

PORT DOVER SENIORS' GROUP BY-LAWS

February 28, 2020

BY-LAW #1 To ensure that all members of the Port Dover Seniors' Group are protected under the Group's liability insurance policy:

All members appointed or delegated by the Board of Directors to positions of authority will be recorded in the minutes of a legally called meeting of said Board.

BY-LAW #2 To define generally accepted accounting principles and to establish procedures for handling of finances for the Group:

- a) The fiscal year shall begin April 1, and end March 31.
- b) The Finance Committee will review all Group finances and make recommendations to the Board of Directors.

BY-LAW #3 To define the conditions of, and procedures required, to suspend or terminate a member:

The Board may suspend or terminate the privileges of membership in the Group of any member for conduct which in its opinion disturbs the order, dignity, business or harmony, or impairs the good name, popularity, good will or prosperity of the Group or of any of its members or of willfully transgressing the rules of the Group.

It is necessary to ensure all members are treated fairly and equally with dignity and respect. Therefore, the following steps must be taken before such suspension or termination action can be taken. All discussions and communications, whether verbal or written, pursuant to these provisions must be regarded as private and confidential for all parties involved.

The member under review for suspension or termination must be given:

- a) A verbal warning by the activity's Convener or a Board Member after which the date, time, location and witnesses of such verbal warning is to be documented and submitted to the Secretary or President.
- b) A written warning prepared by the Board at any regular meeting, or special meeting called for that specific purpose, should the offensive conduct continue. The written warning must outline the nature of the offensive conduct as well as the consequences that will follow should the offensive conduct continue.

Should the offensive conduct continue after the verbal and written notices have been given, then the Board may suspend or terminate the membership privileges of the member conducting such offensive conduct. The motion to suspend or terminate must pass by a two-thirds majority of those voting at any regular Board meeting or special Board meeting called for that specific purpose.

If passed, the member must be given written notice of his/her suspension or termination. Such written notice must include the reason for the suspension or termination and if suspension, must specify the start and end dates of the suspension, but in no case shall the effective date be less than ten (10) calendar days from the date of the written notice.

Within ten (10) calendar days from the date of the written notice, the member may make a written submission to the President, or such other officer as may be designated by the Board, in response to the notice received. This written submission may include a request to meet with a Review Committee.

- a) A Review Committee:
 - i) will be comprised of three Board members.
 - ii) will assume the authority of the Board to rescind, amend or uphold the original decision of the Board regarding the matter at hand.
- b) The meeting must be convened within five (5) calendar days from the date of the member's written submission.
- c) Minutes of the meeting including the final decision of the Review Committee will be taken and distributed to the member and the Review Committee. A statement of the Review Committee's decision will be made at the next Board meeting.
- d) Should the member fail to attend this meeting, the member forfeits his/her right of appeal and the original decision of the Board stands intact.

In the event that a written submission from the member is not received by the President or designate during the original ten (10) calendar day period, the suspension or termination will be effective on the eleventh (11th) calendar day following the date of the written notice if not otherwise stated in the written notice. In this situation, the member shall not have any further right of appeal.

When the behaviour of a member, participant, convener or board member is such that there has been a breach of trust that is not reparable, the board has

the right after following appropriate steps of review to terminate the person(s) membership or association to the Port Dover Seniors Group.

BY-LAW #4 To alleviate problems arising between Board meetings:

In situations that must be handled immediately, any member of the Board shall alleviate the problem. A full report must be presented at the next Board meeting.

BY-LAW #5 Membership Dues run from April 1st to March 31st. Any renewals paid after September 30th will be subject to a \$5.00 late penalty. This fee may be waived due to special circumstances, at the discretion of the Board.

BY-LAW #6 No monies will change hands between meetings without written agreement between a majority of board members (email / online communication is acceptable). All board members must be included in all financial communication.

All invoices must be submitted to the Board of Directors or designate for payment.