

# Veterans' Affairs Committee Bylaws



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Deputy City Clerk

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**BYLAW OF THE  
VETERANS' AFFAIRS COMMITTEE  
OF THE CITY OF TUCSON**

**MISSION STATEMENT**

To confer with and advise Mayor and Council concerning matters of interest to Veterans and to support and promote Veteran projects in the Tucson community and surrounding areas.

**ARTICLE I – ESTABLISHED**

**Section 1 – Creation**

- 1.1.1 The Veterans' Affairs Committee was established at a regular meeting of the Mayor and Council of the City of Tucson by Tucson Code, Ordinance No. 3180, 1, 11-12-68.
- 1.1.2 The name of the Committee shall be the "Veterans' Affairs Committee of the City of Tucson," (T.C., Ordinance No. 3188 T.C. Section 10A-21) hereinafter also known as the "Committee" or "VAC."
- 1.1.3 The location of the Committee shall be in the City of Tucson, County of Pima, State of Arizona.

**ARTICLE II – AUTHORITY**

**Section 2.1 – Bylaws**

The City of Tucson Veterans' Affairs Committee shall have the authority to adopt and enforce Bylaws and Administration Procedures consistent with the Ordinances, Rules and Regulations, and Resolutions of the Mayor and Council of the City of Tucson. (T.C., Ordinance No. 3180, 1, 11-12-68. Section 10A-23)

- 2.1.1 Before adoption by the Committee these Bylaws must be read at two consecutive regular meetings and,
- 2.1.2 the membership notified at least ten (10) days in advance of the regular meeting to adopt these Bylaws.
- 2.1.3 The adoption of the Bylaws will be by a two-thirds vote of the members present at a regular meeting.
- 2.1.4 The approved Bylaws will be signed by the Chairman and witnessed by the Judge Advocate.
- 2.1.5 The approved Bylaws will be filed with the Office of the Clerk of City of Tucson.
- 2.1.6 The effective date of the Bylaw will be, immediate, after an approved vote of the membership.

**ARTICLE III – JURISDICTION**

**Section 3.1 – Geographical Area**

The Committee shall encompass Veterans Organizations and Affiliated Organizations located in the Tucson metropolitan area.

## **ARTICLE IV – PURPOSE OF THE BYLAWS**

### **Section 4.1 – Purpose**

The Purpose of the Bylaws are:

- 4.1.1 to establish Rules, Regulations and Administrative Procedures to govern the operation of the City of Tucson Veterans' Affairs Committee,
- 4.1.2 in no case will this Purpose supersede the established Ordinances, Resolutions, Rules and Regulations of the City of Tucson.

## **ARTICLE V – FUNCTIONS AND PURPOSES OF THE COMMITTEE**

### **Section 5.1 – Objectives**

Functions and purposes of the Committee shall be:

- 5.1.1 to meet regularly as the representative organization of all affiliated Veterans' Organizations in the Tucson metropolitan area,
- 5.1.2 to provide a common forum to the Member Organization for discussion and coordination of activities,
- 5.1.3 to achieve cooperation and efficiency in promoting the activities, interest and goals of Member Organizations,
- 5.1.4 to confer with and advise the Mayor and Council concerning matters of interest to veterans and the Member Organizations, and to compile, receive and disseminate information and data relating thereto and
- 5.1.5 to develop and encourage united community understanding, effort and support of the common projects, aims and goals of the Member Organizations and in such manner to promote the general welfare of the citizens of the Tucson metropolitan area. (Tucson Code Ord. No. 8517, 1, 11-12-68; Ord. No. 8517, 1, 6-12-95)

### **Section 5.2 – Limitations of Power**

Neither the Committee or any member thereof, nor any Veterans' Organization may incur City expenses or obligate the City of Tucson in any manner or form without submitting a request to the City Manager and prior authorization of the Mayor and Council.

