

DOGWOOD PAVILION SENIORS' SOCIETY

CONSTITUTION AND BYLAWS

March 2019

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DOGWOOD PAVILION
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CONSTITUTION

1. The name of the Society is Dogwood Pavilion Seniors' Society.
2. The purposes of the Society are:
 - To facilitate active living opportunities and the provision of services, information and referrals to meet the needs of adults age fifty and over in the community.
 - To promote year-round opportunities for satisfying the leisure needs of senior adults over the age of fifty in the community.
 - To ensure that Dogwood Pavilion is a community focal point on aging where older persons can come together for services and activities, as well as information on community resources.
 - To ensure that Dogwood Pavilion provides settings in which members may experience acceptance by others, a feeling of belonging and recognition as individuals of positive worth.
 - To encourage and support wellness, healthy lifestyles and active living of its members.
 - To ensure that Dogwood Pavilion meets the physical, social and mental needs of its members through leisure and recreational activities.
 - To provide cultural, physical, educational and social experiences for its members.
 - To recruit, train, place, support and recognize volunteers and to involve them in challenging and meaningful ways.
 - To increase awareness and sensitivity of the community as to the needs and abilities of adults aged fifty and over, considering cultural differences, disabilities and changes due to aging.
 - To ensure that Dogwood Pavilion provides a secure, safe, supportive and caring environment for its members.
 - To assist in finding resources for seniors and for Dogwood Pavilion.

BYLAWS OF THE DOGWOOD PAVILION SENIORS SOCIETY

1 MEMBERSHIP

- i. Society members are defined as people aged 50+, who are on the Society Rolls participating in Board approved groups or activities
- ii. All Society members are required to become members as outlined under bylaws 7, 8, 9 and 10 and purchase a City of Coquitlam pavilion membership on or before their third visit
- iii. Voting Members are those who have purchased a City of Coquitlam membership and participate in a Board approved group or activity
- iv. The Society shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.
- v. Upon winding up or dissolution of the Society, the assets which remain after payment of all costs, charges, and expenses which are properly incurred in the winding up shall be distributed to such charitable organization or organizations in British Columbia having a similar charitable purpose.

2 THE DOGWOOD Pavilion Seniors Society

a) General

- i) The Executive and Directors of the Dogwood Pavilion Seniors Society shall be collectively referred to as the The Board.
- ii) The role of the Board is to manage the affairs of the Dogwood Pavilion Seniors Society in keeping with the purposes of the Society.
- iii) Board recommended revisions to the Bylaws and Constitution shall be presented at an Annual General Meeting or special meeting for approval by the general membership of Dogwood Pavilion.
- iv) The appointment of an auditor may be presented at an Annual General Meeting or special meeting for approval by the general membership of Dogwood Pavilion.
- v) All members of the Board must be members in good standing of Dogwood Seniors Society and must not be remunerated for being or acting as a director but must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society
- vi) The Board also serves as the Dogwood Pavilion Advisory Board during any communication or interaction with The City

b) Board Structure

- i) President
- ii) Immediate Past President
- iii) 1st Vice President
- iv) 2nd Vice President
- v) Financial Director
- vi) Assistant Financial Director
- vii) Director at Large (2 positions)
- viii) Recreation Complex Supervisor – this is a non-voting position held by the City of Coquitlam
- ix) Executive Secretary – this is a non-voting position
- x) Crafts Director -- representing all craft programs examples of which are Lapidary, Workshop, Dogwood Designs and Tea Garden.
- xi) Cultural Director -- representing all cultural groups, examples of which are Drama and Songsters.
- xii) Social and Educational Director -- representing groups of this nature include cards, social dancing, recreational vehicle club, computer committee and such support groups as W.H.O. etc.
- xiii) Sports Director -- representing all sports groups such as hikers, pickle ball, slo pitch , snooker, table tennis etc.

c) Board Terms of Office

- i. The positions of President, 1st Vice President, 2nd Vice President and Director at Large are to be elected at an Annual General Meeting for a two-year term by the Dogwood Pavilion Seniors Society membership.
- ii. Activity Group Directors and Assistant Directors are elected for a two-year term by their respective Activity Groups.
- iii. The positions outlined above i) & ii) are limited to serving a maximum of two consecutive terms in any one position (4 years), with elections being held after the first term
- iv. The terms of office start the month immediately following the election and for the next 24 months.
- v. The Financial Director, Assistant Financial Director, and Executive Secretary positions are appointed or affirmed by the board, every other year, at the February Advisory board meeting following acceptance of the year end financials.
- vi. The Financial Director, Assistant Financial Director, and Executive Secretary are appointed by the board and are limited to serving a maximum of 4 consecutive 2 year terms.

