

*NEWMARKET SENIORS' MEETING PLACE MEMBERSHIP
CONSTITUTION AND BY-LAWS*

SECTION 1 — PREAMBLE AND PURPOSE

PREAMBLE

The name of the organization shall be the NEWMARKET SENIORS' MEETING PLACE (NSMP).

PURPOSE:

The purpose of the organization shall be to encourage and support programmes designed to enable all members to develop their mental, social, cultural, physical and educational well-being and to promote friendship, fellowship, good health and mutual understanding in a safe and enjoyable environment.

1. CONSTITUTION

1.1 The NSMP membership shall be represented by an Advisory Board (Board) elected by the NSMP membership at the Annual General Meeting (AGM). Board members shall serve for two (2) years. Not more than one-half (1/2) of the Board shall be elected each year under normal circumstances. The Board is the official voice of the membership of the NSMP.

1.2. The building in which the NSMP operates at 474 Davis Drive is owned and controlled by the Town of Newmarket. Programs and activities for the membership of the NSMP shall be operated in partnership with the Town of Newmarket Recreation and Culture Department and the NSMP Advisory Board.

1.3 The Constitution shall become effective immediately upon approval by the Membership at the AGM. Approval of two thirds of those in attendance at the Annual General Meeting is required.

1.4 This Constitution shall be reviewed every three (3) years or as required by the Advisory Board.

1.5 Amendments to the Constitution

Any member, or group of members, may submit written recommendations, in writing only, for the revision, or addition, to any part of the Constitution for review by the Constitution Committee not less than 90 days prior to the AGM.

Procedure and forms for this purpose are contained in appendix I and II

1.6 Any procedural problems arising at Board meetings that are not clearly spelled out by the Constitution will be resolved through the use of Robert Rules of Order.

2. MEMBERSHIP

2.1 Full membership of the NSMP shall be open to all applicants who are fifty-five (55) years of age or over.

2.2 Associate membership in the NSMP shall be open to any person under the age of 55 who is the spouse/partner of a full member.

2.3 Only full members in good standing shall have the right to vote at the AGM.

2.4 Members in good standing shall be deemed to be person whose membership in the NSMP is paid in full for the current year.

3. MEMBERSHIP DUES

3.1 Membership dues shall be established and collected by the Town of Newmarket for members who are residents and non-residents of the Town.

SECTION II — OPERATING PROCEDURES

1. ADVISORY BOARD

1.1 In accordance with SECTION I of the Constitution, the Board shall liaise with the Town of Newmarket, through the Recreation and Culture staff, on matters relating to senior citizen programmes and activities at the NSMP and also on the maintenance of the facilities.

1.2 The Town of Newmarket shall inform the Board when it rent, or requires the use of, the facility for other purposes that may affect the membership programming schedule.

1.3 Membership on the Board shall be open to any full NSMP member in good standing.

1.4 In the voting process at the Advisory Board meetings, majority rules. In the case of a tie, the chair would be called upon to make the deciding vote.

2. Election to the Advisory Board

2.1 Any Full members may nominate one (1) full member to stand for election to the Advisory Board.

2.2 All nominations must be submitted to the NSMP office staff or the Nominating Committee no later than twenty-one (21) days prior to the AGM, and subsequently posted no later than fourteen (14) day prior to the AGM.

2.3 The Board shall assist in making new candidates known to the membership. To this end candidates must submit a written summary of their qualifications including a recent photo to hold office which shall be made available to the membership.

2.4 Voting shall be by closed ballot.

2.5 A sitting member of the advisory board and a Town of Newmarket staff representative shall count the ballots and provide the final results to the membership at the AGM.

2.6 Elections shall be held at the AGM if necessary. The new Board members shall take office on the first of the month following the Annual General meeting. The Executive Officers are chosen by the Board members at the first meeting of the new Board.

3.0 COMPOSITION OF THE BOARD

3.1 The Board shall consist of a minimum of six (6) members and a maximum of nine (9) elected members plus the immediate past chairperson. Ex-officio non-voting members shall include a Town of Newmarket representative, and one (1) Town Council member.

3.2 The term of office for Board members shall be for two (2) years starting on the first of the month following the Annual General Meeting. In the event that there should be more than three (3) vacancies at election time, then the three (3) candidates receiving the most votes shall serve for two (2) years.

3.4 No more than two (2) voting non-resident members shall be permitted on the Board at one time.

3. DUTIES OF EXECUTIVE OFFICERS

3.1 The Executive Officers shall act for and on behalf of the Board whenever an immediate decision may be required. Executive Officer decisions shall be unanimous. A quorum shall be any three (3) members of the Executive.

