

ARTICLE ONE

RULES OF ORDER

Section 1

Robert's Rules of Order Revised shall be the authority on all questions of procedure not specifically stated in the Charter and By-Laws by the Board of Directors of the Cowley County Council on Aging, Inc. and by the Cowley County Council on Aging, Inc.

ARTICLE TWO

LOCATION

Section 1

Headquarters shall be maintained at 700 Gary Street, Suite C, Winfield, KS 67156. This may be changed at such time the Council deems it desirable.

ARTICLE THREE

COUNCIL MEMBERSHIP

Section 1

Any resident of Cowley County may become a non-voting member of the council by attending any or all of the monthly meetings and by expressing an interest in the concerns of Senior Citizens.

Section 2

Policy of assessing dues (if any) is to be reviewed annually by the general membership.

ARTICLE FOUR

MEMBERSHIP OF GOVERNING BODY

Section 1

Stated in Charter Article Five issued by Kansas April 7, 1975 as follows:

The Governing Body of the corporation shall be a Board of Directors consisting of eleven (11) members, appointed as hereinafter described for the following initial terms:

- (1) Arkansas City - two members appointed by the mayor for terms of one and three years respectively;
- (2) Winfield - two members appointed by the mayor for terms of one year and three years respectively;
- (3) Atlanta and Dexter - one member from each community appointed by its respective mayor, both serving three year terms;
- (4) Udall, Burden and Cambridge - one member from each community, each appointed by its respective mayor and all serving two year terms;
- (5) Cowley County at-large - two members appointed by the County Commissioners of Cowley County for terms of one and two years, respectively.

All subsequent appointments will be for three year terms so that at the expiration of the initial appointments, and thereafter, the staggered terms of office will insure the corporation that the Board will always retain some experienced members.

Section 2

Term of office for Board of Directors shall begin January first with the year established by the following original pattern.

Position 1	Arkansas City	1975-76
Position 2	Arkansas City	1975-78
Position 3	Atlanta	1975-78
Position 4	Burden	1975-77
Position 5	Cambridge	1975-77
Position 6	Dexter	1975-78
Position 7	Udall	1975-77
Position 8	Winfield	1975-76
Position 9	Winfield	1975-78
Position 10	Cowley County at-large	1975-76
Position 11	Cowley County at-large	1975-77

Section 3

Number of consecutive terms is not limited since reappointment would be at the discretion of the local community officials.

Section 4

In case of the resignation of any member of the Board of Directors the unexplored term shall be filled by the designated official or commission as designated by the Charter.

Section 5

No member of the Board of Directors shall be on a regular salary paid by the Corporation.

ARTICLE FIVE

OFFICERS

Section 1

The general officers of the Corporation shall be the officers of the Board of Directors, and the Council, and shall be the executive Board.

Section 2

The Board of Directors shall each year elect from among the members thereof, the following officers: President, Vice-president, Secretary/ Treasurer.

Section 3

General Duties as stated in Article Eight of the Charter:

The principal duties of the President shall be to preside at all meetings of the members and the board of directors and to have a general supervision of the affairs of the corporation.

The principal duties of the Vice-president shall be to discharge the duties of the president in the event of absence or disability, for any cause whatsoever, of the President.

The principal duties of the Secretary/Treasurer shall be to countersign all deeds, leases, and conveyances executed by the corporation, affix the seal of the corporation thereto and to such other papers as shall be required or directed to be sealed, and to keep a record of the proceedings of the board of directors, and to safely and systematically keep all books, papers, records, and documents belonging to the corporation, or in any way pertaining to the business thereof. To keep an account of all moneys, credits, and property of any and

every nature of the corporation, which shall come into his hands, and to keep an accurate account of all moneys received and disbursed and of proper vouchers for moneys received and disbursed, and to render such accounts, statements, and inventories of moneys received and disbursed and of money and property on hand, and generally of all matters pertaining to his office, as shall be required by the Board of Directors.

Section 4

These officers shall be elected in January for a term of one year and assume office in February.

Section 5

The Board of Directors shall select and hire the Director and see that there is sufficient staff to operate any and all of its facilities and services dependent on what funding is available. Staff may consist of the following:

Director of Services of Council on Aging/Bookkeeper	
Administrative Assistant/CARE Assessor	
Dispatcher	Bus Drivers
Outreach Worker	Phone Pal Program Coordinator

ARTICLE SIX

SPECIAL DUTIES

Section 1

President and Director-Bookkeeper are responsible for meeting all requirements of State of Kansas and Federal Government and filing all necessary reports promptly.

Section 2

A finance committee of five members shall be appointed by the President and shall consist of one member from Arkansas City, one member from Winfield, two members from two of the five incorporated small towns, one of these four shall be the Treasurer, and the fifth member shall be the Director-Bookkeeper. Said committee shall submit their recommendations to the Board of Directors no later than the June meeting for their approval in order to present the budget to the County Commissioners before July 1st.

Section 3

Director-Bookkeeper prepares the agenda for Council meetings.

Section 4

- (1) Director-Bookkeeper shall deposit to checking account 11-16-568, First National Bank, Winfield, KS, all moneys received by the Cowley County Council on Aging, and shall keep proper accounting of receipts and disbursements of each funding source.
- (2) Two of the following shall sign all checks and pay all lawful bills and secure receipts: the Director-Bookkeeper, Treasurer, or an authorized third person.
- (3) Director-Bookkeeper, with assistance from accountants, must prepare a financial statement each month for the Board of Directors.

ARTICLE SEVEN

AUDIT

Section 1

An audit of all financial records shall be made during the month of either June, July, or August. This audit shall be done by an accounting firm.

Section 2

A cash audit shall be made before any new Director-Bookkeeper is employed.

ARTICLE EIGHT

QUORUM

Section 1

A quorum shall consist of a majority of the members of the Board of Directors.

Section 2

Membership on the Board of Directors shall be terminated after three unjustified consecutive absences.

ARTICLE NINE

MEETINGS

Section 1

Regular meeting of the Council and Board of Directors shall be held on the second Friday of the month as designated in the agenda.

Section 2

An agenda shall be mailed to each member of the Board of Directors by the Director-Bookkeeper at least by Tuesday preceding the meeting.

A notice of the Council meeting shall be placed in the Arkansas City and Winfield newspapers by the Director-Bookkeeper.

Section 3

(1) There shall be a minimum of nine meetings of the Board of Directors and the Council during the year.

(2) The President with the approval of the executive board shall have authority to call as many special meetings as are needed to complete the business of the year.

ARTICLE TEN

ORDER OF BUSINESS

Section 1

Board of Directors and Council Meeting

1. Silent Roll Call (Written)
2. Reading of Minutes
3. Reading of Financial Reports
4. SCKAAA Report
5. I & R Report
6. Administrative Assistant & CARE Assessor
7. Senior Center Reports
8. Phone Pals
9. Agency Reports
10. Director's Report

11. Committee Reports
 - a. Standing Committees
 - b. Special Committees
12. Unfinished Business
13. New Business

ARTICLE ELEVEN

COMMITTEES

Section 1

Standing Committees

1. Bylaws and Policy
2. Transportation
3. Finance
4. Public Relations
5. Personnel

ARTICLE TWELVE

AMENDMENTS TO BYLAWS

Section 1

Amendments to the bylaws shall require two-thirds majority vote of the entire Board of Directors.

Section 2

Such amendments or revisions must be submitted to the Board of Directors in writing ten (10) days in advance.