

Burke/West Springfield Senior Center Without Walls By-Laws

Approved - April 13, 2011

BY-LAWS OF THE BURKE/WEST SPRINGFIELD SENIOR CENTER WITHOUT WALLS ADVISORY COUNCIL

ARTICLE I. NAME

The name of the organization shall be the Burke/West Springfield Senior Center Without Walls Advisory Council (hereinafter to be called BWSSCWoW Advisory Council).

ARTICLE II. DEFINITIONS

Section 1. The BWSSCWoW is a partnership between Fairfax County and the community that helps older adults engage in various activities without the use of a center facility. It will be governed by an elected Advisory Council.

Section 2. Registered Participants are those members who are formally registered with the County in a BWSSCWoW class.

Section 3. Volunteers are those persons who serve as unpaid class monitors or otherwise provide free services to the BWSSCWoW.

Section 4. Officers shall be elected from Volunteers.

Section 5. Elected Council members shall have been engaged in a volunteer activity within the past two years.

Section 6. The Community Coalition is a collective of partnering organizations.

Section 7. Zip Codes for Volunteers Eligible to be Council Officers: 22015, 22151, 22152, 22153, 22079, 22030, 22032, 22039, 20124, 22003.

ARTICLE III. COUNCIL OFFICERS: SELECTION: TERMS OF OFFICE

Section 1. *Number:* The Council shall consist of five members elected by the Registered Participants of BWSSCWoW. An additional representative will be designated from the Department of Neighborhood and Community Services.

Section 2. *Terms of Office:* Council officers are elected for a term of two years. Council officers are elected in a general meeting and shall assume their positions following that meeting. A person must reside in the Burke/West Springfield community to serve on the Council. Elections will be held every two years.

Section 3. *Removal/Resignation:* An unexcused absence from three consecutive Council meetings is reasonable cause for removal by a majority vote of Council officers. In the event of a resignation or removal, the Council will appoint a replacement.

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ARTICLE IV. COUNCIL: DUTIES

Section 1. *Duties of the Advisory Council:* The Advisory Council acts as a governing body for the BWSSCWoW. The Council also serves in an advisory capacity to the Fairfax County Department of Neighborhood and Community Services (DNCS) by recommending changes in senior programs to benefit older adults in the Burke/West Springfield communities. The Advisory Council also serves in an advisory capacity to the Community Coalition.

The Council shall:

- a. Identify interests of the Registered Participants.
- b. Recommend and assist in planning, developing, evaluating, and conducting programs and activities for Registered Participants.
- c. Plan and conduct fund-raising activities and approve the disbursement of BWSSCWoW funds.
- d. Work to enhance the relationship between the BWSSCWoW and the community it serves.

ARTICLE V. OFFICERS OF THE ADVISORY COUNCIL AND DUTIES:

Section 1. *Council Officers:* The officers shall be Chair, Vice Chair, Secretary, Treasurer, and Liaison to the Community Coalition.

Section 2. *Duties of the Council Officers:*

The Chair shall set the agenda and preside at all meetings of the Council; shall see that all orders and resolutions of the Council are carried out; and shall serve as the official spokesperson for the Council. The Chair is an ex-officio member of all committees of the Council.

The Vice Chair shall conduct meetings in the absence of the Chair; and shall succeed the office of Chair for the remainder of the two-year term in the event of resignation or incapacitation of the Chair.

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Council; serve notice of meetings; and perform other duties as directed by the Council.

The Treasurer shall be responsible for the financial duties of the Council.

The Liaison to the Community Coalition shall act as the facilitator between the Council and the Community Coalition.

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ARTICLE VI. MEETINGS OF THE ADVISORY COUNCIL:

Section 1. *Regular Meetings:* Regular Advisory Council meetings shall be held quarterly.

Section 2. *Special Meetings:* Special meetings shall be held when called by the Chair or by any two Council officers with at least three days notice.

Section 3. *Quorum:* A majority of the Council officers shall constitute a quorum for the transaction of business.

Section 4. *Open Meetings:* Council meetings are open to the public. Permission to address the Council shall be at the discretion of the presiding officer. All meetings will be conducted using Robert's Rules of Order. The Rules contained in the latest edition of Robert's Rules of Order shall govern the Council in all cases in which they are applicable, and which they are not inconsistent with the By-Laws or other special rules adopted by the Council.

Section 5. *Committees:* The Council will work in collaboration with volunteer committees and coalitions.

ARTICLE VII. MEETINGS OF MEMBERS

Section 1. *Annual Meeting:* There will be an annual meeting, which will be open to all Registered Participants.

Section 2. *Notice of Meetings:* Written notice of each annual meeting shall be posted with place, day and hour of the meeting.

Section 3. *Quorum:* At least 40 percent of the number of classes, at the time of the meeting or the most recent session, represented by one or more BWSSCWoW Registered Participant shall constitute a quorum for the election of officers.

Section 4. *Voting:* Each Registered Participant of BWSSCWoW is entitled to one vote when electing Council Officers.

ARTICLE VIII. COMMITTEES

Section 1. *Appointing Special Committees:* The Council may appoint committees as deemed appropriate. A Council Officer shall serve as the committee chair.

