

**TOWN OF SALEM, NH
COUNCIL ON AGING**

BY-LAWS

ARTICLE I – NAME

Section 1 The name of the organization shall be Salem Council on Aging, Inc., Town of Salem.

ARTICLE II – PURPOSE

Section 1

- a. To be a unified group dedicated toward providing services to the elders of Salem, New Hampshire.
- b. To promote, develop and reinforce programs which support and enhance the health, well-being, dignity and independence of such residents; and
- c. To ensure that the group serves as an effective liaison between Senior Citizens within the community and the Board of Selectmen; and
- d. To provide services in the area of education, nutrition, health, counseling, recreation, volunteer/job opportunities and other areas deemed necessary or desirable by its members; and members; and
- e. To cooperate with and play an active role with other public and private agencies that provide physical, economical, psychological and social services for the elders.

ARTICLE III – MEMBERSHIP

Section 1 The Council shall consist of seven (7) members who shall be appointed by the Board of Selectmen and in accordance with the provisions set forth and/or removed by the general laws of the Town of Salem as amended where applicable.

Section 2 The residency of the members of the Council shall be from the Town of Salem.

ARTICLE IV – OFFICERS AND TERM OF OFFICE

Section 1 Officers shall be: Chairman, Vice-Chairman, Secretary, Treasurer and other officers as the Board may determine necessary.

Section 2 Members shall serve for three (3) years or until such time as their successors are duly installed.

ARTICLE V – MEETINGS

Section 1 Council meetings will be held on the third Thursday of each month, February through November.

Section 2 Special meetings, as required, will be called by the Chairman, or a majority of the members; and notification of members to be made by the Secretary.

Section 3 The majority of members attending regular and/or special meetings shall constitute a quorum.

ARTICLE VI – ELECTION OF OFFICERS

Section 1 Election of Council Officers will be held annually on the first scheduled meeting after April 1st. Officers elected will be as follows: Chairman; Vice-Chairman; Secretary; Treasurer and others deemed necessary by the Council.

Section 2 A majority vote of the membership in attendance shall constitute election of officers for the ensuing year.

ARTICLE VII – DUTIES OF OFFICERS

Section 1

- a. The Chairman shall preside at all regular meetings. The Chairman shall appoint members of temporary committees as required.
- b. The Vice-Chairman shall assist the Chairman and preside at regular meetings in the absence of the Chairman.
- c. The Secretary shall maintain records and correspondence. The Secretary shall take minutes of all regular meetings and present a report, in writing, at the next regular meeting.
- d. The Treasurer shall receive, care for, disburse and keep a record of all revenues received.

ARTICLE VIII – MEETINGS

Section 1 All meetings shall be conducted according to Roberts Rules of order.

ARTICLE IX – ATTENDANCE

Section 1 It is expected that all members shall attend meetings.

Section 2 Any member missing three (3) consecutive meetings without reasonable excuse may be removed from the Council at the discretion of the Council members. They will be notified by letter that their term of office is terminated.

ARTICLE X – AMENDMENTS

Section 1 Amendments to the by-laws must be presented to the membership at least thirty (30) days prior to the next regular meeting to be acted upon, and can be accepted by a vote of two-thirds of the members present.

Approved and so voted on June 1996

Amended Article 5, Section 1 on November 15, 2001