

# PASCO AGING NETWORK BYLAWS

## ARTICLE I-NAME

1. This organization shall be known as the Pasco Aging Network hereafter known as PAN.

## ARTICLE II-MISSION

The mission of PAN is to promote continuing service excellence to seniors through proactive, visionary and ethical leadership in networking, education and collaboration.

## ARTICLE III-GOALS

The goals of PAN shall be to engage in such programs and activities as follows:

1. To improve communication and collaboration among service providers by conducting group meetings, educational seminars and joint programs, and by distributing a newsletter.
2. To obtain the interest and support of businesses, government agencies, non-profit organizations, educational institutions and private citizens by requesting their participation in PAN activities.
3. To advocate for the quality and availability of services for seniors.
4. To promote relationships and networking between private sector and public sector organizations serving elders in Pasco County, Florida.
5. To increase the awareness of the services and resources offered by the Senior Helpline, an Information and Assistance program of Area Agency on Aging of Pasco-Pinellas, Inc.

## ARTICLE IV-MEMBERSHIP

1. The membership of PAN shall be open to all government organizations, non-profit agencies, private agencies, businesses, educational institutions, and individuals who are committed to improving the quality and availability of services to seniors.
2. Any person desiring to become a member of PAN shall make written application upon such form as the Board of Directors may prescribe and include the payment of annual membership dues.
3. Membership includes voting privileges, limited to one voting delegate per organization, PAN notices, and any other items approved by the Board of Directors.
4. Any member's dues that are 45 days past due will have their membership terminated.
5. Membership may also be terminated due to conduct inconsistent with the standards, mission, and goals of PAN by a 2/3 vote of the Board of Directors.
6. Each member in good standing shall be entitled to one vote. No more than one member from any company, organization, etc. shall hold elected office.

## ARTICLE V -DUES AND CHARGES

1. The annual membership dues shall be established by the Board of Directors.
2. There shall be no charge for the PAN meetings. Members and guests may be responsible to pay for refreshments, meals and activities.

## **ARTICLE VI-MEETINGS**

All meetings of PAN shall be open to the public.

1. Regular Meetings: The PAN meetings are to be held in Pasco County, Florida on the second Wednesday of every month at 8:30 AM at a place to be determined by the standing committee responsible for arrangements or at such other times that may be convenient. The annual meeting of the PAN shall be held at the November PAN meeting. The purpose of each meeting shall be to share current information and review business matters of PAN.
2. Committee Meetings: Committee meetings will be held as designated by the Chair of the committee at a time and place to be determined by the Chair and/or committee.
3. Notice of Meetings: Written notice of meetings shall be provided via electronic or regular mail or facsimile to all members of PAN at least ten days in advance. Such notification shall include the place, day and hour of the meeting. Written notice of Committee meetings shall be faxed, e-mailed or mailed to all members of the committee prior to the date.
4. Voting: All matters coming for a vote, shall be decided by a majority vote of PAN members present.

## **ARTICLE VII -BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

1. The policy-making body of PAN shall be known as the Board of Directors. Issues which directly affect the structure, function or mission of PAN will be under the jurisdiction of the Board of Directors.
2. The Board of Directors shall consist of the currently elected officers, Immediate Past President, Chairs of the Standing Committees.
3. Any member in good standing who has been active in PAN for a period of at least one year may be considered for an elected position on the Board of Directors.
4. The Executive Committee shall consist of the currently elected Officers and Immediate Past President. The Executive Committee shall provide general supervision of the affairs of the Board of Directors, and is authorized to act on behalf of the Board of Directors, between regular meetings of the Board of Directors. The Executive Committee shall meet at the discretion of the President.
5. Directors shall serve a term of one year commencing January 1 through December 31.
6. The Board of Directors shall meet as needed at such time and place as determined by the President of the Board. Written notice of Board meetings shall be faxed, e-mailed or mailed to Board members prior to the meeting date. Special meetings may be called by any voting member of the Board if deemed necessary and may be held by telephone. Written notice of Special meetings shall be faxed, e-mailed or mailed to Board members prior to the date. Only business matters specified in the notice of the special meeting shall be discussed.
7. A quorum shall consist of a majority of the voting members of the Board of Directors,

