

# **VIRGINIA BEACH TASK FORCE ON AGING**

## **BYLAWS**

### **ARTICLE I - NAME**

- A. The name of this organization shall be the Virginia Beach Task Force on Aging.

### **ARTICLE II – PURPOSE**

- A. The Task Force will serve as a forum to share information, to promote interagency understanding, and to work together as advocates and educators to address the issues of older adults.

### **ARTICLE III – MEMBERSHIP**

- A. Eligibility to Attend: All interested persons.
- B. Voting Membership: All those who have paid their annual dues.
- C. Membership and Dues: Membership is individual and non-transferable. Members are to pay dues annually and individual membership will renew when payment is received in the same month the following year. The dues represent the cost of being an individual member of the Task Force and are used to fund charitable gifts awarded to non-profits serving seniors in the City of Virginia Beach. A quarterly award not to exceed \$500 as determined by the Executive Committee shall be used to purchase token gifts such as cards, flowers, socks, gloves, food items and etc. for Virginia Beach seniors in need.
  - 1. The annual cost for an Individual Membership paid with cash or check is \$50.00
  - 2. The annual cost for an Individual Membership paid through PayPal is \$52.00
- D. Business Membership and Dues: This is for a Business that would like to become a member with no more than five (5) individual Members who are able to attend a monthly meeting. The price is non-transferable. Business Membership are due annually and will renew when payment is received in the same month the following year. The dues represent the cost of being a Business Member of the Task Force and are used to fund charitable gifts awarded to non-profits serving seniors in the City of Virginia Beach. A quarterly award not to exceed \$500 as determined by the Executive Committee shall be used to purchase token gifts such as cards, flowers, socks, gloves, food items and etc. for Virginia Beach seniors in need.
  - 1. The annual cost for Business Membership paid with cash or check is \$150.00
  - 2. The annual cost for Business Membership paid through PayPal is \$157.00

## **ARTICLE IV – OFFICERS**

- A. The Officers of the Task Force shall consist of the Chair, Vice-Chair, Secretary, and Treasurer. Officers shall be elected and serve at the pleasure of the Task Force.
  
- B. The duties of the Chair will be to:
  - 1. preside over all meetings;
  - 2. call special meetings when deemed necessary;
  - 3. appoint committees when deemed necessary;
  - 4. perform other duties as requested by the Task Force;
  - 5. be an ex-officio member of all standing committees; and
  - 6. prepare an agenda for each Task Force general meeting.
  
- C. The duties of the Vice-Chair will be to:
  - 1. perform duties of the Chair in their absence;
  - 2. arrange meeting locations, coordinate, arrange and introduce speakers/programs;
  - 3. participate with the Audit Committee for the yearly audit of the Task Force Treasury;
  - 4. assist the Chair when necessary and appropriate; and
  - 5. perform other duties as requested by the Task Force.
  
- D. The duties of the Secretary will be to:
  - 1. record the proceedings of all Task Force General meetings, Board meetings, and all other Task Force meetings;
  - 2. provide the members of the Task Force with minutes of each meeting;
  - 3. keep By-laws current;
  - 4. provide membership with weekly announcements and updates;
  - 5. share responsibility of maintaining current Task Force Roster with Treasurer; and
  - 6. perform other duties as requested by the Task Force.
  
- E. The duties of the Treasurer will be to:
  - 1. maintain accurate Task Force financial records;
  - 2. reconcile all bank statements for the Task Force;
  - 3. disburse and receive funds for the Task Force;
  - 4. collect and deposit annual membership dues;
  - 5. share responsibility of maintaining current Task Force Roster with Secretary;
  - 6. present Treasurer’s report to the Task Force each month; and
  - 7. perform other duties as requested by the Task Force.
  
- F. The Chair and the Vice-Chair shall serve for a term of two (2) years and may serve additional terms.

- G. The Secretary and Treasurer shall serve for a term of two (2) years and may serve additional terms.
- H. In the event that an Officer must step down from their position prior to the end of their term, the current Officers will recommend from the membership and with their consent the Chair will recruit a new Officer from those candidates.

#### **ARTICLE V – ELECTION OF OFFICERS**

- A. The Chair shall appoint a Nominating Committee at the April meeting. The Nominating Committee shall develop a slate of nominees.
- B. The slate of nominees shall be presented to the Task Force, nominations from the floor will be selected, and membership will vote on new members at the May meeting.
- C. The new Officers will be installed in June and will take office at the July meeting.

#### **ARTICLE VI - MEETINGS**

- A. The Virginia Beach Task Force on Aging shall hold regular meetings on the second Thursday of every month at 8:30 a.m., unless the members are otherwise notified. From 8:30 a.m. until 9:00 a.m., members shall meet informally. The meeting shall come to order at 9:00 a.m. and adjourn by 10:00 a.m. The conduct of regularly scheduled meetings shall follow a prepared agenda. At each meeting, members shall have an opportunity to introduce themselves, and the time for such introductions shall be limited to fifteen (15) seconds for each member, except for the June meeting, when additional time may be allowed for introductions.
- B. Committees shall meet at a time and location as they deem necessary to accomplish their respective goals.
- C. The Chair may call special meetings of the Task Force as deemed necessary.

#### **ARTICLE VII – COMMITTEES**

- A. The standing committees shall be the Executive, Charitable Fund, Membership, Publicity/Website, and Audit. Other committees may be appointed by the Chair as necessary.

- B. The Executive Committee shall act on matters that arise between regular meetings requiring immediate attention. The Committee shall be composed of the Chair, Vice-Chair, Secretary, Treasurer, and Chairs of standing committees. The meeting shall be called by the Chair. Business transacted by the Executive Committee shall be reported to the Task Force at the next general meeting. For business purposes, a quorum of four (4) members will be required.
- C. The Audit Committee shall review the financial records annually in June and present a written report at the July meeting. The financial records shall also be reviewed upon a mid-term change in the office of the Treasurer with a written report at the next meeting.

**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

- A. All proceedings of the Virginia Beach Task Force are to be governed by Robert’s Rules of Order (current edition) except when in conflict with these Bylaws.

**ARTICLE IX – JOINT VENTURES WITH OTHER AREA TASK FORCES**

- A. Plan an annual joint legislative update meeting with members of area Task Forces.

**ARTICLE X – AMENDMENTS OF BYLAWS**

- A. The Executive Committee will review Bylaws each year by September 30.
- B. Notice of any proposed changes in these Bylaws must be received in writing by the membership one (1) week prior to the meeting during which they will be considered.
- C. Bylaws may be amended by a two-thirds (2/3) vote of members at a regularly scheduled meeting.

Approved: September 9, 1993  
 Amended: June 8, 1995  
 Amended: December 12, 1996  
 Amended: September, 2001  
 Amended: August 14, 2003  
 Amended: June 30, 2005  
 Amended: February 8, 2018  
 Amended: September 12, 2019  
 Amended: February 11, 2021  
 Amended: October 10, 2024  
 Amended: June 12, 2025