

**CONSTITUTION AND BY-LAWS
BROOKSWOOD SENIOR CITIZENS**

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CONSTITUTION

1. The name of the organization is Brookswood Senior Citizens (BSC in this document)
2. The purpose of the organization is as follows:
 - a. to provide a facility which seniors who choose to be members can access at a reasonable rate.
 - b. to provide programs which keep seniors active and mobile and which promote social, cultural, physical, and intellectual participation and enrichment.
 - c. to provide opportunities for seniors to create and share arts, crafts, and cultural activities in their community.
 - d. to provide opportunities for seniors to mentor others.
 - e. to promote volunteerism among members in support of the community as well as the centre.
 - f. to support other charitable organizations of our choosing
3. The organization is non-profit. No director or officer shall be remunerated but may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the organization.

BY-LAWS

1. Board of Directors
 - a. Board of Directors will be comprised of four Executive Officers and other Directors.
 - b. All members of the Board of Directors shall be volunteers and elected to their positions.
2. Election and Installation of Executive Officers and Directors
 - a. Election is by ballot or show of hands and held at the Annual General Meeting.
 - b. New Executive Officers and Directors will be installed at this same General Meeting.
 - c. Executive Officers and Directors will be elected to two-year terms.
3. Duties of Executive Officers and Directors
 - a. The President
 - i. exercises supervision over all affairs of the organization and at all times keeps in touch with the Board of Directors and refrains from decisive action except by consent of four members of the Board.
 - ii. sets the agenda for and chairs the board and general meetings.
 - iii. ensures the organization budget is formulated, accepted, and implemented.
 - b. The Vice President
 - i. assists the President.
 - ii. presides in the absence of the President.
 - c. The Treasurer
 - i. is authorized by the board to issue all cheques including regular payment to utilities and for supplies, signing same in conjunction with the other certified signing officers (generally the President, Vice President, or Secretary); In absence of the treasurer any two of afore-mentioned officers may perform any cheque-issuing function.
 - ii. receives and banks all funds in the name of the Branch.
 - iii. provides previous month's bank statements for board members and for other members upon request.
 - iv. provides a financial report at each Board and General meeting.

An Assistant Treasurer may be appointed by the executive.

d. The Secretary

- i. keeps full records of all meetings
- ii. attends to correspondence,
- iii. sends the minutes to each board member and makes minutes available for posting on the organization's web site.
- iv. regularly relates important information from the meetings to group leaders.

An Assistant Secretary may be appointed by the executive.

e. The Past President

- i. is available for advice
- ii. is not required to attend Board meetings.

f. Directors

- i. take on responsibilities as directors-at-large and/or head committees as directed by the executive.
- ii. provide committee reports to Board and General Meetings as required.
- iii. Committees may include but not be limited to the following:
Booking and Scheduling, Programming, Maintenance, Provisions, Sunshine, Food Bank, Public Relations, Decorating, Food and Friends luncheon program, Renovations, Membership, Newsletter, Lending Library, Website, registration.

4. To Stand for An Office

- a. A member standing for office must have attended one general meeting within a year prior to elections.

5. Terms of Office

- a. Executive Officers hold their office for a two-year term and then may stand for re-election or for election to a different office.
- b. Directors hold their office for a two-year term and then may stand for reelection or for election to a different office.
- c. Resignations by executive officers and directors should be in writing or email.

6. User Groups

- a. individual groups of members, who meet regularly for various specific activities.
- b. activities may include but not be limited to fitness, dance, games, quilting, crafts.

7. Group Leaders

- a. assist the directors with membership-fee and drop-in-fee collection.
- b. relate information from the Board to group members
- c. are responsible for the opening and closing of the facility including the setting of the alarm when required.

8. Members in Good Standing

- a. have paid their annual membership fee to Brookwood Senior Citizens
- b. are eligible to book the facility for a personal event after a minimum six-month's membership.

9. Fees

- a. Drop-in Fees: up to four hours - \$2; between 4 and 8 hours - \$3; over 8 hours - \$4
- b. Any changes to the *annual membership fee* would be determined by the Board Members and a motion for the changes would be voted on by BSC members at the subsequent annual general meeting.
- c. Membership fees are due each January.

10. Auditor

- a. At the discretion of the board, an outside auditor may be appointed to audit the financial books of BSC.
- b. The auditor cannot be a member of the executive board but may attend meetings.

