

GAHANNA ACTIVE SENIOR ADVISORY COMMITTEE (ASAC)
CONSTITUTION AND BYLAWS

ARTICLE I – NAME

- 1.0 This organization shall be called the Gahanna Active Senior Advisory Committee, hereafter referred to as ASAC.

ARTICLE II – PURPOSE

- 2.0 The purpose of the ASAC shall be to advise and assist the ~~Senior Services~~ **RECREATION** Supervisor **ASSIGNED TO THE SENIOR CENTER** and the Parks & 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 ASAC and its members shall support the mission of Gahanna’s Active Senior Program, and will exemplify the standards and goodwill of our services among our membership and the community.
- The Mission of Gahanna’s Active Senior Program is *“To enrich lives within our senior community by providing an environment to 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 Program by assisting initiatives which promote facility and program development, community outreach, fund development, ~~community outreach~~, membership growth, special events, and public awareness.

ARTICLE III – COMMITTEE MEMBERSHIP

- 3.0 The Committee, shall consist of seven (7) senior citizens members (55 years of age or older) selected in the following manner. Three (3) members appointed by the P&R Board, and four (4) members of the Gahanna Senior Center, elected by majority vote of the membership. The Director of the Parks & Recreation Department or designee and ~~the Senior Services~~ **A RECREATION** Supervisor shall serve as ex-officio members of the ASAC.
- 3.1 Terms of office will be staggered to provide continuity among the representative electors or appointees. **IN 2018 NO STAGGERING WAS DONE RESULTING IN SIX (6) MEMBERS FULFILLING THEIR 2 YEAR TERMS AND ONE (1) MEMBER ELECTED IN 2019 WHO WILL SERVE ONE (1) MORE YEAR. THEREFORE, IN 2020, THE P&R BOARD SHALL APPOINT TWO (2) MEMBERS FOR 1 YEAR AND ONE (1) MEMBER FOR**

TWO (2) YEARS. ELECTION BY THE MEMBERSHIP SHALL RESULT IN TWO (2) MEMBERS FOR ONE (1) YEAR AND 1 MEMBER FOR TWO (2) YEARS.

- 3.2 Terms of office for all 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 ASAC elected by **THE** senior membership 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 ~~wiliness~~ **THE WILLINGNESS** of that member to the additional terms.
- 3.4 Replacement for ASAC vacancies shall be made by the original authority to fulfill the term of the original appointment. **IF A VACANCY OCCURS IN AN ELECTED MEMBER'S POSITION THE REMAINING ASAC MEMBERS MAY APPOINT A MEMBER TO FULFILL THE UNEXPIRED TERM.**
- 3.5 A minimum of five (5) members on the ASAC shall be Gahanna residents.

ARTICLE IV – MEETINGS

- 4.0 The ASAC shall meet six (6) times a year at the Gahanna Senior Center at a date and time established by the ASAC. The ASAC shall choose 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 ASAC shall constitute a quorum.
- 4.2 Meetings shall be conducted in general compliance with Roberts 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 ASAC to foster good communication between the ASAC and the general membership. The meeting shall serve as Election Day for the membership to select individuals to fill expiring terms of the ASAC. The members present at the annual meeting shall constitute a quorum. The ASAC shall choose said date and time **OF THE ELECTION** ~~to~~ **WHICH WILL** be posted in the Gahanna Senior Center.
- 4.4 Special meetings for a specific purpose may be called by the ASAC, P&R Board, or any three (3) members of the 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 ASAC as specified in Article III.

- 5.1 The President of the ASAC shall appoint, with 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 ASAC during March. During April, the ASAC shall publish a slate of nominees for election ~~in a local newspaper of general circulation~~ **IN THE SPOTLIGHT NEWSLETTER** 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 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 two (2) weeks prior to voting day or if requested, can be mailed to ~~A~~ member by **THE MEMBER** sending a self-addressed stamped envelope to **THE** Center for return. Absentee ballots **MUST BE RETURNED PRIOR TO THE ELECTION AND** 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 ASAC commencing the next full term.
- 5.5 The nominating committee shall cease to exist immediately following the general election of ASAC members.

ARTICLE VI – ORGANIZATION

- 6.0 The President and Vice President shall be elected by the ASAC annually at the first regular meeting following the general membership meeting of the ASAC. No committee member shall hold the office of President for more than four (4) consecutive years.
- 6.1 The President of the ASAC shall serve as the presiding officer **AND** shall be responsible for the conduct and order of the meetings of the 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 ASAC all matters requiring the approval of the 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 ASAC. The newly elected Vice President shall fulfill the original unexpired term. Should there become a vacancy in both positions, the members of the ASAC shall elect officers to fulfill the original term of office.

- 6.3 The Secretary shall be the ~~Senior Services~~ **RECREATION** Supervisor who shall maintain all records including agendas and minutes of the committee and annual membership meeting and shall cause distribution of said minutes to all 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 account of the Gahanna Parks & Recreation Foundation, and the senior escrow account.
- 6.5 All ASAC actions and recommendations shall be formally adopted by the ASAC and forwarded to the 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 ASAC and at least two (2) members from the general membership of the Gahanna Senior Center: Special Events Committee, Membership Committee/Fundraising Committee.
- 7.1 Committees shall meet as appropriate. The ASAC members assigned to each committee shall report progress, concerns and general committee work at each ASAC meeting.

ARTICLE VIII – SPECIAL COMMITTEE

- 8.0 The President, with approval of the ASAC, may appoint special committees as required to meet specific needs of the ~~committee~~ **ASAC** 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 of completion of its purpose.