

**ARAPAHOE COUNTY COUNCIL ON AGING
BY-LAWS**

(As amended on April 20, 2010)

Article 1

The name of this not-for-profit organization shall be the Arapahoe County Council on Aging (ACCoA).

Article 2

Authorization

The Arapahoe County Council on Aging was recognized in February 1975 as the official spokesman for the County's 60 plus population, and to represent the agencies and organizations serving the senior population. The Council was founded under the Older Americans Act of 1965 as amended.

Article 3

Mission Statement

The mission of the Council is to identify the needs, concerns, and issues of adults 60 and over in Arapahoe County. The Council will plan, advise and advocate for services which best meet these needs through education, collaboration, and coordination in the community.

Article 4

Objectives

Section 4.01 To serve as an advocate on behalf of the County's 60 plus residents in regard to their identified needs, problems, concerns and issues.

Section 4.02 To coordinate with community agencies and providers of services in addressing issues that improve the quality of life of 60 plus adults.

Section 4.03 To publicize the purposes and programs of the Council utilizing a variety of channels of communication.

Section 4.04 To provide monthly educational programs on topics of concern and interest related to aging issues for Council members, service providers and community residents.

Section 4.05 To determine needs and service gaps in Arapahoe County and make recommendations to the Denver Regional Council on Governments (DRCOG) or other funding sources for the use of Older American's Act funds, state funding and other available funds that will benefit seniors.

Article 5

Membership: Membership is comprised of 60 plus citizens of Arapahoe County and organizations, associations and businesses that are interested in the issues affecting the senior population. Fifty percent of this category must be 60 years of age or over as outlined in the Older Americans Act. All meetings will be open to the public and publicized.

Article 6

Executive Board/Executive Committee

Section 6.01 The Executive Board shall be composed of the President, Vice President, Secretary, and Treasurer, immediate Past President and the Chairpersons of the standing committees. The President shall chair the Executive Board.

Section 6.02 The Executive Board shall consider all issues of concern to the Council and make recommendations to the Council at Large.

Section 6.03 The Executive Board officers shall assure themselves that funds and property under control of the Council are properly safeguarded and shall authorize the expenditures in amounts not to exceed \$500.00 for any single purpose. They shall refer expenditures in excess of that amount, together with its recommendations, to the Council for action at a regular meeting.

Section 6.04 The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer and the immediate Past President and will exist to handle matters of confidentiality and sensitivity.

Article 7

Officers, Duties and Responsibilities

Section 7.01 Officers shall be: President, Vice President, Secretary and Treasurer.

Section 7.02 **President:** The President shall preside at all meetings of the Council and serve as ex-officio member of all standing committees.

Section 7.03 **Vice President:** The Vice President shall perform such duties as may be assigned by the President and serve in absentia.

Section 7.04 **Secretary:** The Secretary shall keep minutes of the proceeding of the Council, have copy of the By-Laws and record all duly adopted amendments. The Secretary shall be responsible for keeping an e-mail list of all people who want a copy of minutes. The Secretary will e-mail minutes of the prior months' meeting no later than one week before the current months' scheduled meeting.

Section 7.05 **Treasurer:** The Treasurer shall receive and keep a record of all monies and properties of the Council.

Section 7.05a All funds coming under the control of the Council shall be deposited in a centrally located banking institution.

Section 7.05b Checks for the withdrawal of funds from the banks shall be documented by supporting receipts and vouchers. President, Vice President and Treasurer shall be signers on the account.

Section 7.05c The fiscal year of the Council shall be from January 1st through December 31st of each calendar year.

Section 7.05d An annual review of the fiscal affairs of the Council shall be arranged for and accomplished, with the written results of said review to be provided to the members of the Council.

Section 7.05e The Treasurer shall present a report of the fiscal affairs to the members at least quarterly.

**Article 8
Committees**

Section 8.01 The Standing Committees shall be as follows: Advocacy/Legislative Liaison; Community Awareness; Eastern Plains; Programs; Public Safety; Special Events; and the DRCOG Advisory Committee on Aging.

Section 8.02 The chairpersons shall be elected by the membership of the Council at the annual meeting in November and fill in as necessary throughout the year. Chairpersons should report to the President for absences.

Section 8.03 The President may appoint other committees on an ad hoc basis.

