HAMLIN
SENIOR CITIZENS'

GUIDELINES

JULY 2023

APPROVED BY HAMLIN SENIORS

AND

APPROVED BY HAMLIN TOWN BOARD

Article I Name of Organization

A. This organization shall be known as The Hamlin Seniors
B. This organization is subsidized by The Town of Hamlin

Article II Purpose

The purpose of this 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

A. Regular Members
    1. Must be residents of the Town of Hamlin as indicated by the street address of the resident's township on his/her Driver's License.
    2. Must be 55 years of age or older, unless the spouse of a regular member.
B. Social Members
    1. Anyone not residing in the Town of Hamlin. (See Article III Section A-1)
    2. Must be 55 years of age or older.
    3. Social members have no voting privileges and cannot hold office.

Article IV Meetings

A. Advisory Committee
    1. This committee shall be comprised of the Chairperson, Deputy Chairperson, Secretary, Treasurer, Committee Chairpersons, and the Town Senior Consultant.
    2. This committee may meet two weeks prior to the next scheduled general meeting of the Senior group.
B. General Membership
    1. Meetings are held on the 4th Tuesday of the month between January 1 and December 31, unless otherwise determined.
    2. A monthly donation of an amount, to be determined annually by the Advisory Committee, shall be collected from members at the time of sign-in. This amount is used to cover the needs and expenses of the organization.
    3. Members must purchase a nametag from the Treasurer upon joining the group. The amount needed may be adjusted periodically by the Advisory Committee. Members are asked to wear these nametags as a means of identification. The Chairperson will appoint someone to oversee the use of nametags and possibly collect a small fine from those not wearing one. This money will go into a Sheriff's Fund for various uses, i.e., tree purchases and plantings to beautify areas around town.
C. Meeting Agenda
    1. Crafts should begin at 9:45 am. Sign-up is on a first-come, first-served basis.
    2. Euchre begins at 9:45 am. Play continues until all tables have played twice around, but not after 11:15 am.
    3. Lunch begins at approximately noon.

Article IV, Section C cont.

4. The business meeting will follow lunch and may include a short program of interest to members. The Chairperson will make announcements, read off the birthdays and anniversaries of members, and call for reports from the Secretary and Treasurer as well as the various committee chairs, the Senior Town Consultant, and Town Liaison. Any old or new business may be transacted, along with any discussions necessary for clarification of issues.

Article V Advisory Committee and Town of Hamlin Representatives

A. The Town Senior Consultant is in a supervisory position.
B. Any vacancy of office shall be filled by appointment by the Chairperson with the approval of the majority of the members present at a general meeting. In the case of the vacancy of a Chairperson, the Deputy Chairperson shall become the Chairperson.
C. Elections will be held in odd-numbered years for the Chairperson and Treasurer, and in even-numbered years for the Deputy Chairperson and Secretary. The elected positions will serve a term of two (2) years, not to exceed two (2) two-year terms, whether served consecutively or separately. Extenuating circumstances may be considered, with the approval of the general membership.

Duties

1. The Chairperson shall preside at all meetings of the Advisory Committee and the general membership. He/she shall appoint regular or special committees and the Chairpersons thereof and shall cooperate with the different chairpersons to affect the regular functioning and report of such committees. He/she shall see that regular elections are duly called, noted, and held.
2. The Deputy Chairperson will perform other duties with the same authority as the Chairperson, as necessary if the Chairperson is unable to perform the duties of his/her office.
3. The Secretary shall be the custodian of all records of this organization until they are turned over to the Town Senior Consultant at the end of each year. He/she shall record the actions and business at the Advisory Committee and the General Meeting. He/she shall send notes of thanks as asked. He/she shall convey the minutes of the General Meeting to the Town Senior Consultant for printing and distribution at the next regular meeting. He/she shall convey by email minutes from the Advisory Committee meeting to the members of that committee. Any members without email capability will receive the minutes by the US Mail from the Secretary.
4. The Treasurer shall give a written and detailed report of the organization's monthly financial activities at the Advisory Committee meeting and read at the General Meeting and reported in the meeting minutes. A report will be given to the Town Liaison to be conveyed back to the Town Board. He/she shall collect all contributions to the organization and deposit them in its account in a timely manner. He/she shall receive money from all committee chairpersons, giving
a receipt for the same. He/she shall disburse funds to committee chairpersons upon receiving a bill or receipt for services and shall pay any outstanding bills or balances due from the group.

Article V, Section D cont.

