

**HAMLIN
SENIOR CITIZENS
BY-LAWS**

JANUARY 2017

APPROVED BY HAMLIN SENIORS

APPROVED BY THE HAMLIN TOWN BOARD

RESOLUTION 83 – JANUARY 25, 2017

Article I Name of Organization

Section A: This organization shall be known as the Hamlin Seniors.

Section B: This organization is subsidized by the Town of Hamlin.

Article II Purpose:

Section A: The purpose of this nonprofit organization shall be to offer opportunities to senior citizens in recreational, cultural, and educational activities: to promote friendships and to engage in community and social services whenever and wherever possible.

Article III Qualifications:

Section A: Regular Members

1. Must be residents of the Town of Hamlin, indicated by address of Resident Township on Drivers License.
2. Must be 55 years of age or older, except if the spouse of a regular member.

Section B: Social Members

1. Any one not residing in the Town of Hamlin.
2. Must be 55 years of age or older, except if the spouse of a social member.
3. Social members have no voting privileges and cannot hold office.
4. They must pay the full cost of any trip subsidized by the Town of Hamlin, and may go if room is available.
5. They may participate in a craft activity if there is space available after Regular Members have been served.

Article IV Meetings

Section A: General Meeting

1. Held every fourth Tuesday of the month between January 1st and December 31st.
2. A donation of a designated amount per person per meeting which will be determined annually by the Executive committee shall be collected to cover organizational needs and expenses.
3. Members shall wear name tags at all meetings. Name tags are available for purchase from the treasurer.
4. Members and guests should bring a dish to pass and their own table service.

Section B: Agenda

1. Crafts begin at 9:45 AM. Sign up is on a first come, first serve basis.
2. Euchre starts at 9:45 AM and ends at 11:15 AM
3. Lunch begins at 11:45 AM
4. The business meeting will be following lunch.
 - a. At a monthly meeting, the amount to be paid to the outside person who puts up and takes down the tables and chairs and cleans up (except the kitchen) will be decided by the Executive Committee.
 - b. Games will be after the business meeting.

Article V Officers

Section A: The officers of this organization shall be: President, Vice President, Secretary, and Treasurer. They shall be under the leadership of the Town Senior Consultant who is appointed by the Town of Hamlin Town Board.

Section B: Any office vacancy shall be filled by appointment by the President with the approval of the majority of the members present at the meeting, except in the case of the President; the Vice-President will become President.

Section C: Elected officer of President and Vice President shall serve a term of two years, not to exceed two two-year terms whether served consecutively or separately. The Secretary and Treasurer shall serve a term of two years, not exceeding four two-year terms, whether served consecutively or separately, except in extenuating circumstances.

Section D: Duties

1. The President shall be the Chief Executive Officer of this organization, preside at all meetings of the Executive Committee and this organization, issue the call for all regular and special meetings of the Executive Committee and the organization, appoint regular or special committees and their Chairpersons, and cooperate with the Chairperson thereof to effect regular functioning and report of such committees, see that regular elections are duly called, noticed and held at all meetings;
2. The Vice-President shall be in charge of games, shall perform the duties with the same authority as the President if the President is unable to perform the duties of the office for any reason.
3. The Secretary shall be the legal custodian of all records of this organization; shall record the minutes of each meeting; and send thank you notes.

4. The Treasurer shall collect all contributions to this organization for deposit into its account; shall receive money from all committee chairpersons, giving a receipt for the same; shall disburse funds to committee chairpersons for planned activities upon receiving a bill or receipt.
5. The Town Senior Consultant picks a Senior of the Month and provides a sign in book at each regular meeting; and helps organize all meetings, luncheons and local trips. The Consultant will report for the Craft Committee at the Executive Meeting. The Consultant will keep the membership list, birthday's and anniversaries up-to-date. The Consultant will also write and submit news releases to all local newspapers concerning meetings and programs as needed.

Article VI Standing Committees and Their Duties

In January, the President shall appoint a chairperson for each committee.

Section A: Executive Committee: shall consist of Officers, Chairpersons of Committees, Town Senior Consultant and Town Liasion.

Section B: Trip Committee

The committee shall bring suggestions of places and shall follow up with plans.

Section C: Sunshine Committee

The chairperson shall check on illness or special occurrences and send cards.

Section D: Euchre Committee

The chairperson shall oversee the monthly euchre program

Section E: Kitchen Committee

The chairperson shall keep the organization's kitchen supplies and shall restock as necessary. Shall purchase and make coffee and tea for the meetings. Shall provide refreshments as deemed necessary. Shall clean up the kitchen after each meeting.

Article VII Special Committees and their Duties

Section A: Nominating Committee

1. The nominating committee shall be formed in September. The President shall appoint the chairperson.
2. The chairperson shall select two (2) committee members, excluding current officers (if possible)
3. The chairperson shall present the slate of officers at the October meeting where nominations from the floor may be taken. Wherever:
 - a. No one will be nominated who has been a member of the Hamlin Seniors less than three (3) months.
4. Elections take place at the November meeting.
5. Following the election, the function of this committee terminates.

Section B: Kitchen Committee and crew

1. Shall purchase and make coffee and tea for the meetings.
2. Shall provide refreshments as deemed necessary.
3. Shall clean up the kitchen after each meeting.
4. Each member shall serve on this committee at least once a year, unless physically unable.

Section C: Other Committees

1. From time to time, it may be necessary for the President to appoint special committees. They shall serve at the pleasure of the President and the Executive Committee.

Article VIII Amendments

Section A: Any proposed By-Law changes must first be submitted to the Hamlin Town Board for approval.

Section B: After approval by the Hamlin Town Board, the By-Laws may be amended by a 2/3 vote of the members present at the general meeting where the vote is taken.

Article IX Special Qualifications

Section A: Trips

1. Trips for Hamlin Senior regular members are on a first come, first serve basis.
2. No one is to sign up anyone else but themselves and their spouse, who must also be a member.
3. Sign up will begin at 10:30 on the date of the monthly meeting. The initial sign up will be at the monthly meeting two months before the planned trip when feasible.
4. Payment must be made eight (8) days in advance of the trip to be eligible.
5. When a trip is filled, a waiting list will be started.
6. Guests and Social Members will have a special waiting list:
 - a. They must pay the full cost of each trip
 - b. They will be used as fill in when space is available.
7. Cancellations must be made to the Trip Committee seven (7) days before the trip date. Up to six (6) days before the trip your place must be filled in order to receive any refund. Special circumstances will be considered by the Executive Committee.

Section B: Craft

1. Members must sign up before 9:45 AM to take a craft.
2. Kits are limited, based on past participation.
3. Kits must be completed as much as possible during craft time.
4. Guests and Social members may take a craft if there is space available.

Section C: Catered Meals

1. Guests and Social Members must pay a designated amount which will be determined annually by the Executive Committee toward the cost of the catered meals.
2. The Treasurer will reimburse the Town of Hamlin the cost of the catered meals for guests and social members.