

# BY-LAWS OF THE RINGWOOD SENIOR CITIZENS, INC.

## 1. NAME OF THE ORGANIZATION

Ringwood Senior Citizens, Inc of Ringwood, New Jersey a/k/a Ringwood Seniors Club

## 2. OBJECTIVES OF THE ORGANIZATION

To provide a non-sectarian and non-political environment for members to meet and promote social interaction, physical and mental health, educational opportunities and a supportive community.

## 3. QUALIFICATIONS FOR MEMBERSHIP

Any legal resident of Ringwood, New Jersey who is 60 years of age or older is qualified for membership. A member must meet the residency and age requirements and pay dues upon joining. Proof of residency and age must be provided when joining by showing a valid New Jersey Driver's License or New Jersey issued ID Card. If such form of identification is not available, the Membership Director shall bring the issue to the Executive Board at the next scheduled Executive Board meeting. A member who moves out of Ringwood can remain a member unless their membership lapses.

Current members who would not be eligible for membership under these amended By-laws can remain as a member as long as their membership does not lapse. These members are grandfathered-in.

No member shall receive any form of compensation for their involvement with the Ringwood Seniors Club.

## 4. VOTING RIGHTS OF MEMBERS

All current members shall have a right to vote on all matters brought before them to be voted upon at any Membership Business Meeting. The voting right of a newly initiated member starts at the first meeting following his or her acceptance into membership.

## 5. MEMBERSHIP DUES

The annual dues shall be the same amount for all members, except honorary members, based on a non-prorated calendar year. The amount of the dues shall be determined by the Executive Board. Dues for the next year can be paid to the Membership Director anytime during the

current year but must be paid by December 31<sup>st</sup> of the current year to avoid a lapse in membership. A new member shall pay the current year's dues upon joining. Each new member shall receive a copy of these by-laws upon request.

Members that are 90 years old or older on January 1<sup>st</sup> and had been a dues paying member for at least the preceding year are considered honorary members. An honorary member's dues are \$5.00 per year. Honorary members are obligated to pay all other fees paid by members such as the meeting entry charge and trip charges.

Dues will not be refunded for any reason.

## **6. REINSTATEMENT OF MEMBERSHIP**

A member who has allowed their membership to lapse due to non-payment of dues by December 31<sup>st</sup> of the prior year and meets all current membership requirements, can reinstate their membership in the same year that it lapsed by completing a new membership application and paying the current dues plus a \$10.00 reinstatement fee.

## **7. MEMBERSHIP BUSINESS MEETINGS AND EXECUTIVE BOARD MEETINGS**

The Membership Business Meetings shall be held on the third Thursday of each month and the Executive Board Meetings shall be held on the second Thursday of each month unless changed by the President with at least one week's notice. Additional Membership Business Meetings and Executive Board Meetings may be called by the President with at least one week's notice but no more than one of each per month.

A quorum must be present for business to be conducted at an Executive Board meeting. A quorum shall consist of a majority of the total number of Executive Board members in office at the time of the meeting. An item being voted upon requires a majority of the quorum to vote yea to pass or nay to fail unless otherwise indicated in these by-laws. Proxies will not be accepted from absent members.

The agenda for the Membership Business Meetings shall include the following plus other relevant items added at the discretion of the President. Any attending member can bring up items under Old Business or New Business.

- Pledge of Allegiance
- Patriotic song
- Minutes or recap of the prior meeting
- Board Members' reports
- Elections when applicable
- Old business
- New business
- Speaker when applicable
- Luncheon when applicable
- Adjournment

The agenda for the Executive Board Meetings shall include the following plus relevant items added at the discretion of the President. Any attending Board Member can bring up items under Old Business or New Business.

- Minutes of the prior meeting
- Board Members' reports
- Old Business
- New Business
- Adjournment

Each Executive Board Member shall provide an annual report of the prior year at each January meeting.

