

CONNECTICUT ASSOCIATION OF SENIOR CENTER PERSONNEL, INC. BY-LAWS

ARTICLE I – NAME AND AFFILIATIONS

Section 1. Name. This organization shall be called the Connecticut Association of Senior Center Personnel, Inc. Also know by the acronym CASCP.

Section 2. Affiliations. CASCP is a member of the National Council on the Aging, Inc. (NCOA/Nations Institute of Senior Centers (NISC)).

Section 3. Definition of a Senior Center. A senior center is a community focal point on aging where older persons as individuals or in groups come together for services and activities which enhance their dignity, support their independence and encourage their involvement in and with Senior Centers and the community. As a part of comprehensive community strategy to meet the needs of older adults, senior center programs consist of a variety of services and activities in such areas as education, creative arts, recreation, advocacy, leadership development, employment, health, nutrition, social work, and other support services. The center also serves as a community resource for information on aging, support for family caregivers, for training professional and lay leadership, and for developing innovative approaches to aging issues. (Senior Center Standards, NCOA/NISC, Washington, DC, 1978 & 1990)

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1. Purpose. CASCP is an association of professional practitioners working in the senior center field and has as its purpose the development and maintenance of a professional support system.

Section 2. Objectives.

- a. To maintain and strengthen the association's relationship with components of the aging network and other relevant groups concerned with the aged for the purpose of developing a professional, unified system which will improve the effectiveness and efficiency of services delivery to senior centers.
- b. To promote the professional development of senior center practitioners by:
 - a. Disseminating training information and other education materials concerned with the improvement of senior center programs and services,
 - b. Acting as a mechanism for facilitating the exchange of innovation ideas and concepts related to the professional;
 - c. Continuing as a group to reassess and develop standards and criteria for operations;
 - d. Determining priorities for services for the elderly.
- c. To advocate and disseminate information for the well-being of Connecticut's older residents and Connecticut's senior centers without bias.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Eligibility for Membership. Membership in this association shall be open to all Senior Center Directors and other full or part-time professionals employed in the senior center field.

Section 2. Types of Memberships. There shall be two types of association membership: active (regular) and student.

- a. Active members shall be professional employed in, full or part-time (or retired from), the senior center field.
- b. Student members shall include those persons preparing for any phase of work with the elderly while attending institutions or higher education.

Section 3. Application for Membership. Application for membership in this association shall be submitted through the Treasurer and approved by the Executive Committee.

Section 4. Dues. Annual dues shall be made payable to CASCP between June 1 and July 15 or upon initial application.

ARTICLE IV – OFFICERS

Section 1. Officers. The officers of the association shall be:

- a. President. The President shall act as a presiding officer at all meetings of CASCP; represent CASCP at meetings of other organizations concerned with the elderly; shall appoint standing ADHOC committees, shall serve as an ex-officio member of all committees; shall convene the executive board on a regular basis' and maintain a repository of all official documents and records.
- b. First Vice-President. The First Vice-President shall assist the President in his/her duties when called upon; shall preside in the absence of the President; and shall be a member of, and oversee the activity of, the Membership Committee.
- c. Second Vice-President. The Second Vice-President shall chair the Training and Professional Development Committee and be responsible for programs and training at association meetings.
- d. Treasurer. The Treasurer shall be responsible for, and keep the records of, all financial transactions and reports of the association and shall serve as a member of the Finance Committee.
- e. Corresponding Secretary. The Corresponding Secretary shall be responsible for maintaining the current membership list, handling mailings, and assisting with the association's correspondence.
- f. Recording Secretary. The Recording Secretary shall record minutes of all meetings of the association; forward them to the Corresponding Secretary for dissemination and maintain a file of previous minutes of the association.

Section 2. Qualifications for Officers. Qualifications for officers are that they are members in good standing of the association.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. Executive Committee Members. The Executive Committee shall be the officers of the association.

Section 2. Qualifications for the Officers. Qualifications for officers are that they are members in good standing of the association.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Executive Board Members. The Executive Board shall be the officers, immediate past president, the NISC Delegate and the chairs of all committees.

Section 2. Duties. The Executive Board shall meet on a regular basis to plan and implement activities on behalf of the association and review and approve all committee activities.

ARTICLE VII – NOMINATIONS AND ELECTION PROCEDURES

Section 1. Nomination Committee. The Nominating Committee shall be comprised of three members appointed at the November meeting of the association. The Committee shall submit a proposed slate of officers in writing to the membership at least one month prior to election.

