

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. 1900
AMENDED RULES AND REGULATIONS AND)
BY-LAWS TO THE MONROEVILLE SENIOR)
CITIZEN ACTIVITY CENTER)


AND NOW, on August 9, 1994, 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.

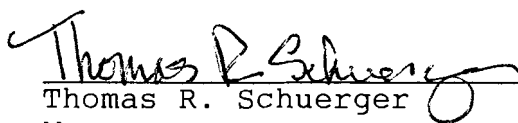
Section 2: Any previously effective rules and regulations
and by-laws of the Monroeville Council of Senior Citizens, Inc.
are hereby rescinded and any ordinance or part of an ordinance in
conflict with any of the provisions of this ordinance is hereby
repealed to the extent of said conflict.

ATTEST:

MUNICIPALITY OF MONROEVILLE



Mary Ann Nau
Municipal Manager



Thomas R. Schuerger
Mayor

ENTERED INTO LEGAL BOOK: August 19, 1994

MONROEVILLE COUNCIL

OF

SENIOR CITIZENS, INC.

BY-LAWS

1991

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Amended 1994

BY-LAWS OF THE

MONROEVILLE COUNCIL OF SENIOR CITIZENS, INCORPORATED

ARTICLE I

NAMES, LOCATION AND PURPOSE

The name of this organization is: "MONROEVILLE COUNCIL OF SENIOR CITIZENS INCORPORATED".

For purposes of brevity, hereinafter this organization may be referred to as the "Council".

The location and registered office is: 2611 King Lear Drive, Monroeville, Pennsylvania, 15146.

The purpose of the organization shall be set forth in its ARTICLES OF INCORPORATION AS AMENDED from time to time.

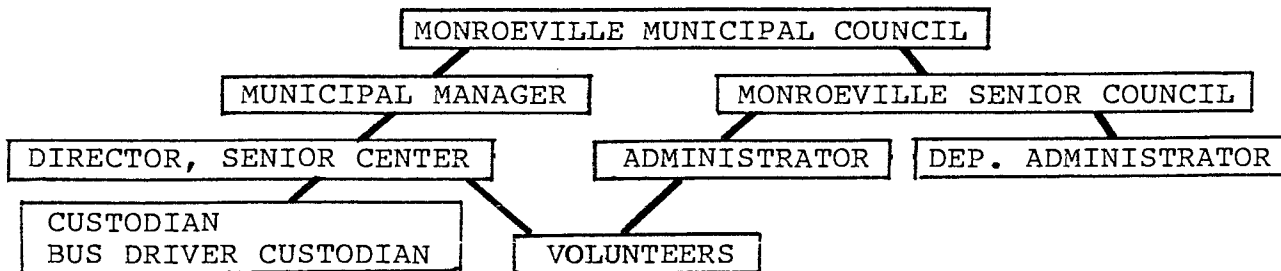
The Monroeville Senior Citizens Activity Center shall be operated as a nonprofit organization for the benefit of senior citizens.

ARTICLE II

AUTHORITY

Section 1.0 In accordance with Ordinance No. 1243 dated the 9th day of September, 1980, and amending ordinances ordained and enacted by the Municipality of Monroeville, Pennsylvania, and the Municipal Council therein, exclusive license to operate the Monroeville Senior Citizens Activity Center is granted to the Monroeville Council of Senior Citizens, Inc.

Section 1.1 The relationship of the Monroeville Municipal Council, the Monroeville Council of Senior Citizens and the various individuals is shown on the following diagram:



Section 2.0 Enforcement Authority

The Executive Committee of the Council of Senior Citizens shall be the enforcement authority for operational policies, rules and regulations for the Center. It shall have the authority to punish violators by terminating privileges, removing offenders from the Center or by summoning the Municipal Police Department to arrest and detain the offenders.

ARTICLE III

MEMBERSHIP

ORGANIZATIONS, COUNCIL AND INDIVIDUALS

Section 1.0 Organizations composed of senior citizens residing in the Monroeville/Pitcairn area may become a Member Organization in the Monroeville Senior Citizens Activity Center.

Section 1.1 Council - All members of the Council, with the exception of the Executive Director and the Representative of Municipal Council, are required to hold current membership in one or more of the Member Organizations which are active in either the Monroeville or Pitcairn Senior Citizens Centers.

Section 1.2 Individual participation in programs of the Monroeville Senior Citizens Activity Center shall be open to all persons 55 years of age or older.

ARTICLE IV

REPRESENTATIVE TO COUNCIL

Section 1.0 Selection of Representatives to the Council shall be the responsibility and right of each Member Organization.

