

  
**T.K. SPARKS**

## DOGWOOD PAVILION SENIORS' SOCIETY



DOGWOOD PAVILION  
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## **DOGWOOD PAVILION SENIORS' SOCIETY**

### **CONSTITUTION**

1. The name of the Society is Dogwood Pavilion Seniors' Society and within this document, wherever reference is made to "The Society" it is the "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 aged 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 The Society 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 The Society 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 The Society 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 The Society provides a secure, safe, supportive and caring environment for its members.
  - To assist in finding resources for seniors and for The Society.

## **BYLAWS OF THE DOGWOOD PAVILION SENIORS' SOCIETY**

### **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 called Dogwood Pavilion, which is owned and operated by the City of Coquitlam. As such, and in addition to compliance with The Societies Act of BC, The Society and its members shall adhere to conditions outlined in the Service Level Agreement between the City of Coquitlam and the Dogwood Pavilion Seniors Society.

### **2. SOCIETY MEMBERSHIP**

- i. Individuals become members of The Society upon purchase of an annual membership as purchased through the society.
- ii. Every member shall comply with the Constitution and Bylaws of The Society.

### **3. TERMINATION OF MEMBERSHIP**

A person shall cease to be a member of the society:

- i. If the person is not in good standing for 6 consecutive months.
- ii. By delivering their resignation in writing to the secretary of The Society or by mailing or delivering the resignation to the address of the society.
- iii. On their death.
- iv. On being expelled.

### **4. SOCIETY MEMBERS NOT IN GOOD STANDING**

- i. A member is not in good standing if they fail to pay their annual membership fee and applicable activity fee and is not in good standing for as long as these fees remain unpaid.
- ii. A member who is not in good standing may not participate in a board approved activity and 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.
- iii. A person's membership in an activity and in The Society is terminated if the person is not in good standing for 6 consecutive months.

## 5. DISCIPLINE AND EXPULSION OF SOCIETY MEMBERS

- i. A member of The Society or an Activity Group may be disciplined or expelled by majority agreement of the Executive Committee.
- ii. Before a member or an Activity group of the society is disciplined or expelled the society shall:
  - Send to the member or Activity Group written notice of the proposed discipline or expulsion, including reasons.
  - Give the member or Activity Group a reasonable opportunity to make representation to the society.
- iii. The Board will enforce the City's Code of Conduct Policy, up to and including revoking Activity Group and or member privileges in the Facility.
- iv. The Board will revoke or withdraw activity privileges and/or membership privileges for failure to comply with Society bylaws/rules.

## 6. SOCIETY BOARD OF DIRECTORS

### General Information

- i. All board members are elected for a two year term at the Annual General Meeting.
- ii. Board members may only hold an elected or appointed position for two terms unless otherwise indicated.
- iii. The Executive and Directors of The Society will be collectively referred to as the Board.
- iv. The role of the Board is to manage the affairs of The Society in keeping with the purposes of the Society.
- v. 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.
- vi. 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.
- vii. All members of the Board must be members in good standing of The Society and must have been Society members in good standing for a minimum of six months.
- viii. Board members will 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.
- ix. The Board also serves as the Dogwood Pavilion Advisory Board during any communication or interaction with The City.

## **7. 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 an employee of The City of Coquitlam
- ix. Executive Secretary, this is a voting position
- x. Crafts and Games Director -- representing all craft programs examples of which are Lapidary, Workshop, Quilting and Dogwood Designs as well as Canasta, Mexican train, scrabble.
- xi. Cultural Director --representing all cultural groups, examples of which are Drama and Songsters, South Asian Cultural Group
- xii. Social and Educational Director—representing groups including cards, social dancing, computer committee
- xiii. Sports Director—representing all sports group such as hikers, pickle ball, slo-pitch, snooker and table tennis

## **8. BOARD TERMS OF OFFICE**

- i. The positions of President, 1st Vice President, 2nd Vice President and Director(s) at Large are elected at the Annual General Meeting for a two-year term by The Society membership.
- ii. Activity Group Directors and Assistant Directors are elected for a two-year term by their respective Activity Groups during a meeting prior to the AGM, each activity group is entitled to have two voting members regardless of the number of members attending the meeting.
- iii. The terms of office shall start the month immediately following the election and for the following 24 months.
- iv. The Financial Director, Assistant Financial Director, and Executive Secretary positions are appointed or affirmed by the board, every other year, at the February Board meeting following acceptance of the year end financials.
- v. The Financial Director, Assistant Financial Director, and Executive Secretary are limited to serving a maximum of 8 years on The Board.

## 9. BOARD ELECTIONS AND APPOINTMENTS

- i. Only those activity groups in good standing with The Society can attend and vote at the annual activity leader meeting in February.
- ii. Printed electioneering materials for the positions described above will 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.
- 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 to 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:
  - i. The Board may, by majority vote, and without an AGM election, appoint an existing member to fill the position for the remainder of the term of office.
- iv. 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.
- v. Only Society members in good standing and in attendance at the Annual General Meeting may vote.
- vi. Nominators for Board positions must be Society members in good standing and must ensure the nominee agrees to stand and meets the nominee criteria.
- vii. Nominees for elected positions must be Society members, and in good standing for a minimum of six months.

