

DRAFT.....THE LEISURE VILLAGE WEST HELPING HANDS CLUB

**BYLAWS**

**ARTICLE I**

**NAME**

The name of this organization shall be:

The Leisure Village West Helping Hands Club.

**ARTICLE II**

**PURPOSE**

The purpose of The Leisure Village West Helping Hands Club is:

- a. To perform simple services within the homes of fellow residents as neighbors helping neighbors.
- b. To provide a mechanism by which residents who need assistance within their units are brought in contact with other residents who can provide that assistance.
- c. To maintain a cadre of volunteers who respond to calls for such services as may be within their abilities and the time they have available.
- d. To promote good fellowship among the volunteers and provide for the sharing of experience and skills that will increase their effectiveness. Meetings are generally held monthly on the first Monday of the month.

**ARTICLE III**

**MEMBERSHIP**

The membership of this club shall be limited to those volunteers who are currently active in promoting the purpose of the Club.

Such persons include:

- a. Coordinators who listen to residents' phone requests and contact a volunteer with the experience and time to provide the service.

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- b. **Volunteers who perform the requested services.**
- c. **A volunteer who maintains a list of residents who have medical devices available for loan to other residents.**
- d. **The members of the Executive Board.**

**A roster of active members shall be maintained by the Vice-President/Secretary based on the records of the Coordinators and attendance at the monthly meetings.**

## **ARTICLE IV**

### **RELATIONSHIP BETWEEN VOLUNTEERS AND FELLOW RESIDENTS**

**The Helping Hands Club arose from a spontaneous desire of residents to help other residents. It is not an offshoot of the Leisure Village West Association and it is not financed from maintenance payments.**

**Volunteers are invited into the homes of other residents as neighbors and guests.**

**Volunteers accept no gifts or remuneration for their time or travel.**

**Volunteers may accept donations on behalf of the Club and they pass these donations to the Secretary/Treasurer who will acknowledge receipt.**

**Volunteers promise to treat a resident's household items with the same care they would give to their own.**

**Volunteers are instructed to attempt no services beyond their abilities or that could expose them to injury.**

**The system is not designed to provide immediate help in emergency situations.**

**Residents who request services must recognize that the decision whether or not to perform the service lies with the volunteer.**

**The Helping Hands Club, the volunteers and the Leisure Village West Association accept no responsibility for accidental damage to a resident's property.**

## ARTICLE V

### OFFICERS

The elected officers of the club shall consist of the following:

- 1 President
- 1 Vice-President/Secretary
- 1 Treasurer

These elected officers are to serve at least one (1) year term<sup>s</sup> with a **maximum three more elections to a post. They can be nominated to another office after that time limit.** Elections are to be held at the annual meeting in June.

The elected officers shall perform their duties as prescribed in these Bylaws and by the parliamentary authority adopted by the club.

Vacancies in any office shall be filled for the unexpired term by appointment of the Executive Board.

## ARTICLE VI

### EXECUTIVE BOARD

The elected officers and appointed Committee Chairpersons, if any, shall constitute the Executive Board.

At any meeting of the Executive Board, a majority of its members attending shall constitute a quorum.

Each Board member shall be entitled to one vote at any Board meeting.

The duty of the Executive Board shall be to conduct the business of the club.

**The Executive Board is authorized to approve expenditures needed for the efficient operation of the club. Any individual expenditures exceeding one hundred dollars (\$100.00) shall be reported to the membership at the annual meeting in June.**

## ARTICLE VII

### DUTIES OF THE OFFICERS

The **President** shall be the chief executive officer of the club, and shall preside at all meetings of the membership and the Executive Board. The President shall

perform such other duties as are prescribed in the Bylaws and by the parliamentary authority adopted by the club.

The **Vice-President/Secretary**, in the absence of the President, presides and performs the duties of the President and shall, in general, aid the President in his/her duties.

The **Vice-President/Secretary** shall keep the minutes of meetings of the club and the Executive Board, and shall read such minutes at the meetings. The Vice-President/Secretary shall be custodian of all documents belonging to the club, and shall notify all committees of their appointments and the duties of these committees. He/she shall maintain a list of all members.

The Treasurer shall acknowledge receipt of all donations received from residents

The **Treasurer** shall open a checking account in a federally insured banking institution as directed by the Executive Board. The Treasurer shall receive and bank all funds of the club, maintain records for such funds, pay the bills of the club and disburse all funds as directed by the Executive Board. These disbursements shall only be by check which must be signed by two (2) elected Officers of the club. The Treasurer shall file state and federal taxes if required. The Treasurer shall give a statement of income and expenditures and submit a financial report at the annual meeting in June

No officer or member shall gain directly or indirectly from the funds generated by the Club.