- 5.2.1 The City Manager is hereby authorized and directed to provide such secretarial service, stationery and postage as may be necessary to prepare proposed agenda and notices, keep, transcribe and reproduce minutes of meetings and distribute copies of the same. (Ordinance 3180, Sec. 10A-25).

## **ARTICLE VI – TERMS AND CONDITIONS OF MEMBERSHIP**

### **Section 6.1 – Applicability**

The provisions of this article shall apply to all appointed Committee Members and/or Member Organizations. Terms and conditions of membership shall be in accordance with the provisions of the Tucson Code, Article III, Sections 10A, 133 thru 137.

### **Section 6.2 – Policy Declaration**

There shall be no discrimination due to race, color, religion, ancestry, sex, age, physical handicap, national origin, sexual or affectional preference, or marital status. (Chapter 17, Article II, Section 17.1)



### Section 6.3 – Terms of Membership

- 6.3.1 VAC Committee membership may be composed of those Veterans' Organizations and/or Affiliated Organizations who have requested, **in writing**, and have been approved by the Committee and ratified by the Mayor and Council of the City of Tucson.
- 6.3.2 Each of the approved Organizations shall be entitled to two representatives, elected or appointed by the Member Organization.
- 6.3.3 The names, addresses and phone numbers of these representatives and the Organization they represent shall be forwarded, **in writing**, to VAC Committee.
- 6.3.4 All appointments to the Committee will be for a term of four calendar years and will expire on December 31. Original Membership appointments will be made so that one-third (1/3) thereof expires at the end of every year. Vacancies will be filled in the same manner as appointments for un-expired term of the vacancy. (Ord. No. 3180, 1, 11-12-68, Ord. No. 7267, 1, 8-7-80)
- 6.3.5 A Member of the Committee will be eligible for re-appointment but in no event may any individual Member serve more than a total of eight continuous years. Once a Member has served for eight years, they may not be re-appointed to the Committee until they have had a break in service of at least one year. (Ord. No. 7260, 1, 8-07-89 Section 10A-134 [b])
- 6.3.6 When tenure for a Member has expired, such Member, may not be re-appointed to the VAC Committee, from another organization, until such Member has had a break in service of one continuous year. (Tucson Code, Article XIII, Section 10A-134 [b])
- 6.3.7 A Member of the Committee, except for Advisory Members, who misses four consecutive meetings for any reason or who fails to attend for any reason at least forty percent of the meetings called in a calendar year, will be automatically and immediately removed, as a Member of the Committee. (Ord. No. 7260, 1, 8-07-89 Section 10A-134 [e])
- 6.3.8 When a Veterans' Organization and/or Affiliate Organization has more than one chapter, post or unit in the local area, each chapter, post or unit must request, **in writing**, membership on the Committee.
- 6.3.9 A resume may be required, upon request, by the VAC and/or Mayor and Council of any Member recommended to the Veterans' Affairs Committee before finalization of appointment to the Committee.
  - 6.3.9.1 The Veterans' Affairs Committee accepts the validity of an individual recommended by each Veterans' Organization or Affiliate Organization.

### Section 6.4 – Advisory Membership

Advisory Membership will be at the discretion of the Committee with the approval of the Mayor and Council (Ord. No. 3180, 1, 11-12-68). Advisory Members have no voting power on the Committee, can make no motion, and cannot be included in a quorum count of the committee.

- 6.4.1 The Term of an Advisory Member will not exceed two years. (Section 10A-137 Nonvoting Advisory Members)
- 6.4.2 An Advisory Member will represent only one Organization when appointed to the Veterans' Affairs Committee.

## Section 6.5 – Military Lounge and Tucson Airport Authority Representatives

- 6.51 The Tucson Airport Authority will have its Military Lounge representative, or an alternate designee equally familiar with the operation and maintenance of the Military Lounge, as a non-voting representative to the Veterans' Affairs Committee.

