



**T.K. SPARKS**

## CAMPBELL RIVER SENIORS' CENTRE SOCIETY

### BY-LAWS

(As amended at the General Membership Meeting of August 27, 2024)

#### **Article 1: Membership**

##### A. Membership Definition

1. Membership is granted to any person fifty-five years of age or older and pays the annual membership fee.
2. Life Membership is automatically granted to any member on their 90<sup>th</sup> birthday and may be gifted to any member in good standing by the Board of Directors; both to be ratified at the next Annual General Meeting.
3. Associate Membership shall be granted to any person between the age of fifty to fifty-five who is interested in supporting and participating in the organization, pays the annual membership fee and abides to the By-laws. Restrictions: Associate Members may NOT vote at any meeting or run for office on the Board. (Adopted GMM November 8, 2016)

##### B. Membership Fees

1. **Membership Renewal**  
Annual Membership Renewal Fees are payable prior to the end of each calendar year and may be eligible for a reduced rate as determined by the Board.
2. **New Membership**  
New Membership Fees are full yearly fees. (January to December)  
(Adopted GMM, December 5, 2018)

##### C. Membership Rights and Obligations:

1. Shall have the right of full access to all activities, general meetings and to run for elected office of the Board of Directors.
2. Be prepared to present a current membership card when requested.
3. Every member has the responsibility for maintaining a safe and friendly environment. See Appendix A – Code of Conduct – (Adopted AGM 2016)

**Article 2: Meetings:**

- A. Annual General Meeting (hereafter referred to as an AGM) shall be held in the City of Campbell River within 90 days of the previous year-end.
  - 1. The AGM Agenda, President’s Report, Treasurer’s Report consisting of an Annual Financial Statement and Activity Financial Record, Constitutional and By-Law Amendments, Nominations Committee Report and Minutes of the last AGM and all General Membership Meeting (GMM) held within the previous year, must be available two (2) weeks prior to the call of the meeting.
  - 2. Election of Board of Directors shall take place at an AGM and those elected shall take office at the conclusion of the meeting.
- B. Annual or GMM may be called by the Board of Directors or any 10% of the Membership.
- C. Two weeks notice must be provided to the Membership through the local newspaper and/or society website announcing the time, date and place.
- D. Robert’s Rules of Order shall determine procedure at any General Meeting.
- E. A quorum shall consist of ten members, in good standing, including a minimum of two (2) Board of Directors.
- F. Voting may be determined by “show of hands” and/or by “secret ballot”. Voting by proxy is not permitted.

**Article 3: Board of Directors:**

The Executive Board of the Society shall consist of 5 Executive Officers, the President, immediate Past President, Vice-President, Secretary and Treasurer and twelve (12) Directors as defined in Article 3, C. Duties, f. Directors. (Adopted GMM, November 8, 2016 and amended GMM August 27, 2024)

**A. Term of Office**

All Board of Directors are elected for a period of 2 years and may only serve for a limit of 2 consecutive terms in their elected position.

- 1. President, Secretary and 6 Directors – Communications, Activities, Special Events, Fundraising and 2 Directors at Large shall be elected on odd numbered years. (Adopted GMM, November 8, 2016 and amended GMM August 27, 2024)

2. Vice-President, Treasurer and 6 Directors – Kitchen Liaison, Membership, By-Laws, Facilities and 2 Directors at Large shall be elected on even numbered years. (Adopted GMM, November 8, 2016 and amended GMM August 27, 2024)

B. Attendance:

If a board member misses three (3) board meetings throughout the year, then the board as a whole, can discuss the issue with one result being that the board member could be expelled from the Board. A board member must contact either the President or Secretary at least 24 hours before a board meeting indicating that they cannot attend. (Adopted AGM April 28, 2021)

C. Vacancies of Office

A position on the Board of Directors may become vacant from time to time and may be filled by appointment by a quorum of the Board of Directors for the end of the term of office or until the next GMM or AGM where confirmation or an election may take place for the remainder of the vacant Board of Director's term.

