

# **Sechelt Seniors Activity Centre Society**

## **Constitution**

**Revised at Fall Membership Meeting  
November 6, 2018**

## **Bylaws**

**Revised at SSAC Board Meeting  
November 13, 2018**

**and all to be  
ratified at February, 2019 AGM**

## SECHELT SENIORS ACTIVITY CENTRE SOCIETY

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**SECHELT SENIORS ACTIVITY CENTRE SOCIETY  
CONSTITUTION**

**Update by Special Resolution at Fall Membership Meeting, November 6, 2018**

NAME: The name of the Society is the Sechelt Seniors Activity Centre Society.

CONSTITUTION PURPOSES:

To support and improve the lives of seniors and persons with disabilities by:

1. providing an affordable nutritious meal service
2. encouraging active participation in physical exercise classes and groups such as pickle ball, dancing and daily exercise opportunities
3. calming emotional stresses by fostering joy and happiness with activities such as art, crafts, music and drama groups
4. inviting our younger community members to assist and mingle with our seniors in social activities such as bus trips, entertainment and volunteer opportunities
5. providing seniors with mentally stimulating activities such as bridge, literary groups and educational classes to learn how to use new technologies and communication methodologies
6. providing a safe, clean, friendly and healthy place for seniors and persons with disabilities in our community to gather and mingle such as in our craft room, games and meeting rooms and reading lounge where seniors can enjoy opportunities to serve others, share experiences with their fellow peers, and find ways to feel worthwhile and befriended
7. hosting seminars on topics that provide knowledge to improve the quality of life for seniors
8. supporting seniors to contribute to helping to relieve world poverty and crisis by sponsoring and facilitating the settlement of refugees in our Canadian community by providing one or more refugees with care, lodging, settlement assistance and support and thus giving an opportunity for seniors to help better this world for others
9. supporting seniors and the community by advancing the public's appreciation of the arts by offering our auditorium venue for high quality performances and events
10. ensuring that all other activities that are ancillary and incidental will help to achieve one or more of the above charitable purposes.

PART 1 - INTERPRETATION

Definitions

1. In the Bylaws,

“Board” means the Board of Directors as established under section 36

“Board Meeting” includes

- (a) a Regular Board Meeting under section 43, and
- (b) a special Board Meeting under section 44

“Board Member” means a member of the Board;

“Annual Budget” means the annual budget approved under section 73

“Bylaws” means these Bylaws

“Centre” means the Society’s facilities at 5604 Trail Avenue, Sechelt, B.C.,  
or as replaced

“Constitution” means the Constitution of the Society

“Member” includes

- (a) Regular Members;
- (b) Associate Members; and
- (c) Life Members

“Member Meeting” includes

- (a) the Fall Regular Meeting;
- (b) the Annual General Meeting; and
- (c) a Special Member Meeting;

“Officers” means the Officers referred to in Part 5, Division 3

“Regular Member Meeting” includes the:

- (a) Fall Member Meeting; and
- (b) Annual General Meeting;

“Special resolution” means a resolution that is required to be passed by a majority of not less than 2/3 of the votes of those Members who, being entitled to vote, vote in person at a meeting

“Society” means the Sechelt Seniors Activity Centre Society

“Society Act” means the Society Act, RSBC 1996, c. 433, as amended from time to time or replaced.

#### Contents, headers and notes

2. (1) The table of contents, a head note to a provision, or reference or notes after the end of a section or other division, is not part of the Bylaws, and must be considered to have been added editorially for convenience of reference only.
- (2) If a reference to a provision of the Bylaws is followed by italicized text in square brackets that is or purports to be descriptive of the subject matter of the provision, subsection (1) (a) and (b) applies to the text in square brackets.

#### General

3. (1) Words importing the singular include the plural and vice versa, and words importing a male person include a female person and vice versa.
3. (2) In the calculation of time, the first day must be excluded and the last day included, and weekends and holidays shall be included.

### PART 2 – OPERATING PRINCIPLES

#### Reasons for having the Bylaws

4. The reasons for having the Bylaws are:
  - a. to assist the Society in achieving its purposes (as set out in the constitution);
  - b. to provide for good governance;
  - c. to provide for continuity of management and leadership; and
  - d. to provide transparency and accountability.

#### Objectives and operations of the Society

5. (1) The Society shall:
  - a. insure that it will not be operated for monetary gain of its members and that any profits or accumulations thereof will be used for promoting its purposes (as set out in the constitution). *This provision was previously unalterable.*
  - b. be governed by the principles of democracy and shall be non-partisan, non-racial and non-denominational. This provision was previously unalterable.
  - c. recognize the equality of individuals without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, or sexual orientation.

