

Mission Statement

The Bronx Regional Interagency Council on Aging, BRICA, is a membership organization composed of agencies serving the Bronx elderly. BRICA seeks to help strengthen its members by providing support, networking and opportunities for empowerment for the purpose of enhancing the quality of life and the quality of services for the elderly living in the Bronx. BRICA will actively pursue a membership that is reflective of the diversity of the Bronx elderly.

Approved 3/95

BRICA

By-laws

BRONX REGIONAL INTERAGENCY COUNCIL ON AGING, INC.

Article I: NAME

The name of the organization is Bronx Regional Interagency Council on Aging, Inc., herein called BRICA or the COUNCIL. BRICA is a tax-exempt, non-profit, membership organization founded in 1987. Membership shall be open to any organization representing and/or serving the elderly in the Borough of The Bronx.

Article II: Purposes

The Bronx Regional Interagency Council on Aging, is a membership organization composed of agencies serving the Bronx elderly. BRICA seeks to help strengthen its members by providing support, networking, and opportunities for empowerment for the purpose of enhancing the quality of life and quality of services for the elderly living in The Bronx. BRICA actively pursues a membership that is reflective of the diversity of The Bronx elderly.

ARTICLE III: MEMBERSHIP

1. Eligibility

Membership shall be open to any organization representing and/or serving the elderly in the Borough of The Bronx.

2. Application for Membership

An eligible organization may become a member by completing a membership application for

to the membership committee (See Article VII) which shall review said application. Final approval or disapproval resides with the Board of Directors.

3. Rights, Privileges, and Obligations of Membership

- 3.1 Each dues paying member (organization) shall be entitled to one vote.
- 3.2 Each member shall designate one person to be their voting representative as well as an alternative to serve in the representative's absence.
- 3.3 Members shall be responsible for electing, officers, Board members of the Council, and shall vote on such issues as come before general membership at scheduled meetings.
- 3.4 All members of BRICA shall pay dues as determined by the Finance Committee and approved by the membership.

4. Meetings

BRICA shall hold a minimum of six (6) membership meetings per year.

- 4.1 All meetings shall have an Agenda which will include reports from the Chairperson, Administrator, and committees where applicable.
- 4.2 Special or extra membership meetings may be called by the Executive Committee, Board of Directors, or by a number of agencies equal to the required quorum size. At least 10 days written notice must be given to the membership.
- 4.3 A quorum of the Council, for voting purposes, shall be 20% of the membership.
- 4.4 The decisions, at a scheduled meeting, of a majority of the quorum present and voting, shall be binding on the Council.

ARTICLE IV: OFFICERS

1. The Officers and their duties shall be:
 - 1.1 Chairperson shall chair all membership, Board, and Executive Committee meetings. The chair will appoint chairpersons, not otherwise designated by these By-Laws, of all committees and be an ex-officio member of them.
 - 1.2 Vice Chairperson serves in the absence or incapacity of the Chairperson chair the By-Laws Committee.
 - 1.3 Corresponding Secretary shall be responsible for correspondence relative to the business of the Council, Board, and Executive Committee;
 - 1.4 Recording Secretary shall oversee and/or prepare minutes of all membership and board, and executive committee meetings;
 - 1.5 Treasurer shall maintain financial records, prepare and disseminate reports on the finances of the Council, and chair the Finance Committee.
2. The term of office for each elected officer shall be one year with a maximum of two consecutive terms. A person may be elected to the same office after a year's hiatus.
3. Elections shall be held at the Annual Meeting of BRICA in June of each year.
Officers' terms shall begin on 1 July.

ARTICLE V: BOARD OF DIRECTORS

1. The Board of Directors will consist of no less than 18 and no more than 25 BRICA members in good standing who are elected at the Annual Meeting.
 - 1.1 Agencies may not designate alternate members to the Board.