(Section 6.5 was amended 2010, 2018, and September 2022)

## Section 6.6 – Removal

- 6.6.1 By the Mayor and Council of the City of Tucson (Tucson Code, Article XIII, Section 10A, 133-134).
- 6.6.2 By the Veterans' Affairs Committee.
- 6.6.2.1 Whenever an individual Member, Member Organization, or Officer, of the City of Tucson Veterans' Affairs Committee commits an act contrary to the Bylaws, or the act is deemed not in the best interests of the Veterans' Affairs Committee, said individual Member, Member Organization, or Officer shall be informed **in writing** by the Chairman of the Committee, and a scheduled hearing, of such act, will be held at the first available regular meeting of the City of Tucson Veterans' Affairs Committee.
- 6.6.2.2 If it is found that the act is contrary to the Bylaws or the act is deemed not in the best interests of the Veterans' Affairs Committee of the City of Tucson, by a majority vote of the membership present at a regular meeting of the Veterans' Affairs Committee, this finding will be forwarded to the Mayor and Council of the City of Tucson, with an appropriate recommendation. A copy of that letter will be sent by the Chairperson to the offending regular Member, Member Organization or Officer.

(Section 6.6.2.2 was amended May 10, 2006)

## ARTICLE VII – MEETINGS

### Section 7.1 – Scheduled Meetings

Meetings will be scheduled, an agenda established and conducted, according to the provisions of the Arizona State Public Open Meeting Law (ARS 38 – 431 et seq.).

- 7.1.1 The Committee will hold not less than nine meetings annually.
- 7.1.2 The Committee Chairman may call a special meeting whenever, in the Chairman’s opinion, it is in the best interest of the Committee.
- 7.1.3 The Committee Chairman will call a Special Meeting upon a written or email request signed or responded to by five members of the committee or when so instructed by a majority of votes cast by Members at a regular meeting.
- 7.1.4 The Secretary will notify all members, of the Special Meeting by the most expeditious means possible, not less than five days prior to the meeting. The communication will note the time and place of a special meeting.
- 7.1.5 Any business within the scope of the Committee may be presented.

### Section 7.2 – Order of Business

The Order of Business for all meetings of the Committee shall be:

- |                                     |  |
|-------------------------------------|--|
| A. Call to Order                    | K. Reading of Communications               |
| B. Salute to the Colors             | L. Committee Reports                       |
| C. Pledge of Allegiance             | a. Airport Military Lounge                 |
| D. Invocation                       | b. Arizona Department of Veterans Services |
| E. Roll Call of Officers            | c. Other Sub-Committee                     |
| F. Introduction of Guests           | M. Unfinished Business (Agenda Items Only) |
| G. Minutes of the Previous Meeting  | N. New Business (Agenda Items Only)        |
| H. Officers Report                  | O. Good of the Order                       |
| I. Treasurer’s Report               | P. Salute to Colors                        |
| J. Application(s) For New Member(s) | Q. Adjournment                             |

- 7.2.1 The Meetings will be conducted under Robert’s Rules of Order, and
- 7.2.2 The rules of Order, governing all meetings of the Committee, shall be in conformity with its Bylaws and Standing Orders.

## ARTICLE VIII – OFFICERS

### Section 8.1 – Officers

The elected officers of the Committee shall be the Chairman, Senior Vice Chairman, Junior Vice Chairman, Treasurer, and Judge Advocate and will be nominated and elected at the meeting held in December.

- 8.1.1 The Secretary and Chaplain will be appointed by the Chairperson-elect with the approval of the Membership.
- 8.1.2 Other appointed officers and sub-committee chairpersons will be determined by the Chairperson-elect with the approval of the Membership.
- 8.1.3 These appointed officers and committee chairpersons will serve at the pleasure of the Chairperson who may terminate with the approval of the Membership these appointments at any time.
  - 8.1.3.1 All such appointments will be terminated on December 31, annually.