### PART 3 - MEMBERSHIP

#### Division 1 - General

#### Membership

6. (1) The Members of the Society are those persons who are or become members in accordance with the Bylaws and have not ceased to be a Member.
6. (2) The classes of membership are:
  - a. Regular Members;
  - b. Associate Members; and
  - c. Life Members.

#### Ceasing membership

7. A Member ceases to be a Member:
- a. by failing to renew membership in accordance with section 15;
  - b. upon delivery of a written resignation
    - i. to the Secretary, or
    - ii. to the registered address of the Society;
  - c. upon death; or
  - d. upon expulsion pursuant to paragraph 18(2)(d).

#### Qualifications for membership

8. (1) Any person is eligible for membership in the Society if they support the purposes of the Society and agree to the duties set out in section 9.

8. (2) A person in subsection (1) does not include a previous Member who was expelled and has not been reinstated.

#### Membership duties

9. A Member has a duty:
- a. to uphold the Constitution, Bylaws, Rules, and Policies and Procedures of the Society; and
  - b. to refrain from acting in a manner that is prejudicial to the interests of the Society and its members.

#### Regular Member

10. (1) All persons who are fifty (50) years of age or older are eligible to be a Regular Member.

10. (2) A Regular Member has all the rights and privileges of membership, including
- a. to attend and speak at Member Meetings;
  - b. to vote at Member Meetings;
  - c. to attend and observe Board meetings; and
  - d. eligibility to be a Board Member.

#### Associate Member

11. (1) All persons who are under fifty (50) years of age are eligible to be an Associate Member.

11. (2) An Associate Member has the same rights and privileges of membership as a Regular Member, except:

- a. the right to vote at Member Meetings; and
- b. eligibility to be a Board Member.

#### Life Member

12. (1) A Life Member is a voting member who has provided extraordinary service to the Centre, in accordance with criteria determined by the Board.

12. (2) A Life Member shall have the rights and privileges of membership as a Regular Member.

### Division 2 - Admission

#### Admission

13. (1) The Society shall admit as a member of the Society each person who:
- a. has completed and signed an application form;
  - b. meets the qualifications in section 8; and
  - c. has paid the prescribed membership fee.

#### Membership card



13. (2) Upon completion of 13.(1), the Member shall be issued a membership card signed by a current Board Member.

#### Refund

13. (3) If a membership application is rejected under subsection (1), the membership fee shall be refunded immediately.

### Division 3 – Term of Membership

#### Term

14. (1) A new membership in the Society takes effect on approval of the application under section 13 and continues until the end of the calendar year on the membership card.

14. (2) Membership is on a yearly basis from Jan. 1 to Dec. 31 of each year.

#### Renewal

15. (1) The Society shall renew as a Member of the Society each Member who has paid the membership fees for the next year.

15. (2) A Member of the Society who does not renew their membership in accordance with subsection (1) may apply to join the Society again in accordance with section 13.

### Division 4 – Discipline

#### Complaint

16. (1) Upon receipt by the Secretary of a written complaint from a Member, a Board Member designated by the Board shall investigate whether or not a Member has acted contrary to section 9.

16. (2) Upon investigation of the complaint, if the designated Board Member determines the Member has acted contrary to section 9, the Board shall be notified of that determination.

16. (3) Upon receipt of the notification under subsection (2), the Board shall convene a disciplinary hearing to consider the complaint.

#### Rights at disciplinary hearing

17. (1) The Member who is the subject of the hearing shall have a right to speak at the hearing or have one Member speak on their behalf, and to call witnesses.

17. (2) The Member must receive written notice of the hearing at least seven days prior to the hearing date.

17. (3) The notice under subsection (2) must include

- a. a brief description of the allegations against the Member;
- b. the time, date and place of the hearing; and
- c. a description of their rights under subsection (1).

#### Powers of Board on complaint

18. (1) Upon completion of a hearing under section 16(3), the Board must, by a majority vote,

- a. dismiss the complaint, or
- b. determine that the Member has acted contrary to section 9.

18. (2) If the Board makes a determination under paragraph 18.(1) b., the Board must forthwith:

- a. reprimand the Member;
- b. impose limitations or conditions on the Member's rights and/or activities;
- c. suspend the Member; or
- d. expel the Member.

18. (3) An expulsion under paragraph 18.(2) d, requires the approval of a majority of the voting board members present.

18. (4) A suspension under paragraph (2)(c) may be

- a. for a specified period of time,
- b. until the Member fulfils a condition imposed under paragraph (2)(b);
- c. from a specified date until the Member fulfils a condition imposed under paragraph (2)(b); or
- d. for a specific minimum period of time and until the Member fulfils a condition imposed under paragraph (2)(b).

18. (5) At a hearing under subsection 16.(3) the Board Member who made the determination under subsection 16.(2) shall not participate in the deliberations or vote by the Board.