Section 2. Election Procedures. Election of officers shall take place at the annual meeting. Nominations may be made from the floor if such candidates have previously agreed to be nominated.

Section 3. Terms of Office. All officers shall serve for one year beginning July 1. No officer shall be elected to the same office for more than three consecutive terms.

Section 4. Vacancies. Any vacancy, except that of President, may be filled through appointment of the President until the regular elections are held. A vacancy in the office of President shall be filled through special election.

ARTICLE VIII – STANDING COMMITTEES

Section 1. Standing Committees. The Standing Committees of this association shall include: Awards and Recognition; Finance; Legislative; Membership; Public Relations; and Training and Professional Development. These committees shall consist of: a chair appointed by the President and at least three members approved by the President. They shall submit a written progress report at the annual meeting.

Section 2. Functions of the Standing Committees. The functions of the Standing Committees shall be:

- a. The Awards and Recognition Committee shall have the duty of promoting the growth and development of members through recognition of their achievements.

- b. The Finance Committee shall oversee all finances of the association, direct ways and means of obtaining funds, and shall recommend a yearly budget in cooperation with the Treasurer to be adopted at the September meeting.
- c. The Legislative Committee shall keep track of legislation as it affects the elderly and shall disseminate that information to the membership.
- d. The Membership Committee shall stimulate and encourage membership in the association, maintain the current membership list and conduct new membership orientation.
- e. The Public Relations Committee shall be responsible for the production and distribution of the association newsletter, for the development and up-date of an association directory and for media promotion and coordination for the association.
- f. The Training and Professional Development Committee shall provide opportunities for members to acquire the skills necessary to improve the quality of services offered in senior centers. It shall encourage the achievement and maintenance of high stands of education if the field of aging.

ARTICLE IX – MEETINGS

Section 1. Association Meetings. Meetings of the association will be held in September, November, January, and March. The annual meeting will be held in May or June as determined by the Executive Committee.

ARTICLE X – RULES OF ORDER

Section 1. Rules of Order. Unless other specified, Robert’s Rules of Order shall apply.

ARTICLE XI – AMENDMENTS

Section 1. Amendments. These By-Laws may be amended after approval of 2/3 vote of the association members present at an association meeting, provided written notice of such amendment and copy thereof, shall have been submitted to the association members at least 30 calendar days prior to such testing.

ARTICLE XII – NON-INUREMENT PROVISION

Section 1. Non-Inurement Provision. CASCP shall not be operated for profit and all income and earning of the association shall be used exclusively for association purposes. No part of the net income, net earnings, or assets of the association shall inure to the benefit or profit of any member, private individual, or other organization (except that reasonable compensation may be paid for services rendered to or for the association).

ARTICLE XIII – DISSOLUTION PROVISION

Section1. Dissolution Provision. In the event of dissolution of CASCP the current monetary assets remaining after settlement of debts will be turned over to charitable organizations which qualify under section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

ARTICLE XIV – FEDERAL TAX EXEMPTION

Section 1. Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under IRC 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

Section 2. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h) and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.

Section 3. In any taxable year in which the corporation is a private foundation as described in IRC 509(a), the organization shall distribute its income for said period at such time and manners not to subject it to tax under IRC 4942, and the organization shall not:

- a. Engage in any act of self-dealing as defined in IRC 4941(d),
- b. Retain any excess business holdings as defined in IRC 4943(c),
- c. Make any investments in such a manner as to subject the organization to tax under IRC 4944, or
- d. Make any taxable expenditures as defined by IRC 4945 or corresponding provisions of any subsequent Federal tax laws.

Adopted	September 1984
Revised	June 13, 1986
Revised	May 4, 1994
Revised	June 9, 1995



BY-LAWS REVISIONS (VOTED ON AT 3/22/13 MEMBERSHIP MEETING)

ARTICLE IV – OFFICERS

Section 1– C: Second Vice-President – add sentence at the end stating “responsible for accepting all training/meeting registrations and payments, which will be forwarded to the treasurer, as required.”

Section 1– E & F: combine these positions into one Secretary position (Section 1-E)

Add Section 1 – F: Membership Chair will oversee the Membership Standing Committee; be responsible for maintaining a current directory of all members and forwarding membership payments to the Treasurer on an on-going basis.

Add Section 1- G: Hospitality Chair will oversee the Public Relations Standing Committee; be responsible for taking photos at organizational events and handling any hospitality issues in regards to members when warranted.

Add Section 1 – H: Website Chair will oversee the organization’s website and be responsible for maintenance of all website information.