

**ARAPAHOE COUNTY COUNCIL ON AGING**  
**BY-LAWS**  
(As amended on November 26, 2007)

**Article 1**

The name of this not-for-profit organization shall be the Arapahoe County Council on Aging (ACCoA).

**Article 2**

**Authorization**

The Arapahoe County Council on Aging was recognized in February 1975 as the official spokesman for the County's older population, and to represent the agencies and organizations serving older people. The Council was founded under the Older Americans Act of 1965 as amended.

**Article 3**

**Mission Statement**

The mission of the Council is to identify the needs, concerns, and issues of older adults (60 years of age and older) in Arapahoe County. To plan, advise and advocate for services, which best meet these needs: by enlisting, encouraging cooperating and coordination within the community.

**Article 4**

**Objectives**

Sec. 4.01 To serve as an advocate on behalf of the County's older residents in regard to their identified needs, problems, concerns and issues.

Sec. 4.02 To coordinate with all community agencies and providers of services in addressing issues that improve the quality of life of older adults.

Sec. 4.03 To publicize the purposes and programs of the Council utilizing all channels of communication.

Sec. 4.04 To provide monthly educational programs on topics of concern and interest related to aging issues for Council members, service providers and community residents.

Sec. 4.05 To review proposals and make recommendations to the Denver Regional Council on Governments (DRCOG) or other funding agencies for the use of Federal Older American Act funds or other grants that will benefit the older adults.

**Article 5**

**Membership**

Sec. 5.01 Membership shall be open to all individuals regardless of age; who live and/or work in Arapahoe County and are interested in the issues affecting older adults. Application for membership shall be reviewed by the membership committee and shall have selected one of the following categories of membership (Individual or Organizational). Applicant must attend two consecutive meetings and the application will be voted on at the 2<sup>nd</sup> monthly meeting.

Sec. 5.02 Membership categories are defined by:

Individual Membership – These are the voting members. They must attend monthly meetings and participate in at least one standing committee. 50% of this category must be over 60 years of age.

**Organizational Membership** – This includes any Organizations, Associations or Businesses that are interested in the issues affecting older adults in Arapahoe County. The annual dues for this membership will be \$35.00. This will be applied to the current calendar year (January through December). Dues will be waived if the Organization, Association or Business has a representative that participates in standing committee during that calendar year.

Sec. 5.03 All meetings will be open to the public and publicized.

## **Article 6**

### **Executive Board**

Sec. 6.01 The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, immediate Past President and the Chairpersons of the standing committees. The President shall chair the Executive Board.

Sec. 6.02 The Executive Board shall consider all issues of concern to the Council and make recommendations to the Council at Large.

Sec. 6.03 The Executive Board officers shall assure themselves that funds and property under control of the Council are properly safeguarded and shall authorize the expenditures in amounts not to exceed \$500.00 for any single purpose. They shall refer expenditures in excess of that amount, together with its recommendations, to the Council for action at a regular meeting.

## **Article 7**

### **Officers, Duties and Responsibilities**

Sec. 7.01 Officers shall be: President, Vice President, Secretary and Treasurer.

Sec. 7.02 President: The President shall preside at all meetings of the Council and serve as ex-officio member of all standing committees.

Sec. 7.03 Vice President: The Vice President shall perform such duties as may be assigned by the President and serve in absentia.

Sec. 7.04 Secretary: The Secretary shall keep minutes of the proceeding of the Council, have copy of the By-Laws and record all duly adopted amendments. The Secretary shall be responsible for keeping an e-mail list of all people who want a copy of minutes. The Secretary will e-mail minutes of the prior months' meeting no later than one week before the current months' scheduled meeting.

Sec. 7.05 Treasurer: The Treasurer shall receive and keep a record of all monies and properties of the Council.

Sec. 7.05a All funds coming under the control of the Council shall be deposited in a centrally located banking institution.

Sec. 7.05b Checks for the withdrawal of funds from the banks shall be documented by supporting receipts and vouchers. President, Vice President and Treasurer shall be signers on the account.