#### Suspension without notice

19. (1) The Board Member designated under subsection 16 may

- a. until a hearing is held under subsection 16(3), and
- b. if they determine, in their sole discretion, a Member's actions or behaviour could be harmful to other Members, do any of the following:
- c. suspend a Member, or
- d. impose conditions or limitations on the Member's rights and/or activities.

19. (2) If any action is taken under paragraphs 19. (1) c or d, upon written request of the Member, the Board must hold the hearing under section 16.(3) within one week.

### Division 5 – Reinstatement

#### Reinstatement

20. (1) A former Member who has been expelled may only be reinstated by a majority of the voting Board Members present at a subsequent Board Meeting.

(2) An applicant seeking reinstatement must make a written application in the manner set out in the Rules.

(3) The Board Member who made the determination against the applicant under subsection 16(2) may not participate in the deliberations or vote of the Board.

#### Determination of application

21. (1) The Board shall consider a reinstatement application within six (6) weeks of receipt of the application.

21. (2) The Board shall give the applicant at least seven (7) days written notice of the Board Meeting at which it will consider the application.

21. (3) The applicant shall have a right

- a. to speak in support of the application, or
- b. to have one Member speak on their behalf.

21. (4) The Board may consider the application abandoned if the applicant fails to attend the meeting.

21. (5) At the meeting under this section the Board must

- a. dismiss the application, or
- b. allow the application.

#### Start of membership

22. An applicant reinstated pursuant to section 21 shall not become a Member until after paying the required membership fee.

## PART 4 - MEMBER MEETINGS

### Division 1 - General

#### Procedure

23. All proceedings at a Member Meeting shall, subject to the Bylaws, be governed by the latest published edition of Robert's Rules of Order.

#### Notice

24. (1) Notice of a Member Meeting shall specify the time, day and place of the meeting,

24. (2) Notice must be given not less than fourteen (14) days prior to the date of the specified meeting.

24. (3) The accidental omission to give notice of a Member Meeting to any Member does not invalidate the proceedings at that meeting.

#### Change of meeting

25. (1) The Board may, in its discretion, change the date, time or place of a Member Meeting.

25. (2) A meeting postponed under subsection 25. (1) shall be held within twenty one (21) days of the original scheduled date.

#### Voting

26. (1) Unless otherwise resolved by the Members, all votes shall be done by a show of hands.

26. (2) Proxy voting is not allowed at a Member Meeting.

#### Quorum

27. The quorum at a Member Meeting shall be thirty (30) Regular Members in good standing [Society Act, s. 61].

#### Member's resolutions at Member Meetings

28. (1) In order to be considered at a Member Meeting, a member's resolution must be

- a. signed by at least two (2) Regular Members in good standing, and
- b. received by the Secretary at least fourteen (14) days before the Members Meeting.

### Division 2 – Fall Member Meeting

#### Fall Member Meeting

29. A Fall Member Meeting shall be held every October at such date, time and place

- a. set by the Board, or
- b. set by Members at a previous Member Meeting.

#### Business

30. The Fall Member Meeting shall include the following business:

- a. approval of the minutes of the previous Member Meeting;
- b. board Executive reports
- c. old business; and
- d. new business.
- e. provisional budget for the coming year commencing in the 2019 fiscal year.

### Division 3 - Annual General Meeting

#### Annual General Meeting

31. An Annual General Meeting shall be held every February at date, time and place
- a. set by the Board, or
  - b. set by Members at a previous Member Meeting.

#### Business

32. The Annual General Meeting shall include the following business:
- a. approval of the minutes of the previous Member Meeting;
  - b. Executive Reports, committee reports and activity reports;
  - c. approval of the financial statement prepared pursuant to section 72 [Society Act, s. 64];
  - d. the election of members of the Board pursuant to section 59;
  - e. old business; and
  - f. new business.

### Division 4 - Special Member Meeting

#### Special meeting at request of members

33. (1) The Board must convene a Special Member Meeting on a written request
- a. delivered to a member of the Board, or
  - b. delivered, or sent by registered mail, to the address of the Society [Society Act, s. 58(3)].
33. (2) The request under subsection (1) must:
- a. be signed by five (5) percent of the Regular Members in good standing at the time the request is received; and
  - b. state the nature of the business to be considered at the meeting.
33. (3) The Board must convene a Special Member Meeting within thirty one (31) days of the receipt of a request under subsection (1), at such date, time and place as it determines.

#### Special meeting convened by the Board

34. The Board may at any time convene a Special Member Meeting to consider any business it considers appropriate, at such date, time and place as it determines.

#### Business at a special meeting

35. The business at a Special Member Meeting shall be limited to the business set out in the request under paragraph 33(2)(b) or as determined by the Board under section 34.