D. Duties:

The general management of the Society shall be vested in the Board of Directors. A quorum of the Board of Directors shall be at least 4 members of which 2 must be Executive Officers. (Adopted AGM April 28, 2021)

1. Executive Officers:

a. President:

- Shall preside as Chair at all meetings of the Society.
- Shall be an ex-officio member of all committees except the Nominating Committee.
- Shall call Board of Directors meetings on a regular basis throughout the year.
- Shall represent the Society in the community.

b. Vice-President:

- Shall preside at meetings in the absence of the President.
- Shall fulfill various duties as requested by the President.
- Shall assume the Office of President when a vacancy occurs.

c. Secretary:

- Shall record the minutes of all meetings and circulate to the Board of Directors in a timely fashion.
- Shall maintain an ongoing record of all meetings.

d. Treasurer:

- Shall maintain the financial records of the Society.
- Shall present an Unaudited Statement of Accounts at the AGM showing income and expenditures and the disposition of assets of the previous calendar year.
- Two signatures of four designated Executive Officers shall be eligible as signing officers for the Society.
- Shall insure that reimbursements of reasonable expenses incurred by a member are paid in a timely manner.
- The Board shall have the limited power to approve single capital expenditures to \$5,000.

e. Immediate Past President:

- Duties to be determined.

f. Directors:

Shall participate on the Board of Directors as a full voting member.

1. Director of Communications

Be responsible for a Monthly Newsletter, Phoning Committee, newspaper announcements, advertising and any other business pertaining to communications with the membership and the public.

2. Director of Kitchen Liaison

Responsible for coordinating Kitchen volunteers, liaison with staff and any other business that may arise pertaining to food service through our kitchen.

3. Director of Activities

Responsible for coordinating room allocations/time with new and existing activity coordinators and keeping in touch with coordinators, monthly activities calendar, and any other business that may arise pertaining to CRSCS activities.

4. Director of Membership

Be familiar with computers, responsible for up-dating Membership records on a data base, renewals and advanced sales of yearly memberships; for generating membership lists as may be required from time to time and for recruiting, scheduling and up-dating Front Desk Volunteers.

5. Director of Special Events  
Responsible for Special Social events within the Centre which may include but not limited to: Pot Luck Dinners, entertainment, special speakers, film presentations, tours, etc., to be arranged in conjunction with the Directors of Activities and Kitchen Liaison. Working with a committee of volunteers to bring ideas to fruition.
6. Director of By-Laws & Parliamentary Procedure  
Responsible for keeping the Society By-Laws up-to-date and registered with the Society Act and providing guidance with procedural matters at meetings as they may arise.
7. Director of Fundraising  
Responsible for Fundraising events in conjunction with Director of Special Events and a committee of volunteers, budgeting events. The Director is responsible for initiating civic, provincial and federal grant applications.
8. Director of Facilities  
Responsible for insuring the physical facilities are kept clean, tidy and safe for the members use. Setting up equipment and/or re-arranging furniture as may be required from time to time. Working with a committee of volunteers.

(Adopted: Board of Directors Descriptions added: GMM, November 8, 2016)

9. Director at Large, four positions  
Responsible for liaising with our general membership and contributing to the work of the Board.

(Adopted: Director at Large position added: GMM, August 27, 2024)

## 2. Limits and Restrictions:

- a. The Board of Directors shall not borrow money or pledge any of the Society's assets without permission by the Membership at an AGM.
- b. Expenditures greater than \$5,000 must be approved by the Membership at an AGM.
- c. No member of the Board of Directors shall be remunerated for being or acting as a member of the Board of Directors.
- d. All Board of Directors shall arrange for a current criminal record check within 30 days of board election or appointment.

- e. The Board may appoint committees for the conduct of business of the Society and shall set out responsibilities and limits of these committees consistent with the protection of the rights and welfare of the membership.
- f. Membership Privacy - A list of members shall be kept in a secure location at the discretion of the Board and shall be available for Board approved purposes. The current Nominations Committee shall be provided a numbered copy of the Membership list for each member of the committee in order to perform their duties and will be surrendered to the Board at the conclusion of their business.