d) **Board Meetings**

- i) The President shall be the Chairperson (Presiding Officer) of the Board, the Executive Committee and Ex-Officio a member of all Committees of the Board.
- ii) The President, or in the absence of the President, either the 1st Vice President or the 2nd Vice President shall chair Board meetings.
- iii) The Board shall preferably meet once per month on a regular basis at the Board's discretion. The President or 1st or 2nd Vice President may call a Board meeting.
- iv) A quorum shall consist of over 50% of the members of the Board.
- v) The Executive Secretary or delegate shall prepare and maintain Minutes of all of the Society and its Directors meetings.

e) **Board Elections and Appointments**

- i) The positions of President, 1st Vice President, 2nd Vice President and Director at Large are to be elected at the Annual General Meeting.
- ii) Printed electioneering materials for the positions of President, Vice Presidents and Director at Large shall be limited to one 8 1/2" X 14" page of personal information regarding the nominee which shall be posted at a site to be designated by the Board. No other distribution or wearing of materials promoting a Board candidate is allowed within the Dogwood Pavilion.
- iii) In the event of a prolonged absence (in excess of three regular Board meetings), or due to a dereliction of duties, the Board may, by majority vote, request the resignation of the Board member. Should a resignation not be forthcoming in a reasonable time, the Board may by a further majority vote remove the Board member from the Board activities. On receiving a resignation or should a Board member be deceased or should the Board vote for removal, the following provisions will apply:
 - President:** A Vice President will take over all Presidential duties for the remainder of the term of office.
 - Vice Presidents:** The Board may, by majority vote, and without an AGM election, appoint existing Board members to fill the positions for the remainder of the term of office.
 - Other Board Members:** The Board may, by majority, vote and without an AGM election, appoint a substitute to fill the remainder of the term of office.
- iv) Members nominated to these positions of President, 1st Vice President, 2nd Vice President and Director at Large shall be notified, by the chairperson of the nomination committee as soon as possible after the nomination has been made, to accept or decline their nomination so that the nominating committee may continue its duties.
- v) Only Dogwood Pavilion members in good standing and in attendance at the Annual General Meeting may vote.

- vi) Nominators for Executive positions, Directors at Large and Directors must be Dogwood members in good standing and must ensure the nominee agrees to stand and meets the nominee criteria. Nominees for elected positions (President, 1st Vice-President, 2nd Vice-President and Director at Large) must have been Dogwood members in good standing for a minimum of six months.

3 EXECUTIVE COMMITTEE

- a) **The Executive Committee shall consist of:**
 - i) President
 - ii) 1st Vice President
 - iii) 2nd Vice President
 - iv) Financial Director and the Assistant Financial Director
 - v) Immediate Past President
 - vi) Executive Secretary - non-voting - will act as Executive Secretary

- b) **Duties and Responsibilities of the Executive Committee**
 - i) The Executive Committee may meet together at such places and times for the conduct of business, adjourn and otherwise regulate their meetings and proceedings as determined by the Board.
 - ii) A resolution in writing signed by the Executive Committee shall be as valid and effective as if it had been passed at a duly called and authorized meeting of the Executive Committee.
 - iii) Subject to the Constitution and Bylaws of the Dogwood Pavilion Seniors Society, which shall be reviewed annually prior to the Annual General Meeting, and the powers of the Board, the Executive Committee shall have such powers and carry out such duties as may be delegated to it by the Board, including the power to transact all extraordinary business of Dogwood Pavilion between Board meetings.
 - iv) A Quorum shall consist of over 50% of the members of the Executive Committee.
 - v) The Executive Committee shall report any business transacted between meetings of the Board at the next earliest meeting of the Board to be held after the business has been transacted.

4 DUTIES OF THE FINANCIAL DIRECTOR and/or ASSISTANT FINANCIAL DIRECTOR

- a) The duties of the Financial Director and the Assistant Financial director are totally interchangeable.