4. DUTIES OF CHAIRPERSON

4.1 Chair all meetings of the Advisory Board.

4.2 Represent the Advisory Board at all places and official seniors' organizations that the Board may deem necessary.

4.3 Meet with the Executive Officers as necessary.

4.4 Post minutes on advisory board bulletin board once signed and remove and file previous month's minutes in binder.

4.5 The chair can present a person for membership to the Board to fill a vacancy and, with approval of the Board, this person would be appointed. (10.2)

5. DUTIES OF PAST CHAIRPERSON

5.1 By virtue of office, the past chairperson should be a non-voting member of the Advisory Board and does not hold a position of office. This person would not have to run for office but would contribute past experience to assist the Board.

6. DUTIES OF VICE-CHAIRPERSON

6.1 Chair the meeting of the Board in the absence of the Chairperson

6.2 Chair the Constitution and By-Laws Committee

6.3 Present any Constitution and /or By-Law revisions to the membership at the AGM

6.4 Chair the Nominating Committee.

7. DUTIES OF TREASURER

7.1 Maintain the accounts of all funds received or disbursed by the Board.

7.2 Present to the Board any investment proposals relative to any surplus funds.

7.3 Prepare a financial statement for presentation and approval at each meeting of the Board.

7.4 Prepare and present an annual financial statement and report at the AGM.

7.5 Chair the Finance Committee.

7.6 As Chairperson of the Finance Committee, monitor the finances of the organization, and prepare guidelines for financial procedures and controls. Any capital expenditure exceeding 20% of the annual budget of individual groups, or \$500.00, whichever is less, shall require the prior approval of the Board.

7.7 Review annual budgets, in consultation with the various groups and sub-committee convenors.

7.8 Prepare annual budgets in accordance to the estimates as submitted by the various groups and sub-committee convenors.

7.9 The Signing Officers for the NSMP bank account(s) shall be the Treasurer, the Chairperson, the Vice-Chairperson and one other member in good standing designated by the Board. Cheques shall be signed by the Treasurer and any one of the other signing officers.

8. DUTIES OF SECRETARY

8.1 Be responsible for the preparation and delivery of the minutes of the meeting of the Board and the Executive meetings.

8.2 In consultation with the Chairperson, be responsible for the preparation and distribution of the agenda for all meetings of the Board; any revisions or amendments to the agenda shall require three (3) days prior notice.

8.3 Maintain the records of the proceedings of the Board.

8.4 Deal with the correspondence of the Board.

8.5 Be aware of the welfare of members and prepare Sympathy Cards as required.

9. MEETINGS OF THE BOARD

9.1 The Board shall meet monthly not less than six (6) times a year.

9.2 Any Board member failing to attend three (3) consecutive monthly meetings, without an explanation satisfactory to the Board, may be declared no longer an active Board member. The Chairperson may recommend a replacement member, subject to Board approval, for the remaining term of the office when a position is declared open. At the next AGM meeting this position is subject to re-election after term is complete.

9.3 A quorum of the Board shall consist of one-half (1/2) plus one (1) of the total voting Board membership.

9.4 Board meetings may include discussion of confidential matters so that an in camera Session may be initiated by the Chairperson or any other Board member.

9.5 Members of the NSMP in good standing may attend Board meetings subject to the approval of the Chairperson.

10. SPECIAL/EXTRAORDINARY MEETINGS

10.1 A Special Meeting, to discuss and decide upon a specific matter of general interest or concern, may be called by the Board, or by the Executive Officers, or by the Chairperson of the Board. A Special Meeting can also be called if required or requested by twenty-five (25) members of the NSMP. Reasons for such a request must be given, in writing, signed by all of the members requesting the meeting, and submitted to the Chair person. These reasons shall be published and posted, along with the notice convening the meeting, no later than fourteen (14) days prior to the meeting. Voting privileges for Special Meetings shall be as for the AGM

11. GENERAL MEETING

11.1 The Board shall call an Annual General Meeting (AGM) to be held in November of each year. The NSMP membership at large shall be advised of the AGM by a notice posted prominently at the NSMP at least thirty (30) days prior to the AGM date. The notice convening the meeting shall include the agenda for the meeting. The published Agenda shall be available no later than seven (7) days prior to the AGM, and may be altered, or suspended, at the meeting by a majority vote of the full membership in attendance.

