

RPCVs at EPA CONSTITUTION & BYLAWS CONSTITUTION

Article 1

Name

The organization shall be known as “Returned Peace Corps Volunteers (RPCVs) at Environmental Protection Agency,” hereinafter referred to as “RPCVs at EPA.”

Article II

Purpose

RPCVs at EPA will serve as a recognized, non-labor employee group to provide educational, collaborative, and networking opportunities in an informal, yet structured, environment for EPA RPCVs and supporters.

Article III

Goals

The goals of RPCVs at EPA shall be:

1. Promote community service, social and professional interaction within EPA and the RPCV community, and with counterparts in other agencies.
2. Support Peace Corps’ Goal 3 - Help promote a better understanding of other peoples on the part of Americans.
3. Seek opportunities to support Peace Corps Volunteers and work with the Office of International and Tribal Affairs to support EPA’s Memorandum of Understanding (MOU) with U.S. Peace Corps.
4. Seek opportunities to grow RPCV community at EPA.

Article IV

Organizational Policies

1. RPCVs at EPA shall be a non-profit, non-partisan, and non-commercial organization funded primarily by individual donors or RPCVs at EPA fundraising activities.
2. RPCVs at EPA shall not unlawfully discriminate against any person.
3. RPCVs at EPA shall be organized to conduct activities of interest common to its members.
4. RPCVs at EPA will not assist or participate in a strike, work stoppage, or slow down against the Government of the United States.
5. RPCVs at EPA will not advocate the overthrow of the constitutional form of government in the

United States.

Article V
Membership

Membership in RPCVs at EPA shall be open to all EPA employees (including interns, fellows and similar staff) who support the purpose and goals of RPCVs at EPA and who wish to make positive contributions to the achievement of such purpose and goals. For this group, references to EPA employees always includes interns, fellows, and similar staff. Two classifications for membership are distinguished: members with voting rights - EPA employees that are also RPCVs or former Peace Corps staff, and associate members - all other EPA employees.

Any employee identifies either as a member with voting rights or as an associate member of RPCVs at EPA by signing a roster at an RPCVs at EPA meeting or by notifying any Chief of Party or Advisory Council member. There is no fee associated with membership.

Article VI
Advisory Council

1. The Advisory Council of RPCVs at EPA must be current EPA employees with voting rights (they are RPCVs or former employees of Peace Corps) and shall not hold seats for more than seven people.
2. Any Advisory Councilmember may resign at any time by giving notice to an Advisory Councilmember of RPCVs at EPA.
3. Advisory Councilmember shall not use their position for private gain.
4. An Advisory Councilmember may be removed by special election with majority vote.

Article VII
Chiefs of Party

1. The Chiefs of Party of RPCVs at EPA must be current EPA employees with voting rights (they are RPCVs or former employees of Peace Corps) and shall be leads for Community Service, Social and 3rd Goal Activities, RPCV Growth and Development, PCV Support and Communications.
2. Any Chief of Party may resign at any time by giving notice to a Chief of Party member of RPCVs at EPA.
3. Chiefs of Party shall not use their position for private gain.
4. A Chief of Party may be removed by special election with majority vote.
5. The limit for the total number of Chiefs of Party is ten.

Article VIII

Election of Advisory Council and Chiefs of Party

Advisory Council and Chiefs of Party shall be elected annually by a vote of a simple majority and serve for one year. Elections may be conducted using electronic mail. Elections of Advisory Council and Chiefs of Party will require an advance notice of two weeks before the voting deadline.

The elected Advisory Council and Chiefs of Party serve from October 1 through September 30 or April 1 to March 31 in staggered terms. In the event of a vacancy, a new Chief of Party shall be selected by the consensus of the remaining Chiefs to serve the rest of the vacating Chief's term. In the event of an Advisory Council vacancy, a new Advisory Councilmember shall be selected by the consensus of the remaining Advisory Councilmembers to serve the rest of the vacating Councilmember's term.

There is no limit to the number of terms that an Advisory Councilmember or Chief of Party may serve.

Article IX

Amendments

Amendments to the constitution and/or bylaws shall be approved upon a two-thirds vote of all voting members and shall require advance notice of two weeks before the voting deadline.

Article X

Dissolution

1. RPCVs at EPA shall be dissolved upon a two-thirds vote of all voting members and shall require advance notice of two weeks before the voting deadline.
2. In the event of RPCVs at EPA's dissolution, any funds remaining after the satisfaction of all outstanding liabilities shall be returned to the donating individual(s), where applicable, and/or donated to a non-profit organization other than RPCVs at EPA as determined by a two-thirds vote of all voting members.

BYLAWS

Section 1
Voting

All voting members of RPCVs at EPA who are present at a regular meeting shall have the right to vote upon any proposition presented at that meeting. The outcome of the vote is determined by the majority of the votes cast.

