

**CONSTITUTION & BY-LAWS
DOCUMENT**

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Calabogie 55+ Club Constitution

Article 1 – Name

Section A The name of this organization shall be the Calabogie 55+ Club #971 (hereinafter referred to as the Club 55+) chartered by, and affiliated with, The United Senior Citizens of Ontario Inc. (U.S.C.O).

Section B Club 55+ is non-partisan, non-sectarian and non-racial.

Article II – Purpose and Objectives

The objectives of this Club shall be:

- A: To unite senior citizens in the community for the betterment of all.
- B: To provide an opportunity for members to meet socially at frequent intervals which will serve to form new friendships, strengthen old ones and welcome new residents.
- C: To take an active interest in the civic, cultural, social and moral welfare of the community and to lend a hand in promoting and working for worthy Community Projects.
- D: To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- E: To provide a forum for information on matters of public interest, provided, however, that partisan politics and sectarian religion shall not be debated by Club members.
- F: To visit and bring encouragement and cheer to all seniors who may be sick, infirmed, lonely or bereaved regardless of the relationship to the Club.
- G: To effectively communicate with the Greater Madawaska Community.

Article III – Membership

Section A Subject to the provisions of Section B hereinafter, any person 55+ years of age and a resident or ex-resident in the Townships of Greater Madawaska, may be granted membership in this Club.

Section B Membership in this Club shall be as follows:

1. ACTIVE – A member entitled to all rights and privileges and subject to all obligations which membership in this Club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek any office in this Club, and the right to vote on all matters requiring a vote of the members, and such obligations shall include prompt payments of dues and conduct reflecting a favourable image of this Club in the community.
2. ASSOCIATE – A member's spouse who has not yet reached the age of 55. An associate member shall not be eligible to hold office however is entitled to vote at meetings.
3. LIFE MEMBER – A member of this Club who is over 80 years of age as of November 1st and has been a paid member for at least one year in the past 5 years. Any returning member who would be considered a life time member, but who has been absent for 5+ years would pay one year's dues. No club dues will be collected for a Life Member. He/she shall have the right to vote, providing

he/she has attended at least one dinner meeting in the calendar year, and will be entitled to all other privileges of membership.

Article IV – Dues

Each member of this Club shall pay annual dues proposed by the Executive Committee and approved by the members. Such dues shall include an amount to cover administrative costs of the Club, subsidizing certain events and the annual USCO entrance fees.

Article V – Resignations

Any member may resign from this Club, and said resignation shall become effective upon acceptance by the Executive Committee. The Executive Committee may withhold acceptance, however, until all indebtedness has been paid, all Club funds and property have been returned.

Article VI – Forfeiture of Membership

Any member may be expelled from the Club by a quorum vote of the members in attendance. Such member shall have the right to appear before the Club to present his/her case.

Article VII – Officers

Section A: The Executive Committee officers of this Club shall be President, Immediate past President, Vice-President, Secretary, Treasurer, and the Directors of Dining, Social and Membership.

Section B: No officer shall receive any compensation for any services rendered to this Club in his/her official capacity, other than approved expenses.

Section C: Signature of one of two members of the Executive shall be required for all cheques on the Club bank accounts.

Section D: Duties of the executive are as follows:

1. President – The President shall be the chief Executive Officer of this Club and is a full and active member of the Executive Committee. In fulfilment of this, he/she shall:
 - a. Preside at all meetings of the Executive Committee and this Club
 - b. Issue the call for regular and ad hoc meetings of the Executive Committee and this Club
 - c. Along with the Executive Committee, appoint and cooperate with any Special Committees in order to effect regular functioning and reporting of such committees
 - d. Ensure regular elections are duly called, noticed and held
 - e. Act as the liaison officer, or designate an alternative, between the Club and the USCO as well as the Greater Madawaska Township.
 - f. Shared responsibility with the Secretary, attend to all relevant correspondence and report to the meetings all correspondence received and dispatched
 - g. In conjunction with the Secretary, notify members of ad hoc meetings.
 - h. At Executive meetings requiring a vote, the President will only vote in the event of a tie vote.
2. Immediate Past-President – The Immediate Past-President shall provide the historical link between the previous Executive Committee and the new Executive Committee to ensure insight into previous decisions, actions and commitments. The Immediate Past-President shall participate as a full and

active member with voting entitlement on the Executive. This term shall become a two-year maximum unless otherwise agreed upon.

