

PLEASANT HILL SENIOR CLUB
CONSTITUTION & BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Pleasant Hill Senior Club and is sponsored by the Pleasant Hill Recreation and Park District under the guidance of the Senior Center Manager, who is appointed and supervised by the Pleasant Hill Recreation and Park District. Herein, the term Club shall refer to Pleasant Hill Senior Club.

ARTICLE II - PURPOSE

- A. The Club shall operate as a non-profit organization.
- B. Its purpose is to provide friendship, fellowship, recreation, services, educational, and social activity opportunities for its members.

ARTICLE III - MEMBERSHIP

- A. Membership is open to all adults 50 years and over. The Club complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, or sex.
- B. Lifetime honorary membership is given within the year a member reaches the age of 88.
- C. The Club's Board of Directors or Senior Center Manager may bestow an honorable lifetime membership.
- D. The Club's Board of Directors or Senior Center Manager may bestow an honorable one-year membership.
- E. Caregivers of members qualify for membership, regardless of age, and will be expected to pay regular membership dues, if they join.
- F. Activity Chairs must be current members of the Club.
- G. To participate in Club-sponsored activities, one must be a current member of the Club.
- H. Each current member shall be entitled to one vote at General Meetings.

ARTICLE IV - BOARD OF DIRECTORS

THEIR DUTIES - TERM OF OFFICE

- A. The elected Board of Directors shall consist of President, Vice President, Secretary, Membership Chair, Volunteer Chair who are elected by the general membership. The Past President position is a carryover from a previous year and the Treasurer is appointed by the Board of Directors.
- B. The term of office shall be for one year and all members may be re-elected. The President may be elected for no more than two consecutive years.
- C. Ex-Officio positions are appointed by the incoming President: Parliamentarian, Sunshine, Events Chair, Club Activities Liaison. Ex-Officio positions will have voting privileges and can make and second a motion at Board Meetings and General Meeting.
- D. The duties of the Board of Directors shall be to govern the Club's activities, set policies, approve single expenditures over \$1000, and report all Board Meeting decisions to the general membership at the general membership meetings. All Board Meetings shall be open to the general membership, and their participation shall be welcome.
- E. A quorum shall consist of a simple majority of the voting Board of Directors.
- F. In the event of a Board vacancy, the President, with Board approval, shall appoint a member to fill the office (of an unexpired term), except for the President, which shall be filled by the Vice President.
- G. The President shall preside at all Board of Directors and General Membership meetings; shall appoint, and submit for Board approval, vacancy positions on the Board of Directors; shall be the Club's Chief Executive and act in behalf of the general welfare of the Club and shall be an ex-officio member of all committees except the nominating committee. The President has authority to break a tie vote.
- H. The Vice President shall assist the President in all matters requested and preside during the absence of the President and assume the President's duties if the President cannot

continue. The Vice President may not serve on the Nominating Committee, if he/she assumes the President's duties.

- I. The Secretary shall record and post the minutes of all Board of Directors and General Membership Meetings and shall properly file these minutes for future reference. The Secretary shall record roll at all Board of Director's Meetings and take care of the Club's correspondence as deemed necessary.
- J. The Treasurer shall record the collection of all monies for Senior Club sponsored activities, events and programs. The Treasurer shall keep accurate records and give a written and oral monthly accounting to the Board of Directors and General Membership.
- K. All Board Members are to attend Board and General Membership Meetings and assist in the planning of all Club activities, policies, expenditures, committee appointments and the general welfare of the Club. Board members who miss three consecutive meetings may be asked to meet with the President to discuss the situation.

ARTICLE V - MEETINGS

- A. Robert's Rules of Order, Revised, shall guide the function of the Board of Directors meetings.
- B. The Board of Directors shall meet each month. The President may call special meetings, when deemed necessary, with advance notice given to all Board Members.
- C. General Membership Meetings will be held at least annually for election of officers.

ARTICLE VI - NOMINATIONS

- A. The nominating committee shall consist of three members and the Club Manager, as an ex-officio member.
- B. The President shall appoint, with Board approval, one member from the Board of Directors (except the President or Vice President). The other two shall be appointed from the General Membership.
- C. Anyone wanting to run for the Board of Directors must be a member of the Club.

- D. The nominating committee shall publish in the Senior Sounds the list of nominees for the elected Board of Directors: President, Vice President, Secretary, Membership Chair, and Volunteer Chair.
- E. Nominations may be accepted from the floor, with prior consent of the nominees, at the October General Meeting.
- F. Nominations must be made by current members of the Club.

ARTICLE VII - ELECTION

- A. In the event only one member is running for each office, an election will not be necessary, and the entire slate can be accepted by a vote of the members present at the October General Meeting. All voters must be current members.
- B. In the event of any contested position, an election will be held. Ballots may be obtained from the Front Desk and returned no later than 3:00pm on the second Thursday of November.
- C. Nominees may campaign. The Senior Center Manager must approve all campaign material.
- D. The nominating committee shall select three tellers to count the votes and announce the results.

ARTICLE VIII - DUES AND GENERAL FEES

- A. Dues shall be as set by the Board of Directors. The fiscal year for membership shall be from January 1st through December 31st.

ARTICLE IX - MANAGER AND PROGRAM SUPERVISOR

- A. The Senior Center Manager is an employee of the Pleasant Hill Recreation and Park District and an ex-officio member of the Pleasant Hill Senior Club Board of Directors and all Club committees.
- B. The Manager assists and advises in all phases of the Club's operations and must be kept aware of all pertinent information.
- C. For the safety and general welfare of the participants while they are involved in District sponsored activities and for the protection of the District's property, the Manager is

required to carry out the policies and operational procedures of the District. The Manager has the authority from the District to make binding requests, which are deemed necessary, to meet this responsibility.

- D. The Manager must approve all club expenditures. Any single item exceeding \$1000 must have the approval of the Senior Club Board of Directors.

PROGRAM SUPERVISOR

- A. The Program Supervisor is an employee of the Pleasant Hill Recreation and Park District, and is responsible, under the direction of the Manager, for planning and organizing activities and special events.
- B. The Program Supervisor is an ex-officio member of the Board of Directors.
- C. The Program Supervisor will work closely with the Volunteer Chair and committees.

ARTICLE X - SOLICITING

- A. There will be no personal or private soliciting within the Club without the approval of the Manager.

ARTICLE XI - AMENDMENTS

- A. These By-Laws may be amended by a two-thirds vote of the members present at any General Membership Meeting, providing the amendment has been submitted and read at the previous General Membership Meeting.

ARTICLE XII - FUNDS

- A. The Accounting Fiscal Year shall be from July 1st through June 30th.
- B. The funds collected by Club members belong to the Club and will be administered by the Club Treasurer.
- C. The Club Board of Directors approves single expenditures over \$1000.
- D. The Manager is responsible for the supervision of the fiscal procedures administered by the Club's Treasurer. The Manager or Program Supervisor and one of the following must sign all checks: Two current officers of the Board. If the Manager and Program Supervisor are unavailable, checks must be signed by two of the officers.

E. The outside financial auditors of the PHRPD will perform a financial review of the Senior Club's financial records annually. Their resulting report will be made available to the Senior Club Board and membership for their examination and comment.

These Bylaws were approved at a meeting of the Board of Directors of the Pleasant Hill Senior Club on May 4, 2021 and **adopted by the membership at a General membership meeting on November 8, 2019.**

President

Secretary

Treasurer

By-Laws Committee: Patty Strickland, Kaffy Cecil, Anne Haydock, Peggy Sutter.