

Winters Senior Foundation By-laws

The object of this Foundation shall be to provide its members with the opportunity to meet, get acquainted and enrich their lives in the atmosphere of friendship.

Focus

The purpose of this Foundation is to provide a local community focal point that serves as a gateway where senior citizens can safely gather, remain active, engaged, and stay independent in their community while assessing their need(s) and facilitating fulfilment. The benefits associated with the Winters Senior Foundation is significant in the lives of our senior citizen's and those who care for and about them.

Bylaws

Article 1-Meetings

Section 1.

Regular general assembly Foundation meetings shall occur on the second (2nd) Tuesday afternoon of each month starting at 2:00pm.

Section 2.

Special Executive Board Foundation meetings may be initiated by the President or by written request to the Executive Board stating the purpose of said meeting and signed by at least 4 general members. Meeting shall be a quorum of board members with the at least 4 general members.

Section 3.

The Executive Board meeting shall occur the first (1st) Wednesday of each month starting at 1:00pm. The presence of at least 7-members of the Executive Board, including at least one elected officer of the Executive Board, shall be present to preside, and, shall by its assemblage constitute a quorum for transacting Board business at all Executive Board meetings. All decisions shall be by a simple majority.

Section 4.

Meetings shall be conducted in accordance with the "Rosenberg's Rules of Order".

Order of Business

1. Pledge to Flag.
2. Introduction of any new Foundation member (*also see Article 2-membership Section 1*).
3. Proper review of the previous meetings and supplying each member with a copy.
4. Proper reviewing of Executive Board minutes and supplying each member with a copy.
5. Treasure's report review.
6. Communications to be read and entertain relevant comments and action(s) as necessary by the Executive Board Secretary.
7. Report of Standing Committees including any relevant upcoming event(s).
8. Unfinished business of any and all relevant Boards and Standing Committees.
9. New business.
10. Motion for adjournment.

Article 2-Membership

Section 1

Membership to said Foundation shall be open to all Seniors residing in the Winters area. In this application, seniors are defined as person's 55-years of age or older.

Section 1.2. Supporting Member

A "Supporting Member" is a non-voting person below the age of 55 years of age and is subject to the annual dues of \$10.00 as identified within Article 3.

Article 3-Dues

The annual fiscal sum responsibility for each foundation member shall be duly moved, seconded, and approved by a simple majority of the relevant members in attendance at an Executive Board meeting existing of a quorum present. Member dues shall be \$10.00 payable at the time of membership and annual thereafter in January.

Article 4-Officers

Section 1

The Elected Officers of this Foundation shall be the following:

- President
- Vice President
- Secretary
- Treasurer
- Financial Officer

Section 2

Elected officers shall hold office for a term of at least one calendar year. However, any officer's term-limit may be extended upon a motion by the affected member and/ or any Executive Board member. Approval shall be subject to a quorum (*See Article 1 Section 3*) of Executive Board members. Whenever circumstances dictate, the removal of any elected officer for cause, including the process, shall be subject to the same terms and conditions as defined by this section.

Section 3

Names for the nomination of Executive Board Officers shall be submitted to the Nominating Committee at the November regular scheduled general assembly meeting.

Section 4

Officer selection shall occur at the December regular scheduled general meeting so as to allow for that Officer(s) to begin presiding the following calendar year.

Article 5-Duties of Officers

Section 1

President of the Foundation shall have general supervision and control of the Foundations business and the officers of said Foundation. He/She shall preside at all meetings.

Decide all questions or order, may cast the deciding vote on all queries on which there is an equal division of members and shall be an ex-officio member of all such committees. He/She shall have such other powers and duties as may be prescribed by these By-laws.

Section 2

The Vice President, in the absence or disability of the President, shall perform all duties of the President and when so acting shall have all the powers of and be subject to all restrictions imposed upon the President.

Section 3

The Secretary shall keep a book of all Foundation meetings and the proceedings thereof.

The Treasurer shall keep and maintain proper accounts of all Foundation business transactions. The books of accounts shall be at all times open to the President including the Executive Board and its current members upon request to the President. The Treasurer shall ensure that the Foundation maintains a current/past membership register listing the names and addresses of all Foundation members.

The Financial Officer shall ensure appropriate deposit of all monies to the credit of the Foundation's fiscal account with such depository activities as may best serve the purpose of the Foundation and shall properly distribute said funds of the Foundation as may be ordered by the President and/ or the Executive Board, or both.

He/She shall ensure that the Foundation accurately prepares a correct annual Foundation budget and may correctly perform such other Foundation relevant duties as may be requested by the President or as prescribed by these By-laws.

Article 6-Executive Board

Section 1

An Executive Board shall be established consisting of the Elected Officers (*see Article 4 Section 1*) and all of the Standing Committee Chairperson and at least 3 members at large. Attendance of Executive Board members at meetings is mandatory so to allow all Foundation business to properly function. (*See Article 1 Section 2*)

However, and to ensure that ALL board business is conducted effectively, should any Board member not be able to attend an Executive Board session, it is the sole responsibility of that member to recruit another to attend on their behalf. If no other Board member is available then that effected member may select from a Foundation member.

Article 7-Standing Committees

Section 1

Standing Committees of the Foundation shall be as follows:

1. Transportation
2. Membership and Recruitment
3. Social Activities
4. Fundraising
5. Nominations

Section 2

The Chairperson of each Standing Committee shall appoint their own team to assist, if necessary.

Article 8-Members At Large

Section 1

At least 3 general members approved by the Executive Board.

Section 2

To represent the body of membership at Executive Board meetings and other duties as assigned by the Executive Board Committee.

Article 9-Amendments

Section 1

Whenever conditions dictate, either by the Executive Board and/ or any Foundation member, the Foundation By-laws shall be adopted, amended or replaced by a simple majority of the Executive Board members in attendance at any regularly scheduled or special meeting, whenever a quorum is present. Any Foundation member may make a written motion at any regularly scheduled general meeting, to amend, replace, or adopt, relevant changes to the Foundations By-laws. However, By-law ratification can only occur by the Executive Board.

Section 2

A proposal to amend By-laws shall be initiated by the Executive Board or seven (7) members in a written request to the Executive Board.