

# **SECHELT SENIORS ACTIVITY SOCIETY**

## **POLICY MANUAL**

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## **POLICY 1      SOCIETY SEAL**

- 1.1      The Membership has decided that the Society Seal will not be used.

## **POLICY 2      ANNUAL MEMBERSHIP AND ACTIVITY FEES**

### **2.1      Annual Fees**

2.1.1    The annual membership fee of \$25 was approved at a General Membership meeting on June 21, 2010.

2.1.2    The membership year runs from January 1 to December 31. Beginning from the summer Kitchen closure period each year, membership fees will be 50%. New memberships will be sold starting from the date of the Open House.

2.1.3    Membership has no age restriction, but members under the age of 50 will have no voting privileges.

2.1.4    Activities are for members only. Non-members are welcome to attend an activity once on a trial basis. User fees apply. Bus trips are an exception. (See section 4.)

### **2.2      User Fees**

2.2.1    User fees are \$3 per activity with the following exceptions:

Crafts - no user fee is charged, because the Society buys materials and receives revenues from items sold. (General Membership Minutes, September, 2007.)

Some activities may charge a higher fee to cover instructor expenses.

Some activities may charge an extra fee for prizes, social events, tournaments, etc. Such charges may be collected by the group itself and do not pass through the Centre's books.

### **2.3      Friendship Tea**

This monthly event is an outreach event for the community at large, and, as such, no membership is required, and no activity fee is charged.

### **POLICY 3      BANK DEPOSITS AND DAMAGE DEPOSITS**

#### **3.1      Bank Deposits**

The treasurer is responsible for ensuring a bank deposit is made at least once a week.

#### **3.2      Damage Deposits**

3.2.1    All monies received as a Damage Deposit are to be deposited directly into the bank. If damage occurs or any monies are outstanding, these will be deducted from the Damage Deposit.

3.2.2    Damage which is assessed as higher than the amount of the damage deposit will be the responsibility of the renter, and they will be invoiced for the excess amount.

### **POLICY 4      BUS TRIPS**

#### **4.1      Eligibility**

4.1.1    Only SSAC members may take part in bus trips, due to insurance regulations.

4.1.2    Guests – must purchase a one-day membership

#### **4.2      Payment**

4.2.1    Payment is due in full when the member registers for the trip.

4.2.2    A deposit payment system may be used for trips lasting multiple days.

#### **4.3      Refunds**

4.3.1    The Centre will issue refunds if a trip is cancelled.

4.3.2    If a member cancels their trip, a refund will only be issued if notice is received more than 48 hrs. prior to the event.

4.3.3    Third Party tickets – Are sold with the understanding that such tickets are non-refundable if a member cancels their trip.

#### **4.4      AGM/GM**

No bus trips will be scheduled on dates of the Annual General Meetings, on General Meetings, or on Special General Meetings.

## **POLICY 5        LIFE MEMBERSHIP**

### **5.1      Eligibility**

Life membership is an award of merit and may be given to a member who has made a considerable contribution to the Centre over a period of at least 5 years.

### **5.2      Selection**

5.2.1    Candidates are nominated by any member in good standing.

5.2.2    Nominations must be received on appropriate forms, by the Life Membership Committee, by October 15 of each year. The Life Membership Committee must post Notices for Nominations 30 days prior to this deadline.

### **5.3      Life Membership Committee**

5.3.1    This committee will consist of 5 members: the Past President, and 4 current Life Members, to be appointed by the Past President.

5.3.2    The committee will vote by secret ballot, and forward a maximum of 2 names to the Board for approval before November 8 of each year.

5.3.3    The names will be entered into the minutes of the November Board of Directors Meeting. The names will be announced at the Christmas Lunch.

### **5.4      Privileges of Life Members**

No annual membership fee

Special invitation to annual Christmas lunch

Family is invited to hold memorial service for the member at the Centre.

## **POLICY 6        RENTAL OF CENTRE FACILITIES**

### **6.1        In House Room scheduling**

6.1.1    Generally, Centre activities have preference in room bookings over outside rentals. From time to time, an activity may be asked to accommodate an outside rental.

6.1.2    All room use requests must be directed to, and coordinated by, the Rental and Activities Coordinator.

6.1.3    Room use schedules will be rebooked yearly, and the Activity Chairs will be contacted to submit their schedule preferences by May 1st of each year.

### **6.2        Outside Rentals**

6.1.1    All requests for use of Centre rooms by outside community groups must be coordinated by the Rental and Activities Coordinator.

