

~~GAHANNA SENIOR CENTER ADVISORY BOARD~~
ACTIVE SENIOR ADVISORY COMMITTEE (ASAC)
CONSTITUTION AND BY-LAWS

~~Adopted: May 22, 1992~~
~~Revised: April 09, 1997~~
~~Revised: January 3, 2007~~
~~Revised: August 3, 2011~~
REVISED: AUGUST 31, 2016

ARTICLE I – NAME

- 1.0 This organization shall be called the ~~Gahanna Senior Center Advisory Board~~ **ACTIVE SENIOR ADVISORY COMMITTEE**, hereafter referred to as the ~~Board~~ **ASAC**.

ARTICLE II – PURPOSE

- 2.0 The purpose of the ~~Board~~ **ASAC** shall be to advise and assist the **SENIOR SERVICES SUPERVISOR AND THE Parks and Recreation Board** hereafter referred to as the **P&R Board**, in drafting and enforcing rules and regulations for the use of the Gahanna Senior Center including, but not limited to, membership requirements, membership fees, hours of operation, volunteer programs and specific non-member use of the facility.
- 2.1 ~~The Center shall provide an opportunity for senior citizens to develop and foster fellowship and to pursue their interests in recreation, crafts, education and other activities consistent with the welfare of the community and the policies of the city of Gahanna, Ohio.~~ **THE ASAC AND IT'S MEMBERS SHALL SUPPORT THE MISSION OF GAHANNA'A ACTIVE SENIOR PROGRAM, AND WILL EXEMPLIFY THE STANDARS AND GOODWILL OF OUR SERVICES AMOUNG OUR MEMBERHISP AND THE COMMUNITY.**

THE MISSION OF GAHANNA'S ACTIVE SENIOR PROGRAM IS "TO ENRICH LIVES WITHIN OUR SENIOR COMMUNITY BY PROVIDING AN ENVIRONMENT OT GATHER AND ENJOY DIVERSIFIED PROGRAMS BOTH AT THE SENIOR CENTER AND ACTIVELY WITHIN OUR COMMUNITIES, WHILE ALSO CONTRIBUTING TOWARDS THE PRIDE AND BETTERMENT OF THE GREAT CITY OF GAHANNA".

- 2.2 **THE ASAC SHALL SUPPORT THE CORE FUNCTIONS AND NEEDS OF THE ACTIVE SENIOR PRORAM BY ASSISTING INITIATIVES WHICH PROMOTE FACILITY AND PROGRAM DEVELOPMENT, COMMUNITY OUTREACH, FUND DEVELOPMENT, MEMBERHISP GROWTH, SPECIAL EVENTS, AND PUBLIC AWARENESS.**

ARTICLE III –**COMMITTEE** MEMBERSHIP

- 3.0 The ~~Board~~ **COMMITTEE**, shall consist of seven (7) senior citizens members (55 years of age or older) selected in the following manner: ~~Two (2)~~ **THREE (3)** members appointed by the ~~Parks and Recreation~~ **P&R Board**, ~~three (3)~~ **AND FOUR (4)** members of the Gahanna Senior Center, elected by majority vote of the membership; ~~one (1) members appointed by the Gahanna city Council~~

~~and one (1) member appointed by the Mayor.~~ The Director of the Parks and ~~&~~ Recreation Department or designee and the Senior Services Supervisor shall serve as ex-officio members of the ~~Board~~ **ASAC**.

- 3.1 Terms of office will be staggered to provide continuity among the representative ~~electees~~ **ELECTORS** or appointees.
- 3.2 Terms of office for all ~~Board~~ **ASAC** members shall be established as two (2) years, commencing on the first day of June of the year they are appointed or elected.
- 3.3 No member of the ~~Board~~ **ASAC ELECTED BY SENIOR MEMBERHISP** shall serve more than two (2) consecutive terms. **THE P&R BOARD RESERVES THE RIGHT TO EXTEND AN APPOINTMENT ORIGINALLY MADE BY THE P&R BOARD UP TO A MAXIMUM OF FOUR (4) CONSECUTIVE TERMS (8 YEARS) BASED ON WILLINGNESS OF THAT MEMBER TO SERVE THE ADDITIONAL TERMS.**
- 3.4 Replacement for ~~Board~~ **ASAC** vacancies shall be made by the original authority to fulfill the term of the original appointment.
- 3.5 **A MINIMUM OF FIVE (5) MEMBERS ON THE ASAC SHALL BE GAHANNA RESIDENTS.**

