

THE JOLLY SENIORS CLUB OF MONROE

OFFICIAL BYLAWS

Town of Monroe Senior Center
Monroe, New York

Effective: July 1, 2026
Term: July 1, 2026 – December 31, 2028

TABLE OF CONTENTS

Article I – Name

Article II – Purpose

Article III – Membership

Article IV – Meetings

Article V – Election of Officers

Article VI – Officers and Duties

Article VII – Standing Committees

Article VIII – Financial Administration

Article IX – Quorum

Article X – Amendments

Article XI – Compliance

Article XII – Dissolution

Article XIII – Conflict of Interest

Article XIV – Indemnification

Article XV – Parliamentary Authority

Certification of Adoption

Officer Signatures

Witness Certification

Notary Acknowledgment

ARTICLE I

NAME

Section 1. Name

The name of this organization shall be **The Jolly Seniors Club of Monroe** (hereinafter referred to as the "Club").

Section 2. Organization

The Club is organized as a nonprofit senior social organization affiliated with the Town of Monroe Senior Center. The Club exists exclusively to promote social, recreational, educational, charitable, and community activities for older adults.

Section 3. Affiliation

The Club shall operate independently in conducting its internal affairs while recognizing that all meetings, programs, and activities conducted within Town-owned facilities shall comply with all applicable policies, procedures, and regulations established by the Town of Monroe and the Town of Monroe Senior Center.

Nothing contained in these Bylaws shall supersede or limit the authority of the Town of Monroe over its facilities, personnel, or operations.

ARTICLE II

PURPOSE

The purpose of the Club shall be to:

- A. Promote friendship, fellowship, and goodwill among senior citizens.
- B. Encourage healthy, active, and independent lifestyles through educational, recreational, cultural, and social programming.
- C. Sponsor trips, dinners, entertainment, educational seminars, holiday celebrations, and community service activities for the benefit of members.
- D. Encourage volunteerism and participation in local government, civic organizations, and charitable endeavors affecting older adults.
- E. Foster mutual respect, dignity, and cooperation among all members.

The Club shall remain nonpartisan and nonsectarian and shall not endorse or oppose any political candidate or political party while conducting official Club business.

No part of the Club's assets or income shall inure to the benefit of any individual member except for reimbursement of properly authorized expenses incurred on behalf of the Club.

The Club shall not discriminate against any eligible person because of race, color, religion, creed, sex, gender identity, sexual orientation, disability, national origin, military status, veteran status, or any other classification protected by federal or New York State law.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility

Membership shall be open to any individual who:

1. Is fifty-five (55) years of age or older;
2. Resides within the Town of Monroe, Village of Monroe, or Village of Harriman;
3. Meets all eligibility requirements established by the Town of Monroe Senior Center;
4. Agrees to abide by these Bylaws and all rules adopted by the Club.

*and open
to non-
residents
but with a
extra \$10 fee
per year.*

Proof of residency may be requested at any time.

Section 2. Good Standing

A member shall be considered in good standing when:

- Annual dues have been paid.
- The member complies with these Bylaws.
- The member follows all Town of Monroe Senior Center rules.
- The member conducts themselves respectfully toward fellow members, volunteers, guests, and Town staff.

Section 3. Membership Dues

Annual dues shall be established by majority vote of the membership.

Dues shall become payable beginning January 1 of each calendar year.

Individuals joining after June 30 shall pay one-half ($\frac{1}{2}$) of the annual dues.

Membership dues are non-refundable except upon approval by majority vote of the membership.

Section 4. Attendance

Members are encouraged to attend meetings and participate in Club-sponsored activities.

A member who fails to attend any meeting or Club activity for six (6) consecutive months without notifying an officer may be removed from the active membership roster by majority vote of the Executive Committee.

Such removal shall not prohibit reinstatement upon payment of current dues.

Section 5. Voting Rights

Each member in good standing shall be entitled to one vote.

Voting by proxy shall not be permitted.

Section 6. Resignation

Any member may resign at any time by notifying the Secretary verbally or in writing.

Section 7. Suspension or Removal

Membership may be suspended or revoked for:

- Repeated disruptive conduct;
- Harassment or intimidation of members;
- Theft or misuse of Club property;
- Fraud involving Club funds;
- Physical violence or threats;
- Conduct that endangers the safety of others;
- Conduct that brings discredit upon the Club.

Prior to suspension or removal, the member shall receive written notice of the allegations and be afforded an opportunity to respond before the Executive Committee.

Removal shall require a two-thirds (2/3) vote of the Executive Committee.

