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Town of Amherst
5583 Main Street
Williamsville, NY 14221
www.amherst.ny.us

Marjory Jaeger
Town Clerk

Meeting: 06/18/12 07:00 PM
Department: Councilmembers
Initiated by: **Richard R. Anderson Sr.**
REVIEWED

RESOLUTION (ID # 8857)

Amherst Veterans Committee By-Laws

WHEREAS, the Amherst Veterans Committee was created and empowered by the Town of Amherst Code Article 2, Sections 4-4 through 4-5, and

WHEREAS, the Amherst Veterans Committee has adopted By-Laws Article I through Article VIII, attached, and

WHEREAS, the Amherst Veterans Committee has requested that the Amherst Town Board approve said By-Laws;

NOW, THEREFORE, BE IT RESOLVED, that the Amherst Town Board hereby approves the attached By-Laws for the Amherst Veterans Committee and authorizes the Amherst Veterans Committee to function thereby.

FISCAL IMPACT:

None

AMHERST VETERANS COMMITTEE BY-LAWS

ARTICLE I – NAME

This Committee shall be known as the Amherst Veterans Committee of the Town of Amherst as created and empowered by the Town Code of the Town of Amherst, Article 2, Sections 4-4 through 4-5 thereof. Throughout this document this Committee shall be referred to as the AVC or Committee. The Town of Amherst Board shall be referred to as the Board.

ARTICLE II – GOALS AND OBJECTIVES

a. To be a proactive organization promoting legislative, humanitarian and educational activities in the best interest and welfare of veterans, United States Armed Forces members, their families and survivors. These efforts to include:

1. Establishing legislative goals and objectives.
2. Providing a forum for informing veterans of legislative programs, efforts and accomplishments.

b. To advocate, promote and monitor services and programs in the following areas and activities:

1. Programs to include health care, nursing homes, employment and training, education and rehabilitation, entitlements, and benefits.
2. Information dissemination and a public relations system to foster AVC goals and objectives.

ARTICLE III – MEMBERSHIP

The AVC shall consist of fifteen (15) members, two (2) members appointed by the Supervisor, two (2) members by each Town Board member and three (3) members appointed by a majority of the Town Board, each member to serve two (2) years. Membership shall be open to anyone who is serving or has served in the armed forces of the United States and such others, who, as determined by the Town Board, support the goals and objectives of the AVC.

ARTICLE IV – OFFICERS

a. The elected officers shall be Chairman, Vice-Chairman and Secretary. The officers shall be elected by simple majority vote taken at the first meeting of the calendar year. The officer duties shall be:

1. The Chairman shall preside at all meetings, be the AVC official representative and carry out such other functions as prescribed in the Robert's Rules of Order, Newly Revised Edition, unless otherwise provided in these By-Laws. The Chairman may create ad-hoc committees at his discretion.
2. The Vice-Chairman shall preside at all meetings when the Chairman is not present and fulfill all of the Chairman's duties when they are unavailable to be the AVC official representative and carry out such other functions as prescribed in the Robert's Rules of Order, Newly Revised Edition, unless otherwise provided in these By-Laws.
3. The Secretary shall maintain the AVC records, develop and distribute minutes, formulate and maintain a membership roster/attendance and mailing list, receive and manage correspondence, make written annual reports and perform such other duties as may be required or assigned by the Chairman.

ARTICLE V – MEETINGS

- a. The AVC will meet by published schedule adopted at the first meeting of the calendar year. These dates shall be published on the Town of Amherst website. A quorum of a simple majority of the total members must be present to transact business at each meeting.
- b. The Chairman may convene special meetings with at least 72 hours prior notice to the AVC. A notice must include the specific purpose of a special meeting and only that stated purpose may be discussed at that meeting.
- c. Robert's Rules of Order, Newly Revised Edition, shall be used to conduct every meeting.
- d. The fiscal year of the AVC shall be the same as the Town of Amherst's fiscal year, beginning on January 1st and ending December 31st annually.
- e. Minutes of all meetings and reports shall be kept on file with the secretary and e-mailed to each member no later than 2 weeks after each meeting. They shall also be e-mailed to the I-T Department for posting on the Town of Amherst AVC website.

ARTICLE VI – REMOVAL OF AVC MEMBER

- a. The AVC recognizes that the Committee is an all-volunteer Committee. However, a commitment is made by each member to attend and actively participate when joining the AVC. Therefore, any member who misses three consecutive AVC monthly meetings without an excuse sufficient to a majority of this Board is considered to have resigned from this committee. The Councilmember sponsoring the resigned member shall be notified and requested to replace him or her with a new member. The new member shall serve out the remaining term of the member removed.
- b. The member shall be notified of this removal or of the expiration of his current term.

ARTICLE VII – BY-LAW REVISIONS

- a. The Chairman shall appoint a special committee periodically to review the By-Laws.
- b. By-Laws amendment shall require a two-third (2/3) majority vote of AVC members and approval of the Amherst Town Board.
- c. By-Laws amendment notification and a copy thereof shall be provided in writing, electronically or post, to all members at least 30 days prior to a schedule vote.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The Robert's Rules of Order, Newly Revised Edition, shall govern proceedings in all cases to which they are applicable and in which they are consistent with these By-Laws and any special rules of order otherwise adopted.