Sec. 7.05c The fiscal year of the Council shall be from January 1<sup>st</sup> through December 31<sup>st</sup> of each calendar year.

Sec. 7.05d An annual review of the fiscal affairs of the Council shall be arranged for and accomplished, with the written results of said review to be provided to the members of the Council.

Sec. 7.05e The Treasurer shall present a report of the fiscal affairs to the members quarterly.

## **Article 8 Committees**

Sec. 8.01 The Standing Committees shall be as follows:  
Advocacy/Legislative Liaison, Community Coordination/Resources, Eastern Plains, Marketing, Membership, Programs, Public Safety, Special Events, DRCOG Advisory Committee on Aging.

Sec. 8.02 The chairpersons shall be elected by the membership of the Council at the annual meeting in November and fill in as necessary throughout the year. Chairpersons should report to the President for absences.

The President may appoint Sec. 8.03 Other committees on an ad hoc basis.

## **Article 9 Duties of Members**

Sec. 9.01 The vitality of the Council is dependent upon the interest and participation of the members in the activities of the Council.

## **Article 10 Duties and Responsibilities of Committees**

Sec. 10.01 Chairperson of committees shall be elected by the members of the Council at the November meeting and fill in as necessary throughout the year. The Executive Board shall lead Committee(s) without a Chairperson.

Sec. 10.02 Each committee shall consist of a chairperson and other committee members from the membership that have aligned with said committee.

Sec. 10.03 Committees may draw from the membership of the Council at large to establish ad hoc subcommittees to work on particular problems or projects. The chairpersons of the committees shall keep the President, as an ex-officio member, informed of committee meeting dates as well as progress of the committee.

Sec. 10.04 Standing committees with their responsibilities and duties shall be as follows:

Sec. 10.04a – **Advocacy/Legislative Committee** The purpose of this committee is to advocate on issues and legislation affecting seniors in Arapahoe County and to promote educational endeavors.

The Advocacy/Legislative Committee Chairperson shall:

1. Chair the Advocacy Committee
2. Attend all Executive and Council meetings unless excused by the President.
3. Monitor local, state and federal legislative issues of concern to the aging population, and keep the Council informed. After discussion and direction from the Council, the Committee shall act accordingly.
4. Maintain an up to date list of local government officials.
5. Direct the committee to prepare an information letter about the Council's activities to all local government officials as needed.
6. Participate in producing an Annual Report.
7. All communication, written or oral presenting the Council's position, shall be pre-approved by the Council.

8. Consider need(s) identified in recent regional and/or county surveys and studies and choose a goal which addresses and/or alleviates those needs.
9. Receive information and forward using e-mail messages to membership with regard to legislative issues of concern.

Sec. 10.04b – **Community Coordination Committee** – (Information and Resources) The purpose of this committee is to promote greater cooperation and coordination among agencies and groups serving older adults in Arapahoe County in order to provide better use of available resources.

The Community Coordination Committee Chairperson shall:

1. Chair the Community Coordination Committee.
2. Attend all Executive and Council meetings unless excused by the President.
3. Direct the committee to maintain an up-to-date mailing list of appropriate agencies, groups and service providers that reside in or serve Arapahoe County.
4. Coordinate information from the 3 Area Senior Centers on a monthly basis with information and events pertaining to seniors.
5. Acquire and maintain a supply of Handbooks and Resource Guides for Arapahoe County and have them available at monthly meetings.
6. Coordinate with Seniors Day Committee for the solicitation of Sponsors and Vendors.
7. Coordinate with the Program Committee
8. Participate in producing an Annual Report.

Sec. 10.04c – **Eastern Plains Committee** The purpose of this committee is to ensure coordination with

ACCoA and promote Advocacy for Eastern Plains residents.

1. Chair the Eastern Plains Committee.
2. Attend all Executive and Council meetings unless excused by the President.
3. Attend all Eastern Plains meetings and report to ACCoA.
4. Direct the committee to maintain an up-to-date mailing list of appropriate agencies, groups and service providers that serve the Eastern Plains area.
5. Coordinate with the Program Chair on Annual Joint Meeting.
6. Participate in producing an Annual Report.

