



BALLSTON AREA SENIOR CITIZENS, INCORPORATED STANDARD OPERATING PROCEDURES (SOP)

ARTICLE 1 MISSION – The Ballston Area Senior Citizens, Incorporated mission statement is included in Article 1 of the Bylaws.

This SOP supplements the Bylaws with more specific implementing procedures, where necessary, to avoid overloading the basic Bylaws with details. It is intended that there be no conflict or redundancy between the Bylaws and this SOP. It is also essential that there be no deviation from Internal Revenue Code 501(c)(3) and that there be no impact on the Corporation's non-profit, tax exempt status.

ARTICLE 2 OFFICERS AND DIRECTORS

The Officer and Director structure is defined in Article 2 of the Bylaws.

ARTICLE 3 DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD MEMBERS

3.1 A broad statement and description of the duties and responsibilities of Executive Board members are included in Article 3 of the Bylaws. This SOP provides additional specific details of Officer and Director duties and responsibilities in Table 1. The description of duties and responsibilities in Table 1 are not all inclusive.

3.2 The structure in Table 1 is intended to be an example of distribution of the leadership functions at the Executive Board level to assist the President in conducting the organization's on-going business, provide for more direct leadership attention to the many functional areas of the organization, and to maximize the opportunity to apply the many years of experience of the Executive Board members in leading the organization.

3.3 The Executive Board should use the guidelines in Table 1 as the basis to fit duties and responsibilities to best match the skills and abilities of the incumbent Officers and Directors. However, it is essential that the President ensure that every facet of the organization's functions falls under the oversight of an Officer or Director.

3.4 For the most part, Standing Committees, under the leadership of their respective Chairpersons, are effective and successful as a committee, and need little oversight. The Directors' role is to further enable and support the Standing Committee Chairpersons in their continuous leadership role.

ARTICLE 4 MEMBERSHIP - The requirements relative to membership are contained in Article 4 of the Bylaws.

ARTICLE 5 MEETINGS – The type, frequency and protocol of meetings are covered in Article 5 of the Bylaws. More detailed Standard Operating Procedures for meetings are included below.

5.1 PROGRAMS – The Program Coordinator, in conjunction with the President, plans and schedules guest speakers, entertainment, or other informative presentations for the membership at weekly meetings. No program shall be arranged by any member unless cleared with the Program Coordinator or the President.

5.2 SEATING – The question of permanently reserved seating for members at regular weekly meetings had been an on-going topic for a long time. Members have now determined by membership vote to have a policy of open seating at regular membership meetings.

5.2.1 Members, upon arriving, may select any available seat and identify it as theirs for that meeting.

5.2.2 At any regular meeting, a member may select several additional available seats, without abusing the open seating policy, and identify them for use by other members or guests for that meeting.

5.2.3 No reserved seats will be carried over to any future meeting.

5.3 POT LUCK LUNCHES

5.3.1 If no shared dish is brought to a meeting, a three dollar (\$3.00) per person fee must be paid at the door.

5.3.2 A guest of a member in good standing will be exempt from the three dollar (\$3.00) fee for one (1) week; after the one (1) week period, the guest will be required to pay the three dollar (\$3.00) fee per week.

5.4 CATERED DINNERS

Monies paid for catered dinners will only be refunded if notice is given to the Festive Dinner Committee at least four (4) days before the dinner, or if reviewed and approved by the Executive Board. There will be no carry-outs for buffets.

ARTICLE 6 COMMITTEES

6.1 Recruitment of Chairpersons is delineated in Article 6 of the Bylaws.

6.2 As delineated in Article 6 of the Bylaws, the President or designated representative is an Ex-officio member of each committee.

6.3 STANDING COMMITTEES – A list of required Standing Committees is contained in Article 6 of the Bylaws. More detailed Standard Operating Procedures for the committees are included below.

6.3.1 ACTIVITIES

The Activities Committee plans and manages social and fun events for the membership and on request will search out sources for classes such as painting, exercising, etc. as requested by the membership. Specific committees under Activities include:

6.3.1.1 Bazaar – The Bazaar Committee makes all plans for the annual bazaar, including scheduling, staffing, set-up, procurement of supplies, advertising, running the bazaar, working at tables, sale of items, kitchen support, vendor arrangements, take-down and cleanup, and submitting a final financial report.

6.3.1.2 Bingo – The Bingo Committee plans and conducts bingo after regular Thursday meetings and at other times mutually agreed upon with members.

6.3.1.3 Dance – The Dance Committee arranges social dances, hires a band, advertises, and does whatever the committee feels will add to the enjoyment of the membership and community.

