

SELF-ADVOCACY COUNCIL VI BYLAWS

ARTICLE 1 OFFICES and CHAPTERS

Section 1. Principal Office

The principal office of the Corporation for the transaction of business is located in San Joaquin County, California, at 702 N. Aurora Street, Stockton, CA 95202. The home county for Self Advocacy Council VI is San Joaquin County.

Section 2. Changing the Main Office Address of Self Advocacy Council VI

We can only change the home county of Self Advocacy Council VI by changing these bylaws, and the home county must remain either Amador, Calaveras, San Joaquin, Stanislaus or Tuolumne county. However, the Board of Directors of Self Advocacy Council VI can change the address of the office from one place to another as long as it's within the home county.

Section 3. Other Self-Advocacy Council VI Offices

Self Advocacy Council may also have offices at other places, as long as the offices are in Amador, Calaveras, San Joaquin, Stanislaus and/or Tuolumne Counties.

Section 4. Area VI Self Advocacy Chapters

To qualify to be a Chapter, a group shall:

- a. have at least 3 members;
- b. members are all people with developmental disabilities;
- c. be started by individuals with developmental disabilities;
- d. have members run the meetings (may have advisor assistance)

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- as requested);
- e. meet regularly, at least once a month;
- f. be approved as a recognized Chapter by majority vote of the recognized Chapters.
- g. follow the mission statement of the Self Advocacy Council VI

Section 5. What a Chapter Can Do:

Each recognized Chapter can

- a. elect two members to the Council; and
- b. ask for Council approval in writing to coordinate with the Council to do fund raising. The Council reserves the right to say yes or no.

Section 6. How a Group Becomes a Recognized Chapter:

A group must be OK'd by majority vote of the recognized Chapters to become an authorized Chapter. Each recognized Chapter gets one vote. The Council shall decide if a group meets the qualifications of these bylaws and call for a vote by the recognized Chapters within three months after a group formally asks in writing to be a recognized Chapter. Whenever possible, voting will be done at the Area Meeting.

Section 7. Dismissal of Recognized Chapters

If the Council finds sufficient evidence that a Chapter does not meet the requirements to be a Chapter in these bylaws, or has broken any other important rules, the Council may formally dismiss, by majority vote, any of the recognized Chapters.

Section 8. Recognized Chapters

The recognized Chapters as of 1/24/98 are:

Tuolumne County People First
Gold Country People First
We Are First of Stanislaus County
Delta People First

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People First of San Joaquin County
Manteca CAPS People First
Central Valley Training Center Self Advocacy Group
Calaveras People First
Friends First

ARTICLE 2
PURPOSES

Section 1. What Self Advocacy Council VI is All About

Our goals are to:

- a. Learn about issues that impact the lives of people with developmental disabilities;
- b. Tell the self-advocacy groups about important issues;
- c. Find out what the self-advocacy groups think about important issues;
- d. Find out what self advocates want in their lives;
- e. Talk to people who make decisions for people with developmental disabilities including Valley Mountain Regional Center and the State Council on Developmental Disabilities North Valley Hills Office, and tell them what self advocates want;
- f. Help the self-advocacy movement grow.

ARTICLE 3
COUNCIL MEMBERS

This is a nonmembership Corporation.

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Section 1. Number of Council Members

Each self-advocacy chapter in area VI will elect two members from their chapter to serve on the Council.

Self Advocacy Council VI shall have at least 5 Directors and they will be called the Board of Directors. Each authorized Chapter can have 2 Representatives on the Council. The area's People First of California Representative, the area's Statewide Self-Advocacy Network Representation, the area's Valley Mountain Regional Center Representative, and a State Council on Developmental Disabilities North Valley Hills Office Representative shall also serve on the Council. Any members of the Department of Developmental Services Consumer Advisory Committee from Area 6 may also serve on the Council.

Section 1.1 Alternates

If the number of authorized Chapters goes beyond 12, then the Council will shift to a system of having one voting member and one alternate from each chapter. Each chapter will decide who will be their voting representative and who will be their alternate.

Section 2. What the Law Says about Council Members

The State of California and Self Advocacy Council VI bylaws tell the Council Members what they can and cannot do.