- Section 1.1 Each Member Organization shall retain in the Council, a total of three (3) representatives.
- Section 1.2 Representative Acceptance
Council is required to accept any representative duly selected by any Member Organization.
- Section 1.3 Representative Replacement
When a representative has not attended four (4) consecutive Council meetings, Council shall request the Member Organization to select a new representative.

ARTICLE V

COUNCIL MEMBERS, COUNCIL OFFICERS, EXECUTIVE COMMITTEE AND EXECUTIVE DIRECTOR

- Section 1.0 Council Members shall consists of:
a. Representatives of Member Organizations
b. Executive Committee
c. Executive Director
- Section 1.1 The Officers of the Council shall consist of the following:
one (1) President
one (1) First Vice President
one (1) Second Vice President
one (1) Treasurer
one (1) Assistant Treasurer
- Section 1.2 The Executive Committee shall consist of:
one (1) Administrator
one (1) Deputy Administrator
one (1) Member of Municipal Council
- Section 1.3 Executive Director
one (1) Executive Director

ARTICLE VI

ELECTION PROCEDURES OF COUNCIL OFFICERS

- Section 1.0 Election of Officers - Officers of the Council shall be elected from the roster of representatives of Member Organizations.
- Section 1.0.1 The Treasurer may be a non-Council member.

- Section 1.0.2 A Treasurer who is not a Council member shall not have voting privileges.
- Section 1.1. Dual Officership - No Council officer or member of the Executive Committee shall hold more than one office.
- Section 1.2 Executive Committee Elections - One (1) Administrator and one (1) Deputy Administrator shall be elected by Council and submitted to the Municipal Council for approval.
- Section 1.2.1 Installation - If approved by the Municipal Council, the Administrator and Deputy Administrator shall be installed into office by the Council.
- Section 1.2.2 If the Municipal Council does not approve of a nominee, representatives of Council shall meet with representatives from the Municipal Council in order to resolve the differences.
- Section 1.2.3 The Municipal Council Representative is appointed to the Executive Committee by Municipal Council.
- Section 1.3 The Executive Director is an employee of the Municipality of Monroeville, appointed to the position by the Municipal Manager.

ARTICLE VII

QUORUM, VOTING AND TERM OF OFFICE

- Section 1.0 Quorum at any official meeting shall consist of not less than 50% of members of Council who have voting privileges.
- Section 1.1 The Council shall not conduct any business without a quorum.
- Section 1.2 Presiding Officers - no Council business shall be conducted without the presence of the Council President or a Vice President and the Executive Director, even with a quorum present.
- Section 1.2.1. The Administrator and Deputy Administrator shall not be regarded as part of the quorum and shall act only in an advisory capacity.

Section 1.3 No-Quorum Action - in the event that a quorum is not present, the Executive Director shall record the names of the members and officer present. The ranking officer shall then declare the meeting cancelled and the Executive Director shall notify all members of the Council of the cancellation and re-schedule the meeting for a future date.

Voting

Section 2.0 Council Voting - Each member of the Council, with the exception of the Executive Director and members of the Executive Committee who shall have no vote, is entitled to one vote on any issue which may be brought before the Council.

Section 2.1 Written Ballot

- a. Is required when two or more persons are nominated for an office.
- b. Is required whenever requested by a Council Member and agreed to by the presiding Council officer.

Section 2.2 Proxy Voting - Proxy votes are not acceptable in any circumstance.

Section 2.3. Recording Vote Results - The results of any vote or ballot shall be announced by the President of Council and the object of the vote and result shall be entered into Council minutes.

TERM OF OFFICE

The terms of office shall be as follows:

Section 3.0 Council Officers shall serve one (1) year in that elected office. Succeeding terms are permitted.

Section 3.1 Administrator and Deputy Administrator shall be elected by Council to a three (3) year term subject to approval by the Municipal Council. Succeeding terms are permitted. The term of office may be terminated at any time by a written ballot that requires a 3/4 majority vote of the total representatives of the Member Organizations.

ARTICLE VIII

DUTIES OF COUNCIL OFFICERS

Section 1.0

Presidential Duties

- a. To support, maintain and abide by the By-Laws of the Monroeville Council of Senior Citizens Incorporate
- b. To support, maintain and abide by the Monroeville Municipality Ordinance No. 1243 and amendments.
- c. Preside at Council meetings.
- d. To maintain order and decorum at all meetings of Council.
- e. To appoint the following permanent committees within the Council.