Sec. 10.04d – **Membership Committee** The purpose of this committee is to ensure effective and diverse representation of the older adult population in Arapahoe County.

The Membership Committee Chairperson shall:

1. Chair the Membership Committee.
2. Maintain attendance and excused absences from Council and Executive Committee meetings.
3. Attend all Executive and Council meetings unless excused by the President.
4. Provide updates on current members, associate members, Business/Association members as well as ages and affiliations of members, so as to stay within the guidelines of the Area Agency on Aging. (Membership Chair and ACCoA Administrative Coordinator will maintain master list).
5. Prepare and supply new members with orientation materials on the Councils operation and conduct an orientation meeting for new members as needed.
6. Recruit new members by reviewing all local senior organizations, groups interested in older adults, and the ethnic balance within the County.
7. Participate in producing an Annual Report.
8. Coordinate membership benefits.

Sec. 10.04e – **Marketing Committee**                      The purpose of this committee is to promote the Council and its events and to inform the public in Arapahoe County on positions the Council takes on issues affecting older adults in the County.

Marketing Committee Chair shall:

1. Chair the Marketing Committee.
2. Attend all Executive and Council meetings unless excused by the President.
3. Be responsible for producing and printing the ACCoA brochure.
4. Direct the informing of the community of the needs, problems and contributions of older adults in Arapahoe County.
5. Direct and coordinate the committee members to make every effort to communicate with the Media i.e., Newspapers in the County, Public Radio, Public Television through Public Service announcements about activities and contributions of the Council.
6. Coordinate ways in which information from annual public meetings and/or Needs Survey is given out throughout ACCoA.
7. Be responsible for mailings to the community if needed.
8. Direct the committee in the preparation, editing and distribution of ACCoA’s newsletter.
9. Participate in producing an Annual Report.

Sec. 10.04f – **Program Committee**                      The purpose of this committee is to schedule presentations at the regular monthly meetings that inform and educate the Council on issues pertinent to older adults in Arapahoe County.

Program Committee Chair shall:

1. Chair the Program Committee.
2. Attend all Executive and Council meetings unless excused by the President.
3. Research sources and recommend pertinent programs to the Executive Committee, and seek Council members’ views on program subject matter.
4. Arrange presenters for ten regular Council meetings each year, and the Annual get-together meeting in January.
5. Coordinate the annual Eastern Plains joint meeting in July.
6. Send all correspondence required to present programs, including the thanks of the Council for the presentation.
7. Add or delete topics and speakers in a timely manner.
8. Participate in producing an Annual Report.

10.04g – **Public Safety Committee**                      The purpose of this committee is to keep the older citizens of Arapahoe County informed about issues and resources relating to their safety and well-being.

The Public Safety Chairperson shall:

1. Chair the Public Safety Committee.
2. Attend all Executive and Council meetings unless excused by the President.
3. Coordinate with County Fire, Police and EMS with events and available resources at monthly meeting.

10.04h – **Special Events Committee**                      The purpose of this committee is to plan, advertise and implement a ‘Senior Day’ designed to inform the citizens of Arapahoe County about issues affecting older adults and to bring information about resources to our community.

The Special Events Committee Chairperson shall:

1. Chair the Special Events Committee

2. Attend all Executive and Council meetings unless excused by the President.
3. Coordinate an agenda for Seniors Day with input from the committee and the Council membership.
4. Arrange for Sponsorship of the Event.
5. Arrange for Vendors/Service Providers.
6. Arrange for event facilities and programs.
7. Arrange for promotion of events.
8. Participate in Producing the Annual Report.

10.04i – **DRCOG Advisory Committee on Aging** The purpose of this committee is to ensure effective representation on the DRCOG Committee on Aging from Arapahoe County.

1. Recommendations to the Committee on Aging will be made by the Executive Committee and presented to the County Commissioners. The County Commissioners will then make the final appointment.
2. Appointed members of the Committee on Aging must attend all meetings of the DRCOG Advisory council unless excused by DRCOG.
3. Appointed members of the Committee on Aging must attend all ACCoA meetings, unless excused by the President.
4. Appointed members of the Committee on Aging will provide updates on the DRCOG Committee on Aging to the board meetings and regular scheduled monthly ACCoA meetings.