Section 3. What the Council Members Can Do

It's the job of the Council Members to:

- a. Do what Self Advocacy Council VI Bylaws and Articles of Incorporation say to do;
- b. Employ and supervise anyone who works for Self Advocacy Council VI;
- c. Make sure anybody who works for Self Advocacy Council VI

- does what they are suppose to do;
- d. Meet at the times and places as it says in these Bylaws;
 - e. Participate in Council training and work with experts from other nonprofit organizations and others in order to be better Council members;
 - f. Makes sure the Secretary of Self Advocacy Council VI has our current mailing address so we can get meeting notices and other mail.

Section 4. How Long do Council Members Stay on the Council (terms)

Council Members shall hold office for a period of one term. One term is three years. Another candidate may run for a current Council Member's position at the end of any term. After 2 consecutive terms (6 years) a Council Member must leave the Council and cannot serve as a Council Member for at least one more full year. If the Council has alternates, this will not apply to alternates. The Council shall notify Chapters when there are vacancies on the Council.

Terms begin at the Annual Meeting as stated in these Bylaws.

Section 5. Pay of Council Members

Council members do not get paid for the work they do as a Council members. They can be paid by the corporation for transportation to the meetings or reimbursed for expense related to the Self Advocacy Council VI. Some Council members can be hired and paid to work on contracts through the Council, so long as more than half of the council members are not hired.

Section 6. What About the Council Member Who Have Some Ties To the Corporation

Less than half the people on the Council may be what is called an "interested person". An "interested person" is:

- a. Anyone who was paid by Self Advocacy Council VI for some work that they did for Self Advocacy Council In the last year;

- b. Any brother, sister, mother, father, child, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person described in section (a).

Section 7. Where meetings are held

Self Advocacy Council VI meetings should be in Amador, Calaveras, San Joaquin, Stanislaus, or Tuolumne Counties unless the Council Members decide to hold it somewhere else and put it in writing. If they don't put it in writing and still have a meeting somewhere other than in Amador, Calaveras, San Joaquin, Stanislaus, or Tuolumne Counties, all of the Council have to sign something to say it's okay and then send it to the Secretary of the Council. Self Advocacy Council VI can also hold a meeting by phone as long as everyone can communicate with each other.

Section 8. Annual Meeting

A special once a year meeting of the Council Members shall be held in February, or as soon after that as the Council can get together. It is called the "annual meeting."

Section 9. All other meetings

Other meetings of the Council can be called by the Council Chairperson, the Vice-Chairperson, the Secretary, or by a majority of Council members. These meetings can be held in Amador, Calaveras, San Joaquin, Stanislaus or Tuolumne counties.

Section 10. Notes about when meetings are held

If you hold a meeting of Self Advocacy Council VI, you have to tell everyone on the Council about the time, date, place and agenda. You can either send a letter out 10 days before the meeting or call everyone by phone at least 2 days before the meeting. If you send a letter, the 10 days starts as soon as you drop it in the mailbox. You have to send the letter to the address of the Council member as it's written in your official records.

If you start a meeting of the Council and then you have to stop it, then if you start it again within 2 days, you don't have to tell Council members who were absent at the meeting where the meeting will continue. (You can if you want to, but you don't have to.) If you wait more than 2 days to continue the meeting, then you have to tell all of the Council members where and when the meeting will start again.

Section 11. What the meeting notice should say

When you send out a note about the next Council Meeting (or even if you call people on the phone about it), then you have to tell people what the meeting is about, what day, what time, and where it will be.

Section 12. Having enough people at the meeting

A quorum shall consist of a majority of Council members.

For a Council meeting to be able to conduct business, more than half of the Council members must be there. If you start a meeting with enough Council members and someone leaves, leaving less than half of the Council members still present, you can still do business as a Council but you must tell people what happened after they left AND more than half of the Council members must agree with the action the Council took.

A council member shall be considered present if they are on a speakerphone, and able to participate in the meeting.

Section 13. When Council Members vote

If more than half of the Council members are at a meeting, then anything they vote on and pass is taken as an official action of the whole Council, unless something in these bylaws or California state laws or other legal papers of Self Advocacy Council VI say something different.

