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## **South Pickering Seniors' Club Constitution**

**February 11, 2026**

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### **Article 1: Name**

The official name of the Club is the **SOUTH PICKERING SENIORS' CLUB.**

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### **Article 2: Purpose**

The Club is neutral and non-discriminatory, with no political, religious, or racial affiliations. Its goal is to create, promote, and manage social, recreational, health, and wellness activities for senior citizens living in the **CITY OF PICKERING.**

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### **Article 3: Membership**

- Any Pickering resident who is at least **55 years old** is eligible to join.
- The spouse of a current member can join, regardless of their age.

#### **Article 3(a): Honorary Membership**

Honorary membership is granted to members who have:

- Paid their membership dues for the two full calendar years before the current membership year (starting October 1st).
  - Will turn 90 years old by the end of the current membership year (September 30th).
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## **Article 4: Executive Board**

The Executive Board is made up 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
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## **Article 5: By-Laws**

### **General**

The Executive Board has final control over all Club activities.

### **By-Law 1: Duties of the Executive Board**

- **President:** The chief executive. They lead all Club affairs, chair board meetings, manage Club operations, and resolve any issues.
- **Vice President:** Fills in for the President when they are absent and helps with committees and meetings. Also ensures the weekly Sick Report is created.

- **Director of Finance:** Keeps detailed records of all money, co-signs cheques with another authorized executive member, and reports on the Club's finances at the annual Business Meeting and "**News and Views**" publication.
- **Director of Administration:** Handles all secretarial duties, keeps accurate minutes of meetings, and edits the quarterly "**News and Views**" publication.
- **Director of Special Events:** Organizes all special events, works with the Director of Finance on them, and reports on their progress.
- **Director of Trips:** Plans and organizes all day trips and multi-day trips. They ensure all trip finances are handled through the Club's books, prepare financial reports for each trip, and apply for the annual City of Pickering Transit Grant.
- **Director of Activities:** Organizes the activities and convenors, helps plan new activities for members, and helps convenors resolve any issues.
- **Director of Communications:** Serves as the main contact for outside organizations, ensures the Club's information in the City of Pickering's guide is correct, and handles **Robocalls** as needed.
- **Director of Membership:** Maintains accurate membership records, arranges for name tags, and organizes front desk volunteers.
- **Director of Asset Management:** Keeps an inventory of all Club assets, monitors their condition, and recommends repairs or replacements. They perform a full inventory in April each year and ensure assets are stored safely.
- **Director of Technology:** Manages the Club's website ([www.spsc753.com](http://www.spsc753.com)), helps members with computer issues. They also handle technology-related purchases and assist with Club-specific computer programs.

- **Directors at Large (Non-voting):** These are non-voting positions meant to promote interest in future leadership roles. Two are appointed by the board for a two-year term and are then replaced by new appointees or reappointed by the Board. Their duties include promoting the Club and other tasks assigned by the board.

### **By-Law 2: Term of Office**

Executive Board members are elected for a **two-year period** and can run for re-election.

### **By-Law 3: Fiscal Year**

The fiscal year for accounting is from **January 1st to December 31st**.

### **By-Law 4: Nominating Committee**

- A Nominating Committee of five members is appointed in March to find candidates for the Executive Board. The President must approve the chairperson.
- To be eligible to run for a position on the board, a member must be at least **55 years old** and have been a member for at least one year.
- Candidates for President or Director of Finance must have **two years of consecutive membership**.
- Executive Board members cannot have a financial or business interest in the Club, nor can they hold an elected government position.

### **By-Law 4(a): Presentation of Candidates**

On the **second Tuesday of April**, all nominated candidates are introduced and can speak about their plans and ideas.

### **By-Law 4(b): Election Control**

The Nominating Committee appoints a Returning Officer and an Assistant to oversee the election.

### **By-Law 4(c): Proxy Votes**

- Members who cannot attend the election can cast one **proxy vote**.
- Proxy forms are only given out if a member will be on an extended vacation or in the hospital on Election Day.
- Both the member giving the proxy and the member receiving it must be present when the form is issued.
- To receive a ballot, a proxy holder must present the form to the Returning Officer.

### **By-Law 5: Biennial Election of Officers**

Voting for the Executive Board happens by secret ballot on the **third Tuesday of April** from 10:00 AM to 12:45 PM.

### **By-Law 6: Installation of Executive Board Officers**

The Annual General Meeting takes place on the **first Tuesday after the election**. The agenda includes:

- Completing or tabling any normal business.
- The President's Annual Report and the audited Annual Financial Statement from the Director of Finance.
- The newly elected board is introduced and begins its term.
- Remarks from the new President.

