

RESOLUTION 2012-161

A RESOLUTION ACCEPTING THE VERNON HILLS SENIORS BY-LAWS

WHEREAS, the Vernon Hills Seniors Organization was established on November 7, 1995 pursuant to Ordinance 95-61; and

WHEREAS, the Vernon Hills Seniors have promulgated the By-Laws and forwarded them to the Village Board for approval; and

WHEREAS, on August 2, 2102 the Vernon Hills Seniors Organization adopted By-Laws (attached as Exhibit A).

NOW, THEREFORE, BE IT RESOLVED, that the Village Board has reviewed the Vernon Hills Seniors Organization By Laws and hereby accepts the By-Laws.

Dated the 16th day of October 2012

Adopted by roll call vote as follows:

AYES: 6 – Koch, Hebda, Williams, Schwartz, Marquardt, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None



Roger L. Byrne, Village President

PASSED: 10/16/2012

APPROVED: 10/16/2012

ATTEST: 10/17/2012



Michael S. Amison, Village Clerk



**VERNON HILLS SENIORS ORGANIZATION
BY LAWS**

ARTICLE I – NAME

The name of the organization will be the Vernon Hills Seniors Organization as setforth in Ordinances 95-61 as amended from time to time.

GOVERNING POWER The governing body of the Vernon Hills Senior Citizens Organization shall be comprised of the elected officers. They shall have the responsibility of the administration of the organization

ARTICLE II – PURPOSE

The primary purpose of the Vernon Hills Senior Citizens Organization is to provide a social forum for seniors to associate with their peers and engage in recreational, social and public service activities. The Vernon Hills Senior Citizens Organization shall also advise the Corporate Authorities on matters of importance and interest to Village Seniors.

ARTICLE III - MEMBERSHIP

1. ELIGIBILITY Any resident of Village of Vernon Hills over the age of 55 is eligible for membership. Non-residents may also be eligible for membership at the non-resident membership rate. Members must abide by the Rules of the Organization to maintain their membership status. Any member in good standing who subsequently moves outside the corporate limits of Vernon Hills shall have the right to remain a member as long as dues are paid at the non-resident rate, in an uninterrupted manner.
2. DUES The Board of Directors may determine the amount of the annual membership dues. Dues shall be payable at joining of the organization and annually by December 31.
3. LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT: All members shall complete the Membership registration and acknowledge receipt of the liability waiver and hold harmless agreement. (Attachment 1)

ARTICLE IV – MEETINGS OF THE MEMBERS

There are two types of meetings; a social is held on the first Tuesday of the month and a business meeting on the third Tuesday of the month. Meetings, social events and scheduled activities shall be attended by members only.

ARTICLE V – OFFICERS

Officers of the organization shall be President, Vice President, Secretary and Treasurer, who are elected by the membership.

The officers of the group shall be elected for a two (2)year term (January to December) at the business meeting in November by a secret ballot of all members in good standing as provided for

in the rules of the organization. All members in good standing shall be notified in writing of the date and purpose of the election at least fifteen (15) days prior to the election. The President and the Treasurer shall be recommended for election in the same year and the Vice President and Secretary shall be recommended for election in alternate years. The names of the recommended officers shall be forwarded to the Village Board for ratification and appointment at the next regular Board Meeting.

1. PRESIDENT – The President shall preside at all meetings. The President shall act as liaison between the Vernon Hills Senior Citizens Organization and the Vernon Hills Village Board via the Village Manager or his designee to advise on matters related to the concerns of the seniors with concurrence of the members of the Vernon Hills Senior Citizens Organization at all meetings.
2. VICE PRESIDENT – The Vice President shall assume the duties of the President in his or her absence.
3. SECRETARY – The secretary shall keep written records of all business meetings and shall perform such duties to such office, or are assigned by the President
4. TREASURER – The Treasurer shall account for all funds received from the members and expenditures, and shall report to the memberships at the business meeting by means of a monthly financial report. All receipts for expenses are given to the treasurer who periodically submits a list of expenses with receipts to the Finance Department for reimbursement. Funds can be expended only for items delineated in the budget or amended by the Village Board.

ARTICLE VI - RULES

The Officers of the Vernon Hills Senior Citizens Organization membership shall promulgate rules to implement Ordinance 95-61 as amended from time to time and govern the operation of their organization.

ARTICLE VII - CONFLICT

If there is any conflict, the ruling of the Corporate Authorities shall govern.

ARTICLE VIII – REMOVAL OF OFFICERS

Officers may be removed for cause by the membership of the Organization with a 2/3 vote of those present and voting. All members in good standing must be notified of the date and purpose for the vote fifteen (15) days prior to such action being taken. Officers so removed shall be entitled to a hearing before the Village Board.

