



FAIRFAX CITY YOUNG AT HEART SENIOR CENTER ADVISORY COUNCIL BY-LAWS

I. Name

The name of the organization is the Fairfax City Young at Heart Senior Center Advisory Council (hereinafter referred to as the Council).

II. Purpose and Assets

A. Purpose

The purpose of the Council is to assist the Fairfax City Young at Heart Senior Center (hereinafter referred to as the Senior Center) Manager and staff to fulfill the social, educational, physical and recreational needs of the Senior Center's members (age 55 and older) regardless of their race, gender, religion or income.

The Council will:

1. Provide a forum for discussion of concerns and suggestions, potential opportunities and identification of needs of the Senior Center.
2. Cooperate with the City of Fairfax Parks and Recreation Department and community organizations to promote activities that will benefit senior adults.
3. Provide direct assistance, as needed, with planning and funding for programs and activities to address physical, mental, and social needs of the Senior Center members.
4. Receive funds and property by gift, transfer, fund-raising activities or bequest and administer and apply such funds in furtherance of these purposes.

B. Assets

The assets of the Council will at all times be dedicated to the purposes set above. None of the net earnings will benefit any Council member individually or any other individual.

III. Council Members

A. Members

The Council shall consist of a maximum of ten elected voting members, the Parks and Recreation Advisory Board (PRAB) Representative (PRAB Rep), who is non-voting, and the Senior Center Manager or designee, as a non-voting ex-officio member.

B. Eligibility

Any individual age 55 or over, who is a member in good standing of the Senior Center is eligible to be elected to serve on the Council.

C. Terms

Council Members will serve terms as follows:

1. The PRAB Rep is appointed by the Fairfax City Council and is seated as a voting member on the PRAB. The PRAB Rep is a member of the Senior Center, a resident of Fairfax City and appointed for a three-year term. The PRAB Rep may be a member of a Committee or hold an office position within the Council with the exception of Chair and Vice-Chair. This is to prevent conflict of interest as the PRAB directs the Senior Center.
2. The ten elected Council members will serve two-year terms and shall not serve more than two consecutive terms. Each Council member who wishes to extend beyond their initial two-year term must run for reelection.

D. Elections for the Council

1. Senior Center members interested in serving on the Council will be notified in the Senior Center newsletter and via an announcement posted on the Council bulletin board to submit their own names two months prior to the election.
2. All Senior Center members in good standing are eligible to vote in an election by secret ballot. If two applications are tied for only one seat, there will be a new ballot with only those two applicants voted upon. Those receiving the most votes are elected to the Council and will begin their term at the following meeting.

E. Vacancies

At any time, if the Council does not have ten elected members, any Council member may nominate a new member. The Chair will solicit votes from Council members via email. The new member will be seated at the next meeting if they receive a majority vote from elected members. If the nomination occurs at a meeting, the voting members will adjourn to a closed meeting at the conclusion of the business meeting and conduct a vote. A majority vote is required to appoint the proposed member to the Council. In this circumstance, the term of the newly added member is only through the next election, and if the member is interested in remaining on the Council, he/she must run for reelection and will only be eligible for one additional consecutive term.

F. Resignation and Termination

Resignations from the Council must be received by the Chair or Vice-Chair. A member may be removed by a majority vote of the Council. After four absences from meetings, within a year, the position will be considered vacant. If two absences are consecutive, and without notification to the Chair or Vice-Chair, the position will be considered vacant as of the following meeting.

G. Member Commitments

Council members are expected to comply with the By-laws and all other procedural documents that exist as agreements between the Senior Center and the Council. Failure to comply with any procedural documents will result in termination of the member from the Council after three written warnings from the Chair, at the discretion of the officers

or by majority vote. In such cases, members must run in the next election if they are interested in being on the Council and will only be eligible for one additional consecutive term. Council members are expected to engage in civil discourse and be respectful of their fellow members.

H. Compensation

Council members shall receive no compensation. Reimbursements for approved expenditures will be made.

I. Sponsorship

Soliciting sponsorship for Senior Center programs and events is a function of the City of Fairfax Parks and Recreation staff. The Council members will not engage in sponsorship activities.

IV. Council Officers

A. Officers

The following officers will be elected by the Council at the October meeting. Officers will assume their positions at the conclusion of the October meeting for a term of one-year.