6.2.2    Rentals require a signed contract, specifying rental fees, damage deposit, and appropriate additional costs, as required.

6.2.3    An SSAC representative is required to be present:

- a. for the duration of any function that serves alcohol, and
- b. set up and take down for the function, as required.

The Renter is responsible for this cost.

6.2.4    If a Renter sublets part of the rental space, there will be an additional charge.

## **POLICY 7        BORROWING CENTRE EQUIPMENT**

- 7.1        The loan of any Centre equipment must be authorized and documented by the Duty Director. A Loan Book is to be kept in the Director's Desk. All items must be checked by the Duty Director when returned.

## **POLICY 8        HOURS OF OPERATION**

- 8.1        The Centre Office will be open from 9am – 3 pm, Monday to Friday.  
  
The Reception Desk will be staffed from 10 am – 2 pm, Monday to Friday.
- 8.2        Summer Hours  
  
During the summer break, Office hours will be 10 am – 2pm.  
  
Summer closure is normally mid-June till mid-September. The actual dates will be set by the Board each year.
- 8.3        Christmas Closure  
  
The dates for the Christmas break will be set by the Board. The office is not open during the Christmas break.
- 8.4        Statutory Holidays  
  
The Centre, including the office, will be closed on the following Holidays: Family Day in February, Easter weekend, including Friday and Monday, Victoria Day in May, July 1<sup>st</sup>, August Holiday Monday, Labor Day in September, Thanksgiving in October, Remembrance Day in November, and Christmas break.
- 8.5        Activities During Closures  
  
During the summer and Christmas Closures, and during Stat. Holidays, individual Activities may choose to continue, with appropriate room bookings and arrangements for lockup and security.
- 8.6        Maintenance Closures  
  
From time to time, the Maintenance Director, with Board Approval, may require a **complete closure** of the Centre to facilitate maintenance.

## **POLICY 9        NOMINATIONS AND ELECTIONS OF OFFICERS**

### **9.1        Nominating Committee (By-Law 05)**

The Nominating Committee will consist of the Past President, who shall be the Chair, and two members.

9.1.1    The Past President will select the two committee members

9.1.2    The Nominating Committee will be responsible to solicit nominations for all Executive Officers and Directors.

### **9.2        Elections Committee (By-Law 05)**

The Board of Directors shall appoint an Elections Committee of not less than three or more than five members, who shall be responsible for the proper conduct of Elections, and shall be in complete charge of such procedures during the Election.

9.2.1    The Board of Directors has the option of appointing the members of the Nominating Committee to the Elections Committee.

9.2.2    At the Annual General Meeting in February, the Chair of the Elections Committee will ask for nominations from the floor, three times for each Executive Office, and three times for other Directors.

## **POLICY 10        OATH OF OFFICE**

### **OATH OF OFFICE**

The oath of office shall be in a form as prescribed from time to time by the Society and conducted by the "Installing Officer," for the positions of Executive Officers and and Directors at Large.

The "Oath of Office" will be read to all new Board members and agreed to by them in unison.

The Elections Committee appoints the Installing Officer.

The Installing Officer will read the following oath:

**"Having been elected to this position of trust by the membership of this Society, do you promise to protect the rights and interests of the Sechelt Seniors Activity Centre Society?"**

The new Board Members will reply in unison:

**"I do."**

The installation of the new Board will take place at the Annual General Meeting in February.



**POLICY 11      RETENTION AND DISPOSITION OF MINUTES**

- 11.1    The official copies of the minutes of the Board of Directors meetings, and of the General Membership Meetings will be filed in the office within the filing system.
- 11.2    Every Director will receive a copy of the minutes of the Board meetings, and of the General Membership meetings.
- 11.3    For the information of members, copies of the above minutes for the current year will be placed in a binder in the lobby of the Centre, immediately after their acceptance by the Directors.

**POLICY 12      OUTSIDE SIGN, BULLETIN BOARDS, and LOBBY MONITOR**

- 12.1    Conditions for postings on Bulletin Boards
  - 12.1.1    All notices will be read by the Director on duty to ensure the content is not offensive.
  - 12.1.2    All notices will be signed, and dated, by the Director on Duty. If this is not done, the notice will be removed and discarded.
  - 12.1.3    Notices will be removed and discarded after one month, or after the date of the function.
- 12.2    Outside Sign and Lobby Monitor

These are used to advertise relevant Centre events.

