

Willow Ridge Homes Resident Council Constitution and By-laws

ARTICLE 1 – NAME

The name of this organization shall be:

Willow Ridge Homes Resident Council
Rockford, Illinois
(Hereafter: Council)

ARTICLE II – PURPOSE

The purpose of this Council shall be to assist the Board of Trustees and administration in maintaining the high standards of the Wesley Willows Corporation:

Section I.

To communicate to the Administration the opinions and concerns of the residents.

Section II.

To review procedures for implementing resident rights, make recommendations for changes or additions which will strengthen Wesley Willows Corporation's policies and procedures as they affect residents' rights and responsibilities.

Section III.

The Council shall be a forum for obtaining and disseminating information; soliciting and adopting recommendations for facility programming and improvements; early identification of issues; recommending orderly resolution of issues, and planning Activity Events.

ARTICLE III – MEMBERSHIP

Section I.

All residents of Willow Suites and Willow Ridge Homes East and West shall be members of the Council.

Section II.

A representative of the Administration, appointed by the President/CEO, shall serve as liaison to the Council, shall attend all meetings of the Council, but shall have no vote.

Section III.

A representative of the Willows Arbor Resident Council, if any, appointed by its President, shall serve as liaison to the Council with voice and vote.

ARTICLE IV – OFFICERS

Section I.

The officers of the Council shall consist of a President, a Vice-President, and a Secretary/Co-Secretary, to be elected by the Council. The past President shall serve as an ex-officio officer of this Council for one year.

Section II.

The term of office of the Council Officers shall be twelve (12) months, beginning July 1, and ending June 30. Council Officers are eligible for three consecutive one-year terms, after which they shall not be reelected to the same office for two years. If an officer cannot complete the term, the Council shall elect a replacement.

Section III.

The President shall preside at all meetings, shall have the power to appoint persons to committees as established by the Council, may appoint a representative to the Willows Arbor Resident Council, and shall have the power to call special meetings when necessary.

Section IV.

The Vice-President shall assist the President and be available to the President for consultation. The Vice-President shall serve for the President in the event of the President's absence. The Vice-President shall also serve as the Chair of the Activity Planning Committee.

Section V.

The Secretary/Co-Secretary shall keep minutes of each meeting, see to the distribution of the minutes, and maintain a permanent file of the minutes.

ARTICLE V – MEETINGS

Section I.

The Council shall ordinarily meet on the last Wednesday morning of each month, except there shall be no meeting in December. Special meetings may be called by the President or Administration.

Section II.

Administration may assist in the timely notification of this meeting

Section III.

A quorum shall consist of those members present and voting at any meeting where proper notice has been given.

Section IV.

Roberts Rules of Order shall prevail.

ARTICLE VI – RECORDS

Section I.

The Secretary/Co-secretary shall keep minutes of each meeting, see to the distribution of the minutes, and maintain a permanent file of the minutes.

ARTICLE VII – AMENDMENTS

Section I.

This set of By-Laws may be amended by a two-thirds (2/3) vote of the Council members present and voting at the next called meeting subsequent to the introduction of a motion to amend.

ARTICLE VIII – COMMITTEES

Section I.

The President, on the recommendation of the Council, shall appoint committees for specific purposes.

Section II. Nominating Committee

The Nominating Committee shall consist of a Chairman and six (6) members-at-large appointed by the President. It shall be responsible for the nomination of officers at the May meeting. A quorum shall consist of two-thirds (2/3) of the Nominating Committee.

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Officer election shall take place by campus mail. Ballots shall be delivered in the campus mail in the first week of June and returned no later than June 20. Additional nominations may be made by the membership at large.

However, in the event of an uncontested slate, Officers may be elected by voice vote at the May Council meeting. The Officers take office July 1.

Section III. Welcome New Neighbor Committee

The committee will consist of one or more Willow Ridge Homes residents who are appointed by the President.

Wesley Willows staff will notify the member(s) of this committee of new admissions to Willow Ridge Homes.

Section IV. Activity Planning Committee

The Vice-President shall appoint an Activity Planning Committee to serve for one year, consisting of five to seven members of the Council and shall serve as the Chair of this committee.

The duties of this committee shall be to plan and coordinate at least one activity quarterly for Willow Ridge Homes residents.

Willow Ridge Homes residents shall also be encouraged to participate in any Wesley Willows activity that they desire.

Section V. President's Team

The President shall appoint a Team of at least five members and no more than twenty (20) members. All Team members shall be residents of the Willow Ridge Homes community.

The Team shall include the President (who will serve as Chair of the Team), Vice-President, Secretary/Co-Secretary, and Past President during that person's one year term.

The Team shall meet monthly prior to the monthly Council meeting to review with the President matters for the agenda and to bring before the committee issues from residents, administration, and the larger Rockford community that should be brought to the Council meeting.

The Team also will include appointees with specific roles. Such roles may include the Welcome New Neighbor Committee, Prayer Recruiter, Nametags and Greeters, Cares and Concerns Correspondent, Suites and East and West Campus Liaisons, and representative from Willows Arbor, if any. Other Team members may be recruited as needed.
