

DOGWOOD PAVILION SENIORS SOCIETY

**DOGWOOD PAVILION
1655 WINSLOW AVENUE
COQUITLAM, BC
V3J 0E7**

PHONE: 604-937-6098

March 2020



Table of Contents

- Page 1 – Constitution
- Page 2 – Dogwood Seniors Society General Information and Membership
- Pages 3 – Board of Directors (Structure, Terms of Office, Board Meetings, Board Elections & Appointments, Board Meetings, and Executive Committee)
- Page 6 - Duties of the Financial Director & Assistant
- Page 7 - Duties of the Executive Secretary, Duties and Responsibilities of the Directors,

- Page 8 – Groups & Activities Guidelines, Duties and Responsibilities of the Groups/Activities, Non-Dogwood Groups, Auditor
- Page 9 – Auditor, Annual General Meeting, Voting
- Page 10 – Cheque Signing Procedure, Access to Records, Privacy

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.
 -

1. DOGWOOD Pavilion Seniors Society

- i) 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.
- ii) 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.
- iii) The Society operates in a facility owned and operated by the City of Coquitlam. As such, and in addition to society requirements, the Society and its members shall adhere to conditions imposed by the City; such as, but not limited to annual membership fees, operating hours, and facility usage

2. SOCIETY MEMBERSHIP

- i) A group or activity makes application to the Board for membership in the Society. Persons of that group or activity become a society member upon the Board's acceptance of the application, and upon payment of applicable fees to the activity and to The Society
- ii) Every member shall uphold the constitution of the Society and shall comply with these Bylaws
- iii) A member and or an Activity is not in good standing if they fail to pay their annual activity fee, city fee, and is not in good standing for as long as those fees remain unpaid
- iv) A member who is not in good standing may not vote at a general meeting and is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members
- v) A persons membership in the activity, and in the Society is terminated if the person is not in good standing for 6 consecutive months
- vi) A member of the Society may be disciplined or expelled by majority agreement of the Executive Committee
- vii) Before a member of the society is disciplined or expelled the society shall:
 - a) send to the member written notice of the proposed discipline or expulsion, including reasons
 - b) give the member a reasonable opportunity to make representations to the society

3. SOCIETY BOARD OF DIRECTORS

a) General Information

- 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 the Society
- iv) The appointment of an auditor may be presented at an Annual General Meeting or special meeting for approval by the general membership of the Society.
- v) All members of the Board must be members in good standing of Dogwood Seniors Society and must have been Society members in good standing for a minimum of six months
- vi) Board members shall not be remunerated for being or acting as a director but shall be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society
- vii) 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 (max 2 positions)
- viii) Recreation Complex Supervisor – this is a non-voting position held by the City of Coquitlam
- ix) Executive Secretary
- 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(s) 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 shall start the month immediately following the election and for the following 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 limited to serving a maximum of 4 consecutive 2 year terms. (8 years)

d) **Board Elections and Appointments**

- i) The positions of President, 1st Vice President, 2nd Vice President and Director at Large are elected at the Annual General Meeting.
- ii) The positions of Activity Director are elected during the annual activity leader meeting in February. Regardless of the number attending, each activity is limited to a maximum of two votes.
- iii) Only those activity groups in good standing with The Society are able to attend and vote at the annual activity leader meeting in February
- iv) Printed electioneering materials for the positions described above (i) shall be limited to one 8 1/2" X 14" page of personal information which shall be posted in a location as designated by the Board. No other distribution or wearing of materials promoting a Board candidate is allowed within the Dogwood Pavilion.
- v) 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 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.

Other Board Members: 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.