## PART 5 - GOVERNANCE

### Division 1 - Board of Directors

There shall be a Board of Directors consisting of:

36. (1) six Officers, namely:
- a. the President
  - b. the Past President
  - c. the Vice-President;
  - d. the Secretary;
  - e. the Treasurer; and
  - f. the Maintenance Director; and
36. (2) six Directors at Large.

### Powers and responsibilities

37. (1) The Board may exercise all the powers and do all the acts and things that the Society may exercise and do, including:
- a. establish Rules, and Policies and Procedures, which do not conflict with the Bylaws, to govern the administration of the Society and the conduct of meetings and Members
  - b. manage or supervise the management of the activities and affairs of the Society;
  - c. manage or supervise the management of the finances of the Society; and
  - d. manage those matters expressly referred to in the Bylaws.
37. (2) The powers under subsection (1) do not include those matters that are by the Bylaws or by law to be exercised by the Society.
37. (3) An act or proceeding of the Board is not invalid merely because there is less than the prescribed number of members of the Board in office.
37. (4) The Board members are the Directors of the Society for purposes of the Society Act.
37. (5) The Board shall communicate regularly with the Members in connection with the affairs of the Society.

### Delegation of powers

38. The Board may make Rules to assign and transfer any of the powers and duties assigned to it, except rule-making authority; and delegating authority.

### Signing authority

39. The Board shall designate four (4) Officers as signing officers.

### Remuneration

40. (1) A Board Member must not be remunerated for acting as a Board Member.
40. (2) A Board Member may be reimbursed for all authorized expenses necessarily and reasonably incurred while engaged in the affairs of the Society.

### Conduct of Board Members

41. (1) A Board Member, in exercising a function of that office, must:
- a. act honestly and in good faith and in the best interests of the Society; and
  - b. exercise the care, diligence and skill of a reasonably prudent person.
41. (2) The Board may establish policies concerning the standards of conduct for Board Members under the Bylaws.

### Liability, indemnity and insurance

42. (1) The Society accepts responsibility for any liability incurred in the course of service to the Society by any Board Member of the Society, unless the liability arose from conduct of the Board Member that involved:
- a. gross or criminal negligence;
  - b. fraud or deliberate deception; or
  - c. a misrepresentation of the authority of that Board Member.
42. (2) The Board may indemnify any Board Member for any loss or claim arising out of conduct for which the Society accepts responsibility as set out in 42.(1).
42. (3) The Board may establish policies setting out the circumstances in which, and the extent to which, the Society will assume responsibility within the scope of subsection (1) and provide indemnification within the scope of subsection (2).

42. (4) The Board, under direction of the president, shall purchase liability insurance to protect the Society from losses or claims that fall within the scope of the Society's assumed responsibility.

## Division 2 – Board Meetings

### Regular Board Meeting

43. (1) A Regular Board Meeting shall be held
- a. at least once a month except July and August, and
  - b. as otherwise scheduled by the Board.
43. (2) Notice of the date, time and place of the Regular Board Meeting must be given to each Board Member at least seven (7) days before the meeting.

### Special Board Meeting

44. (1) A Special Board Meeting may be called by:
- a. the President;
  - b. the Vice-President; or
  - c. upon written request by four Board Members delivered to the President or Vice-President.
44. (2) If a written request is received pursuant to paragraph (1)(c), the President or Vice-President shall call a Special Board Meeting no later than seven (7) days after delivery of the request.
44. (3) A written request pursuant to paragraph (1)(c) must set out the business to be discussed at the meeting.
44. (4) Notice of the date, time and place of a meeting called pursuant to paragraphs (1)(a) or (b) must be given to each Board Member at least one (1) clear day before the meeting unless there are extraordinary circumstances where time is of the essence.

### Notice

45. (1) Notice of a Board Meeting may be given to Board Members:
- a. in writing;
  - b. by e-mail; or
  - c. orally.
45. (2) Notice of a Board Meeting shall also be made pursuant to subsection 90(2) [in a prominent place at the Centre and Society's website].
45. (3) The accidental omission to give notice under subsections (1) and (2) does not invalidate the proceedings at that meeting.

### Quorum

46. (1) A quorum for a Board Meeting shall be a majority of the Board Members.
46. (2) If at a meeting convened pursuant to paragraph 44(1)(c) there is no quorum within thirty (30) minutes of the scheduled starting time, then the meeting shall not proceed.
46. (3) If at any meeting of the Board, other than a meeting referred to in 46.(2), there is no quorum present within thirty (30) minutes of the scheduled starting time, the President shall call another meeting.

### Procedure

47. (1) All Board Meetings shall, subject to the Bylaws, be governed by the latest published version of Robert's Rules of Order.

47. (2) Proxy voting is not allowed

47. (3) The Board may, at its discretion, allow a Board Member to attend the meeting by audible electronic means when feasible.