2. Members of the Executive Committee (See Article VI) shall be members of the Board.
3. The term of office shall be for two years. There will be two classes of Directors with the first class initially being elected for one year; the other class will be elected for two years.
Subsequent to the first election, each class shall be elected for two years. Each class shall consist of no less than 9, no more than 13 members.
 - 3.1 The Executive Committee shall have the authority to fill seats when vacancies occur between elections. Such Directors may, if nominated, stand for re-election at the end of the term of the person who vacated the seat.
 - 3.2 No person may serve for more than two consecutive terms unless they completed an unexpired term. In such cases the time served shall not count towards the maximum limit. A person may be elected to the Board after a year's hiatus.
4. The immediate Past Chairperson shall be an ex-officio member of the Board, whose membership shall not be counted as part of the Board's total, during the term(s) of the current President.
5. The officers, Board, and committee chairs shall actively promote committee membership and activity.
6. The Board shall meet a minimum of six (6) times a year.
 - 6.1 The Board will report all activities to the membership at the next membership meeting.
7. The Board must provide prior approval to execute any binding agreements and shall designate the signatory(ies) for such documents.
 - 7.1 All Checks shall require two signatures.

ARTICLE VI: COMMITTEES

1. There shall be four (4) standing committees, plus two annually appointed, ad hoc committees. The Board may, from time to time, establish such other committees, hereinafter called “Task Forces” to fulfill the purposes of the organization. Such Task Forces shall be time and topic limited.
 - 1.1 Both committees and task forces may include representatives from both member and non-member agencies.
 - 1.2 Only representatives, one per agency, may vote on committees. On task forces all participants may vote.
2. All actions of Committees and Task Forces shall be reviewed by the Board of Directors.
3. Committee chairpersons shall be appointed by the BRICA Chairperson, unless otherwise specified by these By-Laws, with the approval of the Executive Committee. Membership on Committees and Task Forces, unless otherwise limited by these By-Laws shall be open to all members, including persons whose organizations have not designated them as their voting representative or alternate.
4. Standing Committees
 - 4.1 Executive Committee
 - 4.1.1 The Executive Committee shall establish annual priorities, recommend new directions in policies and programs, and carry on such business as may be necessary between scheduled meetings of the Board and Council. The

Executive Committee may establish Task Forces on matters that require immediate or quick action.

4.1.2 The membership of the Executive Committee shall consist of the elected officers of the Council, the immediate past Chairperson, and the chair of the Legislative Committee.

4.1.3 Actions of the Executive Committee shall be subject to review by the Board of Directors.

4.1.4 The Executive Committee shall be chaired by the Chairperson of BRICA.

4.2 Finance/Fund-Raising Committee

4.2.1 This committee shall prepare and present to the Board an Annual Budget.

4.2.2 This committee will be chaired by the treasurer.

4.2.3 This committee shall report at Board and membership meetings the financial condition of BRICA. The committee shall be responsible for the fiscal oversight of BRICA, including the maintenance of bank accounts, reserve funds, the collection of dues, and such other activities as are assigned to it by the Board or fall within its purview.

4.2.4 This committee shall meet at least quarterly.

4.3 Membership/Marketing Committee

4.3.1 This committee will be responsible for the maintenance and recruitment of membership.

4.3.2 This committee will be chaired by the Vice Chairperson.

4.3.3 This committee shall meet at least quarterly.

4.4 Legislative Committee

4.4.1 This committee shall review proposed legislation, regulatory changes, and/or generalized contractual changes that affect the member organizations and their clientele. The committee will report to the Board and Membership. This committee will also recommend courses of action for the Board and Membership of BRICA to take.

4.4.2 The Chair of this committee is appointed by the BRICA chair with the approval of the Executive Committee.

4.4.3 This committee shall meet as frequently as is appropriate.

5. Ad Hoc Committee

5.1 By-Laws Committee

5.1.1 This committee shall be chaired by the Past Chairperson.

5.1.2 This committee shall meet at least annually or at the request of the membership to review these By-Laws and propose any changes herein.

5.2 Nominations Committee

Each March the BRICA chairperson shall appoint a chairperson and a committee of two other members, to recommend a slate of officers and board members.

5.2.1 Appointees to this committee must include both board and general members.

ARTICLE VII: AMENDMENTS

Amendments to these By-Laws shall require the following procedure: [1] Proposed amendment(s) may be introduced and distributed at any meeting; [2] The proposed amendment(s) shall then be distributed, in writing, to the membership with the minutes and/or an announcement at the next meeting; [3] The proposed amendment shall be voted upon at the following meeting and become immediately effective, unless otherwise stipulated.

1. Amendments shall be considered to be passed upon the approval of 60% of those eligible to vote at a legally constituted meeting.