

Veteran Advisory Council on Mental Health-SLC

Bylaws

Revised and Accepted (Tent- February 14, 2025)

I. ARTICLE 1 – AUTHORITY

- A. The Department of Veterans Affairs Veterans Health Administration has strongly encouraged VA Medical Centers and Clinics to implement and maintain a local mental health Consumer-Advocate Liaison Council to facilitate input from stakeholders on the structure and operations of mental health services. These Councils are to be composed of consumers and family members of consumers and may include other stakeholders including, but not restricted to:
1. Veteran Service Organizations; (VSO's).
 2. Representatives from the National Alliance on Mental Illness (NAMI), Depression and Bipolar Support Alliance (DBSA), and other mental health advocacy groups active within the local community; and
 3. Local community employment and housing representatives.
- B. This Council is formed in recognition of this directive from the Department of Veterans Affairs Veterans Health Administration and with the encouragement and support of the VA Salt Lake City Health Care System. It is hereby called The Veterans Advisory Council on Mental Health to the VA Salt Lake City Health Care System, (hereinafter referred to as the VAC). This Council is independent of the VA- Salt Lake City Health Care System.

II. ARTICLE 2 – PURPOSE

- A. The Purpose of the Veteran's Advisory Council (VAC) on Mental Health is to efficiently advocate with Veterans and to specifically target Veteran Consumers using VAMC Mental Health services. Within this purpose is included family members and significant supportive relationships. Also to engage both the public and private organizations of the community to remove the stigma associated with Veterans and Veteran Consumers. To assist Veterans with concerns or issues, providing information and understanding where appropriate. To present to and inform the VAMC Mental Health Executive Leadership of the VAC's activities and concerns as appropriate, and possibly present resolution to improve Mental Health services and other VA services for the Veterans. Thus, allowing Veterans to know and understand they are being heard and have a voice in their care and treatment at the VAMC-Salt Lake City.

III. ARTICLE 3 – MISSION, SCOPE & GOALS

A. The VACMHSLC acknowledges the mission of the VA which is to fulfill the promise of President Abraham Lincoln from his second inaugural address, “To care for him who shall have borne the battle, and for his widow, and his orphan.” The VAC adopts as its mission: To assist Veterans and the VA Salt Lake City Health Care System to provide for the mental health needs of all veterans and their families in the service area of the VA Salt Lake City Health Care System.

B. Scope:

1. The Veterans Advisory Council’s Scope of concern mirrors the lines of service of the VAMC, VAMC-MH, as well as all other services, programs and VA benefits that are available to Veterans.

In a more specific way, our focus is on the services provided in the Salt Lake City VA Medical Center Mental Health Services, namely:

- a) Inpatient Mental Health
- b) Outpatient Mental Health
- c) VA Homeless Program
- d) PTSD /MST Services
- e) Substance Abuse Services
- f) Crisis Intervention (ACT)
- g) Recreational Therapy
- h) Vocational Services
- I) Alliance House, PRRC Services and similar recovery services
- j) Other VA-Mental Health Services not mentioned

2. The Veteran Advisory Council’s scope of interest includes non-VA Veteran Services such as those related to Service Organization (VFW, AL, DAV), NAMI, other Veteran charitable organizations, etc.

3. The VAC's scope also includes legislative interests as they pertain to mental health and Veterans interests. The scope includes all level of government: Local, State, and Federal.

C. Goals

1. In furtherance of this Mission, the VAC Goals are to:
 - a) Help maintain a well-informed Veteran population by fostering the free flow of information about medical and mental health services, policies, procedures, and practices.
 - b) Help develop and sustain a working alliance between Veterans and VAMC leadership to assure delivery of the highest quality of treatment and mental health services.
 - c) Receive from the Veterans topics of concern, problems, questions, and suggestions relating to the VAMC hospital and more specifically the mental health services provided there.
 - d) Research matters and present reports, to include suggested resolutions, remedies when appropriate to the VAMC Mental Health Executive Council.
 - e) Collaborate with Veterans, VAMC, community organizations, and individuals for development of resources for treatments and mental health services.

