

BEL AIRE SENIOR CITIZENS, INCORP.

OF

BEL AIRE, KANSAS

CONSTITUTION

ARTICLE I

NAME

The name of this organization shall be known as the Bel Aire Senior Citizens, Incorp. of 4551 Auburn, Bel Aire, Kansas 67220

ARTICLE II

PURPOSE

1. The purpose of this organization shall be to promote opportunities for senior citizens to meet together as a group to provide educational and leisure time activities and to help citizens (older and younger) in our community who may have special needs.
2. To provide information to members on political and/or religious issues but refrain from making any endorsements. Each member shall be encouraged to vote his/her own convictions.
3. To promote intergenerational activities, share special skills, hobbies, recreational pursuits, etc., as determined by the group.

ARTICLE III

MEMBERSHIP

1. Membership in this organization shall be open to persons fifty-five (55) years old and over, including spouses regardless of spouses age, for residents of Bel Aire and surrounding communities.
2. No person shall be denied membership because of race, color, creed or the inability to pay dues.
3. Membership dues shall be reviewed, determined and revised at the discretion of the Board of Directors. New cards shall be issued each year. Cards issued to members shall serve as a receipt of dues for the current year.
4. A survey of each member confirming name, address, telephone number, emergency information, etc., and also indicating preference of standing committee choice shall be on file with the Secretary.

ARTICLE IV

OFFICERS

1. The officers, known as the Board of Directors, shall consist of: President, Vice-President, Secretary, Treasurer, and four (4) members at large.

2. The term of office shall be for two years. The President, Secretary, and two at-large members shall be elected one year and the Vice-President, Treasurer, and two at-large members shall be elected the alternate year. Elected officers will take office March 1 and serve through February of their term.
3. If a vacancy occurs in any elected office, the unexpired term of that office shall be filled by the Board of Directors, except for the office of President. The Vice-President shall be appointed by the Board of Directors.

## BY-LAWS

### ARTICLE I

#### DUTIES OF OFFICERS AND STANDING COMMITTEES

1. President: The President shall preside at all meetings of the members and at all meetings of the Board of Directors. The President, subject to the control of the Board of Directors, shall have general supervision and direction over the Corporation. The President shall be an ex-officio member of all the standing committees.
2. Vice-President: In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall also serve as Chairman of the Program Planning Committee.
3. Secretary: The Secretary shall keep, or cause to be kept, a book of minutes of all meetings, both regular and special. The Secretary shall have other powers and perform such other duties as may be prescribed by the Board of Directors.
4. Treasurer: The Treasurer shall keep and maintain, or cause to be kept, an adequate and correct account of the properties and business transactions, including assets, liabilities, receipts and disbursements. The Treasurer shall issue membership cards upon the payment of dues and keep a listing of current membership. The Treasurer shall be responsible to see that all financial reports be prepared for the Corporation.
5. Members at-large: Members at-large shall be assigned duties as deemed appropriate by the Board of Directors.
6. Quorum: A majority of members of the Board or a Committee at any meeting shall constitute a quorum.

### ARTICLE II

#### STANDING COMMITTEES

1. Standing Committees shall be appointed by the Board of Directors from the general membership. Terms are for one year.
2. Each Committee shall organize with a Chairman from their membership with the exception of the Program Committee whose Chairman shall be the elected Vice-President.
3. Standing Committees and their responsibilities shall be:
  - a. Social Planning and Refreshments--shall be in charge of the meeting room for meals and seeing that the building is left clean and orderly. They shall be in charge of planning meals for special occasions.
  - b. Publicity-- shall be responsible for seeing that inform-

- ation about special programs and events are released to the various media as applicable.
- c. Program-- shall be in charge of all programs and/or entertainment. The Vice-President shall serve as Chairman of this Committee.
  - d. Calling Committee-- is for the purpose of contacting members. This Committee shall notify the Board of any special needs of the members.
  - e. Nominating Committee-- shall meet to prepare a slate of officers for nomination in December, to be voted on in January and installed at the last meeting in February. It shall consist of three members who are not presently serving on the Board of Directors.
  - f. Finance-Ways and Means Committee-- President, Secretary and Treasurer shall be ex-officio members of this Committee. A bank account is to be established in the name of Bel Aire Senior Citizens, Incorp. at the Chisholm Trail State Bank. The authorized signatures are to be the Treasurer and the President. This Committee shall investigate and present methods of raising funds necessary to meet current expenses and/or needs.
  - g. Historian-- shall collect, organize and compile records, newspaper articles, pictures, etc., of all activities, past and current, which would be of interest in preserving club history.
  - h. Membership-- shall be responsible for contacting potential members and following up on inactive members.
  - i. Additional committees may be appointed by the Board of Directors as needed.

### ARTICLE III

#### MISCELLANEOUS

1. The current revision of Roberts Rules of Order shall be used for the conduct of all members and directors meetings.
2. Quorum: Twenty percent of the membership shall constitute a quorum at all meetings where business is to be transacted.
3. These Articles and By-Laws may be amended at any regularly scheduled meeting, provided the membership at large is notified of the proposed change at least two weeks prior to the meeting. The proposed change must pass by a two-thirds (2/3) vote of those present and voting.

Adopted March 26, 1990