Nothing herein shall restrict the Town of Monroe from enforcing its own rules governing participation in Senior Center activities.

ARTICLE IV

MEETINGS

Section 1. Regular Meetings

2nd + 4th Thursday of the month

Regular meetings shall be held ~~every other month~~ unless otherwise determined by vote of the membership.

The President may postpone meetings because of weather emergencies, public health concerns, or other circumstances affecting the safety of members.

Section 2. Order of Business

Unless otherwise approved by the membership, the order of business shall be:

1. Call to Order
 2. Pledge of Allegiance
 3. Invocation (Optional)
 4. Reading and Approval of Minutes
 5. Treasurer's Report
 6. Communications
 7. Committee Reports
 8. Unfinished Business
 9. New Business
 10. Good of the Club
 11. Announcements
 12. Adjournment
-

Section 3. Special Meetings

Special meetings may be called by:

- The President;
- A majority of the Executive Committee; or
- A written request signed by at least ten (10) members in good standing.

Only the business stated in the meeting notice shall be considered.

ARTICLE V

ELECTION OF OFFICERS

Section 1. Officers

The elected officers shall consist of:

- President
 - Vice President
 - Secretary
 - Treasurer
-

Section 2. Terms

Each officer shall serve a two-year term beginning July 1 following election.

Officers may succeed themselves if reelected.

Section 3. Nominations

Candidates may be nominated:

- By a Nominating Committee;
 - From the floor;
 - By self-nomination with consent of the nominee.
-

Section 4. Elections

Elections shall be held during the latter part of June.

Election shall be by majority vote of members present.

Voting may be by voice vote, show of hands, written ballot, or secret ballot as determined by the membership.

Section 5. Vacancies

Vacancies occurring during a term shall be filled by majority vote of the membership.

The elected individual shall serve only the remainder of the unexpired term.

Section 6. Removal of Officers

An officer may be removed from office for:

- Neglect of duty;
- Misconduct;
- Financial misconduct;
- Violation of these Bylaws;
- Conduct detrimental to the Club.

Removal shall require written notice, an opportunity to respond, and a two-thirds (2/3) vote of the members present at a duly called meeting.

THE JOLLY SENIORS CLUB OF MONROE

OFFICIAL BYLAWS

ARTICLE VI

OFFICERS AND THEIR DUTIES

Section 1. General Responsibilities

All elected officers shall:

- Perform the duties prescribed by these Bylaws.
 - Act honestly, ethically, and in the best interests of the Club.
 - Protect the assets and reputation of the Club.
 - Attend regular and Executive Committee meetings whenever possible.
 - Turn over all records, passwords, financial information, keys, and Club property to their successor within thirty (30) days after leaving office.
-

Section 2. President

The President shall:

1. Serve as the chief elected officer of the Club.
 2. Preside over all regular, special, and Executive Committee meetings.
 3. Enforce these Bylaws.
 4. Preserve order during meetings in accordance with *Robert's Rules of Order Newly Revised*.
 5. Appoint committee chairpersons, subject to confirmation by the Executive Committee when appropriate.
 6. Serve as an ex-officio member of all committees, except the Financial Review Committee.
 7. Sign contracts, agreements, and official documents authorized by the membership.
 8. Represent the Club before the Town of Monroe, Orange County Office for the Aging, and other organizations.
 9. Approve meeting agendas.
 10. Perform other duties customary to the office.
-

Section 3. Vice President

The Vice President shall:

- Perform all duties of the President during the President's absence or incapacity.
 - Assist the President with Club administration.
 - Coordinate committee activities when requested.
 - Perform additional duties assigned by the President or membership.
-

Section 4. Secretary

The Secretary shall:

1. Record accurate minutes of all meetings.
 2. Maintain permanent records of Club proceedings.
 3. Maintain the official membership roster.
 4. Handle official correspondence.
 5. Maintain copies of these Bylaws and amendments.
 6. Keep attendance records when required.
 7. Notify members of meetings and elections when appropriate.
-

Section 5. Treasurer

The Treasurer shall:

1. Receive all monies belonging to the Club.
 2. Deposit all funds into the Club's designated financial institution as soon as practicable.
 3. Maintain complete and accurate financial records.
 4. Present a Treasurer's Report at each regular meeting.
 5. Pay only those expenses authorized by the membership or Executive Committee.
 6. Maintain all receipts, invoices, bank statements, canceled checks, and financial records.
 7. Prepare an annual financial summary.
 8. Cooperate fully with the annual Financial Review Committee.
-

Section 6. Temporary Absence of Treasurer

Should the Treasurer become temporarily unavailable, the President may receive funds on behalf of the Club.