IV. ARTICLE 4 – MEMBERSHIP

A. Categories of memberships:

1. Executive Council /officers
2. Voting Members
3. General Member
4. Stakeholders / At-Large Members
5. Staff Liaison –non-voting

B. Number:

1. There shall be no limit to the number of members except as indicated below.
 - a) Executive Council -6 members: Chair, Vice Chairperson, Parliamentarian, Secretary, Treasurer, and Sergeant At Arms
 - b) The number of Voting Board Members- unlimited at present time.

- c) General Members – unlimited
- d) Stakeholders / At-Large Membership as needed or requested.
- e) Staff liaison- 1

C. Criteria for Membership

1. All Executive Council officers, Voting Board members, and General Members must be Veterans and consumers of VA mental health services, or the spouse or “significant other” of a qualifying Veteran as stated above.
 - a) It is also expected that candidates for membership will have shown consistency in attendance to VAC meetings and show a desire to help other Veterans.
 - b) Candidates for membership shall be in good standing with the VAMC and the VAC.
2. At-Large and stakeholder members need not be Veterans nor be a consumer of mental health services.

Stake holders and interested parties may ask to be affiliated with the VAC, and, the VAC may, at its discretion, ask individuals or organizations to represent and speak for various groups, programs, and services as At-Large Members of the VAC.

3. No VA employee, paid or otherwise, shall hold the office of Vice Chair or Chairperson.
4. VA volunteers, including unpaid Peers (WOC), otherwise meeting the Veteran and consumer of mental health services criteria described in Article IV. 1. above, may become VAC members including the right to serve as a Voting Member, and may hold leadership positions not otherwise restricted by item 3 above. (Care should always be taken in regards to “Conflict of interest” situations; see Article XII).
5. VA employees (including paid Peers) may not hold membership, but are invited to attend and participate in VAC meetings and activities.

If beneficial to the VAC, a VA employee may be asked to represent a specific VAMC service or department as an At-Large-Member.

6. The VAC Staff liaison shall be appointed by the Chief of Mental Health.

7. Stakeholder / At-large members include community organizations of similar interest, such as:
 - a) DAV
 - b) VFW
 - c) VSO Representatives
 - d) NAMI
 - e) Marine Corps League
 - f) American legion
 - d) Other community or political based interest for service to Veterans and voted into Stakeholder / At Large membership by the voting board members.
 8. Miscellaneous expectations and duties of members:
 - a) Executive Council and voting members shall have duties described in Article 5 of the existing By-laws.
 - b) General Members have no voting privileges; however, they may participate in all public VAC meetings and activities.
 - c) No VAC officer or member will receive financial compensation for serving as an officer or member. See VAC Financial Policy for additional information
- D. Qualifications for voting, maintain membership, censure, and charter members Voting.
1. Voting members who miss three consecutive meetings will lose voting privilege. Voting privilege may be reinstated after attending two consecutive meetings. (Must be informed on issues)
 2. VAC members who show disinterest in participating in VAC activities may be voted off of the membership record after six months of inactivity. (See XIV. C).
 3. Members may be warned or censured by the Council chairman, with approval of a quorum of the Voting Council, for behavior or acts that are inconsistent with VAC policy or instructions.

4. VAC members may be removed from membership for cause, by a majority vote of a quorum of the voting members.
5. Charter Members, as defined in the 2009 Bylaws, hold General Membership in perpetuity. However, they can be removed for cause.

V. ARTICLE 5 – EXECUTIVE COUNCIL

A. Number and Composition

1. Executive Council will be 6 members to include the Chairperson, Vice-Chair, Secretary, Parliamentarian, Treasurer and Sergeant at Arms.
2. Meetings of the Executive Council may include a “Staff-Liaison” who shall be a non-voting member.

B. Terms of Service

1. Executive Council officers shall serve for two (2) years, with the exception of Chairperson and the Vice Chair.
2. All officers are eligible for re-election with the exception of the Committee Chair, who is replaced by the Vice– Chair upon completion of his or her term of service.
3. Voting and General Members serve according to individual commitment.
4. Stakeholder / At–Large Members lengths of service is determined by personal commitment and / or assignment.
5. The VAC Liaison (a VAMC staff member) serves by assignment from the Chief of Mental Health.
6. Nominations for elected positions will open at the first regularly scheduled VAC meeting in September, and will close at the adjournment of the second regularly scheduled VAC meeting in September.
7. The Voting for officers will occur at the third regularly scheduled VAC meeting in September. Newly elected officers will begin their term of service at the first regularly scheduled meeting in October.