11.2 Each full member in attendance at the AGM shall have one (1) vote on each matter put forward for voting. Changes to the Constitution or By-Laws shall require a two-thirds (2/3) majority of members in attendance. All other matters shall require a simple majority.

BY-LAWS

SECTION I — MEMBERSHIP

1.0 Rights and Privileges of Membership

1.1 Upon payment of the membership fee all members of the NSMP shall receive a membership card (if new) and a copy of the Constitution and By-Laws.

1.2 For the purpose of renewed fees, a membership fee renewal shall be on the anniversary date of the member's sign-up date — i.e. — the member signs up on June 1, 2005, the renewal date would be June 1, 2006.

1.3 Non-member senior citizens may make use of the facilities of the NMSP, subject to the payment of the current fee schedule. However, non-members, whether senior citizens or not, may attend special events on payment of the event fee, as established in the current fee schedule.

1.4 Participation in registered programmes and events shall be made available to resident member first. Participation by non-members MAY occur if space is available subject to the current fee schedule and approval by a Town of Newmarket representative.

1.5 Potential members may attend the Meeting Place up to three (3) times to become acquainted with the Meeting Place then decide to become a member. Only members are eligible to participate in the drop-in program offered by the Advisory Board.

SECTION II — Code of Conduct

2.1 All members must adhere to the “Code of Conduct” as set out by the Town of Newmarket.

2.2 Disciplinary actions resulting from non-compliance to the above is the responsibility of the Town of Newmarket with participation of the advisory board if required.

SECTION III — CONTRIBUTIONS

3.0 Contributions

3.1 Benefactors to the NSMP who make donations in cash or in kind with a value of \$500.00, or greater, shall, if the benefactor so desire, have his/her name(s) inscribed on the Benefactors' Board. All gifts are to be acknowledged by a letter of thanks. It shall be the responsibility of the Property and Resource Committee, and the Planning Committee, to evaluate any offer(s) in kind, to recommend acceptance or not of the offer(s), to arrange for the appropriate letter of thanks, and for the posting of the appropriate name(s) on the Benefactors' Board.

3.2 Donations for the NSMP are made out to the 'Town of Newmarket/Seniors,' and are deposited to the Advisory Board's account only if the donor doesn't require a receipt. If the donor requires a receipt for tax purposes, then the money is deposited into a Town of Newmarket reserve fund. Receipts will be issued by the Town as required. This account is administered by the Town of Newmarket and is dispersed by Town staff of the Newmarket Seniors' Meeting Place subject to approval by the Newmarket Seniors' Meeting Place Advisory Board.

SECTION IV: BOARD COMMITTEES

4. Board Committees

4.1 At the first meeting of a newly constituted Board, each year, Standing Committees shall be established, and a member of the Board, or a Board delegate, shall chair each committee. There shall be at least one member of the Board on each committee; ad hoc committees may be struck by the Board as required. Committee Chairs shall abide by the Advisory Board Code of Conduct. The Standing Committees are to be known by the following titles:

- Activities
- Constitution
- Finance
- Games
- Kitchen
- Newsletter
- Nominating
- Property & Resources
- Public Relation
- Special Events

5. Standing Committee Rules

5.1 Any member of the NSMP may be appointed by the Chair of the respective committee, subject to the approval of the Board.

5.2 The functions and operating guidelines of each committee shall be established by the committee, subject to the approval of the Board.

5.3 Committee appointment shall be for a maximum of one (1) year, renewable at the Discretion of the Board.

5.4 Committee Chairs shall respect their boundaries and those of other Committee Chairs.

5.5 If a committee member misses 3 consecutive meetings without cause, and without notifying the Chair, they are automatically dismissed from the Committee.

6. COMMITTEES' JOB DESCRIPTION

As required, all committees may establish sub-committees.

6.1. Finance. Assist the Treasurer. At least one (1) member of the committee should be able to replace the Treasurer if, for any reason, the Treasurer is absent. The committee shall assist the Treasurer in deciding, and regularly revising, the limits of expenditure for committees, guidelines for floats etc.

6.2. Special Events. Organize and arrange special events. Report on past and future events to the Board and provide information on these to the editor of the newsletter. Work with the Public Relations person to arrange publication of events in the media.

6.3. Fund Raising/Special Projects. Research fund-raising opportunities for the NSMP and report to the Board. Investigate possible fund-raising events in consultation with the Special Events Committee, activity convenors and the Town of Newmarket. Arrange for the necessary letters of thanks.

