

C.A.S.E
Coalition of Agencies in Service to the Elderly
Constitution

Adopted February 1, 2006 and Amended April 3, 2013

ARTICLE I – MISSION STATEMENT AND HISTORY

Mission Statement

C.A.S.E. is a group of agencies, organizations and individuals whose mission is to provide community resource education and networking opportunities to area agencies to enhance services for the aging in Niagara County.

History

In November of 1985, several agency and organization representatives met to discuss the needs of the growing older adults in Niagara County. Meeting on a monthly basis, the group later became known as the Coalition of Agencies in Service to the Elderly (C.A.S.E.). The original focus of C.A.S.E. was to provide educational forums across the county that served as vehicles for networking, information, and referral.

It became apparent from these forums that transportation was a major concern of many older adults, especially those living in rural areas. Consequently, in 1989, C.A.S.E. conducted a survey, which indicated the need for consolidated, concise information about available transportation services in Niagara County. As a result C.A.S.E. members created the first Transportation Directory for Niagara County.

In 1990, C.A.S.E. sponsored its first networking conference. The conference is an annual event that provides current information regarding issues effecting older adults. It also acts as an opportunity for service providers to meet and share ideas. A more recent accomplishment of the Coalition was in 2012, the CASENiagara website was launched.

ARTICLE II – MEMBERSHIP & MEETINGS

Membership

Any community service agency or individual with an interest in the older adult population of Niagara County is encouraged to join C.A.S.E. Annual membership dues are \$10 per agency or individual, paid to the C.A.S.E. Treasurer. Scholarships for membership may be offered upon written request to the C.A.S.E. membership via the Chairperson. C.A.S.E. membership entitles members to monthly networking opportunities, voting privileges (each paid membership is entitled to one vote), meeting minutes, complimentary conference resource table and listing in any C.A.S.E. print or web collateral. C.A.S.E. memberships run from September through the following August of each year.

Meetings & Motions

Meetings are held September through June on the first Wednesday of the month at 9:00am. Meeting locations generally rotate throughout the county.

C.A.S.E. meetings are conducted for the purpose stated in the C.A.S.E. mission. Motions are voted on by paid members present at the meeting where the majority of votes will be carried and acted on. Paid members are entitled to one vote. Member agencies with more than one representative will self determine who within that agency can cast the single vote for that agency.

ARTICLE III – OFFICERS

C.A.S.E. Officers & Duties

Officers are nominated at the May meeting and voted on at the June meeting. Officers are nominated for 2-year terms and may be re-nominated when their term expires. Term limitations are set at two consecutive terms (four years). Any officer unable to complete their term will be released and nominations will be taken and voted on for the remainder of the outgoing officer's term.

Chairperson

The C.A.S.E. Chairperson organizes meeting agendas, leads meetings in an expeditious manner, oversees voting procedures, and addresses membership concerns. The C.A.S.E. Chairperson also sends monthly meeting reminders to members and monthly meeting notices to the media – these tasks may be delegated as needed. Additionally, the Chairperson may be asked to deliver a C.A.S.E. message at the annual conference. If the Chairperson is unable to attend the meeting, the Chairperson will forward all necessary meeting information to the Vice Chairperson.

Vice Chairperson

The C.A.S.E. Vice Chairperson performs duties of the Chair and Secretary in their absence, and delivers the financial report to the membership in the absence of the Treasurer.

Secretary

The C.A.S.E. Secretary takes meeting minutes, maintains membership contact information, and distributes both to C.A.S.E. members monthly at least one week prior to the next meeting. If the Secretary is unable to attend the meeting, the Secretary will forward all necessary meeting information to the Vice Chairperson.

Treasurer

The C.A.S.E. Treasurer oversees financials for the coalition and provides a detailed report (beginning bank balance, ending bank balance, monies received, monies paid out) to the membership at each meeting to be included with the minutes. The Treasurer will also keep receipts for monies paid. If the Treasurer is unable to attend the meeting, the detailed report is faxed or e-mailed to the C.A.S.E. Vice-Chairperson to report at the meeting. The Treasurer also maintains membership dues records.

ARTICLE IV – FUNDS

C.A.S.E. Funds & Financials

Membership dues and conference registration fees are used for the annual conference and other expenses incurred by C.A.S.E. in performing its mission.

C.A.S.E. funds are held in a checking account established by C.A.S.E. and managed by the Treasurer who provides detailed monthly financial reports as described above. Only the four C.A.S.E. officers are authorized signers on the account. Funds are distributed upon approval of the C.A.S.E. Chairperson and one other officer, or by majority vote of the membership for major expenses.

An internal audit is performed upon election of a new Treasurer. The audit is done by the outgoing Treasurer and incoming Treasurer and reported in September to the general membership. If the current Treasurer is re-elected, the audit is done by the Treasurer and the Vice Chairperson.

ARTICLE V – COMMITTEES

The membership may create and dissolve committees as needed (i.e. the annual conference, to research new initiatives, peer education and outreach). Committee Chairs are appointed as needed and report to the C.A.S.E. Chairperson and C.A.S.E. membership.

ARTICLE VI – AMENDMENTS

This Constitution may be amended when necessary by a majority vote of the C.A.S.E. membership. Proposed amendments must be submitted to the Chairperson and Secretary to be sent out with the next meeting minutes.

This Constitution, adopted on February 1, 2006 by the members of C.A.S.E., will be updated as needed by the membership.

Reviewed January 23, 2013 and submitted at the February 6, 2013 meeting for review. The Constitution was amended by a unanimous vote at the April 3, 2013 meeting.