

PORT DOVER SENIORS' GROUP CONSTITUTION

February 28, 2020

1. NAME

- a) The name of the organization will be the Port Dover Seniors' Group.

2. AIMS AND OBJECTIVES

The aims and objectives of the group will be:

- a) To provide a safe, respectful, inclusive meeting space for seniors living in Port Dover and the surrounding area.
- b) To maintain an active, up-to-date membership program.
- c) To offer programming that is engaging, stimulating, and enriching to its members.
- d) To partner with other clubs, groups, and organizations to each other's mutual benefit.
- e) To operate in a fiscally responsible manner.

3. MEMBERSHIP

- a) All members will be treated with dignity, respect, and fairness by all other members and their guests.
- b) All members must be 50 years of age or older.
- c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.
- d) Memberships will be general. Anyone interested in serving on the board of directors or committees must be members in good standing.
- e) A membership roster will be maintained by the board.

4. MEMBERSHIP FEES

- a) Membership fees will be set annually and agreed by the executive/management committee or determined at the annual general meeting.
- b) Memberships will be renewed on an annual basis.

5. BOARD OF DIRECTORS, OFFICERS, AND COMMITTEE STRUCTURE

- a) The officers of the Port Dover Seniors' Group will be: Chair, Vice Chair, Secretary, and Treasurer.
- b) The board of directors will include five additional directors at large, including the immediate past chair.
- c) Quorum for board meetings is five directors present.
- d) Board members will be elected at the annual general meeting. Officers will be elected by the board at the next board meeting.
- e) Board terms will be staggered to ensure continuity and effective succession. The inaugural board will have four directors who will serve three year terms and five who will serve two year terms. Any board members who are elected – or re-elected- to subsequent boards will be elected to two year terms. Directors and officers are eligible for re-election immediately after their term is complete. In the event of a mid-term vacancy, a new director may be sought to complete the term. If an officer position is vacated mid-term, a replacement must be chosen from the elected board.
- f) The board of directors will perform a governance role. Management tasks will be undertaken by committee chairs and/or project coordinators and/or staff. Directors may be committee chairs or members if they choose.
- g) Committees may be created or disbanded by the board of directors by majority vote as required.

6. FINANCE

- a) All club monies will be banked in an account held in the name of the club.
- b) The club treasurer will be responsible for the club's finances.
- c) The financial year of the club will end on March 31.
- d) An audited statement of annual accounts will be presented at the annual general meeting.
- e) Any cheques drawn against club funds will hold the signatures of the treasurer and at least one other officer.

7. ANNUAL GENERAL MEETINGS

- a) Notice of the annual general meeting will be given by the club secretary.
- b) Not less than 21 days clear notice will be given to all members.
- c) The AGM will receive a report from the officers and committee chairs.
- d) Nominations for board members will be sent to the secretary no less than one week prior to the AGM.
- e) All members in good standing have the right to vote at the AGM.
- f) The board of directors has the right to call special general meetings (SGMs) outside the AGM. Procedures for the SGMs will be the same as for the AGM.

8. DISCIPLINE AND APPEALS

- a) All complaints regarding the behaviour code of conduct of members should be presented and submitted in writing to the secretary.
- b) The Board of Directors will have a policy and procedure in place to address complaints, appeals, and discipline.

9. DISSOLUTION

- a) A resolution to dissolve the Port Dover Seniors' Group can only be passed at an AGM or SGM through a majority vote of the membership.
- b) In the event of dissolution, any assets of the Port Dover Seniors' Group that remain will become the property of another club or governing body with similar objectives to the club.

10. AMENDMENTS TO THE CONSTITUTION

- a) The constitution will only be changed through agreement by majority vote at an AGM or SGM.

11. DECLARATION

- a) The Port Dover Seniors Group hereby adopts and accepts this constitution as current governance regulating the actions of members.