3. Vice-President – If the President is unable to perform the duties of his/her office for any reason, the Vice-President shall occupy his/her position and perform his/her duties with the same authority as the President. He/she is a full and active member of the Executive Committee.
4. Secretary – As a full and active member of the Executive Committee, he/she shall
 - a. Keep and maintain records including but not limited to Executive Committee meetings, ad hoc meetings, constitution and other documents as an historical record of all club activities and events;
 - b. Shared responsibility with The President, attend to all relevant correspondence and report to the meetings all correspondence received and dispatched;
 - c. Record the number of members attending meetings;
 - d. In conjunction with the President, notify members of ad hoc meetings, and;
 - e. Provide advance notice of nominations for the election of officers for the Club.
5. Treasurer – As a full and active member of the Executive Committee, he/she shall
 - a. Receive all monies, from the committees and events chairpersons and deposit the same in a bank or banks recommended and approved by the Executive Committee;
 - b. Prepare reports of the financial condition of the Club and a written report of the financial status of each account at monthly meetings for the minutes, and provide a verbal financial report at dinner meetings on a quarterly basis;
 - c. Pay out of monies in payment of Club obligations are to be made only on authority given by the Executive Committee and approved by the members except as otherwise allowed in the By-Laws; all cheques shall be properly signed by one of two of the Executive Officers;
 - d. Maintain and preserve all financial records for a period of seven (7) years, reports and ledgers in good condition as a historical record of all club activities and events and submit same for an annual review.
6. Director, Social Committee – As a full and active member of the Executive Committee, he/she shall
 - a. Oversee the social committee and act as a liaison between the Executive and Social Committee;
 - b. Provide monthly report to the Executive.
7. Director, Dining – As a full and active member of the Executive Committee, he/she shall
 - a. Arrange, coordinate and promote monthly dinner meetings;
 - b. Collaborate with the Chair, Social Committee to arrange special activities.
8. Director, Membership – As a full and active member of the Executive Committee, he/she shall
 - a. Collect dues and issue membership cards (pass collected dues to Treasurer);
 - b. Maintain an up-to-date membership list;
 - c. Encourage new members to join and provide relevant information on the Club;
 - d. Provide a membership list/report at each monthly meeting;
 - e. Have “sole responsibility” to amend the email contact list.

Article VIII – Executive Committee

Section A. Regular meetings of the Executive Committee shall be held monthly at such time and place as the Executive Committee shall determine.

- Section B. Ad hoc meetings of the Executive Committee shall be held when called by the President, when requested by one-third (1/3) or more members of the Executive Committee, or a minimum of ten (10) members of the club, at such time and place as the President shall determine.
- Section C. The presence in person or on-line of four officers shall constitute a quorum of any meeting of the Executive Committee, the act of a majority of the Officers present at any meeting of the Executive Committee shall be the act and decision of the entire Executive Committee.
- Section D. Duties and Powers: In addition to those duties and powers, expressed and implied, set forth elsewhere in this Constitution and By-Laws, the Executive Committee shall have the following duties and powers:
1. It shall constitute the Executive Committee of this Club and be responsible for the execution, of the policies approved by the Club. All new business and policies of this Club shall be considered and shaped, first by the Executive Committee for presentation to and approved by the Club members at a regular or ad hoc Club meeting.
 2. It shall authorize all expenditures and approve budget increases and shall not create an indebtedness beyond the current assets of this Club, nor authorize disbursement of Club funds for purposes inconsistent with the business and policy authorized by the Club members. The proposed budget will be sent to the membership at least two weeks in advance of the January Dinner Meeting. The proposed budget will be presented to the membership for approval at the Annual Meeting held on the last Thursday in January.
 3. It shall have power to modify, override or rescind the action of any standing committee chairperson of this Club.
 4. It shall have books, accounts and operations of this Club reviewed annually or, in its discretion, more frequently as may be required. Any member of this Club in good standing may inspect the review upon request of a reasonable time and place.
 5. It shall appoint, on recommendation of the Treasurer, a bank or banks for the deposit of the funds of this Club.
 6. During the absence of an Executive officer, due to illness, holidays, etc. the Executive Committee will appoint an Executive Committee officer to assume the responsibilities of the absent officer, if necessary.

