

Willow Ridge Homes and Willow Suites Resident Council
Constitution and By-Laws

ARTICLE I – NAME

The name of this organization shall be:

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

ARTICLE II – PURPOSE

The purpose of this Council shall be to facilitate communication between residents of the Willow Ridge Homes and Willow Suites, the Administration of Wesley Willows and its Board of Trustees in order to maintain the high standards of Wesley Willows:

Section I.

To communicate to the Administration the opinions and concerns of the residents of Willow Ridge Homes and Willow Suites.

Section II

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

Section III

To act as a forum for obtaining and disseminating information; to solicit and adopt recommendations for facility programming and improvements; to identify issues early; to recommend orderly resolution of issues; and to plan Social Committee events.

ARTICLE III – MEMBERSHIP

Section I

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

Section II

A representative of Administration, appointed by the President/CEO, shall serve as a non-voting liaison at all Council and Council President Team meetings.

Section III

A representative of the Willows Arbor Resident Council, appointed by its President, may serve as a liaison to the Council.

ARTICLE IV – OFFICERS

Section I

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

Section II

The term of office of the Council officers shall be 12 months, beginning July 1, and ending June 30. Council Officers are eligible for 3 consecutive 1-year terms. Residents may serve again in the same officer capacity following a 2-year hiatus from service. If an officer cannot complete the term of office, the Council shall elect a replacement to complete the term of office.

Section III

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

Section IV

The Vice-President shall: assist the President; be available to the President for consultation; serve as President in the event of the President's absence; appoint members to the Social committee; and serve as an ex officio member of the Social Committee.

Section V

The Secretary shall: record the minutes of the Resident Council and Council President Team meetings; arrange for the distribution of Team minutes to the Council President's Team and Resident Council Minutes to the residents of Willow Ridge Homes and Willow Suites; and maintain a permanent file of all minutes.

ARTICLE V – COUNCIL MEETINGS

Section I

The Council shall meet on the last Wednesday morning of each month with the exception of December when there will be no meeting.

Section II

Notification to residents of Council meetings will be via the Green Bag and the Wesley Willows website with the assistance of the Administration.

Section III

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

Section IV

Meetings will be managed using Robert's Rules of Order.

ARTICLE VI - AMENDMENTS

Section I

The By-Laws may be amended by a 2/3 vote of the Council members present and voting at the next meeting following a motion to amend and publication of proposed changes.

ARTICLE VII – COMMITTEES

Section I

The Council President shall appoint committees for specific purposes.

Section II Nominating Committee

The purpose of the Nominating Committee is to provide a slate of officers to the Resident Council for consideration in the yearly election.

The President shall appoint a chairman of the Nominating Committee. The Chairman shall select up to 7 members for the Nominating committee representing all areas of Willow Ridge Homes and Willow Suites. A quorum for the Nominating Committee shall consist of 2/3 of committee members.

The committee shall be responsible for nominating an officer slate to be presented at the May Council meeting each year.

Additional nominations for officers of the Council may be made by the membership –at-large at the regular meeting in May.

Voting for officers shall be by hand count at the May Council meeting.

Elected officers shall take office on July 1 and serve through the following June 30.

Section III New Neighbor Welcoming Committee

The purpose of the New Neighbor Welcoming Committee is: to identify new residents; provide a point of contact with the Council; and to provide information concerning Willow Ridge Homes and Willow Suites and the Council.

The committee shall consist of Willow Ridge Homes and Willow Suites residents who are appointed by the President.

The committee members shall be selected to represent the East & West Campuses of Willow Ridge Homes and Willow ~~Ridge~~ Suites.

Wesley Willows staff shall notify the members of this committee of new admissions to the Willow Ridge Homes and Willow Suites.

Section IV Social Committee

The purpose of the committee shall be to plan, coordinate and implement social activities for the residents of Willow Ridge Homes and Willow Suites and to communicate these events to the Council members.

The Vice-President shall appoint 5-7 residents to serve for a 1 year term to the Social Committee, representing all areas of Willow Ridge Homes and Willow Suites and also act as an ex-officio member of the committee. The members of the committee shall select a Chairman for the Social Committee.

Section V Resident Council President's Team

The purposes of the Resident Council President's Team are: to set the agenda for the monthly Council Meetings; to bring forward questions and concerns from residents; and to elicit information from Administration and the Rockford Community of interest to the Council members.

The President shall appoint a team of not less than 5 nor more than 20 members from the Willow Ridge Homes and Willow Suites community. The team shall meet on the Wednesday prior to the monthly Council meeting.

The Team shall include the President (Chair of the team), Vice-President, Secretary and the immediate Past President (who shall serve for 1 year). A representative from Administration is ~~required~~ invited as a liaison at each meeting.

The Team also shall include appointees with specific roles e.g. New Neighbor Welcoming Committee, Reflection's Recruiter, Greeters, Cares and Concerns Correspondent, and Willow Suites and East and West Campus Liaisons. Other team members may be recruited as deemed necessary by the President.

- 1) Approved February 27, 2008
- 2) Revised and Approved May 25, 2011
- 3) Revised and Approved May 29, 2013
- 4) Revised and Approved April 24, 2019