- b) Duties and Responsibilities
 - i. Responsible to advise and recommend to the Board on the total management of the separate and joint bank accounts in the best interests of Dogwood Pavilion and with a purpose parallel to Article 2 of the ex-Funding Society Constitution, a copy of which shall be held by the Financial Director.
 - ii. With input from the activity groups and their respective directors, the Director/Assistant will be responsible to prepare an annual Dogwood Pavilion Advisory Board budget for approval of the Board and the Coordinator.
 - iii. Responsible for keeping a true and accurate account of all monies received and paid out and a record of all financial transactions of any kind under the direction of the Board. Further duties include, but are not limited to:
 - A. Ensuring that the appropriate forms are completed at the bank to grant signing authority for Dogwood Pavilion's Advisory Board's accounts to: any one of the Coordinator or Assistant Coordinator together with the Board President or Vice President or Financial Director or Assistant Financial Director.
 - B. Conducting regular banking duties, including checking at Dogwood Pavilion's office on a regular basis for any funds to be deposited and depositing them and exercising borrowing powers as prior approved by the Board.
 - C. Maintaining up-to-date and legible books for monies received and expended.
 - D. Preparation and presentation of financial reports to the Board on a monthly basis, as well as an Annual Report at the Annual General Meeting of the membership.
 - E. The Financial Director/Assistant Financial Director committee, at their discretion, review activity group accounts to determine if funds held in their activity accounts are in excess of the group's requirements.
 - F. Timely completion and accurate reporting to external Federal, Provincial and Municipal governments in accordance their respective reporting requirements. This includes but is not limited to Tax returns for charities, sales tax remittance and gaming license reporting.
 - G. Attend sub-committee meetings that have a potential financial impact (either current or future) on Dogwood Pavilion.

5 DUTIES OF THE EXECUTIVE SECRETARY

- i) The Executive Secretary will attend monthly board meetings to take Minutes of the meeting.
- ii) The Executive Secretary will attend and prepare minutes for all Board attended meetings, meetings of the Executive Committee and other occasional meetings as requested by the President of the board. The Executive Secretary may also be requested to prepare other communication such as thank you letters as directed by the board.
- iii) The Executive Secretary shall confirm with the meeting chair that a quorum exists prior to the commencement of any meeting.
- iv) Upon completion of said minutes they will be forwarded to the President of the Board for approval, following which they will be distributed to all members of The Board and applicable staff. Distribution will be no later than three weeks following the meeting.

6 DUTIES AND RESPONSIBILITIES OF THE DIRECTORS

a) The Directors are responsible to:

- i) report the accomplishments of their respective Activity Groups to the Board.
- ii) prepare, with the assistance of the Activity groups, a yearly budget for presentation to the Board by the December meeting.
- iii) act as liaison between the Activity Groups and the Board.
- iv) prepare, in conjunction with their Activity Groups, an Annual Report for presentation at the Annual General Meeting delineating the achievements of their groups over the past year.
- v) carry out Board delegated assignments and assist the President and Coordinator as required.

b) Election of Directors

- i) On even numbered years, two representatives or designates from each Activity Group, preferably the Chairperson and Vice Chairperson, under the umbrella of each of the Social and Education, Sports, Cultural and Crafts Groups shall meet, prior to the Dogwood Pavilion Annual General Meeting, and elect the four Directors and Assistant Directors to the Board.

7 ACTIVITY GROUPS

- i) All participants in Activity Groups must be Members in good standing as per 1 (i) of these By-Laws.
- ii) All activity groups must provide a membership list to The Board
- iii) The membership list shall contain a minimum of first and last name as well phone number and City of Coquitlam Pavilion Pass Number
- iv) Activity Groups consist of activity participants, a Chairperson, a Vice Chairperson and other positions elected by the members of the Activity Group as deemed necessary.
- v) A written request for Dogwood to maintain a separate account must be submitted for and approved by the Advisory Board 60 days prior to the end of the fiscal year.
- vi) Once established, separate Dogwood accounts will be maintained on an ongoing basis and collapsed only with the written approval of the President, the Treasurer, the Activity Group Director, and the Activity Group Leader.
- vii) At the end of the fiscal year the net funds in the individual activity accounts will roll into the general revenue of the Dogwood Pavilion Senior Society unless written request has been received as noted above (v)

8 DUTIES AND RESPONSIBILITIES OF ACTIVITY GROUPS

The Activity Groups, under their respective Chairperson/Vice Chairperson are responsible for monitoring and enforcing Dogwood membership requirements along with the operation of their individual activities and reporting to their Director as may be required.

- a) A minimum charge of \$.50 per attendance by a Society member at an organized activity should be collected by the activity group leader or delegate. Where a member organization decides, this fee may be increased or assessed as a monthly or an annual fee by the activity group or may be prorated for the fiscal year. The Activity Group Leader is responsible for collecting and depositing the funds collected into the Dogwood Society safe.
- b) This attendance fee is not required for activity members whose primary role is to provide fund raising services for the society (e.g. craft shop, woodworking) or who perform board approved volunteer roles on behalf of The Society
- c) Each Activity Group Chairperson is responsible for calling Activity Group meetings to conduct their overall committee business and to report on Board business. A minimum of one such meeting per year is required to ensure interaction within the group.
- d) Activity Groups are encouraged to have written, Board approved guidelines to define and regulate their activities.
- e) When dues, fees or other revenues are received by an Activity Group it is the responsibility of the Activity Group Leader to ensure proper accounting procedures are followed.

