

**CONSTITUTION AND BY-LAWS
OF
BROOKSWOOD SENIOR CITIZENS ORGANIZATION AND BCOAP BRANCH #132
19899 – 36th AVE. LANGLEY, B.C.**

Constitution:

The Constitution of the Brookswood Senior Citizens Organization will be that of the B.C. Old Age Pensioner's Organization Branch #132.

By-Laws

The By-Laws will be that of the BC Old Age Pensioner's Organization plus the following By-Laws of the Brookswood Senior Citizens Organization.

1. Meetings:

- a. The regular business meetings of this organization shall be held on the first Tuesday of each month at 10:00 a.m. at the Activity Centre, except during the months of July and August and New Year week, when agreed upon by two-thirds of the members present at the previous meeting.
- b. Executive meetings shall be held on the last Tuesday of each month at 10:00 a.m. with the exception of June and July, and the Christmas week. It will be held on the first Tuesday in January with out-going and in-coming executive present.
- c. A special executive meeting may be called by the President or Vice President
- d. The executive shall, upon agreement of two-third of its membership, have prerogative of calling a general meeting, giving one week's notice.

2. Executive Officers

President, Vice President, Secretary, Treasurer, Past President, Six Directors.

3. Election of Officers and Installation:

Election is by ballot and held annually at December General Meeting. New Executive Officers will be installed at January General Meeting.

The President shall exercise supervision over all affairs of the organization and at all times keep in touch with the executive and refrain from decisive action except by consent of four executive members.

The Vice President shall assist the President and preside in the absence of the President.

The Treasurer shall issue all cheques as authorized by the general Meeting, signing same in conjunction with the Secretary, President or Vice-President; receive and bank all funds in the name of the Branch. In absence of the treasure any two of afore-mentioned officers may perform any cheque-issuing function.

An Assistant Treasurer may be appointed by the executive. The assistant treasurer is authorized to receive and deposit funds and to pay cash vouchers.

The Secretary shall be appointed. The secretary shall keep full records of all meetings, sign the membership cards and attend to correspondence. The secretary will make copies of the minutes, one for the president, vice-president, and newsletter editor. The secretary may have an Assistant Secretary.

4. Amendments to By-Laws

No alteration, amendment or addition is to be made in or to the By-Laws unless a notice of the intended motion has been made at a regular meeting in writing, and then voted on at the next regular meeting and passed by a two-third majority vote.

5. Auditor

An auditor is to be appointed on an annual basis at the December General Meeting. The auditor cannot be a member of the executive board but may attend meetings.

6. Motions

When a member makes a motion, he or she must stand and give his or her name and state the motion clearly in his or her own words. It must be seconded before it can be discussed. Then it is voted on and the result noted in the minutes. When a motion is open for discussion, a member can speak to it only once, but the mover or seconder may speak a second time as a rebuttal.

7. Amendments to Motions

An amendment to a motion must be voted on first, and, if defeated, the motion must then be voted on. An amendment to a motion cannot be negative to that motion; it can only change a portion of that motion.

8. To Stand for An Office

A member standing for office must have attended one general meeting within the current year, ending with the November meeting.

9. Terms of Office

- a. Executive Officers hold their office for a two-year term and then must stand for reelection or for election to a different office.
- b. Directors hold their office for a two-year term and then must stand for reelection or for election to a different office.
- c. Resignations from executive board and committees should be in writing.

10. Discussion

There should be no discussion between members during the meeting. If a member wishes to ask another member a question pertaining to the motion, he or she must stand and ask permission of the chair during the discussion. If a member wishes to speak on any subject he or she must stand and wait to be recognized, and then ask permission of the chair.

11. Order of Business.

- a. Call to order
- b. Sharing of minutes of previous General Meeting (If a general meeting)
- c. Reading of minutes of Executive meeting (If an Executive meeting)
- d. Reading of minutes of any special meeting, including edited Provincial Board meetings
- e. Business arising out of minutes
- f. Financial statement, accounts for payment
- g. Reading of correspondence
- h. Committee reports
- i. New Business