

## **THE ALMADEN SENIOR ASSOCIATION BYLAWS**

The Almaden Senior Association is an organization of senior citizens established to further the objectives of its membership. It is affiliated with the Almaden Community Center Advisory Council. The organization shall be governed by the Almaden Senior Association members. The Board of Directors shall provide leadership to the organization.

The Almaden Senior Association is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The Almaden Senior Association will:

1. Refrain from supporting or opposing candidates in political campaigns in any way.
2. Insure that our net earnings do not inure in whole or in part to the benefit of private shareholders or individuals (that is, board members, officers, key management employees, or other insiders).
3. Not further non-exempt purposes (such as purposes that benefit private interests) more than insubstantially.
4. Not be organized or operated for the primary purpose of conducting a trade or business that is not related to our exempt purpose(s).
5. Not devote more than an insubstantial part of our activities attempting to influence legislation.
6. Not provide commercial-type insurance as a substantial part of our business.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the City of San Jose, Almaden Community Center, for a public purpose.

### **ARTICLE I - OBJECTIVES**

Section 1. To encourage creative programs that will stimulate leadership skills, awareness of social services, educational opportunities, cultural and community awareness for seniors in the community.

Section 2. To collaborate with Center Staff to coordinate events, classes and workshops to meet the recreational and social needs of the active adults at the Center

Section 3. To provide financial support by conducting fund raising events and soliciting funds and/or donations to enhance the opportunities offered through the program.

Section 4. To advise the community about existing and future services and events.

Section 5. To manage and monitor a checking account for the Almaden Senior Association.

Section 6. To recognize, commend and honor individuals and/or groups contributing to the success of the senior program and its activities in general.

Section 7. To support and enhance the community by donation or other means.

## **ARTICLE II - MEMBERSHIP**

Section 1. Membership is open to all interested persons fifty (50) years of age or older, regardless of residence.

Section 2. The membership period, dues, and payment procedures shall be determined by the City of San Jose.

## **ARTICLE III - MEETINGS**

Section 1. The Almaden Senior Association shall meet once a month on a regular basis at a time and day to be determined by the Board and the Almaden Community Center Senior Program Specialist. Two weeks' notice must be given for any meeting change except in the case of an emergency.

Section 2. The Almaden Senior Association consists of those members who have paid annual dues to join the Almaden Senior Association.

## **ARTICLE IV – ELECTED OFFICERS AND BOARD OF DIRECTORS**

Section 1. The Officers of The Almaden Senior Association shall consist of four (or more if co-officers) elected positions.

Section 2. President - Presides at all meetings, prepares the agenda, calls meetings and assigns committees.

Section 3. Vice President - Shall preside at all meetings in the absence of the president and sits as an ex-officio member of all committees.

Section 4. Secretary – Shall maintain a record of proceedings of meetings, and handle necessary correspondence with support of the office staff.

Section 5. Treasurer – Shall maintain the checking account, collect and record funds for the various activities of the Association. He/she shall keep an accurate account of all monies received and expended in a written monthly report to the Association.

Section 6. Board of Directors - Shall consist of the elected officers and advisors appointed by the President and approved by the Officers. The advisors will add continuity for the change of the Board and may serve in place of an elected officer if so required. The Advisors terms run

concurrent with the term of the president making the appointment, and may be terminated at any earlier time by the president.

Section 7. Quorum. Presence in person of a simple majority of Directors shall constitute a quorum at any meeting of the Board of Directors.

### **ARTICLE V - FINANCES**

Section 1. A checking account in an Association approved bank or Credit Union shall be established.

Section 2. Vouchers with receipts are required for all expenditures. The Treasurer shall issue a check based upon voucher approval by either the President, Vice President, or Secretary. In the absence of the Treasurer, the President shall issue the check with voucher approval by either the Vice President or Secretary. The Treasurer is authorized to make electronic transfer payments. All payments, both check and electronic, shall be documented and presented at the monthly Association meeting.

Section 3. The check recipient may not approve the voucher or be the check writer.

Section 4. The financial records shall be audited at the close of the calendar year. The President shall appoint two or three members, not including the Treasurer, as the Audit Committee to examine the books and report back to the Association at the March meeting.

Section 5. Indebtedness greater than \$500.00 may not be incurred without the approval of the Association. The Association will vote at the monthly meeting to approve or reject the request. An exception shall be made for an event when the event chair shall approximate the cost of the event and the expected ticket sales.

Section 6. Monies collected at any activity shall be received by the Association Treasurer or the Treasurer's delegate and deposited in the bank as soon as feasible.

Section 7. All receipts and bank statements shall be retained for the annual audit, and then retained by the Treasurer for at least an additional year.

### **ARTICLE VI – APPOINTMENTS**

Section 1. The following positions are appointed by the President:

- a. A liaison person or persons to be the Senior Representative on the Almaden Community Center Advisory Council, or any other Board deemed advisable.
- b. A Historian to maintain a record of all relevant Association documents such as meeting minutes, financial reports and reports from the Event Coordinator.
- c. A liaison to the press for publicity purposes.

Section 2. The President, with the concurrence of the Association, is authorized to appoint ad hoc committees as the need arises.

### **ARTICLE VII – NOMINATIONS AND ELECTIONS**

Section 1. The Nominating Committee shall be appointed by the President in October. There shall be at least three (3) and no more than five (5) members on the Committee. The Committee shall present the slate of officers to the Association in November. Request for nominees for officers should be published in the October Community Center Newsletter. Nominated persons should be published in the December Community Center Newsletter with the election date.

Section 2. Officers will be elected for a term of two years. An officer may hold the same office for a maximum of two consecutive terms (4 years). Quorum: Officers shall be elected by a simple majority vote of all Association Members present and voting at the December Association Meeting.

Section 3. All officers shall not be elected the same year. The President and Vice President shall be elected in one year with the Secretary and Treasurer elected in the alternate years.

Section 4. Elections will be held in December with new officers taking office in January. An installation shall be deemed optional in January.

Section 5. A vacancy shall be filled by appointment by the remaining officers for the duration of the unexpired term.

### **ARTICLE VIII – AMENDMENTS**

Section 1. Any proposed amendment to these Bylaws must be approved by the Board and then presented to the Association for their review at the next monthly meeting. The vote by the Association will be at the subsequent monthly meeting. A 2/3rds vote of all Association Members present and voting is required to approve proposed Bylaw changes.

Section 2. The President shall appoint an ad hoc committee to review the Bylaws every two years. The findings of the Bylaw Committee shall report to the Association as soon as feasible.

Approved by The Almaden Senior Association 07 October 2015 (Revision Sept 2015)