ARTICLE IX – VACANCIES OF OFFICERS

Vacancies occurring with less than a term of eight (8) months remaining shall be appointed by the President. Vacancies of more than 8 months shall be filled by a vote of the membership at a regular meeting within sixty (60) days after the vacancy occurs. All members in good standing

must be notified of the date and purpose for the vote fifteen (15) days prior to such action being taken.

ARTICLE X – COMMITTEES

Duties of all committees shall be determined from time to time by the officers of the organization. Committees may be appointed as deemed necessary by the members. Vacancies in the membership of any committee may be filled by appointment by the President with consent of the officers of the organization

ARTICLE XI – FACILITIES

1. The Vernon Hills Senior Center located in the lower level of the Village Hall, 290 Evergreen Drive is intended solely for the use by members of the organization.
2. Equipment such as computers, fax machines, copiers, library books, kitchen equipment is intended solely by the members. Equipment shall not be used for any business related ventures.
3. Items donated to the organization shall be utilized the members of the organization. Items may be loaned out for a period of 30 days. The Village of Vernon Hills and the Vernon Hills Senior Citizens Organization assume no liability for use of this equipment.
4. The Village Manager shall have discretional use of the facilities

ARTICLE XII – EQUIPMENT

1. Equipment such as computers, fax machines, copiers are intended solely for the use by members.
2. The library is intended solely for the use of the members.

ARTICLE XIII – “LENDING CLOSET”

1. “Lending Closet” equipment donated to the organization shall be utilized by the residents of the Village of Vernon Hills and members of the Seniors Organization.
2. “Lending Closet” equipment may be loaned out for a period of 180 days with wheelchair being loaned for 90 days only. (Attachment 2)
3. The Village of Vernon Hills and the Vernon Hills Senior Organization assumes no liability for the use of this equipment

ARTICLE XIV- TRANSPORTATION

Transportation services for senior citizen residents of the Village of Vernon Hills shall be provided by the Village in accordance with the attached policy. (Attachment 3)

ARTICLE XV - AMENDMENTS

The power to recommend alterations, amendments and repealing of the By-Laws, or the power to recommend adoption of new By-Laws shall be vested in the officers for the organization. Such

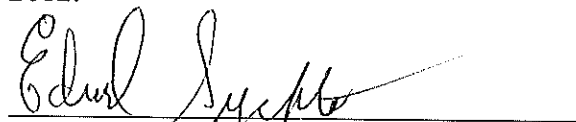
recommendations shall be forwarded to the Village Board for consideration and adoption. Upon adoption the By-Laws will be made available to the membership.

ARTICLE XVI

Items not covered in our By-Laws will be governed by Roberts Rules of Order.

ARTICLE XV

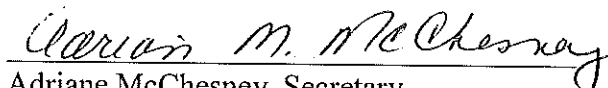
These By-Laws were adopted and approved by a vote of officers and members on August 21, 2012.



Edward Sytcha, President

Date: 8/21/12

ATTEST:



Adriane McChesney, Secretary

Date: 8-21-12

Village of Vernon Hills Senior Center Membership Registration
290 Evergreen Drive, Vernon Hills IL 60061
(847) 367-3700 Ext: 3533

We appreciate your cooperation in completing this form. The information is confidential and will help us serve you. Please return this form by mail or in person to the Senior Center

| | | |
|---------------|----------------------------------|-------------------------------------|
| <u>Annual</u> | Vernon Hills – Single \$10 _____ | Non-residents – Single - \$15 _____ |
| <u>Fees:</u> | Vernon Hills – Couple \$18 _____ | Non Resident Couple \$23 _____ |
| | Check Enclosed \$ _____ | |

Name: _____ Birthdate: ____ / ____ / ____

Name: _____ Birthdate: ____ / ____ / ____

Telephone: _____ Email: _____

Address: _____

Phone: _____ Cell Phone: _____

Please list two people we could contact if necessary:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

Your doctor's name: _____ Phone: _____

PARTICIPANTS LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT

Please read this form carefully and be aware that by registering for and/or participating in programs sponsored by the Vernon Hills Seniors Organization, you will be waiving your rights to all claims for injuries you might sustain out of participation and you will be required to indemnify, hold harmless and defend the Village of Vernon Hills for any claims arising out of participation in Senior Center activities.

I acknowledge the participation in being a member of the Vernon Hills Senior Organization requires an ambulatory status or physical status whereby a person(s) can physically under their own power or with the aid of a wheel chair, cane or other devise enter and exit the premises. Once upon the premises, the person assumes that the physical surrounding environment can carry the potential for injury. No representation is made that persons(s) running the Senior Organization are either employees of the Village or licensed to provide service. The participation in the organization is voluntary and by my signature I hereby assume the risks of participating in this program.

