

SENIORS OF INDEPENDENCE BYLAWS

Article I. Membership

- A. To become a member of the Seniors of Independence (the Organization), an applicant shall pay an annual membership fee (dues). The membership year begins July 1 and ends on the following June 30. Continuing members should renew their memberships during the month of June. Dues are not refundable.
- B. An increase in dues must be proposed by the Governing Board and voted on by the membership.
- C. In the event that it becomes necessary to increase the membership fee (dues), the membership must approve the suggested increase by a majority vote of members present in a general meeting before the increase goes into effect. Thirty (30) days prior notice of the proposed increase in dues will be given via meeting minutes. The increase will take effect at the beginning of the new fiscal year (July 1).
- D. An accurate and current record shall be kept of all paid members. This record will be kept by the Secretary.
- E. All events subsidized by Independence Township will require non-residents to pay an additional fee, regardless of their membership status. All non-members will be required to pay an additional fee for events that are not subsidized by Independence Township excluding pay-as-you-go events.

Article II. General Membership Meetings

- A. General meetings of the membership shall be held the first and third Wednesday of every month at the Independence Township Firehouse beginning at 10:00 am.
- B. Notice of changes to the meeting time and place must be announced a minimum of twenty-four (24) hours before the meeting is to occur.
- C. The members present at any properly announced general meeting shall constitute a quorum.
- D. Additional meetings shall be held as needed and will be announced at least twenty four (24) hours in advance.

Article III. Elections

- A. Officers shall serve two-year terms.
- B. Individuals may serve no more than two (2) consecutive terms. However, there shall be no life time limit as to the total number of terms served by an individual.
- C. The Officers shall be nominated by the membership and shall be elected by a majority vote of members present. Elections will take place at the first general meeting in June.
- D. Any Officer who fails to perform his/her duties or who does not promote the purposes and positive reputation of the Organization may be removed from office by a majority vote of the membership present at the next general meeting.
- E. Any Officer may resign at any time by giving written notice. The acceptance of the resignation shall not be necessary to make it effective.

F. Any midterm vacancies or temporary substitutes shall be filled by a majority vote of the members present at the next general meeting.

G. With approval from the Governing Board, an officer may appoint an assistant from the membership as needed.

Article IV. Elected Positions:

A. Officers:

- President
- Vice President
- Secretary
- Treasurer
- Events Coordinator(s)
- other positions as required for the efficient operation of the Organization.

B. The President, Vice President, Treasurer and Secretary shall constitute the Governing Board. The Secretary shall record the minutes.

C. The Governing Board shall meet as needed. The Secretary will notify the Board members 24 hours in advance.

D. A majority of the Governing Board must be present to conduct any official business of the Organization.

Article V. Duties of Officers:

A. Any officer of the Board shall make deposits in the absence of the Treasurer

B. The President shall:

1. Assist the Liaison as needed.
2. Other duties as required.

C. The Vice President shall:

1. Assist the President with his/her duties.
2. Assume duties of President in his/her absence.
3. Signatory on checks in absence of the Treasurer or Secretary
4. Other duties as required

D. The Secretary shall:

1. Be custodian of the corporate records.
2. Exhibit to any officer, member, or any person or agency authorized by law to inspect them, at all reasonable times and on demand:
 - a. The Constitution
 - b. The Bylaws
 - c. The Certificate of Incorporation.
 - d. The minutes of any meeting.
 - e. Other records of the Organization.
3. Take the minutes of all meetings. The minutes will be emailed to the membership. The Liaison will post the minutes on the Organization's website.
4. Compile and maintain an accurate and current membership list.
 - a. Maintain a record of paid members.
 - b. Collect sign-in sheets for new attendees and add to distribution list.

5. In the absence of the treasurer, collect donations after the meeting. Record the amount and deposit the funds in a timely manner.
6. Other duties as required.

E. The Treasurer shall:

1. Reconcile the checking statements when they are received.
2. Keep a detailed monthly report of all financial transactions. Submit the report to the Governing Board each month.
3. Prepare a fiscal year-end report of all financial transactions. Present the report at the June Board meeting and make the report available to the membership upon request.
4. Report available funds at the second meeting of the month.
5. Shall maintain a written record of the Organization's funds, including all income and expenditures, and shall keep and file all receipts.
6. Collect donations after every meeting, record the amount and deposit the funds in a timely manner.
7. Adhere to Section VII: Financial Management.
8. Signatory on all checks.
9. Other duties as required.

F. The Events Coordinator shall:

1. Under the direction of the Liaison, coordinate and oversee all special programs.
2. Appoint subcommittee chairpersons as needed (E.g. crafts, speakers, fundraisers, classes, trips, etc).
3. Assist subcommittees as needed:
 - a. If required, assure programs have appropriate insurance.
 - b. Review or develop flyers and/or registration forms as needed.
 - c. Submit flyers and/or registration forms to the Recreation Director for review and distribution.
 - d. Confirm venue is available.
4. Maintain the online calendar.
5. Other duties as required.

Article VI. Liaison.

A. The Independence Township Recreation Director will serve as the Organization's liaison.

B. Duties shall include:

1. Facilitate the Seniors of Independence "W.I.N.G.S." meetings.
2. Liaison to the Independence Township Committee, Municipal Clerk and other entities as needed.
3. Schedule use of township facilities.
4. Oversee and assist Events Coordinator with programming and events as needed.
5. Maintain the Organization's webpage.
6. Along with the Treasurer and Governing Board develop the yearly

budget to be presented to the Township Committee. If needed the Governing Board may appoint a Budget Committee from the membership to assist.

7. Other duties as required.

Article VII. Financial Management

A. Financial Records and Accountability

1. An independent review may be conducted annually.

B. Regulations and Approvals pertaining to Financial Transactions:

1. Approvals: All financial transactions involving the Organization's funds shall be approved by the Governing Board prior to purchase, including decorations, prizes and things that are not necessities. All receipts must be saved.

2. Funds and Financial Instruments:

a. For the functioning operation of the Organization including trips and excursions, the Treasurer shall maintain a general fund with any associated financial instruments that the Treasurer deems necessary and appropriate, such as checking account, credit card, petty cash, and others.

b. If the Treasurer determines that more than one of any particular financial instruments is needed, the Governing Board shall authorize its creation and implementation.

c. The Treasurer will have direct oversight of the Organization's general fund. Standard operating procedures conforming to those established by the industry (sound practices of city, state, and federal governments and nonprofit organizations) will govern the use of the general fund and its associated financial instruments.

d. No refunds for events or trips shall be issued once the deadline for registration has passed.

3. Deposits to Financial Institution(s): All incoming funds will be deposited in a timely manner.

4. Payments: All payments shall be made in a timely manner.

Article VIII. Fiscal Year

The Organization's Fiscal year shall begin on July 1 and end on the following June 30.

Article IX. Review of the Bylaws

The bylaws shall be reviewed by the Officers at the June Board meeting or as needed.

Article X. Amendments to the Bylaws

A. If at any time a change to the bylaws is considered necessary, the Governing Board shall suggest revisions to the existing bylaws, and submit an amendment or set of amendments to the membership.

B. The bylaws may be amended at any regular meeting of the Organization provided notice of the proposed amendment(s) be given to the membership at least seven (7) days prior to the meeting at which the amendment is voted

upon.

C. Bylaw amendments require a simple majority vote of members present and voting at said meeting. Members have to be present at the meeting when there is a vote OR majority board member vote wins.

D. The adoption of an amendment to any provision of the bylaws shall become effective immediately upon a passing vote.

Date Approved: __July 16, 2025_____

Date(s) Amended: _____July 3, 2025_____