

## SAC By-Laws Last Amended: 5/24/2018

### Chapter I- Mission Statement

#### *Section 1: Our Mission*

To ensure that every AmeriCorps member's year of service is as fulfilling and impactful as possible, leveraging the talents, knowledge and resources of a connected, service-minded community.

### Chapter II- Organization and Procedure

#### *Section 1: Leadership Board*

- A. Members of the Leadership Board may serve for the length of term that they completed in their year(s) of service and will include:
  - 1. Five voting members:
    - a. The Board Chair, Communications Chair, Events Chair, Community Engagement Chair, and Fundraising Chair
- B. Duties of the Leadership Board shall include
  - 1. **Board Chair:** being responsible for strategic planning of SAC
  - 2. **Communications Chair:** maintaining messaging on various online platforms and maintaining our monthly newsletter, note-taking of SAC meetings
  - 3. **Fundraising Chair:** fundraising on behalf of SAC and maintaining transparency around funds, tracking finances
  - 4. **Events Chair:** creating and facilitating events that inspire collaboration and connection through Stipend Life event and Career Fair
  - 5. **Community Engagement Chair:** maximizing member development and community impact through community activities, outreach, and meeting landlords and other stakeholders

#### *Section 2: The Advisory Council*

- 1. May consist of: AmeriCorps alums, AmeriCorps program staff, and/or representatives of state and community service organizations with members in the Seattle area
- 2. Will help support and advise the governing body. They will be appointed and invited to events/meetings through an invitation by the leadership board
- 3. May serve with board for 2 years after which they may renew their commitment to serving with the board based on their capacity

***Section 3: Meetings***

1. Commitment: the leadership board will meet in official sessions at least once a quarter (4 times per year)
  - a. The leadership board may meet more regularly than once a quarter, but not less frequently
2. Voting: at least 50% of leadership board (voting officers) must be present for voting to occur.
3. Voting on new leadership board members will occur once per year and members of the SAC online community will be invited to vote. Election of new board members will be by simple majority of members present.

**Chapter III-In-Depth Officer Descriptions**

***Section 1: The duties of the Board Chair:***

- A. Serve as the face of the organization when interacting with events and sponsor groups  
Encouraging and oversee the work of the officers, activities, and organizational development.
- B. Plan agendas and coordinate board meetings
- C. Serve as a liaison between SAC and AmeriCorps alumni
- D. Create and maintain infrastructure of organization through bylaws, constitution, policies, procedures, and business model
- E. Signer on SAC bank account
- F. Plan the annual Strategic Planning Retreat with Board Alumni and supporters
- G. Assign note taking duty at board meetings if Communications Chair is not present

***Section 2: The duties of the Fundraising Chair:***

- A. Search for relevant grants that Seattle AmeriCorps Collaborative can apply to
- B. Facilitate the grant writing process for all the grants SAC applies to
- C. Track and manage all the Gifts in Kind
- D. Organize “thank you”s for donors/sponsors
- E. Chairs the Development Committee
- F. Signer on the SAC bank account

***Section 3: The duties of the Community Engagement Chair:***

- A. Create and share personal and professional growth opportunities for members
- B. Determine needs of members and develop appropriate services to meet those needs
- C. Identify ambassadors in AmeriCorps cohorts to assist with major events
- D. Meets with community members and landlords to further develop the awareness of SAC
- E. Spearhead the vision of an #AmeriCommunity in Seattle

***Section 4: The duties of the Events chair are:***

- A. Identify growth opportunities for members of the organization
- B. Create solidarity amongst fellow current AmeriCorps members
- C. Offer a small social or service events at least once month
- D. Help lead 2 annual major events (typically Stipend Life and Career Fair)

***Section 5: The duties of the Communications Chair:***

- A. Update all social media accounts with the latest SAC news
- B. Type board meeting notes
- C. Send monthly newsletter/interview new board members
- D. Respond to inquiries on social media about the organization
- E. Create fresh blog posts, edit submitted blog posts from members
- F. Chairs the Communications committee

***Section 9: The duties of the Advisory Council:***

- A. Help with transitioning of other Executive Committee members
- B. Serve as a liaison between SAC and the community at large
- C. Provide support and resources for board development
- D. Serve as mentors for the SAC Board Members
- E. Attend meetings of board members once per year

## **Chapter IV-Membership**

### ***Section 1: Who can join this organization***

1. Any current or past AmeriCorps member may be a member of the organization.

### ***Section 2: Who can become a member of the Leadership Board/Advisory Council***

1. Membership entitles being elected/appointed to the Executive board and/or Advisory Council.

### ***Section 3: Termination of membership in SAC***

1. Any member shall be expelled from membership for reasons of gross misconduct, harassment, discrimination, and/or anything the Executive Officers deem non beneficial in the representation of the greater organization; and this will be determined on a simple majority vote. Per circumstances the Advisory board can make an immediate decision regarding the situation in consideration of the well-being of the organization.

## **CHAPTER V-Board Terms**

### **Section 1: Board member term of service**

- A. New term opportunities happen once a year
- B. Once elected, officers are guaranteed a 6 month service period.
- C. A person may serve an executive board position no longer than the length of their service year
- D. A person can only serve on one executive board position at a time

### **Section 2: Committee term of service**

- A. Term limits will be determined by the chair of each committee
- B. Membership is open to all members of the SAC network
- C. A member of a committee does not have to be an active AmeriCorps
- D. A member of a committee can serve on multiple committees

## **CHAPTER VI-Amendments**

These By-Laws may be amended, suspended, added to or stricken out in total or part by a simple majority vote of the Executive Officers and ratified by a two-thirds vote of the Advisory Board.