

By-Laws of the Hillsborough Senior Citizens Club, Inc. Chapter B

Revised December 1, 2021



The Senior Citizens Club, Inc. of Hillsborough Township, New Jersey was established July 17, 1974. Due to increasing membership, the club was divided into two chapters; A & B. Chapter B was officially organized as of June 1, 1993.

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Article 1 - Title

The title of this organization is known as Hillsborough Senior Citizens Club, Chapter B, Inc. Chapter B was officially organized as of June 1, 1993.

Article 2 - Purpose

The purpose of the Club is to bring together senior citizens for general socialization and friendship through group activities. The Club shall also endeavor to obtain any benefits that will promote the good and welfare of its members.

Article 3A – Classes of Membership

Classes of Membership. The Club will have three classes of membership as follows:

- Active member. Individuals who meet the eligibility requirements stipulated in Article 3B and are in good standing as stipulated in Article 4 shall be considered Active members. Active members can participate in all club activities.
- Inactive Member. Active members who due to extenuating circumstances cannot fulfill attendance requirements as stipulated in Article 4 can request Inactive status. Article 4 provides Inactive member responsibilities.
- Lifetime Member. Periodically the Executive Board shall review the member list. At the Board's discretion they may designate a member as a Lifetime member. A Lifetime member is not required to pay dues or attend meetings.

Article 3B – Membership Eligibility

In order to be eligible for membership in the Club, the applicant shall be at least sixty (60) years of age and must be a resident of Hillsborough Township. Spouses and significant others of members in good standing, who themselves do not meet the age requirement, shall be allowed to attend Club events as a guest. These individuals will be given full membership upon their 60th birthday or at any time they choose after reaching 60.

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Individuals interested in joining the Club should make their desire known to the Membership Committee Chairperson and they will be placed on the Club's waiting list. New members are accepted from the waiting list each January and July.

Article 4 – Active Membership Requirements

The annual dues for each member shall be paid upon joining the Club in January or July and thereafter no later than the December meeting(s).

Delinquent notices shall be sent out immediately following the November meeting to those members who have not paid their dues for the next year.

Those members who have not paid their dues by the close of the December meeting(s) will be notified by mail that they have forfeited their membership. If they desire to rejoin the Club, they must request to be placed on the membership waiting list.

All Active members must attend at least five (5) meetings in the calendar year. If a member has not been at 5 meetings they will be notified prior to the January meeting that they have forfeited their membership. If they desire to rejoin the Club, they must request to be placed on the membership waiting list. For new members admitted in July, they must attend at least 3 meetings in that calendar year.

If a member has extenuating circumstances preventing them from fulfilling the attendance requirement, they must notify the Membership Committee Chairperson and request Inactive status. The Executive Board will review requests and may designate a member as Inactive. Inactive members are still obligated to pay yearly dues and must notify the Membership Committee Chairperson when they can return to Active status and fulfill attendance requirements.

Article 5 – Active Members in Good Standing

An individual is considered to be an Active member in good standing if they have paid their yearly dues, have a membership card and have attended five (5) meetings during the current calendar year.

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Article 6 - Meetings

The Club shall meet once a month on the second Thursday of each month. This can be changed by the Executive Board without an amendment to the by-laws. Special meetings may be called by the President or fifteen (15) members in good standing upon written request to the President. The Corresponding Secretary shall give at least forty-eight (48) hours notice of such meetings whether written or by phone to the general membership.

Article 7 – Officers of the Club

The officers of the Club shall be President (if we can not get one person to be President, we can have Co-Presidents); Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary and Trustees.

The officers, as a group, are designated as the Executive Board of the Club. The Executive Board will meet monthly to provide overall administration and governance of the Club. A vote of two-thirds (2/3) of the Executive Board is required for approval of any motion. The December Executive Board meeting in a Club election year shall be designated as a transition of officers meeting. Chairpersons of the following standing committees - Membership, Publicity and Community Affairs are requested to attend Executive Board meetings. Other chairpersons may be invited at the discretion of the President.

