

CHAPLIN SENIOR CENTER

132 Chaplin Street
Chaplin, CT 06235

BY-LAWS BOARD OF DIRECTORS

- NAME** I. The Name of the association shall be the **BOARD OF DIRECTORS** of the Chaplin Senior Center.
- PURPOSE** II. The Board of Directors, being an appointed body of the Town of Chaplin by the Board of Selectmen, is to supervise the operation of the Senior Center in accordance with its mission statement.
- MEMBERS** III. The members of the Board are to be nine in number plus two alternates and are appointed by the Chaplin Board of Selectmen for three year terms. The Senior Center Director is to be an ex-officio member. Only a resident of the Town of Chaplin may serve on the board of Directors. Where possible, the Board shall have minority representation. At least five members shall have attained the age of 50.
- OFFICERS** IV. The officers shall be: Chairman, Vice-Chairman , Secretary and Treasurer. The officers shall be elected at the Board's annual meeting in June.
- DUTIES OF OFFICERS** V. The Chairman shall preside at all meetings of the Board of Directors and shall perform all the duties required of a presiding officer. The Vice-Chairman shall preside in the absence of the Chairman. The Secretary shall record the minutes of all meetings of the Board, keep a file of other necessary records, carry on correspondence and notify members of meetings. A majority of the Board of Directors may delegate the preceding responsibilities of Secretary to a Board Clerk who will be compensated accordingly. The Treasurer shall receive, hold, and disburse all funds received by the Senior Center through fund drives, contributions or by other means that are outside of the Town's budget process and shall act in accordance with the method authorized by the Board . The Treasurer shall make a report to the Board at each regular meeting. A majority of the Board of Directors may delegate the preceding responsibilities of Treasurer to the Senior Center Director.
- MEETINGS** VI. Regular meetings of the Board of Directors shall be scheduled every month on a day to be determined by the Board. Other meetings may be scheduled when necessary.
- QUORUM** VII. A quorum shall consist of at least five members.

- COMMITTEES** VIII. Committees may be appointed by the Board of Directors as needed.
- GOVERNANCE** IX. The Board of Directors shall comply with all federal, state and local laws, regulations and ordinances.
- RULES** X. The Revised Robert's Rules of Order shall govern this board at its scheduled meetings.
- AMENDMENTS** XI. These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment was given at the previous meeting.