

**BY-LAWS
YOUNG AT HEART CLUB
ROYAL PALM BEACH
FLORIDA**

Amended October 21, 1998, February 20, 2002, March 19, 2003, October 15, 2003, April 20, 2005, February 15, 2006, October 15, 2006, March 18, 2009, September 26, 2011, May 25, 2012, April 30, 2014, April 12, 2016, **June 21, 2018**

The YOUNG AT HEART CLUB is a non-partisan, non-political body sponsored by THE VILLAGE OF ROYAL PALM BEACH RECREATION DEPARTMENT.

As such, it functions within the policies and guidelines set forth by the RECREATION DEPARTMENT and the Club's By-Laws. No member or guest of the YOUNG AT HEART CLUB may use a YOUNG AT HEART CLUB activity or gathering to promote any program not in the best interest of the YOUNG HEART CLUB.

Business meetings will be conducted in accordance with Robert's Rules of Order. The Club's By-Laws will take precedence over any conflict with "ROBERT'S RULES" and Village regulations will take precedence over the Club By-Laws.

ARTICLE I: NAME, LOCATION, AND SERVICE AREA

1. The name of the Club shall be known as YOUNG AT HEART.
2. The primary Location shall be at the RECREATION CENTER sponsored by
3. VILLAGE OF ROYAL PALM BEACH RECREATION DEPARTMENT.
4. Monthly luncheons will be at the Cultural Center with Business meetings being at the Recreation Center or Cultural Center depending on occupancy need and availability at the Recreation Center.

ARTICLE II: PURPOSE OF THE CLUB

1. To plan and implement leisure time activities that meet the interest and needs of its members
2. To keep the membership informed about the social issues and public policies that affect the senior population.
3. To provide, if requested, volunteers from among the membership to assist in the Various Village Community services.
4. Activities sponsored by the Village for the YAH will be governed by the following:
Members will receive preference over Non-members
5. To assist seniors with access to needed available services as defined in subsection VI 6 e below. Needs may include health care, Social Security, taxes, insurance, transportation, elder abuse and other concerns.

ARTICLE III: MEMBERSHIP AND DUES

1. Membership shall be open to the public who are at least 50 years of Age.
2. Members of the Young at Heart shall be assessed an annual fee established by the Executive Committee, approved by the membership and the Village.

3. MEMBER OF GOOD STANDING:

- a. No swearing
 - b. No fighting
 - c. Member will show respect to anyone they come in contact with while taking part in the Young at Heart activities.
 - d. Member will abide by all Young at Heart By-Laws.
 - e. Refusal of any member to abide by any of the Young at Heart By-Laws can cause the Executive Committee to request the member no longer take part in any activities
4. **DUES:** The fiscal year shall be October 1st through September 30th. Dues are payable by current and new members as of September 1st of each year. Open enrollment will begin as of September 1st. Members not paid by November 1st, will automatically be dropped from the membership. Once dropped that opening in the membership becomes available for someone to come in any time from November 2nd on, to assume that new open position as a member of the Young at Heart Club.

ARTICLE IV: OFFICERS: Officers of the Club shall include a President, Vice-President, recording Secretary and Ex-Officio. (Retiring President). No officer may serve more than 2 consecutive Two –Year terms in any office.

DUTIES OF OFFICERS

1. **PRESIDENT:** The President shall supervise the affairs of the club. As President, he/she shall execute and uphold these By-Laws and perform such other duties as may be designated by the Executive Committee.
 - a. The President shall have the responsibility of calling and presiding at all regular and special meetings.
 - b. He or She shall appoint the Chairperson of all the Standing Committees with the exception of the Nominating Committee, which shall be elected by the membership and the Senior Referrals Committee, which shall be elected by the its Committee members.
2. **VICE- PRESIDENT:** The Vice President shall serve in the absence or inability of the President to act, shall exercise all the functions of the President and shall perform any other duties designated by the Executive Committee.
3. **RECORDING SECRETARY:** The Recording Secretary shall serve as a secretary for all business, executive and special meetings. He or She shall make certain that all of the official records are filed with the Senior Program Supervisor.
4. **VACANCIES:** The executive Committee may by majority of vote, appoint an officer to fill a vacancy for the remainder of the unexpired term.
5. **RECORDS AND PROPERTIES:** Each office and/or chairperson at the conclusion of their term of the office, shall turn over to his/her successor all records and properties pertaining to their respective office within thirty (30) days after being elected or appointed.

ARTICLE V: MEETINGS: All meetings shall be advertised in advance and be open to the public.

1. **REGULAR MEETINGS** The Executive Committee and general membership shall meet monthly, except as Modified by the Executive Committee. They shall meet at the Cultural Center at time designated by the President.
2. **SPECIAL MEETINGS** Special meetings of the general membership may be called by the President when in his/her opinion the interests of the club would be best served.
3. **QUORIUM** Business and Special meetings shall consist of at least (10) members. Executive Committee shall be a majority of the Board.