Section 14. Who runs the meetings

The Chairperson will choose a Council member to chair each meeting,

before the agenda for that meeting is sent out. The Chairperson may appoint himself or herself to chair a meeting. If that person isn't able to chair the meeting, then the meeting will be chaired by another Council member selected by the Chairperson prior to the start of the meeting. If another Council member to chair the meeting isn't selected prior to the start of the meeting, then the majority of Council members can choose a chair for that meeting at the start of the meeting. The Secretary shall always be Secretary at Council meetings. If the Secretary isn't there, then the person who is running the meeting will choose a Secretary for that meeting.

Section 15. Making decisions

The Council will make decisions using this process:

- A Council member makes a motion
- Another Council member seconds the motion. If there is no second, then the discussion on the motion is ended.
- The issue is discussed.
- The Council member chairing the meeting checks with everyone for his or her opinion. Members can pass on sharing their opinions.
- If everyone agrees, then the Council member who is chairing the meeting calls for a vote.
- If someone disagrees, then the issue is discussed again.
- The Council member chairing the meeting checks with everyone for his or her opinion. Members can pass on sharing their opinions.
- If someone still disagrees, then any Council Member can call for a vote. The motion can also be postponed to another meeting, if everyone agrees.
- If any Council member calls for a vote, a vote must be taken by the person chairing the meeting.
- When a vote is taken, the majority vote will be the decision.
- The Council member chairing the meeting does not vote, except in the event of a tie vote.

Section 16. Making decisions outside of meetings

The Council can make an official decision without holding a meeting as long as all of the Council members who don't personally benefit from that

decision agree to the decision in writing.

If the Council makes a decision without holding a meeting, then that decision must be written down and put in the Council minutes.

Section 17. When there are vacancies on the Council

There are vacancies on the Council if a Council member dies or resigns or is asked to leave the Council. There can be a vacancy if the Council decides to add more Council members.

A Council member must be kicked off the Council if the member does not attend for four meetings in a row, unless there is a reason approved by the Council Chairperson. A Council member can be kicked off for any reason or no reason at all if more than half the Council vote for him or her to leave. The Council shall notify the member's Chapter in writing at least 30 days before the Council takes any action to remove the member.

Any Council member can resign from the Council by giving written notice to the Chairperson, Vice Chairperson, Secretary or the whole Council. Council members can't resign if they all resign at the same time and leave the Self Advocacy Council VI Corporation without any Council members unless they tell the Attorney General of the State of California.

Any time there is a vacancy because a Council member has left the Council for any reason, that vacancy must be reported by the Chairperson, or Vice Chairperson, or Secretary, at the next Council meeting and recorded in the minutes of that Council meeting. If there is a vacancy on the Council, the Council shall notify the unrepresented Chapter in writing at least 30 days after the vacancy has been reported to the Council.

Section 18. Council members are not responsible for some things

If you are a member of the Council then you are not personally responsible for problems or debts of the corporation. You are not responsible as long as you make decisions that you think will be good for Self Advocacy Council VI.

Section 19. Costs of lawsuits

If you are, or if you used to be, a Council member and you win or you lose a court case about the Self Advocacy Council VI corporation, you are not personally responsible for paying for the court costs or fines or other things that might come out of the case (except for some things that are mentioned in Section 5238 of the California Nonprofit law). If you lose the lawsuit because you put your own interests ahead of the Council's interests, then you may have to pay the money to the court.

Section 20. Insurance for the corporation

Self Advocacy Council VI can vote to buy an insurance policy to protect themselves from most kinds of debts if the corporation gets sued. Insurance will not protect you if you do not try your best to be a responsible Council member.

ARTICLE 4 **OFFICERS**

Section 1. Number of officers

The officers of the Self Advocacy Council VI shall be a Chairperson, Vice Chairperson, Secretary, Treasurer and Sergeant-At-Arms.

Section 2. How officers are chosen

Any Council member can be an officer. Officers shall be selected by majority vote of the Council. Nominations and elections shall be held at the annual meeting of the Council.

Section 3. Term of office for officers

The term of office for officers shall be two years. Officers can serve no more than one term per office.

Section 4. Removal and Resignation

The Council can remove officers from their office at any time for any reason. Officers of the Council can resign from their office by writing a note to the Council.