By-Laws	Property
Kitchen	Safety
- f. To aid in the settlement of all disputes before Council.
- g. To provide leadership to all members.

Section 1.1.

First Vice President

The duties of the First Vice President shall encompass all of the duties of the President in the absence of the President. The First Vice President shall help, aid and assist the President in any manner which will enable the President to better perform the duties of the office. To ascend to President if that office is vacated during any current term.

Section 1.2

Second Vice President

The duties of the Second Vice President shall encompass all the duties of the First Vice President in the absence of the President and the First Vice President. To ascend to First Vice President if that office is vacated during any current term.

Section 1.3

Treasurer

The duties of the Treasurer will include the receiving and dispersing of all authorized monies and keeping accurate account of all transactions. The Treasurer shall keep the financial records in good and safe order as required for audit and shall make monthly reports to the Council. The Treasurer shall ensure that all checks bear the proper signatures of persons authorized to sign checks

Section 1.4

Assistant Treasurer

The duties of the Assistant Treasurer shall encompass all of the duties of the Treasurer including assistance in preparing documentation for audit and financial reports.

Section 1.5

Administrator

As a member of the Executive Committee, the Administrator shall enforce the operational policies, rules and regulations for the Center. (Refer to Article II, Section 2.0, Enforcement Authority)

Is jointly responsible with the Executive Director for maintenance and upkeep of the building and grounds.

Attends all meetings of Council in an advisory capacity.

Recommends programs to be established at the Center and supervises fund raising projects such as bingo, raffles, flea markets, etc.. Handles all group trips (one day) for the Center, arranging for transportation and collection of expenses.

Section 1.6

Deputy Administrator

Performs all duties of the office of Administrator in the absence of the Administrator.

Attends all meetings of Council in an advisory capacity.

Assists the Administrator and Executive Director in special projects as designated by the Administrator or Council.

Section 1.7

Executive Director

Is jointly responsible with the Administrator for maintenance and upkeep of the building and grounds.

Serves as Secretary of Council.

Has responsibility for everyday operations of the Center and shall issue all correspondence, meeting notices, schedules and other information pertinent to the business of Council and to the general membership.

The Executive Director has supervisory responsibility for employees assigned to the Center by the Municipality of Monroeville, e.g., custodian, bus driver/custodian, summer worker, etc..

Section 1.8

The duties of the Executive Committee shall consist of liaison between the Municipal Council and the Council as need arises. Further duties entail guiding and assisting the Council in the management and affairs of business of the building and the enforcement of Monroeville Ordinance No. 1243 and amendments. All bank statements shall be reviewed and placed in the care of the Treasurer for the required financial reports and the annual municipal audit.

Section 1.8.1

Duties of Council - To ensure that the overall daily operation of the Center is in compliance with Ordinance No. 1243 and amendments of the Municipality of Monroeville and the current By-Laws of the Monroeville Council of Senior Citizens, Incorporated. To act, in a reasonable time and manner, upon all requests, suggestions and other matters submitted for Council action.

ARTICLE IX

MEETINGS, RESIGNATIONS, RECORDS AND REMUNERATIONS

Section 1.0

Meetings - Council is required to meet at least once per quarter year. Each Council member must be made aware of any meetings by notice or the monthly schedule. Council meetings shall be at the Monroeville Senior Citizens Activity Center, located at 2611 King Lear Drive, Monroeville, Pennsylvania, 15146.

- Section 1.1. Annual Meeting - The annual meeting of the Council, held for the purpose of electing new officers, shall be held at the July meeting of each year.
- Section 1.2 Special Meetings of the Council may be called by the Executive Committee or the President of Council, or by request of at least 20% of the total members of the Council. Notice shall be given at least 5 days prior to the special meeting, either through mail, personal contact or telephone.
- Section 2.0 Resignations - Resignations of any member of the Council must be documented by the Council in writing. This document must be signed by three (3) Council members, dated and time of acceptance of resignation stated, then filed in Council records.
- Section 2.1 Member Organization Notice - Notice of resignation shall be sent by Council to the Member Organization involved, which shall select a new representative.
- Section 3.0 Filing of Records - Council does not have the authority to destroy any records, once filed. Destruction of records no longer valuable lies within the authority of the Executive Committee.
- Section 4.0 Remuneration - No officer or member of any organization or committee shall accept remuneration, pay or compensation for any volunteer services rendered for or to the Monroeville Senior Citizens Activity Center or its members. Expenses are exempt.

