

Chickahominy Area Triad Advisory Council Bylaws

Article I. NAME

The name of this organization shall be the Chickahominy Area Triad Advisory Council.

Article II. PURPOSE

The purpose of the Advisory Council shall be to further the goals and objectives of the Chickahominy Area Triad, a joint venture between the Charles City Sheriff's Office, the New Kent Sheriff's Office, the Charles City Department of Social Services, the New Kent Department of Social Services, and other community organizations that serve the senior resident population of both localities to reduce the criminal victimization within the senior population. The organization shall submit the required documentation to obtain IRS 501(c)(3) tax exempt status.

The Advisory Council will be formed and operate in accordance with the Code of Virginia, Title 31.1, Chapter 10, Virginia Nonstock Corporation Act. The Triad will designate an agent to perform those tasks as specified under the Code of Virginia, 13.1-833.

The Advisory Council will have the following responsibilities, developed jointly with law enforcement, to create goals and establish objectives consistent with the needs of the community:

A. Advisory Council Goals

1. Create a realistic sense of security among the senior population while alleviating feelings of helplessness.
2. Facilitate communication between local law enforcement and the senior population.

B. Advisory Council Objectives

1. Provide guidance in developing, implementing, and evaluating programs aimed at improving the safety and security of the senior population of Charles City and New Kent Counties.
2. Inventory existing initiatives designed to meet local seniors' needs.
3. Prioritize identified needs.
4. Recommend innovative programs and expansion of current programs designed to meet the identified needs.
5. Assist in the implementation of these programs.
6. Evaluate effectiveness of programs.
7. Assist law enforcement officials in Charles City and New Kent Counties in

- planning for the future needs of a rapidly growing population.
8. Provide education to the community and law enforcement officials on the changing profiles of the aging population.
 9. Identify crime-related perceptions of senior persons in the community.
 10. Provide opportunities for senior citizens to participate in local programs.
 11. Provide assistance in the delivery of victim assistance for seniors.
 12. Provide education to the senior population and the community at large about victim assistance programs.
 13. Provide education to the community on elder abuse, including recognition and sources of assistance.
 14. Gather and make available to seniors' various materials for local resources, including business discounts and services for seniors.
 15. Coordinate and promote fund raising events to raise monies to carry out the goals and objectives of the Advisory Council.
 16. The Chickahominy Area Triad shall be incorporated and operated in accordance with the requirements of the Virginia Non-Stock Corporation Act as a nonstock nonprofit organization and as set forth in Internal Revenue Service, 501 (c)(3) nonprofit provision.

Article III. Article IV. OFFICERS AND THEIR ELECTION

- A. The elected officers of the Advisory Council shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer.
- B. The election of the Advisory Board Officers will be held every two years. Any eligible Triad member can self-nominate or be nominated by another eligible member, thereby becoming eligible to be elected and serve on the board.
- C. The officers shall be elected by a simple majority from within the Advisory Council for a two-year term.
- D. The four (4) elected members will decide amongst themselves who will fill each specific officer position (Chairperson, Vice-Chairperson, Secretary, and Treasurer).
- E. The election shall be held at the last meeting of the year, with those elected assuming office January 1 of the upcoming year. Serving Board officers may run and be re-elected to serve on the board for consecutive terms.
- F. Any officer wishing to resign from the Steering Committee shall submit his/her resignation in writing to the Chairperson.
- G. Dissolution of the Triad will be in accordance with the Code of Virginia, Article 16, Dissolution, Para 13.1-742 through 13.1-746.

Article V. DUTIES OF OFFICERS AND MEMBERS

- A. Duties of officers:

1. The Chairperson shall preside at all meetings of the Council, shall appoint committee chairpersons as needed, and may serve as an ex-officio member on any committee except for the nominating committee.
2. The Vice-Chairperson shall preside in the absence of the Chairperson and shall assume such other duties as may be requested.
3. The Secretary shall maintain a membership list, an attendance record, ensure that minutes are kept of each meeting, and send timely notification of all meetings to each member. In addition, the Secretary must file and maintain current all Triad's records involving the provisions of the Virginia's Nonstock Corporation Act and the Internal Revenue Service's tax-exempt nonprofit filing requirements.
4. The Treasurer shall keep accurate records of any monies under the authority of this Advisory Council.
5. The Treasurer will ensure that an organizational banking account is established for the deposit of Triad funds. A minimum of two (2) Advisory Council officers is required for any/all fund withdrawals.
6. Elected officers will serve on at least organizational committee.
7. Should an elected officer become unable, incapacitated, or can no longer perform their duties, the Chairperson can nominate another Triad member, who is in good standing, to fill the position for the remainder of the term. A simple majority of the membership present is required for approval.

