

Senior Club Guidelines

The contract between the Town of Colonie and the six funded senior citizen clubs states that the clubs will comply with all the rules and regulations of the Town of Colonie Senior Citizens Club Guidelines and Club Committee By-Laws. If a club cannot comply with these requirements, they could lose their funding. The non-compliance would have to be proven in order for the loss of funding.

The six funded clubs in the Town of Colonie are:

- Christ Our Light Seniors
- Colonie Senior Citizens Club, Inc.
- Lisha Kill Senior Citizens Club, Inc.
- Menands Senior Citizens Club
- Towers of Colonie Silver Streakers, Inc.
- Thunder Road Seniors

Definitions

Accessibility - It is required that any Town-funded club site must be handicap accessible to the extent it is possible.

Allocation of Town Funds - Each senior citizen club, in order to be authorized to receive Town funds, must have at least 75 paid members. If a club is unable to maintain the membership requirement for more than a year, the club can lose their Town funding and the members will have the option to become a paid member of one of the other funded clubs.

In order to receive their Town funding, each club must do the following:

- Submit their Town Contract that is signed by the President to the Senior Resources Dept. with a copy of their certificate of liability insurance listing the Town of Colonie as an additional insured.
- Complete the annual audit of the Town Funds for the previous calendar year.
- Submit the list of officers for the year.
- Submit a projected budget of how the club will utilize their Town funding.
- Submit the annual report outlining in detail how the club spent Town funds for allowable functions as outlined under ***Use of Town Funds***.

****Payments will be disbursed in one payment after the club has provided all required year-end documents that are listed above**.**

All Town funds including collected social member fees must be expended by December 31st of the year the funds were received. Any funds not used by that date must be returned to the Senior Resources Department by January 15th of the next calendar year. A check should be made out to the Town of Colonie Senior Resources Department.

Anti-Bullying Policy - The Town of Colonie maintains a zero tolerance policy in regards to senior bullying behavior. Senior Bullying is defined as an intentional and repetitive behavior involving an imbalance of power or strength between seniors. In an effort to improve and enhance the respect and dignity within our senior club members, Club Officers will be required to attend Senior Anti-Bullying training provided by Senior Resources Department on an annual basis. Should a situation arise, the Senior Resources Department will work with the club involved as well as the individuals affected to resolve the problem.

Audit of Town Funds - The Senior Resources Department will conduct an annual audit of Town funds. Club treasurers will be required to bring their ledger book, bank statements and any receipts or other paperwork regarding how they spent Town funds.

Health Cards - All members shall complete a health card that is to be kept in the members' lanyard on their person in case of a medical emergency. The health card should be initialed each year to make sure that it is

up to date. Members will be required to wear their lanyards when attending any/all club events including but not limited to: monthly business meetings, weekly gatherings/socials, weekly games (including Mah Jongg, Bridge, Pinochle), club sponsored parties, golf league play and all Town funded club trips. Any questions on this can be directed to the Senior Resources Department for clarification.

Membership Dues - Membership dues are determined by each individual club and are to be collected by February 15th every year. Each club must submit a list of their paid **primary** members to the Senior Resources Department twice a year on March 1st & September 30th. The list will show the name, date of birth, phone number and address of the primary members and will be the basis for the allocation of funds to the six clubs.

Officers – Each club must maintain the following officers or their Town funding could be affected: President, Vice President, Secretary, Treasurer, Membership Chair, Tour Director, Colonie Senior Citizens Club Committee Representative & Alternate. A list of these officers is due to the Senior Resource Department by December 31st for the upcoming calendar year. The President and Treasurer **can't** be a tour director; however, they are able to be part of a tour committee that plans the trips.

Record Keeping - All receipts and canceled checks of Town funds should be kept in a separate bank account and ledger book that is maintained by the club's treasurer. All financial records must be kept for six years. Budget and year-end reports should be kept permanently for historical purposes.

Reports - A monthly budget report, which shows the club's expenditures for the month, is due to the Senior Resources Department by the 15th of the following month. Trip reports with **trip rosters (including name, phone number and primary club of participant)** should also be sent to the Senior Resources Department by the 15th of the following month showing any trips the club went on utilizing Town funds.

Resident - A resident is someone who is domiciled in the Town and is 55 years of age or older. Should the membership chair need to confirm Town residency of potential or existing members, they should contact Senior Resources Department for clarification.

Types of Membership - Each club has the option of having paid resident primary, associate and social members as explained below:

- **Primary Member** - Is a Town resident who is at least 55 years old. These members can only be primary in 1 of the 6 clubs at a time and are counted in the Town's funding allocation. They can hold office (only in one club at a time), are allowed to vote and make motions. If a primary member of a club should move outside of the Town of Colonie, they may continue to participate in club activities as a social member only. The club(s) must remove the member from their list and report this change to the Town for funding purposes by the September 30th deadline.
- **Associate Member** - Is a Town resident who is at least 55 years old and has a current primary membership. In addition, they can maintain an associate membership in any/all remaining five clubs. They will not be counted towards the Town's funding allocation of the club in which they are associate members of. They are allowed to hold office (only in one club at a time), are allowed to vote and make motions.
- **Social Member** - Is a **non-resident** person wishing to join one of the six senior clubs, but are not counted in the Town's funding allocation. If the individual club by-laws allow, they can hold office, be appointed to serve on committees or vote. The Senior Resources Department will maintain a social member roster for each club as these members need to be verified to go on club sponsored bus trips.

Use of Town Funds - Town funds **can** be used for transportation, education, recreation, office supplies and insurance costs. They **cannot** be used for overnight or casino/gambling trips, personal transportation, meals, payments to officers, trophies, prizes or donations to another non-profit organization.

Town Funded Trips - Members must be a paid **primary or social** member of any of the six (6) clubs and have the current year membership card in their lanyard in order to sign-up for a Town-funded trip or activity. Primary/Associate members must be afforded an equal and reasonable opportunity to sign-up for any Town funded trips, after which social members will be allowed to sign-up and will be charged an extra fee that is determined by the Senior Resource Department on an annual basis. A bus trip using Town funds must fill 75% of the bus unless prior approval is received from The Senior Resources Department before the date of the trip.

Individual participants who have a special need should let the tour director know when they sign up for the trip or activity. The clubs do not have employees to provide assistance with special needs or handicapped individuals, so your understanding is appreciated if your request is not accommodated. Please do not assume that any other club member will assist you, as they may not be physically able to do so. Please make your plans accordingly. If space is available, a companion may accompany the person with special needs with payment for the companion at the normal cost of the trip.