8. If a Board member does not meet the obligatory term of service, the acting Chairperson may call for nominations for a replacement officer. Nominations shall be opened at the next regularly scheduled meeting, and follow the pattern described in Article 5. B. 7 above.

C. Quorum Defined

1. A voting Quorum is defined as a meeting wherein no number less than five (5) voting members are in attendance.
2. In the absence of a Quorum there can be no binding official business transacted. No formal action can take place with the exception of calling the meeting to adjourn. If needed, the time and place for the next meeting can be scheduled. Discussion is allowed but no business is allowed.

D. Executive Committee / Council Officers:

1. The five (6) officers shall serve as members of the Executive Committee.
2. The Executive Committee will convene to conduct private or sensitive Council business, or for any other specific reason deemed necessary by the Chair or Executive Board Members.
3. All actions must be approved by a majority vote of executive Council. Binding actions must be ratified by a vote of the voting members.

VI. ARTICLE 6– OFFICERS

A. Number and Titles:

1. Executive Council consists of:
 - a) Chair
 - b) Vice-Chair
 - c) Secretary
 - d) Parliamentarian
 - e) Treasurer
 - f) Sergeant –at- Arms
 - g) Staff liaison may be invited (non-voting)

- h) An Assistant Secretary may be invited (Non-voting)

2. Term of Office

- a) The elected Chair will serve for one year, unless removed, resigns, or otherwise is unable to fulfill the term; in which case the Vice-Chair will fulfill the remaining obligation of the term. A Special Nomination and election will be called to elect a replacement vice chairperson. The new chairperson will also fill the position for which they were elected, a term of one year. The newly elected vice chair will rotate in the same fashion.
- b) Upon completion of the Chair's term of service, he/she will step down the Fourth or last Friday in September and allow the Vice-Chair to take the position of Chair on the First Friday of October for the following one (1) year term. (See Article 5-B-6 & 7)
- c) The exiting Chair will become a Voting Member with the ability to be elected into any available position.
- d) Upon the irregular vacancy of any other elected official, nominations will be called for and accepted at the two following scheduled meetings. An election of a replacement officer will be held at the third regularly scheduled meeting following the date of the vacancy. Newly elected officers will complete the term of the vacating officer then serve their own term.

3. Duties

- a) The Chair shall convene and preside over regular, special, and annual board meetings in compliance with the existing By-Laws and Roberts Rules of Order 3rd Edition, as well as assume the duties and responsibilities assigned by the Executive Council.
- b) The Vice-Chair shall convene and preside over meetings in the absence of the Chairperson and assume such duties as indicated through compliance of the By-Laws and Roberts Rules of Order 3rd Edition.

- c) The Secretary shall keep records of board actions, overseeing and taking of minutes at all board meetings, including but not limited to Executive Council meetings and all general or other scheduled meetings of the VAC.
 - (1) Further duties include disseminating information such as minutes, agendas and other pertinent information relating to the VAC; The Assistant Secretary may be assigned duties to help as deemed appropriate.

- d) Parliamentarian shall:
 - (1) Assist with the coordination of motions of question, and resolutions brought before the committee and presented for consideration or vote.
 - (2) Assist with elections and voting procedures adopted through the VAC By-Laws and in accordance with Robert Rules of Order 3rd Edition.
 - (3) Advise the Chair of proper procedures if deviated from the scheduled business and/or agenda. As well other services determined or assigned by the Chairperson.

