

Bylaws of the Colonie Senior Citizens Club, Incorporated
(as amended October 6, 2021)

Section I. Name and Location

1. The organization shall be known as Colonie Senior Citizens Club, Incorporated, hereinafter referred to as “The Club”.
2. Meetings shall be held at the Beltrone Living Center, 6 Winners Circle, Colonie, New York, 12205, unless otherwise designated.

Section II. Purpose of the Club

1. To provide opportunities for cultural and physical improvement of its members.
2. To promote greater friendship, and provide and support educational and recreational facilities and opportunities which stimulate more purposeful living.
3. To enter into such community services that The Club decides would be helpful to our Town.

Section III. Eligibility and Responsibility for Membership

1. AGE REQUIREMENT – All persons 55 of age or older are eligible to join The Club.
2. ANNUAL MEMBERSHIP DUES – The Executive Committee will each year, after reviewing the financial status of The Club, announce the annual membership dues at the October business meeting.
3. PRIMARY MEMBERS – Applicants who are residents of the Town of Colonie are entitled to become Primary Members after filling out the required registration form and after submitting the annual membership dues. New members will qualify for all Club activities and benefits after receiving their Club Membership Card from the Membership Committee and will be entitled to all privileges of The Club including making motions, voting, and holding office.
4. ASSOCIATE MEMBERS – Any resident of the Town who is a primary member in another Town-funded club may apply to become an Associate Member of The Club. The membership application process and the annual membership dues for Associate Members are the same as those for Primary Members. An Associate Member can participate in The Club’s activities, make motions, vote and hold office.
5. SOCIAL MEMBERSHIP – An individual who does not live in the Town of Colonie may join the club as a Social Member. Any member of The Club who moves out of town may continue to attend The Club’s activities as a Social Member. The membership application process and the annual membership dues for Social Members are the same as those for Primary and Associate Members. Social Members may make motions, vote and hold office. If they participate in a Town-subsidized activity, they will be required to pay the nonsubsidized fee.

6. SUBSIDIZED EVENTS – When a Club member signs up for a subsidized event and is issued a ticket for such event, the member must not give or sell that ticket to any other person. All unused tickets must be returned to the Chairperson of the event so they can be offered to other Club members.

Section IV – Executive Committee – Duties and Responsibilities

1. The Executive Committee consists of the following executive officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer. The immediate Past President and The Club's Representative to the Town Advisory Board shall also serve on the Executive Committee as *ex officio* members.
2. The Executive Committee may appoint any Club member to fill the vacancy of any office that occurs during the time period between elections. Any office which becomes vacant must be filled by the second regular business meeting following the date upon which the office became vacant.
3. The Executive Committee shall ensure that all financial transactions are consistent with the annual budget of The Club. A majority of the members must concur with the Executive Committee before making any substantive changes to the annual budget.
4. The Executive Committee will have full power to call special meetings and conduct such meetings as long as a quorum of 10% of the paid membership is present.

Section V Officers – Duties and Responsibilities

1. Officers will be elected at the December meeting and assume their duties at the first regular meeting in January, immediately after roll call and perform their duties as prescribed in the bylaws of The Club.
2. The President, 1st Vice President, 2nd Vice President, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary will be elected for a term of two years and may succeed themselves in the same office for one additional term.
3. The President shall preside at all regular business meetings, shall appoint members of committees, and is an *ex-officio* member of all committees. The President shall ensure that all financial transactions are consistent with the annual budget of The Club. The President shall be authorized to make any financial transaction necessary and appropriate to the conduct of The Club's business that is consistent with The Club's budget.
4. The President will be allowed a stipend of up to \$250 in a budget year.

