

BYLAWS
LOWER MAKEFIELD SENIORS
September 2025

ARTICLE I NAME, LOCATION AND PURPOSE

- Section A: The name of this organization is the Lower Makefield Seniors (hereinafter referred to as LMS) location in Lower Makefield Township, Bucks County, Pennsylvania.
- Section B: The purpose of this organization shall be to promote the educational, physical, cultural, and social well-being of individuals 55 years of age or older in a community-based setting.

ARTICLE II MEMBERSHIP

- Section A: All individuals 55 years of age or older are eligible for membership in this organization.
- Section B: Membership is available to the spouse of a member of Lower Makefield Seniors even though said spouse does not meet LMS age requirement; however, they are not eligible to serve as an officer of LMS.
- Section C: The annual dues (i.e. membership fee) for members is required to be paid by January 31st. The membership fee includes funds for operating expenses for the group and the building user fee as imposed by the Township.

ARTICLE III MEETINGS

- Section A: Annual Meeting
1. The Annual Meeting of LMS members shall be held on the second Tuesday in February.
 2. Annual reports shall be presented by the President and Treasurer.
 3. Written copies of these reports shall be submitted to the Secretary for attachment to the minutes of the annual meeting.
- Section B: General Membership Meetings
1. General Membership Meetings shall be held as specifically identified within these Bylaws and at least once per quarter. Additional General Membership Meetings may be scheduled as needed by the Board of Directors.
 2. Election of all officers and board members will be conducted at the General Membership Meeting in November. Refer to Article V Elections and Voting.
 3. The installation of newly elected officers and board members will be held at the first General Membership Meeting of the calendar year following the election.
- Section C: Quorum
1. For transacting business, 20 members must be present at any meeting of the general membership to establish a quorum.

ARTICLE IV NOMINATIONS

- Section A The president shall appoint a nominating committee consisting of at least three (3) members. Said committee will be announced at the General Membership Meeting in September.
- Section B The nominating committee shall select at least two (2) nominees for each office that is to be filled. Said slate will be presented at the General Membership Meeting in October.

- Section C Nominations may be made from the floor at the General Membership Meeting in October after the presentation of the nominating committee's report.
- Section D No nomination may be made after the close of the October meeting unless an office fails to have a nominee standing for election.
- Section E Notice of all nominations for Executive Officers and Directors shall be sent to the membership of LMS at least ten (10) days prior to the date of the election.

ARTICLE V ELECTIONS AND VOTING

- Section A Election Date and Member Eligibility to Vote
1. The election will be held at the General Membership Meeting in November.
 2. Each member of LMS in good standing shall have one (1) vote.
- Section B: In the event there is more than one nominee for any office, voting shall be as follows:
1. Voting shall be conducted by written ballot.
 2. The President shall appoint three election stewards to receive and tally the votes in accordance with the LMS's rule of order.
 3. Absentee ballots can be mailed to LMS (1550 Oxford Valley Road, Yardley, PA 19067) or placed in the mailbox outside of the Seniors classroom. The absentee ballot must be placed in a sealed envelope with the word BALLOT AND THE MEMBER'S NAME APPEARING ON THE OUTSIDE OF THE ENVELOPE. Absentee ballots must be received before the start of the November General Membership meeting.
 4. In the event of a tie, a flip of a coin shall be the deciding factor.

ARTICLE VI BOARD OF DIRECTORS

- Section A: The Board of Directors shall be composed of ten (10) elected members as follows:
1. The four (4) Executive Officers of LMS: President, Vice-President, Secretary and Treasurer.
 2. Six (6) elected Directors.
 3. The immediate past president may serve for one year on the Board offering counsel, advice and experience. The past president's presence on the Board is a voting position.
- Section B: Duties of Board of Directors
1. The Board of Directors shall provide policy and responsible direction of the affairs and business of LMS and shall specifically:
 2. Authorize all expenditures which may exceed the submitted budget.
 3. By majority vote, override or rescind the action of any officer of LMS.
 4. Cause the books and accounts of LMS to be audited one month preceding the annual meeting. The auditor will be selected by the Nominating Committee and may not be a current member of the Board of Directors
 5. Supervise the membership of LMS in accordance with Article II of these Bylaws.
- Section C: Meetings of Board of Directors
1. Meetings shall be held monthly at a time and place determined by the president.
 2. Each director shall be notified of each board meeting.
 3. Special meetings of the Board of Directors shall be held when called by the president or when requested by a quorum of the Board of Directors.
 4. A quorum of the Board of Directors shall consist of six (6) members of the board.

5. If a board member misses three (3) meetings in a fiscal year, excluding illness or an excused absence, the Board may vote to remove that member, by majority vote of those Board Members present, and fill the position through board nomination and board majority vote.
6. The Board of Directors meetings are open to all LMS members, except for personnel or disciplinary actions, or other confidential matters under consideration by the board. Discussions pertaining to these actions will be held in a closed session, limited to the Board of Directors membership. These discussions will be held at the close of the portion of the Board meeting open to the General Membership.

ARTICLE VII EXECUTIVE OFFICERS

Section A: The Executive Officers are elected by the general membership of LMS at the General Membership Meeting on the second Tuesday in November are as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section B: Eligibility Requirements

1. All officers shall be members in good standing of LMS.
2. All officers shall be bonded

Section C: Term of Office

1. Terms of office for president, vice-president, secretary and treasurer shall be two (2) years.
2. The terms shall begin with their installation at the General Membership Meeting in January.

