

BEFORE MUNICIPAL COUNCIL OF THE MUNICIPALITY OF MONROEVILLE

AN ORDINANCE OF MUNICIPAL COUNCIL)
OF THE MUNICIPALITY OF MONROEVILLE)
AMENDING ORDINANCE NO. 1243 AUTHORIZING) ORDINANCE NO. 1545
AMENDED RULES AND REGULATIONS AND)
BY-LAWS TO THE MONROEVILLE SENIOR)
CITIZEN ACTIVITY CENTER)

AND NOW, ON September 9, 1986, it is ORDAINED AND ENACTED by
Municipal Council of the Municipality of Monroeville as follows:

Section 1: In accordance with ordinance No. 1243, section
-3A (2) a 3, the attached "Rules and Regulations" and the attached
"By-laws" are hereby approved and shall constitute the policies,
regulations and rules of the Monroeville Council of Senior Citizens,
Inc.

Section 2: Any previously effective rules and regulations and
by-laws of the Monroeville Council of Senior Citizens, Inc. are hereby
rescinded and any ordinance or part of an ordinance in conflict with
any of the provisions of this ordinance is hereby repealed to the
extent of said conflict.

MUNICIPALITY OF MONROEVILLE

ATTEST:

Carol J. Young

Michael P. Lynch

ENTERED INTO LEGAL BOOK

(ORAL545)

IN ACCORDANCE WITH ORDINANCE NO. 1243 OF THE MUNICIPALITY OF MONROE-VILLE AND THE MONROEVILLE COUNCIL OF SENIOR CITIZENS, INC., THE EXECUTIVE OFFICERS SHALL BE THE ENFORCEMENT AUTHORITY FOR OPERATIONAL POLICY, REGULATIONS, AND RULES FOR THE MONROEVILLE SENIOR CITIZENS ACTIVITY CENTER.

RULES AND REGULATIONS

1. NO PERSON UNDER 55 YEARS OF AGE WILL BE PERMITTED WITHIN THE BUILDING.
Exceptions: Members' spouses, entertainers, caterers, work persons, tourists, business representatives, and the handicapped.
2. USE OF THE BUILDING OR GROUNDS FOR POLITICAL PURPOSES IS PROHIBITED.
3. INTENTIONAL DAMAGE OR THEFT IS REASON FOR LOSS OF MEMBERSHIP AND/OR PERMANENT BANISHMENT FROM THE BUILDING AND GROUNDS.
4. IT IS THE RESPONSIBILITY OF EACH AND EVERY MEMBER TO REPORT ANYONE DEFACING OR STEALING PROPERTY IN THE BUILDING OR ON THE GROUNDS.
5. CARS MUST BE PARKED HEADING IN ONLY. CARS MUST BE PARKED BETWEEN THE LINES, NOT ON THE LINES.
6. UNDUE COMMOTION CAUSED BY EXCESSIVE DRINKING OR ARGUING WILL BE GROUNDS FOR REMOVAL FROM THE BUILDING AND GROUNDS. FIST-FIGHTING WILL MEAN PERMANENT DISMISSAL.
7. SELLING OF MERCHANDISE EXCEPT FOR CLUB OR CENTER PROFIT IS PROHIBITED.
8. REGULAR OPERATING HOURS ARE 9:00 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY. BUILDING IS CLOSED SATURDAYS, SUNDAYS, AND HOLIDAYS UNLESS POSTED OTHERWISE.
9. EACH MEMBER ORGANIZATION IS ENTITLED TO USE THE FACILITIES FOR ITS OWN PURPOSES, SOCIAL GATHERING, FUND-RAISING, ETC., WITHOUT CHARGE.
10. THE "NO SMOKING" AND "NO EATING" SIGNS IN CERTAIN AREAS MUST AND WILL BE ENFORCED.
11. CLUBS AND INDIVIDUALS USING THE FACILITIES MUST LEAVE ALL PROPERTY IN THE CONDITION AND PLACE THEY FOUND IT.
Special Notice: The stove and oven must be left as they are found; otherwise, there will be a charge.
12. REGARDING THE USE OF ENTERTAINMENT FACILITIES, POOL TABLES, SHUFFLEBOARD, HORSESHOE, BOCCE BALL EQUIPMENT, ETC.:
 - a. Members have first choice.
 - b. One (1) hours limit if others are waiting.
 - c. All equipment must be signed in and out.
13. EACH CLUB IS RESPONSIBLE FOR CLEANING AFTER THEIR REGULAR MEETINGS AND OTHER AFFAIRS.
The custodian/busdriver will not be used and paid for this service.
Effective: September, 1982.

