

RESIDENTS' COUNCIL BYLAWS

(Passed September 23, 2019)

ARTICLE I – NAME

The name of the Association shall be: **Messiah Village Residents' Council.**

ARTICLE II – PURPOSE

A. To sponsor and coordinate activities and programs that promote personal contact, commingling and face-to-face fellowship for the pleasure, recreation and enjoyment of the members of the Association as defined in Article III of these Bylaws.

B. To develop procedures for residents to participate in decision-making, in an advisory capacity, with the Administration of Messiah Village on matters directly affecting the pleasure, recreational opportunities, enjoyment, interests, well-being, safety and convenience of residents.

C. To engage in activities which motivate individual residents to become active in Residents' Council operations and promote community among residents.

D. To become involved in activities that enhance the quality of life of all Village residents and promote a good relationship between the Village and its surrounding community.

E. To encourage community (Greater Harrisburg: religious, political, and civil) involvement so that the needs and concerns of the total aging population may become more evident and be met.

F. To take such actions as may be necessary to accomplish these purposes.

ARTICLE III – MEMBERSHIP

Membership shall be composed of all residents of Messiah Village.

ARTICLE IV – OFFICERS

A. The officers of the Residents' Council shall be Chair, Vice Chair, Council Secretary, Board Secretary and the immediate Past Chair.

B. The Chair and Vice Chair of the Council shall also serve as Chair and Vice Chair of the Residents' Council Board.

C. The Vice Chair shall automatically become the Chair upon the retirement of the Chair.

D. The term of service for Council officers and Board officers shall be one year, with a maximum of two consecutive terms. They shall serve September 1 through August 31 of the following year.

E. The duties of Officers

1. The Chair shall:

- a. Preside at all meetings of the Council and Board.
- b. Represent the residents at times and functions as needed.

2. The Vice Chair shall perform all duties of the Chair in the Chair's absence or inability to serve.

3. The Past Chair shall:

- a. Arrange programs for the Residents' Council meetings.
- b. May select at least two persons to serve as a Program Committee for the Residents' Council meetings.

4. The Residents' Council Secretary shall:

- a. Record and distribute minutes of Council meetings.
- b. Process correspondence pertaining to the Council.
- c. Report at Council meetings upon the request of the Chair.

5. The Residents' Council Board Secretary shall:
 - a. Record and distribute minutes of Board meetings.
 - b. Process correspondence pertaining to the Board.
 - c. Report at Board meetings.

ARTICLE V – RESIDENTS' COUNCIL BOARD

A. Board Composition

1. Officers: Chair, Vice Chair, Council Secretary, Board Secretary and immediate Past Chair. These officers shall serve as the Executive Committee of the Council and the Board.
2. Current Chairs of all committees.
3. Representatives of the Neighborhoods
 - a. Allegheny Apartments shall have 1 representative.
 - b. Tuscarora Apartments shall have 1 representative.
 - c. Cottages East shall have 2 representatives.
 - d. Cottages West, including Oak Oval, shall have 1 representative.
 - e. Enhanced Living shall have 2 representatives.
 - f. Village Square shall have 2 representatives.

B. Duties of the Board

1. It shall receive suggestions and concerns from individual residents and from the various committees.
2. It shall consider matters relating to the interest and welfare of residents.
3. It shall meet monthly, except in August and December.
4. It shall invite Messiah Village Administration Staff members to attend each regular meeting. These meetings shall be used to receive information and discuss ways to improve the quality of life among residents.
5. It shall present a report, by way of the Chair, with any recommendations at each meeting of the Residents' Council.

6. It shall oversee the Messiah Lifeways Team Member Christmas Fund, established to honor the many team members who faithfully serve across all Messiah Lifeways entities.
- a. Periodically or semi-annually, work with Messiah Lifeways Administration to send letters to residents and clients of Messiah Lifeways entities appealing for contributions to this fund.
 - b. Appeal Letters to Messiah Lifeways clients and Messiah Village residents are signed by the Chair of the Messiah Village Residents' Council.
 - c. Maintain a bank account to deposit funds received for the Team Member Christmas Fund. The Messiah Village Residents' Council Chair and Board Secretary shall be the signatories on the account. Messiah Lifeways' Fiscal Services will assist by providing the accounting for this bank account.
 - d. Only expenses related to the generation and mailing of the Messiah Lifeways Team Member Christmas Fund letters will be charged to the Messiah Village Residents' Council and paid out of the Team Member Christmas Fund bank account.
 - e. Work with Messiah Lifeways Human Resources and Fiscal Services Departments to make the annual distribution for team members from the fund. (Selection and approval of the Christmas gift given and the amount to be withdrawn from the bank account.)
 - f. Annually file the Messiah Village Residents' Council 990 EZ tax return relative to the Messiah Lifeways Team Member Christmas Fund. Work with Fiscal Services Department to prepare this form, which shall be signed by a current officer of the Messiah Village Residents' Council.
 - g. In the event a vacancy occurs before the end of a member's term of service, the Board shall approve the replacement presented by the Nominating or Executive Committee.
 - h. It shall approve the nomination for all Board and committee members.

