

BY-LAWS FOR SHARON COUNCIL ON AGING  
TOWN OF SHARON, MASSACHUSETTS

ARTICLE I - ESTABLISHMENT

The name of the organization shall be the Sharon Council on Aging, hereinafter referred to as the Council, as established by the town meeting vote of the town of Sharon, Massachusetts, on March 9, 1970 (Article 19 of the Town General By-laws) pursuant to Chapter 40, section 8B, of Massachusetts General Laws (1956).

ARTICLE II - PURPOSE

It shall be the purpose of this Council to carry out programs and services to promote the well-being of the elder population in this community. To accomplish this, our goals are:

- A. To identify the needs;
- B. To educate community and enlist support and participation of all citizens about their needs;
- C. To design, advocate and/or implement services to fill these needs, or to coordinate existing services;
- D. To cooperate with the Massachusetts Executive Office of Elder Affairs and the Area Agency on Aging and to be cognizant of state and federal legislation and programs regarding elders;
- E. To utilize the abilities of the seniors to serve the community and to strive for intergenerational goals;
- F. The Board of the Sharon COA acts in an advisory capacity to the Executive Director for the purpose of carrying out its programs, policies, and services.

ARTICLE III - MEMBERSHIP

The Council shall consist of from seven to eleven members and two alternates, appointed by the Board of Selectmen for a term of three (3) years, unless the appointment is to fill the unexpired term of a retiring member. At least five members shall be over the age of sixty (60) at the time of their appointment.

ARTICLE IV - MEETING PROCEDURES

- A. Roberts Rules of Order shall be the guide to conducting meetings.
- B. Meetings shall be held on a regularly scheduled monthly basis. There should be no less than ten (10) monthly scheduled meetings.
- C. Special meetings may be called by the chair or at the request of three (3) members. A written or verbal notice shall be given to each member at least three (3) days prior to the special meeting.
- D. The annual meeting of the Council shall be held at the October meeting at which time officers shall be elected. Each member entitled to vote shall be notified by mail not less than ten (10) days before such meeting.
- E. A quorum is a majority of the total members of the Council and is necessary for the transaction of business.

## ARTICLE V - OFFICERS AND DUTIES

- A. The council shall annually elect a chairman, vice chairman and a secretary from its membership and shall report the fact to the Town Clerk. Officers are elected at the Annual Meeting.
- B. Upon vacancy of any office, a successor shall be elected by the Council at the next regularly scheduled meeting.
- C. The duties of the officers shall be as follows:
  - 1. Chairperson: Presides at meetings, is the chief executive officer subject to the direction of the members of the Council, acts as spokesman for the Council and shall appoint all necessary committees and can be an ex-officio member of them.
  - 2. Vice-Chairperson: Presides in absence of Chairperson and performs the Chairperson's functions.
  - 3. Secretary: Is responsible for the minutes of meetings, recording and/or editing them.

## ARTICLE VI - AMENDMENTS

These By-laws may be amended at a meeting called for such purpose. Notification shall be at least fourteen (14) days prior to the meeting, including the proposed text of amendments to be considered. Amendments must be approved by a majority of the members of the Council present.

## ARTICLE VII – ALTERNATE MEMBERSHIP

The Selectmen may appoint alternates members from individuals and organizations whose activities relate to the Council. In the absence of a quorum of regular members, an alternate member shall have voting privileges based on seniority.

## ARTICLE VIII - EXECUTIVE DIRECTOR

The Executive Director is the chief administrative officer of the Council and shall implement the policies of the Council and shall manage the day-to-day operation of the Council.

## ARTICLE IX - ANNUAL REPORT

The Council shall give a written Annual Report to the Board of Selectmen; also direct a report to the Commonwealth of Massachusetts Executive Office of Elder Affairs.

## ARTICLE X - ADOPTION

The effective date of these by-laws shall be the date of that meeting at which these by-laws shall have been approved by an affirmative vote of not less than two-thirds of the Council members present. The date on which this approval is voted is September 20, 2011.