

Bylaws of
Interagency Council on Aging of South Central Connecticut

Article 1 - Name

The organization shall be known as the Interagency Council on Aging of South Central Connecticut and shall be hereinafter referred to as the “Council”.

Article 2 - Definition

The Council is a consortium of representatives from public, private, and voluntary agencies, organizations, institutions, and programs who provide social, health, housing and/or support services to the elderly (those 55 years of age or older) residents of South Central Connecticut. Support services may include meal programs, companion, homemakers, outreach, transportation, recreation, etc. The Council shall be non-profit.

Article 3 - Purpose

The mission of the Council is to bring together providers of services to the elderly in the South Central Connecticut region for educational and networking opportunities.

Article 4 - Membership

Each agency, organization, institution, or program shall be represented by one delegate; additional staff or individuals may attend meetings without vote. Annual dues must be paid to maintain membership in good standing.

Article 5 - Membership Dues

1. Dues shall be paid upon acceptance of membership by the Council or in September of each year, whichever ever comes first.
2. Dues shall be determined on recommendation of the Executive Committee presented to the membership at a regular meeting.
3. A majority vote of the members present and voting shall approve or reject the dues recommended by the Executive Committee.

Article 6 - Officers

1. The elected officers of the Council shall be Chairperson, Vice-chairperson, and Secretary. The Director or designee of the fiduciary agency shall serve as a non-elected officer of the Council.
2. Nominees for any position of elected office must be members in good standing.
3. A nominating Committee consisting of three people to be elected by the membership prior to the annual meeting shall be responsible to prepare a slate of officers to be presented at the next regular meeting of the Council. Upon presentation of the Nominating Committee’s recommendations, additional nominations will be accepted from the floor. Elections will be held by voice vote unless otherwise requested by a majority of members present. Officers shall begin their terms following the annual meeting.
4. Officers shall serve for a period of one year.

5. No officer shall be elected to the same office for more than two consecutive years.
6. At the expiration of the terms of office, officers shall deliver in good order all the property and/or records of the Council to their successors.

Article 7 - Duties of Officers

1. Chairperson

- a) Serve as chief executive of the Council.
- b) Preside over all meetings of the Council.
- c) Appoint delegates to ad hoc committees with the exception of the nominating committee.

2. Vice Chairperson

- a) Preside over Council meetings in the absence of the Chairperson.
- b) Assume the office of Chairperson for the remainder of the term should the Chairperson leave office.

3. Secretary

- a) Shall keep accurate minutes and attendance of each Council meeting and Executive meeting.
- b) Shall distribute minutes to all members in good standing.
- c) Shall handle Council correspondence per direction of the Chairperson.

4. Fiduciary Agent

- A. The Director or designee of the fiduciary agency, South Central Connecticut Agency on Aging shall serve as custodian of Council funds and shall:
 - 1) be responsible for maintenance of complete financial records;
 - 2) provide the Executive Committee with a list of all paid members;
 - 3) report at each meeting of the Executive Committee on the Council's financial condition;
 - 4) prepare an annual report of the receipts and expenditures in the current year for presentation at the annual meeting;
- B Will issue notice of membership dues to each new member and annual statements to all members in good standing on an annual basis.
- C Checks shall be signed by the fiduciary agent or Chairperson.

Article 9 - Executive Committee

1. The Executive Committee shall consist of five members: the three elected officers, the Director or designee of the fiduciary agency, and the recent past Chairperson.
2. The Committee shall be in charge of program planning and membership.
3. The Committee may meet between regular meetings to prepare an agenda for meetings and conduct whatever business it deems necessary.
4. When an emergency situation arises, which requires immediate action and a special membership meeting cannot be convened, the Executive Committee may take whatever action it deems necessary, in keeping with the bylaws of the Council, and report this at the next Council meeting.

5. A simple majority of the Committee must be present at Executive meetings to conduct official business.

Article 10 - Meetings

1. Meetings of the Council shall be held five months per year, and on alternate months the Multi-disciplinary Team meeting (M-Team) shall be held.
2. M-Team meetings shall be presided over by a moderator who shall keep the agenda and attendance; minutes shall not be taken.
3. At least 30% of the voting members must be present to conduct Council business.
4. Members shall be notified at least one week in advance of meetings.
5. An annual meeting will be held once a year.
6. The authority for parliamentary procedures for all meetings shall be Robert's Rules of Order.

Article 11 - Committees

An ad hoc committee or task force may be established at any Council meeting.

Article 12 - Amendments

Amendments to these Bylaws shall require two successive meetings. The proposed amendment may be introduced at one meeting, but it must be included on the announcement for the next meeting in full detail, before being voted on.

Article 13 - Miscellaneous

These Bylaws shall become effective immediately upon adoption by the Council membership.

Revised: 11/11/98

Approved: