

Schertz Area Senior Center Advisory Board By-Laws

ARTICLE 1 GENERAL

Section 1 PURPOSE

The purpose of the Schertz Area Senior Center is to promote healthy aging and well-being in our community and envisions a community where seniors lead full, healthy, and inspired lives. This will be accomplished by a strong and active membership comprised of the local area senior residents; through programs, services, resources, and civic engagement; and the representation of the Schertz Area Senior Center membership through its Advisory Board. The Advisory Board will act as a liaison between the members of the Schertz Area Senior Center and the Schertz Parks, Recreation and Community Services Department to communicate about operations, programs and other items and areas.

ARTICLE II MEMBERSHIP

Section 1 ELIGIBILITY

Any individual fifty (50) years or older may apply for a Membership and pay dues based on the current year's dues structure and will have the opportunity to attend and participate in the center's activities.

Section 2 DUES

Membership dues shall be at such rates prescribed by the Schertz City Council, payable annually on members anniversary date. Memberships not renewed 60 days past the renewal month will be considered expired.

ARTICLE III MEETINGS

Section 1 MEETINGS:

- (a) **Regular meetings** of the Advisory Board will be held on the third Thursday of every other month (Jan, Mar, May, July, Sept and Nov) at 12:30 pm.
- (b) **General meetings** of the Advisory Board may be called by the Chair at any time, or upon petition in writing of any (10) center members in good standing.
- (c) **Emergency Meetings of the Advisory Board.** Emergency Meetings may be called by the Director of the Center from time to time as needed.

Section 2 QUORUMS:

Four members of the Advisory Council shall constitute a quorum at meetings.

ARTICLE IV ADVISORY BOARD

Section 1 COMPOSITION OF THE ADVISORY BOARD

The Advisory Board shall be comprised of (7) members. All Board members must be active members of the Schertz Area Senior Center

Members of the council shall be elected by the membership of the center. The Advisory Board members shall serve for a two (2) year term. Board members are limited to serving 2 consecutive terms (4 years).

Section 2 NOMINATION, SELF-NOMINATION, AND ELECTION OF ADVISORY BOARD

- (a) Nomination. At the regular May Advisory Board meeting, names for nominees for the open Advisory Board positions shall be submitted by Board members.
- (b) Publicity of Nominations. The Advisory Board Chair shall immediately notify the membership by public announcement and posted at the Schertz Area Senior Center of the names of persons nominated as candidates and their right of self-nomination.
- (c) Self-Nominations. Additional names of nominees can be submitted in writing to the Advisory Board within five (5) days after notice has been given of the names of those nominated.
- (d) The names of all candidates shall be arranged on a ballot, in alphabetical order. Identification shall be made on the ballot to identify those candidates nominated by the Advisory Board. The Advisory Board Chair shall make this ballot available at the Schertz Area Senior Center front desk to all active members at least 5 days before the regular July Board meeting.
- (e) All voting shall be by ballot and no proxies shall be allowed. All active members of the Schertz Area Senior Center shall be eligible to vote for the nominees.
- (f) Ballot Tallying. All ballots will be placed in a locked box. The Advisory Board Chair shall appoint two (2) members who are not candidates to act as Tellers 1 and 2 as well as an assigned Recorder to tally the ballots. After set voting period has passed, the ballot shall be declared closed. Teller 1 shall examine and acknowledge the vote on each ballot; Teller 2 shall re-verify the cast ballots and the assigned Recorder shall finalize the tally.

In case of a tie, the choice shall be determined by a runoff between those receiving tied votes. The Advisory Board Chair shall announce the results to the membership, and shall declare the candidates receiving the highest number of votes cast duly elected.

Section 3 SEATING OF NEW ADVISORY BOARD MEMBERS

All newly elected Advisory Board members shall be seated at the regular July meeting and shall be participating members thereafter.

Section 4 VACANCIES

(a) Any vacancy occurring in the Advisory Board shall be filled as soon as possible. An approval by a majority vote of the Advisory Board present at a meeting at which a quorum is present shall elect a nominee for the unexpired term created by the vacancy.

(b) Termination: Any Advisory Board member missing more than (3) three consecutive meetings will be subject to removal. Any member may be removed by a two-thirds vote of the Advisory Board at a regularly scheduled meeting of the council and after notice and opportunity for a hearing are afforded the member complained against.

Section 5 POLICIES:

Recommendations from the Advisory Board will be utilized in the formulating of the policies of the Schertz Area Senior Center. These policies shall be maintained in a Policy Manual, to be reviewed annually and revised as necessary.

Section 6 ADVISORY BOARD MEMBERS AND DUTIES THEREOF

Chair -shall serve as the head of the Advisory Board. The Chair will prepare and provide an agenda from inputs received from the Board and conduct the meetings. The Chair is a voting Board member.

Vice Chair – shall assist the Chair in coordination of meetings and assume the role of Chair in leading meetings in the absence of the Chair. The Vice Chair is a voting Board member.

Recording Secretary – shall serve in the recording of minutes of meetings, supplying copies of previous month's meeting minutes for approval and shall maintain the Policy Book of the Advisory Board. The Recording Secretary is a voting Board Member.

Treasurer – shall serve in collecting monies from fundraisers and daily activities as needed. Create tabulations sheets to track monies being brought into the Senior Center. Check and balance with the City of Schertz Parks Office. Report financials to the board at board meetings. The Treasurer is a voting Board Member.

Kitchen Representative - shall be in charge of the kitchen in the areas of inventory, serving, and code compliance of volunteer staffing concerning food handler's permits and working with the Senior Center Volunteer Coordinator for kitchen staffing needs. The Senior Center Kitchen Representative is a voting Board Member.

Activity Coordinator – shall assist in planning activities for the Senior Center. Reports back to the board the success of activities. The Activity Coordinator is a voting Board Member.

Volunteer Coordinator Representative – shall coordinate all volunteers for the Senior Center to include front desk, kitchen, cleanup, and RSVPs to events and happenings. The Volunteer Coordinator will also track the hours of volunteers and submit a monthly report to the City of Schertz. The Senior Center Volunteer Coordinator Representative is a voting Board member.

Schertz Area Senior Center Director - shall participate in Board discussions; provide helpful insights and suggestions for programs and other areas of work within the Senior Center. The Center Director is not a voting Board member.

Article V
MISCELLANEOUS

Section 1 ADMENDMENTS.

These By-Laws may be amended at any general meeting of the Advisory Board by 2/3 vote of members present provided the amendment has been submitted and read at a previous business meeting.

ARTICLE VI
COMMITTEES AND DIVISIONS

Section 1 APPOINTMENT AND AUTHORITY:

The Advisory Board shall appoint all committees and committee chairmen. They may appoint committees and their chairmen as they deem necessary to carry out the programs of the Schertz Area Senior Center. It shall be the function of the committee(s) to make investigations, conduct studies, and hearings, make recommendations, to the Advisory Board and to carry on such activities as may be delegated to them by the Advisory Board.

ARTICLE VII
FINANCES

Section 1 FUNDS:

All money paid to the Schertz Area Senior Center shall be placed in a general operating fund, unless designated for specific restricted fund programs.