## ARTICLE VIII

### GENERAL AND SPECIAL MEETINGS

#### Annual Meeting

The Annual meeting shall be held in June each year and will take the form of a luncheon at which time the officers of the Executive Board shall be elected for the following year. Expenses are to be paid from Club funds.

Three (3) months prior to the luncheon, the President shall appoint a Nominations Chairperson and a Luncheon Chairperson.

The Nomination Chairperson shall propose a slate of officers for the following year and make nomination forms available to members at the monthly meetings

The Luncheon Chairperson will arrange for the luncheon. Following the luncheon, the Nominations and Luncheon Chairpersons shall relinquish their appointments.

The attendance at the luncheon shall include:

- ◆ **Current volunteers of the Club who have actively participated in supporting the Club and are entitled to one vote,**
- ◆ **The spouse or alternative guest proposed by the volunteer,**
- ◆ **All others at the discretion of the Executive Board.**

Other business conducted shall include presentation of certificates of appreciation, the financial report, review of the year's achievements, setting goals for the upcoming year, etc.

#### **Monthly Meetings**

These informal meetings generally held on the first Monday of the month are primarily to promote good fellowship among the volunteers and to provide for the sharing of experience and skills that will increase their effectiveness.

#### **Special Meetings**

Special meetings may be called by the President, or shall be called by the President upon the written request of five or more members. The purpose of special meetings shall be stated in the call with at least five (5) days notice of such special meeting shall be given where practical. No business other than the stipulated reason for calling the special meeting shall be transacted at this meeting.

#### **Definition of Quorum**

Not less than ten members, including the Executive Board members present, shall constitute a quorum for the transaction of business at any regular or special meeting other than meetings of the Executive Board.

## **ARTICLE IX**

### **ELECTION OF OFFICERS**

At the Executive Board meeting held three months prior to annual meeting, a nominating chairperson shall be appointed by the President. This chairperson shall appoint one other to assist him/her in nominating candidates for all offices to be filled at the June meeting. This committee shall present a slate prior to the June meeting. Additional nominations from the floor shall be permitted. In the event that a nominee is not present, written acceptance consent of such nominee must be presented at that time.

## **ARTICLE X**

### **COMMITTEES**

The President may appoint such ad hoc committees as he/she deems necessary.

The Vice President shall be ex-officio member of all committees and may serve as Chairperson of a committee as covered in these bylaws.

## **ARTICLE XI**

### **AMENDMENTS**

Any amendment to the Bylaws shall be presented, in writing, by a member in good standing, supported by at least five (5) other members in good standing and submitted to the Vice President/Secretary to be brought before the Executive Board for further action.

The proposed amendment shall be read and discussed at a duly called general meeting. When properly moved and seconded, the Bylaws shall be amended by the affirmative vote of at least the majority of the members present.

## **ARTICLE XII**

### **PERSONAL INJURY INSURANCE**

**The Leisure Village West Association maintains a Volunteer Personal Injury Insurance policy that covers against loss resulting directly and independently of all other causes from accidental bodily injuries sustained while the volunteer is on an assignment.**

**The policy covers the volunteer only after his/her primary and secondary insurance is exhausted.**

## **ARTICLE XIII**

### **DISSOLUTION**

In the event the club dissolves either voluntarily or by direction of the Board of Trustees of Leisure Village West all funds will be turned over to the Leisure Village West Association.

Helping Hands coordinators

Bea McSherry - 732-657-8595

Beth Slatnick - 732-657-1630

Ellen Daubner - 732-575-3649

Norine Lupo - 732-941-7062

Chris Faulkner - 862-668-0838

This is the list of volunteers

1. Frank Autuoro – 201-360-7334

~~2. Rich Bilancia - 848-210-0204~~

3. Bill Corrigan - 201-264-2004

4. Al Damato - 201-463-1915

5. Paul Denet - 732-408-7669

6. Jeanne Drozdik - 732-323-8335

7. Sandy Duma - 732-218-9883

8. Wynn Faulkner - 862-668-3457

9. Mike Gang - 732-657-2385

10 Hal Kravitz - 732-657-4444

11. Murray Kurtzman - 732-323-8834

12. Lance Leake - 732-608-5454

13. Ralph Rocco - 732-408-7074

14. Bob Rudnikoff - 9736798366

15. Ken Stahl 732-408-6559

16. Chris Sturm - 732-657-7496

17. Charity Van Den Heuvel 732-657-1149

18. Howard Yager 732-657-6568