Any monies received shall be transferred to the Treasurer, together with supporting documentation, as soon as practicable.

No person serving temporarily shall retain Club funds longer than necessary to complete the transfer.

Section 7. Resignation of Officers

Any officer may resign by submitting written notice to the President or Secretary.

The resignation shall become effective immediately unless a later date is specified.

ARTICLE VII

STANDING COMMITTEES

The following standing committees are established.

Section 1. Executive Committee

The Executive Committee shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Immediate Past President (advisory, non-voting unless otherwise elected)

The Executive Committee shall:

- Conduct Club business between regular meetings.
- Make recommendations to the membership.
- Review policy matters.
- Oversee finances.
- Recommend appointments to committees.

The Executive Committee shall not amend these Bylaws or authorize expenditures beyond limits established by the membership.

Section 2. Trips and Special Events Committee

Responsibilities include:

- Planning Club trips.
- Coordinating bus transportation.
- Scheduling holiday parties.
- Organizing luncheons and entertainment.
- Working with Town staff when necessary.
- Presenting trip proposals to the membership.

No trip shall be finalized until approved by the President and, where required, by the membership.

Section 3. Sunshine Committee

The Sunshine Committee shall:

- Recognize birthdays.
 - Send sympathy cards.
 - Send get-well cards.
 - Recognize significant member milestones.
 - Maintain confidentiality regarding illnesses unless permission has been granted.
-

Section 4. Public Relations Committee

The Committee shall:

- Promote Club activities.
 - Coordinate newsletters.
 - Prepare announcements.
 - Assist with community outreach.
 - Represent the Club at public functions when authorized.
-

Section 5. Kitchen Committee

The Kitchen Committee shall:

- Prepare the kitchen before Club functions.
- Ensure cleanliness after each event.
- Maintain supply inventories.
- Submit requests for supplies to the Senior Center Coordinator.

Members shall comply with all Town of Monroe kitchen safety policies.

Section 6. Bingo Committee

The Bingo Committee shall:

- Administer all Club bingo events.
- Maintain supplies.
- Recommend entry fees and prize amounts.
- Account for bingo receipts and expenses.

All bingo proceeds shall be deposited into the Club treasury.

used for petty cash to buy bingo supplies and other supplies needed.

Section 7. Special Committees

The President may appoint temporary committees whenever necessary.

Such committees shall automatically dissolve upon completion of their assigned purpose.

ARTICLE VIII

FINANCIAL ADMINISTRATION

Section 1. Use of Funds

All monies belonging to the Club shall be used exclusively for the benefit of the Club and its members.

No officer or member shall personally profit from Club funds.

Section 2. Banking

The Club shall maintain its accounts at a financial institution approved by the membership.

The current designated institution shall be **M&T Bank, Monroe, New York**, unless changed by vote of the membership.

Section 3. Authorized Signatures

The Treasurer shall be the primary authorized signer.

Whenever practical, checks exceeding an amount established by the membership shall require two authorized signatures.

The membership may designate additional authorized signers.

Section 4. Budget

The Treasurer shall prepare an annual budget estimating anticipated revenues and expenditures.

The membership shall review and approve the budget.

Section 5. Financial Records

Financial records shall include:

- Check registers
- Bank statements
- Deposit records
- Receipts
- Expense documentation
- Treasurer's Reports
- Annual financial summaries

These records shall be retained for at least seven (7) years.

Section 6. Financial Review

Each year the President shall appoint two members who are not authorized bank signers to conduct an internal review of the Club's financial records.

The committee shall report its findings to the membership.

Section 7. Reimbursement

No reimbursement shall be made without documentation supporting the expenditure.

Section 8. Gifts

The Club may accept donations and gifts that further its purposes.

Acceptance of donations imposing unreasonable obligations may be declined by majority vote.

ARTICLE IX

QUORUM

A quorum shall consist of ten (10) members in good standing, including at least one elected officer.

No official business shall be conducted without a quorum.

If a quorum is not present, those attending may receive reports and schedule future meetings but shall not conduct official business requiring a vote.

ARTICLE X

AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting, provided:

1. Written notice of the proposed amendment has been distributed to the membership at least one regular meeting before the vote.
2. Members have had reasonable opportunity to review the proposal.
3. The proposed amendment is not inconsistent with applicable federal, state, or local law or with policies governing the Town of Monroe Senior Center.

Approved amendments shall become effective immediately unless otherwise specified by the membership.

ARTICLE XI

COMPLIANCE

Section 1. Compliance with Law

The Club shall conduct all of its activities in accordance with applicable federal, New York State, and local laws, regulations, and ordinances.