- vi) Members nominated to the 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 and allowed, to accept or decline their nomination so that the nominating committee may continue its duties.
- vii) Only Society members in good standing and in attendance at the Annual General Meeting may vote.
- viii) Nominators for Board positions must be Society members in good standing and must ensure the nominee agrees to stand and meets the nominee criteria.
- ix) Nominees for elected positions must be Society members, and in good standing for a minimum of six months.

e) **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 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 the Society and its Directors meetings.

f) **Executive Committee**

- i) The Executive Committee shall consist of:
 - a) President
 - b) 1st Vice President
 - c) 2nd Vice President
 - d) Financial Director and the Assistant Financial Director
 - e) Immediate Past President
 - f) Executive Secretary
- ii) Duties and Responsibilities of the Executive Committee

- a) 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.
- b) 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.
- c) 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.
- d) A Quorum shall consist of over 50% of the members of the Executive Committee.
- e) The Executive Committee shall report any business transacted between meetings of the committee at the next earliest meeting of the Board

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

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

Duties and Responsibilities

- a) 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.
- c) 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.
- d) 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:
- d) 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.
- e) 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.

- f) Maintaining up-to-date and legible books for monies received and expended.
- g) 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.
- h) 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.
- i) 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.
- j) 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 prior review
- v) Distribution to the Board will be no later than 10 days following the meeting.

6 DUTIES AND RESPONSIBILITIES OF THE DIRECTORS

- i) The Directors are responsible to:**
 - a) report to the Board on the accomplishments of their respective groups, activities, committee meetings.
 - b) prepare a yearly budget for presentation to the Board by the January meeting.
 - c) act as liaison between their groups, activities, committee meetings and the Board.
 - d) prepare an Annual Report for presentation at the Annual General Meeting delineating their achievements over the past year.

- e) carry out Board delegated assignments and assist the President and Coordinator as required.

7 GROUPS and ACTIVITIES GUIDELINES

- i) Groups and Activities are established upon approval of The Board
- ii) Continually support the constitution and bylaws of The Society
- iii) Maintain a membership list which shall contain a minimum of first and last name, City of Coquitlam Pavilion Pass Number, as well either phone number, email, or both,
- iv) Keep their Activity Director abreast of any changes impacting the normal course of its operation
- v) Contribute to the financial viability of The Society
- vi) Establish fees to meet the ongoing financial needs of their group
- vii) Fees collected are managed at the discretion of the Societies' Executive Committee, unless different arrangements are approved by the Board

8 DUTIES AND RESPONSIBILITIES OF THE GROUPS/ACTIVITIES

- i) Responsible for establishing, monitoring and enforcing Dogwood membership requirements
- ii) Responsible for establishing, monitoring and enforcing their operating guidelines as documented in their board approved operation charter
- iii) Maintaining proper financial oversight in regard to funds collected or expensed
- iv) Keep their Director informed of any changes in the operation of their activity
- i. Actively supporting the Society in recruiting candidates to fill Executive and Director positions

b) NON-DOGWOOD GROUPS

- i) 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.

9 AUDITOR

- i) 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.
- ii) An auditor may be removed by ordinary resolution.
- iii) An auditor must be promptly informed in writing of the auditor's appointment or removal.
- iv) A director or employee of the society must not be its auditor.
- v) The auditor may attend general meetings.
- vi) The auditor may be a member of the Dogwood Society.
- vii) 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.

10 ANNUAL GENERAL MEETING

- i) The Annual General Meeting shall be held at 1:00pm on the 4th Wednesday during the month of March at the call of the Board.
- ii) A quorum shall consist of a minimum of 35 Society members in good standing.
- iii) Speakers from the floor must be Society Members in good standing and they will be limited to three minutes each at the Annual General Meetings.

11 VOTING

- i) 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.
- ii) 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.
- iii) Unless otherwise indicated, voting shall be by a show of hands.
- iv) Should a member request a secret ballot, it shall be complied with.
- v) Proxy voting is not permitted at the Annual General Meeting, Board or Activity Group meetings.
- vi) The latest version of Roberts Rules of Order shall prevail at the Annual General Meeting.

12 CHEQUE SIGNING PROCEDURE

Cheques issued for payment shall be signed as follows:

- i) One signature must be the Financial Director or Assistant Financial Director.
- ii) A second signature shall be any one of the following:
- iii) President
- iv) 1st Vice President
- v) 2nd Vice President
- vi) Director at Large

13 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

14 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:

- i) Individual activity groups may use their group's activity information solely to the benefit of their activity as determined by their executive committee.
- ii) 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
- iii) As directed by Federal, Provincial or Municipal legislation or for audit purposes.

March, 2020