

CHAPLIN SENIOR CENTER
132 Chaplin Street, Chaplin, CT 06235

BY-LAWS OF THE BOARD OF DIRECTORS

I. Repealed and Replaced

These By-Laws repeal and replace in their entirety all previous versions of any such By-Laws, including but not limited to those enacted on September 28, 1999, and revised on April 1, 2004; September 29, 2009; August 27, 2014; April 4, 2017; and on February 4, 2025.

II. Name

The name of the association is the **Board of Directors of the Chaplin Senior Center.**

III. Purpose

The Board of Directors is appointed by the Board of Selectmen of the Town of Chaplin to manage, supervise and oversee the operation of the Senior Center to fulfill its mission in accordance with the Town of Chaplin Ordinance creating the Board of Directors, as amended.

IV. Members

There are nine members of the Board and three alternates appointed by the Board of Selectmen for terms of three years, as provided by the Ordinance, as amended. Each member and alternate must be a resident of the Town of Chaplin. At least five of the nine members must be at least fifty years of age. The Director of the Senior Center is an *ex officio* member without the right to vote.

V. Officers

The officers of the Board of Directors are elected at the Annual Meeting of the Board held in June. The officers are the Chairman, Vice-Chairman, Secretary and Treasurer. The Treasurer shall be the Senior Center Director. The Secretary is a hired clerk or, in their temporary absence, a member of the Board. The term of the officers is one year, with elections to be carried out at the annual meeting in June

VI. Duties of the Officers

The Chairman presides at all meetings of the Board of Directors and performs all duties required of a presiding officer. The Vice-Chairman presides in the absence of the Chairman. The Secretary records the minutes of the meetings, keeps files of other essential records, carries on correspondence and effects legally sufficient notice of meetings to members and the public. By majority vote, the Board may delegate the responsibilities of the Secretary to a Board Clerk to be compensated by the Town, depending on the availability of funds. The Treasurer receives, holds and disburses all funds received by the Senior Center through fund drives, contributions or by other means outside of the Town budget, and acts in accordance with instructions authorized by the Board. The Treasurer reports to the Board of Directors at each regular meeting. By majority vote, the Board may delegate the responsibilities of the Treasurer to the Director of the Senior Center.

VII. Meetings

Except for January, June, and July, regular meetings of the Board of Directors are scheduled for 10 am on the first Tuesday of every month on the dates determined by the Board prior to the beginning of each calendar year, if possible. The Board's annual meeting is held on the first Tuesday of June. Special meetings may be scheduled as needed. A list of annual meeting dates shall be submitted to the Town Clerk as part of the minutes of a regular meeting not later than January 31st for the ensuing year per CGS 1-225b.

VIII. Quorum

A quorum consists of at least four members, including any alternate seated to replace absent members.

IX. Committees

Committees may be created and appointed by the Board of Directors as needed.

X. Governance

The Board of Directors shall comply with all federal, state, and local laws, regulations, and ordinances, and also with these By-Laws.

XI. Rules

Subject to the Senior Center Board of Directors Ordinance, as amended, and these By-Laws, the Revised Robert's Rules of Order govern the meetings and procedures of the Board of Directors.

XII. Amendment

These By-Laws may be amended at any regular or special meeting of the Board of Directors by a two-thirds vote of the members present and voting, provided that notice of any proposed amendment and the meeting at which it is considered is given at the previous meeting of the Board, and to the public as required by law.

XIII. Special Revenue Funds

The Board of Directors encourages gifts to the senior center consistent with the senior center's mission and policies. Donations, dues, and funds raised by fundraisers are not to replace regularly budgeted expenditures. Private resources can extend and enrich senior center services and special projects.

Revised: 4/1/2004, 9/29/2009, 8/27/2014, 4/4/2017, 2/4/2025