14. THE OFFICE TELEPHONE IS FOR ADMINISTRATIVE PURPOSES ONLY. PERSONAL CALLS ARE TO BE MADE ON THE HALL PAY PHONE.
15. IT IS THE RESPONSIBILITY OF THE PRESIDENT OR MEMBERSHIP-COMMITTEE OF EACH CLUB TO INSURE THAT ALL THEIR MEMBERS ARE 55 OR MORE YEARS OF AGE AND RESIDE IN MONROEVILLE OR PITCAIRN.
All visitors attending affairs must meet age requirement; see exception under No. 1.
16. THE PRESIDENT OF EACH CLUB IS RESPONSIBLE FOR SUBMITTING THE NAMES AND ADDRESSES OF ALL MEMBERS TO THE CENTER OFFICE. ALL NEW MEMBERS' NAMES AND ADDRESSES MUST BE SUBMITTED WITHIN ONE MONTH.
17. ANY FOOD LEFT IN THE REFRIGERATOR OR FREEZER MUST BE MARKED WITH INDIVIDUAL'S NAME AND CLUB TO SHOW OWNERSHIP.
That which is not marked will be used or disgarded.
18. THE STORAGE CUPBOARD IN THE CRAFT ROOM WILL BE USED FOR WEEK-TO-WEEK STORAGE ONLY; NO LONG TERM STORAGE IS PERMITTED.
19. ALL QUESTIONS CONCERNING ACTIVITIES OR PROGRAM SCHEDULING, OTHER THAN REGULAR MEETINGS, WILL BE DIRECTED TO THE CENTER DIRECTOR AT LEAST ONE MONTH IN ADVANCE.
20. ALL QUESTIONS REGARDING THE BUILDING AND ITS USE OR FUNCTION WILL BE REFERRED TO A MEMBER OF THE MONROEVILLE COUNCIL OF SENIOR CITIZENS, INC.

MONROEVILLE COUNCIL OF SENIOR CITIZENS, INC.

ARTICLE I

Names, Location and Purpose

The name of this organization shall be: "MONROEVILLE COUNCIL OF SENIOR CITIZENS, INCORPORATED." Hereinafter from time to time, the organization shall be referred to as the "Council." The registered office of the Council shall be 2700 Monroeville Boulevard, Monroeville, Pennsylvania 15146. The purpose of the Council shall be set forth in its Articles of Incorporation, as amended from time to time.

ARTICLE II

Membership

Section 2.01 Individual Membership. Individual membership in the Council shall be open to all persons 55 years of age or older whose principal residence lies within the Municipality of Monroeville or the Borough of Pitcairn in Allegheny County, Pennsylvania. Membership, however, shall not be construed as to exclude any person 55 years of age or older, wherever they may reside from utilizing the facilities that may from time to time be owned or operated by the Council as long as it does not conflict with any existing program.

Section 2.02. Organization Membership. Any organization may obtain a group membership in the Council upon written request to the Secretary therefore, provided it meets all the following criteria:

- (a) That its principal purpose is devoted to senior citizen activities and benefits.
- (b) That its membership be essentially limited to person 55 or older.
- (c) That at least 85% of its members shall reside either in the Municipality of Monroeville or the Borough of Pitcairn.
- (d) That any new organization applying for membership have initially not less than 100 members.
- (e) That to retain organization membership in the Council, each organization must maintain not less than 100 individual members.
- (f) That any new senior citizen club seeking membership in the Council, and meets all the criteria of Section 2.02 Article (a) to and including Article (e), must also contribute to the Council the amount of funds the existing clubs donated by the end of one (1) year after being accepted.

Section 2.03. Annual Meeting. The annual meeting of the membership shall be held on the 1st Saturday in the month of April of each year beginning with the year 1978 at the hour of 2 P.M. for the purpose of electing directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the State of Pennsylvania, such meeting shall be held on the next succeeding Saturday. If the election of directors shall not be held on the day designated herein for any annual meeting of the share-

holders, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the shareholders as soon thereafter as conveniently may be.

