

APPENDIX 11
REVISED BY-LAWS

SPRINGFIELD, VERMONT
SPRINGFIELD CITIZENS CENTER
Constitution and By-laws

I. PHILOSOPHY

The Senior Center program will evolve from the needs of those we serve, and the membership shall have a voice in what we do. Programs should facilitate fellowship and meaningful service aimed at keeping older persons active, intelligent, dynamic members of society.

II. OBJECTIVES

To provide companionship and meaningful leisure time activities for older adults; an opportunity to do community service, learn new skills, make new friends.

To involve the seniors in all phases of the organization; everyone able to do so is encouraged to assist in the function of the Center.

To provide a focal point for information and services of benefit to older persons.

To develop programs which enhance the dignity of older persons, support their independence, and encourage their involvement in the community.

To offer a broad scope of stimulating programs which are acceptable to a variety of older persons representing various social, economic, and ethnic groups, men and women, the independent and the more dependent, the healthy and less robust older person.

To encourage a relaxed atmosphere of warmth, friendliness, cooperation, and concern for others.

III. MEMBERSHIP

Membership shall consist of any person 50 or older.

IV. PLAN OF ORGANIZATION

Director – employed by the Town of Springfield and responsible to the Town Manager and the Board of Selectmen.

Advisory Committee – (not more than 5 local citizens who are not active Center participants plus not more than 5 active participants from the Senior Center) elected for

three-year terms, maximum of two consecutive terms; to elect its chairman, vice chairman, and secretary following Senior Center annual meeting.

Activities Committee – (composed of Senior Center Director and four senior members) elected for two-year terms, eligible for re-election after one year absence from committee.

Nominating Committee – (composed of 3 members with one new member elected annually) three-year terms, maximum of two consecutive terms; committee members to serve two years and become chairman the third year.

Following officers will be elected for one-year terms with maximum of two consecutive terms:

Remembrance to be elected for an indefinite term of office (as of 09/07/04).

Hospitality

Kitchen

Senior Songsters

Treasurer – to be elected for an indefinite term of office (as of 09/30/87).

Tour Director – to be appointed by Director or Director may assume these duties.

V. DUTIES OF OFFICERS

Director

1. Have overall charge of the Center and its activities, working with the Senior Center organization and the Advisory Committee.
2. Assist any officers or committees whenever needed; meet regularly with Advisory Committee and Activities Committee.

Advisory Committee

1. Establish policies, help with any problems, be accessible to director and/or senior citizens for advice and help in the operation of the Senior Center.
2. Make suggestions for programs, activities, etc.
3. Meet quarterly September, December, March and June with Director. The Director may call a special meeting whenever needed.

Activities Committee

1. Meet regularly once a month with Director to plan Wednesday programs and activities, Director presiding.
2. Duties which include organizing any committees needed, introducing speakers, etc., to be rotated among Activities Committee members and Director.

Nominating Committee

1. Present slate of officers as outlined in Sections IV and V to Center participants at annual meeting in September.
2. Nominate replacements to fill any vacancies as they may occur during the year.

Treasurer

1. Receive and deposit all funds collected by the Center.
2. Disburse such funds as voted by the Center membership.
3. Write annual financial report to be presented to Center membership at annual meeting.

Remembrance

1. Send get well and sympathy cards for active members.

Hospitality

1. Set up schedule of persons responsible for host or hostess duties.
2. Explain to the volunteer hosts and hostesses that their duties include: introducing new people and making everyone feel welcome and comfortable; having everyone sign guest register; general hosting duties; answering telephone whenever Director is out of office.

Kitchen

1. Receive and expend all coffee kitty donations.
2. Purchase food for kitchen (excluding special refreshments).
3. Set up schedule of persons responsible for Wednesday morning kitchen duty.

Senior Songsters

1. Plan weekly programs.
2. Coordinate outside activities.

Tour Director

1. Plan and supervise trips according to wishes of Center membership.

VI. AMENDMENTS

1. These By-laws may be amended at a meeting of the membership date of which shall be posted at least 30 days prior to the meeting.
2. The amendments must be made available in writing to the membership at least 30 days before the meeting to amend.