## **ARTICLE VIII-OFFICERS AND DIRECTORS**

1. Officers: The officers of PAN shall be a President, Vice-President, Secretary, Treasurer, and Immediate Past President. Each officer shall be a Director of PAN during the term of office.
2. Election: Officers shall be elected by the membership at the November annual meeting wherein the nominees may have the opportunity to present their qualifications. Voting shall be by written ballot. Officers shall take office January 1 and shall serve for a term of one year or until their successors are elected.
3. Nominations: A Nominating Committee shall be responsible for proposing a slate of nominees for office in writing by regular mail, electronic mail or facsimile prior to the November annual meeting. The Chair of the Nominating Committee will be the Immediate Past President, if available, whose duty it will be to oversee the functioning of the committee. Should the Immediate Past President not be available, the President will appoint the Chair.
4. Vacancies: When a removal or resignation of an Officer occurs, it will become effective immediately upon notification to the Board of Directors and a vacancy will be deemed to exist. Such vacancy shall be filled by an individual selected by a majority of the Board of Directors. The selected individual shall serve for the unexpired

term of the predecessor in office.

5. Removal: Any Officer may be removed by a two-thirds (2/3) vote of the Board of Directors.
6. An officer of PAN may not serve as a Chair of any standing committee and must have been a member in good standing for at least one year.

#### **ARTICLE IX-POWERS AND DUTIES OF OFFICERS**

1. President: The President will preside at all Board of Directors and PAN meetings, supervise, monitor and coordinate all business and affairs of PAN, and shall have the power and authority to perform all other duties as may from time to time be assigned to the President by the Board of Directors. The President shall be an ex-officio member of all PAN committees except the nominating committee.
2. Vice-President: The Vice-President shall serve in the absence of the President, and shall exercise such power and authority to perform such duties as may from time to time be assigned by the Board.
3. Secretary: The Secretary shall be responsible for the preparation and distribution of the minutes of the Board and PAN meetings to the members in a timely fashion; shall serve notices of meetings of the Board and the PAN; maintain a book of minutes; and shall exercise such power and authority to perform such duties as may from time to time be assigned by the Board.
4. Treasurer: The Treasurer shall be responsible for budget development, financial reports, and shall coordinate financial matters with the AAA staff liaison. The Treasurer shall exercise such power and authority, and perform such duties, as may from time to time be assigned by the Board of Directors.
5. Immediate Past President: The Immediate Past President shall chair the Nominating Committee, select committee members and shall exercise such power and authority to perform such duties as may from time to time be assigned by the Board.

#### **ARTICLE X-COMMITTEES**

1. Standing Committees shall be established by the Board of Directors. Current committees are Membership, Publicity, Information and Referral, Special Projects, Programs, and Training/Education. Chairs of standing committees shall be elected for a one-year term by the membership of such committees and shall serve on the Board of Directors.
2. Any Chair of a Committee may be removed by a two-thirds (2/3) vote of the Board of Directors.
3. The Nominating Committee shall consist of three members: the Immediate Past President who shall be the Chair and two members selected by the Chair from the general membership who do not currently hold office.
4. Special (ad-hoc) Committees may be established by the President from time to time when necessary and shall exist for such time as the President shall determine. The Chair shall be appointed by the President. A Vice Chair and a Secretary may be appointed by the Chair of the Committee.

#### **ARTICLE XI- SPECIAL PROJECTS**

Pasco Aging Network presents recognition awards to various businesses and groups with funds from its grant program. Requirements to receive such awards are as follows:

1. The group must be non-profit and/or government.
2. The project must be focused on the needs/services for seniors in Pasco County.
3. The application must be submitted by a PAN member-but the grant is not required to be awarded to a PAN member/organization.
4. Applications are submitted to the Special Projects Chair. The Special Projects Chairperson oversees the collection of applications and the distribution of the funds. Completed applications must be submitted to the Special Projects Chair via fax, email, or mail. Award monies will be disbursed as needed through out the calendar year.

## **ARTICLE XII-FINANCE**

1. The fiscal year of PAN shall begin on January 1st and end on December 31st of each year.
2. All funds received by PAN shall be credited to PAN and placed in depositories held by Area Agency on Aging of Pasco, Inc.
3. PAN shall raise and/or receive funds in accordance with the policies established by the Board of Directors. Such policies shall be consistent with policies of the Area Agency on Aging of Pasco-Pinellas, Inc.

## **ARTICLE XIII-AMENDMENTS**

Bylaws may be reviewed annually. These bylaws may be amended at any meeting of PAN provided that the Board of Directors has approved such amendments and written notice of the proposed action is provided via electronic or regular mail or facsimile to each member prior to the meeting at which the proposed changes are to be approved by a vote of the members.