

**BY-LAWS OF THE  
COUNCIL ON AGING  
OF THE TOWN OF  
TEMPLETON, MASS**

**ARTICLE I – NAME**

The name of the organization shall be the Templeton Council on Aging, referred to as the Council, as established by the Town of Templeton, on May 8, 1976, pursuant to Chapter 40, 8B of Mass General Laws.

**ARTICLE II – PURPOSE**

The Council is primarily advisory. Its basic purposes include:

- a. To identify the total needs of the elderly population of the community.
- b. To educate the community and enlist support and participation of all citizens about these needs.
- c. To design, promote, or implement services to fill these needs, or to coordinate existing services.
- d. To cooperate with the Massachusetts Executive Office of Elder Affairs, and the Central Massachusetts Area Agency on Aging, Town of Templeton, and to be cognizant of state and federal legislation and programs regarding elders.
- e. To support the Templeton Food Pantry in its efforts to serve the needs of the community.

**ARTICLE III - OFFICES**

The principal office of the Council shall be located Stephen Brewer Senior Community Center, 16 Senior Dr, Baldwinville, MA 01436

**ARTICLE IV – MEMBERSHIP**

The Council shall consist of 5 (five) members, including the Chairperson. Potential Council members shall be nominated by a majority vote of the existing members of the Council, and no member so nominated for Council membership is to serve on the Council until appointed by the Board of Selectmen of the Town of Templeton.

All members shall be sworn in by the Town Clerk within fourteen days of their appointment.

Such persons shall be appointed on a rotating basis, each for a three (3) year term. There shall be at least a one (1) year hiatus prior to re-appointment after the second full term is served.

Insofar as possible, COA membership shall reflect the makeup of the community at large. Membership shall be composed of at least 51% of persons fifty (50) years of age or older.

Potential board members must serve as non-voting Honorary Associate Member for three (3) months prior to election as board member. Council on Aging employees may not serve as Associate Members. Any board member must serve one (1) year before being elected as an officer of the board.

Vacancies shall be filled through recommendation of the Nominating Committee; such term shall expire at the end of the original term.

## **ARTICLE V – VOTING RIGHT OF MEMBERS**

All voting rights shall be vested in the members, and each individual member shall be entitled to one vote, through a call of the roll or written ballot, with respect to any question or matter, which may come before a meeting of the members of the Council.

## **ARTICLE VI – OFFICERS**

- a. The officers of the Council shall consist of a Chairperson, Vice Chairperson, and a Secretary.
- b. Officers of the Council shall be elected at the Annual Meeting, in June, of the Council by majority vote of the members present, and shall take office upon election.
- c. Election of officers to fill vacancies created by death, resignation, or other cause, may take place at any regular or special meeting and shall be for the period of the unexpired term of the previous incumbent.

### **Section 2 – Chair**

The Chair shall be the chief executive officer of the Council, and subject to the direction of the members of the Council, shall have general knowledge of the business affairs and property of the council in its general operations.

### **Section 2B – Vice Chair**

During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

### **Section 3 – Secretary**

The Secretary Shall:

- a. Cause all proceedings of the meetings of members to be recorded.
- b. Cause all notices to be duly given in accordance with these policies and procedures and M.G.L. CH. 39, S. 23B
- c. Cause the performance of all duties, including correspondence pertaining to the office of Secretary.
- d. Cause all retention of records in accordance with Secretary of State's Records Retention Schedule \_\_ (DS-27-93) of September 9, 1993.
- e. Cause the maintenance of a roster of Council members with dates of term expiration, number of terms, as well as any office held and dates of said terms.
- f. Cause the record attendance of council members.

## **ARTICLE VII – MEETINGS OF MEMBERS**

### **Section 1 – Regular Meetings**

Regular meetings shall be held at Templeton Senior Community Center, unless otherwise designated by the Chairperson. Regular meetings of the members of the Council shall be held once a month on the first Tuesday with the following exceptions:

- a. When Tuesday falls on a legal holiday, the meeting scheduled for that date shall be held on the following Tuesday.
- b. In order to accommodate the schedule of an invited Town Official or other guests of the Council.
- c. When it interferes with town meetings.
- d. May be changed if agreeable to the majority of the members.
- e. All meetings must follow the Open meeting law and be posted at the town hall.