- e) The Treasurer shall:
 - (1) Account for income
 - (2) Account for expenditures
 - (3) Make recommendations pertaining to fiscal affairs of the VAC.
 - (4) Ensure the Council complies with legal and ethical policies, as prescribed by VAC policy and legal requirements

- f) The Sergeant-at-Arms shall be responsible for performing a number of protocols and ceremonial duties including but not limited to the following:
 - (1) Room reservation and set up

- (2) Proper display of the flags or banners that are appropriate
- (3) Distribution of agenda, minutes or other material to be dispersed to committee for meeting business.
- (4) Greeting everyone at the door verifying member status if needed.
- (5) Give five-minute notice prior to commencement of meeting
- (6) Remind members and visitors of proper etiquette such as turning off mobile phones, seating arrangements when needed.
- (7) Attending to the special needs of a person with disabilities.
- (8) Determining and announcing if a quorum is present according to the existing By-Laws.
- (9) Introduction of the Chair to commence with the meeting.
- (10) Keeping order to the meetings by:
 - (a) Helping to assure adherence to VAC By-Laws and Robert Rules of Order 3rd Edition as well as other rules, policies or procedures.
 - (b) Assisting the Chair in time keeping for an open forum facilitating the agenda business.
 - (c) Contact absent members check on their status to ensure their well-being then reporting back to the Executive Council.
- (11) Room cleans up and proper storage of material including the flags.

VII. ARTICLE 7 – COMMITTEES

- A. Creation of committees and other offices: The Executive Board or Council may create or assign members to committees as needed in accordance with the VAC By-Laws and Robert Rules of Order.
 - 1. Committees and committee membership will be voted into existence by voting members provided that a 51% affirmative vote is achieved. Members may volunteer serve on committees, but must still receive a 51% approval before serving.
- B. Standing Committees: There shall be any number of committees voted into existence
- C. Special Committees: The Executive Council, or by vote of the voting members, can elect to create Special Committees to address issues or concerns that have come before the Council. Typically, the special committees will address issues having a time limited need or a limited scope of concern; i.e., issues which can be expected to be resolved quickly. Members who serve on the Special Committees must be in good standing with the VAC and in good standing with the VAMC.
- D. The Office of Assistant Secretary(s) shall be filled, and assignments given as needed

VIII. ARTICLE 8 – ORDER OF BUSINESS

- A. Parliamentary Procedures: The business of the VAC Board shall be conducted according to the existing By-Laws of VAC and the rudimentary rules of Roberts Rules of Order 3rd Edition of Parliamentary Procedures.
 - 1. The order of business, as stated above, ensures the fluency and motion of information exchange for debate and consideration of issues or problems addressed to the Council. It also ensures reasonable participation from all members being able to express their intent in an open and safe forum.

2. Upon disagreement or interruption of proceedings, the Chair has the authority to call for clarification of issues and provide direction in how matters are to be resolved. The Parliamentarian's consideration of adherence to the existing By-Laws or stated rule in the Roberts Rules of Order 3rd Edition, provides the final rule as applicable. Any member may call a "Point of Order" if a member is not adhering to the rules, policies and regulations as provided in the Order of Business as stated in these by-laws, and suggested in the Robert's Rules of Order.
- B. Agenda: The business of the VAC shall be conducted through a written format prepared as an agenda. The agenda is to be followed in a sequence which was prepared prior to the Council meeting.
1. Events to be considered or raised at the meeting should be submitted, preferably in writing, no later than the Thursday prior to Fridays scheduled meeting. Events or discussions that have been previously prepared on the agenda takes precedent over any new event or action introduced during the meeting.

It is in the authority of the Sargent-at-Arms or the Parliamentarian to redirect the discussion or debate back to the original intent of the agenda, until the time the Chair asks for any new business. Any new business should be submitted, preferably, by written document to the VAC Chairperson for placement on the agenda for the following meeting.

C. Agenda Format:

1. Sergeant-at-Arms calls the meeting to order then turns the meeting over to the Chair.
2. The Sergeant-at Arms leads the Council in the Pledge of Allegiance.
3. The Sargent-at-Arms announces if there is a sitting quorum if there is, then the Chair proceeds with business as outlined on the agenda. If there is no quorum it is announced that no formal business will take place in the absence of the quorum. However, existing business may be discussed and shared but there shall not be any motions or tabling of business except to adopt minutes and to adjourn the meeting.
4. Visitors are to be welcomed by chairmen; he may call for a brief introduction

