

**BY-LAWS of the
VOLUNTEER ADVISORY COUNCIL**

Cupertino Senior Center 21251 Stevens Creek Blvd.

Cupertino CA 95014

PURPOSES of the COUNCIL

1. Be aware of and endeavor to meet the needs of all members of the Cupertino Senior Center through representation on the council
2. Plan and evaluate activities
3. Sponsor projects that help other seniors in the community
4. Create a friendly environment for all who come to the center
5. Promote awareness of the positive contributions of seniors to the community at large

OFFICERS

The four officers, referred to as the Board, shall include President, Vice-President, Recording Secretary, and Corresponding Secretary/Treasurer.

Officers shall serve a maximum of two one-year terms in any one office. However, if no new candidate is available, an officer may serve an additional term.

In the event of a resignation of an officer, a replacement may be appointed by the remaining officers for the remainder of the term of the resigning officer.

DUTIES OF THE OFFICERS

President

Shall preside at all meetings and represent the council as needed.

Vice-President

Shall preside in the absence of the president and assist the president as requested.

Recording Secretary

Shall maintain all necessary records, keep a current list of members, and keep minutes of all council meetings.

Corresponding Secretary/Treasurer

Shall serve in the absence of the recording secretary, handle correspondence for the council, and handle any council funds as directed by the board and/or center director.

COUNCIL

Membership

Council membership shall include the board, past presidents, and representatives from each standing committee. Additional memberships may be granted upon approval by a simple majority of members present at a council meeting.

Meetings

Regular meetings of the advisory council shall be held at the call of the president with a minimum of one meeting annually and shall be open to any members of the Cupertino Senior Center. Normally meetings are held every other month.

Voting

Voting is restricted to members of the council.

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STANDING COMMITTEES

For purposes of this document, the term standing committees refers to organizations, activities, or functions at the center that are made up of, or performed by center members who are volunteers and such organizations, activities or functions have been recognized by the council.

Any new organization, activity, or function can be recognized as a standing committee if its request for such recognition is approved by a simple majority at a meeting of the council.

All standing committees shall provide for representatives to attend council meetings. If no representative of a standing committee is present at six consecutive council meetings, that standing committee will lose its recognition as a standing committee of the Advisory council.

Representatives of the standing committees shall report their programs and plans at the regular meetings of the council.

NOMINATING COMMITTEE

The president and vice-president shall appoint and announce a Nominating Committee in July.

This committee will report to the council in September at which time nominations may be made from the floor for prospects who have given their prior consent for such nomination.

Any non-staff member of the senior center may be a nominee for a board officer position.

Nominating Committee members may not self-nominate.

Election of officers shall be held during the November Council Meeting and newly elected officers shall be installed and at the following (January) regular council meeting. They begin their duties immediately upon installation.

CHANGES TO THESE BY-LAWS

Proposed changes to the By-Laws shall be mailed to all voting members. At a regular meeting, they shall be read. After discussion, the council members will vote on the changed By-Laws, at least 60 % of the votes must be for the changes in order for them to be approved.

Approved By-Laws November 20, 2017