

# **ROXBURY SENIOR CENTER BOARD OF DIRECTORS**

## **MISSION STATEMENT**

**The Senior Citizens of Roxbury have proudly worked and sacrificed to contribute to our town. Our goal is to provide a Center where Roxbury's seniors may enjoy the opportunities to enrich their lives through programs that foster involvement in community life, promoting well-being and independence, enhancing dignity and respect, and providing services, assistance, and fellowship.**

## **BYLAWS**

### **Article I. Name**

**The name of this body shall be the Board of Directors of the Roxbury Senior Center ("the Board.")**

### **Article II. Purpose and Responsibility**

**The purpose and responsibility of the Board shall be to set policy and oversee the affairs of the Roxbury Senior Center ("Center").**

### **Article III. Board Membership**

**There shall be five (5) members of the Roxbury Senior Center Board of Directors who shall be electors of the Town and shall be appointed by the Board of Selectmen to serve at the pleasure of the Board of Selectmen. At least one member of said Board of Directors shall be a person who has actively participated in senior citizens programs or organizations. There shall also be a Center Director of the Senior Center who shall be appointed by the Board of Selectmen and shall serve at the pleasure of the Board of Selectmen.**

**The Center Director of the Senior Center shall not be a member of the Board of Directors. The First Selectman shall be an ex officio member of the Board of Directors.**

## **Article IV            Meetings**

**The Board of Directors shall hold such regular and special meetings as are necessary to carry out its responsibilities. No action shall be valid unless authorized by a majority of the members (3 members). The Board shall keep minutes and records of all its meetings and work. At least once per year, and from time to time or upon request of the Board of Selectmen, the Board of Directors shall submit a report of its doings to the Board of Selectmen.**

## **Article V.            Duties of the Board**

- 1. Review the annual budget for presentation to the Board of Selectmen.**
- 2. Oversight of the Center financial operation.**
- 3. Oversight of the programs and operations of the Center.**
- 4. Oversight of the Center buildings and grounds.**
- 5. Supervise and oversee the work of the Center Director.**
- 6. Set policy for the use of the Center.**
- 7. Adopt rules and regulations for the operation of the Center.**
- 8. Explore revenue sources including, but not limited to, available grants and Friends of the Senior Center fundraising to meet the Center's goals.**

**Such policies, bylaws, rules and regulations shall be consistent with the goals set forth in the Mission Statement. The Board shall report to the Board of Selectmen. Annually, the Board shall elect a Chairman from its members, as well as such other officers as it may from time to time deem necessary. The Board shall have the power to adopt bylaws for its governance and a majority of the members of the Board shall constitute a quorum.**

## **Article VI. Rules of Order**

**The current edition of Robert's Rules of Order shall determine all questions of order and procedure for any meeting of the Board or any sub-committee thereof.**

## **Article VII. Amendments**

**These by-laws may be amended at any regular or special meeting of the Directors, at which a majority of the members of the Board shall constitute a quorum in accordance to the Town of Roxbury's Adopted Ordinance Sec. 2-86 (NEW). Roxbury Senior Center Board of Directors and Director of the Roxbury Senior Center ("Director") and Sec. 2-182. Roxbury Senior Center Board of Directors effective June 11, 2008, and approval by the Board of Selectmen of the Town of Roxbury.**

**No amendments shall be put to a vote unless written notice of such amendment has been entered into the minutes of the meeting held at least 28 days previous to the meeting during which a vote is to take place.**