

BYLAWS

SOUTHGATE COMMUNITY CENTER Advisory Council

ARTICLE I Name

The name of the organization is the Southgate Community Center (SCC) Advisory Council, hereinafter called the "SCC Advisory Council." The official permanent address of the SCC Advisory Council will be 12125 Pinecrest Drive, Reston, VA 20191.

ARTICLE II Purpose

The purpose of the SCC Advisory Council is to advise the director and provide input and feedback about the social, recreational, and educational programs and activities at the SCC for residents of Southgate and surrounding neighborhoods together with their guests and invitees. SCC Advisory Council will work with the SCC Director and staff to identify the needs of the community, and monitor the programs and services offered at the Community Center to ensure they address the identified needs. The SCC Advisory Council will consider special usage policy, programs and schedules for the Center; plans and special community events; new community programs and services; and may recommend new and current educational, charitable, cultural and program activities that would include the community.

ARTICLE III Membership

Section 1. The thirteen authorized representatives and voting members of the SCC Advisory Council shall consist of:

Nine members appointed by the Hunter Mill District Supervisor, and four nominated by the Reston Association (RA BOD) Board of Directors and appointed by the Hunter Mill District Supervisor.

Section 2. Members shall serve regular terms of two years. Members are appointed by the Fairfax County Board of Supervisors at the end of April and begin serving their terms on May 1st. If a vacancy occurs on the SCC Advisory Council, a notice of the vacancy will be made by the Chairperson to the appointing authority, after which that vacancy shall be filled for the balance of the term of office by the Party that originally made the appointment.

2a. All members appointed by the Hunter Mill District Supervisor, including those nominated by Reston Association BOD, shall file an annual financial disclosure statement that is required of certain non-salaried citizen members of local boards, commissions, and councils by Section 2.2-3118 of the Virginia State and Local Government Conflict of Interests Act or any statutory successor thereof.

Section 3. There are thirteen voting members [Voting members are the 13 (thirteen) authorized Council Members or representatives of the Southgate Community Center Council members] identified in Article III, Section 1

Section 4. The non-voting representatives are:

- SCC Center Director
- Reston Interfaith
- Fairfax County Neighborhood Patrol Officer
- Department of Neighborhood and Community Services (NCS) and,
- Designee, of the Reston Association BOD
- other County representatives as requested or needed

Section 5. No member shall, under any circumstances, represent themselves on the behalf of the SCC Advisory Council or the SCC. With prior authorization of the majority of the SCC Advisory Council, a member may represent the Council for a specific purpose.

Section 6. Any member of the SCC Advisory Council may be recommended to the Hunter Mill District Supervisor for removal for cause by a majority vote of the members. After the vote, the chairperson will send a certified letter of notification as well as a letter sent first class mail to the Supervisor, or the Reston Association if if nominated by them, within 10 business days. Only until the appointing authority makes a final decision and the individual is notified via first class mail, will the person be considered formally removed from the Council. Minutes of the meeting will act as notification for the full SCC Advisory Council membership and will be made available within the time frame established.

ARTICLE IV Officers

Section 1. The following officers shall serve on the Advisory Council: Chairperson, Vice-Chairperson, Secretary, and Treasurer. Each officer shall be elected for a term of one year.

Section 2. Prior to the regular April meeting of the Advisory Council, the Chairperson shall select a nominating committee with the responsibility of presenting at the May meeting at least one nomination for each Advisory Council office. Additional nominations may be made from the Council at the June election meeting.

The nominating committee shall present a slate of officers from the Advisory Council. An officer shall be elected by majority vote of a quorum. Any officer may be elected to succeed himself or herself for more than one consecutive term; however, no officer may exceed three terms. If a vacancy occurs within an office before a term is completed, the Advisory Council must appoint a replacement to fill the remaining time of the term at a

regular meeting by majority vote. Subsequent regular elections will be held at the May meeting.

Section 3. Election of officers shall be by secret ballot unless there is a slate of officers unchallenged. Then it is incorporated by mutual consent. Votes will be counted by the NCS representative and the current Chairperson will announce the results of the election. Ties will result in a second vote for that office only.

ARTICLE V Duties of Officers

Chairperson: Shall preside over all meetings and is an ad hoc member of all committees. Is responsible for developing the agenda for the meetings, identifying subcommittees and consulting with the Center Director on behalf of the Council [identifying training needs of the Council].

Vice Chairperson: Shall assist the Chairperson in his or her duties. Shall perform the duties of the Chairperson in his or her absence.

Secretary: Shall be responsible for recording and maintaining the minutes of all meetings. Shall distribute and post the minutes at least 5 business days prior to the next meeting, and shall ensure that the SCC Director receives a copy of the meeting notes within fourteen business days after each meeting. Shall maintain, update and distribute contact information of council members as necessary.

