

Elgin Senior Providers Network (ESPN)

Mission & By-Laws.

Article I

The mission of the Elgin Senior Providers Network is to establish a forum for those who provide services to senior citizens in Elgin Township. The forum is to be a cooperative effort promoting optimum independence and the highest possible quality of life for seniors.

This forum will take a holistic approach in addressing individuals' emotional, physical, spiritual and social well-being. This will be accomplished through advocating for seniors at all political levels, agency networking and exchange of information and ideas in regular meetings.

Article II

- A. Membership is open to any organization/person(s) interested in promoting the purpose of said organization who serves seniors in Elgin Township and surrounding areas in an employed or volunteer capacity.
 - A. Up to two representatives from an organization may join under one membership. If more than two representative attend from the same company then an additional membership application will need to be completed.
- B. The Executive Board shall propose a schedule of dues annually by September 1st. Dues are payable to the Treasurer not later than December 31st.
 - A. Membership dues are \$75.00. There will be a \$25.00 discount applied for new members, or if in the previous membership year the organization/member has attended four (4) meetings/events for ESPN.
 - B. The membership fee includes placement in the ESPN/KCSR member directory, exposure to Elgin seniors and their providers, support of ESPN charities, hosting of the Friends of Senior Award, Vendor Fairs and any discretionary fees as seen fit by the Executive Board.
- C. A member who resigns in good standing with dues paid up to date may re-apply for membership at any time.
- D. A member who has not paid current dues by the second meeting of the membership year will be dropped from membership after notification by mail (or email) from the Treasurer.
- E. Interested parties are invited to attend up to two (2) meetings without joining ESPN and will be ineligible to vote during those meetings. After the second meeting interested parties must submit an application for membership.
- F. The Membership year runs from January through December
- G. Any new member who joins after June 30th will pay \$25.00 and attend two meeting to be considered in good standing.
- H. Membership belongs to the business or organization (not the individual.)
- I. Officers are entitled to one (1) free year of membership in exchange for their time and money spent performing the duties of the office. This will be done after they have held the office for six (6) months. This will begin with officers elected to begin serving in January 2016.

Article III

- A. The Officers shall be Chairman, Vice-Chairman, Secretary and Treasurer. The terms 'Chairman' and 'Vice-Chairman' may be used interchangeably with the terms 'President' and 'Vice President' respectively. Unless otherwise agreed upon, the Vice-Chairman shall be the Chairman-Elect for the following year.
- B. The Executive Board shall consist of the above-named officers and the Immediate Past Chairman.
- C. The Chairman assumes all duties normally associated with that office including presiding over meetings, appointing committee heads, and signs all checks over the amount of \$300 with the Treasurer or Assistant Treasurer.
- D. The Vice-chairman shall be responsible for program planning.
- E. The Secretary shall take minutes of the proceedings of all meetings and shall distribute the minutes and other announcements to the membership two (2) weeks prior to each meeting.
- F. The Treasurer shall keep accurate accounts of all monies received and disbursed, make monthly financial reports to the membership and signs checks. The Assistant Treasurer shall be the Immediate Past Chairman, who shall be knowledgeable of all activities of the Treasurer. In the absence of the Treasurer, checks may be signed by the Chairman or the Assistant Treasurer. Checks over the amount of \$300 will be co-signed by the Treasurer and the Chairman or Assistant Treasurer.
- G. Any officer may resign at any time by giving written notice to the Executive Board or the membership at large. Any such resignation shall take effect at the time specified therein. Unless otherwise agreed upon, if the Chairman resigns the Vice-Chairman will assume the Chairmanship. In the event of the resignation of another officer, the Executive Board shall appoint an interim replacement until the next regular election.

Article IV

Standing committees/functions may be constituted or abolished by resolution of the membership. The following committees/functions shall be established. Other committees/functions shall be established as needed. All committees/functions shall establish annual goals.

- A. Community Awareness Committee
The goal of this committee is to plan for the long-term commitments of the network and to develop the scope of service. This includes recruiting new members, initiating events to achieve the network mission and screening for the annual Friends of Seniors Award.
- B. Bylaws and Procedures Committee
This person will make an annual review of the bylaws and recommend changes to the membership.

Article V

- A. A Nominating Committee consisting of at least two (2) members of the organization shall be formed at least 45 days prior to the annual meeting. They shall submit names of candidates for office to the Chairman approximately 30 days prior to the annual meeting for the election of officers.

- B. Elections with a single slate of officers may be conducted by a show of hands or voice vote. Elections with more than one candidate for an office shall be by secret ballot.
- C. Officers shall be elected for a term of one year and may not serve more than three consecutive years in any one position. The term of office shall be January through December.

Article VI

- A. Meetings are held monthly on the first Wednesday of the month. Meetings are located at the Loyal Order of Moose located at 925 S. McLean Blvd., Elgin, IL 60123.
- B. A majority of attendees who are members shall constitute a quorum for the transaction of business at any meeting. Each membership shall have one (1) vote.
- C. The annual meeting shall be held each December.

Article VII

Bylaws may be amended by a vote of two thirds of the members in good standing in attendance at any meeting designated for that purpose. Copies of proposed amendments shall be given to members in writing (email may be used) or posted on the website at least two (2) weeks prior to the meeting.

Article VIII

Should the organization be dissolved, all material possessions and monies of the organization shall be given to Senior Service Associates.