

**SOUTH PICKERING  
SENIORS' CLUB  
CONSTITUTION  
June 6<sup>th</sup>, 2023**

**ARTICLE 1 – Name**

The name of the Club shall be SOUTH PICKERING SENIORS' CLUB.

**ARTICLE 2 – Purpose**

The club shall be non-partisan, non-sectarian, non-racial and non-political. Its purpose is to plan, promote, direct and carry out social, recreational, health and welfare activities for senior citizens who reside in the CITY OF PICKERING.

**ARTICLE 3 – Membership**

All Pickering residents not less than fifty-five (55) years of age are eligible to join.

The spouse of a member is eligible for membership regardless of the spouse's age.

Persons less than fifty-five (55) years of age, who volunteer to assist with the activities in the club, may do so only at the invitation of the Executive Board.

**ARTICLE 3 (a) – Honorary Membership**

Honorary Membership shall be granted to members as follows:

- (a) Paid membership of the two (2) calendar years prior to the beginning of the membership year (October 1<sup>st</sup>) and
- (b) Will reach their ninetieth birthday prior to the end of the then current membership year (September 30<sup>th</sup>).

## **ARTICLE 4 – Executive Board**

The Executive Board shall consist of the following officers:

**PRESIDENT  
VICE PRESIDENT  
DIRECTOR OF FINANCE  
DIRECTOR OF ADMINISTRATION  
DIRECTOR OF TRIPS  
DIRECTOR OF ACTIVITIES  
DIRECTOR OF SPECIAL EVENTS  
DIRECTOR OF COMMUNICATIONS  
DIRECTOR OF MEMBERSHIP  
DIRECTOR OF ASSET MANAGEMENT  
DIRECTOR OF TECHNOLOGY  
TWO (2) DIRECTORS AT LARGE**

## **ARTICLE 5 – By-Laws**

### **GENERAL**

The Executive Board shall retain the right of ultimate control of all club activities.

### **BY-LAW 1 – Duties of the Executive Board**

#### **President**

Act as the chief executive director of the club with respect to all of its affairs, activities, events and future development.

1. Chair the Executive Board meetings.
2. Control the operations of the Club
3. Resolve concerns of the membership, committees and Executive Board.

#### **Vice President**

Perform the duties of the President during his/her absence to ensure the affairs of the Club are maintained.

1. Assist Club committees and groups as required from time to time.
2. Assist in chairing meetings.
3. To ensure that weekly Sick Report is produced.

### **Director of Finance**

1. Keep accurate books for all receipts and disbursements.
2. Co-sign all cheques with the President of the Club or with one other Executive Member with signing authority.
3. Report the Club's finances at each Club Business Meeting.

### **Director of Administration**

1. All Secretarial duties as required.
2. Keep and post accurate Minutes of Executive Board and Membership meetings.
3. Report the Minutes and correspondence to the Club at each Business Meeting.
4. Edit and arrange the printing of the News and Views four times a year – January, April, July and October.

### **Director of Special Events**

1. Organize all Special Events
2. Work hand in hand with the Treasurer
3. Report on the Special Events as required.

### **Director of Trips**

1. Responsible for planning, organizing and making sure that all trips conform to the club's policies and to the interests of all club members.
2. Organize day trips and multi-day trips.
3. Ensure all financial transactions related to trips are processed through the club's financial books.
4. Prepare a financial report for each trip and submit to the Treasurer.
5. Keep running records of Trip, Municipal Grant and Finders' Fees accounts.
6. At the appropriate time, prepare and submit application for the annual City of Pickering Transit Grant Claim Form. Advise and copy for the President.

### **Director of Activities**

1. Organize the work of the Activities and Convenors.
2. Help plan new activities for the members and with other Clubs and Seniors Centres.
3. Prepare a Financial Report if required.
4. Help the Convenors of each activity solve any difficulties they are having.
5. Bring the requests of each activity to the attention of the Executive Board.
6. Record the attendance of each activity.