## 10. BOARD MEETINGS

- i. The President shall be the Chairperson (Presiding Officer) of the Board, the Executive Committee and Ex-Officio 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, 1<sup>st</sup> or 2<sup>nd</sup> 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.

## **11. EXECUTIVE COMMITTEE**

The Executive Committee will 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

## **12. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE**

- i. The Executive Committee may meet 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 committee at the next earliest meeting of the Board.

## **13. 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.



#### 14. DUTIES OF THE FINANCIAL DIRECTOR and/or ASSISTANT FINANCIAL DIRECTOR

- i. The duties of the Financial Director and the Assistant Financial director are interchangeable.
- ii. 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 Seniors Society.
- iii. The Director/Assistant will prepare an annual Dogwood Pavilion Seniors Society budget for approval of The Board
- iv. 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.
- v. Further duties include, but are not limited to:
  - i. Ensuring that the appropriate forms are completed at the bank to grant signing authority for The Society accounts.
  - ii. 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 approved by the Board.
  - iii. Maintaining up-to-date and legible books for monies received and expended.
  - iv. Preparation and presentation of financial reports to the monthly Board meetings and the Annual General Meeting.
  - v. The Financial Director/Assistant Financial Director will review activity group accounts to determine if funds held in their activity accounts meet the groups' requirements.
  - vi. Timely completion and accurate reporting to external Federal, Provincial and Municipal governments in accordance with their respective reporting requirements. This includes but is not limited to Tax returns for charities, sales tax remittance and gaming license reporting.
  - vii. Attend sub-committee meetings that have a potential financial impact (either current or future) on The Society
  - viii. Activity Group fees balance records will be maintained by The Society's Financial Directors.
  - ix. Each Activity Group will be identified as a separate balance in the Activity Ledgers
  - x. The Financial Director will review Activity Group requests for expenses to determine that the funds are being used for the activity.
  - xi. It is recognized that Activity Groups that provide community services may exceed their annual budget. Upon review by the Financial Director additional funds may be accessed from a discretionary account established the Board for this purpose.
  - xii. Requests for large amounts will be accompanied by a second signature or the minutes authorizing the request.
  - xiii. The Financial Director will carry over any Activity Group balances at year end to the next calendar year.

## 15. DUTIES OF THE ACTIVITY GROUP DIRECTORS

The Directors and Assistant Directors are:

- i. Elected annually at a meeting prior to the Annual General Meeting.
- ii. Required to meet and complete all requirements for a volunteer under the Volunteer policy established by the City.
- iii. Selected by the Activity groups by whatever process the Activity groups decide.
- iv. Report to The Board on the accomplishments of their respective groups, activities, committee meetings.
- v. Prepare a yearly budget for presentation to The Board by the January meeting.
- vi. Act as liaison between their groups, activities, committee meetings and the Board.
- vii. Prepare an Annual Report for presentation at the Annual General Meeting delineating their achievements over the past year.
- viii. Carry out Board delegated assignments and assist the President and Coordinator as required.
- ix. Keep Activity contact list current.
- x. Maintain monthly contact with activity group leaders to ensure timely and ongoing communication.

## 16. GROUPS AND ACTIVITIES GUIDELINES

A group or activity applies to the Board for standing in the Society and upon approval falls under the umbrella of these bylaws as well as the Service Level Agreement and Provincially mandated Societies Act.

- i. 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. Activity Groups maintain the constitution and bylaws of The Society within their groups.
- iii. Maintain a membership list which shall contain a minimum of first and last name, as well either phone number, email, or both.
- iv. Keeps their Activity Director abreast of any changes impacting the normal course of the Activity Group's operation.
- v. Contribute to the financial viability of The Society.
- vi. Establish fees to meet the ongoing financial needs of their group. These fees will be reviewed annually, and the Society will be notified of any changes.
- vii. Membership fees collected will be, at the earliest opportunity, be placed into the Dogwood Safe following the established deposit procedures.
- viii. Fees collected are managed at the discretion of the Societies' Executive Committee, unless different arrangements are approved by the Board.

## **17. DUTIES AND RESPONSIBILITIES OF THE GROUPS/ACTIVITIES**

- i. Responsible for establishing, monitoring, and enforcing Dogwood membership requirements.
- ii. Maintain proper financial records regarding fees collected from each member and deposited.
- iii. Keep their Director informed of any changes in the operation of their activity.
- iv. Support the Society in recruiting candidates to fill Executive and Director Positions.

## **18. NON-DOGWOOD GROUPS**

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.

## **19. 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.

## **20. ANNUAL GENERAL MEETING**

- i. The Annual General Meeting will be held during the month of March at the call of the Board.
- ii. A quorum will 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.

## **21. 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.

## **22. 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 will be any one of the following:
  - President
  - 1st Vice President
  - 2nd Vice President
  - Director at Large

## **23. ACCESS TO RECORDS**

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

## 24. PRIVACY

### Collection of Information

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.

- i. This information is collected via email, phone or in person.
- ii. The Society's website does NOT currently track or analyze usage data.
- iii. The Society is committed to using personal information in a respectful and useful way.
- iv. The Society is also committed to making sure patrons do not receive more than a reasonable number of emails, letters or phone calls.
- v. This information will only be used as follows:
  - Individual activity groups may use their group's information solely to the benefit of their activity as determined by their executive committee.
  - 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.
  - As directed by Federal, Provincial or Municipal legislation or for audit purposes.