11. Meetings:
 - a. Both the Board and General meetings of this organization shall be held at a regularly-scheduled time and place.
 - b. The day of the week will be selected to accommodate the greatest number of board members. The chosen day will be written on membership cards, advertised in the newsletter, and posted on the bulletin board at the centre. Should the regular day have to be changed for any reason, the date of the rescheduled meeting will be posted.
 - c. A special Board meeting may be called by the President or Vice President.
 - d. The executive shall, upon agreement of two-thirds of its membership, have prerogative of calling a General meeting, giving one week's notice.
 - e. An Annual General Meeting shall be held each January.
 - f. All members are welcome at both meetings but only Board Members may vote at Board meetings.
 - g. Non-board members may ask to speak at Board Meetings.
12. Amendments to By-Laws
 - a. 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
 - b. Motions must be passed by a two-third-majority vote of members present.
13. Motions
 - a. 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.
 - b. The motion must be seconded before it can be discussed.
 - c. The motion is then voted on and the result noted in the minutes.
 - d. 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.
14. Amendments to Motions
 - a. An amendment to a motion must be voted on first, and, if defeated, the motion must then be voted on.
 - b. An amendment to a motion cannot be negative to that motion; it can only change a portion of that motion.
15. Discussion
 - a. There should be no discussion between members during the meeting.
 - b. If a member wishes to ask another member a question pertaining to the motion, he or she must be recognized by the chair.
 - c. 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.
16. Order of Business at both Board and General Meetings.
 - a. Call to order
 - b. Sharing of minutes of previous General/Executive Meeting
 - c. Reading of minutes of any special meeting,
 - d. Business arising out of minutes
 - e. Financial report
 - f. Reading of correspondence
 - g. Committee reports
 - h. New Business

POLICIES and PROCEDURES

1. Membership Cards

- a. All members will be issued a membership card upon payment of membership fee.
- b. The card may be initialed by any director.

2. Booking of Facility

- a. Individual members who have been members for at least six months may apply to the Board for permission to use the hall for their special occasions such as birthdays, anniversaries, and memorial gatherings.
- b. User groups will not be held to the six-month membership prerequisite.
- c. Members or groups wishing to use the facility for special occasions must fill out a "Booking Agreement."
- d. Members or groups booking the facility would accept full responsibility for security of the hall, damage to property, and cleanliness.

3. Group Participation

- a. Each group is encouraged to send a representative to general meetings
- b. All groups must arrange a method of paying the drop-in fee with the treasurer
- c. If payment is by cheque, it can be of any size. If it is in coins and cash, it must be limited to \$300.

4. The Alarm

- a. Group leaders must be sure to learn the alarm procedure and ensure the alarm is set when the building is left empty.
- b. Anyone booking the building for a special event must learn the alarm procedure.

5. The Key

- a. Each group will be issued a key that cannot be duplicated.
- b. Names of all key-holders will be recorded on a master list to be kept in the office.
- c. A fee for deposit will be determined by the board and will be refunded upon return of the key.

6. Facility Upkeep and Cleaning

To keep the building in good condition, members are asked to

- a. store and replace chairs and tables to appropriate places.
- b. use appropriate bins for waste, organics, recycling.
- c. sweep up after use if group use of the facility creates more than normal fall-out.
- d. clean up any spills.
- e. wipe down tables after use.
- f. put any used dishcloths or dishtowels in bins provided.
- g. leave the facility in good condition of cleanliness for the next group.
- h. inform provisioner of needed items, giving plenty of time to restock item.
- i. remove organic, recycling, and garbage waste after extended-use sessions.

7. Kitchen Use

- a. collect and wash in dishwasher used cups, dishes, and utensils.
- b. empty and rinse coffee and tea urns after each use.
- c. wipe down counters with cleaning product (not bleach)
- d. If waste bags are full, take to outside bins
- e. keep all food (sugar, cookies, powdered creamer) in covered bins.
- f. avoid leaving left-over food items in the refrigerators
- g. date any items that must be left in the refrigerators and indicate to whom items belong.

8. Fire Preparation

- a. All members must familiarize themselves with the location of exits, fire-alarm switches, and fire extinguishers.

9. Respect for other Groups

- a. When two groups are using the facility, each group must avoid interfering with the other group
- b. Groups should let the other group know when they are leaving to prevent any accidents with the alarm.
- c. Each group should keep group provisions in a marked bin and not use other groups' provisions.
- d. Members should at all times act in a cordial, respectful, courteous manner to other members.

10. Parking

- a. Fire lanes must be left free
- b. Cars are not to be backed into hedge on east side of the front parking lot.
- c. Cars must not be parked on the lawn at the north end of the building.

11. Private Selling of Merchandise

- a. Permission for displaying and selling of items must be obtained in writing from the board and an agreed-upon percentage of the proceeds is to go to the BSC organization.
- b. Exemptions will be made for sales of items for the following:
 - i. at craft fairs or yard sales hosted by BSC
 - ii. donated items where proceeds go to a club fund-raiser (E.g. recycle sales for SSW)
 - iii. items necessary or helpful for participation in the class (E.g. shoes, exercise equipment, quilting products) to members only.
 - iv. items sold from one member to another (e.g. garden produce, quilting fabric/tools, dancing shoes)
 - v. Items sold as fund raisers for charitable organizations (e.g. Red Cross)
- c. Donated items may be brought and displayed for members to purchase or to be used for silent auctions.