

## **Schertz Area Senior Center Advisory Board By-Laws amended**

### **ARTICLE I**

#### **GENERAL**

##### **Purpose**

The purpose of the Schertz Area Senior Center is to provide 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 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 Schertz Area Senior Center has an established advisory board that provides input and recommendations regarding senior center programs and policies to the Senior Center Director (of awarded entity) and the Director of Parks, Recreation and Community Services Department regarding senior center programs and policies.

### **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 due 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 and Nov) at 1:00pm.
- B. General Meetings** of the Advisory Board may be called by the President at any time, or upon petition in writing from any ten (10) center members in good standing and notify the Center Director.
- C. Emergency Meetings** of the Advisory Board may be called by the Director of the Center from time to time as needed. Notify Center Director, Schertz Parks & Recreation team and Schertz City Council assigned liaison.

##### **Section 2. Quorums**

Four (4) members of the Advisory Board shall constitute a quorum at meetings.

## **ARTICLE IV**

### **ADVISORY BOARD**

#### **Section 1. Composition of the Advisory Board**

The Advisory Board shall be comprised of members listed in section 6. All Board members must be active members of the Schertz Area Senior Center.

Members of the Board 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 two (2) consecutive terms (4 years).

#### **Section 2. Nominations, Self-Nomination and Election of Advisory Board**

A. **Nomination.** At the regular May Advisory Board meeting, names for nominees of the open Advisory Board positions shall be submitted by Board members.

B. **Publicity of Nominations.** The Advisory Board President 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 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. **Ballot.** 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 President shall make this ballot available at the Schertz Area Senior Center front desk to all members at least 5 days before the Regular July Board meeting.

E. **Voting.** 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 nominees.

F. **Ballot Tallying.** All ballots will be placed in a locked box. The Advisory Board President 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 the set voting period has passed, the election shall be declared closed. Teller 1 shall examine and acknowledge the vote on each ballot; Teller 2 shall re-verify the cast ballots and assign the Recorder shall finalize the tally.

G. **Ties.** In case of a tie, the choice shall be determined by a runoff between those receiving tied votes.

H. **Results.** The Advisory Board President shall announce the results to the membership and shall declare the candidates receiving the highest number of votes cast duly elected. The new board elects will officially take their place at the July board meeting.

#### **Section 3. Seating of New Advisory Board Members**

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

#### **Section 4. Vacancies**

A. **Open Positions.** Any vacancy occurring on 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. Removal**

1. Any Advisory Board member missing more than three (3) consecutive meetings will be subject to removal.
2. Any member may be removed by a two-thirds vote of the Advisory Board at a regularly scheduled meeting of the Advisory Board and after notice and opportunity for a hearing are afforded the member complained against.
3. Advisory board members are subject to the same standards of the code of conduct.

#### **Section 5. Policies**

Recommendations from the Advisory Board shall be utilized in the formulation 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**

- **President.** The President shall serve as the head of the Advisory Board. The President will prepare and provide an agenda from inputs received from the Board and conduct the meetings.
- **Vice-President.** The Vice-President shall assist the President in coordination of meetings and assume the role of the President in leading meetings in the absence of the President. The Vice-President oversees all committees.
- **Secretary.** The 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.
- **Treasurer.** The Treasurer shall serve in collecting funds as directed by the Board for events and/or daily activities as needed. The Treasurer shall create a ledger or logs to track all monies received and approved for record-keeping and reporting. The Treasurer shall maintain and submit financial reports and statements to the Board at the meetings.
- **Kitchen Coordinator.** The Kitchen Representative shall be in charge of the kitchen in the areas of inventory, serving, and code compliance of volunteer staffing concerning food handling and working with the Senior Center Volunteer Coordinator for kitchen staffing needs.
- **Activity Coordinator.** The Activity Coordinator shall assist in planning activities for the Senior Center and reports back to the Board on the success of the activities. Activity coordinator shall prepare an activity calendar and presents a briefing of all upcoming events for discussion and approval at the Regular Board meeting.

- **Cultural Coordinator.** The Cultural Coordinator shall help organize and coordinate monthly themes that bring people together from a diverse set of backgrounds and cultures, that not only recognizes the differences between those cultures and backgrounds, but celebrates them.

## **ARTICLE V**

### **MISCELLANEOUS**

#### **Section 1. Amendments**

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.

#### **Section 2. Background Checks**

A background check is required for all members holding Board member positions. Paperwork for the background check will be completed and submitted to the Schertz Area Senior Center Director annually.

## **ARTICLE VI**

### **COMMITTEES AND DIVISIONS**

#### **Appointment and Authority**

The Advisory Board shall appoint all committees and committee chairs to carry out programs of the Schertz Area Senior Center. It shall be the function of the committee(s) research and recommendations to be discussed and approved by the Senior Center Director.

## **ARTICLE VII**

### **FINANCES**

#### **Section 1. Funds Handling Procedures**

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

Revised and updated April 2023.

Approved: \_\_\_\_\_