

**SNYDER VILLAGE
RETIREMENT COMMUNITY
RESIDENT COUNCIL BY-LAWS
*REVISED JUNE 10, 2015***

**ARTICLE I
NAME**

The name of this organization shall be Snyder Village Resident Council.

**ARTICLE II
PURPOSE**

- A. The Snyder Village Resident Council shall serve as an intermediary between Retirement Community Residents and Snyder Village Management and Board. Snyder Village Resident Council Representatives shall provide appropriate communication of the interests and concerns expressed by residents within their group.
- B. The Snyder Village Resident Council may act on behalf of and for the welfare of the residents, provided however, that the Snyder Village Resident Council shall not exercise any authority or perform any of the duties required to be performed by the Board of Directors or Administration of Snyder Village.
- C. The Snyder Village Resident Council shall promote, activate, supervise and provide activities and projects to improve the social and spiritual lives of retirement community residents.

**ARTICLE III
MEMBERSHIP**

The Snyder Village Resident Council shall consist of one member (representative) from each designated area. These areas to be determined by Snyder Village management, with no area to exceed 8 duplex units. *Resident Council membership appointment will be made by the President. The term for all Resident Council members shall be for two (2) years with a limit of one (1) succeeding term unless unopposed.*

**ARTICLE IV
OFFICERS**

- A. Officers shall be President, Vice-President and Secretary.
- B. The election of officers shall take place during the annual all-resident meeting, held in the month of *August every two (2) years*.
- C. The term for all officers shall be for *two (2) years*, with a limit of *one (1) succeeding term* in one (1) office *unless unopposed*.
- D. If a vacancy occurs in the office of President, the Vice-President shall assume the duties of the President and will complete the unfinished term. At the next election the incumbent will be eligible to be nominated and elected to a new *two (2) year term* as President.
- E. Should the office of Vice-President or Secretary become vacant, *the President* shall fill the vacancy for the remainder of the term. Said incumbent, after completing the unfinished term, shall be eligible for nomination and election to one (1) more term.
- F. *Outgoing President will sit on Resident Council for one (1) year as advisor with voting rights (President Emeritus).*

**ARTICLE V
DUTIES OF OFFICERS**

- A. The President shall:
 - 1. Preside at all meetings of the Snyder Village Resident Council and General Assembly of all residents.
 - 2. Call Special meetings. (See Art. VI-B)
 - 3. Select the name and size for each committee, subject to Resident Council approval.
 - 4. Meet with committees as adviser, at the President's discretion.
 - 5. Conduct meetings according to Roberts Rules of Order.
 - 6. *Will make appointments as necessary, including council membership (see Article III).*

B. The Vice-President shall:

1. Assume duties of the President when the President is unable to *preside*.
2. Perform special duties as may be assigned to him by the President or the Snyder Village Resident Council *including tracking of Resident Council membership terms*.

C. The Secretary shall:

1. Keep accurate and permanent records of proceedings of the Snyder Village Resident Council and the General Assembly of the residents.
2. Carry on correspondence and other duties as may be required by the President or the Snyder village Resident Council.

ARTICLE VI MEETINGS

- A. Regular meetings of the Snyder Village Resident Council shall be scheduled *every second Wednesday* monthly at a time and place to be decided by the Snyder Village Resident Council, the *August* meeting being the annual meeting.
- B. Special meetings may be called by the President or by five (5) other Snyder Village Resident Council members. Written notice of special meetings must be *sent* three (3) days prior to the date of the meeting *as noted by Secretary*.
- C. The Retirement Community *Director* and *Activity Manager* and other *Directors and Managers* are invited to the monthly meetings of the Snyder Village Resident council but have no vote. Meetings shall be open to all Snyder Village Retirement Residents.
- D. A quorum consists of two-thirds (2/3) of the Snyder Village Resident Council members. (See ART. III)

ARTICLE VII
NOMINATION COMMITTEE

The President shall appoint a nominating committee, consisting of three persons, no later than *July 1st* of each *election* year, to prepare a list of candidates to serve as officers of the Snyder Village Resident Council. All retirement community residents are eligible to be nominated as an officer.

- A. Said nominating committee shall include one member of the Snyder Village Resident Council, which member shall be the chairperson of the nominating committee. Two residents who are not members of the Snyder Village Resident council shall be appointed with the provision that no two members of the committee shall reside in the same group.
- B. The nominating committee shall make its recommendations at the annual all-tenants meeting.
- C. After the nominating committee has presented its recommendation of candidates, the President shall call for nominations from the floor.
- D. If there are nominations from the floor, voting shall be by secret ballot.

ARTICLE VIII
SPECIAL COMMITTEES

- A. The President shall appoint the Chairperson *from the Resident Council* for any committee that he names. (See Art. V A-3) The Chairperson shall proceed to select other residents to serve on the committee. The number of committees shall not exceed five.
- B. The President shall assign duties and goals to each committee with the advice and consent of the Snyder Village Resident Council.

ARTICLE IX
AMENDMENTS

Amendments to these by-laws may be made at any regular meeting of the Resident Council by an affirmative vote of two-thirds (2/3) of those present, provided a quorum is present and provided notice of such amendment has been presented at the previous Snyder Village Resident Council meeting.