ARTICLE IV – MEETINGS

- 4.0 The ~~Board~~ **ASAC** shall meet 6 times a year at the Gahanna Senior Center at a date and time established by the ~~Board~~ **ASAC**. The ~~Board~~ **ASAC** shall cause said dates and times to be published monthly and posted in the Gahanna Senior Center. All meetings shall be open to the general membership and public.
- 4.1 A simple majority of the ~~Board~~ **ASAC** shall constitute a quorum.
- 4.2 Meetings shall be conducted in general compliance with Robert's Rules of Order.
- 4.3 A general membership meeting in May, at a date and time convenient to the membership of the Gahanna Senior Center, shall be conducted by the ~~board~~ **ASAC** to foster good communications between the ~~board~~ **ASAC** and the general membership. This meeting shall serve as Election Day for the memberships to select individuals to fill expiring terms of the ~~Board~~ **ASAC**. The members present at the annual meeting shall constitute a quorum. The ~~Board~~ **ASAC** shall cause said dates and times to be posted in the Gahanna Senior Center.
- 4.4 Special meetings for a specific purpose may be called by the ~~Board~~ **ASAC**, the ~~Parks and Recreation~~ **P&R Board**, or any three (3) members of the ~~Board~~ **ASAC**, provided that notice is posted at the Center at least 24 hours prior to such meeting.

ARTICLE V – ELECTIONS

- 5.0 Article V shall refer to elections for the appointment of members to the ~~Board~~ **ASAC** as specified in Article III.

- 5.1 The President of the ~~Board~~ **ASAC** shall appoint, with ~~Board's~~ **ASAC'S** approval, a three (3) member nominating committee consisting of members from the general membership. The appointments shall be made in February prior to the annual meeting at which elections will be conducted. The nominating committee shall seek certification of nominations by the ~~Board~~ **ASAC** during March. During April, the ~~Board~~ **ASAC** shall publish a slate of nominees for election in a local newspaper of general circulation and also post said slate in the Gahanna Senior Center.
- 5.2 The nominating committee shall serve as election tellers to distribute ballots, collect completed ballots, count ballots and report the results to the ~~Board~~ **ASAC** and general membership.
- 5.3 Absentee Ballot Voting: Ballots will be a different color than regular ballots and may be picked up in person 2 weeks prior to voting day or if request, can be mailed to member by sending a self-addressed stamped envelope to Center for return. Absentee ballots are to be checked for current membership and held for counting along with regular Election Day ballots.
- 5.4 Those nominees with the highest elector votes shall serve as members of the ~~Board~~ **ASAC** commencing the next full term.
- 5.5 The nominating committee shall cease to exist immediately following the general election of ~~Board~~ **ASAC** members.

ARTICLE VI – ORGANIZATION

- 6.0 The President **AND** Vice President ~~and Treasurer~~ shall be elected by the ~~Board~~ **ASAC** annually at the first regular meeting, following the general membership meeting of the ~~Board~~ **ASAC**. No ~~Board~~ **COMMITTEE** member shall hold the office of President for more than ~~two~~ **FOUR** consecutive years.
- 6.1 The President of the ~~Board~~ **ASAC** shall serve as the presiding officer ~~of the Board and~~ shall be responsible for the conduct and order of the meetings of the ~~Board~~ **ASAC**. The President, or member acting as President, shall not lose his or her vote as a member by reason of serving as President. The President shall sign for the ~~Board~~ **ASAC** all matters requiring the approval of the ~~Board~~ **ASAC**. In the absence of the President, the Vice President shall sign.
- 6.2 The Vice President shall serve as President in the absence of the President or should the President be unable to complete his or her term in office. Should a vacancy arise in the position of Vice President, an election shall be conducted by the members of the ~~Board~~ **ASAC**. The newly elected Vice President shall fulfill the original unexpired term. Should there become a vacancy in both positions; the members of the ~~Board~~ **ASAC** shall elect officers to fulfill the original term of office.
- 6.3 The Secretary shall be the Senior Services Supervisor who shall maintain all records including agendas and minutes of the ~~Board~~ **COMMITTEE** and annual membership meeting and shall cause distribution of said minutes to all ~~Board~~ **COMMITTEE** members no less than seven (7) days after the meeting.
- 6.4 The Treasurer will report the monthly financial activity and balance of the senior ~~Malibu~~ **OF THE PARKS FOUNDATION**, and the senior escrow account.

- 6.5 All ~~advisory~~ **ASAC** actions and recommendations ~~S of the Board~~ shall be formally adopted by the ~~Board ASAC~~ and forwarded to the ~~Parks and Recreation P&R~~ Board.

ARTICLE VII – STANDING COMMITTEE

- 7.0 The President shall appoint all standing committees as follows and include at least one (1) member of the ~~Board ASAC~~ and at least two (2) members from the general membership of the Gahanna Senior Center:

~~Special Events Committee (programs and activities)~~

~~Membership Committee/Public Relations Committee~~ **FUNDRAISING COMMITTEE**

~~Service Committee~~

- 7.1 Committees shall meet as appropriate. The ~~Board ASAC~~ member assigned to each committee shall report progress, concerns and general committee work at each ~~Board ASAC~~ meeting.

ARTICLE VIII – SPECIAL COMMITTEE

- 8.0 The president, with approval of the ~~Board ASAC~~, may appoint special committees as required to meet specific needs of the ~~board COMMITTEE~~ or of the general membership of the Gahanna Senior Center. Such temporary committees shall commence work upon appointment by the President and shall cease to function upon submittal and acceptance of its report or completion of its purpose.