**POLICY 13      HONORARIUMS and GRATUITIES**

- 13.1    This policy is meant to provide guidance when giving a relatively small payment to a guest speaker or service provider who has been invited to provide a unique service to the Centre.
- 13.2    Honorarium payment can be in the form of cash, gift, or gift cards, and should be limited to increments of \$10.00, to a maximum of \$500. A rule of thumb would be to estimate a reasonable hourly rate for the service provided. Honorariums are subject to Board approval.
- 13.3    Volunteer Lunches:

Members who work as volunteers for a period of at least three hours are entitled to a half price lunch on that day, to a maximum value of \$5.00. (Board motion April 9, 2013.)

**POLICY 14      EXECUTIVE DECISIONS BETWEEN MEETINGS**

14.1      From time to time, occasions arise when there is a need to make an executive decision between scheduled Board meetings.

14.1.1    In cases where a decision needs to be made quickly, an Executive Board Member is authorized to make a decision. If time permits, he or she should get telephone approval from at least two other Directors.

14.1.2    In rare cases where a decision needs to be made immediately, any Board Member can act.

14.1.3    All above decisions are subject to ratification by the Board at its next meeting.

**POLICY 15      SHERLOCK PARK – CAPILANO UNIVERSITY LIGHTING**

15.1      Capilano University will absorb the cost of exterior lighting for Sherlock Park. The park is on a separate circuit using the Centre's lamp standard and power. Capilano University will reimburse the Society on an annual basis for the power used.

**POLICY 16      ANNUAL REPORTS**

16.1.1    The Annual Report will contain, in this order:

President's report

Treasure's report, including a Profit and Loss Statement

Committee Reports (alphabetically)

Activity Reports (alphabetically).

The Annual Report will be prepared with a Table of Contents in the order above.

16.1.2    The Annual Report will be distributed to the Membership at the AGM in February.

16.1.3    The Annual Report will be sent to the Minister of Finance in Victoria within 30 days of the AGM.

16.1.4    Several copies of the Annual Report are to be kept on file.

16.2      The purpose of the Annual Report is to provide meaningful information to the Membership.

16.2.1    Committees should report on such matters as:

Vision for the year

Members of the committee, and format and frequency of meetings

Challenges faced during the year, including unusual expenses

Recommendation for consideration by the incoming Board

Any revenue raised.

16.2.2 Activities should report on the following:

Format, ie day, time, facility used, and average numbers attending each session

Participation in any special event, including any donations made

Challenges faced during the year, including unusual expenses

Revenues raised

Recommendations for the incoming Board

Goals for the coming year.

**POLICY 17      INVENTORY**

- 17.1      An annual inventory of the Centre is to be conducted at the direction of the Board, and appropriate files maintained.

**POLICY 18      LIFE MEMBERS , PAST PRESIDENTS PHOTOS, IN MEMORIUM**

- 18.1      Life Members List and Past President's Photographs

These are to be maintained by the Board Secretary. The Life Members list is posted on the auditorium bulletin board. The Past Presidents Photos board is kept in the auditorium hallway.

- 18.2      In Memorium List

The Membership Committee Chair will designate someone to be responsible for maintaining a list of deceased members. The "In Memorium" list is posted on the auditorium bulletin board.

**POLICY 19      CRIMINAL RECORD CHECKS**

- 19.1      The Board decided in 2014 that all SSAC Board Members must obtain a Criminal Records check. This policy is to be implemented with the new Board elected in February, 2014, and to continue with each new Board Member that is elected. Once having obtained the Criminal records check, returning, or re-elected Members do not need to repeat the process.

**Sechelt Seniors Activity Centre, Code of Conduct**

**20.1 Preamble**

The Elected Board wishes to provide a safe and harmonious environment among members and guests. The Board requests that all members, guests and visitors follow the posted rules and policies of the Centre and that we all relate to each other in a respectful manner.

**20.2 Procedures**

On those rare occasions when a person's behavior has caused concern and distress to others, or when posted policies are seriously ignored, the following actions will be taken:

1. If it is safe to do so, the offended person should speak to the offender, describing the offending behaviour and ask them to stop.
2. If the behaviour persists, a Centre representative, normally a Board Member, can be asked to intervene. The representative will state the concerns and expectations to the offender and seek their cooperation.
3. If the offending behaviour persists, the offender will be asked to leave the Centre. The representative will complete an incident report and file it with the most senior Board Member available.
4. Any time there is a safety concern, the police must be called.
5. Depending on the seriousness of the offence, the Board may decide to:
  - A) revoke membership, according to the SSAC By-Laws
  - B) bar a visitor or guest from the premises.

SSAC Constitution and By-Laws and Policy Manual, may be viewed on the website. A copy may be obtained by asking at the office.