ARTICLE VI – COMMITTEES

A. Committees shall be appointed, as needs arise, to serve under and report to the Board. Any resident of the Village is eligible to serve. When feasible, members shall meet as needed, but at least two times a year.

B. Each year, well ahead of the May meeting of the Board, the Executive Committee shall review the office of Chair for each of the committees and bring recommendations to the May meeting of the Board for the naming of new Chairs for each committee. Vacancies occurring during the year shall be presented by the Executive Committee.

C. After the Chairs are approved at the May Board meeting, the new Chairs shall give consideration to the composition of their committees. Each Chair shall bring recommendations to the July meeting of the Board for the retention of incumbent members as desired, for the replacement of others as deemed necessary, and for the naming of possible additional members.

D. Terms of service shall be one year but may continue for four consecutive terms. In unusual circumstances, an additional term could be approved by a majority vote of the Residents' Council Board.

E. A person may be Chair of only one committee at a time.

F. The Chair of the Executive Committee is an ex-officio member of all committees. Even if not able to attend all meetings, the Chair shall receive notice of all meetings and a copy of all minutes.

G. Village Administrative Staff persons, appointed by the Village Administration, shall be invited to serve as resource persons on committees, but are not eligible to vote or hold office.

H. Committees under the Board:

1. Nominating Committee:

- a. There shall be a Nominating Committee of at least five residents.
- b. Duties of the Nominating Committee:
 - i. Submit a slate of nominees for officers of the Board and Council to the May meeting of the Board;
 - ii. Submit a slate of nominees for Neighborhood Representatives to the May meeting of the Board;
 - iii. Residents may submit names to the Nominating Committee. This nominating process shall be announced at the January meeting of the Council, and any residents responding with nominations will need to do so by February 15.

2. Bylaws Committee

- a. There shall be a Bylaws Committee of at least four residents.
- b. An Administrative Staff person may be invited to serve on the committee as a resource person.
- c. The committee shall meet at least twice a year to review the Bylaws.
- d. Any changes shall be recommended to the Residents' Council Board for approval.
- e. The proposed revisions shall be presented at a meeting of the Residents' Council for approval by majority vote of those attending.

3. Quality of Life Committee

- a. There shall be a Quality of Life Committee comprised of at least four residents.
- b. An Administrative Staff person shall be invited to serve on the committee as a resource person.
- c. The duties of the committee shall include:
 - i. Discussing the concerns of Village residents.
 - ii. Collecting questions or concerns placed in the suggestion boxes for appropriate action.
 - iii. Reviewing each question or concern and forwarding it to take appropriate action.

4. Helping Hands Committee

- a. There shall be a Helping Hands Committee consisting of representatives from each area of Residential Living.
- b. The duties of the committee shall include remembering Residential Living people with an appropriate gift:
 - i. When they return from a three or more nights' stay in the hospital and/or Nursing Care.
 - ii. When a spouse dies.
 - iii. At Christmas time for those who have had a difficult year. (Consult Manager of Residential Living and the Pastoral Staff).
- c. To provide funds for Christmas gifts or other activities for Village Center residents (to be chosen by the Activities Staff.)
- d. The committee shall prepare and send an appeal letter to all Residential Living residents each fall asking for funds for the Helping Hands Committee.
- e. The committee shall prepare an annual report of funds received and dispersed to the Board by July each year.

5. Garden Committee

- a. There shall be a Garden Committee. A staff person may be invited to serve as a resource person.
- b. The duties of the committee shall include:
 - i. Assigning space and preparing and publicizing rules for use of garden plots.
 - ii. Coordinating requests for assistance.

