

**BY-LAWS OF THE WILLIAMSBURG-HAYDENVILLE REGIONAL
COUNCIL ON AGING**

ARTICLE I THE COUNCIL

SECTION I NAME OF COUNCIL

The name of the Council shall be the “Williamsburg Council On Aging Serving Haydenville and Williamsburg.” The address shall be Town Office, 141 Main St., Haydenville, MA 01039.

SECTION II PURPOSE / DUTIES OF A LOCAL COUNCIL

The basic purpose of a local council on aging is:

1. To identify the total needs of the community’s elderly population.
2. To educate the community and enlist support and participation of all citizens about these needs.
3. To design, implement and promote services to fill the needs and to coordinate existing services in the community.
4. To promote and support any other programs designed to assist elderly programs in the community.
5. Said Council shall cooperate with the Commonwealth of Massachusetts, Department of Elder Affairs and shall be cognizant of all State and Federal legislation concerning funding, information exchange, and program planning which exists for better community programming for the elderly.
6. Such Council On Aging shall give an annual report to the Board of Selectmen with a copy of that report directed to the Commonwealth Department of Elder Affairs.

ARTICLE II MEMBERSHIP AND OFFICERS

SECTION I MEMBERSHIP

The membership of the board shall consist of five persons appointed by the Select Board. They shall be appointed as follows: three members for three years, three members to be appointed for two years, and three members to be appointed for one year, and annually thereafter three members be appointed a term of three years. The Council shall annually elect its chair and other officers, as it deems appropriate. Membership of the COA board may also include Associate non-voting Members. The number of Associate board members shall be at the discretion of the council. An associate member may be designated Secretary. The Council may nominate associate and emeritus(a) members for appointment by the Select Board.

SECTION II OFFICERS

The officers of the Council shall consist of a Chair, Vice-Chair, Secretary, and Treasurer.

CHAIR: The Chair presides at meetings. He/she is also responsible for arranging a time and place to meet. The Chair acts as a spokesperson for the Council in its relations with the public.

VICE-CHAIR: The Vice-Chair presides in the absence of the Chair and Performs the functions normally performed by the Chair.

SECRETARY: The Secretary is responsible for keeping minutes of Meetings.

TREASURER: The Treasurer is responsible for reviewing any funds the Council may receive and disburse, and must prepare a report of these actions according to good accounting procedure. This is especially important when the Town has appropriated funds for the Council's use, since the Council must prepare a yearly budget and statement of expenditures.

ARTICLE III MEETINGS

SECTION I

Regular meetings of the Council shall be held on the third Wednesday of each calendar month at the Senior Center in Haydenville. Special meetings may be called at the discretion of the Chair. Regular meeting time can be changed at the discretion of the Council. The Annual Meetings of the Council On Aging shall be held in May at the regular time and place as stated above for the purpose of electing officers, and for the conducting of such other business as may come before the meeting.

ARTICLE IV QUORUM:

A quorum of 3 board members can conduct business at any regular meeting of the Council. In the event of an emergency, the members present may take the required action or the Chair may take a vote by a telephone poll of the members. Any member of the Council who is absent, without acceptable reason, from three consecutive regular meetings through the current year of the Council, may be asked by the Council to resign.

ARTICLE V: AMENDMENTS:

The By-laws or any section thereof, may be amended or repealed by a two-thirds vote of the Council at any stipulated meeting; however, written notice of such proposed changes shall be mailed to each member of the Council.