#### Article 4: Committees:

The Board of Directors may appoint a special Chair and provide a mandate and parameters for the special task to be performed.

##### A. Nominations Chair:

- (a) At least two (2) months (60 days) prior to a AGM, the Nominating Chair/ Committee will advise the Membership of available positions as outlined in Article 3: Board of Directors. This information will include the term of office, and include any positions that remain unfilled from the previous year.
- (b) The Nominations Chair will encourage and seek nominations from members in good standing who are willing to offer their time to serve on the Board of Directors.
- (c) Nominations forms must be available at the front desk of the Center one (1) month prior to an AGM.
- (d) Two (2) weeks prior to the AGM, the Nominations Chair will report back to the Board all nominations papers officially received.
- (e) the Nominations Chair will confirm that the candidates and nominees are members in good standing.

##### B. Elections Chair:

- (a) The Elections Chair will conduct the Elections process at the AGM.
- (b) The Elections Chair will confirm and record the number of Voting cards and Ballots issued at the time of registration at the AGM.
- (c) The Elections Chair will ensure that there are independent members available to collect and count ballots in the event of a contested position.
- (d) The Elections Chair will invite a motion at the conclusion of the Election to destroy all used ballots.

##### Elections Rules:

##### (f) Nominations:

(i) Nominations papers for available positions must be given to the Nominations Chair two (2) weeks in advance of an AGM.

(ii) Nominations may be received from the floor during the election segment of the AGM. Nominees from the floor must submit a completed Nomination form with the name and membership number of their nominators before the AGM begins.

(iii) Nominees for a contested position will be invited to speak at the AGM for one (1) minute each.

(g) Election Order:

(i) The Elections Chair will begin the election of officers from the President or Vice President down in order to give any defeated candidate the opportunity to run for any other open position.

(h) Nominee Eligibility:

(i) Must be a paid up member or life member;

(ii) May not be an employee of the Society;

(iii) Must be present at the AGM or have submitted nomination papers to the Nominations Chair at least two (2) weeks prior to the AGM or have agreed to their nominations in writing.

C. Other Committees:

(i) Any other Committee Chairs as required by the President and Board of Directors of the Society.

(Article 4: Adopted GMM, December 5, 2018)

## **Article 5: Activity Guidelines for Committees and Members**

1. New activities, using the Centers resources, must have prior approval by the Board of Directors.
2. Only members or Life members, their guests may participate in the Society's activities.
3. Each activity shall appoint its own Chair who shall be directly responsible to the Board of Directors in compliance with the rules of the Society.
4. Each activity shall set its own fee structure for its own purpose, lay down its Rules of Conduct, which must conform to CRSCS policy and upon request submit a financial report to the Treasurer.
5. Any activity Chair or organizer shall arrange for a comprehensive Criminal Records check within 30 days of appointment.

## **Article 6: Amendment of Bylaws**

These By-laws may be amended only by a two-thirds majority of members present and entitled to vote at a General Meeting, when fourteen (14) days notice has been given of intention to present a special resolution proposing the amendments, and when the amendments have been posted as part of the agenda. The amended Bylaws only become effective on the date of its acceptance by the Registrar of Societies Act in Victoria.

## **APPENDIX A – CODE OF CONDUCT (Adopted AGM 2016)**

### Breaching the Code of Conduct

1. Inappropriate behavior may include, but not limited to: threatening, bullying, intimidating or aggressive or sexual comments or behavior, spoken, written or acted out which could affect the enjoyment of a member in the Society.
2. Unauthorized speaking for or about on behalf of the CRSCS within the public domain.

### Actions for Enforcing the Code of Conduct

1. The Executive Committee of the Society of not less than three will consider all written reported breaches of conduct by a member within a reasonable amount of time
2. The Executive Committee will determine if an offence warrants further action.
  - (i) The offender may receive a verbal or written warning;
  - (ii) Repeat offenders may have their membership revoked for a stated period of time.