5. The Secretary is asked to read the minutes from the prior meeting for vote to accept as read or as amended. The vote should carry an affirmative of 51% of the assembled members to be recorded in the archives to be recorded in the archives.
6. Visitors in attendance to make presentations should be announced and allowed to present within the given time frame agreed upon. If no visitors are present then the Chair will proceed with the business of the agenda.
7. Items are then taken in order from the agenda to be addressed by the council for debate, motion, tabled, or for resolution. Voting on the item is in accordance with the By-Laws [X ARTICLE 10 – Voting] and within Roberts Rules of Order 3rd Edition.
8. Upon satisfactory completion of the Old Business, new business may be brought forward according to the existing By-Laws and Roberts Rules of Order 3rd Edition.
9. Reports from Committees may be called for and discussed as needed.
10. Unfinished business may be abolished according to the importance and relevancy of the issue, or tabled until the next scheduled council meeting.
11. Motion to adjourn is called for and passed with a 51% affirmative vote.
12. Modifications or adjustments to Agenda Format is acceptable and dependent upon the decision of the Chair or Executive Committee in order to address pressing issues.

IX. ARTICLE 9 – COUNCIL MEETING SCHEDULES (Subject to change according to access and needs)

- A. Regular Meetings of the Veterans Advisory Council are held weekly. At the present time they are held on Fridays at 11:00 a.m. at the VAMC Campus in Building 16, Deer Creek meeting room.
- B. Special Meetings: Special meetings may be called by the Executive Committee or by the body of the VAC Council, by a 51% vote. Meetings may address issues related to the goals, functions and operation of the VAC, or to address other VAC issues.

- C. Public Annual Meetings and other public events: Public meetings and other special events are to be announced by the Council; that such a meeting is to take place, and provide all pertinent information related to the affair.
- D. Notice Requirement: Notice of auxiliary meetings or changes in meeting schedule is to be announced prior to the adjournment of the current meeting, if possible, if not, notification will be made by email, providing all pertinent information.

X. ARTICLE 10 – VOTING

A. Manner of Voting:

1. As directed in the bylaws and Robert Rules of Order 3rd Edition, voting the question to pass will be by an affirmative vote by 51% of the voting quorum. Only (Voting) Council members are allowed to have a vote. Votes may not be assigned to another individual.
2. Elected officers: The nomination and vote for elected Executive Officers shall be by secret (paper) ballot.
3. Adopted policies and procedures of the voting and elective process will be reviewed and accepted by the Parliamentarian to ensure compliance to the existing Bylaws and Roberts Rules of Order 3rd Edition. Prior to commencement of voting process. A non-voting member (The Staff liaison is suggested) will be assigned as “Inspector of Election” who will collect and count all votes cast by members, and make a report to the Council for the official records.
 - a) The non-voting member that is to conduct the election/voting procedure has no vote and should not have personal interest in the nominee or the action being considered
 - b) Nominations for elected offices shall be solicited from the Council members for two (2) weeks prior to any election.

- 4) Election of Council Members, committee membership, the organization of committees etc.:
 - a) Council Membership, committees' organization, committee membership, etc. are voted into existence or position according to VAC needs. A quorum of at least five (5) voting members must be present for official business to be transacted. Procedures of voting will be in accordance to the existing Bylaws and Roberts Rules of Order 3rd Edition. The vote, when called for, will be by either the show of hands or acknowledged by voice for or against.
 - b) Requests for secret paper ballots, may be accepted.
 - c) Passage of the vote must be by an affirmative 51% of voting quorum.

- 5) At-Large Memberships and all other business will be decided by a vote:
 - a) Motion to elect or accept into membership may occur according to the needs of the VAC. Voting shall be made either by a show of hands or acknowledged by voice.
 - b) Passage requires a 51% affirmative vote by the voting quorum.
 - c) In accordance with Robert's Rules of Order, any voting member may call for a vote on any motion deemed appropriate for debate or consideration for adoption into the agenda or for other action. The vote shall be either by show of hands or a voice vote with a 51% affirmative for passage by a voting quorum.

