

# Senior Citizens Affairs Foundation By-laws

Effective March 10, 2025  
Approved March 11, 2025

## Objective

The objective of this policy is to establish the Pine-Strawberry Senior Citizens Affairs Foundation (SCAF) By-laws for the administration, operation and management of the organization. It will outline the mission, membership and the Board of Directors.

### Article One: Mission

### Article Two: Membership

- Section 2.1 Membership
- Section 2.2 Dues
- Section 2.3 Entitlement
- Section 2.4 Membership Meetings

### Article Three: Board of Directors (Board)

- Section 3.1 Number of Board Members
- Section 3.2 Qualifications
- Section 3.3 Board Members Term of Office
- Section 3.4 Nominations
- Section 3.5 Elections
- Section 3.6 Vacancy
- Section 3.7 Removal

### Article Four: Board Powers and Duties

- Section 4.1 Powers
- Section 4.2 Duties

### Article Five: Board Meetings

- Section 5.1 General Meetings
- Section 5.2 Special Meetings
- Section 5.3 Quorum
- Section 5.4 Executive Meetings
- Section 5.5 Public Participation

### Article Six: Board Officers

- Section 6.1 Board Offices
- Section 6.2 Election
- Section 6.3 Board Officer Terms
- Section 6.4 Resignation
- Section 6.5 Removal
- Section 6.6 Vacancies

### Article Seven: Board Officer Duties and Responsibilities

- Section 7.1: President
- Section 7.2: Vice-President
- Section 7.3: Secretary (and/or alternate)
- Section 7.4: Treasurer (and/or alternate)
- Section 7.5: Liaisons

Article Three: Board of Directors (Board)

Section 3.1 Number of Board members:

The Board will consist of up to seven (7) members, but no less than five (5).

Section 3.2 Qualifications:

- a. Board members must be 40 years of age or over.
- b. Be a full or part time resident of Pine/Strawberry for at least 1 year.
- c. Board members must be members of SCAF and attend quarterly General Board meetings.
- d. Board members or members of their immediate family may not be paid employees of SCAF.
- e. Nominees must attend a minimum of 2 Board meetings before his/her nomination can be approved.

Section 3.3 Board Members Term of Office:

- a. Board member's term of office will be three (3) years.
- b. Terms will be staggered.
- c. Board members may serve more than one (1) term.

Section 3.4 Nominations:

- a. Any SCAF member may nominate themselves, and/or another SCAF member.
- b. Nominations for the current year may be submitted at any time. Nominees will be considered when there is an opening on the Board.

Section 3.5 Elections:

The election for Board members will take place at the Annual Membership Board meeting in January. Election will be by written ballot. SCAF Members must be present to cast a vote. Nominees who receive the highest number of votes will fill the Board positions. Newly elected Board members will take office at the first scheduled Board meeting of the new year.

Section 3.6 Vacancy:

The Board shall fill all vacancies as soon as possible. A seat shall be considered vacant if a Board member resigns, is removed and/or is no longer able to fill the position. Board vacancies will be posted in the Thrift Store and Senior Dining Room. The vacancy will be filled by vote of the Board. The newly elected Board member's term will expire at the next January Annual Board meeting.

Section 3.7 Removal:

All Board members are subject to removal from office if they are absent without approval from three (3) General meetings in succession, or for other causes. Removal will require a majority vote of the remainder of the Board.

Article Four: Board Powers and Duties:

Section 4.1 Powers:

The Board is the governing body of SCAF and shall have the power to:

- a. Exercise for SCAF all powers, duties, and authorities delegated to the Board of Directors.
- b. Employ an independent contractor or other employees as deemed necessary.
- c. Any Board or SCAF member may be hired as an independent contractor, but must be approved by the Board.

Section 4.2 Duties:

It shall be the duty of the Board to:

- a. Keep a complete record of its acts and corporate affairs.
- b. Keep all monetary records.
- c. Supervise all officers, volunteers and employees of SCAF.
- d. Have adequate liability and hazard insurance on property managed, owned or leased by SCAF and Board Officers.
- e. Appoint a representative to the Community, Educational, Recreational, Cultural Association of Pine & Strawberry (CERCA).
- f. Comply with these By-laws
- g. Board members are expected to volunteer on behalf of SCAF.

Section 6.6 Vacancies:

A vacancy in any office will be filled as soon as possible by a majority vote of the Board. Any Board member may nominate themselves or another Board member. The newly elected Board Officer will serve for the remainder of the year, for the term of the officer he/she is replacing.

Article Seven: Board Officer Duties and Responsibilities

Section 7.1 President:

The president shall be the principal executive officer of SCAF and subject to the control of the By-laws, Policies and the Board, and shall oversee the effectiveness and quality of the operations and control all the business and affairs of SCAF.

- a. Shall, when present, preside at all meetings of the SCAF members and of the Board
- b. May sign with the secretary or any other proper Board Officer authorized by the Board, documents or other instruments which the Board has authorized to be executed, except in cases where the signing and executions shall be expressly delegated by the Board or by these By-laws to some other Board Officer, or shall be required by law to be otherwise signed or executed.
- c. Shall perform all duties associated with the office of president & such other duties as may be prescribed by the Board.
- d. Review all employee evaluations. If the president is also a liaison, then another board member will review any employee evaluation that the president performs.
- e. Manage CD funds at Chase bank and/or other financial institutions.

Section 7.2 Vice-President:

In the absence of the President, shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions of the President.

Section 7.3 Secretary: (and/or alternate)

The Secretary shall

- a. Keep the minutes of all meetings.
- b. See that all notices are duly given in accordance with the provisions of these By-laws and/or as required.
- c. Will be custodian of all non-financial SCAF records.
- d. Keep a list of SCAF members (including addresses, email addresses and phone numbers). Member info may be received by a designated person.
- e. Perform all duties assigned by the President or the Board.
- f. Manage CD funds at Chase bank and/or other financial institutions.

Section 7.4 Treasurer (and/or alternate):

The Treasurer shall:

- a. Have a background check performed prior to taking office.
- b. Have charge and custody of and be responsible for all funds and securities of SCAF.
- c. Receives all receipts for all monies due and payable to SCAF.
- d. Deposit all monies in banks or other depositories that shall be selected in accordance with these By-laws.
- e. Properly secure all funds.
- f. Have a safe provided by SCAF so monies & important paperwork may be properly secured. Combination will be changed as needed.
- g. Performs other duties as may be assigned by the President or the Board.
- h. Follows all Processes and Procedures for the Treasurer's position.

Section 7.5 Liaisons:

Any Board member may hold a Liaison position. The Liaison Position will:

- a. Oversee employee 90-day and/or annual evaluations
- b. Preside over annual evaluations along with the supervisor.
- c. Preside over the annual evaluation of the supervisor along with the President.
- d. Assist in resolution of issues between employees and/or volunteers.
- e. Assist the supervisor, as required, with customer complaints and concerns.