### **Director of Communication**

1. Act as liaison with outside organizations who will be of interest to the club and ensure the City of Pickering's City Services and Leisure Guide contains accurate information about the Club.
2. Submit any required advertising to the local media.
3. Make Robocalls as needed.

### **Director of Membership**

1. Maintain an accurate membership record and other pertinent membership information as required
2. Arrange for the purchase of name tags
3. Organize work of volunteers at the front desk.

### **Director of Asset Management**

1. Maintain an accurate inventory of Club Assets. Monitor the condition of all Club assets.
2. Provide recommendations for repair or replacement of Club assets.
3. Perform a complete annual inventory of the Club's assets in the month of April.
4. Safely place the assets.

### **Director of Technology**

1. Perform the duties as our webmaster in maintaining the SPSC website [www.spsc753.com](http://www.spsc753.com).
2. Determine programs that will assist members to resolve computer problems and improve computer skills including one-on-one classes.

3. Liaison with City of Pickering IT.
4. Technology related equipment purchases including the purchase of ink supplies.
5. Assist, when required, to resolve problems associated with the following computer programs: **Financial Program, Membership, Bingo, My Seniors operations, and all IT duties.**

#### **Director at Large – Non-voting Position**

1. To promote the Club
2. To carry out other duties as required.
3. The Director at Large positions were implemented in an attempt to promote interest from those members who might, at some time, wish to seek election.
4. Two Directors at Large will be appointed by the Board for a 2-year term. At the completion of the 2 years, they will be replaced with 2 new appointees selected by the Board.

#### **BY-LAW 2 – Term of Office**

The Executive Board shall be elected for a period of two (2) years. Members of the Executive Board may seek re-election for additional terms for the same office.

#### **BY-LAW 3 – Fiscal Year**

The Fiscal Year for Accounting Purposes shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

#### **BY-LAW 4 – Nominating Committee for the BIENNIAL ELECTION of Officers**

At the pre-annual meeting on the second (2<sup>nd</sup>) Tuesday of March, a Nominating Committee of five (5) members shall be appointed for the purpose of securing candidates' names to stand for election to the Executive Board – President to approve the chairperson.

The Nominating Committee shall ensure all potential candidates meet the eligibility requirements described below **prior to the end of the current nominating period.**

1. A current member and 55 years of age or more.
2. Has been a member for one (1) year.

3. To be eligible for the office of President, a member must have two (2) years consecutive membership.
4. To be eligible for the office of Director of Finance, a member must have two (2) years consecutive membership.
5. No member of the Executive Board may have a financial or business interest in the Club.
6. No member of the Executive Board may hold a government elected position.
7. All candidates accepted by the Nominating Committee shall have their names written on the Nominated Candidates' Board.
8. The current Executive Board shall pass the names of the Director at Large Candidates to the new Executive Board who will make the official appointment(s) at the Annual General Meeting.

#### **BY-LAW 4(a) – Presentation of Candidates**

The weekly meeting on the second (2<sup>nd</sup>) Tuesday of April shall be reserved to introduce all persons nominated for the Board; also, to allow them to address the meeting regarding their plans and ideas for the next two years, if elected.

#### **BY-LAW 4(b) – Election control**

The Nominating Committee shall appoint one (1) Returning Officer and (1) Assistant to oversee the Elections.

#### **BY-LAW 4 (c)- Proxy Votes**

The appointed Returning Officer, or Designate, shall be responsible for the Proxy Votes, as follows:

Proxy Votes –

1. Each member who is not able to be in attendance on voting day shall be allowed one (1) Proxy Vote.
2. Proxy Forms shall only be issued if a member will be on an extended vacation or will be in hospital on Election Day.
3. Both the Proxy giver and the Proxy receiver must be present when applying for a Proxy form.
4. Proxy holders must present their proxy to the Returning Officer and be matched to the office copy before receiving a ballot.