ARTICLE X

MEMBER ORGANIZATION

- Section 1.0 A Member Organization is required to meet the following criteria:
- a. It is devoted to senior citizens activities and benefits.

- b. All members are persons 55 years or older. However, the spouse of any member may be less than 55 years of age and may remain an honorary member of an organization as long as the member spouse is a member in good standing.
- c. 100% of its members shall reside in the Municipality of Monroeville or the Borough of Pitcairn.
- d. Its organization must maintain 100 members or more.
- e. The applying group must abide by all the rules and regulations of the Monroeville Senior Citizens Activity Center.
- f. The applying group must be financially able to contribute \$300.00 by the end of one year after being accepted.

Section 1.1 All Member Organizations shall adhere to the prohibition of selling of goods or services, except for the benefit of Member Organizations or the Monroeville Senior Citizens Activity Center. Political campaigning is not permitted.

Section 1.2 Member Organizations shall have control of their organization through the selection of organization officers and representatives to the Council.

Section 1.3 Each Member Organization is responsible to supply a Host/Hostess as scheduled by the Executive Director. An assessment of \$2.00 per day shall be made to each Member Organization for failure to provide the required persons.

Section 1.4 All member grievances shall first be processed through the Member Organization then to Council for action. A response shall be written to the Member Organization which filed the grievance.

ARTICLE XI

EXPULSION

Section 1.0 Expulsion
Any organization member or member of the Council is subject to expulsion by the Council for any of the following reasons:

- a. Failure to abide by Municipality Ordinance No. 1243 and amending ordinances.
- b. Willful failure to abide by the By-Laws of the Council.
- c. Theft or willful damage of building property. Vandalism in or around the Monroeville Senior Citizens Activity Center. Refractory behavior, falsification of records, foul language, fisticuffs, violence, willful injury to others on building property or causing disturbances which disrupt meetings or decorum.
- d. Accepting payment, in return for action favorable to any person or group in the performance of duties as a member of Council.
- e. Participating in, holding or aiding and abetting of any Council secret meetings.
- f. Failure to process a grievance through Council as per ARTICLE X, Section 1.4..

Section 1.1

Expulsion Procedures

Expulsion by the Council shall follow these procedural requirements.

Section 1.1.1

On first offense, Council shall issue a warning letter which shall be placed in file. Only on the occurrence of second offense shall ARTICLE XI be activated.

Section 1.1.2

The accused shall be made aware of the offense by registered letter.

Section 1.1.3

The accused shall be made aware of right of appeal before action is taken.

Section 1.1.4

The accused shall be made aware that his hearing of appeal must be requested by letter to the Council President within 15 calendar days after his receipt of the registered letter from Council.

Section 1.1.5

If a letter for appeal is not received within 15 days the Council is permitted to act on the expulsion.

Section 1.1.6 The Council President shall call a special meeting, notify the accused and proceed with the appeal hearing. The Council, after the hearing, shall then excuse the accused from the meeting, advising that the Council action will be disclosed by registered letter, within ten (10) days. Council shall then vote as to whether the expulsion shall take place. The written ballot vote requires a 2/3 majority vote.

Section 1.2 Annual review for Reinstatement
After one year from the date of the expulsion of any member from the building, upon the written request of the individual expelled, the existing file shall be reviewed for consideration for reinstatement.

Section 1.2.1 Reinstatement
Council action shall follow the procedure stated in ARTICLE XI, Section 1.1.6.

ARTICLE XII

AMENDMENTS TO BY-LAWS

Section 1.0 Procedures for amendments to Council By-Laws shall be as follows:

- a. The By-Laws Committee of Council shall periodically review the By-Laws, relate written requirements to current practices and develop modifications necessary to update the document or to improve interpretation. Proposals of the By-Laws Committee must be submitted to Council for action.
- b. These By-Laws may be amended by a 2/3 majority vote of Council.
- c. Each member of Council shall receive a current copy of the By-Laws.

ARTICLE XIII

CONTRACTS, LOANS, CHECKS AND DEPOSITS

- Section 1.0 Contracts - Senior Council may authorize the Administrator to enter into a specific contract on behalf of the Council.
- Section 2.0 Loans - No loans shall be contracted on behalf of the Council.
- Section 3.0 Checks, Drafts, Etc. - All checks, drafts or other orders for the payment of notes or other evidences of indebtedness issued in the name of Council shall be signed by the Treasurer or Assistant Treasurer and either the Administrator or Executive Director. Checks in excess of \$600.00 require Council approval.
- Section 3.1 Council Approved Contracts
- a. Final payment on all contracts, regardless of the value, requires Council approval before payment.
 - b. Other than final payment, invoices for progress payments submitted in compliance with the contract document, can be paid without further approval by Council.
- Section 4.0 Deposits - All funds of the Council shall be deposited to the credit of the Council in an established and Federally insured institution.
- Section 5.0 Petty Cash - Cash maintained on hand by the Executive Director shall not exceed two hundred (\$200.00) dollars.