## **8. EXECUTIVE BOARD**

The Executive Board shall consist of nine positions with elections held every two years. The term of office shall be for four years. A portion of the Executive Board shall be elected every two years with the first election under these amended by-laws being in 2026 with the even numbered positions having an initial term of two years and the odd numbered positions having an initial term of four years. All subsequent terms shall be for four years. Nominees shall be announced at the November Membership Business Meeting with elections at the December Membership Business Meeting. Members elected to office shall assume their office on January 1<sup>st</sup> following the election.

Any person elected to the Executive Board must be a member of the Ringwood Seniors Club, a Ringwood resident when initially elected to the Executive Board and not hold any paid position with the Borough of Ringwood.

List of Executive Board Member Positions

1. President
2. Vice President
3. Treasurer
4. Assistant Treasurer
5. Recording Secretary
6. Food Director
7. Membership Director
8. Public Relations Director
9. Travel Director

The Vice President may also hold another Executive Board position other than President.

Any Executive Board Member not performing the duties of his/her position either through non-performance or non-attendance can be removed from the Executive Board following one warning through a two-thirds affirmative vote of the Executive Board members in office at the time of the meeting.

Shall a vacancy occur on the Executive Board, the Executive Board is empowered to appoint a qualified member at an Executive Board meeting to fulfill the remainder of the vacant term. If a qualified member is not available to fill a vacancy, such position shall be left open until a qualified member becomes available.

## **9. ELECTIONS COMMITTEE**

Three members shall be appointed to the Election Committee by the Executive Board at its October meeting with one of them appointed as the Election Committee Chairperson. A member of the Executive Board or a nominee for office is not eligible to be on the Election Committee. The Election Committee shall be announced at the October Membership Business Meeting. Any member who desires to be nominated for a position up for election shall inform a member of the Election Committee in writing no later than November 1<sup>st</sup>. Nominations will not be taken from the floor. All nominees shall be announced at the November Membership Business Meeting by the Election Committee and voted on at the December Membership Business Meeting. The Election Committee is responsible for handling all aspects of the election.

If there is only one nominee for a position, the Recording Secretary shall cast one vote for such nominee and declare that such nominee wins the position. If there is more than one nominee for a position, such position shall be filled with the person receiving the most votes at the December Membership Business Meeting. In the case of a tie, votes will be taken until the tie is broken.

## **10. DUTIES OF MEMBERS OF THE EXECUTIVE BOARD**

### **PRESIDENT:**

It shall be the duty of the President to preside at the Membership Business Meetings and the Executive Board Meetings of the Ringwood Seniors Club and conduct them in an orderly, impartial and parliamentary manner in accordance with Roberts Rules of Order. The President shall lead, guide and supervise the Ringwood Seniors Club and its activities, enforce the By-laws, sign documents as required and represent the Ringwood Seniors Club.

The President shall have the right to appoint committees and the chairperson of each committee as needed. All members of a committee must be approved at an Executive Board Meeting.

### **VICE PRESIDENT:**

It shall be the duty of the Vice President to assume the responsibilities of the President in the President's absence and perform any additional duties designated by the President.

The Vice President is also responsible for the administrative set-up for the monthly Membership Business Meeting (other than the food which is the responsibility of the Food Director), monthly Social Meeting, and liaison for non-travel related recreational activities.

**TREASURER:**

The Treasurer is responsible for all receipts and disbursements from any activity of the Ringwood Seniors Club. The Treasurer will keep records of all receipts and disbursements with corresponding documentation.

The Treasurer shall maintain the General Checking Account and the Recreation Checking Account. All receipts shall be promptly deposited to the General Checking Account except for any funds relating to trips which shall be promptly deposited to the Recreation Checking Account. All disbursements shall be made from the General Checking Account except for any disbursements relating to trips which shall be made from the Recreation Checking Account. All checks require two authorized signatures. The authorized signatories for the General Checking Account shall be the President, Vice President, Treasurer and Assistant Treasurer. The authorized signatories for the Recreation Checking Account shall be the President, Vice President, Treasurer, Assistant Treasurer and Travel Director (second signature only).