47. (4) Board Meetings are open to Members to attend as observers.

47. (5) The Board may, by a majority vote, hold a meeting or part of a meeting in camera to discuss labour, legal or other issues of a sensitive nature.

#### Member speaking rights

48. (1) Any Member wanting to speak at a Board Meeting shall submit a written request to the President, Vice-President, or Secretary not less than ten (10) days prior to the Board Meeting, indicating,

- a. the subject matter of a presentation, and
- b. particulars upon which the Member wants to make a presentation

#### Authorization to speak

48. (2) The President, or the presiding member at the Board Meeting, may authorize a Member that has complied with subsection (1) to speak at the Board Meeting.

48. (3) Subject to the Board's approval, in exceptional circumstances, requests made less than ten (10) days prior to the Board Meeting may be accepted.

48. (4) The presiding member at the Board Meeting shall determine

- a. the time limit a Member is allowed to speak on a presentation, and
- b. the time limit allowed for a question posed to the Member and the answer given by the Member,
- c. unless the Board allows additional time.

### Division 3 - Officers

#### President

49. The President is responsible for:

presiding at all Board Meetings;

- a. presiding at all Member Meetings;
- b. supervising the affairs of the Society and being responsible for the administration of the Society; and
- c. performing any other duties determined by the Board.

#### Vice-President

50. The Vice-President is responsible for:

- a. assisting the President as required;
- b. assuming the duties of the President in the President's absence or when the President is unable to perform those duties; and
- c. performing any other duties assigned by the Board.

#### Secretary

51. The Secretary is responsible for:

- a. supervising the maintenance of the Register of Members;
- b. recording the minutes of all meetings of the Board Meetings and the Member Meetings; including a records of persons in attendance at Member Meetings;
- c. notifying Members of meetings;
- d. co-ordinating correspondence;

- e. maintaining a current copy of the Constitution, Bylaws and all Rules, and Policies and Procedures of the Society;
- f. maintaining a roster of suspended or expelled members and to advise the Board if such a person makes application for membership;
- g. maintaining the records of the Society at the Society's registered office;
- h. assisting the President in filing all reports required to be filed pursuant to the Society Act;
- i. preparing the Annual Report for the Annual General Meeting; and
- j. performing any other duties assigned by the Board.

#### Treasurer

52. The Treasurer is the chief financial officer of the Society and is responsible for:
- a. ensuring the prudent financial administration of the Society and the proper keeping of the books of record of all bank accounts of the Society's operations as required by law;
  - b. ensuring that no disbursement is made without authorization of the Board, or as provided in Bylaws;
  - c. preparing the financial statements for presentation at all Board Meetings and the Annual General Meeting;
  - d. preparing the Annual Budget according to section 73;
  - e. filing all financial reports as required by the Society Act and Income Tax Act or any other law; and
  - f. performing any other duties as determined by the Board.

#### Maintenance Director

53. The Maintenance Director is responsible for:
- a. ensuring the maintenance of the Centre; and
  - b. performing any other duties as determined by the Board.

#### Past President

54. (1) The Past President is responsible for:
- a. providing advice and leadership to the Board regarding past practices and other matters to assist the Board in governing the Society;
  - b. supporting the President as needed;
  - c. mentoring new Board members; and
  - d. performing any other duties as determined by the Board.
54. (2) The Past President is the last person to hold the office of President prior to the current office holder, unless that person is unwilling to hold office.

#### Delegation of responsibilities

55. (1) The Board may make Rules to delegate to any other Board Member:
- a. any of the responsibilities of the Vice-President, Secretary, Treasurer or Maintenance Director; and
  - b. any responsibility of the President under paragraph 49(d)
55. (2) If any or all of the powers and duties are transferred to another under subsection (1), the person to whom the powers and duties are transferred may exercise the powers and perform the duties under their own title or the title of the Officer from whom the powers and duties are transferred.



## Division 4 - Committees

### Committees

56. (1) The Board may create the following Committees:

- a. Bus Committee;
- b. Communications Committee;
- c. Computer and Audio-Visual Committee
- d. Finance Committee;
- e. Fundraising and Special Events Committee;
- f. Kitchen Committee
- g. Legal and Legislative Committee;
- h. Maintenance Committee;
- i. Membership Committee;
- j. Rental Committee;
- k. Security Committee; and
- l. any other committee that the Board deems necessary.

56. (2) The Board may make Rules:

- a. to describe the duties, powers and responsibilities assigned to a committee; and
- b. to assign and transfer, for any period of time, any of the powers and duties assigned to a committee, to another committee or Member.

56. (3) The Board may dissolve a committee at any time.