Section 2. *Election Committee:* An election committee consisting of three non-Council members shall be appointed to count and verify the election ballots. No one nominated for election to the Council shall participate in counting the ballots. The term of this committee shall end with the announcement of the results of the annual election. Absentee ballots shall be provided on request of the Registered Participants.

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ARTICLE IX. AMENDMENTS

Section 1. Amendment of these By-Laws may be made at an annual membership meeting, by a quorum of 10 percent of Registered Participants, with at least one member from each class. Prior notice must be given to members for the proposed amendment changes. Proxy votes will be allowed for amendment of By-Laws changes.

**Burke/West Springfield Senior Center Without Walls (BWSSCWoW) By-Laws
Approved by the BWSSCWoW Volunteer Corps on Wednesday, April 13, 2011.**

By-Laws Committee - Fairfax County Government Members

Patricia Petralia, By-Laws Committee Chairperson

Mark Thomas, By-Laws Committee Adviser

Representative of Department of Neighborhood and Community Services:

Ned Barnes, Director, David R. Pinn Community Center

Members of the BWSSCWoW Volunteer Corps for Spring 2011 Season (with 12 classes):

1. Aguas, Pacita
2. Alvano, Florecita
3. Brand, Judy
4. DeVito, Bob
5. DiBartolo, Sam
6. DiBartolo, Shirley
7. Foley, Corazon
8. Garber, Ki-Sook
9. Gibson, Nevin
10. Harper, Darcia
11. Kiley, Deane
12. Kohn, Gail
13. Ludden, Edna
14. Mark, Larry
15. Mark, Mary
16. Newman, Shirley
17. Orizondo, A. Saskia
18. Parham, Beatrice
19. Pham, Ngoc Oanh
20. Rodriguez, Elizabeth
21. Sitcharing, Perpetua
22. Schroeder, Jackie
23. Sterling, Karen
24. Thielen, Beatriz
25. Wilson, Diana
26. Wright, Nancy

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Historical Timeline for the Burke/West Springfield Senior Center Without Walls (BWSSCWoW)	
DATE	EVENT
Summer 2007	Corazon Sandoval Foley, with the help of then-Braddock District Supervisor Sharon Bulova, met with Fairfax County officials about the need to address the absence of a senior center in Springfield District. Because of the economic crisis, discussion revolved around the possibility of innovative approaches, like a senior center without walls.
Summer 2009	Evan Braff, the new head of senior services in Fairfax County government worked with Corazon Foley and Cheryl Laferty of his staff to develop the first pilot program in the senior center without walls. The first line dancing class with instructor Susie Thomas and 70+ participants was held at the Accotink Unitarian Universalist Church, the first donor to BWSSCWoW.
Fall 2009	Braddock Supervisor John Cook arranged support by the Burke United Methodist Church that hosted the second BWSSCWoW class - Tai Chi with instructor Kris Brinker and 30+ participants. Line Dancing Class with Susie Thomas continued in the Durga Temple. Fairfax County Board of Supervisors (led by Chairman Bulova, Supervisors Herrity and Cook) had a formal recognition ceremony for BWSSCWoW pioneer partners.
Spring 2010	BWSSCWoW classes expanded with line dancing, tai chi, yoga, running club, coffee and companionship with new facility donors - Potomac Running Club, Adat Reyim Synagogue, Heatherwood Retirement Community, and the Burke Conservancy.
Summer 2010	BWSSCWoW expansion continued with more line dancing classes, tai chi, yoga, running club, mahjong, karate (self-defense) with Ekoji Buddhist Temple added to the facility donors. Ned Barnes, Director of the Pinn Community Center, became the County Representative to BWSSCWoW.
Fall 2010	BWSSCWoW progress with line dancing, tai chi, yoga, running club, mahjong, Karate (self-defense), square dancing with Washington Irving Middle School joining as a donor of facilities. BWSSCWoW was recognized with a "Best of Braddock" Award by Braddock Supervisor John Cook.
Winter 2011	First winter session of BWSSCWoW with free classes through a grant from the county to partner Shepherd's Center. BWSSCWoW received 2010 Environmental Protection Agency Award for Smart Growth/Active Aging.
Spring 2011	BWSSCWoW Charter was approved; By-Laws Committee was chaired by Patricia Petralia with Ned Barnes, Sam and Shirley DiBartolo, Corazon Foley, Nevin Gibson, Deane Kiley, Larry Mark, Mark Thomas, Diana Wilson. BWSSCWoW progress continued with addition of Zumba and registered participants have soared to over 350 with 27 volunteers.
May 18, 2011	Corazon Sandoval Foley was awarded the Community Champions Award by Molina HealthCare and received a \$1,000 grant prize. Cora Foley donated her \$1,000 award to BWSSCWoW through the Easter Seals.

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May 23, 2011	Elected First BWSSCWoW Advisory Council (May 2011 to May 2013) Chair: Corazon Sandoval Foley; Vice-Chair: Larry Mark; Secretary: A. Saskia Orizondo; Treasurer: Sam DiBartolo; Community Liaison: Jackie Schroeder.
August 21, 2011	Jackie Schroeder decided to be a paid line dance instructor for BWSSCWoW and became ineligible to be a member of the unpaid Advisory Council -- she resigned from the Advisory Council. Shirley DiBartolo was appointed interim Community Liaison Officer.