Article VI. MEMBERSHIP

- A. Each member shall be familiar with the purposes of the Advisory Council, shall attend all regular and special meetings of the council, and is encouraged to serve on at least one committee, when and if established.
- B. Members should demonstrate their interest and commitment to the needs of the senior citizens in the community.
- C. A representative from each of the following disciplines is encouraged to join the council:
 1. Law enforcement personnel from the Charles City County Sheriff's Office, the **New Kent County Sheriff's Office, and the Virginia State Police.**
 2. Personnel from the Charles City Department of Social Services and the New Kent Department of Social Services.
 3. Personnel from the Charles City County Fire Department and New Kent Fire-Rescue.
 4. Personnel from the Chickahominy Health District

5. Representatives from Senior Connections, The Capital Area Agency on Aging.
 6. Local Home Health, Personal Care, Hospice agencies and Long-Term Care providers.
 7. Local banks and businesses.
 8. Members of the legal community.
 9. Advocates for the senior population.
 10. Interested citizens of any age.
- D. A member must have attended at least 50% of the meetings in the previous twelve-months period to be eligible to vote on any issue. This requirement applies equally to being permanently issued a Triad procured outer organizational garment (vest, smock, or t-shirt, etc.)
 - E. Membership to Triad organization is open to any adult residing in the serviced locales, however at least 50% of the membership should be over the age of fifty (50).
 - F. All members are strongly encouraged to serve and actively participate on at least one (1) organizational committee, if able. Organizational membership permitting, each standing committee shall consist of at least four (3) members.
 - G. Members are expected to conduct themselves in a respectful and courteous manner at all times (promoting Triad activities, membership, meetings and to include when in the public in general).

Article VII. COMMITTEES

- A. The Triad shall consist of the following standing committees; 1) Marketing & Public Relations, 2) Event Planning & Organizing, and 3) Recruitment & Outreach Committees. In addition, a group of “Not Forgotten – Wellness Call” volunteers will be formed, trained, and activated.
- B. The Advisory Council Chairperson may appoint special committees, as needed.
- C. All committees shall consist of a committee lead person and at least one Advisory Council member.

Article VIII. MEETINGS

- A. The organization shall conduct its Annual Membership Meeting during the month of December to coincide with the election of new officers.
- B. The Advisory Council shall meet the third Wednesday bi-monthly in either Charles City or New Kent (starting 15 February 2023 w/Charles City) and thereafter as determined by the membership unless otherwise ordered by the Advisory Council Chairperson.
- C. Special meetings may be called at the request of the Advisory Council Chairperson.
- D. A simple majority of the eligible voting members present (in attendance) at any called or scheduled meeting shall be the voting rule.
- E. All meetings of the Council shall be open to the public in accordance with Code of

Virginia. Advisory Council meetings will be recorded, minutes distributed for reviewed, and approval by the membership.

- F. Except where these bylaws require otherwise, the “Virginia Nonstock Corporation Act” or “Robert’s Rules of Order” shall be used to conduct Advisory Council meetings.

Article IX. AMENDMENTS

The By-Laws of the Chickahominy Area Triad Advisory Council may be amended by a majority vote of the eligible members present. A thirty (30) day written notice must be given by the Advisory Council to the membership prior to any vote or action that will change/amend these Bylaws.

Article X. PRIVACY & RECORDS KEEPING

The Triad will keep the recording and collection of Personally Identifiable Information (PPI) to an absolute minimum. PPI is identified as, but is not limited to, the following types of information; personal address, telephone number, email address, medical condition; date of birth, etc. Any collected PPI or files containing such information will be protected and filed in accordance with the Code of Virginia, 42-1.85 and the Virginia Public Records Act, at all times. Any PPI (notes) collected while making or during a “Companion Call” contacts or internal Triad organizational business will be shredded or destroyed in a manner to prevent it from being reassembled. “Companion Call” volunteers are subject to a background check, if determined appropriate. These same PPI protection requirements apply equally to PPI records maintained on Triad members.

Article XI.

The Chickahominy Area Triad does not and shall not discriminate based on race, color, religion (creed), gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members, volunteers, vendors, and senior citizens.

These Bylaws have been revised and approved by the voting membership of the Chickahominy Area Triad Advisory Council on the 18 October 2023.

Danny Green

Danny Green
Chair, Chickahominy Area Triad

18 Oct 2023