***Hamilton Council on Aging***

***By-Laws***

*Article 1.-****Name****-The Organization shall be known as the Hamilton Council on Aging*

*Article 2.-****Definition-****An elderly person shall be defined as being aged 60 and older*

*Article 3.-****Purposes-****The basic purposes of the Council on Aging are:*

1. *To act as a unified body for services to the elderly of Hamilton;*
2. *To advance, improve and enhance programs for the elderly of Hamilton;*
3. *To service all senior residents of Hamilton in as many ways as possible.*

*Article 4.-****Officers and Elections-****The officers of the* ***Council*** *shall:*

1. *Be a Chairman, Vice-Chairman and Secretary*
2. *Shall be elected each year at the regular monthly meeting in July*
3. *If a resignation or incapacity of any officer occurs, the* ***Council*** *shall elect by a majority vote a successor to serve out the term.*

*Article 5.-****Membership-***

1. *The* ***Council*** *shall consist of not more than seven members who are residents of Hamilton;*
2. *A candidate for* ***Council*** *membership shall submit a letter stating intent to the Chairman and be voted on by the* ***Council*** *before presenting the name to the Board of Selectmen for appointment;*
3. *A quorum shall be 5 members;*
4. *All members shall be sworn in by the Town Clerk within 10 days of their appointment;*
5. *All members shall serve without compensation.*

*Article 6.-****Meetings:***

1. *The* ***Council*** *shall meet monthly on the first Wednesday of the month at 9:00 AM at the Hamilton Senior Center, 299 Bay Road.*
2. *Special meetings may be called at the request of the Chairman or any four members*
3. *All* ***Council*** *meetings will be governed by Roberts Rules of Order*

*Article 7.-****Amendments-****Amendments to the standing rules must be submitted to the* ***Council*** *and mailed to each member at least seven days prior to the meeting when the Standing Rules are to be considered. The approval of the quorum is necessary.*

*Article 8.-****Annual Report-****An Annual Report shall be submitted to the Town to be included in the Town’s Annual Report, and also to the Executive Office of Elder Affairs in Boston.*

*Written: May, 2014/Revised June, 2015/Adopted June, 2015*