### **BY-LAW 5 – Biennial Election of Officers**

On the third (3<sup>rd</sup>) Tuesday of the month of April, voting for the election of the Executive Board shall take place from 10:00 am to 12:45 pm. All required voting shall be by secret ballot.

### **BY-LAW 6 – Installation of Executive Board Officers**

The Annual General Meeting shall be held on the first (1<sup>st</sup>) Tuesday after the election of officers. The following items shall be first on the agenda.

1. Any normal business items shall be completed or tabled for the new Executive.
2. The President's Annual Report.
3. The Director of Finance's Annual Financial Statement duly audited.
4. The elected Executive Board shall be introduced and start its term of office.
5. Remarks of the new President.

### **BY-LAW 7 – Business, Membership Meetings and Voting**

Business meetings will be held on the first (1<sup>st</sup>) Tuesday of September, December, March and June. General meetings will be held every Tuesday at 12:45 pm.

All Questions to be voted upon shall be decided by a simple majority vote on a show of hands. A vote by ballot may be taken if requested.

1. a) Motions may only be made at Business Meetings.
  - b) A member may make a motion from the floor.
  - c) The President or Designated Chairperson shall call for a member to second the motion and then conduct a discussion.
2. The President or Designated Chairperson can call for a vote or table the motion to a future meeting if it:
  - a) Calls for further research.
  - b) Is a financial matter.
  - c) Requires notification to the majority of the Membership by posting on the Information Highway.

**BY-LAW 8 – Auditors**

All Financial records shall be audited annually.

**BY-LAW 9 – Membership Fee**

1. The Membership Year shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.
2. The Annual Membership Fee shall be \$25.00.
3. Membership renewal fees shall be \$25.00.
4. The Fee for new membership applications received in July and August of each year shall be \$10.00. In September, the normal membership renewal procedure shall be followed as indicated in section (3) of this By-Law.
5. New members wishing to join the Club during the month of September must pay the full \$25.00 membership fee. This membership would be valid for the balance of that September and would also be valid for the membership year beginning October 1<sup>st</sup> of each year.
6. There is no membership fee for eligible Honorary Members – see Article 3(a).

**BY-LAW 10 – Amendments**

1. Any Amendment to the Constitution may be made by a majority vote of the members at the monthly Business Meeting on the first (1<sup>st</sup>) Tuesday of the month.
2. Notification of proposed Amendments to the Constitution shall be made to the membership at least one month prior to a monthly Business Meeting. Notification shall be made at any regular weekly Club meeting and shall be in the form of a properly worded Notice of Motion.

**BY-LAW 11 – Filling Vacancies**

The Executive Board shall fill, by appointment, all vacancies of the Executive Board or any other sub-committee.

**BY-LAW 12 – Vacancies by Non-Attendance**

The Executive Board shall have the authority to declare vacant an Executive Member's seat on the Board, if such a member has missed three or more consecutive monthly meetings of the Executive Board without legitimate cause.

**BY-LAW 13 – Expenditures of \$1,500.00 or more**

An expenditure by the Executive Board of \$1,500.00 or more must first be brought before the meeting of the membership for approval.

**BY-LAW 14 – Executive Board Attendance**

A member shall not attend an Executive Board Meeting, either singly or in a body, unless by invitation or majority consent of the Executive Board.

**BY-LAW 15 – Executive Board (Quorum)**

A quorum shall consist of six (6) Executive Members of the eleven (11) Member Executive Board – only voting members can form a quorum.

**BY-LAW 16 – Grandfather Clause**

With compliance of By-Law 9(c), members may maintain their membership after moving to a locality outside of the City of Pickering. These members may serve on the Executive Board provided they are eligible as specified in By-Law 4.