6.4. Property and Resources. Ensure that an inventory of all furnishing, equipment and supplies purchased by the NSMP is maintained. Make recommendations for the purchase of new furnishings, equipment and repairs to existing equipment. Removal of any furnishing/equipment from the Centre must have the approval of the Advisory Board or her/his delegate.

6.5. Planning. Chair any meeting for NSMP facilities planning purposes. Liaise with the Town of Newmarket through NSMP staff, Recreation Programmer. Present plans resulting from such meetings (short term and long term) to the Advisory board for discussion and concurrence. Report to the Advisory Board at monthly meetings on the status of ongoing projects.

6.6. Public Relations. Work co-operatively with all committees and convenors and the Town of Newmarket staff to ensure an effective exchange of information both within the NSMP and with the media and other local organizations regarding scheduled events to ensure favourable coverage and publicity.

6.7. Editor Newsletter. Responsible for producing quarterly newsletter after consulting with NSMP staff and Advisory Board, for the purpose of keeping members up to date on current events in NSMP.

6.8. Kitchen/Catering. Plan menu, order food and supplies required for lunch meals, train volunteers to be kitchen staff to prepare lunches and clean up after meals. The kitchen manager should be aware of the guidelines and principles of food safety and food sanitation and making sure that the Volunteers adhere to it. Schedule and oversee necessary maintenance and repairs of kitchen appliances.

6.9. Games. Consult with all games convenors to ensure that all necessary equipment is purchased and /or repaired as required. Consult with Property Chair & Advisory Board regarding all purchases over \$500.00 as in section 15.3.3. Supervise all new games projects and offsite projects.

6.10. Activities. (non-games). Consult with all non-games convenors to ensure that all necessary equipment is purchased and/or repaired as required. Consult with Property Chair & Advisory Board/Office regarding all purchases over \$500.00.

Supervise all new non-games projects and potential offsite projects. Current non-game activities; Craft Room, Wood Shop, Choir.

6.11. Nominating. This committee, chaired by the Vice Chairperson, or a person named at the discretion of the Board, assisted by four (4) members in good standing from the general membership of the NSMP, shall determine the eligibility of Board candidates, and prepare the nomination slate for elections to the Board at the AGM. The committee shall ensure the Board maintains a well-balanced representation of the membership, and the various groups.

6.12. Constitution. This committee, comprised of two (2) Board members including the Vice-Chairperson and two (2) other full members of the NSMP in good standing, along with a Town of Newmarket representative, shall review and revise the Constitution every three (3) years or as necessary.

7.0 Dissolution

In the unlikely event that the Newmarket Seniors' Meeting Place fails to elect an Advisory Board in accordance with 2.1 of section 2.0: Composition of the Board. The NSMP will be governed by the following:

7.1 It is the provision of this By-law that members of the Newmarket Seniors' Meeting Place shall have no interest in the property, all equipment, fixtures, chattels and contents of the Newmarket Seniors' Meeting Place.

7.2 Any funds collected from the Advisory Board run drop-in programs and special events of the Newmarket Seniors' Meeting Place membership remaining after satisfaction of its debts and liabilities, shall be held in trust for two (2) years after which they shall be distributed to a volunteer organization in the area whose objectives most clearly accord with those of the Newmarket Seniors Meeting Place, as determined by its members at dissolution.

APPENDIX 1

Procedure to amend the Constitution and Bylaw

1. Any proposed amendment to the Constitution from the membership shall be in writing and addressed to the Chair of the Constitution committee not less than 90 days prior to an AGM. It shall be signed by the submitter and at least one additional member in good standing. The submission shall include a written explanation of the purpose or benefit of the proposed change.
2. The chair of the Constitution committee shall acknowledge receipt of each proposed amendment in writing and keep the original file.
3. After an amendment have been researched, it will be presented to the Advisory Board with recommendations for their approval/comments etc.
4. The Advisory Board shall consider all proposed amendments and give them a status of either concurrence or non-concurrence. Concurrence shall require two thirds of the Advisory Board members present, and voting. All proposed amendments given non-concurrence status shall be fully explained in writing to the submitter, by the Chair of the Constitution committee not less than seven days prior to the AGM.
5. All proposed amendments shall be presented at the AGM.

APPENDIX II

Newmarket Senior's Meeting Place
Constitution and Bylaws Amendment Submission Form

Proposed Amendment: _____

Page number _____ Section: _____

Reason: _____

Submitter's Name please print) _____ Date _____

Constitution Committee Disposition: Concurrence: YES _____ NO _____

Comments: _____

Constitution Committee Chair (please print) _____ Date _____