

By-Laws

MINNESOTA ASSOCIATION OF SENIOR SERVICES

Adopted November 16, 1983
Revised September, 1987
Revised March 10, 1988
Revised September 20, 1989
Revised October 20, 1994
Revised March 8, 2001
Revised April 12, 2013
Revised November 4, 2013
Revised April 3, 2019

ARTICLE I – NAME

NAME: The name of the Association shall be the Minnesota Association of Senior Services.

ARTICLE II – PURPOSE

PURPOSE: The purpose of the Association is to educate the professional leadership in the field of aging through networking, conferences and seminars.

ARTICLE III – MEMBERSHIP

1. Membership is open to all persons who serve older adults in community programming.
2. There shall be annual dues as established by the membership, which will be reviewed by the executive committee on an annual basis.
3. Officers and members of the Association shall serve without remuneration.

ARTICLE IV – OFFICERS

1. Officers include President, Vice President, Secretary, and 2 Members at Large.
2. Duties:
 - a. President: The president shall preside at all meetings of the Minnesota Association of Senior Services. He/she shall act as the Executive Officer of the organization and in general perform the duties usually associated with the office of the President. The President shall be the spokesperson of the Minnesota Association of Senior Services to the public.
 - b. Vice President: The Vice President shall have all of the powers and perform all of the duties of the President in the event of the President's inability to perform. If the office of the President is vacated, the Vice President shall assume the duties of the President until the next election.
 - c. Secretary: The Secretary shall keep records of the minutes of proceedings of all meetings and shall have custody of all books or records of the Association.
 - d. Members at Large: The Members at Large shall support the association and its membership. The two delegates will be from two of the three areas not represented from the officers. If all areas are represented or no one wishes to serve in that capacity, then any two members may serve in this position. This position will support the conference planning committee.
3. Term of Office: Each officer shall serve two year terms. Association officers will be elected at staggering terms at the annual meeting held during the Spring Conference. The stagger shall be; one

year: president, secretary and one member at large and the following year: vice-president and one member at large. Maximum of two terms (total of four years). Unexpired terms will be appointed by the Executive Committee.

4. Executive Committee will be comprised of the President, Vice President, Secretary, Two (2) Members at Large, Communications Chair, Membership Chair, Awards Chair, Website Chair and NISC Liaison.

ARTICLE V – MEETINGS

1. **MEETINGS:** There shall be at least one meeting a year for the transaction of any business which may be brought before the Association.
 - a. The annual association meeting will be held at the spring conference and shall include the election of officers.
 - b. Executive committee shall meet twice a year: prior to spring conference and in the fall, or as needed.
 - c. Networking meetings will be established upon member interest.
2. **QUORUM:** At any regular scheduled meeting the quorum must be at least fifty-one percent (51%) of those present.
3. Robert’s Rules of Order shall be followed in all matters not designated in these by-laws.

ARTICLE VI – COMMITTEES

1. The Executive Committee is charged with arranging annual meetings, development of the agenda, calling special meetings of the Association and conducting of interim business.
2. Standing and Ad Hoc Committees may be established as appropriate.
 - a. Membership Chair shall keep and maintain membership database. Send annual membership drive renewal forms.
 - b. Communications Chair shall distribute inquiries of members to the membership
 - c. NISC Liaison shall report and share information with the membership in a timely manner.
 - d. Awards Chair shall sustain the awards committee.

ARTICLE VII – PARTNERSHIPS

Minnesota Association of Senior Services can enter into partnerships for the advancement of the association with membership approval.

ARTICLE VIII – AMENDMENTS

These by-laws may be amended by at least fifty-one (51%) vote of the membership present at any meeting, provided all members were notified within 10 days of the proposed amendments.

ARTICLE IX – DISSOLUTION CLAUSE

Should the Association dissolve or disband, any assets of the Association shall be awarded to a non-profit research project in the field of aging agreed upon by the membership at that time.