Section 5. Vacancies

If someone dies, quits, or is asked to resign their office duties before their term is up, someone else can be chosen by the Council to take their office. The Chairperson of the Council can choose someone to temporarily fill an office until the next Council meeting.

Section 6. Duties of the Chairperson

The Chairperson shall be the main executive officer of the corporation. The Chairperson will designate someone to chair each Council meeting. He or she can sign for the Self Advocacy Council VI Corporation on legal documents with the Council's approval.

Section 7: Duties of the Vice Chairperson

The Vice Chairperson takes over if the Chairperson is absent.

Section 8. Duties of the Secretary

The Secretary shall make sure that:

- (a) A copy of the bylaws is kept at the main office;
- (b) A book of the minutes of the Council and committees is kept at the office;
- (c) Notices of Council meetings get to all the Council members;
- (d) Records of the Self Advocacy Council VI Corporation are kept in order;
- (e) Council members and others can review the records.

Section 9. Duties of the Treasurer

The Treasurer shall:

- (a) Be responsible for all the corporation's money;
- (b) Receive and give receipts for any money that comes to the corporation;
- (c) Pay any bills that the Council approves;
- (d) Keep and maintain bank accounts and up-to-date financial records;
- (e) Willingly share records of the corporation with Council approval;
- (f) Prepare financial reports as requested by the Council.

Section 10. Duties of the Sergeant-At-Arms

The Sergeant-At-Arms shall:

- (a) Be responsible for keeping the meeting in order;
- (b) Be responsible for calling for order in the meeting when members are noisy or talking when it's not their turn.

ARTICLE 5
COMMITTEES

Section 1. Setting up committees

The Council may set up committees if they are needed to conduct Council business.

ARTICLE 6
MEMBERS

Section 1. Membership

Self Advocacy Council VI has recognized Chapters which are responsible for electing representatives to the Council, but which do not, as Chapters, have any legal rights to run the Council Corporation.

ARTICLE 7 **CONTRACTS, DEPOSITS, AND FUNDS**

Section 1. Signing of contracts

The Council can designate the Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, or Secretary, or Treasurer to represent the corporation and sign contracts or speak for them. If these contracts have something in them about money or credit, then the full Council must approve it.

Section 2. Check signing

The Treasurer has a duty to sign all checks of the corporation. If the Treasurer is not available, then the Chairperson of the Council may sign checks. All checks shall have two signatures, by the Treasurer or Chairperson, and any Council members local to the main office who has been formally designated by the Council to have check signing authority. These members may or may not be officers. If the officers do not live local to the main office, no more than two Council members local to the main office may be designated as having check signing authority.

The Council must approve any checks having a value of \$500 or more, other than routine payroll and operating expenses already approved in the budget. Both the Chairperson and the Treasurer approve checks under \$500. If the Chairperson and Treasurer disagree, then the check request will be brought before the whole Council.

Section 3. Bank Account

If the Council has money, then the money must be put into the

corporation's bank account. The Treasurer may maintain a petty cash fund of up to \$75 for fund raising activities.

Section 4. Gifts

The Council can accept contributions or gifts if they are for the things that the corporation says it does in the bylaws (Article 2, Section 1).

ARTICLE 8
CORPORATE RECORDS AND REPORTS

Section 1. Maintenance of corporate records

The corporation shall keep at its principal office in the State of California:

- (a) Notices for and minutes of all meetings;
- (b) Adequate and correct financial records;
- (c) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date.

Section 2. Council Members' inspection rights

Every Council member shall have the absolute right to any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical office of the corporation.

Section 3. Annual Report

The corporation has to make a complete financial report to the Secretary of the State by the end of the month designated by the State each year.

ARTICLE 9
FISCAL YEAR

Section 1. Fiscal Year

The fiscal year (money reporting time) is from July 1st to June 30th.

ARTICLE 10
AMENDMENT OF THE BYLAWS

Section 1. Amendments

These bylaws can be changed by majority vote of the recognized Chapters. Each Chapter gets one vote.

ARTICLE 11
AMENDMENT OF ARTICLES

Section 1. Amendment of Articles

Any amendment of the Articles of Incorporation may be adopted by a majority vote of the recognized Chapters. Each Chapter gets one vote.

Section 2. Amendments regarding initial Council Members and Initial Agent for the Service of Process

You can't change the names of the very first Council members listed or the agent listed in the original Articles of Incorporation.

