

# **BYLAWS of the HUDSON SENIOR AFFAIRS COMMITTEE**

## **ARTICLE I: NAME**

The name of this body shall be the HUDSON SENIOR AFFAIRS COMMITTEE.

## **ARTILCLE II: PURPOSE AND RESPONSIBILITY**

The purpose and responsibility of the Committee shall be to set policy and oversee the affairs of the Hudson Senior Center.

## **ARTICLE III: BOARD MEMBERSHIP**

There shall be five (5) members and two (2) alternate members (with staggering terms – 2, 2, 1) of the Hudson Senior Affairs Committee who shall be electors of the Town of Hudson and shall be appointed by the Board of Selectmen. Terms will be staggered in order to allow for orderly transition from member to member. There shall also be a Center Director of the Senior Center who shall be appointed by the Board of Selectmen. The Center Director of the Senior Center shall not be a member of the Committee. A Selectman shall be appointed by the Chairman of the Hudson Board of Selectmen (BOS) to serve as a voting member of the Committee. Succeeding BOS Chairmen may appoint their designee.

## **ARTICLE IV: MEETINGS**

The Committee shall hold such regular meetings as are necessary to carry out its responsibilities. No action shall be valid unless authorized by a majority of the members (4 members). The Committee shall keep minutes and records of all its meetings and work. At least once per year, and from time to time or upon request of the BOS, the Committee shall submit a report of its doings to the BOS.

## **ARTICLE V: DUTIES OF THE COMMITTEE**

- 1. Review annual budget for presentation to the BOS.**
- 2. Oversight of the Center financial operation.**
- 3. Oversight of the programs and operations of the Center.**
- 4. Oversight of the Center building and grounds.**
- 5. Monitor the work of the Center Director.**
- 6. Set policy for use of the Center.**
- 7. Adopt rules and regulations for the operation of the Center.**

8. Explore revenue sources including, but not limited to, available grants and Friends of the Senior Center fundraising to meet the Center's goals.

Such policies, bylaws, rules and regulations shall be consistent with the goals set forth in the "MISSION STATEMENT." The Committee shall report to the BOS. Annually, the Committee shall elect a Chairman from its members, as well as such other officers as it may, from time to time, deem necessary. The Committee shall have the power to adopt bylaws for its governance and a majority of the members of the Committee shall constitute a quorum.

#### **ARTICLE VI: RULES OF ORDER**

The current edition of Robert's Rules of Order shall determine all questions of order and procedure for any meeting of the Committee or any sub-committee thereof.

#### **ARTICLE VII: AMENDMENTS**

These by-laws may be amended at any regular meeting or special meeting of the Committee, at which a majority of the members of the Committee shall constitute a quorum of four (4) members present. All by-law changes must be approved by the Hudson BOS.

No amendments shall be put to a vote unless written notice of such amendment(s) has been entered into the minutes of the meeting held at least 10 days previous to the meeting during which a vote is to take place.