### **By-Law 7: Business, Membership Meetings, and Voting**

- The annual Business Meeting is held on the first Tuesday of April. General meetings are held every Tuesday at 12:45 PM.
- Motions can only be made at General meetings and are passed with a simple majority vote by a show of hands. A ballot vote can be requested.

- The President can call for a vote or table a motion if it needs more research, involves money, or requires a notice to the majority of members.

### **By-Law 8: Auditors**

All financial records must be audited annually.

### **By-Law 9: Membership Fee**

- The membership year runs from **October 1st to September 30th**.
- The annual membership fee is **\$25.00**.
- The fee for new members who join in July or August is **\$10.00**. In September, new members pay the full **\$25.00**, which covers the rest of that month and the entire next membership year.
- Honorary members do not pay a fee.

### **By-Law 10: Amendments**

- The Constitution can be amended with a majority vote from members at the annual Business Meeting.
- Members must be notified of a proposed amendment at least one month beforehand at a regular weekly Club meeting.

### **By-Law 11: Filling Vacancies**

The Executive Board can appoint members to fill any empty positions on the board or on a subcommittee.

### **By-Law 12: Vacancies by Non-Attendance**

The Executive Board can remove a member from the board if they miss eight weekly board meetings without a valid reason.

### **By-Law 13: Expenditures of \$2,500 or More**

The Executive Board must get approval from the membership before making any expenditure of **\$2,500.00 or more**.

### **By-Law 14: Executive Board Attendance**

Members cannot attend an Executive Board Meeting unless they are invited or have the majority consent of the board.

### **By-Law 15: Executive Board (Quorum)**

A quorum, or the minimum number of members needed to conduct business, is **six** voting members of the 11-member Executive Board.

### **By-Law 16: Grandfather Clause**

If a member moves out of Pickering, they can still keep their membership and even serve on the Executive Board if they maintain annual dues.

### **By-Law 17: Behaviour, Health, and Safety**

- **Disruptive Behaviour:** If a member repeatedly causes a serious disruption, they will first get a verbal warning, then a written notice. If the behavior continues, they may lose their membership with the board's unanimous approval.
  - **Hygiene:** If a member has a hygiene issue that makes others uncomfortable, the President will first speak with them. If the issue continues, the board will give a written notice. If it persists after that, the member may lose their membership with the board's unanimous approval.
  - **Personal Assistants:** If a member needs help to function in the Club, they can have a Personal Assistant. The Assistant is considered a "guest" and can attend as long as the member needs help. They can only participate in activities if they are a Club member.
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## South Pickering Seniors' Club Policies

February 11, 2026

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### 1. Visitors

A visitor is a person visiting a Club member. They can get a temporary membership card at the discretion of the Director of Membership if they are visiting for several weeks. A visitor can attend Club functions if they are with the member they are visiting.

### 2. Guests

- A guest is a non-member who meets the eligibility requirements for membership. They can visit the Club **twice** to see what it has to offer before deciding to join.
- Guests can be invited to certain ticketed Special Events and must be at least **19 years old**.
- For non-ticketed events, the organizer and the Executive Board decide whether guests can be invited.
- Smoking is not allowed on Club premises.

### 3. Activity Closures/Relocations

The Executive Board can decide to close or move any Club activity.

### 4. No Soliciting

No services or merchandise can be sold on Club premises without the Executive Board's permission.

### 5. Ticket Purchases

You must be a current member to buy tickets for Special Events and Trips.

## **6. Election Rules**

- Candidates can appoint one person to watch the ballot counting.
- No campaign signs or campaigning is allowed at the Advance Poll or on Election Day.

## **7. Key Holder Policy**

Any member with a Club key must give it to an Executive Member for safekeeping if they are on vacation for a week or more.

## **8. Media Contact**

Only the Director of Communications (or an authorized executive member) can contact the media or outside sources about Club events.

## **9. Fundraising**

No member can ask the public for funds or other assistance on behalf of the Club without written authorization from the President.

## **10. Free Items**

The board decides on all free refreshments, tickets, or other items given to members.

## **11. Membership List**

The membership list is not shared to protect members from telemarketing.

## **12. Alcohol**

No alcoholic beverages can be served at any Club function without a liquor license.

## **13. Advertising Policy**

- Only club-related items can be advertised within the Club.

- Club members can advertise their own performances or functions outside the Club, as can the **Royal Canadian Legion** and the **Durham Games**.
- Local non-profit organizations in Ajax and Pickering can post flyers on the "**Information Highway**" (the Club's information board) as long as the flyers are not for fundraising or money-making purposes.

#### **14. Reserved Seating**

Board members and Special Events volunteers have reserved seating at functions. Members with a disability who use a wheelchair or walker can also reserve seats in advance.

#### **15. Fragrance-Free**

The Club is a **fragrance-free facility**.