

Illinois Township Association of Senior Citizens' Services Committees
BYLAWS

ARTICLE I. NAME

The name of the organization shall be Illinois Township Association of Senior Citizens' Services Committees.

ARTICLE II. PURPOSE

The purpose of the Association shall be to:

- A. Provide for the stability and continuity of existing Township sponsored Senior Service programs.
- B. Act as an advisory group for the establishment of new Township Senior Citizen Services Committees throughout the state.
- C. Monitor and advocate for current and pending legislation related to Senior Services.
- D. Promote cooperation, resource and program sharing information among Township senior providers.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications. The membership of the Association shall consist of:

- A. Members: Township sponsored Senior Service programs or Senior Services Programs affiliated, but not directly sponsored by a Township, shall qualify as Members of the Association.
- B. All "Members in Good Standing" shall be entitled to all services and benefits extended by the Association. A "Member in Good Standing" shall be established on the condition that all dues and/or fees for Association services are paid and that the member adheres to the purpose of the Association as stated in these bylaws

Section 2. Voting

Each Township holding regular membership shall have one vote with regard to Association business. Each Township senior Citizens' Service Committee or its equivalent shall provide the Association, on an annual basis, a written notification as to the name of its delegate or alternate delegate(s) representing membership. Only

regular members in good standing shall be entitled to vote. Associate members shall not be entitled to vote.

Section 3. Dues

Each organization represented by regular or associate membership shall pay annual dues as determined by the regular membership at the annual meeting.

ARTICLE IV. OFFICERS

Section 1. Officers

The officers of the Illinois Township Association of Senior Citizens' Services Committees shall consist of a President, Vice President, Secretary, Treasurer and Financial Secretary and such other officers as the Association may from time to time elect, specifying their duties. The officers as a group shall be called the Executive Committee.

Section 2. Term of Office and Vacancies

All officers shall be elected for one-year term at the meeting of the State Convention of the Illinois Township Officials. No one shall hold the same office for more than two (2) consecutive terms unless there is majority approval of the membership. Each officer shall hold office until a successor shall have been elected or until resignation, disqualification or death. In the event of a vacancy, the President shall call a meeting of the Executive Committee to fill in the un-expired term or vacated office. In the case of the Presidency, the Vice President shall be his/her successor and shall be eligible for two (2) consecutive terms, if elected, and additional terms with majority approval of membership.

Section 3. The President

The President shall perform all the duties of the principal officer of the Association and shall preside at all meetings. The President shall have the authority to convene meetings of the Executive Committee and shall, with approval of the Executive Committee, have the authority to convene special meetings of the general membership. The President is ex-officio member of committees, with the exception of the Nominating Committee.

Section 4. The Vice President

The Vice President shall perform all the duties of the President in his/her absence or at his/her request. The Vice President shall assist the President in all aspects of the Association. In that, responsibilities may be delegated by the President to the Vice President to be carried out. The Vice President shall assume the office of the

President, should a vacancy occur in the position. The Vice President shall be charged with the responsibility of the Chief Public Relations Officer for the Association.

Section 5. The Secretary

The Secretary shall keep an accurate record of the proceedings of all meetings of the Association and the Executive Committee and shall be responsible for sending copies of the proceedings of the Association to all members. The Secretary shall be custodian of the records of the Association and shall, when necessary, certify official actions of the Association.

Section 6. The Treasurer

The Treasurer shall receive all dues, monies, and receipts if, and when, such shall occur. The Treasurer shall review, examine, and receipt for all expenditures related to the activities of the Association. The Treasurer shall submit all deposit receipts, membership applications, and check ledger to the Financial Secretary no later than two weeks prior to the regularly scheduled meeting.

Section 7. The Financial Secretary

The Financial Secretary shall receive the bank statements and the ledger from the Treasurer and will balance the account for every month. The Financial Secretary will then prepare a report for each regularly scheduled meeting and submit for audit.