#### Section 2 – Emergency/Special Meetings

Emergency/Special Meetings of the members of the Council may be called at any time by the Chairperson, Vice Chairperson, Secretary, or the request of a majority of the members and due notice be given to each member of the Council. In accordance with the provisions of the open meeting law, (Chapter 39, section 23B, M.G.L.) the Council shall provide (at least) forty-eight hour notice and posting of its meetings.

#### Section 3 – Annual Meeting

The annual meeting of the Council on Aging shall be held the first Tuesday in June for the purpose of electing officers and assignment to committees.

#### Section 4 – Quorum

At all meetings of the members of the Council on Aging, the presence of three (3) board members shall be necessary and sufficient to constitute a quorum for the transaction of business.

#### Section 5 – Conduct of Meetings

All meetings shall be conducted in accordance with Roberts Revised Rules of Order.

#### Section 6 – Voting

The vote of at least a majority of the Council on Aging Board members present shall be necessary and sufficient to decide such question or matter, except as may otherwise be provided in these By-Laws.

#### Section 7 – Resignation

In the event that a member wishes to resign, the member must notify both the Chairperson and the Selectmen in writing.

#### Section 8 – Resignation Attendance

Regular attendance is expected of all members. In the event of absence by any board member, for three (3) consecutive meetings, or 4 (four) absences during any calendar year, except for reasons of health or extenuating circumstances, as duly reported to the Chairperson in advance of Council Meetings, the Council should request resignation of the member through the Chairperson.

### **ARTICLE VIII – BOARD STAFF RELATIONSHIP**

The Council shall be responsible for the advertising, interviewing, and recommending a candidate for hire for the director's position to the board of selectmen. The director shall hire all subordinate staff positions. The Council on Aging Board is primarily advisory; Board members shall refrain from supervisory and day to day

management activities. The board shall consult with the director, and other staff, in policy matters. Staff shall ensure the confidentiality of individual client and staff records.

### **ARTICLE IX – AMENDMENTS**

The Council shall have the power to amend the By-Laws in the following manner: The proposed amendment or alteration of the By-Laws shall be approved by the affirmative vote of two-thirds of the members of the council present and voting and such proposed amendment shall be considered at a special meeting of the Council called for such purpose upon not less than seven (7) days prior notice, or at a regular meeting not less than seven (7) days prior, to which notice of the proposed action shall have been given: in either case notice to be accompanied by full text and purpose of the proposed amendment.

### **ARTICLE X – ASSOCIATE MEMBERS**

Any Templeton resident wishing to contribute to the welfare of the community and upon request will be presented to the Council on Aging for consideration as a non-voting Honorary Associate Member. While associate members have no voting power, their input is always encouraged. From this date (August 1, 2017) only Templeton residents will be considered for Associate Membership.

### **ARTICLE XI – PROGRAM ELIGIBILITY**

Programs instituted by the Council are geared toward all elders and disabled of the Town of Templeton. All others are welcome upon availability.

### **ARTICLE XII – SERVICE ELIGIBILITY**

The recognized age for elder participation in council projects is fifty (50) years of age and above, in addition to the disabled of any age. Disabled adults of any age are eligible for all council programs. Disability shall be determined by health care provider.

Participation in Food Pantry services is opened to low income residents of Templeton and Philipston. Low income eligibility is defined by Food Pantry Policy.

### **ARTICLE XIII**

Standing Committees – All committees should maintain a minimum of three members.

The nominating committee shall:

- a. recruit, in conjunction with the Council on Aging, new board members:
- b. nominate council members
- c. oversee the nomination of council members and officers
- d. maintain a roster of potential members

The staff development committee supports staff and volunteer recruitment, training, and recognition. Activities of the committee are:


- a. to be cognizant of local municipal personnel policies and procedures;
- b. to develop, for board review and approval, job descriptions for volunteers;
- c. to help recruit and recommend the hiring of a Director;
- d. to provide training and continuing education for staff and volunteers

OTHER COMMITTEES: The Council on Aging may establish other committees to address issues such as transportation, nutrition, site/building maintenance, outreach, newsletter, long-range planning, executive, program development, hospitality, "Friends of..." etc. Each committee shall have a written statement of purpose and functions and shall report regularly to the Council on Aging.

**REVISED SEPTEMBER 5, 2017**

  
Kathleen King, Chair

  
Carolyn Touchette, Vice Chair

  
Phyllis Denis, Secretary

  
Leona DeGrace, Member

  
Claudette Vincent, Member