

By-laws of the Ethnic Elders

Kenosha, WI



Ethnic Elders Group

Updated 01/13/2023

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Article I Name and Location

The name is Ethnic Elders Group.

Mission Statement:

The Ethnic Elders group was established in 1986 for the purpose of empowering adults to reconnect within their communities by becoming actively involved in healthy lifestyles, educational community programs and intergenerational opportunities.

The principle location of operation is Kenosha, WI. The Group may establish and maintain other locations or areas as the Group may determine as necessary.

Article II Governing Body

Section 1: Elected officers consisting of president, vice president, secretary, assistant secretary, social secretary, treasurer, assistant treasurer and the immediate former president shall oversee the Group and is responsible for the supervision of the Coordinator (and other staff) and the activities of the Group. These eight people will make up the Executive Committee.

Purpose: To improve the quality of life for all members of the community with a special emphasis on the elderly population. To endow all people with information that will increase their skills, knowledge, self-confidence and build high self-esteem resulting in a better home life.

Goal: To connect with older adults and to support them in remaining active and informed about relevant topics and available services that are important to them.

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Section 2: Terms of Office

Terms of office for elected officers shall be two years.

Officers are elected every two years in January at the regularly scheduled meeting, with the new terms being from January 1 to December 31 of the following year. An office vacancy that occurs before a term has ended is filled by a special election of the group at the next regularly scheduled meeting.

Officers may resign at any time by forwarding a written resignation to the President.

Section 3: Regularly scheduled meeting shall be conducted once a month on the second Tuesday of the month, unless the Group designates a different day. Time will be designated by the Executive Committee.

A quorum consisting of two Executive Committee members and three active members is necessary to conduct a meeting.

Special meetings may be called by the President or at the request of at least three Executive Committee members provided that no less than three days notice is given to each member prior to that meeting. There will be no meeting held during inclement weather.

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Article III Duties of Officers

The duties of the officers are as follows:

President: The president (he/she) presides at all meetings and may call special meetings of the Group. The president signs or authorizes the signing of all documents on behalf of the Group and performs all other such duties for the office.

The president serves as the chairperson of the Executive Committee.

Vice-president: The vice-president (he/she) assumes the responsibilities and duties of the president in the absence of that person.

The vice-president serves on the Executive Committee.

The vice-president performs all other duties as assigned by the Executive Committee.

Secretary: The secretary keeps all the minutes and records of Group meetings and provides copies to the members and coordinator.

The secretary serves on the Executive Committee.

The secretary performs all other duties as assigned by the Executive Committee.

Assistant Secretary: The Asst. Secretary performs all secretarial duties if the Secretary is away.

The Assistant Secretary serves on the Executive Committee.

The Assistant Secretary performs all other duties as assigned by the Executive Committee.

Treasurer: The treasurer (he/she) serves as the chairperson of the Finance Committee.

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The treasurer keeps full and accurate financial records of the revenues and expenses of the Group and renders an accounting of all the revenues and expenses to the Group and/or the president for examination and approval as often as the Group requires.

The treasure will provide a financial report of all dues and expenses for the year at the first meeting in January.

The treasurer serves on the Executive Committee.

Article IV Membership

Membership in the Ethnic Elders Group may be established by attending a meeting and filling out a membership form.

Membership requires dues of \$5.00 a month and participation in group activities.

Members, who are unable to continue to participate in activities due to illness, work or family crisis will remain on the membership inactive list.

Any member of the Group who exhibits behavior deemed detrimental to the Group's best interest may be reprimanded by vote of the Group.

To be considered in good standing as a member, dues must not be more than 3 months in arrears. If more than 3 months becomes due, the member will be placed on the inactive list, and notified by the Executive Committee.

It is the member's responsibility to inform the president of an inability to attend meetings.

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Article V Bereavement/Illness Fund

The Ethnic Elders Group member will receive a payment of \$25.00 due to the loss of an immediate family member which includes spouse, father, mother, children, sisters or brothers.

This payment will be made once a year per family.

The Ethnic Elders Group member will receive a payment of \$25.00 if hospitalized for 3 days or more. This payment will be made once a year.

Article VI Committees

Executive: The Executive Committee is comprised of the Group's president, vice-president, secretary, assistant secretary, social secretary, treasurer, assistant treasurer and the immediate former president. The Executive Committee meets monthly unless the committee determines that a meeting is not necessary. Additional meetings are scheduled on an as needed basis.

The Executive Committee prepares the agenda for the monthly Group meeting; conducts preliminary analysis of complex issues and questions for the Group's consideration, and acts on the Group's behalf (pending full Group approval) when a matter cannot wait until the next Group meeting.

The Executive Committee provides guidance for the coordinator and all other staff as appropriate on issues and concerns arising between Group meetings.

Finance: The Group's treasurer and assistant treasurer serves as the chairpersons of the Finance Committee, which is comprised of the Treasurer and one other Group member.

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The Finance Committee is responsible for providing the Group with monthly updates of revenues and expenditures and for calling any special Group meetings to address financial concerns of an emergency nature.

Social Secretary: The social secretary is responsible for the sending of birthday, get well, sympathy and other cards required to be sent. In conjunction with the treasurer, where necessary, checks for expenses are to be included.

To better assist the social secretary in his/her work, names and addresses of sick and bereaved persons are to be submitted in writing to the social secretary.

Article VII Dissolutions and Disbursement of Assets

After the payment, satisfaction and discharge of liabilities and obligations of the Group, all remaining assets shall be equally divided among the remaining Group members.

Article VIII Amendments

These bylaws may be amended by an affirmation vote of at least 2/3rd of the Group at either a regular meeting or a special meeting called for that purpose. Purposed amendments must be distributed to each Group members at least one month prior to the vote.

Bylaws were last updated January 13, 2023.