6.3.1.4 Festive Dinners – The Festive Dinners Committee plans and makes arrangements for all special dinners such as St. Patrick’s Day, picnics, Thanksgiving, Christmas and Recognition Days.

6.3.1.5 Greeters - Members of the Greeters Committee take turns as greeters to meet people as they come to the regular Thursday meetings, or other functions. The Greeters assist in finding lunch seats for the members or visitors who need seating assistance, and where appropriate, help the new persons feel comfortable by explaining our practices and policies to them. When questions arise, they also direct visitors, guests, and potential members to the person they should see.

6.3.1.6 Visitation – The Visitation Committee plans and schedules periodic visits to nursing home members and shut-ins who are no longer able to attend meetings. Periodic reports are given to the membership.

6.3.1.7 Quilting – The Quilting Committee applies their artistic skills in the design and preparation of beautiful quilts which may be sold at venues such as bazaars or crafts sales.

NOTE: Our numerous activities share use of our facility not only among ourselves, but also with renters of the facilities. It is the responsibility of the Committee Chairperson or designated leader of the function to ensure that the facility is clean, restored, and secured after use. Examples include cleanup, restoration, and security for the kitchen pantry door, coffee cabinet, electronics closet, office door, craft room door, game room door, and the outside entrance door to the game room. The Town of Milton is responsible for opening and locking all other doors.

6.3.2 AUDITS - The Audit Committee ensures that a yearly audit of the organization's financial records is performed and that results are reported to the membership.

6.3.3 BUDGET - The Budget Committee is described and the Ballston Area Senior Citizens, Inc. budget preparation requirements are specified in Article 7 of the Bylaws.

6.3.4 BUILDINGS AND GROUNDS – The Buildings and Grounds Committee must be generally aware of needed repairs to the building and grounds, and reports deficiencies to the Town of Milton to complete needed repairs. The Committee also assists the Town in planning future expansion of the building. When asked, members assist in opening and closing of the building and setting up the room for special senior events.

6.3.5 BYLAWS/SOP – The Bylaws/SOP Committee reviews and processes changes to the Bylaws/SOP as requested by the Executive Board who monitors organization performance to ensure that all provisions of the Bylaws and the SOP are met. As the organization changes in even small ways, it is necessary to upgrade the Bylaws and SOP to reflect the changes. The committee is responsible for the wording contained in the Bylaws/SOP.

6.3.6 CHORUS – The Chorus Committee meets as scheduled by the Chairperson, plans and schedules Chorus activities, selects their Chorus music, holds rehearsals, and performs for the membership and at community venues.

6.3.7 CRAFTS – The Crafts Committee meets weekly in the Crafts Room, plans and schedules Crafts activities, practices their crafts expertise, makes beautiful crafts items for sale at fund raising events and sells their crafts items. The Crafts group is also a very important source of support for many of our other activities. Examples include providing craft materials for use as prizes, decorations, and table centerpieces. Knitting, jewelry, and crocheted items may also be made available to enhance our many member activities.

6.3.8 KITCHEN – The Kitchen Committee makes coffee and provides hot water for tea for each lunch meeting. The Committee is responsible for table set-up, distribution of table items such as plates, cups, napkins, silverware, ice-water and waste bags. The committee collects and disposes of waste received from table members after lunch, washes silverware, cleans kitchen facilities, and collects and restores unused kitchen and table supplies after meetings.

6.3.8.1 The Kitchen Chairperson solicits member volunteers to assist in the weekly pre-meeting and after-meeting kitchen tasks. For example, members, by dining tables, may be designated for support for any given week. The Kitchen Chairperson also coordinates support from outside volunteers who assist in kitchen duties.

6.3.8.2 The Kitchen Chairperson is responsible for ensuring that adequate supplies of paper goods and other items needed for the kitchen are available.

6.3.8.3 The Kitchen Chairperson is responsible for staffing of fee collection at the Door.

6.3.9 MEMBERSHIP

6.3.9.1 The Membership Secretary is the Chairperson of the Membership Committee. Duties and responsibilities of the Membership Secretary are included in Article 3 of the Bylaws and in Table 1 of this SOP. The Committee reviews and makes recommendations to the Executive Board regarding any request to join the organization or retain membership if requesting parties do not meet the criteria specified in the Bylaws and SOP.

6.3.9.2 BIRTHDAYS AND ANNIVERSARIES - Birthdays and anniversaries are observed at the second (2nd) meeting of each month. Ice cream may be served.

6.3.9.3 LIFE MEMBER - Where merited, the Committee may recommend designation of a member to Life Member status in accordance with Article 4 of the Bylaws.

