

## **HAMPTON SENIORS CLUB**

### **BYLAWS**

#### **I. NAME**

Hampton Seniors Club

#### **II. MISSION**

The Mission of the Hampton Seniors Club is to improve the lives of Hampton's older adults through caring service with opportunities for social interaction, monthly luncheons, recreation, basic support and needs services, education, volunteerism and community activism.

#### **III. MEMBERSHIP**

- A. Eligibility: Any resident of the Town of Hampton who is 55 years of age or older, and their spouse who may be under 55, are eligible.
- B. Dues: Annual dues will be \$5.00 to be paid in January of each year. A new member who joins after January will pay \$5.00 for membership for the duration of the current year.

#### **IV. EXECUTIVE BOARD**

The Executive Board shall consist of the Chair, Vice Chair, Secretary and Treasurer. Officers shall hold office for a term of one year. Vacancy in any office shall be filled by the Executive Board until the next election.

##### **A. Chair**

The Chair shall preside over and control all business affairs and property of the Club.

##### **B. Vice Chair**

The Vice Chair shall perform the duties of the Chair in the absence of the Chair.

##### **C. Secretary**

The Secretary shall record all proceedings of meetings in a special book solely for that purpose.

**D. Treasurer**

1. The Treasurer shall have custody of all funds of the Club and Club activities.
2. The Treasurer shall keep a full and accurate account of receipts and disbursements in a book belong to the Club. The Treasurer shall disburse funds as may be ordered by the Executive Board.
3. Books shall be audited by an Auditing Committee of at least two members.
4. The Treasurer and/or any other member designated by the Executive Board shall be authorized to sign checks.

**V. COMMITTEES**

Committees shall be formed and/or disbanded based on the needs of the Club and its members and as determined by the Executive Board. Standing committees are as follows:

- A. Tours/Programs: Seek information about activities, trips and educational opportunities and present this information to members using seniors list and advertising locally.
- B. Publicity/Membership: Explore and engage means to solicit and grow membership. Keep accurate records of our paid membership.
- C. Bylaws: Committee members to review bylaws at least every three years. Suggested changes shall be presented to the Executive Board and subsequently voted upon at the next annual meeting. In the interim (less than three years), changes may be suggested to the Committee by the membership and in turn, by the Committee to the Executive Board to then be voted upon at the next annual meeting.
- D. Food Services: Follow ServSafe regulations and procedures. Develop menu and budget for monthly luncheons. Purchase, prepare, serve, clean-up and manage assistants and facility use. (A minimum of one full time QFO or their designated alternate is required during all operating hours of the facility.)
- E. Visions: Help older adults engage, enrich and empower their lives. Assist mature individuals in need of information, housing, caregivers, transportation and various other support. Promote volunteerism and community activism.
- F. Audit: Must consist of at least two members. Responsible for ensuring the Club operates in accordance with these bylaws and charged with oversight of financial reporting.

**VI. MEETINGS**

- A. Meeting dates shall be determined by the Executive Board and announced to members at regular meetings.

- B. An annual meeting of members shall be held in the month of March for the purpose of electing officers and conducting other business.
- C. Special meetings of the members may be called by the Chair or on the written request of a majority of the members.
- D. Quorum: The presence of eight members of the Club will constitute a quorum for the transaction of any business.

#### **VII. VOTING**

- A. Each individual member shall be entitled to one vote on each matter submitted.
- B. The affirmative vote of the majority of members present and entitled to vote shall be sufficient to decide such questions or matters to come before the membership.

#### **VIII. CONDUCT OF MEETINGS**

- A. The rules contained in Robert's Rules of Order shall be in effect as deemed necessary by the Chair and shall govern the meeting in all cases to which they are applicable and in which they are consistent with the bylaws of the Hampton Seniors Club.
- B. Order of Business
  - 1. Call to order by the Chair
  - 2. Secretary's Report
  - 3. Treasurer's Report
  - 4. Committee Reports
  - 5. Old Business
  - 6. New Business
  - 7. Adjournment

#### **IX. CHANGES TO BYLAWS**

These Bylaws may be changed or amended as follows: Changes may be proposed at a meeting of the membership, referred to the Executive Board for study, and acted upon at the following meeting.

ADOPTION: These bylaws were adopted by a vote of the membership at a meeting held on January 12, 2022.