

2 Constitution**1. Name**

This organization shall be known as the Volunteer Bureau of Leeds and Grenville.

2. Purpose

The Volunteer Bureau of Leeds and Grenville shall have the mission to promote and encourage volunteerism in our community by acting as a central resource and support to individuals and organizations involved with volunteerism.

3. Mission Statement

The Volunteer Bureau of Leeds and Grenville has as its purpose, community betterment through citizen participation. To this end its objective is to encourage and assist the volunteer to assume his most effective role in the community, to concern itself with the referral of volunteers to health, welfare, recreation, civic, cultural, and educational agencies and organizations which are themselves non-profit charitable organizations.

4. Core Values

- 4.1 **People:** We believe that through volunteer service, people have the capacity to enrich their own lives and improve the quality of life in their community. An active volunteer community is a healthy community.
- 4.2 **Diversity:** We recognize that all people have time and talents to share. Our communities are strengthened when people connect across their differences through volunteer services.
- 4.3 **Collaboration:** We are at our best when we engage in collaborative efforts that bring together individuals, neighborhoods, schools, businesses, government, non-profit, and community organizations to achieve a common vision of better communities.
- 4.4 **Excellence:** We are committed to implementing innovative and effective strategies, holding ourselves accountable for results, and sharing our knowledge and best practices with others.

5. Board of Directors

- 5.1 There shall be no more than twelve and no less than three Directors on the Volunteer Bureau Board. An Executive Director shall be appointed by the Board, with authority to direct the day to day activities. The Executive Director shall also act as Secretary to the Board, at regular monthly Board of Directors Meetings. The Board of Directors is a formal, policy setting group, formed to meet the needs, goals and objectives of the organization. Each member of the Board assumes liability and responsibility for the Volunteer Bureau of Leeds and Grenville. The credibility of the Volunteer Board of Leeds and Grenville in the community rests with its Board of Directors. As is the case with most not-for-profit organizations, the Board of Directors is a legal requirement and its members work on a voluntary basis.
- 5.2 Officers shall consist of Chairperson, Vice-Chairperson and Treasurer. The Chairperson shall preside at all meetings. The Vice-Chairperson shall conduct all meetings in the absence of the Chairperson
- 5.3 The Treasurer shall present a monthly financial report to the Board of Directors. The Treasurer shall work with the Finance Committee. The Treasurer shall also prepare and present an annual budget for approval of the Board.
- 5.4 Board Directors shall serve a three year term from the time of appointment, renewable for second three year term following which a member must retire from the Board for a period of at least one year before being re-elected.
- 5.5 Members of the Board shall not miss more than three consecutive meetings without cause. Absence without cause may result in their replacement by decision of the Directors.

6. Quorum

A quorum shall consist of a majority of the number of members on the Board.

7. Amendment

This constitution may be amended at a meeting of the Board of Directors by a two-thirds vote of the members present, and voting, providing that the previous notice of ten days has been given.