

## CHAPTER 23

# WELLNESS BOARD

23.01 Establishment and Purpose

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**23.01 ESTABLISHMENT AND PURPOSE.** A Wellness Board shall be established for the purpose of advising and supporting the efforts of the Collins Wellness Center. For the purpose of this chapter, the Collins Wellness Center shall be known as the “CWC” or as the “Center.”

**23.02 BOARD MEMBERSHIP.** The Wellness Board shall consist of a minimum of five members, and shall be appointed by the Mayor with the approval of the Council. Members shall serve without compensation, but may receive reimbursement for expenses incurred in the performance of their duties. Vacancies shall be filled in the same manner as the original appointment for the balance of the term. The Mayor and up to one Council member may also be asked to serve as members on this Board. At least three members of the Board will reside in Collins.

**23.03 QUALIFICATIONS OF BOARD MEMBERS.** Members of the Board shall be selected from the membership rosters of the Wellness Center. In order to be selected, a Board member must have a valid membership for a minimum of six months in a 12-month period and must be in good standing with their fees and overall membership agreement. Board members are not restricted by residency. Members shall also be a minimum of 18 years of age. These qualifications may not apply to elected officials or employees of the City serving on the Board.

**23.04 ORGANIZATION OF THE BOARD.** The organization of the Board shall be as follows:

- 1. Term of Office.** All appointments to the Board shall be for three years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every year of one-third the total number (or as near as possible) to stagger the terms. These terms of office will not apply to elected officials or employees of the City serving on the Board.
- 2. Vacancies.** The position of any Board member shall be deemed vacant from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new members shall fill out the unexpired term for which the appointment is made.
- 3. Compensation.** Members shall receive no compensation for their services.

**23.05 POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties.

- 1. Meetings.** To set regular meetings, with a minimum number of said meetings to be set at 12 per year and a maximum of 24.
- 2. Officers.** To meet and elect from its members a Chairperson, a Secretary, and such other officers as it deems necessary.
- 3. Purchases.** Approve all equipment purchases/replacements for the CWC that are in excess of \$500.00.

4. **Rules and Requirements.** To make and adopt, amend, modify, and repeal rules pertaining to the overall use of the CWC. These powers will apply to membership pricing, instructor fees, participation rules, and other items consistent with the overall organization of the Center.
5. **Fundraising.** To organize and execute fundraising measures that are designed to benefit the Center.
6. **Budgetary.** To be able to, upon request, review and comment on a written explanation of the CWC's revenue and expenditures, per month and annually.
7. **Hiring of Personnel.** To review applications and make recommendations for employment at the CWC.
8. **Setting of Hours.** To recommend established hours of operation and supervision.
9. **Develop.** To develop, promote, and execute a Comprehensive Plan to provide for the lasting viability of the Center. This Plan will cover a five-year period and include, but not be limited to: CWC expansion, membership increases, relocation of CWC, timetables, and capital improvements to the Center. The Board, with the assistance of the CWC Director, will be responsible for reviewing and updating the CWC Comprehensive Plan.
10. **Posting of Minutes.** To post a record of meeting.
11. **Adopt.** Create its own rules and regulations, not inconsistent with the ordinances and policies of the City or the laws of the State, with regard to the administration of its own affairs.
12. **Assist.** Assist the Director, and anyone else designated, in the preparation of grant applications and presentations.
13. **Advise.** Advise and assist the Director in the development of the CWC's annual budget.
14. **Nominate.** To recommend new Board members to the Mayor and Council for appointment.

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