Section D: Duties of Officers

PRESIDENT

1. Act as Chief Executive Officer of LMS.
2. Appoints all committees as provided by these Bylaws.
3. Is an ex-officio member of all committees, except the nominating committee.
4. Presents a yearly summation of LMS performance at the Annual Meeting in February.
5. Ensures the integrity of the organization and liaisons with Township officials.
6. Co-authors the Board of Directors meeting agendas.
7. Leads the Board and holds all Board members accountable (It is the responsibility of all Board members to regularly keep the President informed about Committee ongoing activities).

VICE-PRESIDENT

1. Perform the duties pertaining to the office of president in the event the president is unavailable, or the office of the president becomes vacant.
2. Is involved as needed with the functions of the Board of Directors as the Presidents backup.
3. Duties include but are not limited to helping enforce policies, recruiting new Board members and other duties as may be assigned to this office by the president.
4. The Vice President heads the Membership Committee

SECRETARY

This position is crucial to a well-functioning Board. For legal and liability reasons, the Secretary keeps records of the Board of Directors meetings, discussions that were held, and how things are decided.

1. Is responsible for maintenance of corporate records of LMS.
2. Acts as clerk for the membership, keeping minutes of all meetings.
3. Conducts all official correspondence on behalf of LMS at the direction of the president.
4. Schedules Board meetings, tracks board attendance, distributes and posts board minutes, and helps create Board agendas.

TREASURER

The Treasurer is responsible for overseeing the organization's financial resources, bank accounts, budgets, being accountable for all money that is taken in and paid out, and ensuring the organization's financial integrity. The duties include:

1. Developing and approving all accounting records and procedures in accordance with generally accepted accounting principles.
2. Directing the receipt and disbursement of all monies in accordance with generally accepted accounting principles.
3. Preparing and presenting interim reports at General Membership Meetings.
4. Preparing and presenting the financial statement for the Annual Meeting in February.
5. Writing checks and verifying expenses.

Section E: Vacancy

Vacancies in the positions of officers of LMS, other than the office of president, shall be filled by a vote of the majority of the Board of Directors and such person filling said vacancy shall serve for the balance of the unexpired term of that office.

ARTICLE VIII DIRECTORS

Section A: The directors elected by the general membership of LMS shall be six (6) in number.

Section B: Requirements

All directors shall be members in good standing of LMS.

Section C: Term of Office

1. Directors' term of office will be two years.
2. Their term of office shall begin with their installation at the first General Membership Meeting of the calendar year following the election.

Section D: Duties

Shall provide leadership and advice as needed to the various committees and functions of the organization.

Section E: Vacancy

Vacancies in the position of Director shall be filled by a vote of the majority of the Board of Directors and such person filling such vacancy shall serve for the balance of the unexpired term of that position.

ARTICLE IX COMMITTEES

Section A: After the installation of officers, the president shall appoint Officers, Directors, and Members at Large to the committees of the organization. Standing committees and their functions include:

Membership Committee:

1. Includes the Vice President, Board Secretary and one or more members appointed by the president.
2. Maintains an up-to-date membership file.
3. Welcomes new members
4. Conducts “Sunshine” functions
5. Submits a written membership report for presentation at the Annual Meeting.

Finance Committee:

1. Includes the Treasurer, one or more Directors, and one or more non-office holding LMS member appointed by the president.
2. Submits a proposed yearly budget to the Board of Directors.
3. Is responsible for ensuring the organization is staying within its budget and that all financial reports are accurate.
4. Oversees fundraising efforts, works with donors, plans fundraising events, investigates government and private funding and prepares grant proposals.
5. Submits a written report for presentation at the Annual Meeting.

Program Committee

1. Is chaired by a member of the Board of Directors and may include Activity Coordinators and other LMS members, as needed, appointed by the president.
2. Is responsible for overseeing the organizations’ programs and ensuring that they are effective.
3. Solicits and develops new programs and evaluates existing programs.
4. Submits a written report regarding programs and activities of the LMS for presentation at the Annual Meeting.

Marketing and Publicity

1. Is chaired by a member of the Board Directors and includes other LMS members as needed, appointed by the President.
2. Works closely with all Committees with the aim of promoting the organization’s visibility in the community.
3. Updates and maintains the organization’s information on Facebook, websites, and other social media platforms.

Section B: Non-Standing Committees:

The president shall appoint any other committees not specifically stated in these Bylaws deemed necessary to carry on the affairs of LMS.

ARTICLE X FISCAL YEAR

The fiscal year of LMS shall run from January 1st to December 31st.

ARTICLE XI RULES OF ORDER

The rules contained in the current edition of “Roberts Rules of Order” shall govern LMS in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order set by LMS.

ARTICLE XII AMENDMENT OF BYLAWS

The procedure for amending these Bylaws is as follows:

1. A Notice announcing the intent to change (amend) the LMS Bylaws by the Board of Directors will be sent to the General Membership. The intended changes will be posted on the bulletin board in the LMS meeting room a minimum of 30 days prior to the scheduled General Membership vote on the proposed amendments.

2. LMS members must be present at the scheduled meeting to vote on the amendments.
3. The approval of the proposed amendments will be by a simple majority of those present at the General Membership meeting.

ARTICLE XIII DISSOLUTION

In the event of dissolution of LMS, the officers shall, after paying or making provision for the payment of all of the liabilities of LMS, dispose of all of the assets of the organization in such manner, or to such organization/s/ organized and operated exclusively for charitable, educational, or scientific purposes and shall at the time qualify as an exempt organization under Section 501(c)3 of the Internal revenue Code of 1954 (or the corresponding provision of any future United States internal revenue law), as the officers shall determine. Any such assets not so disposed of shall be disposed of by the appropriate court of the State of Pennsylvania, exclusively for such purposes or to such organization as said court shall determine which are organized and operated exclusively for such purposes.