9 ELECTION OF ACTIVITY GROUP CHAIRPERSON AND VICE CHAIRPERSON

Activity Group Chairpersons and Vice Chairpersons are elected annually at a meeting prior to the Annual General Meeting.

- a) Meet and complete all requirements for a volunteer under the Volunteer Policy, established by the City of Coquitlam.
- b) Are selected by the activity group by whatever process the group decides.
- c) Collect and account for any fees assessed by the Society for the activity group
- d) Deposit any fees or other monies collected for the Society in the Dogwood Society safe.
- e) Provide an update on members who attend the activity group sessions if requested by City of Coquitlam staff or Advisory Board Directors.
- f) Are able to attend all activity group sessions or have an alternate appointed to represent the person if he or she is unable to attend.

10 ACTIVITY GROUP ACCOUNT GUIDELINES

- a) Books of accounts must be kept in good order by an Activity Group member as they may be subject to review by the Coordinator and/or Treasurer as required. Financial reports should also be reviewed regularly by the Activity Group.
- b) Any changes in fees to be charged to the Activity Group membership should be approved by the Activity Group membership.
- c) Directions on levying fees should appear in the Activity Group Guidelines.
- d) The Coordinator must be informed of any such changes and will keep the Board informed.
- e) Every effort should be made to estimate the annual monies required by the Activity Group by preparing a budget and to expend the monies without having an overage at the end of their seasonal activities. Request for community fundraising and/or solicitations of goods and services must be advised to and approved by the Board.

11 NON-DOGWOOD PAVILION GROUPS

- a) The Board shall have the option of inviting representatives of selected non-Dogwood Pavilion Groups or Organizations to meetings and activities at Dogwood Pavilion as the Board may deem necessary or useful to Dogwood Pavilion.

12 AUDITOR

- a) At each annual general meeting the Chairman may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- b) An auditor may be removed by ordinary resolution.
- c) An auditor must be promptly informed in writing of the auditor's appointment or removal.
- d) A director or employee of the society must not be its auditor.
- e) The auditor may attend general meetings.
- f) The auditor may be a member of the Dogwood Society.
- g) The auditor should have general knowledge of general accounting principles and be able to review and comment on the financial activities of the Dogwood Society.

13 ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting shall be held during the month of March at the call of the Board.
- b) A quorum shall consist of a minimum of 35 Dogwood Pavilion members in good standing.
- c) Speakers from the floor must be Dogwood Pavilion Members in good standing and they will be limited to three minutes each at the Annual General Meetings.

14 VOTING

- a) The President or, in the absence of the President, the 1st Vice President or 2nd Vice President shall chair Board, General and Annual General Meetings.
- b) At advisory board meetings, The President shall not have any voting power except in the event of a tie vote.
- c) All members of the Board or general membership shall have one vote at the Annual General meeting with a two thirds majority required to affect bylaw changes.
- d) Unless otherwise indicated, voting shall be by a show of hands.
- e) Should a member request a secret ballot, it shall be complied with.
- f) Proxy voting is not permitted at the Annual General Meeting, Board or Activity Group meetings.
- g) The latest version of Roberts Rules of Order shall prevail at the Annual General Meeting.

15 CHEQUE SIGNING PROCEDURE

Cheques issued for payment shall be signed as follows:

- a) One signature must be the Financial Director or Assistant Financial Director.
- b) A second signature shall be any one of the following:
 - c) President
 - b) 1st Vice President
 - c) 2nd Vice President
 - d) Director at Large

16 ACCESS TO RECORDS

Only official records under s.20 (1) of the BC Societies Act are available for inspection by, and disclosure to members. All other records are only accessible at the sole discretion of the directors. A request for records must be in writing, to The Board, stating the reason for the request. Upon approval, records may be accessed at Dogwood Pavilion from 9 am – 4 pm Monday to Friday excluding statutory holidays

17 PRIVACY

COLLECTION OF INFORMATION

The Society collects personal information directly from its activity groups and its members as well as from non-member volunteers who act as lead hands within the society. This information is collected via email, phone or in person.

The Society's website does NOT currently track or analyze usage data.

The Society is committed to using personal information in a respectful and useful way. The Society is also committed to making sure patrons do not receive more than a reasonable number of emails, letters or phone calls.

This information will only be used as follows:

- a) Individual activity groups may use their group's activity information solely to the benefit of their activity as determined by their executive committee.
- b) The board of directors of the Society may use any/all membership information solely to the benefit of the society as determined by the board of directors as outlined in its constitution/bylaws
- c) As directed by Federal, Provincial or Municipal legislation or for audit purposes.

