

HINGHAM VETERANS' COUNCIL BY-LAWS DRAFT UPDATED 06/01/2020

ARTICLE I - NAME

The name of the committee shall be the **HINGHAM VETERANS' COUNCIL**, hereinafter referred to as the "Council."

ARTICLE II - PURPOSE

The purpose of the Council shall be:

To provide direct support to the Hingham Veterans' Services Officer ("VSO") in accordance with MGL Chapter 115, *Veterans' Benefits*, Section 12.

To advise the VSO of all issues that may be of interest to or related to military members and veterans and their dependents within the community of Hingham.

To promote the recognition and observance of patriotic holidays to include, but not be limited to: the Battle of Grape Island, Memorial Day, Flag Day, the Fourth of July, National POW/MIA Recognition Day, Seaman H.L. Foss Birthday, Veterans' Day, and Pearl Harbor Day.

To foster an understanding and appreciation within the town of Hingham of the achievements, contributions, and sacrifices veterans have made for the town and nation.

ARTICLE III - MEMBERSHIP

The Council shall be composed of five voting members appointed by the Hingham Board of Selectmen for staggered three-year terms.

As the terms of existing Council members expire, all new members will be appointed for three-year terms.

At least three of the appointed members shall be veterans as defined by MGL Chapter 115, Section 1.

Any time the Council cannot be staffed by veterans as described above, additional non-veterans may be appointed to the Council provided that there are no veterans willing and available to serve.

Members shall serve without compensation.

The VSO shall serve as the only ex-officio, non-voting member of the Council, and shall be the primary interface between the Council and the Board of Selectmen.

Any member who has three unexcused absences in one year shall be considered as having resigned.

ARTICLE IV - OFFICERS

The officers of the Council shall be: Chairman, Vice Chairman and Secretary.

All officers shall be elected annually by vote of the Council in public session during the first FY meeting.

Council Officers will constitute the Executive Board of the Council.

The Executive Board shall be responsible for planning and organizing all Council meetings and addressing any and all matters identified by the VSO.

ARTICLE V - DUTIES OF OFFICERS

- **CHAIRMAN**

The Chairman shall preside at all meetings of the Council.

The Chairman shall be responsible for preparing each meeting's agenda, providing at least two-week advance notice to Council members of upcoming meetings except in emergency circumstances, and posting all meeting agendas in accordance with MGL Chapter 30A, *State Administrative Procedure*, Section 20.

- **VICE CHAIRMAN**

The Vice Chairman shall be responsible for performing the duties of the Chairman should the Chairman not be available to prepare for and/or preside at a meeting.

- **SECRETARY**

The Secretary shall be responsible for taking minutes at all meetings and presenting draft minutes for approval at the Council's next meeting.

The Secretary shall arrange for posting of approved minutes on the town's web page for the Council.

The Secretary shall be responsible for any and all other correspondence required by the Council.

The Secretary shall be responsible for maintaining custody of all agendas and approved minutes of Council meetings in accordance with MGL Chapter 66, *Public Records*, Section 6.

ARTICLE VI - MEETINGS

The Council shall meet a minimum of ten (10) times annually. Additional meetings may be called by the Chairman, when required, with at least two-day advance notice provided to Council members.

A request for an additional meeting may be made of the Chairman whenever any three members of the Council deem it necessary.

Meetings will be conducted in accordance with MGL Chapter 30A, Section 20, with each agenda reserving time for public comment.

A minimum of three members will represent a quorum at any meeting of the Council.

An excused absence of a member shall be granted by the Council Chairman upon the member's 24-hour advance notice; failure of a member to provide such advance notice shall result in an unexcused absence.

All meetings shall start with the Pledge of Allegiance.

In advance of each meeting, the VSO will provide the Executive Board with a written monthly report, highlighting any support required of the Council as the VSO deems necessary to properly fulfill his/her obligations under MGL Chapter 115.

The VSO's report will also include the current balances of the Veterans' Benefit Fund, the Veterans' In Need Trust Fund, and any Gift Card balances, in order that the Council has situational awareness of how those supplementary resources are being utilized and to signal which resources may require additional fund-raising activity to remain viable.

ARTICLE VII - BY-LAW CHANGES

All proposed Council By-Law additions or revisions must be approved by a two-thirds vote of the full Council at a meeting previously posted for that purpose.