5. The President shall have authority to enter into such contracts with the Town of Colonie, County of Albany, and any other public or private organizations pursuant to financing The Club, or regarding any legal problems created by State, County or Town mandates.
6. The Executive Committee with the approval of the General Membership shall have the authority to establish such committees as are deemed necessary for the operation and benefit of The Club.
7. The First Vice President shall assume all duties of the President in the event of his/her absence.
8. The Second Vice President shall assume all duties of the President and Vice President in the event both are absent.
9. The Secretary shall keep minutes and records of all regular business meetings of The Club and the Executive Committee. The Secretary shall make such reports as requested, share the minutes at the business meeting and assist in maintaining the records and files of The Club.
10. The Assistant Secretary shall assume the duties of the Secretary in the event of his/her absence.
11. The Treasurer shall maintain the financial records of The Club including keeping a record of all receipts and disbursements from all sources; ensuring that all financial transactions are consistent with the annual budget of The Club; and maintaining at a recognized banking firm all monies turned over to the Treasurer and all savings and checking accounts. The Treasurer must file e-card 099-N at the beginning of each year to retain Employee Identification Number (EIN) and tax exempt status and the active status of The Club. The Treasurer, Assistant Treasurer, and the President have the authority to sign checks. The Treasurer must have the General Accounting books ready for audit by an Independent Auditor by January 31 of each year. The Treasurer's report should be available to any primary member as requested.
12. The Executive Committee is responsible for developing and recommending to the Membership an annual budget.

Section VI Meetings

1. Regular business meetings will be held at 10:00 a.m. on the first Wednesday of each month, except for July and August, unless otherwise scheduled by the Executive Committee.
2. The Annual Business Meeting will be held on the first Wednesday in February.

Section VII Nominations

1. A Nominating Committee of three (3) Club members will be appointed by the President at the September business meeting. This Committee will nominate a slate of officers for the following year and submit the list at The Club's November business meeting.
2. Nominations may also be made from the floor at The Club's November business meeting.
3. Voting for officers will be held at The Club's December business meeting.
4. The Secretary will prepare the ballots for voting, if necessary.
5. The President will appoint two (2) members to act as tellers, if necessary.

Section VIII Committees and Activity Groups

1. All committee chairs and activity leaders shall be appointed by the Executive Committee and report to the Executive Committee.
2. The Membership Committee shall consist of the Second Vice President, Assistant Secretary, and Assistant Treasurer. The Chairperson will be selected by the Membership Committee.
3. The Membership Committee shall be responsible for promoting and encouraging eligible Town residents to join The Club; keeping a record of attendance at all meetings; maintaining a Club membership list with addresses and telephone numbers; providing regular times and places for members to renew their membership and for the recruitment of new members; and for the issuance of membership cards to eligible applicants. The Membership Committee shall receive and process all resignations submitted by Club members.
4. Committee Chairpersons and Activity Leaders shall report all financial matters to the President and Executive Board.
5. The Assistant Secretary shall serve as the Sunshine Chair. He or she will check on members and send get well or condolence cards.

Section IX Attendance

All members shall sign the attendance sheet prior to attending The Club's regular Business Meeting or any special business meeting.

Section X Additional Controls and Guidelines

1. Anti-Bullying Policy - The Town of Colonie and The Club maintains a zero tolerance policy in regards to senior bullying behavior. Senior Bullying is defined as an intentional and repetitive behavior involving an imbalance of power or strength between seniors. In an effort to improve and enhance the respect and dignity among our senior club members, Club Officers will be required to attend Senior Anti-Bullying training provided by Senior Resources Department on an annual basis. Should a situation arise, the Senior Resources Department will work with The Club and the individuals affected to resolve the issue.
2. All financial transactions by the Executive Committee must support and benefit The Club and be consistent with the bylaws and The Club's budget.
3. Any proposed financial transaction over \$300 which is not authorized in the annual budget must be voted on by the Membership at a regular meeting of The Club.
4. The annual budget by the Executive Committee shall be presented to The Club's membership at the Annual Business Meeting of The Club.
5. The Treasurer shall arrange for an Audit of the Club's financial records within 90 days of the end of the calendar year.
6. The Executive Committee shall appoint an Auditor to conduct and review the annual audit.

Section XI Amendments to Bylaws

1. These bylaws may be amended at a regular business meeting after having submitted said amendments for consideration to the membership at a prior business meeting, providing a quorum is present.
2. A quorum will consist of 10% of the paid membership (Primary, Associate and Social members).
3. The final vote on a bylaws amendment should be counted and recorded in the minutes unless the vote is unanimous.

Section XII Parliamentary Authority

The rules contained in the most newly revised edition of Robert's Rules of Order shall govern the Business Meeting procedures of the Club in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and special rules-of-order The Club may adopt.