I certify that I am physically fit and have not been notified otherwise by a qualified medical professional not to participate. If it is determined, either by a qualified physician, guardian or by the Village Manager that my physical status requires the use of a walker, cane or other devise used to steady a person or help in mobility then I agree to be required to use the approved devise when I am on or in the premises of the Village Hall and more specifically the Senior Center. This device shall be provided by the signatory and shall be used at all times while on the premises. Failure to follow this requirement will constitute a forfeiture of the right to participate.

As a participant of the stated organization I hereby waive, relinquish, release and discharge the Vernon Hills Senior Organization, their instructors and the Village of Vernon Hills and its agents and employees from and against and all claims for losses, damages, expenses for personal injury, including death, , including claims against the Village, its agents or servants and all losses or expenses, including attorney's fee that may be incurred by the Village of Vernon Hills in defending such claims, rising out of or resulting from injury received, caused in whole or in part, of any negligent act or omission of the Village of Vernon Hills on account of my participation at the Senior Center and in any off-site Senior Center activities. The indemnification on the obligation under that paragraph shall not be limited in any way by any limitation on the amount or types of damages, compensation acts, disability act or other actions

Indemnity and Defense: "I further agree to indemnify, hold harmless and defend the Village of Vernon Hills and it officers, agents, and employees from any and all claims from injuries, including death, damage or losses sustained by me and arising out of, connected with, or in any way associated with the activities of the Senior Center."

In the event of an emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my immediate care and agree that I will be responsible for payment or any and all medical services rendered.

I have read and fully understand and agree to the about stated conditions of the Village of Vernon Hills Senior Center membership. I hereby consent to participate in the Vernon Hills Senior Organization and will report any injury, accident and/or illness during any visit to the facility.

Signature _____

Signature _____

Date: _____

Date: _____

**Village of Vernon Hills Senior Center Lending Closet
290 Evergreen Drive, Vernon Hills IL 60061
(847) 367-3700 Ext: 3533**

I understand that the "lending closet" items are being loaned to me without charge by the village of Vernon Hills Senior Citizens Organization as a community service. I will return these items promptly in the same condition as they are received clean and ready to reuse as soon as they are no longer needed, so that others may benefit.

I agree to hold harmless the village of Vernon Hills Senior Citizens Organization and the Village of Vernon Hills and its agents from and against any claim for injury or death to any person, or, for damage to property arising out of the use or possession of any item supplied by the Village of Vernon Hills Senior Citizens Organization.

Please note: wheelchair loans are limited to (3) three months. All other items are loaned for a period of 6 months. (If necessary, short time extensions can sometimes be arranged.)

Equipment loaned: _____

Condition: _____

Date loaned: _____

Signature: _____

Name (printed): _____

Address: _____ City, State, Zip

Phone: _____

Loaned by: _____

Returned to: _____

POLICY FOR THE VILLAGE OF VERNON HILLS SENIOR RESIDENT TRANSPORTATION

Transportation service for senior citizen residents of the Village of Vernon Hills shall be provided, without charge, by the Village, in accordance with the following policy:

Service shall be provided for residents who are fifty-five (55) years of age or over. Proof of residency and age may be required. Spouses of senior residents are eligible for transportation in connection with field trips, regardless of age. No children/grandchildren will be allowed to use the senior bus.

I. Services include pickup in accordance with the following schedule:

If going to the Senior Center, the following is the schedule for each day of the week when you'll be picked up at your home and when the bus will pick you up at the Senior Center to go back home.

| | | <u>Pick Up at Home</u> | <u>Pick Up from Center</u> |
|-----------|--------------------------|------------------------|----------------------------|
| Monday | | 9:30AM | 11:00AM |
| Tuesday | 1st and 3rd of the month | 10:30AM | 3:00PM |
| | 2nd and 4th of the month | 10:30AM | 1:00PM |
| Wednesday | | 11:00AM | 2:30PM |
| Thursday | | 10:00AM | 3:00PM |
| Friday | | 10:30AM | 2:30PM |

The following is the bus schedule (per day of the week) for other trips besides going to the Senior Center:

Monday: The bus will operate between the hours of 8:30 a.m. and 3:00 p.m. for MEDICAL APPOINTMENTS (includes trips to the pharmacy) and SENIOR CENTER ONLY.

Tuesday: The bus will operate between the hours of 8:30 a.m. and 3:00 p.m. for RETAIL SHOPPING IN VERNON HILLS and trips to the VERNON AREA PUBLIC LIBRARY IN LINCOLNSHIRE and the ASPEN COOK MEMORIAL LIBRARY IN VERNON HILLS, in addition to the SENIOR CENTER.

