



BYLAWS

Article 1: Purpose (Mission)

The name of this organization shall be the Chesterfield County Coordinating Council (CCCC). The CCCC is a non-profit organization.

The mission of the CCCC is to strengthen the systems that provide services to the citizens of Chesterfield County through improved communication, adequate linkage and collaboration.

The goal is to coordinate and expand existing services and develop sufficient resources to establish countywide needed services. The CCCC will be recognized in the county as the strongest educational, advocacy and cross-system collaboration group for the support of the human service delivery system.

Article 2: Membership

Membership shall be open to representatives from all governmental agencies, private providers, civic groups, and others interested in improving human services in Chesterfield County. CCCC meetings will be held on a Friday of each month unless otherwise decided by the membership. Advance notice shall be provided to the entire membership prior to any CCCC meeting. Minutes of each meeting shall be available prior to the next CCCC meeting.

Article 3: Board of Directors /Officers

The Board will consist of nine (9) members. Appointed Board members will be a member of the Chesterfield County delegation to the SC General Assembly, an appointee from Chesterfield County Council, and an appointee from significant, local, current funders. The delegation appointee must be a resident member of the delegation in Chesterfield County. The balance of the nine members will be elected by the membership from the membership. At least one of these elected members should include a representative of a grassroots or faith organization and/or a smaller agency. The term of office for all members is a rotating three (3) year term with elections to be held at the first meeting of the fiscal year.

The officers shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Chairperson will be a member of the Chesterfield County delegation, if he/she wants the duty, and shall preside at all CCCC meetings. The Chairperson will appoint all Committees as needed and be responsible for the general administration of the CCCC. The Vice-Chairperson shall act in the absence of the Chairperson. The Secretary shall be responsible for keeping records of attendance, taking minutes of each CCCC meeting, and handling all CCCC correspondence. The Treasurer shall keep records of receipt and disbursement of funds and maintain the treasury. Staff shall serve in an ex officio capacity. The Vice-Chairperson, Treasurer, and Secretary will serve alternating two-year terms. A slate of officers will be nominated by the CCCC Board, presented at the meeting prior to the election, and elected by the full CCCC at the last meeting of the fiscal year. The CCCC Board shall have the option of appointing a nominating committee from the Board members for the purpose of developing the Executive Committee slate. The officers will take office at the beginning of the next fiscal year. The Board meetings will be governed by Robert's Rules of Order.



It is intended that the operations remain simple and flexible but responsive to the increasingly complex activities of the CCCC.

Article 4: Standing Committees

Committees will be formed as needed and disbanded when their purpose is completed. Each committee will have a chairperson and activities will be documented with minutes.

Article 5: Amendments

These by-laws may be amended by a two-thirds vote at a regular CCCC meeting provided the proposed change was given at the previous CCCC meeting.

Amended 08/19/16