

BYLAWS OF BEL AIRE SENIOR CENTER

ARTICLE ONE - NAME

Section 1. The name of this Association shall be the **BEL AIRE SENIOR CENTER**.

ARTICLE TWO - OBJECTIVES

Section 1. The objectives of this Association shall be:

1. Enrich the lives of seniors in the Bel Aire area.
2. Provide programs and services that will improve the health and wellness of seniors in the Bel Aire area.
3. Decrease isolation and provide social, economic and educational opportunities for seniors in the Bel Aire area.

Section 2. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. This does not limit the Association from holding candidate forums providing every candidate running for the respective office is invited to attend.

ARTICLE THREE - MEMBERSHIP

Section 1. There shall be one class of membership.

Section 2. A member shall be any person over the age of fifty-five (55).

ARTICLE FOUR - OFFICERS

Section 1. The officers of this Association shall be: President, President-elect and Secretary.

Section 2. All officers shall take office when elected. The term of President, President-elect and Secretary shall be two (2) year. President-elect shall become President immediately upon the expiration of the then President's two (2) year term. Each officer shall serve until a successor is appointed or elected.

Section 3. The officers shall perform their respective duties as follows: (a) the President shall preside at all meetings of the Advisory Board and at all meetings of the

Association, execute such papers as shall require their signature exercise supervisory control over the affairs of the Association and shall be ex officio member of all committees; (b) the President-elect shall, in the absence of the President or at the Presidents request, perform the duties of that office;

(a) the Secretary shall:

1. Record all the proceedings of meetings of the Advisory Board and meetings of the Association.
2. Issue notices of meetings to the Advisory Board.
3. Be responsible for getting all records of the Association to the City Clerk for permanent filing.
4. Provide copies of all minutes, reports, etc. to the Senior Coordinator and the City Administrator.

(b) the President Elect shall:

1. Perform the duties of President in the absence of the President.

All committees shall be appointed by the President after conferring with the President-elect and the Secretary.

Section 4. In the event of a vacancy in any of the above offices, the Advisory Board shall designate a successor to serve until the next regular election.

Section 5. No compensation or payment shall be paid or made to any member, Officer or Board Member of the Association, except as reimbursement for actual expenditures made for the Association.

ARTICLE FIVE - ADVISORY BOARD

Section 1. The Advisory Board shall consist of the Association's officers, the immediate past President, and three (3) at large Board Members.

Section 2. In the event of a vacancy on the Advisory Board, the President shall appoint a Board Member to fill the vacancy until the next Annual Meeting of the Association, with the advice and consent of a majority of the remaining Board Members.

Section 3. At each Annual Meeting in January of the Association, the membership shall elect for a two (2) year term the Board Members whose terms have expired and fill any vacancies on the Advisory Board.

Section 4. The Advisory Board shall work with the City Administrator and Senior Coordinator to create goals, operating budget, promote the senior center, fundraising, senior activities, hours of operation, assist with job descriptions of the Senior Center, evaluation & hiring of a Senior Coordinator.

Section 5. The Advisory board shall meet on the 1st Wednesday after the monthly potluck each month at 6:30 p.m. The President may call special meetings if needed by notifying each Board Member three days in advance by email, phone or mail.

Section 6. The agenda will be created by the President as follows:

1. Roll Call.
2. Approval of the minutes of the previous meeting.
4. Senior Coordinator's report.
5. Report of committees.
6. Old business.
7. New business.
8. Adjournment.

Section 7. A majority of the Advisory Board Members must live within the City of Bel Aire.

Section 8. If a Board Member misses more than 3 consecutive Board meetings, the Advisory Board, by a majority of four (4), may remove this person and appoint a new Board Member to fulfill their term.

ARTICLE SIX - ELECTIONS

Section 1. Election of Officers and Members of the Advisory Board shall be at an open election at the annual meeting of the Association in January.

Section 2. Nomination of slate of officers:

- a) The President shall appoint a Nomination Committee at the October Potluck.
- b) The nomination Committee shall meet and present a slate of officers to the board at the November Advisory Board meeting.
- (c) The slate of officers will be presented at the December Potluck of the Association.
- (d) The election of officers will be held at the January Potluck. Additional nominations for each office will be accepted from the floor as well. The person receiving the majority of votes cast in an open election shall be duly elected.
- (e) The President, Secretary and one (1) Board Member will be elected in even years. The first President, Secretary and a Board Member will serve for one year.
- (f) The President Elect and two (2) Board Members will be elected in odd years. The first President Elect and Board Members will serve for two years.

ARTICLE SEVEN - COMMITTEES

Section 1. In addition to any special committees deemed necessary by the President, the following Standing Committees will be of a permanent nature to serve the Association.

1. Nomination Committee: Shall be responsible for recommending a slate of officers to the Advisory Board in November and to the Association in December. Meetings will be as often as needed for the months of October and November.
2. Program/Decorations Committee: Responsibilities include recommending programs, speakers, decorating ideas and assisting with acquiring volunteers to help set up, tear down and clean up. The Senior Coordinator will be responsible for planning, scheduling and organizing with the assistance of this committee. The committee shall meet monthly or as needed.
3. Special Events Committee: This committee will meet quarterly or more if needed. Responsibilities include ideas for special events, assisting with organization of events and cleanup, tear down as well as set up. The Senior Coordinator will be responsible for organization, scheduling and planning with the assistance from the committee.

ARTICLE EIGHT - MEETINGS

Section 1. An Annual Meeting of the Association shall be held each year at the January Potluck Dinner Meeting.

Section 2. All regular and special meetings of the Association and the Advisory Board shall be conducted in similar fashion as the Roberts Rules of Order.

Section 3. Any number of members shall be a quorum at any meeting that is called and notice given.

ARTICLE NINE - SENIOR COORDINATOR

Section 1. The Senior Coordinator is employed by the City of Bel Aire. The Coordinator is required to follow all polices set forth for other departments and employees. The Senior Coordinator reports to the City Administrator or his/her designee and is required to follow all City policies relating to expenditures, revenues and purchasing.

Section 2. The Bel Aire Senior Center receives grant money from the Sedgwick County Department of Aging and is required to follow all requirements outlined in the grant. The Sedgwick County Department of Aging funds go to the City to pay the salary and benefits

of the Senior Coordinator.

Section 3. The Senior Coordinator is responsible for preparing the annual budget for the Senior Center with input from the Advisory Board. The Coordinator will attend all meetings of the Advisory Board, the annual meeting of the Association as well as monthly potlucks and programs as scheduled.

Section 4. From time to time, the Senior Center may receive other grants that will be approved by the City Administrator/City Council and administered in a way stated in the specific grant.

ARTICLE TEN - DISSOLUTION

Section 1. Upon the dissolution of the Association, the Advisory Board of the Association shall, after paying or making provision for the payment of all of the liabilities of the Association dispose of all of the assets of the Association as directed by the City of Bel Aire and the Sedgwick County Department of Aging.

ARTICLE ELEVEN - AMENDMENTS

Section 1. Members of the Bel Aire Senior Center by affirmative vote of a majority present, may make or amend these Bylaws at any Annual Meeting of the Association upon approval of the governing body of The City of Bel Aire.

President Secretary

ADOPTED BY VOTE OF MEMBERSHIP _____ DATE _____

REVISED: March 3, 2009 APPROVED by the Bel Aire City Council on the 2nd day of December, 2008.

Harold Smith, Mayor

ATTEST: _____
Vicki Bradford, City Clerk