## **ARTICLE IX -- OFFICERS NOMINATION AND ELECTION**

### **Section 9.1 – Nominations**

Nominations of candidates for office will be open nominations from the floor at the November meeting each year.

- 9.1.1 Candidates must be Members in good standing.
- 9.1.2 A Nominations Committee is authorized.

### **Section 9.2 – Elections**

Upon closing nominations at December meeting for each office, the election will be by voice vote or show of hands. The candidate receiving the majority of the vote cast, for that office, will be the elected officer.

- 9.2.1 At the request of the Membership an election by secret ballot may be utilized.

### **Section 9.3 – Voting for Officers**

Each Delegate, present and voting, of the Member Organizations represented on the Committee shall be entitled to one vote.

- 9.3.1 In the event there is but one nominee for an office, the Chairperson may instruct the Secretary to cast one ballot for each nominee.

### **Section 9.4 – Order of Elections**

Elections shall be the last order of business on the meeting agenda.

- 9.4.1 No Member shall be allowed to leave the room during elections.

## **ARTICLE X – DUTIES OF OFFICERS**

### **Section 10.1 – Chairperson**

The chairperson will:

- 10.1.1 preside at all meetings of the Veterans' Affairs Committee and enforce strict observance of the Bylaws,
- 10.1.2 appoint non-elected officers, subcommittee chairperson, and other subcommittees not otherwise provided for in the bylaws, deemed necessary for the successful operation of the Veterans' Affairs Committee.



## Section 10.2 – Senior Vice-Chairperson

The Senior Vice-Chairperson will assist the Chairperson in all ways and will preside at the meetings in the absence of the Chairperson. The Senior Vice-Chairperson will perform such other duties as directed by the Chairperson.

- 10.2.1 Additional Duties of the Senior Vice-Chairperson are:
  - 10.2.1.1 responsibility for recruitment of members to the Veterans' Affairs Committee,
  - 10.2.1.2 establishment of direct contact with all Veterans' and Military Organizations within metropolitan Tucson,
  - 10.2.1.3 visitation of these organizations to inform them of the objectives and function of the City of Tucson Veterans' Affairs Committee with the objective of recruitment, and
  - 10.2.1.4 reporting monthly on the results of these visits to the Chairperson and the Veterans' Affairs Committee.

## Section 10.3 – Junior Vice-Chairperson

The Junior Vice-Chairperson will aid and assist the Chairperson and will preside at meetings in the absence of the Chairperson and Senior Vice-Chairperson.

- 10.3.1 Additional Duties of the Junior Vice-Chairperson are:
  - 10.3.1.1 responsibility for obtaining and disseminating program information through the preparation and dissemination of a monthly calendar; and
  - 10.3.1.2 deriving information from contact within:
    - 10.3.1.2.1 Veterans' Affairs Committee,
    - 10.3.1.2.2 Member Organizations, and
    - 10.3.1.2.3 non-member Veteran and Military Reserve organizations and affiliated organizations in metropolitan Tucson.

## Section 10.4 – Treasurer

The Treasurer will receive and hold all money, securities and such other property of the Committee that pertains to the Treasurer's office, and will pay out money, only after authorization by the Committee and a ruling by the Judge Advocate as to whether the expenditure is consistent with City Ordinances and Policy and Bylaws of the Committee.

- 10.4.1 The Treasurer will keep a permanent and accurate record of receipts and disbursements and will submit a written report of the same at each regular monthly meeting.
- 10.4.2 A final written report will be submitted at the January meeting for audit.

(Section 10.4.2 was amended March 11, 2009.)

## Section 10.5 – Judge Advocate

The Judge Advocate, upon request, will advise the Chairman of parliamentary procedure and other legal matters incident to his office.

- 10.5.1 Shall serve as the Chairman of the Bylaws and Amendments Sub-Committee.

## Section 10.6 – Chaplain

The Chaplain will give appropriate prayer, when requested, at meetings and other ceremonies.