- A. A vacancy is considered removal, resignation or prolong un-excused or deliberate absence of an existing VAC member who has been voted into a position of leadership in the Executive Committee or as a Board Members or has accepted a position of assignment or appointment as a committee chair.
1. In such vacancies of the Executive officer will designate a non-voting member to oversee the election of the new officer as directed in Article X, A. The VAC Chair will reserve time on the agenda to receive nominations from the VAC Council and to allow debate for an appropriate successor.
 - (a) The successor will fill the vacant position for the remaining time allotted to the original officer and then serve their own term in that position as found in VI. ARTICLE 6, A, section 2 of the VAC– Bylaws.
 - (b) Under no condition is this to be construed to allow any elected official to serve more than two consecutive years on a single vote of the Council.
 2. The winning nominee will need a 51% vote of a quorum of the voting members. If there is failure to obtain a 51% vote on a nominee, the process in section 2 (a) of this article will be repeated until there is a vote of no less than 51% in the affirmative for the position.
 3. At Large Membership, Voting Members and General Members may be voted into membership during any regularly scheduled business meeting. Attendance to three out of the four previous meetings is required for consideration for Council membership. There must be an affirmative 51% of a quorum of Council members assembled in a scheduled Council meeting to vote in a new member. There is no time limit to these positions.

- A. Conflict of Interest is interpreted as any person voted into the Veterans Advisory Council as a member who uses their position of association with the Veterans Advisory Committee to obtain, receive, or benefit by personal gain of monetary, and/or other significant gifts of unreasonable value, or promotes such advisement to gain unreasonable favor on behalf of another entity or person supporting an issue where the Member will have unreasonable gain or profit including but not limited to financial benefits by such actions.
 - 1. If such conflicts arise during consideration or debate, the member(s) will be asked to excuse him/herself by the Chairman, Sergeant at Arms or Secretary. They are to leave the debate or discussion until such time as the debate or consideration is resolved. At which time the member may return to his/her seat to engage with the remaining business.

XIII Article 13 – BEHAVIOUR AT MEETINGS

- A. If such a personal conflict may arise that stirs emotional reactions, perceived threats of violence or harm, related to the issue or topic of debate or consideration, causing the member to act in a manner that is not acceptable to the function and order of any VAC Council or committee, any member may call for a “Point of Order” requesting the Chair to advise the person to compose his/herself or to reasonable behavior or be removed from the floor. The individual always has the right to excuse him/herself from the floor until the issue has been resolved and debate or consideration is over, or until the person feels they have regained their composure and can continue in the Council or committee with reasonable behavior until the meeting is adjourned. Removing oneself from a meeting shall be consider good behavior and not be penalized.

XIV. ARTICLE 14 – RESIGNATIONS, REMOVALS, & ABSENCES

- A. Resignation: To formally request in writing to be resigned from the Veterans Advisory Council or a specific office of the Council. This action may occur at anytime that is beneficial or convenient to the person making the request to resign.

All Resignation requests will be in writing specifically stating the request for resignation. Such requests will be given to the Council Chairman for review then presented to the VAC members for a vote of appreciation and service.

- B. Removal: Any member with the exception of the Executive Council and Board, may be removed from membership rolls by voting members by an affirmative 51% vote.

Executive Council members may be removed from office by a 2/3 affirmative vote of voting members. The purpose for the removal will be given verbally or in writing and the member will have one opportunity to make a written appeal within thirty– days of the notice.

The person may appeal, by written request, to be presented to the Executive Council or a written request for an audience with the voting board providing a two-weeks’ notice. Any such removal will be no less than six (6) months and no greater than one-year. A removed person may re-apply for active membership or participation at the end of the designated time.

- C. Absences: Any voting member may be removed from their position for excessive absenteeism. Excessive absenteeism is considered missing two, or more meetings a month over a 6-month period of time without proper notification to the Executive Council to excuse the absence. If a voting member is aware of a prolong period of time which they will be absent, they will inform the Chairperson and request a Leave of Absence, by which another member may be voted in for continuation of business purposes and voting process if appropriate. For removal for punitive absenteeism see [Section B] above.

XV. ARTICLE 15 VAC Finance Policy

- A. All money received shall be receipted in one receipt book. All funds received shall be noted in the annual report, either within the Statement or attached to the statement.
- B. A ledger of all income and expenditures shall be maintained.
 - 1. All ledger entries of income shall identify the source and specific purpose for donation if known, or for general fund.
 - 2. All Ledger entries of expenditures shall identify payee and specific purpose for expenditure.
 - 3. It is anticipated that the ledger will have sub-categories for special funds. Money will not be disbursed out of a sub-category to a different category without approval of the stakeholders of the sub-category.