ARTICLE XIV

FISCAL YEAR

The fiscal year of the Council shall be fixed from July 1 through June 30th and may be changed only by the permission of the Municipal Council.

ARTICLE XV

ASSESSMENTS

The Council may, from time to time, request an assessment from each Member Organization to cover emergencies.

ARTICLE XVI

CORPORATE SEAL

The Council 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".

Signed Bernard W. Smith Date _____
Administrator

Signed Lois Lewis Date _____
Executive Director

Signed Bob B. [unclear] Date _____
Council President

MONROEVILLE SENIOR CITIZENS BY-LAWS APPROVED BY MUNICIPAL COUNCIL

This 9th day of August 1994

Signed Thomas R. Schwarz
Municipal Council Representative

RULES AND REGULATIONS

1. The Monroeville Senior Citizens Activity Center is intended for persons 55 years of age or older. Council has the authority to approve exceptions for special occasions such as the flea market. Exceptions not requiring prior Council approval are: members' spouses, entertainers, caterers, work persons, tourists, business representatives, handicapped, government officers, local government officials and public emergency situations. Other exceptions regarding age must be submitted in writing to Council for consideration.
2. It is the responsibility of each Member Organization to ensure that all of their members are 55 or more years of age and reside in Monroeville or Pitcairn.
3. Visitors of any age are welcome to take a conducted tour of the facility.
4. Use of the building or grounds for political purposes is prohibited.
5. Intentional damage or theft is reason for loss of membership and/or expulsion from the building and grounds.
6. It is the responsibility of each member to report anyone defacing or stealing property in the building or on the grounds.
7. Excessive drinking or arguing will be grounds for removal from the property. Fist-fighting will result in expulsion.
8. Selling of merchandise or service, except for Member Organization or Center profit, is prohibited.
9. Regular operation hours are 9:00 A.M. to 4:30 P.M., Monday through Friday. The building is closed Saturdays, Sundays, and Holidays unless posted otherwise. The building is also closed when the Gateway School System is suspended due to inclement weather.
10. Each Member Organization is entitled to use the facilities for its own purposes, social gatherings, fund-raising, etc., without charge.
11. The "NO SMOKING" and "NO PARKING" signs in certain areas will be enforced.
12. Member Organizations and individuals using the facilities must leave all property in good and proper condition.

13. Each Member Organization is responsible for cleaning the kitchen after use for their regular meetings and other affairs.
14. Regarding the use of entertainment facilities, pool tables, shuffleboard, horsehoes, boccie ball, equipment, etc., a one (1) hour limit if others are waiting.
15. The office telephone is primarily for administrative purposes. Personal calls are permitted if they are local calls of short duration and payment of a minimum \$.10 fee.
16. The President of each Member Organization is responsible for submitting the names and addresses of all members to the Executive Director. 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 the individual's name and Member Organization to show ownership. That which is not marked will be used or discarded.
18. All questions regarding the building and its use or function will be referred to the Executive Committee, Executive Director, or any member of Council.
19. All questions concerning activities or program scheduling, other than regular meetings, will be directed to the Executive director.
20. Animals, other than those trained to aid the handicapped, are NOT permitted in the building. (e.g. seeing-eye dog). Exceptions MUST be approved by Council.
21. Every person entering the building MUST sign the lobby register. Exceptions: Delivery persons.
22. Each member organization, that meets in the building, is responsible for assigning host/hostess for fulfilling their front desk assignments. A fine will be assessed for "NO SHOWS".
23. All suggestions, complaints or ideas are to be submitted to the Executive Director or placed in the suggestion box. All suggestions placed in the box must be signed to received Council action.
24. Cars MUST be parked heading in and between the lines. Handicapped and reserved parking sign MUST be observed.
25. Violations of the above rules and regulations shall be subject to review by Council.
26. No person shall be permitted to use, possess or consume any type of alcoholic beverage within or on a publicly owned facility in Monroeville, unless such person shall have obtained a permit to authorize the use of any such publicly owned facility for such purpose. Any person violating any provision of this ordinance shall be subject to pay a penalty not to exceed \$300 per violation.