10.04j – **Ad Hoc Committee** Ad Hoc Committees shall be appointed as necessary by the President and shall report to the President on a regular basis. Among these committees shall be the Review Committee, Nominating Committee and a possible Retreat Committee.

**Review Committee** The purpose of this committee is to review how grant money is being used in Arapahoe County, to assess the needs of our service providers and how we might be able to assist them.

**Nominating Committee** The purpose of this committee is to identify people who would be an asset to ACCoA and who would be interested in an Executive Board position.

## **Article 11 Elections**

Sec. 11.01 A Nominating Committee shall be elected at the September meeting of the Council and shall consist of not less than three (3) members of the Council. The Nominating Committee shall present a slate of officers and committee chairpersons at the October meeting of the Council.

Sec. 11.02 Election of officers and committee chairpersons shall take place at the November meeting of the Council and installations of the newly elected officers and committee chairpersons shall be at the January meeting of the Council. Each officer shall serve no more than three one year elected terms in each office. In the event a vacancy occurs in an office, the new officer may serve out the term of the incumbent officer and no more than three additional elected terms.

Sec. 11.03 Officers and committee chairpersons shall serve for a minimum term of one year.

Sec. 11.04 Elections shall be by ballot; however, should there be but one candidate for an office, that candidate may be elected by acclamation.

Sec. 11.05 Nominations may be made from the floor with the consent of the nominee.

Sec. 11.06 To be elected, a candidate must receive a majority of votes cast.

Sec. 11.07 Should a newly elected officer or committee chairperson not be present for the installation, the absent officer or committee chairperson shall be installed in absentia.

## **Article 12**

### **Vacancy in Office**

Sec. 12.1 A vacancy may occur in an elective or appointive office either by loss of membership, resignation, or inability or failure to perform the duties of the office. In case of an elective office, the vacancy shall be filled by action of the Executive Board.

## **Article 13**

### **Meetings**

Sec. 13.01 Regular meetings of the Council shall be held monthly at established locations.

Sec. 13.02 A special meeting of the Council may be called by three (3) officers and after publication of a notice of the special meeting. The members shall be notified ten (10) days prior to the set time of the special meeting.

Sec. 13.03 Executive Board meetings will be held as deemed necessary. President will have the responsibility to inform board members of meeting time and place at least 10 days prior to meeting.

## **Article 14**

### **Quorum**

Sec. 14.01 A quorum of the Council or the Executive Board shall consist of those persons present at regular or pre-announced meeting.

## **Article 15**

### **Agenda of Meetings**

Sec. 15.01 The agenda of meeting shall include at least: Reading and approval of the Minutes, Receipt of Communications, Treasurer's Report, Bills, Unfinished Business, New Business, Reports of Officers and Committee Chairpersons, Announcements and Adjournment.

Sec. 15.02 The agenda may be changed or suspended at any meeting by a majority vote of the Council, a quorum being present.

Sec. 15.03 An educational program shall be provided at each meeting.

Sec. 15.04 An annual report summarizing the Council's activities during the past year shall be prepared by January of the following year and shall be distributed to the members of the Council at the Annual Meeting.

## **Article 16**

### **Parliamentary Authority**

Sec. 16.01 Robert's Newly Revised Rules of Order shall be the Council's final authority on all questions of procedure and parliamentary law not covered by these By-Laws of the Council.

**Article 17**

Sec. 17.01 The By-Laws of this Council may be amended by a majority vote at any regular meeting, a quorum being present, providing notice of the proposed amendment of amendments has been given at the preceding regular meeting.

IN WITNESS WHEREOF, we have signed these By-Laws signifying their approval by vote of the Council taken this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

- Revised:
- February 28, 1990
- May 26, 1992
- November 04, 1997
- January 16, 1998
- February 26, 2001
- March 26, 2001
- March 28, 2005
- May 5, 2005
- November 26, 2007