Section 2
Advisory Council

The Advisory Council will be a separate member-elected body from the Chiefs of Party and will not hold seats for more than seven people: one Treasurer, one Secretary, two co-stewards, and 3 other Advisory Council members. It shall be the duty of the Advisory Council to:

- a. Serve as the official representatives and spokespersons for RPCVs at EPA
- b. Have overall responsibility for the coordination of RPCVs at EPA activities
- c. Maintain all official correspondence, documents, and non-treasury related records of RPCVs at EPA
- d. Schedule all general membership meetings and functions
- e. Prepare the agenda and preside at all meetings of the general membership
- f. Co-sign and execute agreements and obligations, as ordered by the voting membership
- g. Facilitate communications with counterparts in the EPA Regions who have formed or who are planning to form Regional chapters, and to report on the status and progress of these communications at regular RPCVs at EPA meetings.
- h. Allow one seat for the Treasurer. As part of the Advisory Council, the Treasurer will monitor fundraising monies and expenditures and report balances to the Advisory Council.
- i. Allow one seat for the Secretary. As part of the Advisory Council, the Secretary's main duties will be to take notes at full group meetings but the Secretary may also co-chair RPCVs @ EPA group meetings, assist in organizing the meetings and group events.
- j. Annually elect co-stewards to represent RPCVs at EPA interests at the Agency and extra Agency level. Co-stewards will be to serve in an ambassadorial role, providing consistent representation of the group in EPA and at meetings or events outside of the Agency.

Chiefs of Party

Duties and responsibilities for Chiefs of Party will be designated by the Advisory Council as needed but will generally consist of the following:

- a. Organizing activities and meetings that support the mission of RPCVs at EPA for their representative party
- b. Keeping the Advisory Council informed of upcoming party events and issues

Section 3

Parties

Standing Parties

Standing Parties may also be established as needed by general consensus of the membership through appointment or election of a Chief of Party. Each party shall serve a specific function in contributing toward RPCVs at EPA’s purposes and goals. Standing party Chiefs of Party shall coordinate party functions, notify RPCVs at EPA Advisory Council of scheduled party meetings, appoint members of their respective parties, and report party activities at regular meetings.

Section 4

Nomination and Election of Chiefs of Party

Semi-annual elections of Chiefs of Party will occur in April and October of each calendar year. In the event that an office is vacated, the officers remaining may arrive by consensus on a person who will serve the remainder of that term. Elections of Chiefs of Party shall be held during the April and October regular meetings and require a majority vote. All Chiefs of Party shall be elected for a term of one year. All members shall have the right to be nominated or nominate themselves for office.

Section 5

Meetings

Regular

The regular meeting of RPCVs at EPA shall be held quarterly to the greatest extent possible, at a place and time designated by the Advisory Council.

The Advisory Council shall give notice through the Communications Chief of Party the time, date, and place of each regular meeting. The agenda shall be included in the notice as well as any items of unusual importance. A minimum advance notice of one week is required for a meeting.

Chiefs of Party shall notify the Advisory Council if they are unable to attend a regular meeting, and shall have the responsibility to communicate any timely information to a Chief of Party prior to that meeting.

A quorum shall be defined as at least three Chiefs of Party and a minimum of seven voting members. A quorum is required to conduct a vote at any meeting of RPCVs at EPA. In the event that a vote is needed and a quorum is not met at a regular meeting, a notice may be issued to voting members by e-mail with a deadline response time of four working days from the date and time of the notice.

Chiefs of Party

The Chiefs of Party are responsible for the coordination and preparation of all materials in advance of each regular meeting. The Communications Chief of Party will take minutes at all regular meetings and is

responsible for distributing them via electronic mail to all members. The Communications Chief of Party is also responsible for soliciting, collecting, and distributing agenda items a week in advance of general meetings, and in coordination with the other Chiefs of Party. Duties and responsibilities for specific Chiefs of Party are to be established by the Advisory Council.

Special Meetings

Special meetings may be called at any time with the approval of a Chief of Party.

Party Meetings

Party meetings may be called at any time by the Chief of Party.

Section 6

Funds

Dues are not required for RPCVs at EPA membership. Funds may be raised either by personal donations from individuals or by RPCVs at EPA sponsored fundraising activities. The funds of the organization shall be kept in a bank selected by the Treasurer. Use of funds can only be authorized by consensus of RPCVs at EPA Chiefs of Party upon consultation with the Advisory Council and members of their respective parties. The Treasurer shall reimburse duly authorized persons for all necessary expenses which are pre-approved by the Advisory Council.

Section 7

Inter-Office Mail/Electronic Mail

Inter-office mail and electronic mail issued on behalf of RPCVs at EPA will be limited to notices to members, group announcements, newsletters, and educational materials. Any inter-office mail and electronic mail beyond the aforementioned requires the advance approval of both co-stewards.

Section 8

Miscellaneous

Membership to a particular Party is at the designation of the Chief of Party and does not require a vote.