveness of employment and manpower services provided by the Employment Development Department, to encourage organized veteran group and individuals to become job conscious and to report all job openings to local offices of the Department. To keep before employers and the public, the importance and advantages of hiring, training and retraining veterans whenever possible, and to urge all employers to avail themselves of the placement services offered by the Employment Development Department. To act as a coordinating body, subject to the aims and purposes of the California State Veterans Employment Committee.

The SGV|VEC meets on the 3rd Thursday of each month @ 2:00 p.m. to 4:00 p.m., in the East Los Angeles VA Vet Center, 5400 Olympic Blvd., Suite 140, Los Angeles, CA. 90022.

____/____/____

Request to be a voting member: Yes

Today’s Date

No

Name: _____ Title/Position: _____

Organization: _____

Address: _____

Phone: _____ FAX: _____

Cell: _____ E-mail: _____

Signature: _____ Request to opt-out of Discussion Board:

By signing here you agree to the Mission & Bylaws of the San Gabriel Veterans Employment Committee, and you understand that there are no membership fees or dues, just your participation & support for America’s Veterans living in and around the San Gabriel Valley of Southern California.

Official Use Only: ____/____/____ ____/____/____ ____/____/____
 Membership Granted Voting Member Membership Ended

**Additional Members to your organization whom wish to also be members can be added to the back of this application with the understanding that each organization gets one (1) vote in any official business.*

ELA Vet Center, 5400 East Olympic Boulevard, Suite 140, Los Angeles, CA 90022 | 323.728.3335

Organization:

Name: _____ **Title/Position:** _____

Address: _____

Phone: _____ **FAX:** _____

Cell: _____ **E-mail:** _____

Signature: _____ **Request to opt-out of Discussion Board:**

Official Use Only: ___/___/___ ___/___/___ ___/___/___
 Membership Granted Voting Member Membership Ended

Name: _____ **Title/Position:** _____

Address: _____

Phone: _____ **FAX:** _____

Cell: _____ **E-mail:** _____

Signature: _____ **Request to opt-out of Discussion Board:**

Official Use Only: ___/___/___ ___/___/___ ___/___/___
 Membership Granted Voting Member Membership Ended

Name: _____ **Title/Position:** _____

Address: _____

Phone: _____ **FAX:** _____

Cell: _____ **E-mail:** _____

Signature: _____ **Request to opt-out of Discussion Board:**

Official Use Only: ___/___/___ ___/___/___ ___/___/___
 Membership Granted Voting Member Membership Ended

Name: _____ **Title/Position:** _____

Address: _____

Phone: _____ **FAX:** _____

Cell: _____ **E-mail:** _____

Signature: _____ **Request to opt-out of Discussion Board:**

Official Use Only: ___/___/___ ___/___/___ ___/___/___
 Membership Granted Voting Member Membership Ended

By signing this document the above listed individuals agree to the Mission & Bylaws of the San Gabriel Veterans Employment Committee, and they understand that there are no membership fees or dues, just their participation & support for America's Veterans living in and around the San Gabriel Valley of Southern California.