Section 2.04. Special Meetings. Special meetings of the members for any purpose or purposes may be called by the President or by the Board of Directors and shall be called by the President at the request of not less than 20% of all of the members of the Council.

Section 2.05. Voting. Each member, whether a member or an organization, shall be entitled to one vote on any matter that may come before the membership.

Section 2.06. Casting of Votes by Organization Members. Each organization, upon receiving membership in the Council, in order to qualify for voting, shall file with the Secretary of the Council, over the signature of their respective Presidents, the name of one person, the name of a first alternate and the name of a second alternate who shall be empowered to cast the vote of the organization member.

New Members. Any new member of any new senior citizen organization, meeting all the criteria of Section 2.02 Article (a) to and including Article (e), must attend three (3) meetings or a period of three (3) months before entering into voting rights or hold office.

Section 2.07. Dual Voting. A person, if a member, may cast an individual vote as well as a vote of the organization member which he may represent.

Section 2.08. Place of Meeting. The Board of Directors may designate any place within the Municipality of Monroeville or the Borough of Pitcairn, Pennsylvania, as the place of meeting for any annual or special meeting of the membership. If no designation is made, the place of meeting shall be the principal office of the Council.

Section 2.09. Notice of Meeting. Written notice stating the place, day and hour of the meeting (other than the annual meeting), and in the case of special meeting, the purpose or purposes for which the meeting is called, shall be delivered to each of the members not less than three nor more than ten days before the date of the meeting.

Section 2.10. Record Membership. For the purpose of determining members entitled to vote at any meeting of the membership, only those members which are on the active membership rolls of the Council ten days prior to the date of the meeting called shall be entitled to vote with dues paid in full to date.

Section 2.11. Voting Lists. The Secretary shall have charge of the membership lists of the Council and shall make a complete list of the members entitled to vote at each meeting of the membership or any adjournment thereof, arranged in alphabetical order. Such list shall be produced and kept open at the time and place of the meeting and shall be subject to the inspection of any member during the whole time of the meeting for the purpose thereof.

Section 2.12. Quorum. Thirty percent of the members of the Council entitled to vote shall constitute a quorum at a meeting of membership. If less than 30% of the members are present at a meeting, the majority of those present may adjourn the meeting from time to time without further notice. At such adjourned meeting, at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally noticed. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 2.13. Proxies. No proxies shall be recognized or valid for membership voting.

Section 2.14. Termination of Membership. Membership may be terminated by the death of an individual member, by the failure to continue to qualify as a member, either as an organization or as an individual, or by action of the Board of Directors for substantial cause.

ARTICLE III

Board of Directors

Section 3.01. General Powers. The business and affairs of the Council shall be managed by its Board of Directors.

Section 3.02. Number. The number of directors of the Council shall be not less than 18 nor more than 35.

Section 3.03. Tenure. Each director shall serve for a term of two years provided, however, that the first directors elected pursuant to these By-Laws shall serve until the annual meeting in 1981 and until their successors are elected and qualified. The term of each director shall begin on the date of his election. No director shall serve for more than a total of six years in succession but his or her name may be resubmitted by their organization and voted on by the Board of Directors as new members.

Section 3.04. Qualifications.

(a) Each organization member shall, through its own internal elections, appoint three of their respective members to serve as members of the Board of Directors of the Council.

(b) Should the combined total of members of the Board of Directors elected fail to equal at least 18, then the number of persons elected shall be

increased for the then current year so that the combined membership on the Board of Directors shall equal 18.

(c) Should the total number of organization members entitled to appoint members of the Board of Directors to the Council exceed nine in number, then the number of members of the Board of Directors which each organization member is entitled to appoint shall be reduced to two or to one as the situation may require so as to allow, insofar as possible, each organization member to appoint an equal number of members of the Board of Directors.

(d) Where available memberships on the Board of Directors to be filled by the organization members are such that absolute equality is not possible, when those organization members choosing the greater number of board members shall be determined by lot.

Section 3.05. Regular Meetings. A regular meeting of the Board of Directors shall be held without other notice, other than this By-Law, on the first Monday of each month at 7:00 P.M. If the day fixed for the regular meeting shall be a legal holiday in the State of Pennsylvania, such meeting shall be held on the next succeeding Monday.