6.3.9.4 SICK BENEFIT - Get well cards will be sent to active members.

6.3.9.5 DEATH MEMORIAL - A twenty dollar (\$20.00) memorial donation is made to the charity or organization selected by the family of the deceased active or Life Member. The name of the deceased active or Life Member will be added to the memorial plaque.

6.3.10 NOMINATION - The description, duties and responsibilities of the Nomination Committee are detailed in Article 8 of the Bylaws.

6.3.11 PUBLICITY – The Publicity Committee is a focal point for organizational communications and coordinates activities such as Newsletter preparation and distribution, Facebook, Website, update of marquees, and Community liaison. The Publicity Committee relies on all other Officers, Directors, Chairpersons, and Coordinators for precise input about up-coming event information. The Publicity Committee coordinates with local media outlets to place appropriate senior event information in local newspapers. The Committee may also be called upon to help with advertising, flyer preparation and signs for senior events.

6.3.12 TRIPS

6.3.12.1 The Trip committee solicits ideas for trips from the general membership during the month of September.

6.3.12.2 The Trip committee will plan and regulate all day trips as to concerns, cost, and destination. Eighty (80) people are preferred for two (2) buses. If it is felt that more than two (2) buses are needed to take a trip to any destination, the third (3rd) bus must be approved by the Executive Board.

6.3.12.3 To be eligible for the day trip list, an active, up-to-date member must sign up and pay for the trip in person for themselves and may also sign up for a spouse or one (1) companion, who must also be an active member. Guidelines for subsidizing trips are contained in Bylaws Article 4.9, Subsidized Events.

6.3.12.4 An active member can bring an aide if required and approved by the Executive Board. If the aide is a non-member, the aide must pay full price.

6.3.12.5 Trips will be announced by a trip leader to the membership at a regular meeting five (5) weeks in advance. The trip leader will schedule two (2) weeks to sign up.

6.3.12.5.1 The first week of sign up is for resident members.

6.3.12.5.2 The second week of sign up is for resident AND non-resident members

6.3.12.5.3 After all resident and non-resident members have signed up for a trip who wish to during week #1 or week #2, then NON-MEMBERS may be accepted from the waiting list which will be started on week #1.

6.3.12.6 Trip Signup Process - The trip signup process includes sign up, seat selection and payment. On signup day, starting at 10:00 am, the signup process will be as follows:

6.3.12.6.1 At the Signup/Payment Station, travelers will sign up for the trip for themselves and, if applicable, for a spouse or seat partner. Eligibility of the travelers for the subsidized trip rate is determined. Non-members will be charged full price to be paid at the Seating and Signup/Payment Station.

6.3.12.6.2 The Seating and Signup/Payment Station also tracks when the bus reaches capacity.

6.3.12.6.3 At the Seating and Signup/Payment Station, travelers will draw for a seat for themselves, and if applicable, for a spouse or seat partner.

6.3.12.6.4 Travelers must pay for the trip in the form of a personal check, cashier's check or money order, made payable to Ballston Area Seniors. In the event a check is returned for insufficient funds or any other reason, any fees charged must be paid by the writer of the check.

6.3.12.7 When a trip is filled, a waiting list will be established. In case of cancellations, a replacement must come from the waiting list or a substitute member in order to get reimbursement. Active members will be given preference.

6.3.12.8 If a person must cancel, they must inform the trip leader as soon as possible. The person filling the vacancy will pay the trip leader either member or non-member price according to their status. The trip leader will then reimburse the person who cancelled. If there is no replacement, the trip leader will try to obtain a full or partial refund. No cost of any cancellation will be borne by the Corporation.

6.3.12.9 Overnight trips are not affiliated with the Ballston Area Senior Citizens, Inc. in any way.

ARTICLE 7 FINANCES - The requirements relative to Corporation finances are contained in Article 7 of the Bylaws.

ARTICLE 8 ELECTIONS - The description, duties and responsibilities for elections are detailed in Article 8 of the Bylaws.

ARTICLE 9 CHARITABLE ACTIVITIES - The requirements related to charitable activities are contained in Article 9 of the Bylaws.

ARTICLE 10 DISSOLUTION – The requirements relative to dissolution are contained in Article 10 of the Bylaws.

ARTICLE 11 AMENDMENTS – The requirements applicable to revising or amending either the Bylaws or the SOP are specified in Article 11 of the Bylaws. This requirement is intended to ensure that no conflicts between the Bylaws and the SOP are introduced when changes are made in one of the documents.