### Section 10.7 – Secretary

The Secretary will record the proceedings of the Committee meetings and cause the same to be published and distributed to all members of the Committee, Tucson Mayor and City Council or appropriate City of Tucson Departments.

- 10.7.1 prepare all official correspondence, as directed by the Chairperson;
- 10.7.2 keep a written monthly attendance record of all members on the Committee;
- 10.7.3 and forward a written Attendance Report, at least once a year, to the appropriate City of Tucson Office;
- 10.7.4 and will keep in a properly prepared file, available at all meetings, the following documents:
  - 10.7.4.1 Copy of the City of Tucson Ordinance No. 3180, Ordinance No. 7260, Ordinance No. 7267, Resolution No. 12749,
  - 10.7.4.2 Committee Bylaws,
  - 10.7.4.3 minutes of previous meetings,
  - 10.7.4.4 roster listing names, addresses, telephone numbers, Organizations, and termination dates of appointment of the current members of the Committee,
  - 10.7.4.5 and a list of Committee Officers and sub-committee appointments.

## **ARTICLE XI – SUB-COMMITTEES**

### Section 11.1 – Sub-Committees

Sub-Committees will be appointed by the Chairperson, as deemed necessary for the operation of the Committee.

- 11.1.1 The Chairperson will be an ex-officio member of all subcommittees.

### Section 11.2 – Military Lounge

The Military Lounge will be a permanent subcommittee and will function under the direction of the committee. (Resolution No. 13647, 6-02-86, Exhibit A)

- 11.2.1 Committee Responsibility
  - 11.2.1.1 The committee will, through periodic visits, monitor the Military Lounge.
  - 11.2.1.2 Provide, arrange, and coordinate support, when available or when needed, from outside agencies and/or organizations.
  - 11.2.1.3 Advise and Recommend appropriate changes and/or improvements to the Veterans’ Affairs Committee and/or other agencies and organizations supporting the Military Lounge operation.

(Section 11.2; 11.2.1.1; 11.2.1.3 was amended September 2022)

## **ARTICLE XII – AMENDMENTS, REVISIONS AND REPEAL**

### **Section 12.1 – Amendments**

These Bylaws may be amended, in part or in total, by a two-thirds vote of the members at any meeting, provided that:

- 12.1.1 The amendment be presented in writing,
- 12.1.2 be reviewed by the Judge Advocate and found to be in accordance with the laws, resolutions and ordinances of the City of Tucson,
- 12.1.3 such amendments shall be read at two previous meetings of the Committee,
- 12.1.4 each Member is notified, by the Secretary, at least ten (10) days in advance of the date the amendment is to be presented for a vote of adoption,
- 12.1.5 and the amendment is approved, by a two-thirds (2/3) affirmative vote, of the Members present and voting, for revision, amendment or repeal.
- 12.1.6 No amendment of the Bylaws affecting the nomination, election, or duties of the Chairperson or Officers will be invoked earlier than December 31, of the year which such amendment is approved.
- 12.1.7 For expedient purposes item 12.1.6 may be exempted with a simple majority vote.

### **Section 12.2 – Adoption of New Bylaws**

Upon the adoption, the New Bylaws will be in effect as soon as the Committee Membership affirms their adoption by a two-thirds (2/3) affirmative vote.

- 12.2.1 Upon the adoption of New Bylaws, all previous Bylaws will be repealed.

## **ARTICLE XIII – FILING OF THE BYLAWS AND AMENDMENTS**

### **Section 13.1 – Filing**

- 13.1.1 Two copies of the Committee Bylaws shall be filed with the Clerks Office of the City of Tucson.
- 13.1.2 Two copies of all Bylaw amendments shall be filed with the Clerks Office of the City of Tucson.
- 13.1.3 All Bylaws and Amendments will be filed with the Clerks Office of the City of Tucson not later than five (5) working days after Committee approval.