All deposits and expenditures shall be reviewed at each Executive Board Meeting and the bank balances shall be agreed to the bank statements. All related documentation shall be made available. The Treasurer's report and the Travel Director's report shall be included with the minutes of the Executive Committee Meeting. This in effect constitutes a monthly audit performed by the Executive Board.

**ASSISTANT TREASURER:**

It shall be the duty of the Assistant Treasurer to assist the Treasurer and assume the Treasurer's responsibilities in the Treasurer's absence. The Assistant Treasurer is also responsible for the collection of all funds and verification of membership at the entry door for the monthly Membership Business Meetings.

**RECORDING SECRETARY:**

It shall be the responsibility of the Recording Secretary to record the proceedings of all meetings in the minutes or recap of such meeting. The minutes or recap of the prior meeting shall be read at the beginning of each meeting. All minutes, recaps, Treasurer's reports and Travel Director's financial reports shall be maintained in a binder by the Recording Secretary.

**FOOD DIRECTOR:**

It shall be the responsibility of the Food Director to order and arrange delivery, serving and payment for the luncheon portion of the monthly Membership Business Meetings. Payment shall be arranged through the Treasurer. The Food Director shall coordinate any food budget provided by the Borough of Ringwood.

**MEMBERSHIP DIRECTOR:**

It shall be the responsibility of the Membership Director to maintain the membership database, collect dues and submit such dues to the Treasurer, sign-up new members, provide the Assistant Treasurer with a current membership list as needed for the monthly Membership Business Meetings and issue a reminder for each monthly Membership Business Meeting.

**PUBLIC RELATIONS DIRECTOR:**

It shall be the duty of the Public Relations Director to inform the membership of activities that may be of interest, arrange speakers for the monthly Membership Business Meetings, promote the Ringwood Seniors Club, coordinate the monthly senior's calendar with the Ringwood Recreation Department, handle correspondence as needed and act as the liaison with the Passaic County and State of New Jersey seniors' organizations.

**TRAVEL DIRECTOR:**

The Travel Director shall be the Chairperson of the Travel Committee which is responsible for all trips for the Ringwood Seniors Club in accordance with the guidelines established by the Executive Board. Members of the Travel Committee shall be recommended by the Travel Director and approved by the Executive Board. The Travel Director shall work closely with the Treasurer in all financial transactions relating to the trips. The financial result of each trip shall be reported to the Executive Board on a timely basis and included with the minutes of the Executive Board Meetings.

The Travel Director is responsible for collection of funds from the members and guests attending each trip and for all disbursements relating to such trips, as well as coordination of any funds provided by the Borough of Ringwood for transportation. A specific member of the Travel Committee may be assigned responsibility for the financial aspects of each trip.

**11. AMENDMENTS TO THE BY-LAWS**

Any suggested amendment to the By-laws shall be presented in writing to the Executive Board by any member at a regularly scheduled Executive Board Meeting along with twenty-five members' signatures supporting such amendment. A two-thirds affirmative vote of the Executive Board members in office at the time of the meeting is required to have the suggested amendment presented at a Membership Business Meeting.

Amendments to the By-laws shall be distributed prior to or read at two consecutive Membership Business Meetings and then voted on at the second meeting. The amendment shall be adopted upon the affirmative vote of the majority of the membership in attendance.

**12. DISCIPLINARY ACTIONS**

A member whose conduct is not in accordance with Article 2, Objectives of the Organization, of these By-Laws is subject to loss of membership. Prohibited actions or activities that are subject to disciplinary action include disruption of a meeting or activity or event, promotion of a personal or family business without the prior approval of the Executive Board, and political promotion or campaigning.

Any reported prohibited activity will be reviewed by the Executive Board and requires a two-thirds affirmative vote of the Executive Board members in office at the time of the meeting to take any disciplinary action. A first offense disciplinary action is a verbal warning. A second offense results in a written warning. A third offense or any offense involving physical abuse results in permanent revocation of membership.

### **13. CONDUCT OF MEETINGS**

Meetings shall be conducted under parliamentary procedures as outlined by Roberts Rules of Order.

**These By-Laws were approved by the Ringwood Recreation Commission on February 4, 2026, by Resolution No. 2026-01.**