6. Hobby Committee

- a. There shall be a Hobby Committee composed of residents who take part in various hobbies. These hobbies are group activities that require a dedicated space, specialized equipment and produce a product.
- b. The duties of the committee shall include:
 - i. Promoting and encouraging participation in hobby activities.
 - ii. Directing interested residents to a hobby group.
 - iii. Providing rules and procedures for the safe operation of any hazardous equipment in a hobby.

7. Food Committee—Enhanced Living

- a. There shall be a Food Committee for Enhanced Living composed of five residents representing the various areas of Enhanced Living and at least one Administrative Staff Person.
- b. The duties of the committee shall include:
 - i. Suggesting improvements and/or changes in food preparation, presentation and service.
 - ii. Being an effective liaison between food recipients and Culinary Service Staff by evaluating concerns and suggestions.

8. Food and Catering Committee – Residential Living

- a. There shall be a committee composed of a minimum of seven residents representing Residential Living, a representative of Culinary Services and one Administrative Staff person.
- b. The duties of the committee shall include:
 - i. Suggesting improvements and/or changes in food preparation, presentation and service, including catering.
 - ii. Being an effective liaison between food recipients and Culinary Service Staff by evaluating concerns and suggestions.

9. New Residents' Welcoming Committee

- a. There shall be a committee with representation from each residential living area of the Village.
- b. An Administrative Staff person may be invited to serve on the committee as a resource person.
- c. The duties of the committee shall include:
 - i. Contact with the Residential Living Welcome Center.
 - ii. Visiting new residents.
 - iii. Maintaining contact as residents become settled.
 - iv. Following up to include orientation in the Village and the surrounding community.

ARTICLE VII – NEIGHBORHOOD REPRESENTATIVES

A. The Nominating Committee shall bring recommendations to the May meeting of the Board for the naming of Representatives for the following year. Vacancies occurring during the year shall be acted on by the Nominating Committee.

B. Terms of service for neighborhood representatives shall be one year, but may continue for four consecutive terms. In unusual circumstances, an additional term could be approved by a majority vote of the Residents' Council Board.

- C. The duties of the representatives shall include:
 - i. Representing the neighborhood by bringing to the attention of the Board concerns, problems and hopes of their neighbors. They shall also relay to their neighbors the goals and actions of the Residents' Council.
 - ii. Communicating with their residents, especially the new ones, to understand the purpose and function of the Residents' Council meetings.

ARTICLE VIII – MEETINGS

- A. The Residents' Council shall meet at least six (6) times a year, and/or at times and dates designated by the Residents' Council Board.
- B. The Board shall meet monthly on a Friday (except August and December) preceding the meeting of the Residents' Council.
- C. Additional meetings of the Board or Residents' Council may be scheduled by the Chair. Any actions taken by the Residents' Council Board at such special meetings shall be reported to the Residents' Council at their next meeting.
- D. The items of business at meetings of the Residents' Council Board shall include:
 - 1. Opening Prayer
 - 2. Roll Call
 - 3. Approval of previous meeting minutes
 - 4. Comments by Village Staff, Village President, and/or guest
 - 5. Report of committees
 - 6. Unfinished business
 - 7. New Business
 - 8. Report of officers
 - 9. Adjournment
- E. The items of business at meetings of the Residents' Council shall include:
 - 1. Opening Prayer
 - 2. Approval of minutes of preceding Council
 - 3. Announcement of new residents
 - 4. Any business to be announced to the Council members
 - 5. Program
 - 6. Comments by Village Staff
 - 7. Adjournment

ARTICLE IX – AMENDMENTS

A. These Bylaws may be amended by the following procedure:

1. Suggestions may be given to the Bylaws Committee by any Village resident.
2. The Bylaws Committee shall submit proposed changes to the Board.
3. The Board shall review the proposed changes and, if approved, shall submit them to the Residents' Council for adoption. The vote to adopt by the Residents' Council shall be taken only after an announcement is made and the printed proposed changes have been made available at a previous Council meeting.
4. Any proposed amendments to the Bylaws from the floor by residents during a meeting of the Council shall be referred to the Bylaws Committee.
5. Approval of Bylaw amendments shall require a majority of the votes cast at a Council meeting.

B. Suspension: Specific sections of the Bylaws may be suspended for a maximum period of one year by a majority vote of the Council.

ARTICLE X – PROCEDURE OF APPEAL

In the case of unanswered requests or unsolved problems, the Council, through its Chair, may appeal: first to the appropriate Village Vice President, then to the Village President, and finally, to the Village Board of Directors.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Any parliamentary procedures not covered by the Bylaws shall be governed by Robert's *Rules of Order*.