1. **Chair:** The Chair presides at Council meetings, provides input to the Senior Center newsletter, prepares meeting agendas and serves as the official spokesman for the Council and is the primary contact with the Senior Center Manager for Council related matters.
2. **Vice-Chair:** The Vice-Chair will exercise the authority of the Chair in his/her absence, perform such other duties as may be assigned by the Chair or the Council.
3. **Secretary:** The Secretary will be responsible for writing the minutes of all official meetings of the Council, be responsible for Council correspondence, be responsible for maintain other records as may be required.
4. **Treasurer:** The Treasurer maintains records of all financial transactions, has oversight of the bank account(s) and cash, maintains the checkbook, pays bill and reimbursements in a timely manner, prepares an annual budget and completes year-end report and reports on accounting of expenses and income at each regular meeting of the Council.

B. Vacant Officer Positions

If officers are not elected, the following actions will occur:

1. **Chair:** If a Vice-Chair has been elected, the Vice-Chair will assume the position of the Chair. If neither position is filled, the Council will cease operations and consider reforming as a Committee.
2. **Secretary:** If a Secretary is not elected, voting members will be requested to take turns recording the meeting minutes. In the absence of a volunteer, minutes will not be recorded and the Council should vote on reforming as a Committee.
3. **Treasurer:** If a Treasurer is not elected, the Council will abstain from any activity where funds are collected or disbursed and will consider reforming as a Committee.

Nominations for vacant officer positions may occur at any Council meeting. A majority vote is required to fill the position.

In the event that the council disbands, every attempt will be made to reform as a Committee. A Committee requires a minimum of a person in the role of Treasurer, one other senior center member and the Senior Center Manager. Two Committee members (the Treasurer and one other member) will have access to the funds in the Council bank account. These funds will be used as defined in II.B. Assets, and with approval of the Senior Center Manager.

C. Authority to Sign Checks

At least two officers (Treasurer and one other member) shall have the authority to sign checks on behalf of the Council. One signature is required for any check up to \$500.00. Any check equal to or greater than \$500.00 shall require two signatures.

V. Council Meetings

A. Regular Meetings

1. The Council shall hold at least ten regular monthly meetings annually at a predetermined date, time and location and will last approximately one hour. A proposed agenda for such meetings shall be provided to Council members at least five business days prior to the date of the meeting. Meeting notices shall also be provided the Senior Center members at least five business days prior to the meeting either by including the meeting announcement in the newsletter and/or by posting a notice at the Senior Center. Meetings will be held in person or via video conference call in the case of inclement weather.
2. All meetings are open to all members of the Senior Center.
3. A quorum for meetings shall consist of no fewer than five voting Council members. In anticipation of an absence, a Council member may delegate their proxy vote to another voting member, in writing.
4. Council members are expected to attend all meetings and inform the Chair or Vice-Chair in advance of the meeting if they cannot attend, and provide their proxy voting authority.

B. Special Meetings

1. The Chair may call a special meeting of the Council.
2. At the written request of at least three voting members of the Council, the Chair may call for a special meeting of the Council members.

VI. Committees

A. Appointing Committees

The Council may, each year, appoint committees to advance the work of the Senior Center in such matters as By-laws and procedural documents, fundraising events, special events and educational events. Committee members may be selected from the Council and/or members of the Senior Center. Such committees shall be subject to the final authority of the Council.

B. Terminating Committees

Any committee or committee appointments may be terminated by a vote of the Council. The Council may appoint successors to those appointees whose services have been terminated if a committee is continuing.

VII. By-law Amendment Procedures

The By-laws may be adopted, amended or revised as requested by Fairfax City Parks and Recreation Manager, the Senior Center Manager and/or by two Council members. By-law amendments or revisions shall be delivered electronically to each Council member at least ten days prior to a Council meeting for review and comment prior to voting.

By-laws adopted by CFSCC on May 25, 2004

1st Amendment adopted June 28, 2005

2nd Amendment adopted June 28, 2005

3rd Amendment adopted July 24, 2007

4th Amendment adopted March 25, 2014

5th Amendment adopted August 26, 2014

6th Amendment adopted October 28, 2014

7th Amendment adopted December 9, 2014

8th Amendment adopted July 1, 2019

9th Amendment adopted May 21, 2024