Distribution:

**File Copy
Legal Advisor/Attorney
Internal Revenue Service
Membership**

**Revision 3
October 1, 2016**

Table 1**Ballston Area Senior Citizens, Inc.****Guidelines for Distribution of Leadership Duties and Responsibilities**

Position	Duties and Responsibilities
President	<ul style="list-style-type: none"> • Provides overall leadership for the Ballston Area Senior Citizens, Inc. • Secures Chairpersons for Standing Committees • Cultivates and maintains excellent relations with town and community organizations
Vice President	<ul style="list-style-type: none"> • Presides in the absence of the President • Provides overall assistance to the President • Functions as Chairperson of the Budget Committee • Leads the review and decision making for investment decisions • Coordinates activities relative to use of the Milton Community Center with the Town of Milton.
Secretary	<ul style="list-style-type: none"> • Functions as the central repository of information for the organization • Maintains the organization's records and documentation • Schedules meetings • Prepares agenda and minutes of meetings • Maintains correspondence and record files for Executive Board business
Treasurer	<ul style="list-style-type: none"> • Collects funds from <ul style="list-style-type: none"> ○ Town of Ballston ○ Town of Milton ○ Village of Ballston Spa ○ 50/50 Raffle ○ Membership dues ○ Trips ○ Festive Dinners ○ Kitchen Door ○ Dances ○ Crafts sales ○ Sunshine Funds from table collections ○ Public fund raising affairs and any other sources • Brings deposits to the bank • Writes checks to pay rent and any other expenses due • Keeps checkbook up-to-date and reconciles the bank statement each month • Collects all receipts and keeps a file with day-to-day income

	<p>and expense material</p> <ul style="list-style-type: none"> • Enters everything into a ledger and keep up-to-date • Reads the monthly Treasurer Report to the membership • Maintains information on savings and CD accounts • Provides financial information to the Budget Committee for use in preparation of the next year's budget • Has contact with the Accountant and delivers all books and related information for yearend work
Membership Secretary	<ul style="list-style-type: none"> • Maintains membership records • Collects dues • Issues membership reports as requested by the President • Functions as Chairperson of the Membership Committee • Coordinates member orientation activities
All Directors	<ul style="list-style-type: none"> • General Duties applicable to all Directors: <ul style="list-style-type: none"> ○ Serve on the Executive Board and attend Executive Board meetings ○ As Executive Board member, participate in all planning, proposal, decision making, and voting matters pertaining to the Executive Board
Director 1 - Administration	<ul style="list-style-type: none"> • On behalf of the Executive Board, leads the Corporation Long Range Planning and Scheduling effort • Provides oversight on behalf of the President for: <ul style="list-style-type: none"> • Bylaws and SOP • Nominations • Elections • Installation of Officers • Conduct of meetings • Pre-lunch prayer • Pledge to the Flag • News Letter • On behalf of the Executive Board, assists the Membership Secretary in soliciting one or more members to assist the Membership Secretary in membership record related duties • Oversees the following Standing Committees: <ul style="list-style-type: none"> • Bylaws and SOP • Nominations • Publicity
Director 2 - Finance	<ul style="list-style-type: none"> • Serves as Chairperson of the Audit Committee • Ensures that a yearly audit of the organization's financial records is performed and reported to the membership by June 30th of each year • Ensures that the annual Internal Revenue Service Tax report is submitted by April 15th each year

	<ul style="list-style-type: none"> • Provides oversight on behalf of the President for: <ul style="list-style-type: none"> • Fund Raising • Bazaar • Raffles • Audits
Director 3 - Operations	<ul style="list-style-type: none"> • Functions as Chairperson of the Activities Standing Committee • Provides oversight on behalf of the President for: <ul style="list-style-type: none"> ○ Activities ○ Programs at Weekly Lunches ○ Kitchen ○ Bingo ○ Festive Dinners ○ Pick 'in Sessions • Oversees the following Standing Committees: <ul style="list-style-type: none"> ○ Chorus ○ Crafts ○ Dances ○ Trips ○ Quilting ○ Woodcarving
Director 4 - Logistics	<ul style="list-style-type: none"> • Provides oversight on behalf of the President for: <ul style="list-style-type: none"> ○ Building and Grounds ○ Town of Milton Facility Interface ○ Use of Buildings and Grounds equipment ○ Microphone sound system ○ Telephone system ○ Duplicating equipment ○ Computer equipment ○ Television and VCR equipment ○ Bingo equipment ○ Kitchen facilities ○ HVAC ○ Lighting ○ Storage • Oversees the Buildings and Grounds Committee