Article IX – Elections

The officers of this Club, excluding the Immediate Past-President, shall be elected as follows:

- Section A. The officers of this Club will be elected at the meeting of the Club held on the last Thursday of October dinner meeting.
- Section B. Nominations for each position should be received by the Secretary either by:
- (i) In advance using an approved nomination form agreed to by both parties;
 - (ii) From the floor at the time of the elections. In the case of a nominee being absent, a signed letter or agreement to serve must be submitted by the nominator.
- Section C. The election shall be by ballot by those present and eligible to vote. A majority vote of the members in attendance shall be necessary to elect. The names of two scrutineers, any

member not a member of the executive or a nominee, shall be proposed at the September dinner meeting.

Section D. The elected officers shall take office as of 1st January of the New Year for a 2-year term.

Section E. All Active, Associate and Life Members, are eligible to vote

Section F. REMOVAL: Any Executive officer of this Club may be removed from office, for just cause, by two-thirds (2/3) vote of eligible Club members present upon recommendation by the Executive Committee.

Article X – Vacancies

If the office of any Executive Committee position becomes vacant, the Executive Committee calls a special election, giving each Club member two (2) weeks due notice of the time and place thereof, time and place will be determined by said Executive Committee, and such office shall be filled at said election meeting.

In the event of a vacancy in any other office (standing or special Committee), the Executive Committee shall appoint a member to fill the unfurnished term.

Article XI – Meetings

Section A. Monthly dinner meetings of this Club shall be held, at a time and place decided by the Executive Committee. Except as otherwise specifically provided in this Constitution and By-Laws, notice of monthly meeting shall be given in such manner as the Executive Committee deems proper.

Section B. Ad hoc meetings of this Club may be called by the President, at his/her discretion, and shall be called by the President when requested by the Executive Committee or up to 10 members, at a time and place determined by the person or body requesting the same. Due notice of ad hoc meetings shall be given to each member of this Club at least two (2) weeks prior to the date thereof.

Section C. An annual meeting of this Club shall be held on the last Thursday of January, each year at a time and place determined by the Executive Committee.

Section D. A minimum of 20% of eligible members constitutes a quorum at any dinner meetings of this Club.

Section E. Except as otherwise specifically provided, the act of a majority of the eligible members present at any meeting shall be the act and decision of the entire Club.

Article XII – Practices

Except as otherwise specifically provided in this **Constitution and By-Laws**, all questions of Order or Procedure with respect to any meeting or action of this Club, its Executive Committee or any committee appointed hereunder shall be determined in accordance with common practice.

Article XIII – Amendments

Section A. This constitution may be amended at any regular or ad hoc meeting of this Club, at which a minimum of 20% of eligible club members constitutes a quorum, by the affirmative vote of 60% of the eligible members present and voting, provided the Executive Committee has previously considered the merits of the amendments.

Section B. No amendment shall be put to vote unless due notice thereof, stating the proposed amendment shall have been presented to each member of this Club at least one month prior to the meeting (both through the Newsletter and regular business meeting) at which the vote on the proposed amendment is to be taken.

Calabogie 55+ Club By-Laws

No. 1

This Club shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings of this Club.

