

Senior Citizens' Services Coordinating Council Bylaws

ARTICLE I. NAME

The name of this organization shall be the Senior Citizens' Services Coordinating Council, Oak Park and River Forest (hereinafter referred to as Council),

ARTICLE II. PURPOSE

The purposes of the organization are:

1. working together to help the senior population while building our businesses;
2. to provide networking opportunities for information sharing, coordination of services and education within the membership;
3. to foster cooperation between member agencies and to take such actions as the Council may deem appropriate.

ARTICLE III. MEMBERSHIP

Section 1.) Criteria for membership

- a.) any individual or organization that provides services or products to the over 60 or disabled population;
- b.) completion of membership application;
- c.) payment of dues;
- d.) if multiple offices from the same company provide services in the area covered by the Council they may join as separate members with each office paying annual dues and they will each be considered full voting members and are eligible to serve on the Board and as Officers of the Council;
- e.) upon payment of required dues, member agencies can have secondary, non-voting member.

ARTICLE IV: DUES

Section 1.) Fiscal year

The fiscal year is January 1 to December 31.

Section 2.) Annual dues

- a.) annual dues shall be established by majority vote by secret ballot of members present and voting at membership meeting. Notice of such a membership meeting and the proposed dues increase shall be given to all members in writing not less than 30 days prior to the day of the meeting;
- b.) failure to comply by April 1 of the fiscal year shall constitute forfeiture of membership status and removal of the agency name from the membership directory and website.

ARTICLE V: VOTING PRIVILEGES

Each member agency shall be represented by a designated delegate or alternate who shall have one vote. Delegates and alternates are eligible to hold office, however only one

representative of any member agency may hold office at any time. A delegate and/or alternate may represent only one member agency at any one time.

ARTICLE VI: OFFICERS

Section 1.) Composition

Officers shall be the President, Vice President, Secretary, Treasurer and Immediate Past President (Optional).

Section 2.) Elections

Officers shall be elected by the majority vote of the membership. President and Secretary shall be elected in odd numbered years and Vice President and Treasurer shall be elected in even numbered years. Elections shall take place at the Annual Meeting. Terms begin with the new Fiscal Year, January 1.

Section 3.) Term of office

The term of office for elected positions will be two (2) years concurrent with the fiscal year.

Section 4.) Eligibility

To be eligible to serve as an officer, one must be a member in good standing of the Council for at least one year.

Section 5.) Vacancies

In the event of a resignation or vacancy in the midst of a term, the Nominating Committee shall recommend a candidate for approval by the majority vote of the membership present and vote to allow the candidate to complete the term.

ARTICLE VII: DUTIES OF OFFICERS

Section 1) President

The President shall:

- a.) preside at all meetings of the Council;
- b.) be an ex-officio member of all committees except the Nominating committee and Audit committee and shall represent the Council in official capacity.
- c.) be authorized to pay bills of the Council in the absence or inability of the Treasurer to do so;
- d.) is responsible for updating, directly or through delegation, the electronic communication mailing lists in use by the Council and for sending out through this method notices of monthly meetings which also includes minutes from the previous meeting, the most recent financial report, member event announcements and any other important items of business to be shared with members;
- e.) ensure that committees are constituted and staffed by a sufficient number of members to ensure successful completion of their tasks.

Section 2) Vice President

The Vice President shall:

- a) perform all duties of the President in the absence or inability of that officer to act;
- b) review new membership applications for eligibility;
- c) compile and distributes annual membership directory;
- d) serve in other such capacities as assigned by the officers of the Council.

Section 3) Secretary

The Secretary shall:

- a.) record the minutes of all Board Meetings;
- b.) archive any vote taken at a monthly meetings;
- c.) notify the membership of changes in the membership fee.
- d) preserve all official correspondences, minutes, records, and documents of the Council.

Section 4) Treasurer

The Treasurer shall

- a) notify members of annual dues renewals and collect all dues and fees;
- b) maintain dues and payment records for all members;
- c) deposit dues and fees in approved banking institutions;
- d) be authorized to disburse funds as signer on checking account, directed for the activities of the council;
- e) maintain records of the financial transactions_of the council;
- f) provide a monthly financial report and post on the Council's website; maintain an ongoing, membership list for distribution to members at least annually;
- g) serve as a member of the Finance Committee and provide documentation for the financial audit as directed.

Section 5) Past President - Optional

The Past President shall

- a) be available for consultation and guidance to President;
- b) has no other official duties.

ARTICLE VIII: MEETINGS AND QUORUM

Section 1) Meetings

The Council shall meet on the third Thursday of the month or as determined by the membership.