Section 2. Town of Monroe Senior Center

The Club acknowledges that it operates in cooperation with the Town of Monroe Senior Center. While the Club manages its own internal affairs, all use of Town facilities shall be subject to Town policies, safety rules, scheduling requirements, and the authority of the Town of Monroe.

Nothing contained in these Bylaws shall be interpreted to limit or supersede the authority of the Town of Monroe over its facilities, employees, or operations.

Section 3. Insurance and Liability

The Club shall conduct its activities in a manner that promotes the safety and well-being of its members. Participation in Club-sponsored activities, including trips and special events, is voluntary. Members are responsible for their own personal health, insurance, and property unless otherwise provided by law or written agreement.

ARTICLE XII

DISSOLUTION

Should the Club dissolve, all outstanding debts and obligations shall first be satisfied.

Following payment of all lawful obligations, any remaining funds or assets shall be distributed by majority vote of the membership to:

- The Town of Monroe Senior Center; or
- One or more nonprofit organizations that provide services benefiting older adults or the community.

No officer or member shall receive any distribution of Club assets upon dissolution.

ARTICLE XIII

CONFLICT OF INTEREST

Officers, committee members, and members shall act in the best interests of the Club.

Any individual having a financial or personal interest in a matter before the Club shall:

1. Disclose the nature of the interest before discussion or voting;
2. Refrain from attempting to improperly influence the decision; and
3. Abstain from voting on the matter.

The disclosure and abstention shall be recorded in the meeting minutes.

ARTICLE XIV

INDEMNIFICATION

To the fullest extent permitted by applicable law, the Club shall indemnify its officers and committee chairpersons for actions taken in good faith within the scope of their authorized duties.

This protection shall not apply to acts involving:

- Fraud;
 - Theft;
 - Willful misconduct;
 - Gross negligence;
 - Criminal conduct; or
 - Personal financial gain obtained through misuse of Club assets.
-

ARTICLE XV

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Robert's Rules of Order Newly Revised** shall govern the proceedings of the Club in all matters not inconsistent with these Bylaws, applicable law, or policies governing the Town of Monroe Senior Center.

CERTIFICATION OF ADOPTION

We, the undersigned officers of **The Jolly Seniors Club of Monroe**, certify that these Bylaws were presented to the membership and adopted by a majority vote at a duly called meeting held on the 28 day of July, 2026.

These Bylaws shall become effective on **July 1, 2026**, and shall remain in effect until amended or repealed in accordance with Article X.

OFFICER CERTIFICATION

President

Printed Name: Brenda Conklin

Signature: Brenda Conklin

Date: 7/28/26

Vice President

Printed Name: ~~Louise Cavanaugh~~ Louise CAVANAUGH

Signature: Louise Cavanaugh

Date: 7/28/26

Secretary

Printed Name: Karen Weldon

Signature: Karen Weldon

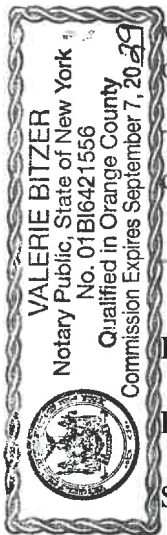
Date: 7/28/26

Treasurer

Printed Name: Paula Callanan

Signature: Paula Callanan

Date: 7-28-26



WITNESS CERTIFICATION

I certify that I witnessed the above-named officers execute this Certification of Adoption.

Printed Name: Tiffany Threx

Signature: Tiffany Threx

Date: 7-28-2026

ACKNOWLEDGMENT BEFORE A NOTARY PUBLIC

STATE OF NEW YORK

COUNTY OF ORANGE

On the 28 day of July, 2026, before me, the undersigned Notary Public in and for the State of New York, personally appeared the individuals whose names are subscribed above, known to me or satisfactorily proven to be the persons who executed this Certification of Adoption on behalf of **The Jolly Seniors Club of Monroe**.

They acknowledged that they executed the instrument voluntarily in their respective official capacities and that, by their signatures, they bound the Club to the adoption of these Bylaws.

Notary Public

Signature: Valerie Bitzer

Printed Name: Valerie Bitzer



Notary Public, State of New York

Commission Expires: Sept. 7, 2029

EFFECTIVE DATE

These Bylaws shall take effect on **July 1, 2026**, and shall remain in full force and effect until amended or replaced by action of the membership in accordance with Article X.

ATTESTATION: The undersigned officers certify that this document is the complete and official set of Bylaws adopted by **The Jolly Seniors Club of Monroe** and supersedes all prior bylaws, rules, or governance documents of the Club.