### Appointment

57. (1) The Board shall determine:

- a. the number of members of a committee;
- b. the persons appointed to a committee; and
- c. the term of office of membership in the committee.

57. (2) The Board may add members to a committee as required.

57. (3) All members of a committee must be Members, except where the Board determines that an appointment to a committee of a non-Member is beneficial to the Society.

57. (4) Each committee shall include one Board member, unless determined otherwise by the Board.

57. (5) The President and Vice-President shall be ex-officio members of every committee.

### Committee chairs

58. (1) The Board shall appoint the chair of every committee.

58. (2) The chair of each committee shall report to the Board.

## PART 6 – ELECTIONS AND TERMS OF OFFICE

### Division 1 - Elections

#### Election of Board of Directors

59. At each Annual General Meeting an election shall be held for the:

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Treasurer;
- e. Maintenance Director; and
- f. six (6) Directors at Large.

### Nomination

60. (1) Every candidate for election must be nominated
- a. by the Nominating Committee, or
  - b. in writing, signed by at least two (2) Regular Members in good standing, where
    - i. the candidate consents in writing to the nomination, and
    - ii. the nomination and consent are received by the Chair of the Nominating Committee at least forty eight (48) hours before the scheduled time for the election.
60. (2) Nominations shall not be accepted from the floor.

### Nomination Committee

61. (1) The Board shall appoint a Nominating Committee consisting of the Past President and at least two (2) other Regular Members.
61. (2) The Past President shall chair the committee.
61. (3) The committee shall solicit nominations from the eligible Members in good standing.
61. (4) The committee shall report its nominees to the Secretary at least twenty one (21) days prior to the Annual General Meeting, so the nominees may be included in the notice for the meeting.
61. (5) The committee may propose further nominees no later than twenty four (24) hours prior to the start of the Annual General Meeting.

### Election Committee

62. (1) The Board shall appoint an Election Committee
62. (2) The committee shall be responsible for the conduct of the election, including
- a. the appointment of Regular Members to act as scrutineers;
  - b. when required, the distribution, collection and tallying of ballots; and
  - c. announcing the results to the Members.
62. (3) The committee shall consist of not less than three (3), nor more than five (5) Regular Members, appointed by the Board.

### Election

63. (1) If only one (1) candidate stands for election as an Officer, the candidate shall be acclaimed elected.
63. (2) An election for Directors at Large shall occur only if there are more candidates standing for election than are to be elected.
63. (3) If there are not enough candidates to require an election under subsection (2), the candidates shall be acclaimed elected.

### Voting

64. (1) All contested elections shall be decided by secret ballot.
64. (2) In the event of a tie vote, further ballots shall be conducted until a candidate receives a majority vote of the eligible Members present and voting at the meeting.
64. (3) Proxy voting is not allowed.

### Rules

65. The Board may make Rules for the conduct of elections under this Division.

## Division 2 – Term of Office

### Term of office

66. (1) The Board Members shall serve, subject to section 67, until new Members are elected at the next Annual General Meeting of the Society or until their successors take office, whichever event is sooner.
66. (2) In any event, a Board Member shall not take office until after taking the Oath of Office.

### Ceasing membership

67. (1) A Board Member shall cease to hold office:
- a. by delivering a resignation from office in writing to the President, Vice-President or Secretary;
  - b. upon ceasing to be a Member;
  - c. on being suspended pursuant to paragraph 18(2)(c);
  - d. by being absent from three (3) consecutive meetings of the Board unless a satisfactory answer has been accepted by a majority of the remaining Board members;
  - e. upon a finding by a court to be incapable of managing their own affairs by reason of mental infirmity or physical inability;
  - f. by removal for neglect of duties by a vote passed by not less than seventy five (75) percent of those members of the Board present and voting; or
  - g. upon accepting remuneration for service or services for the Society.
67. (2) The Board may, at a subsequent meeting, reinstate a member who has ceased to hold office pursuant to paragraph (1)(e), by a majority vote, conducted by secret ballot.

### Vacancies

68. (1) If there is a vacancy in the office of the President, the Vice-President shall assume the functions of the President.
68. (2) If there is a vacancy in the office of Past President, the Board may appoint any previous Past President who is a Member in good standing, to fill the vacancy for the duration of the term of office.
68. (3) The Board may appoint a Regular Member to fill any vacancy for the duration of the term of office.
68. (4) A vacancy filled pursuant to subsection (3) prior to the Fall Member Meeting shall be subject to confirmation by a majority vote of the Regular Members present and voting at that meeting.
68. (5) The Board may choose not to fill a vacancy if there is less than three (3) months remaining in the term of office.