ARTICLE VI: STANDING COMMITTEES:

1. **EXECUTIVE COMMITTEE** The Executive Committee shall consist of the officers, Chairperson of all Standing Committees and the Ex-Officio. They shall meet at least nine (9) months of the year at a time designated by the President who shall preside. The Executive Committee shall review the suggestions of the committees; any action taken shall be ratified by the membership.
2. **HOSPITALITY CHAIRPERSON** He or She shall work through the Cultural Center Supervisor for events at the Cultural Center i.e. luncheons, business meetings, etc. Refreshments will be served at Business Meetings.
3. **NOMINATING COMMITTEE** The Committee shall be elected every two years by the membership at the March business meeting. This Committee shall be composed of not less than three (3) members.
4. **EX-OFFICIO (RETIRING PRESIDENT)** He or She may attend all business, executive and special meetings. He or She shall have a vote at Executive Committee Meetings. In the event the past president cannot fulfill this obligation, any past president can step in and take over this role.
5. **MEMBERSHIP CHAIRPERSON** He or She shall be responsible for reporting membership roster information at each business meeting.
6. **YAH SENIOR REFERRALS COMMITTEE.** Senior Referrals Committee is established to be responsive to various seniors' concerns beyond the scope of leisure activities. The committee will assist seniors with access to needed available services listed in subsection e) below. Needs may include health care, Social Security, taxes, insurance, transportation, elder abuse and other concerns
 - a. **Steering Committee Oversight shall:**
 - i. have no less than 3 and no more than 8 members,
 - ii. be members of YAH in good standing,
 - iii. shall elect a chairperson,
 - iv. shall have a minimum of 4 meetings per year.
 - b. **Steering Committee will be responsible for:**
 - i. Volunteer recruitment and training
 - ii. Program content

- iii. Outreach to and development of agency resources
- iv. Program effectiveness and client satisfaction
- v. Provide 4 monthly reports to YAH Executive Committee and Senior Program Supervisor.
- vi. Develop policies and procedures for its operation.
- vii. Monitor, assess and modify their programs as necessary.

c. Staffing:

- i. Recommend that two (2) volunteers staff the desk in the Recreation Center Lobby per the posted schedule.
- ii. The desk will have a phone; secure file storage, minimal office supplies and a computer for volunteer use.

d. Volunteer Recruitment and Training:

- i. A list of people interested in volunteering will be maintained by the Chairperson and provided to the Senior Program Supervisor
- ii. Before answering calls, *and/or meeting with clients*, volunteers will receive basic training regarding the recommended resources, forms used to document action and follow up.

e. Agency Referrals will be limited to the *vetted agencies included in:*

- i. Palm Beach County Guide to Services current year
 - 1. http://discover.pbcgov.org/pdf/publications/guide_services.pdf
- ii. Area Agency on Aging
 - 1. <https://www.agingcare.com/local/Area-Agency-on-Aging-of-Palm-BeachTreasure-Coast-Inc-West-Palm-Beach-Area-Agency-on-Aging-FL>
- iii. Palm Tran Connection
 - 1. <http://discover.pbcgov.org/palmtran/Pages/Connection.aspx>
- iv. Consumer Action Handbook, U.S. General Services Administration
 - 1. <https://pueblo.gpo.gov/Publications/pdfs/5131.pdf>

f. Clients Can Expect:

- i. Comfortable, caring reception when requesting help
- ii. Assistance in determining which services might best fit their needs or concerns
- iii. A volunteer to sit with them as outreach is made
- iv. Follow-up as needed with the client and/or the helping agency with clients permission

7. **OTHER COMMITTEES.** Additional Committees may be established by the President or Executive Committee as necessary to conduct the business of the Club. Committees shall meet as often and as needed to fulfill their duties.

ARTICLE VII: NOMINATION- ELECTION- INSTALLATION

- 1. The Nominating Committee shall meet before the April meeting in order to prepare their slate
- 2. At the April meeting, the Committee shall make known to the membership the name and identities of the persons nominated. This may be a single or multiple slates.

3. Any member, in good standing, may submit nominations from the floor.
4. Election of officers shall take place at the May meeting.
5. Installation of officers shall take place on the first Friday of June, (luncheon)

ARTICLE VIII: LUNCHEONS

1. Monthly luncheons must be paid for no later than one week before the luncheons.
2. If after paying for the luncheon, a circumstance arises where you cannot attend, you may have that payment applied to the next or sub-sequent luncheon, provided you can give the necessary ONE-week notice.
3. No Boxed Take-outs.
4. No second helpings permitted.
5. No one may remove leftovers from the kitchen as leftovers are donated to Local Charities.
6. No one is allowed in the kitchen except assigned volunteers.
7. If you are unable to volunteer a 24 hour notice is appreciated in order to Replace the Volunteer.
8. Tables or seats may not be held for your friends who are arriving later. Seating is on a first come, first served basis.

ARTICLE IX: AMENDMENTS. These By-Laws may be amended by;

1. providing a written copy of the proposed AMENDMENT to the Executive Committee for their approval. If approved by the Executive Committee,
2. the ADMENDMENT must be presented to the membership at the next membership meeting for approval. If approved by the Membership,
3. the ADMENDMENT must be presented to Village Council for approval.
4. Once approved by all parties, changes will become effective immediately.

By-Laws consist of 5 pages.