



The Compassionate Friends

RVA Chapter

Supporting Family After a Child Dies

Chapter By-laws

Chapter Name: The Compassionate Friends RVA ("the Chapter").

Purpose: The purpose of the chapter is to offer friendship, understanding and hope to families that have experienced the death of a child and to operate as a chapter of The Compassionate Friends, Inc. ("TCF"). The Chapter is chapter #1422 of TCF.

Controlling Laws: The Chapter will operate within the Articles of Incorporation, By-laws, Policies and Procedures of The Compassionate Friends, Inc.

Leadership Positions: The leadership of the Chapter is collectively referred to as the "Steering Committee" and the Steering Committee conducts the business of the Chapter. Leadership roles include: Leader or Co-leader, Treasurer, Secretary, Facilitator, Librarian, Newsletter Editor, Outreach, and other roles as determined as necessary by the Steering Committee.

Steering Committee Guiding Principles: It is the responsibility of Steering Committee members to support the mission of TCF and to ensure our behaviors and interactions with Chapter members and the community reflect positively on both the Chapter and The Compassionate Friends organization. Additionally, in recognition of the fact that Steering Committee members are bereaved parents, siblings and grandparents on a life-long grief journey, it is important that volunteering for the Chapter be as stress-free as possible. To that end, it is expected that Steering Committee members have a commitment to conducting Chapter business with kindness and unity of purpose and mission. While it is natural for there to be an occasional conflict within a group, any disagreement or conflict should be addressed quickly, with the least amount of drama possible. Committee members should assume the best of intentions, pick up the phone and commit to resolve a disagreement so that a small issue does not become a large issue and that conflicts are resolved before they impact the entire committee.

Steering Committee Meetings: The Steering Committee shall meet at least four (4) times a year; additional meetings may be scheduled, as needed, to conduct business and plan chapter events. Regular meeting dates may be determined for the year at the beginning of each year. Meetings may be rescheduled as necessary and additional meetings scheduled; ideally with a minimum of 30 days advance notice. Dates of Steering Committee meetings should be communicated to all chapter members (such as through chapter emails, newsletter and/or posted on the chapter website). For the Steering Committee to conduct Chapter business, a quorum is required; a quorum is defined as the majority of those in the filled leadership roles being in attendance.

Terms of Office: The term of office for Leader or Co-leader and Treasurer will be two years. The terms for all other positions will be one year. No person may serve more than two full consecutive terms in the same position unless expressly voted by the Steering Committee. The terms of office for those in leadership positions at the time these bylaws were approved is listed later in this document.

Election of Leadership: When a chapter member expresses an interest in joining chapter leadership, they will be given a four-meeting trial period, to determine if participation on the Steering Committee is: 1) a good fit for the chapter member, and 2) a good fit for the Steering Committee. At the first meeting of the Steering Committee following the end of the trial period, the chapter member shall decide which vacant position they want to occupy and the Steering Committee will take a vote. If approved by a two-thirds majority of the Steering Committee, the member's term begins effective the date of the vote. Privileges and access will be given at the time a chapter member becomes a member of the Steering Committee.

Resignation, Vacancies and Removal:

- **Resignation:** Any leader on the Steering Committee may resign at any given time with written notice to the Steering Committee; the resignation shall take effect on the date of receipt or at any later time, as specified by the member giving notice.
- **Vacancies:** When there is a vacancy (actual or pending) on the Steering Committee or as current positions are due to expire, chapter members should be notified and given an opportunity to express interest in the position. Any vacancy may be filled by a Steering Committee member, as explained in the Election of Leadership section above.
- **Removal:** A member of the Steering Committee may be removed a two-thirds majority vote of the Steering Committee.

Amendments: These By-laws may be amended at any Steering Committee meeting by a majority vote of those present and voting, provided the amendment has been proposed and reviewed at a previous Steering Committee meeting.

Adopted by the Steering Committee this 17 day of November, 2019.

<u>Wanda Moser</u>	<u>Wanda Moser</u>	<u>Co-Leader</u>
<u>Linda Tebault</u>	<u>Linda Tebault</u>	<u>Co-Leader</u>
<u>Stephen Day</u>	<u>STEPHEN DAY</u>	<u>TREASURER</u>
<u>Ann R. Day</u>	<u>Ann Day</u>	<u>Member-SC,</u>