

# Watertown Senior Center Advisory Board



## By-Laws

December 2, 1987

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Revised and Commission Accepted 4/88

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Revised and Commission Accepted 6/15

# **WATERTOWN SENIOR CENTER ADVISORY BOARD BY-LAWS**

## **ARTICLE I- NAME**

The name of the organization shall be the Watertown Senior Center Advisory Board.

## **ARTICLE II- PURPOSE/MISSION STATEMENT**

The Purpose/Mission Statement of this organization shall be to promote a more productive life for the senior citizens of Watertown and surrounding areas by providing a place where seniors can be actively involved in educational, recreation, and community affairs and where they can have access to services for the elderly.

## **ARTICLE III- OPERATION- ADMINISTRATION**

**Section 1.** This organization shall be operated and administered by the City of Watertown Parks and Recreation Department under the direction of the Park, Recreation and Forestry Commission.

**Section 2.** This organization shall have an on-site Director to organize, supervise, and promote the activities for the center. The Senior Center Director shall be responsible for the scheduling of all day to day operation, organization and implementation of all programs, coordinating facility use for groups and individuals, and also the keeping of records. The Senior Center Director shall be the Parks and Recreation Department representative to the Senior Center Advisory Board and shall be directly responsible to the Director of the Parks and Recreation Department. The Senior Center Director shall keep abreast of all current trends, programs, services and funding availability, and in effect, shall be the city's expert on matters concerning seniors in Watertown.

## **ARTICLE IV- ADVISORY BOARD**

**Section 1.** This organization shall have an Advisory Board consisting of seven members. Five of whom shall be active members of the center and are elected by ballot and approved at the Annual Members meeting in May by Senior Center members. Two shall represent the community at large and shall be appointed by the Advisory Board at the Annual Members Meeting.

**Section 2.** The role of the Advisory Board shall be to promote the philosophy and goals of its members.

**Section 3.** Responsibilities of the Advisory Board shall be:

**A.** Through a consensus of the Board, present collectively the viewpoint of the elderly and/or Center to the community and the Parks and Recreation Department through the Director of the center. (Guidance)

**B.** Assist in raising funds for the Center. (Resource Development)

**C.** Aid in volunteer recruitment. (Resource Development)

**D.** Develop ways by which the Center can contribute to the community at large. (Community Service)

**E.** Help in promoting the Center to senior citizens, particularly older persons with the greatest economic, health, or social needs. (Outreach)

**F.** Develop written long and short term program goals for the center. (Program Planning)

**G.** Develop regular written assessment of the Center's programs and activities. (Evaluation)

**Section 4.** The Advisory Board shall meet bi-monthly on a set day, time and location with the approval of the majority of the Advisory Board **unless there are no immediate decisions to be made.**

**Section 5.** A quorum of the Board shall be four.

**Section 6.** Board terms shall be: All five members of the board shall serve two year terms on a rotation basis of 3 members expiring in one year and then 2 members expiring the next year.

Community at Large representative shall serve at least a one year term.

**Section 7.** Officers of the Board shall consist of a Chairperson and Vice-Chairperson.

**Section 8.** Officers shall be elected by the advisory board at the next scheduled meeting of the Advisory Board following the Annual Members meeting and shall begin the day officers are elected.

**Section 9.** The outgoing Chairperson of the Board, if no longer a member of the Board, may serve as an ex-officio, non-voting member of the Board for the following year.

**Section 10.** Board members shall be automatically dropped from the Board after accumulating 3 unexcused absences from the Advisory Board meeting in a one year time frame.

**Section 11.** In March of each year, notice of open positions will be posted at the center and in other media designated by the Director. Members and staff of the center will solicit candidates to run for any open positions on the board. Active members may cast their Ballots beginning the end of March until the date designated before the Annual members meeting. Ballots will then be tallied and winners announced at the Annual Members meeting in May. A motion will be made and seconded to approve winning nominees.

**Section 12.** When Board vacancies occur between Annual Meetings, appointments are to be made within two months by the Senior Center Advisory Board upon recommendations made by the Director of the Senior and Community Center.

**Section 13.** The Advisory Board shall have the following standing committees:

**A.** Membership Committee - The goal of this committee is to increase new members, to encourage regular attendance, and have contact with inactive members.

**B.** Program Committee - The goal is to provide activities in areas such as: education, health, nutrition, advocacy, creative arts, recreation, and inter-generational.

**C.** Fund raising Committee - The goal is to raise money for the purpose of instructional supplies, furnishings, renovations or educational materials, program supplies, etc., for the Watertown Senior & Community Center.

**D.** Community Services - The goal is to encourage involvement in and with the community to create more public awareness and goodwill.

**Sub-Section 1.** The Chairperson of each committee shall be appointed by the Chairperson of the Advisory Board with the approval of the Advisory Board.

**Sub-Section 2.** Members of each committee shall be appointed by the Chairperson of that committee with the approval of the Advisory Board.

**Sub-Section 3.** Each committee member shall serve at least a one year term to ensure a spread of responsibility throughout the membership. It is desirable to add a new committee member each year.

**Section 14.** The Watertown Senior Center Advisory Board shall at all times function in a way as to promote the best interest of Senior Citizens within the limits of and recommendations of the appropriate regulatory agency.

#### **ARTICLE V - MEMBERSHIP**

**Section 1.** Membership to this organization shall be open to persons 50 years old and over, residents of Watertown and surrounding areas. If a married couple requests membership but only one is 50 years or older, the younger spouse will be eligible for membership.

**Section 2.** Any individual under 50 years of age who is a member of the Advisory Board shall be an honorary member.

**Section 3.** Any individual under 50 years of age who has been an honorary member of the Advisory Board may become a member.

#### **ARTICLE VI - MEMBERSHIP FEES**

**Section 1.** An annual membership fee, to be determined by the Senior Center Advisory Board and approved by the Park, Recreation, and Forestry Commission is asked of seniors in Watertown and surrounding areas. Members living outside the Watertown city limits will be charged at a rate of 50% higher than city residents.

#### **ARTICLE VII - AMENDMENTS**

**Section 1.** Amendments may be recommended to the Advisory Board by any Center participant and shall be submitted to and approved by the Senior Center Advisory Board no later than March.

**Section 2.** By-laws shall be amended only at the Annual Members meeting by approval of two-thirds majority of the members present.

**Section 3.** Upon approval of the by-laws at the Annual Members meeting, the by-laws will then be presented to the Park, Recreation and Forestry Commission for final approval.

**Section 4.** By-laws shall be reviewed and evaluated every three years by the Advisory Board.

#### **Article VIII - DISSOLUTION OF ORGANIZATION**

**Section 1.** In the event of the dissolution of this organization, and in the event that no successor organization is created as a result of such dissolution, the Advisory Board shall distribute all fund raising monies that may exist at that time to such organization(s) operated exclusively for charitable, educational, or service provision purposes, as the Advisory Board shall determine. It is further specified that such fund raising money may not be distributed in any manner that would benefit any individual member of the organization.