DESOTO SENIOR CENTER

SITE COUNCIL BY-LAWS

Article I

Role and Responsibilities

1. The Site Council is an advisory body that functions as a vehicle for participant involvement in the planning and administration of the Center's activities and policies. Its main functions are to advise, support, assist, review policy and communicate with the center staff.

2. The Site Council will represent and speak for the participants and assist with the development of the Center's program by:

    a. Planning and carrying out monthly programs.
    b. Advising and helping the CPS to plan local and/or overnight trips.
    c. Planning fund raising activities.
    d. Cooperating with Center Staff.
    e. Working as a unit.
    f. Promoting good will and good fellowship among the participants and in the community.

3. One Center Staff member and one Site Council Member shall be responsible for counting and verifying the daily contributions. A Site Council Member should serve at least one day per week in this capacity.

4. A quarterly report of income and disbursements from the general fund (moneys collected from and through member activities) will be presented by the Center Program Supervisor to the Site Council for information and discussion. If further research on any items of disagreement so indicates, changes to the budget may be made by the CPS. Following approval, the report shall be posted in the Senior Center.

Article II

Membership

1. The Site Council shall be made up of one member for each 10 participants at the Center, but no less than 5 members and no more than 9 members. The total number of Site Council Members should be an odd number.

2. The elected representatives must be participants who regularly attend the Center. Regular attendance shall mean participating in Center activities for at least six (6) months with average attendance of two visits per week. Elected representatives must be residents of the City of DeSoto.

3. Should a Site Council member be absent for three consecutive regular monthly meetings without a valid cause as determined by the Site Council, a formal written request may be made for consideration of a replacement. If the request is approved by the Site Council, they shall appoint a replacement to serve for the remainder of the unexpired term.

4. Should a Site Council member behave in an inappropriate manner that is unbecoming to his/her position, a formal written request may be made for consideration of a replacement. If the request is approved by the Site Council, they shall appoint a replacement to serve for the remainder of the unexpired term. Inappropriate behavior would consist of lewd language, drunkenness, etc. and any other behavior that may disrupt the Center.

Article III

Vacancies

1. Should any Site Council seat become vacant, a new representative shall be appointed by the Site Council for the remainder of his/her term.

2. * If additional members are required for the Site Council within the limits set forth by Article II, they shall be appointed by the Site Council. The new members will serve until next scheduled election.

3. Appointed Site Council members shall be allowed to run for a 2-year-term.

Article IV

Meetings

1. Site Council meetings will be held on the first Monday of each month at 9 a.m., unless Center staff sees a need to change the day or time. Site Council members will be given two weeks notice if the meeting date and/or time is changed.

2. Other meetings may be called by the President or Center Supervisor.

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Article V

Officers

The Site Council shall elect from among its members the following officers: President, Vice-President and Secretary.

Article VI

Duties of the President

The President of the Site Council shall preside at all meetings of the Council, and shall work closely with the Senior Center Program Supervisor and membership at large.

Article VII

Duties of the Vice-President

The Vice-President shall preside and perform the duties of the President in the President's absence and shall perform all duties that may be assigned to him/her by the President.

Article VIII

Duties of the Secretary

The Secretary shall keep records of all meetings in a book provided for this purpose and shall perform other secretarial duties as may be directed by the Council.

Article IX

Fiscal Accountability

1. Center staff shall collect, deposit, and keep record of all moneys donated or collected at the Center. These funds, however, must be exclusive of and separate from Nutrition Program funds.

2. Center staff shall prepare a quarterly statement of funds collected through DeSoto Senior Citizens, Inc. The statement will be presented at the regular Site Council meeting following each quarter, and a copy will be posted on the Center bulletin board for the membership to review. The statement should contain sources of revenue and all expenditures from the Senior Center Revolving Account.

Article X

Special Committees

Special Committees may be appointed by the President with the approval of the Site Council to assist the Council in the discharge of its responsibilities.

a. The chairman of each committee shall be appointed by the President.
b. At least one member of the Site Council shall serve on each committee. He/she will encourage and assist the chairman in fulfilling the committee's objectives and goals.
c. * Committee members may be non-Site Council members and shall be Center members.

Article XI

Elections

1. * Elections of one-half of the Site Council members will be held once a year in the month of September. The normal term of office is for two years and shall start October 1st.

   a. Elected Site Council members shall not be eligible for consecutive terms.

2. The President shall appoint a Nominating Committee prior to election date. At least one (1) member shall be an "at large" member from the general body.

3. The Nominating Committee shall secure at least one name for each office and shall present this "List of Candidates" to the Site Council at the August Site Council

Meeting. After the list is approved, it shall be posted for the participants to see the nominees, and the participants will then have a chance to add nominees to the list throughout the month of August. The date of election will be the 2nd Tuesday of September.

4. * On the day of election the President of the Site Council shall preside. Ballot voting will begin at 8 a.m. and end at 3 p.m. on Election Day.

5. * All DeSoto Senior Activity Center members are eligible to vote.

6. Following the election, the new members shall be installed in an appropriate ceremony by the CPS.

ARTICLE XII

Changes to the By-Laws

Amendments to these By-Laws shall be submitted to the Council in writing and shall have the First Reading at the next regular or special Council meeting. The Second reading of the proposed amendment (s) will be held at the following Council meeting, at which time, adoption of the amendment (s) shall require a 2/3 (two-thirds) vote of all Council Members present at the meeting. An * will be put in the left hand column to indicate a revision made. All amendments to the by-laws shall be approved by the Senior Center Supervisor and the Site Council.