Officers, with the exception of Trustees, shall be nominated at the October meeting and elected at the November meeting every two years. They shall take office at the January meeting for a term of two (2) years.

Trustees are elected for 3-year terms with staggered elections. The Nominating Committee will nominate individuals for trustee position(s) each year.

Should an election not be held due to unforeseen circumstances, all Executive Board members will continue in their positions until the next scheduled election can be held.

Should a vacancy occur in any office the President may, with the approval of two-thirds (2/3) vote of the Executive Board, appoint someone to fill the vacant office for the unexpired term.

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Article 8 – Officer Eligibility

Only a member in good standing shall be eligible to hold office in the Club.

Article 9 –President

The President shall be the administrative and business head of the Club, subject to the direction and approval of the Executive Board.

The President shall:

- Preside at all meetings, keeping order therein, and generally performing the duties pertaining to the office.
- Cast the deciding vote on all questions of equal division.
- Call such special meetings that the President deems necessary.
- Be a member, ex officio, of all committees, except the Nominating Committee.
- Appoint all standing committees and any special committees as he or she sees fit for the benefit of the Club, or fills any vacancy that exists for the term for which such committee was organized.
- Countersign drafts and vouchers as stated in Article 12, paragraph 2.

Article 10 - Vice President

In the absence of the President, the Vice President shall perform the duties of the President. In the event the President can no longer serve, the Vice President shall act until the next installation of officers. The Vice President serves as the chairperson of the Programs Committee and should communicate programs' information to the Publicity Committee.

Article 11 - Recording and Corresponding Secretaries

The Recording Secretary shall keep all minutes and records, relating to the Club other than financial records. The Corresponding Secretary shall conduct the official correspondence of the Club. Yearly, the Secretaries shall provide the Trustees with Club documents for review and destruction as deemed applicable.

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Article 12 - Treasurer

The Treasurer is responsible for all financial transactions of the Club (all revenue and disbursements) and maintains records thereof. The Treasurer shall maintain appropriate checking and savings accounts in financial institutions approved by the Executive Board. At each monthly meeting the Treasurer shall make a monthly report and an annual report at the January meeting.

All disbursement of funds for payment of claims against the Club shall be signed by the Treasurer and either the President or Vice President; or in the Treasurer's absence, shall be signed by the President and Vice President.

Article 13 – Financial Secretary

The Financial Secretary shall collect dues and badge charges and shall turn all monies over to the Treasurer, keeping appropriate records.

Article 14 - Trustees

The Trustees shall guard the well being and healthy condition of the Club. They shall observe the activities of the officers and make such recommendations as may be deemed necessary. The number of Trustees shall be limited to no more than five. The Trustees shall meet quarterly at a minimum.

To provide for continuity of leadership trustees will serve on a staggered basis. There will be five elected Trustees who will serve three year terms. Each year one or two of the five Trustees' terms will end and a replacement(s) will be elected. An individual can not serve consecutive terms.

The Trustees shall be custodian of all Club equipment. A physical inventory shall be taken each year prior to the January meeting. The Trustees shall audit the Club's financial records prior to the January meeting and report on same at the January meeting. Yearly, the Trustees shall review old Club documents.

In December of each year the Trustees shall work with the President and Treasurer to develop a budget for the following year.

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Article 15 – Standing Committees

Standing committees and their duties shall be as follows:

- **Attendance**
 - Sign in members at each meeting, maintain attendance records, report attendance status to the Executive Board and report to the President members who exceeds the absentee limits.

- **By-Laws**
 - Recommend amendments, modifications or additions to the current by-laws.

- **Community Affairs**
 - Maintain a listing of future meetings, social events or other activities that would be of interest to club members. Publicize these items at meetings, bulletin board posting, email or other appropriate communications.

- **Membership**
 - Maintain a waiting list of individuals seeking Club membership, recommend number of members to be invited into the Club, prepare welcome materials and information for new members, and maintain a master list of current and past members.

