

City of Fairfax Senior Center Council By-Laws (effective 9/2022)

Name.

The name of the organization is the City of Fairfax Senior Center Council (CFSCC).

I. Purpose.

The purpose of the City of Fairfax Senior Center Council is to assist the Recreation Manager of Green Acres/Senior Center (RMSC) and staff, to fulfill the social, educational, physical and recreational needs of the center's members (age 55 and older) regardless of their race, gender, or religion. To achieve these goals, CFSCC shall work in cooperation with the Senior Center (SC) staff to carry out activities to include:

A. CFSCC shall be responsive to the needs of the members of the senior center, work closely with the members and make recommendations to the staff regarding programming and other issues as they may arise.

B. Communicate with other senior centers, agencies and organizations and disseminate information that may interest the City of Fairfax Senior Center (CFSC) members.

II. Council Members. Eligibility. Term.

A. CFSCC shall consist of a maximum of 10 elected members and the Parks and Recreation Advisory Board (PRAB) representative, all of whom shall have a vote, and the Recreation Manager or designee, as a non-voting, ex-officio member.

B. Voting members will serve terms as follows:

1. The PRAB rep is appointed by the City Council for a three-year term.
 - PRAB rep is not an elected official nor a voting member of CFSCC.
 - PRAB rep attends the Fairfax City Parks and Recreation Board meetings and other associated meetings and conferences; represents the members of the Young at Heart Senior Center; provides a report to the CFSCC on the PRAB meetings, significant issues affecting the Senior Center, and senior activities within Fairfax City.
 - PRAB rep may be a member of a committee or hold an office position within the Senior Advisory Council. The exceptions: Chair and Vice-Chair because there is a potential conflict of interest since the PRAB oversees and directs the Senior Centers in Fairfax City, and also may restrict the Senior Center's ability to negotiate with the City of Fairfax.
2. The other council members will serve two-year terms and shall not serve more than two consecutive full terms.

C. Any individual age 55 or over, who attends and is a member of the City of Fairfax Senior Center is eligible to be elected to serve on the CFSCC.

D. The nominating committee of the CFSCC shall provide at the September meeting a slate of qualified nominees. Nominations will also be allowed from the floor at the September meeting. After the nominating committee publishes the ballot, no additional nominees will be added to the ballot by write-in or other process.

E. The new CFSCC members shall assume their positions in the October meeting following the September election.

F. Any CFSCC member who misses half of the scheduled CFSCC meetings during the year may be removed from the CFSCC by a simple majority vote.

III. Council Officers.

The following officers will be elected by the CFSCC at its October meeting. Officers will assume their offices at the conclusion of the meeting at which they were elected for a term of one year.

A. Chair – The Chair shall:

1. preside at Council meetings.
2. oversee and monitor other meetings as necessary.
3. review the annual calendar to include pertinent dates, deadlines and special events and perform such duties as are incumbent upon the office and as required.

B. Vice-Chair – The Vice-Chair shall serve in the capacity of the Chair in the absence of the Chair and shall perform such other duties as may be assigned.

C. Secretary – The Secretary shall:

1. be responsible for writing the minutes of all official meetings of CFSCC.
2. be responsible for CFSCC correspondence at the direction of the Council.
3. within a timely manner after each CFSCC meeting, send a copy of the draft minutes to the Council members for their review, recommended changes, fixes, comments, and/or clarifications.

D. Treasurer – The Treasurer shall:

1. maintain records of all financial transactions.
2. maintain the checkbook, making timely deposits and write checks to pay all bills authorized by the CFSCC.
3. file an accounting of expenses and income at each regular meeting of the CFSCC.
4. present to the Council a balance sheet at the end of the fiscal year.
5. perform such other duties as may be assigned.
6. upon request from the CFSCC or an appropriate Fairfax City (VA) official procure an independent audit of the CFSCC books prior to the transfer of the Treasurer's duties.

IV. Authority to sign checks: At least three officers (Treasurer and two others) shall have the authority to sign checks on behalf of the CFSCC. One signature is required for any check up to \$250.00. Any check equal to or greater than \$250.00 shall require two signatures.

V. Council Meetings.

A. Regular Meetings.

1. The CFSCC shall hold at least ten regular monthly meetings annually. Notice of such meetings shall be provided to Council members at least five business days prior to the date of the meeting. Such meeting notices shall also be posted at the Senior Center at least five business days prior to the meeting.

2. The CFSCC shall hold regular meetings on the third (3rd) Tuesday of the months in which the meetings are held. The time is to be determined by the current council, and such meetings shall be held at the Senior Center at Green Acres when practicable.

3. All meetings are open to all members of the Fairfax Senior Center but only the CFSCC members can vote.

4. A quorum for meeting shall consist of no fewer than five voting CFSCC members.

B. Special Meetings.

1. The Chair may call a special meeting of the CFSCC.

2. At the written request of at least three voting members of the CFSCC, the Chair can call for a special meeting of the Senior Council members.

VI. Contract Procedures.

The following contract procedures shall apply whenever it becomes necessary for the CFSCC to enter into a contract:

1. All contracts must be approved by the CFSCC and signed by a CFSCC officer and the member representing the CFSCC action.

2. The CFSCC will be briefed on the critical milestones and cancellation deadline by the member responsible for initiating the contract action. A copy of the signed document and addendum(s), if applicable, will be provided to the Secretary and the Chair and will be reviewed by the Chair.

3. The Chair will include in the agenda for each of the Council meetings any contact milestones due within the 45 days following the meeting.

4. The progress of any contract generated for the benefit of the CFSCC members which is not expected to produce a monetary profit shall be reviewed at each regular meeting of CFSCC.

5. If financially feasible and available, cancellation insurance shall be considered by the CFSCC for any special event that could have a major monetary loss.