

WENHAM Issues of Social Service & Help BY-LAWS

Article I:

ESTABLISHMENT

The "The Wenham Issues of Social Service & Housing," hereafter referred to as "WISSH," was established as a Committee by the Town Selectmen of Wenham, Massachusetts, in October, 1997.

Originally, in October 1992, the Town of Wenham joined the Essex County HOME Consortium (a group of cities & towns of the North Shore with funding provided by HUD) to aid in the development of low-moderate housing in its town, and established the "Wenham Housing Partnership." The name of the Committee was changed to its current name, in 1997, to reflect its added interests in serving the social service needs of the community.

In 2009 the Town of Wenham removed all aspects of housing from the authority of WISSH and replaced the word "Housing" with "Help".

Article II:

PURPOSE & PHILOSOPHY

The mission of the WISSH Committee is to identify the social service needs of Wenham residents and to coordinate and implement the appropriate unmet physical and/or assistance to those in need.

Pursuant to this goal, WISSH shall:

- 1) Provide education to the community about social services available to the community and enlist the support and participation of the citizens of Wenham.
- 2) Design, advocate, and implement services, as needed, to fill the needs of the community and to coordinate with existing agencies.
- 3) Examine, review, and up-date programs and services for the community, based on available data.
- 4) Review and up-date annually all documents, policies and procedures for WISSH.
- 5) Cooperate with the Wenham Selectmen and be cognizant of state and federal legislation and programs regarding social services .
- 6) Advise the Town Selectmen on the funding needs of WISSH. Function as an advisory council, to the Town Selectmen, to maintain an effective flow of communication between the community and Town government.

Article III:

ORGANIZATION & STRUCTURE

The WISSH committee shall have a board of directors (hereafter referred to as the "Board"), who shall serve as a policy-making board, only in relation to those areas listed above.

The Board shall have a minimum of five (5) Members, who shall be appointed by the Town Selectmen and have terms of office of three (3) years, with the right of re-appointment. The WISSH Board may recommend to the Town Selectmen individuals for appointment to WISSH Board. A member appointed by the Town Selectmen shall be a liaison to and ex-officio WISSH Board member.

Article IV:

VOTING RIGHTS OF MEMBERS

All voting rights shall be vested in the Board Members, and each individual member shall have one vote, with respect to any question or matter that may come before a meeting of the Members of the WISSH Board.

All votes are to be cast openly, i.e., no secret balloting.

Article V:

MEETINGS OF MEMBERS

Board meetings:

- 1) General Meetings of the Members of the WISSH Board shall be decided by the WISSH Board members at the beginning of each Fiscal Year. Notice of all regular meetings of the WISSH Board shall be posted at Wenham Town Hall.
- 2) Special Meetings of the WISSH Board may be called at any time by the Chair or a Member of the Board. Written or verbal notice must be sent to each member in sufficient time to ensure attendance. Minutes from these meetings are to be presented at the General Meeting following the date of the special meeting.
Committee Meetings are to have at least one Member of the Board in attendance. Minutes from these meetings are to be presented by the committee leader at the General Meeting, following the date of the committee meeting.
- 3) Quorum -- At all Board meetings, the presence of a simple majority of the total membership shall be necessary and sufficient to constitute a quorum for the transaction of any business. Votes shall be cast only by Board Members in attendance.
- 4) Conduct of Meetings -- All meetings shall be conducted in accordance with Robert's Rules of Order.
- 5) Resignation -- In the event a Member wishes to resign from the Board, he/she shall notify, in writing, the Chair.
- 6) Attendance -- Regular attendance is expected of all Members. In the event of absence of any Member for three (3) consecutive meetings, except for reasons of

health or extenuating circumstances, as duly reported to the Chair in advance of the Board General meeting, the Board may request resignation of that Member through the Town Selectmen.

Article VI:

OFFICERS

WISSH Board officers:

A. The officers of the Board shall consist of a Chair, Vice-Chair, and Secretary. Assistant Officers may be elected, if it is the wish of the Board.

1) Chair --The chair shall be the chief executive officer of the Board, and, subject to the direction of Members of the Board, shall have charge of the business, affairs, and property of the Board on its general operations. She/he shall prepare an agenda, preside at all meetings of the Members, appoint all sub-committees, and be an ex-officio member of all committees.

2) Vice-Chair -- During the absence or disability of the Chair, the Vice-Chair shall exercise all the functions of the Chair and, when so acting, shall have all the powers and be subject to all the restrictions of the Chair.

3) Secretary/Clerk -- The secretary/clerk shall: a) Record all the proceedings of the meetings; b) Cause all notices to be given in accordance with the By-Laws and as may be required by statute; c) Perform all duties relevant to the office of Secretary/Clerk; and d) The Board may appoint a recording secretary, or include duties related to correspondence in this section.

B. *Terms of office* are for 3-year periods. Officers of the Board shall be elected prior to the summer recess and shall take office immediately.

C. *Election of officers to fill vacancies* created by death, resignation, or other cause may take place at any regular or special meeting and shall be for the unexpired term of the previous incumbent; however, the office of Chair, if vacated, shall be filled by the Vice-Chair for the unexpired term of the Chair's normal term of office.

Article VII:

AMENDMENTS

Amendments or alterations of these By-Laws may be considered at either a regular or special meeting of the Board, called for such purpose. In either case, a seven-day notification of the meeting with a copy of the proposed amendment and its purpose, shall be given to each Board Member. Accompanying this notification, shall be the full text of the proposed amendment or alteration, and a statement of the purpose of the proposed changes. The proposed amendment or alteration of the By-Laws must be approved by two thirds of all Board Members and by two-thirds of the Selectmen of the Town of Wenham.

Article VIII:

EFFECTIVE DATE

(APPROVED BY SELECTMEN ON DECEMBER 20, 2005)

The effective date of these By-Laws shall be the date of the meeting at which the By- Laws shall have been approved by an affirmative vote of not less than two-thirds of the Members. The date on which this approval is voted is February 2, 2010.

Chair: Patricia Purdy (2011)

Dated: February 2, 2010