

PORT DOVER SENIORS CENTRE CONSTITUTION

1. NAME

The name of the organization will be the Port Dover Seniors Centre (“PDSC”), incorporated in Ontario as Port Dover Seniors Centre Inc.

2. LAND ACKNOWLEDGEMENT

We acknowledge the presence and historic importance of Indigenous peoples and offer our respect and gratitude for their stewardship and care of this land on which we live and serve our community.

3. VISION AND MISSION

VISION: A community organization which enhances the lives of seniors in the Port Dover area.

MISSION: To foster personal growth, independence, active living, and social connectedness for seniors through activities and events in a safe and inclusive environment.

4. AIMS AND OBJECTIVES

The aims and objectives of the group will be:

- a) To maintain an active, up-to-date membership program.
- b) To offer programming that is engaging, stimulating, and enriching to its members.
- c) To partner with other clubs, groups, and organizations to each other’s mutual benefit.
- d) To operate in a fiscally responsible manner.
- e)

5. MEMBERSHIP

- a) All members must be 50 years of age or older.
- b) Memberships will be renewed annually and cover the period April 1 to March 31.
- c) Memberships are non-transferrable, non-refundable, and may not be shared.
- d) Membership types and options, dues and fees, will be at discretion of the Board of Directors.
- e) Members may upgrade their membership to include additional options throughout the year.
- f) A membership roster will be maintained by the Board.
- g) Each member is allowed one vote at every meeting of the members.

6. MEMBERSHIP FEES

- a) Annual membership fees are for the period April 1 to March 31.
- b) Membership fees will be reviewed annually and approved by the Board of Directors.
- c) In the event of unforeseen and/or extraordinary circumstances, the Board may adjust the then current or subsequent membership fees at any time during the year.

7. MEMBERSHIP CODE OF CONDUCT

In order to promote and maintain a safe, respectful, and inclusive environment, PDSC will take reasonable steps to support the health, safety and dignity of all members, program facilitators and guests.

All members will:

- a) be required to treat all program facilitators, members and their guests with dignity, respect, and fairness, and
- b) refrain from using fragrances or heavily scented products.

By signing the Membership Registration form, all members:

- a) have acknowledged that they have read and agree to adhere to the regulations contained in the Constitution, By-Laws and Policies and Procedures, including organizational operations, membership expectations, obligations, dispute resolution, requirements and the Membership Code of Conduct that the PDSC has adopted and posted on portdoverseniors.ca, and
- b) understand that they may be captured in photographs taken at PDSC and agree that those images may be used for promotional purposes, unless the member specifically requests in writing to the Board of Directors that their image not be used, and
- c) release and forever discharge the PDSC for all actions, claims, damages and demands arising from participation in a PDSC program or any of its' associated activities, and
- d) give PDSC and its' agents permission to transport them for medical treatment, if necessary, and at their own expense.

The PDSC will not tolerate any harassment, bullying or violence directed towards any member, program facilitator or guests. Inappropriate behaviour of members, program facilitators or guests must be reported in writing to the President of the Board. The Board of Directors will have a policy and procedure in place to address such reports and may suspend or terminate the membership of any member who does not adhere to the Membership Code of Conduct.

8. BOARD OF DIRECTORS, OFFICERS, AND COMMITTEE STRUCTURE

- a) Board members will be elected at the Annual General Meeting. Outstanding Officer positions will be elected at the AGM.
- b) An elected or appointed director is not official until the director agrees in writing to be on the Board of Directors.
- c) The Officers of the PDCS will be: President, Vice-President, Secretary, and Treasurer.
- d) In subsequent terms, should they stand for re-election, the President shall serve as past-President, and the Vice-President shall become President.
- e) The Board will consist of five to nine directors. Each director will serve a two-year term. 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.

- f) The Board of Directors will include one to five additional Directors at large, including the immediate past President.
- g) Quorum for Board meetings is the majority of directors or 50% + 1 of the number of directors fixed as noted in the By-laws.
- h) If a Board member has not attended three consecutive Board meetings in any given year without providing an explanation for his/her absence, his/her position will then be considered vacant.
- i) In the event of a term vacancy, a new Director may be sought and appointed by the Board of Directors to complete the term until the next Annual General Meeting. The Board has the power to elect up to one-third of the number of directors that were elected at the last annual meeting. If the Board cannot fill the remainder of the seats, it functions with vacancies until the next election.
- j) Directors, and Board appointed Advisors and Liaisons, are volunteers and will receive no remuneration for their service to PDSC in his/her role as a Board member. No personal gifts or gratuities may be accepted, and any gifts or donations received for their service to PDSC must be turned over for the benefit of the PDSC. The exception being a Board member providing a service (normally paid for) outside the regular Board parameters, a program facilitator or instructor who provides program facilitation or instruction at least one hour weekly on an annual basis to the PDSC. It is the discretion of the Board to compensate these exceptions financially or through other means.
- k) The Board of Directors is expected to perform a governance and/or management role. Management tasks will be undertaken by Committee Chairs and/or project coordinators and/or staff. Directors will be Committee Chairs and provide the Board of Directors with timely updates and committee progress, either verbally or in writing.
- l) Committees may be created or disbanded by the Board of Directors by majority vote as required.
- m) The Board will vote to change by-laws or accept new by-laws as well as the Policy and Procedures Policy.

9. FINANCE

- a) All Centre monies will be deposited in an account held in the name of the Port Dover Seniors Centre.
- b) The fiscal year will begin on April 1 and end on March 31.
- c) Financial statements will be presented at the Annual General Meeting.
- d) The Board will decide who to hire as the auditor. The Board may put forward an extraordinary resolution to membership indicating an audit and /or review engagement is not needed. The extraordinary resolution requires 80% of the members who vote at the annual meeting to be approved. Without approval of the extraordinary resolution a full audit must be completed.
- e) The Board will approve financial statements quarterly at the Board of Directors meetings.
- f) Financial statements, or a summary of them, will be forwarded to all members at least five days before the Annual General Meeting

10. PARTISAN POLITICS/RELIGION/CONTENTIOUS ISSUES

PDSC will not endorse, recommend or support:

- a) Any specific religion, political party or candidate for public office, or
- b) Any potentially contentious issue.

11. DISSOLUTION

- a) A resolution to dissolve the Port Dover Seniors Centre can only be passed at an Annual or Special General Meeting through a majority vote of the membership.
- b) In the event of dissolution, any assets of the PDSC that remain will be given to any one of the following:
 - another public benefit organization with a purpose similar to the Port Dover Seniors Centre
 - a registered charity
 - a government agency