**Article 9
Duties of Members**

Section 9.01 The vitality of the Council is dependent upon the interest and participation of the members in the activities of the Council.

**Article 10
Duties and Responsibilities of Committees**

Section 10.01 Chairperson of committees shall be elected by the members of the Council at the November meeting and fill in as necessary throughout the year. The Executive Board shall lead Committee(s) without a Chairperson.

Section 10.02 Committees shall consist of a chairperson and other committee members from the membership that have aligned with said committee.

Section 10.03 Committees may draw from the membership of the Council at large to establish ad hoc subcommittees to work on particular problems or projects. The chairpersons of the committees shall keep the President, as an ex-officio member, informed of committee meeting dates as well as progress of the committee.

Section 10.04 **All standing committees in addition to their responsibilities and duties outlined in specific paragraphs shall:**

1. Chair their respective committees.
2. Attend all Council meetings unless excused by the President; attend Executive Board meeting as needed.
3. Provide input to the ACCoA website that is beneficial to the membership and seniors of Arapahoe County.
4. Submit input for the Annual Report.
5. Coordinate with other committees as needed.

Section 10.04a – **Advocacy/Legislative Committee:** The purpose of this committee is to advocate on issues and legislation affecting seniors in Arapahoe County and to promote educational endeavors.

1. Monitor local, state and federal legislative issues of concern to the aging population, and keep the Council informed. After discussion and direction from the Council, the Committee shall act accordingly.
2. Maintain an up-to-date list of local government officials.
3. Prepare an information letter about the Council's activities to all local government officials as needed.
4. All communication, written or oral presenting the Council's position, shall be pre-approved by the Council.
5. Consider need(s) identified in recent regional and/or county surveys and studies and choose a goal which addresses and/or alleviates those needs.

Section 10.04b – **Community Awareness Committee:**

The purpose of this committee is to solicit a diverse ethnic and economic representation of the 60 plus Community; help meet their needs; partner with other organizations within the County to promote greater cooperation and coordination of needed services; sharing of information; and developing interest in community participation to further increase awareness and advocate for seniors in Arapahoe County.

1. Responsible for producing and printing the ACCoA brochure. Prepare periodic articles in news media, public radio and television media available in Arapahoe County to solicit membership; advertise announcements of meetings and activities; and provide information regarding the contributions of ACCoA to the senior community.
2. Establish liaison with local senior organizations and other organizations that are senior-oriented to solicit new members and provide networking opportunities.
3. Develop community outreach programs such as food and clothing drives, assistance to military members, veterans and homeless, etc.; conduct periodical "meet and greet" socials to share information and encourage enthusiastic seniors to get involved in the community and advocate for seniors. Develop partnerships with other senior organizations to better serve the 60 plus community and build ACCoA presence in Arapahoe County.

Section 10.04c – **Eastern Plains Committee:** The purpose of this committee is to ensure coordination with ACCoA and promote Advocacy for Eastern Plains residents.

1. Attend all Eastern Plains meetings and report to ACCoA.
2. Direct the committee to maintain an up-to-date mailing list of appropriate agencies, groups and service providers that serve the Eastern Plains area.
3. Coordinate with the Program Committee on the annual Eastern Plains joint meeting in June.

Section 10.04d – **Program Committee:** The purpose of this committee is to schedule presentations at the regular monthly meetings that inform and educate the Council on issues pertinent to older adults in Arapahoe County.

1. Research sources and recommend pertinent programs to the Executive Committee, and seek Council members' views on program subject matter.
2. Arrange presenters for ten regular Council meetings each year, and the Annual get together meeting in January.
3. Coordinate the annual Eastern Plains joint meeting in June.
4. Send all correspondence required to present programs, including the thanks of the Council for the presentation.
5. Add or delete topics and speakers in a timely manner.

Section 10.04e – **Public Safety Committee:** The purpose of this committee is to keep the adults 60 and over of Arapahoe County informed about issues and resources relating to their safety and well-being. The Public Safety Chairperson shall coordinate with County Fire, Police and EMS with events and available resources at monthly meeting.

Section 10.04f – **Special Events Committee:** The purpose of this committee is to plan, advertise and implement a 'Senior Day' designed to inform the citizens of Arapahoe County about issues affecting adults 60 and over and to bring information about resources to our community.