18

- C. All money disbursed must be approved by VAC chairman and vice-chairman, or the majority vote of a quorum of voting Council membership prior to purchase (Quorum approval preferred method).
 - 1. All checks / disbursements shall be signed by two authorized

VAC officers. This is a VAC requirement, not a Finance Institution requirement.

2. Store receipts shall be required (or other proof of purchase) for reimbursement requests.
 3. All expenditures shall be made out of one checkbook in a sequential manner.
 4. Donation in Kind will be accepted and noted on the financial statement.
- D. An audit/review of the ledger can be called for by a vote of a quorum of voting member at any regularly scheduled VAC meeting. The audit report shall take place at the following regularly scheduled meeting. The treasurer or acting treasure shall provide a report of financial activity once annually.
- E. The monthly credit union statement will be mailed /addressed to the VA liaison as a permanent address. The VA liaison will not be a signatory on an expenditure without co-sign of Chairman, co-chairman or secretary. .
- F. Because of the divergent nature of the VAC membership, no dues, membership fees or any other fee will be expected or implied as part of membership requirements of the Council.
- G. At the present time donations to the VAC qualify as a "donation" as defined by State and Federal tax code. Donors are to be given a receipt for any and all donations made to the Council as per tax code, and allowed under the Council's 501(c) 3 tax exempt status.

XVI. ARTICLE 16 – AMENDMENTS

- A. Amendments to the Bylaws will be accepted as motions twice a year. A Special Committee will be assigned, by the Chairperson, to prepare documents that will be put forward as amendments to the By-Laws. The committee will convene on the first Friday of January and the first Friday in July to prepare motions to change bylaws as deemed desirable. Time will be provided, on the VAC agenda, to debate the merits of any proposed change on the second and third Fridays of the designated months.

19

The proposed changes will be put to a vote on the fourth Friday of January and July. They will take effect on the first day of the following month unless indicated otherwise.

- B. All amendments to be adopted will be by a minimum of 2/3 affirmative vote of the voting members.

- C. All motions for amendments to the bylaws are to be accompanied with a written version of the proposed change or addition. The written proposal is to be provided to the voting body no later than the third Friday of the month in which the vote will be taken.

XVII. ARTICLE 17 – OFFICIAL SIGNATURE

- A. The Official Signature of the VAC shall be endorsed upon all papers and documents by reason of the requirements of the By-Laws, resolution so directing, rules, and other policies and procedures of the VAC. Such signatures shall be personally signed by the Chair, Vice-Chair, Secretary and Staff Liaison.

XVIII ARTICLE 18 - Dissolution

- A. In the event of dissolution, all assets remaining after all obligations of the Council have been satisfied shall be transferred to the Disabled American Veterans to be used to support their van program which provides transportation for disabled Veterans to receive services at the Veterans Administration Medical Center in Salt Lake City, Utah. In the event the Disabled American Veterans is no longer providing such transportation for Veterans the assets are to be used by the Disabled American Veterans first for disabled Veterans within the catchment area of the Department of Veterans Affairs Medical Center in Salt Lake City, Utah, and thereafter as it sees fit in the service of disabled Veterans.

IXX ARTICLE 19 – Articles of Incorporation

- A. For incorporation purposes the VAC Executive Board shall function as the Council’s Board of Directors. The board of directors shall include Chairman, Vice chairperson, Secretary, Treasurer and Sergeant at Arms. It is within the authority of the Council to excuse any member of the Council from Directorship duties so long as there are no less than three directors.
- B. See Articles of Incorporation document tax exemption- documentation 501 (c) (3)

XX ARTICLE 20 – OFFICIAL SIGNATURE

The Official Signature of the VAC shall be endorsed upon all papers and documents by reason of the requirements of the By-Laws, resolution so directing, rules, and other policies and procedures

of the VAC. Such signatures shall be personally signed by the Chair, Vice-Chair, Secretary and staff liaison of the Organization. These By-laws have been voted into effect on this, day February 14, 2025, by a unanimous vote of a qualifying body of VAC members, and hear by become the governing documents of the Veterans Advisory Council until such time as a qualified body again convenes to amend such documents. Tentatively scheduled for June 2025.

Elected Officers of the Veterans Advisory Council on Mental Health at VAMC-SLC: