

# SPRINGVILLE SENIOR CITIZENS ORGANIZATION

## BYLAWS

### I. Membership

- A. To become a member of the organization, an applicant shall pay an annual membership fee (dues) set by the Board of Trustees. The membership year begins January 1 and ends on the following December 31. Continuing members should renew their memberships during the month of January.
- B. Dues are proposed by the Board of Trustees and voted on by the membership. For those who join after July, dues will be prorated. A lifetime membership is available.
- C. An accurate and current record shall be kept of the names of all members. This record will be kept by the Secretary appointed by the **Governing Board**.
- D. In the event that it becomes necessary for the **Governing Board** to increase the membership fee (dues), the membership must approve the suggested increase by a majority vote in a general meeting before that increase goes into effect.

### II. General Membership Meetings

- A. General meetings of the membership shall be held whenever the need arises as determined by the **Governing Board** or upon the **Governing Board** receiving a petition that has been signed by at least ten (10) members.
- B. The time and place of all general meetings shall be set by the **Governing Board** and timely advance notice shall be given to the membership. Said notice must be posted and announced a minimum of twenty-four (24) hours before the meeting is to occur.
- C. Meetings shall be conducted according to posted simplified rules of order.
- D. The members present at any properly announced general meeting shall constitute a quorum.

### III. Board of Trustees Meetings

- A. The **Board of Trustees** and the **Directors**(s) shall meet together as the **Governing Board** at least once each month, with the possible exclusion of July. Additional meetings shall be held as needed.
- B. The **Board of Trustees** may call closed-session meetings at their discretion to discuss personnel and legal matters.
- C. All meetings shall be conducted according to posted simplified rules of order.
- D. A majority of the **Trustees** must be present at **Board of Trustees** meetings to conduct any official business of the Organization.

### IV. Elections

- A. **Trustees** shall serve two-year terms, with elections for a portion of the **Trustee** positions

occurring each year.

- B. Three **Trustee** positions shall be elected by vote of the general membership in December of even-numbered years, and two **Trustee** positions shall be elected in December of odd-numbered years.
- C. Individuals may serve no more than two (2) **consecutive** terms as a **Trustee**. However, there shall be no life time limit as to the total number of terms served by an individual.
- D. In November of each year, the **Board of Trustees** shall appoint a nominating committee of five (5) members, who are not on the **Governing Board**, to prepare a slate of at least two (2) names from the general membership as candidates for each open **Trustee** position.
- E. Organization members shall vote to determine the slate of candidates at a general membership meeting held in November of each year. A ballot shall be prepared based on the result.
- F. Notice of election day and the nominees will be announced and posted a minimum of seven (7) days prior to the election.
- G. The **Board of Trustees** shall appoint a committee of a minimum of four election judges from the general membership (non-staff members) to supervise the election process to ensure accuracy, fairness and privacy.
- H. All members of the Organization are eligible to vote. Opportunities for all who wish to vote will be provided, including absentee ballots, early voting, and assistance in casting their ballots for those with disabilities, as well as election-day voting. Voting will cease at 1:00<sup>PM</sup> on election day, after which all ballots will be counted. Results shall be announced and posted by the following business day.
- I. Ballots shall be counted at least twice by the election judges and shall then be kept on file for thirty (30) days.
- J. The elected **Trustee** shall take office the following January 1. An elected Trustee cannot assume his/her position until cleared for office by a background check.
- K. A **Trustee** who fails to perform his/her duties or who does not promote the purposes and positive reputation of the Center may be removed from office by a majority vote of the **Board of Trustees**.
- L. Any midterm **Trustee** vacancies shall be filled by appointment by the **Board of Trustees**.

#### **V. Appointed Positions**

- A. The **Board of Trustees** shall appoint two of the Trustees to perform the duties of Chairman and Vice-Chairman of the Governing Board.
- B. The Board of Trustees shall appoint individuals from the general membership (not paid administrative or secretarial/clerical staff) to the positions of secretary, treasurer, recorder, and to other positions as required for the efficient operation of the organization.
- C. When necessary, the **Board of Trustees** shall appoint from the general membership (not paid administrative or secretarial/clerical staff) a substitute or an assistant to an individual filling an appointed position.
- D. The Secretary shall work closely with paid staff to:

1. Be custodian of the corporate records.
  2. Exhibit to any officer, member, or any person or agency authorized by law to inspect them, at all reasonable times and on demand, the Constitution, the Bylaws, the Certificate of Incorporation, the minutes of any meeting, and other records of the corporation.
  3. Compile and maintain an accurate and current membership list.
- E. The Treasurer shall work closely with paid staff to:
1. Reconcile the checking, savings and credit card statements when they are received.
  2. Keep a monthly report of all financial transactions.
  3. Prepare a fiscal year-end report of all financial transactions.
  4. Present monthly and fiscal year-end financial reports to the Governing Board.
  5. Prepare tax reports and present such documents to the Governing Board.
- F. The Recorder shall:
1. Make a written record of minutes at all meetings of the **Governing Board**.
  2. Present the previous meeting's minutes to the **Governing Board** for approval and make any corrections to the minutes.
  3. Post the approved minutes within two (2) business days for the membership's information.