- **Programs**
 - Chaired by the Club Vice President. Develop, plan and execute programs for Club activities, such as, meeting speakers or entertainment, bingo, senior activity room events, etc.

- **Publicity**
 - Keep members and the community advised of Club activities through various channels, such as, local newspapers, email, social media, etc.

- **Raffles**
 - Conduct a 50/50 raffle at each Club meeting.

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- **Refreshments**
 - Obtain, set-up and serve refreshments at regular monthly member meetings and clean and store utensils after the meeting.

- **Social Events**
 - Organize, plan and execute Club social events of Spring, Summer, Fall and Holiday luncheons and Ice Cream Party. Responsibilities include printing and selling of tickets, decorations, entertainment, food selection, and in some cases serving.

- **Sunshine**
 - Bring sunshine to members who are sick, injured or shut-in by sending appropriate greeting cards and where possible call and/or visit.

- **Trips**
 - Plan, organize and execute day and overnight trips for Club members. Committee members will identify potential destinations, work with travel companies, publicize trips, sell tickets, and manage the actual trip.

Article 16 – Nominating Committee

The President shall, at the regular monthly meeting in September of every year, appoint a Nominating Committee consisting of five (5) members.

Such Nominating Committee shall, at the regular monthly meeting in October of each year, make known to the membership of the Club the list of candidates nominated by the Committee. Nominations from the floor shall also be taken at that time. All nominated individuals must agree to run and serve if elected.

No member of the Nominating Committee shall be disqualified from running for any office because he or she is a member of the Nominating Committee.

The election shall be held at the November meeting of each year by paper ballot, with installation at the December meeting.

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Article 17 – Order of Business – Regular Meetings

The order of business at the regular meetings shall be as follows:

1. Opening
2. Secretary's report
3. Treasurer's report
4. Committee reports
5. Old business
6. New business
7. Raffle
8. Adjournment

Article 18 – Order of Business – Annual Meeting

The order of business at the January meeting shall be as follows:

1. Opening
2. Year-end reports of officers and committees
3. Announcement of new committee chairpersons
4. Continue with regular meeting

Article 19 - Rules of Order

When a situation arises that is not covered by our present by-laws, the Club will be governed by Robert's Rules.

Force Majeure – In the event of acts of God such as, but not limited to, fire, flood, destruction of senior meeting space, power failures, state or local emergencies, pandemics, martial law, etc. where Club Members cannot gather as a group, the Executive Board will act in the best interest of the entire Club to keep the Club in motion by making and acting upon decisions. The Executive Board, when possible, will continue to meet in-person, virtually, via email, conference call or any method that is possible to address critical issues, make decisions and recommendations which will be proposed, voted upon, and enforced. A vote of the Executive Board is required for approval of any motion. Members will be notified of impacting decisions via a method that is physically doable in a timely manner.

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Article 20 - Amendments

Any member in good standing may submit in writing to the By-Laws Committee chairperson any amendment(s) to these By-Laws for consideration by the By-Laws Committee to be acted upon.

The By-Laws Committee shall present the proposed amendment(s) at the next regular Executive Board meeting along with its recommendations.

If approved by the Executive Board, the proposed amendment(s) will be presented to the Membership at the next regular member meeting either in-person, virtually, or via email.

At the next regular meeting, the proposed amendment(s) shall be reviewed for a second time and voted on by the membership. The proposed amendment(s) shall become part of these by-laws if two-thirds (2/3) of the members have cast their vote in favor of the proposed amendment(s).

2021-2022 By-Laws Committee

Sue Novi, – Chairperson
Anthony Fusco, ex officio
Pat Famula
Donna Amundsen
Bob Kwietniak
Dotty Capra

By-Laws History

Adopted September 12, 1996
Amended September 10, 1998
Amended March 9, 2000
Amended February 19, 2004
Amended March 10, 2011
Amended April 14, 2011
Amended May 12, 2011
Amended November 2, 2011
Amended March 8, 2012
Amended March 14, 2013
Amended May 12, 2016
Amended December 1, 2021