ARTICLE V. MEETINGS

Section 1. Regular Meetings

Regular meeting of the members of the Association shall be held quarterly, by fiscal year, in addition to the Annual Meeting of the Illinois Township Officials Association. The agenda for the Annual Meeting should include 1. Election of Officers 2. Report of Committees 3. Approval of Bylaws 4. Review of the Budget. Meetings shall be held on such dates and at such times and places as shall be determined by the Executive Committee. The fiscal year is from December 1 through November 30.

Section 2. Special Meetings

Special meetings of general membership of the Association may be called when necessary. Special Meetings may be called by the President, with approval of the Executive Committee, or by twenty-five (25%) percent of the general voting membership in good standing, setting forth by motion in writing the date, time and place for said meeting, and the purpose or purposes of such meeting filed with the Secretary and submitted to each member in good standing at least 15 days prior to the time set for the meeting.

Section 3. Voting

A quarter of the general membership in good standing shall constitute a quorum for the transaction of business at any meeting. Once a quorum is established, the act of a majority of the members in good standing present at the time of the act shall be the act of the Association of that meeting. Votes shall be by voice vote or by a show of hands, except upon approval of a motion to the effect votes may be cast in writing.

Section 4. Public Meeting

All meetings of the general membership shall be open to the public.

Section 5. Procedure

The rules of parliamentary practice as set forth in the most current "Robert's Rules of Order, Revised" shall govern the proceedings of the Association and its committees subject to special rules, which may be adopted by the Association.

ARTICLE VI. COMMITTEES

Section 1. Standing Committees

Standing Committees of the Association shall consist of:

- A. Executive Committee. The officers of the Association shall constitute the Executive Committee. The Executive Committee shall act on behalf of the membership, in the interim between regular and/or special meetings, but shall not have power to reconsider or reverse any action of the resolution of the membership.

The chairperson of the Executive Committee or any two members thereof may call meetings of the Executive Committee, providing all members be informed of such meetings 48 hours in advance.

The Executive Committee shall report on its actions at each regular and/or special meeting of the Association membership.

The membership of the Association, by resolution, may delegate to the Executive Committee such other authority to the extent as provided in these bylaws.

- B. Nominating Committee. The Nominating Committee shall be appointed by the President of the Association with the approval of the Executive Committee and shall consist of three (3) members of the Association. The Nominating Committee shall be responsible for recommending candidates for the offices

of President, Vice President, Secretary, Treasurer and Financial Secretary and such other officers as the Association may choose to elect.

Section 2. Subcommittees and Ad Hoc Committees

Subcommittees and Ad Hoc Committees may be appointed by the President of the Association with the approval of the executive Committee. Members of such committees shall consist of, but not be limited to, regular members of the Association.

Section 3. Term of Office

Each member of a committee shall serve until the Annual Meeting of the Association, or until the charge of the committee is completed; or until the member resigns or is removed from the committee. With majority approval of the members, term(s) can be extended for more than 2 terms.

ARTICLE VII. LEGAL AND FINANCIAL ACTIONS

Section 1. Executive Committee Authority

- A. The Executive Committee shall be empowered to:
 - 1. Approve budgets
 - 2. Enter into contracts
 - 3. Accept legacies and/or gives on behalf of the Association

Section 2. Veto Power

- A. Regular Membership shall retain veto power over such actions of the Executive Committee of one-fourth of the regular membership in good standing provide written petition to the Executive Committee within 15 days of notification pending action. In such a case, said action of the Executive Committee shall be brought before the regular membership at a special meeting or the next regular meeting for a vote on the question.

Section 3. Audits

An internal audit shall be conducted very time the position of Treasurer or Financial Secretary is transferred to another individual. A committee of three ITASCSC members appointed by the President shall complete the audit. The results of the audit shall be reported at the next regularly scheduled meeting.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 1. Method of Amendment

These bylaws can be amended at any regular meeting or special meeting of the Association, by two-thirds vote provided the amendment be submitted in writing.

ARTICLE IX. DISSOLUTION

In the event of the dissolution of this Association the assets remain after payment of all legitimate debts revert to the Township Officials of Illinois.

Reviewed at 11/8/2011 Annual Meeting