## **VI. Financial Management**

### A. Financial Records and Accountability

1. A written record shall be kept of all financial transactions of the Organization (*i.e.* a clear paper trail of any money received, disbursed/expended, or reassigned/transferred). The treasurer (or his/her substitute or assistant) shall update these records at least monthly or as required by the Governing Board.
2. The checking account(s), savings account(s) and credit card(s) statements shall be reconciled when the statements are received from the financial institution(s). Such reconciliation shall be reported to the Governing Board.
3. A written monthly summary of transactions and a financial statement shall be submitted to the **Governing Board** and posted for the membership. Upon request from any member or members of the Governing Board, the treasurer will make a detailed report available.
4. An independent review shall be conducted annually and the report of said review presented to the **Governing Board** and posted for the general membership.

### B. Regulations and Approvals pertaining to Financial Transactions:

1. **Approvals:** All financial transactions involving the Organization's funds shall be under the direction of the **Board of Trustees**.
2. **Funds and Financial Instruments:** For the functioning of the Organization and operation and activities of the Senior Center, including trips and excursions, the Organization shall maintain a general fund with any associated financial instruments that the Board of Trustees deems necessary and appropriate, such as checking account, credit card, debit card, petty cash, cash drawer, savings account and others (for instance, certificates of deposit, share deposits, annuities or bonds). If the Board

of Trustees determines that more than one of any particular financial instrument is needed, the Board of Trustees shall authorize its creation and implementation. The Board of Trustees will have direct oversight of the Organization's general fund. Standard operating procedures conforming to those established by the industry (sound practices of city, state, and federal governments and nonprofit organizations) and set by the Board of Trustees will govern the use of the general fund and its associated financial instruments.

3. **Purchases:** For normal day-to day operating expenses, as defined in the standard operating procedures, that do not exceed the limit set by the Board of Trustees in the standard operating procedures, the Center's Director(s) is (are) authorized by the Board of Trustees to use the Organization's general fund checking account, credit card(s), debit card or petty cash. Any other purchases must have Board of Trustees approval prior to purchase. Expenditures from the Organization's moneys for Senior Center activities must also have prior approval from the Board of Trustees.
4. **Deposits to Financial Institution(s):** All incoming funds will be deposited in a timely manner.
5. **Payments:** All payments shall be made in a timely manner.

#### **VII. Fiscal Year**

The Organization's fiscal year shall begin on July 1 and end on the following June 30.

#### **VIII. Review of the Bylaws**

The bylaws shall be reviewed by the **Governing Board** in January of each year.

#### **IX. Amendments to the Bylaws**

- A. If at any time change to the bylaws is considered necessary, the **Board of Trustees** shall appoint a committee to study the issue(s), suggest revisions to the existing bylaws, and submit an amendment or set of amendments.
- B. The bylaws may be amended at any regular meeting of the Organization provided notice of the proposed amendment(s) be given at least seven (7) days prior to the meeting at which the amendment is voted upon.
- C. Bylaw amendments require a simple majority vote of members present and voting at said meeting.
- D. The adoption of an amendment to any provision of the bylaws shall become effective immediately upon a passing vote.

**Date Approved:** 12/06/2006

**Date(s) Amended:** 2/13/2007, 1/25/2008, 8/27/2008, 2/5/10, 2/15/12, 6/28/2013

**SPRINGVILLE SENIOR CITIZENS ORGANIZATION**  
**CONSTITUTION**

**Article I: NAME**

The name of this organization is **SPRINGVILLE SENIOR CITIZENS ORGANIZATION.**

**Article II: PURPOSE**

- A. This organization shall provide wholesome recreation and social interaction for its members, as well as promote camaraderie, sociability, and opportunities to engage in various educational and civic activities.
- B. This organization shall work with national, state, and local governments, private and business entities, and individuals to benefit the membership by fostering the health, welfare, and general well-being of its members and the senior citizens in the community.

**Article III: MEMBERSHIP**

- A. All persons over fifty (50) years of age or retired who support the purposes of this organization are eligible for membership. Eligibility requirements may be waived in special cases where it is considered in the best interests of an applicant and the organization.
- B. Membership shall not be limited or qualified by race, religion, or political affiliation.

#### **Article IV: OFFICERS**

- A. The membership of the Springville Senior Citizens Organization shall elect a board of five (5) **Trustees** from the membership. The Springville City Council shall appoint/employ a **Director** or **Directors** who shall assist the **Board of Trustees**. The **Trustees** and the **Director(s)** together shall constitute the **Governing Board**. The **Director(s)** shall be a nonvoting participant(s) on the **Governing Board**.
- B. The affairs of this organization shall be managed by the **Governing Board**.
- C. The chairman of the Governing Board shall be elected by the members of the Governing Board.

#### **Article V: FINANCES**

- A. The Springville Senior Citizens Organization shall be nonprofit.
- B. All monies of the organization shall be under the control of the **Board of Trustees**.
- C. A treasurer appointed by the **Board of Trustees** shall maintain a written record of the organization's funds, including all income and expenditures, and shall keep and file all receipts.

#### **Article VI: AMENDMENTS**

- A. This Constitution may be amended by a two-thirds (2/3) majority vote of the members present at a general membership meeting.
- B. Notice of said membership meeting must be given at least seven (7) days prior to when voting on a proposed amendment is to occur.

**Date Approved:** 12/06/2006

**Amended:** 1/18/2017