Treasurer:

The Treasurer(s) shall be responsible for any funds raised through donations and special events (fundraising and donations), ensuring that these funds are kept for use of the Southgate Community Center Advisory Council as stewards of the Southgate Community Center. The Treasurer shall keep an accurate record of expense requests and available funds so as not to exceed the allocations. The Treasurer's Report shall be included in the Annual Report.

ARTICLE VI Committees

Committees may be appointed by the Chairperson to carry out the specific tasks for the SCC Advisory Council as needed. Committees may include standing and limited-term committees, and may have members including Advisory Council members and non-Advisory Council members. The Chairperson may appoint non Council members for a limited term designated by the chairperson.

ARTICLE VII Duties of the Advisory Council

Section 1. The SCC Advisory Council will develop an annual plan, including a timeline and measurable goals and may propose program initiatives and for review with the Director of the Southgate Community Center and make recommendations for changes as needed.

Section 2. The SCC Advisory Council shall meet with the NCS's designated representative as necessary to ensure that the SCC Advisory Council is informed about matters affecting general and special interests in sufficient time and detail to permit the appropriate action to be taken by the SCC Advisory Council.

Section 3. The SCC Advisory Council will work with the SCC Director and staff to identify the needs of the community.

Section 4. The SCC Advisory Council shall assist with the selection and provision of those programs, services, and activities identified in the above Article VII, Section 3.

Section 5. The SCC Advisory Council may make recommendations on special building usage applications to the SCC Director based on established guidelines. NCS will have final decision on facility use requests. Applicable fees will be assessed for the use of the Center based on NCS policy and guidelines (the SCC Director will be depositor of all funds in the County General Fund).

Section 6. In conjunction with the Director of the Southgate Community Center, the SCC Advisory Council shall assist in the formulation and monitoring enforcement of the rules and regulations of the Center. All rules and regulations must be approved by NCS.

Section 7. [SCC Advisory Council in conjunction with the Director of the Center, shall ensure that they do not exceed the allocated funding amount for the fiscal year].

ARTICLE VIII Meetings

Section 1. Unless otherwise notified, the SCC Advisory Council shall hold meetings of the SCC Advisory Council on the first Tuesday of the month, unless this day is a holiday, at the Southgate Community Center or any other designated place specified. The Chairperson and/or –or the simple majority of the membership of the Advisory Council may call special meetings.

Section 2. Two (2) absences in succession may be grounds for termination of membership, unless pre-notification has been recorded. A member will be notified if he or she misses two consecutive meetings.

Section 3. One half (a simple majority) of the SCC Advisory Council membership serving at the time of the meeting [7 members or fewer] shall constitute a quorum.

Section 4. All meetings, special and regular of the SCC Advisory Council shall be open to the public, with the exception of an executive session meeting called by the Chairperson or the majority of the members of the Advisory Council. Regular and special meetings should be coordinated with the SCC staff. Notification of all meetings and meeting changes will be posted at the Center at least 10 days prior to the meeting date.

Section 5. Community meetings shall be held periodically. However, the Annual Meeting will normally be held in October or as deemed by the simple majority of the Council. The annual meeting shall report on the program year's activities and prior [month] to the development of the next year's budget by Fairfax County.

ARTICLE IX Code of Conduct

Section I: SCC Advisory Council members shall:

NEVER discriminate by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of official duties.

MAKE no private promises of any kind binding upon the duties of office, since an SCC Advisory Council Member has no private word which can be binding on public duty.

ENGAGE in no business with the County Government, either directly or indirectly, which is prohibited by law or which is inconsistent with the conscientious performance of official duties.

NEVER use for private gain, or disclose to unauthorized persons, any information gained confidentially in the performance of official duties.

ARTICLE X SCC Director

The Director of the Southgate Community Center shall foster the establishment and growth of the SCC Advisory Council. The Director will plan community events and oversee Center operations. The Director is an ex-officio member (by virtue of his / her position) and attends SCC Advisory Council meetings, but neither holds office nor votes. The Director works with the Council] in a collaborative spirit in the best interest of the programs and activities of the Southgate Community. The SCC Advisory Council

shall meet with the Director to accomplish its work. The Director is the official liaison between the SCC Advisory Council and the County. The Director is intended to provide the County with two-way communication to address all SCC Advisory Council concerns, suggestions and recommendations.

**ARTICLE XI
Amendments**

These bylaws may be amended at any regular meeting of the SCC Advisory Council by two-thirds vote, provided that the amendment has been submitted in writing the previous regular meeting. All recommended amendments to the bylaws and ratification of amendments must be distributed to the community.

Ratified on _____