Section 2) Quorum

For the Council, a quorum shall consist of a majority of members attending a meeting, including at least two of the officers. No vote affecting Council policy, bylaws, election or replacement of officers or other significant matter shall be valid unless a quorum is present for the vote.

Section 3) Special Meetings

Special meetings may be called by the President or by written request of one third (1/3rd) of the membership. Said notices shall be given at least ten (10) days in advance of said meeting to all the members of the Council, stating the purpose of the meeting.

Section 4) Annual Meeting

The Annual Meeting shall be held in November.

ARTICLE IX: COMMITTEES

Section 1) Definition

- a.) Standing and special committees shall assume such duties as are specified in these bylaws and other such duties as may be assigned by the officers;
- b.) Regular standing committees shall consist of the following: program, website and nominating;
- c.) Ad Hoc standing event committees shall consist of the following: publicity, finance and bylaws;
- d.) Regular standing committee representatives shall have the opportunity to report at each meeting of the membership;
- e.) Ad Hoc standing committees shall report as necessary;
- f.) Special committees shall be appointed for specific projects by the officers, on the recommendations of the majority of the membership.

Section 2)-Duties of Committees

Standing, ad hoc and special committees are in place to further the business of the Council.

a) Program

- (1) prepares educational program for each meeting.

b) Nominating – Ad Hoc:

- (1) appointed by the President in September;
- (2) prepares a slate of candidates for elections;
- (2) the proposed slate of officers for election shall be presented to the members at the October meeting prior to the election at the Annual Meeting in November;
- (3) prepares a ballot;
- (4) notifies candidates of election results;
- (5) makes recommendations for appointments in the event of a vacancy

c) Website

- (1) manages and maintains the Council website;
- (2) adds most recent version of Bylaws and Rules of Procedure to website annually.

d) Event – Ad Hoc:

- (1) assembles suggestions for potential events;
- (2) organizes details to produce a quality event to educate, entertain or help older adults;

- (3) arranges for locale, refreshments and volunteers to have a successful event;
- (4) keeps members informed of plans.
- (5) organizes an event that enables all members to be engaged.

e) Publicity – Ad Hoc:

- (1) Reviews and updates all printed materials of the Council including the marketing brochure at least annually and as needed;
- (2) Produces and distributes press releases on Council activities;
- (3) Creates and maintains new member packets including, member eligibility, voting and officer/committee requirements, mission statement, reference to bylaws and other official documents.

f) Finance – Ad Hoc:

- (1) prepares the annual budget for approval by the membership;
- (2) audits the books at the end of the fiscal year;
- (3) reports results of the audit to the membership.

g) Bylaws

- (1) Reviews bylaws as needed and forwards recommendations to the membership.
- (2) Revised and Amended bylaws will be posted on the Council website. All will be encouraged to consult with them when they join the Council.

Section 3) Organization

- a) Officers will appoint committee chairs for all standing, ad hoc or special committees except the Nominating Committee which is described in Section Four.
- b)

Section 4) Nominating Committee

The nominating committee shall consist of at least three individuals who are members in good standing; The Chair and two other members. The Chair shall be designated by the newly appointed committee.

ARTICLE X: ELECTIONS

Section 1) Frequency

Election of officers shall occur annually. As in Article VI. Section 2, the President and Secretary shall be elected in odd numbered years and the Vice President and Treasurer shall be elected in even numbered years.

Section 2) Eligible voters

One representative from each agency in good standing shall be eligible to vote in elections.

Section 3) Voting process

Voting shall take place by ballot at the annual meeting.

Section 4) Write-in candidates

Members may vote for persons other than those who appear on the ballot by writing in the names of candidates. Write-in candidates must consent to serve, or the vote(s) will not be considered valid.

ARTICLE XI: AMENDMENTS

Section 1) Amendments requiring 2/3rd vote

These bylaws may be amended by a 2/3rd vote of members present and voting at the Annual or regular meeting, provided that the amendment has been submitted electronically two weeks in advance of the meeting when the vote will take place.

Section 2) Other Amendments

These bylaws may also be amended at a meeting called solely for the purpose of amending these bylaws, provided that the membership has been notified electronically of the changes 3 weeks prior to the meeting.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, newly revised, shall govern the conduct of business of this Council in all cases where they are applicable and not inconsistent with the bylaws.

ARTICLE XIII: DISSOLUTION

Upon a vote of a 2/3rd majority of all Council members to dissolve the Council, the Chair will direct the Treasurer to make provision for the payment of all liabilities of the Council and dispose of all remaining Council assets through a donation to a not-for-profit agency serving Oak Park, River Forest and Forest Park senior citizens.

Bylaws revised and amended – October, 2014

Fiscal year changed, May 21, 2015

Bylaws revised and amended – May 8th, 2024