## PART 7 - FINANCIAL

### Division 1 - General

#### Definitions

69. In this part, “revenues” mean all monies received or collected for the Society and include:
- a. membership fees;
  - b. fees or charges for services or use of facilities
  - c. grants
  - d. charitable donations or other voluntary contributions;
  - e. the proceeds of fund raising events authorized by the Board, including activities authorized under the Gaming Control Act (SBC 2002, c. 14);

- f. money borrowed by the Society; and
- g. monies raised by any other means authorized by the Board.

#### Financial year

70. The financial year shall be from January 1 to December 31 of each year.

#### Accounting records

71. The Society shall keep proper accounting records in respect of all financial or other transactions in accordance with Policies and Procedures.

#### Financial statements

72. (1) The Board shall prepare all financial statements required by law.

72. (2) The Board shall present the financial statements at the Annual General Meeting.

#### Annual budget

73. (1) The Board shall prepare an Annual Budget of estimated revenues and expenditures for each financial year.

73. (2) The Board must approve the Annual Budget before that financial year commences.

73. (3) Once approved, the Board shall,

- a. give notice of the Annual Budget in accordance with subsection 90(2); and
- b. make a copy of the Annual Budget available for the Members' inspection.
- c. confirm approval of the Annual budget by vote of approval at the AGM.
- d.

#### Banking

74. (1) The Society shall maintain at least one account for the deposit of funds with:

- a. a bank or federal credit union defined under the Bank Act (SC 1991, c. 16, s. 2);
- b. a credit union under the Credit Union Incorporation Act (RSBC 1996, c. 82, s. 1);
- c. a trust company defined under the Financial Institutions Act (RSBC 1996, c. 14, s. 1); or
- d. a body corporate subject to the Trust and Companies Act (SC 1991, c. 45).

74. (2) Any cheque of the Society requires the signature of two signing officers.

### Division 2 – Revenues, Expenditures, Borrowing and Investments

#### Revenue funds

75. (1) All revenues received by the Society shall be paid into the Society's general revenue fund.

75. (2) The Board may authorize, for a specific purpose, a special fund.

75. (3) No money shall be paid from a special fund except for the purpose for which the fund was created unless approved by the Board.

#### Membership fees

76. (1) The Board shall establish by policies, the membership fees for each calendar year.

76. (2) The membership fees shall be payable and due at such time as set out in the policies.

76. (3) Membership fees are non-refundable unless remitted pursuant to section 78.

#### Fees or charges for services or use of facilities

77. The Board may make

- a. rules of general application, or

- b. an order related to a specific case, prescribing the fees or charges to be paid for a service or the use of a facility provided by or on behalf of the Society by the users or classes of users of the service or facility.

#### Remissions

78. (1) The Board may make

- a. rules of general application or applicable to a class of Members or persons, or
- b. an order related to a specific case authorizing the remission of
  - i. a membership fee;
  - ii. a fee or charge for services and/or use of facilities,

if the Board considers it, in a case or class of cases,

- c. in the interest of the Society to do so, or
- d. where inconvenience, injustice or hardship to a Member or person has occurred or likely to occur.

78. (2) A remission authorized under subsection (1) may be total or partial, conditional or unconditional, and a remission of an item referred to in subsection (1) may be granted before, during or after any payment of it has been made.

#### Authorization for expenditure

79. (1) Expenditures shall be made out of the revenue funds when:

- a. pursuant to the Annual Budget, or
- b. by special authorization of the Board,
  - where the Board determines the expenditure is necessary in urgent circumstances, and
  - the expenditure is allocated under such project as determined by the Board.

79. (2) An authorization must not be spent

- a. for any purpose other than those described,
- b. in excess of the amounts contained in the authorization.

79. (3) An expenditure approved under 79 (1)(b) must be reported at the next Member Meeting detailing funding source justifying use in the annual budget and reasons for the expenditure.

79. (4) Any individual payment exceeding \$5000 must be specifically authorized by the Board.

#### Investments

80. (1) The Board may invest money from the revenue funds not immediately required for payments.

80. (2) When investing any money, the Board must exercise the care, diligence and judgement of a prudent investor.

#### Borrowing and debt

81. (1) The Board may in any manner, in order to carry out the purposes of the Society:

- a. borrow money on the credit of the Society;
- b. pledge any property of the Society as security for any debt, goods or services; and
- c. pledge the credit of the Society in exchange for goods or services.

81. (2) The Members may by Special resolution restrict the borrowing powers of the Board.

81. (3) A restriction imposed pursuant to subsection (2) expires at the next Membership Meeting.

## Forms and procedure

82. The Board may establish Policies and Procedures for the forms and procedure for receiving and expending the Society's revenue funds.