No. 2

The Club shall continue its affiliation with the United Senior Citizens of Ontario. Advantage should be taken of opportunities to cooperate with other organizations and Clubs working for the good of the community.

No. 3

No funds shall be solicited from members of the Club during meetings by any member or non-members of the Club. Any suggestion or proposition made at any meeting of this Club calling for the expenditure of money for other than the regular obligations shall be referred to the Executive Committee.

No. 4

The Club will hold monthly dinner meetings on the last Thursday of each month, unless prior notice is given for an ad hoc meeting.

No. 5

Fiscal year is January to December. Club membership dues shall be paid by the last Thursday of October for the following year. Members joining after July 31st of any given year pay half of the respective regular membership rate. For example, if the current membership rate is \$15 per annum, a new or returning member would pay \$7.50 per person, if he/she joins the club at any time after July 31st.

No. 6

- Section A. The following Sub Committees may be appointed by the President together with the Executive Committee, with the duties shown:
1. Operation: (this committee will be comprised of the Executive Committee)
 - a. Ways and Means/Fund Raising;
 - b. Recommended activities/programs;
 - c. Serve on other committees
 2. Activities: (shall consist of one or more volunteer members as necessary).
 - a. Designate coordinators for each special activity (e.g. golf, bowling, card games, etc.)
 - b. Coordinators will be responsible for all arrangements, tickets, hall, food, music, advertising, purchasing of supplies.
 3. Sick and Visiting:
 - a. Notify Executive Committee and as many members as possible of club members that are ill or deceased.
 - b. Send get well and sympathy cards.
 - c. Conduct home or hospital visits or arrange visits to club members in hospital or other facilities.
 4. Maintenance and Property:
 - a. Create and maintain an inventory of property and articles, and their location that belong to the Club (dinner equipment, PA system, darts, carpet bowling, shuffle board, etc.)
 - b. Arrange repairs and replacement
 - c. Ensure the security of all property and items.
 5. Publicity: (input from chairpersons and Executive Committee required)
 - a. Prepare and distribute a newsletter as directed by the executive.
 - b. Prepare or arrange preparation of fliers and posters.

- c. Prepare newspaper advertisements, TV announcements of special events and activities (bake sales, socials, ad hoc meetings, etc.)

- Section B. Ad hoc Committees: On occasion, the President may appoint, with the approval of the Executive Committee, such Committees as may be necessary.
- Section C. The President shall be an ex-officio member of all committees.
- Section D. All committees (standing/ad hoc) shall consist of a chairperson, subject to Section B above, and as many members as shall be considered necessary by the Committee.
- Section E. Each committee (standing/ad hoc) through its chairperson, shall either verbally or in writing, report each month at the dinner meetings.
- Section F. Committees shall submit written financial reports as requested by the Executive Committee.
- Section G. All problems pertaining to either administrative or activity matters shall be referred to the applicable committee for study and recommendation to the Executive Committee.

No. 7

- Section A. These By-Laws may be altered, amended or repealed at any dinner meetings of this Club at which a minimum of 20% of eligible club members constitutes a quorum, by the affirmative vote of 60%.

No. 8

Disbursement Authorities

- Section A. The following non-discretionary expenditures shall be paid by the Treasurer upon approval by the Secretary or the President.
 - (a) Annual dues to USCO
 - (b) Rent for premises rented for monthly meetings
- Section B. The Executive Committee may be authorized a discretionary spending amount as approved by the membership.
- Section C. A Committee shall not exceed its approved budget for the relevant event or activity.
- Section D. Fund-raising Committees are authorized to incur necessary expenditures within their approved budget.
- Section E. The cost of special Club events will be the amount established by the Executive based on the recommendation of the event chairperson and will be paid by the member in advance, or in special circumstances at the event.
- Section F. All proposed major purchases or donations will be provided in writing as a notice of motion and presented to the Executive Committee for review and presentation at a dinner meeting.

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