Wednesday: The bus will operate between the hours of 8:30 a.m. and 3:00 p.m. for MEDICAL APPOINTMENTS (includes trips to the pharmacy) , RETAIL SHOPPING IN VERNON HILLS, and the SENIOR CENTER, with MEDICAL APPOINTMENTS having first priority.

Thursday: The bus will operate between the hours of 8:30 a.m. and 3:00 p.m. for RETAIL SHOPPING IN VERNON HILLS and trips to the VERNON AREA PUBLIC LIBRARY IN LINCOLNSHIRE and the ASPEN COOK MEMORIAL LIBRARY IN VERNON HILLS, in addition to the SENIOR CENTER.

- Friday: The bus will operate between the hours of 8:30 a.m. and 3:00 p.m. for MEDICAL APPOINTMENTS (includes trips to the pharmacy) and SENIOR CENTER ONLY.
- II. Transportation service for physically challenged riders needing the wheelchair lift will be provided in accordance with the following:
- i. Prior to use of the wheelchair lift, riders will register with the Village Clerk's Office and advise of special needs and desired trip destination. New users will be advised of the requirements and must advise the Village staff of any problems.
 - ii. Service will be provided from the residents outside door to the bus for the rider. The bus operator will not lift or push wheelchairs up or down steps or steep ramps. If this presents a hazard or potential injury to the rider or bus operator, service will not be provided by the Village.
 - iii. An escort/helper may accompany a rider using the wheelchair lift to assist with the trip. The Clerk's Office should be notified ahead of time if an escort will be riding on the bus.
 - iv. Service may be cancelled for safety of the rider due to heavy snow or icy, freezing rain conditions.
 - v. The bus operator will secure the wheelchair lockdowns and assist with securing the seatbelt of the occupant.
- III. Field Trips & Special Events: The Senior Bus will pick up those residents who wish to go on Senior Center sponsored trips and special events. The bus is to be used solely to deliver participants to the Village Hall. Return trips will be provided so long as it is before 3 p.m. or arrangements are made at least one week in advance with the Director of Public Works.
- IV. Two days/evenings per month, transportation will be provided to the Senior Group Meetings in the Senior Center at the Village Hall.
- V. Retail shopping includes: Grocery Store (Mariano's), Westfield Hawthorn, Fashion Square, Rivertree Court, Townline Commons, banks, beauty shops and other service and merchandise providers, all within the corporate limits of the Village of Vernon Hills. (Drive-up facilities cannot be used by the bus.)
- VI. Services for medical appointments will be provided only within the following limits: VERNON HILLS, MUNDELEIN, and LIBERTYVILLE within the borders of Route 176, Route 83, Route 22, and St. Mary's Road. Medical appointments should be made between the hours of 9:30 a.m. and 1:00 p.m.

- VII. Requests for services must be made twenty-four (24) hours in advance by calling the Village
- VIII. Clerk's Office (847-367-3700) between the hours of 8:30 a.m. and 5:00 p.m. Please allow an extra 15 minutes before and after your requested pickup time.
- IX. On retail shopping days within Vernon Hills, users are requested to limit their visits to no more than two (2) separate shopping areas. Residents are to limit their purchases and personally handle their own bags getting on and off the bus. Due to the safety of all passengers, no bags will be permitted in the aisle. The Village will not be responsible for packages left on the bus.
- X. Seat belts must be worn at all times by residents when riding the senior bus. The bus driver is responsible for passenger safety and will not operate the bus without all passengers being properly buckled-up. No standing is permitted while the bus is in motion.
- XI. Service will not be provided to the train station.
- XII. Smoking, eating, and drinking will not be permitted on the senior bus. Violation of this policy will terminate use of the bus by the rider.

Any exceptions to this policy must be approved by the Village Manager or his designee.

Amended: September 19, 1989

Amended: February 7, 1995

Amended: October 19, 1995

Amended: September 17, 1996

Amended: January 21, 2003

Amended: July 1, 2009

Distributed to:

Michael S. Allison, Village Manager

Ed, Sytcha, Vernon Hills Seniors Organization; Vernon Hills Public Works

PURSUANT TO SECTION VII OF ORDINANCE 95-61

ARTICLE III – MEMBERSHIP

1. Residents who have been members in good standing for at least 5 years and move out of the Village of Vernon Hills will be grandfathered in at the resident membership rate.
2. Any event solely sponsored with Senior Organization funds is open to resident members at the rate determined by the Seniors Organization. Non residents will pay full price.
3. Individuals must be a member for at least 60 days in order to participate in events or activities funded solely by the Senior Organization.
4. Perspective members may attend two activities without becoming a member. After the two events, individuals must become a member.

ARTICLE V – OFFICERS

1. Any individual, who intends to run for office must notify the officers of the Seniors Organization by November 1st so ballots may be distributed to the membership before the Membership Meeting on the 3rd Tuesday of the month.