Section 3.06. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any four Directors. The person or persons authorized to call special meetings of the Board of Directors may fix the place for holding any special meeting of the Board of Directors called by them.

Section 3.07. Notice. Notice of any special meeting shall be given at least three days previously by written notice delivered personally or mailed to each director.

Section 3.08. Quorum. Thirty percent of the number of all the directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 3.09. Manner of Acting. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 3.10. Vacancies. Any vacancy occurring on the Board of Directors must be voted on by the Board of Directors for candidates submitted to the Board by the organization in which the vacancy occurred. Two (2) names must be submitted for approval. He or she will then fill the unexpired term of his predecessor in office.

ARTICLE IV

Officers

Section 4.01. Number. The officers of the Council shall be a President, Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer, each of whom shall be elected by the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors.

Section 4.02. Election and Term of Office.

- (a) The officers of the Council of Senior Citizens to be elected by the Board of Directors shall be elected for a period of two (2) years as of starting date, January, 1979.
- (b) All Board members as of January, 1979 shall hold office for two (2) years.

- (c) Both officers and Board members cannot serve over six (6) years or three (3) terms of office. Both officers and Board members can be removed any time by Section 2.14 or Section 4.03.
- (d) In four (4) years, there must be an election of new Board members from each organization, not exceeding one (1) from each organization or six (6) from the entire Board in any one year. This shall be repeated in the next two (2) years until a completely new membership is established.

Section 4.03. Removal. Any officer or agent may be removed for cause ~~by the Board~~ of Directors whenever in its judgment the best interests of the Council would be served thereby.

Section 4.04. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 4.05. Duties. The duties of the officers of the Council shall be those customary duties performed by such officers in Pennsylvania non-profit corporations. Furthermore, the Board of Directors may from time to time limit or prescribe duties, powers or responsibilities of the various officers.

ARTICLE V

Contracts, Loans, Checks and Deposits

Section 5.01. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Council and such authority may be general or confined to specific instances.

Section 5.02. Loans. No loans shall be contracted on behalf of the Council and no evidence of indebtedness shall be issued in its name unless authorized by a prior resolution of the Board of Directors.

Section 5.03. Checks, Drafts, etc. All checks, drafts or other orders for the payment of notes or other evidences of indebtedness issued in the name of the Council shall be signed by such officer or officers, agent or agents, of the Council and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 5.04. Deposits. All funds of the Council shall be deposited to the credit of the Council in such payments or other depositories as the Board of Directors may select.

ARTICLE VI

Fiscal Year

The fiscal year of the Council shall be as fixed from January 1 to December 31 by the Board of Directors.

ARTICLE VII

Dues

The Board of Directors may, from time to time, establish or change the rate of dues to be assessed against the various classes of membership.

ARTICLE VIII

Corporate Seal

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name MONROEVILLE COUNCIL

OF SENIOR CITIZENS, INC., Non-Profit Corporation SEAL 1977 Pennsylvania.

ARTICLE IX

Waiver of Notice

Unless otherwise provided by law, whenever any notice is required to be given to any member or director of the Council under the provisions of these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, or the actual attendance at the meeting for which notice was required, shall be deemed equivalent to the giving of such notice.

ARTICLE X

Amendments

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted at any regular meeting of the membership or any special meeting called, inter alia, for the purpose of such amendment provided, however, that such change may be adopted only by the affirmative vote of at least 3/4 of the persons present and entitled to vote at such meeting.

AMENDMENT

May 2, 1983

ARTICLE IV

Officers

Section 4.02. Election and Term of Office

- (c) Both officers and Board members shall be able to succeed as many times as directors are willing to put them up for re-election. Both officers and Board members can be removed any time by Section 2.14 or Section 4.03.

ARTICLE II

Membership

Section 2.02 Organization Membership

- (c) That at least 100% of its new members shall reside either in the Municipality of Monroeville or the Borough of Pitcairn, effective June 1980.

APPROVED 5/2/83 BY MONROEVILLE COUNCIL OF SENIOR CITIZENS

Sam Hunsicker
President, Monroeville Council of
Senior Citizens

William L. Sumner
Vice-President, Monroeville Council of
Senior Citizens

Eddie Marie Foote
Director, Monroeville Senior Citizens
Activity Center