ARTICLE 12
PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

Section 1. Prohibition against sharing corporate profits and assets

The Self Advocacy Council VI Corporation can pay people for things they do and their expenses only. If Self Advocacy Council VI ends, the money and property of the corporation must be given to another non-profit or



SAC6

Officer:	Chairperson
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The Chairperson shall be the main executive officer of the corporation. • The Chairperson will chair each Council meeting. • The Chairperson will plan the meeting agenda with the help of the other officers. • The Chairperson will give at least one presentation on behalf of the SAC6 each year. • The Chairperson can sign for the Self Advocacy Council VI Corporation on legal documents with the Council’s approval. • The Chairperson will participate in the “financial sub committee” as needed. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Be willing to lead the SAC6 as the Chairperson • Be willing to attend chapter meetings and council meetings • Be willing to attend Area Meetings: help set up, run the meeting and/or clean up after the meeting • Be willing to give additional presentations on behalf of the SAC6 • Be willing to attend conferences on behalf of the SAC6 • Be willing to help run the SAC6 office and complete tasks 	



SAC6

Officer:	Vice Chairperson
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The Vice Chairperson shall be the main executive officer of the corporation, if the Chairperson is not available. • The Vice Chairperson will chair the Council meeting, if the Chairperson is not available. • The Vice Chairperson will help plan the meeting agenda with the other officers. • The Vice Chairperson will give at least one presentation on behalf of the SAC6 each year. • The Vice Chairperson can sign for the Self Advocacy Council VI Corporation on legal documents with the Council’s approval, if the Chairperson is not available. • The Vice Chairperson will participate in the “financial sub committee” as needed. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Be willing to lead the SAC6 as the Vice Chairperson • Be willing to attend chapter meetings and council meetings • Be willing to attend Area Meetings: help set up, run the meeting and/or clean up after the meeting • Be willing to give additional presentations on behalf of SAC6 • Be willing to attend conferences on behalf of SAC6 • Be willing to help run the SAC6 office and complete tasks 	



SAC6

Officer:	Secretary
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The Secretary shall be the main executive officer of the corporation, if the Chairperson and Vice Chairperson are not available. • The Secretary will chair the Council meeting, if the Chairperson and Vice Chairperson are not available. • The Secretary will help plan the meeting agenda with the other officers. • The Secretary will track Council members attendance at SAC6 Council Board meetings and Area Meetings. • The Secretary will give at least one presentation on behalf of the SAC6 each year. • The Secretary will keep a copy of the bylaws at the main office. • The Secretary will keep a book of the minutes of the Council and committees at the office. • The Secretary shall send notices and meeting packets of Council meetings to all the Council members. • The Secretary shall keep Records of the Self Advocacy Council VI Corporation in order at the office. • Council members and others can review the records with the Secretary when requested. 	



SAC6

PREFERRED SKILLS

- Be willing to lead the SAC6 as the Secretary
- Be willing to attend chapter meetings and council meetings
- Be willing to attend Area Meetings: help set up, run the meeting and/or clean up after the meeting
- Be willing to give additional presentations on behalf of SAC6
- Be willing to attend conferences on behalf of SAC6
- Be willing to help run the SAC6 office and complete tasks



SAC6

Officer:	Sergeant-At-Arms
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Job Description

ROLE AND RESPONSIBILITIES

- The Sergeant-At-Arms will be responsible for keeping the meeting in order and managing the meeting time.
- The Sergeant-At-Arms will be responsible for calling the meeting to order if the members get too noisy or talk when it is not their turn.
- The Sergeant-At-Arms will be responsible for the meeting room set up and clean up.
- The Sergeant-At-Arms will give at least one presentation on behalf of the SAC6 each year.

PREFERRED SKILLS

- Be willing to lead the SAC6 as the Sergeant-At-Arms
- Be willing to attend chapter meetings and council meetings
- Be willing to attend Area Meetings: help set up, run the meeting and/or clean up after the meeting
- Be willing to give additional presentations on behalf of SAC6
- Be willing to attend conferences on behalf of SAC6
- Be willing to help run the SAC6 office and complete tasks
- Be willing to talk firmly and loudly when necessary