### Division 3 - Other

#### Auditor

83. (1) This section applies only if
- a. the Society is required to have an auditor, or
  - b. has resolved by the Board to have an auditor.
83. (2) The first auditor shall be appointed by the Board.
83. (3) The Board shall also fill all vacancies occurring in the position of the auditor.
83. (4) At each Annual General Meeting the Society shall appoint an auditor until re-appointed or a successor is appointed at the next Annual General Meeting.
83. (5) An auditor may be removed by ordinary resolution.
83. (6) An auditor shall be informed immediately in writing of appointment or removal.
83. (7) No Board member or employee of the Society shall be the auditor.
83. (8) The auditor may attend Member Meetings.

## PART 8 - GENERAL

### Division 1 - Records

#### Records

84. (1) The records of the Society shall, subject to the Society Act, be kept at such place or places as determined by the Board.
84. (2) A Member may inspect the records of the Society upon at least two (2) days written notice to the Secretary setting out the specific documents to be inspected.
84. (3) The following documents shall not be open to inspection by Members:
- a. those designated by the Board as confidential documents;
  - b. those related to employees or contract workers; and
  - c. those related to in camera sessions of the Board and committees.

#### Register of Members

85. (1) The Register of Members shall include:
- a. names;
  - b. residential addresses;
  - c. contact information such as a telephone number, cell phone number or e-mail address;
  - d. class of membership; and
  - e. the date on which the person was admitted as a Member [Society Act, s. 70].

#### Minutes

86. (1) The minutes of Member Meetings and Board Meetings shall include:
- a. the type of meeting and its date;
  - b. the time and place of the meeting;
  - c. a summary of the general discussions which took place at the meeting;
  - d. a concise statement regarding motions passed at the meeting, including:

- i. the name of the Member who made a motion;
      - ii. the name of the Member who seconded the motion;
      - iii. the exact wording of the motion; and
      - iv. the disposition of the motion;
    - e. the time the meeting adjourned; and
    - f. the signatures of the person taking the minutes at the meeting and the meetings chair.
86. (2) The minutes shall be kept in a Minute Book.
86. (3) The Minute Book shall include:
- a. the Certificate of Incorporation;
  - b. a certified copy of the Constitution and Bylaws;
  - c. banking resolutions;
  - d. financial statements;
  - e. Members Meeting minutes; and
  - f. Board Meeting minutes.

#### Manuals

87. The Constitution, Bylaws, Rules, and Policies and Procedures of the Society shall be kept in such Manuals as determined by the Board.

#### Distribution of Bylaws

88. Members may receive a copy of the Constitution and Bylaws upon payment of one (\$1.00) dollar [Society Act, s. 69].

#### Division 2 - Other

#### Seal

89. (1) The Board may provide a common seal for the Society.
89. (2) The Board shall have the power from time to time to destroy the common seal and substitute a new common seal.
89. (3) The common seal shall be affixed only when authorized by a resolution of the Board.
89. (4) The common seal shall be affixed only by the person authorized by the Board in the presence of such persons as authorized by the Board.
89. (5) The Secretary shall be responsible for custody of the seal at the Centre.

#### Notice

90. (1) Any notice required to be given to Members under the Society Act may be given, unless otherwise noted in the Bylaws,
- a. by mail to the Member's listed address;
  - b. by e-mail to the Member's listed e-mail address; or
  - c. by newspaper.
90. (2) Any notice required to be given to Members under subsection (1) shall be posted,
- a. in a prominent place at the Centre; and
  - b. on the Society's website.
90. (3) A notice sent pursuant to paragraph (1)(b) shall be deemed to have been given on the second day following the day it is posted.
90. (4) A notice sent pursuant to paragraphs (1)(c) shall be deemed to have been given on the second day following that on which the notice was sent.

### Special facility use

91. No other organizations may be approved for use of our facility.

### Oath of Office

92. The Oath of Office is as follows:

I do solemnly swear (or affirm) that I will faithfully discharge, to the best of my ability, the duties of the office of Director of the Sechelt Seniors Activity Centre Society in accordance with its Constitution, Bylaws, Rules, and Policies and Procedures.

I further swear (or affirm) that I shall respect member interests by serving as a faithful protector of the Society's assets, and I will abide by majority decisions of the Board, while retaining the right to seek changes in decision through ethical and constructive channels.

## PART 9 - AMENDMENTS

### Amendments

93. (1) The Constitution and Bylaws may not be amended except by special resolution at a Member Meeting.

93. (2) Written notice of any proposed amendment shall be sent to each Member in the same manner as a notice of the Annual General Meeting.

## PART 10 - DISSOLUTION

### Dissolution

94. (1) The Society may be dissolved by a special resolution at a Member Meeting.

94. (2) Upon dissolution the debts of the Society shall be paid.

### Disbursement of assets

**95. In the event of the dissolution of the Society, all the assets of the Society shall be disbursed to one or more seniors organizations within the District of Sechelt that are a registered charity under the Income Tax Act. This provision was previously unalterable.**

The End