Town Representatives

1. The Senior Town Consultant is appointed by the Hamlin Town Board and will supervise the Hamlin Seniors with the planning, organizing, and implementing of programs and events that address the recreational, emotional, and health needs of the group. He/she shall work with the Recreation Department to explore activities that may be of interest to the group. He/she will bring ideas and suggestions for events to the Advisory Committee for discussion before any presentation to the general membership. His/her duties include providing the sign-in book at monthly meetings, working with the group to provide direct customer service and outreach as needed, and keeping the membership aware of upcoming and ongoing events that may be of interest. He/she shall also bring suggestions to the Advisory Committee regarding information and prices for special meetings (May Senior Month, August Picnic, Thanksgiving, and Christmas), as well as plays, baseball games, or other outings, for their approval before finalizing dates or payment. If suggestions are approved by the Advisory Committee and/or the general membership, he/she will arrange the event, purchase any necessary tickets or prizes, and, if needed, arrange for local bus transportation through an approved vendor. He/she will also be responsible for periodically writing and submitting news releases about the group to our approved news outlet, The Westside News.
2. The Town Liaison person is appointed by the Hamlin Town Board to serve as a source for the flow of information between the Town Board and the Seniors. He/she may attend the monthly general meetings to give a report regarding Town Board activities on issues throughout the Town that may be of interest to the membership (highway projects, road closings, traffic issues, budget items, deadlines, etc.). He/she will take back to the Town Board the monthly Treasurer's Report as well as any issues or concerns of the membership.

Article VI Standing Committees and their Duties

At the January meeting, the Chairperson shall appoint people to lead the various committees, except for the Nominating Committee, and those chairpersons may recruit people to help them fulfill duties.

A. Advisory Committee—see Article IV-A.
B. Trip Committee – this committee will research group trip destinations with a local travel vendor, or any other vendor, and will report options back to the Advisory Committee and the general membership. This committee will work with the Town Senior Consultant to set up any local trips and/or events that have been approved by the general membership. The chair of this committee is responsible for creating and maintaining membership lists, the birthday and anniversary listings (needed by the Leader at monthly meetings). At least once per year, an alphabetical current membership listing should be given to the Town Senior Consultant for printing and distribution to the general membership at a meeting. When an event or trip is announced to the membership, this committee will be responsible for signing up interested people and collecting any monies associated with the event and working with the Treasurer and Senior Consultant to ensure all figures are correctly reported.

Article VI cont.

The chairperson will report on activities at the Advisory and General meetings.

the Trip Committee will create a yearly event calendar listing meeting dates, times, and locations of events; dates, times, and destinations of trips, as well as any other information that may be of interest and use for the membership.

C. Sunshine Committee – This committee is responsible for sending Thinking of You cards and/or Sympathy cards to members as he/she gets that information from other members or sources. He/she will report on this at the Advisory and General meetings.
D. Euchre Committee – A player at each meeting will be picked to oversee the monthly euchre games and is responsible for tallying and reporting scores to the Chairperson for the announcement at the general meeting.
E. Kitchen Committee – This committee is responsible for the organization's kitchen supplies and shall restock as needed. He/she shall purchase food items as needed and make beverages for the general meeting. This committee is in charge of cleaning the kitchen after the meeting. The chairperson will make a monthly report to the Advisory Committee.

Article VII Special Committees and their duties

A. Nominating Committee
    1. This committee shall be formed in September and will consist of the Advisory Committee members that are NOT up for election along with the Town Senior Consultant to make sure that everyone running is eligible and aware of all duties and responsibilities before taking on the position.
    2. The Committee shall strive to present a slate of two (2) candidates for each office. Forms will be handed out to the whole membership to fill out if they are interested in any position up for election so that the Nominating Committee can contact all interested members.
    3. The committee will present their proposed slate of officers to the members at the October General Meeting, where the Committee will call for nominations for office from the floor. No one may be nominated for office who has not been a Hamlin Seniors member for at least three months.
    4. Elections will take place at the November general meeting and officers will begin their term of office on January 1 of the next year.
    5. Following the election, the function of this committee terminates.
B. Other Committees
    1. From time to time, it may be necessary for the Chairperson to appoint special or Ad Hoc committees. They will serve at the pleasure of the Chairperson and Advisory Committee and be disbanded at the completion of their assigned duties.

Article VIII Amendments

A. Any proposed changes to the Guidelines must first be submitted to the Senior Membership and may be accepted by a 2/3 vote of the members present at the general meeting where the vote is taken.
B. After approval from the Senior Membership it will be submitted to the Town Board for approval.

Article IX Special Qualifications and Guidelines

A. Trips and other events
   1. Trips are for Hamlin Senior members on a first come, first served basis.
   2. No one is to sign up anyone but themselves and one other person, who must also be a member of the group.
   3. Sign-ups will begin at 10:30 am at the monthly meeting held two months prior to the trip or event, where possible. After the initial sign-ups, members are asked to communicate with the Trip Committee by phone or email to be added to the list of participants.
   4. For special events, members are asked to communicate by phone or email with the Trip Committee to be added to those attending.
   5. Payment is welcome at the time of sign-up; final payment is to be made no less than eight (8) days prior to the day of the trip or event.
   6. When a trip or event has been filled, a Wait List will be started.
   7. Social Members will have a separate Wait List; they may participate only when space is available and the full cost of the trip or event has been paid.
   8. Cancellations must be made to the Committee chairperson no later than seven (7) days prior to the trip or event, or as soon as is practicable. In order to receive a refund of the cost, your place must be filled and paid for no later than six (6) days before the event. Special circumstances will be considered.
   9. Social Members and/or guests must pay the full amount of the cost of any event they participate in.

Article X

Annual Review

1. These guidelines will be reviewed annually by the Seniors Group and The Town Board of Hamlin.