**BY-LAW 17 – Behaviour, Health and Safety**

1. In the event of a member constantly causing serious disruption of any kind during any activity, that member will be warned verbally, once by the President. Upon continuance of this disruption, that member will be given a written notice from the Board. Further disruption following the two preceding steps will result in forfeiture of their membership in the Club (only with the unanimous approval of the Board).
2. Any member with a hygiene problem resulting in the discomfort of other members will be verbally asked by the President to correct this condition. If said condition persists, said member will be given a written notice from the Board. If this condition persists following the preceding steps, it may result in forfeiture of their membership in this Club (only with unanimous approval of the Board).
3. Should a member become unable to function in the Club on his/her own, a Personal Assistant may be designated to look after the Member. This Personal Assistant must meet the age criteria and be designated a guest rather than a visitor, exceptions to the age criteria must be approved by the Executive Board. A visitor is allowed two visits to help in his/her decision to

join the Club. A Personal Assistant will be allowed to attend so long as the Member requires help in functioning in the Club. A personal Assistant may only participate in the Club's activities if he/she is a member of the Club.

## SOUTH PICKERING SENIORS' CLUB

### CLUB POLICIES

JUNE 6, 2023

#### 1. VISITOR

A visitor is defined as a person who is visiting a member of the Club. Visitors visiting for more than several weeks may receive a temporary membership card at the discretion of the Director of Membership. The "no charge" membership card must have name and expiry date. A visitor may attend any Club function provided he/she is accompanied by the visited member.

#### 2. GUEST

- a) A guest is defined as a non-member who meets the eligibility requirements of membership. This gives the guest an opportunity to see what the Club has to offer prior to joining. A member may bring a guest twice. This means a guest may attend twice only – not twice with one member and then again as the guest of another member.
  - b) Members may invite guests to join them at ticketed Special Events which the Director of Special Events has designated "Guest may be invited" during the third (3<sup>rd</sup>) week of ticket sales.
  - c) The age of guests at Special Events is lowered from 55 years to 19 years and over.
  - d) With reference to non-ticketed events, the Convenor or Organizer, with the agreement of the Executive Board, shall determine whether guests shall be invited.
  - e) In accordance with local regulation – **NO SMOKING** is allowed on Club premises.
3. At the discretion of the Executive Board, any Club Activity within the confines of the Club may be closed or relocated.

4. No selling of services, merchandise etc. within/on Club premises without the permission of the Executive.
5. Current membership is required for any ticket purchase for Special Events and Trips.
6. a) Candidates for election may appoint one (1) scrutineer to attend the counting of ballots.  
b) No posting of signs or campaigning at Advance Poll or on Election Day.
7. All key holders, when on vacation for a week or more, must submit keys to an Executive Member for safekeeping (to be placed in safe) and usage by their back-up.
8. Contact with the Media or any outside source, regarding any Club Event is the sole responsibility of the Director of Communications or that Executive member temporarily filling the Public Relations position with permission of the Board.
9. No member of the South Pickering Seniors' Club is permitted to represent themselves to the public for the purpose of soliciting funds or any other assistance without written authorization from South Pickering Seniors' Club President.
10. Prerequisite: There shall be no free refreshments, tickets or any other free items issued to Club members, except at the discretion of the Board.
11. Membership List: Membership Lists are too valuable to outside telemarketing sources to use should one fall into their hands. The targeting of Club Members is to be avoided for their protection. For this reason, no Membership List shall be issued with the permission of the Membership Chairperson.
12. Alcohol: There shall be no alcoholic beverages dispensed at any official or unofficial Club-related function without the express consent of the Executive Board.
13. Advertising Policy: Only Club items should be advertised in the Club, with the exception of our own Members participating in performances/functions outside the Club premises, the Canadian Legion and the Durham Games. Non-profit organizations in the immediate area of Ajax and Pickering may advertise by posting flyers on the right-hand side of the Information Highway. These must not be for money making or fund raising.
14. Reserved Seating: All Board Members and Special Events Volunteers should have reserved seating at functions. Handicapped members may reserve

seats in advance for wheel chair and walkers (this should be requested at time of ticket purchase).

**15. THE CLUB IS A FRAGRANCE-FREE FACILITY.**

16. All members are required to be fully vaccinated against the Covid-19 Virus.