**CALIFORNIA STATE REHABILITATION COUNCIL**

**BYLAWS**

Article V Officers

1. The SRC Officers shall be Chair, Vice-Chair and Treasurer, and Immediate Past Chair (if available) with duties and responsibilities as follows:
2. The Chair shall:
a. Preside as Chair of SRC meetings in order to facilitate discussion, planning and decision making;
b. Select and appoint, from among the SRC membership, Chairs and members of all SRC Committees and taskforces, with the exception of the Nominating Committee; and
c. Coordinate SRC activities and maintain communication with the SRC Executive Officer, DOR leadership and SRC leadership.
3. The Vice-Chair shall:
a. Preside at meetings of the SRC in the absence of the Chair;
b. Assume the Office of Chair if, for any reason, the Chair is unable to complete the term;
c. Serve as SRC Parliamentarian, ensuring that SRC meetings operate in accordance with applicable state laws and regulations and these bylaws; and
d. Carry out other duties as may be assigned by the Chair.
4. The Treasurer shall:
a. Work together with the SRC Executive Officer to ensure:
 1) Maintenance of accurate and timely financial records
 2) Appropriate development and allocation of SRC budget
 3) Periodic review of SRC expenditures/financial status;

b. Present a financial report to the SRC at each quarterly meeting; and

c. Carry out other duties as may be assigned by the Chair.

(4) The Immediate Past Chair shall:

Should the Immediate Past Chair still be a member of the SRC after the

annual election, they will serve as an SRC Officer. If the Immediate

Past Chair is no longer an SRC member, this officer position will remain

vacant.

a. Advise the incoming Chair and Vice-Chair to support an effective transition and assure continuity;

b. Serve on the Executive Planning Committee; and,

c. Carry out other duties as may be assigned by the Chair.

1. Officers' Election and Terms:
2. The election of Officers shall take place during the final full SRC meeting of the federal fiscal year (October 1 - September 30).
3. The Officers of the SRC shall be elected by a majority of the voting SRC members. The Nominating Committee's slate of candidates shall be provided to the SRC members at least one week prior to the Election of Officers. At the meeting at which the election is held, and subsequent to the announcement of the slate, the floor shall also be open to nominations.
4. The term of Office shall be for one year, from October 1 - September 30.

Officers may serve for no more than two consecutive full terms in any one Office.