1. Coordinate an agenda for Seniors Day with input from the committee and the Council membership.
2. Arrange for sponsorship of the event; for vendors/service providers; for event facilities and programs; and promotion of events.

Section 10.04g – **DRCOG Advisory Committee on Aging:** The purpose of this committee is to ensure effective representation on the DRCOG Committee on Aging from Arapahoe County.

1. Recommendations to the Committee on Aging will be made by the Executive Committee and presented to the County Commissioners. The County Commissioners will then make the final appointment.
2. Appointed members of the Committee on Aging must attend all meetings of the DRCOG Advisory Council and participation in sub-committees as required by DRCOG unless excused by DRCOG.
3. Appointed members of the Committee on Aging must attend all ACCoA meetings, unless excused by the President.
4. Appointed members of the Committee on Aging will provide updates on the DRCOG Committee on Aging to the board meetings and regular scheduled monthly ACCoA meetings.

Section 10.04h – **Ad Hoc Committee:** Ad Hoc Committees shall be appointed as necessary by the President and shall report to the President on a regular basis.

Article 11

Elections

Section 11.01 A Nominating Committee shall be elected at the September meeting of the Council and shall consist of not less than three (3) members of the Council. The Nominating Committee shall present a slate of officers and committee chairpersons at the October meeting of the Council.

Section 11.02 Election of officers and committee chairpersons shall take place at the November meeting of the Council and installations of the newly elected officers and committee chairpersons shall be at the January meeting of the Council. Each officer shall serve no more than three one year elected terms in each office. In the event a vacancy occurs in an office, the new officer may serve out the term of the incumbent officer and no more than three additional elected terms.

Section 11.03 Officers and committee chairpersons shall serve for a minimum term of one year.

Section 11.04 Elections shall be by ballot; however, should there be but one candidate for an office, that candidate may be elected by acclamation.

Section 11.05 Nominations may be made from the floor with the consent of the nominee.

Section 11.06 To be elected, a candidate must receive a majority of votes cast.

Section 11.07 Should a newly elected officer or committee chairperson not be present for the installation, the absent officer or committee chairperson shall be installed in absentia.

Article 12

Vacancy in Office: A vacancy may occur in an elective or appointive office either by loss Of membership, resignation, or inability or failure to perform the duties of the office. In Case of an elective office, the vacancy shall be filled by action of the Executive Board.

Article 13

Meetings

Section 13.01 Regular meetings of the Council shall be held monthly at established locations.

Section 13.02 A special meeting of the Council may be called by three (3) officers and after publication of a notice of the special meeting. The members shall be notified ten (10) days prior to the set time of the special meeting.

Section 13.03 Executive Board meetings will be held as deemed necessary. President will have the responsibility to inform board members of meeting time and place at least 10 days prior to the meeting.

Article 14

Quorum: A quorum of the Council or the Executive Board shall consist of those persons present at regular or pre-announced meeting.

Article 15

Agenda of Meetings

Section 15.01 The agenda of meeting shall include at least: Reading and approval of the Minutes, Receipt of Communications, Treasurer's Report, Bills, Unfinished Business, New Business, Reports of Officers and Committee Chairpersons, Announcements and Adjournment.

Section 15.02 The agenda may be changed or suspended at any meeting by a majority vote of the Council, a quorum being present.

Section 15.03 An educational program shall be provided at each meeting.

Section 15.04 An Annual Report summarizing the Council's activities during the past year shall be prepared by January of the following year and shall be distributed to the members of the Council at the Annual Meeting.

Article 16

Parliamentary Authority: Robert’s Newly Revised Rules of Order shall be the Council’s final authority on all questions of procedure and parliamentary law not covered by these By-Laws of the Council.

Article 17

Section 17.01 The By-Laws of this Council may be amended by a majority vote at any regular meeting, a quorum being present, providing notice of the proposed amendment of amendments has been given at the preceding regular meeting.

IN WITNESS WHEREOF, we have signed these By-Laws signifying their approval by vote of the Council taken this 20th day of April, 2010

ATTEST:



Secretary

President

- Revised:
- February 28, 1990
- May 26, 1992
- November 04, 1997
- January 16, 1998
- February 26, 2001
- March 26, 2001
- March 28, 2005
- May 5, 2005
- November 26, 2007
- April 20, 2010