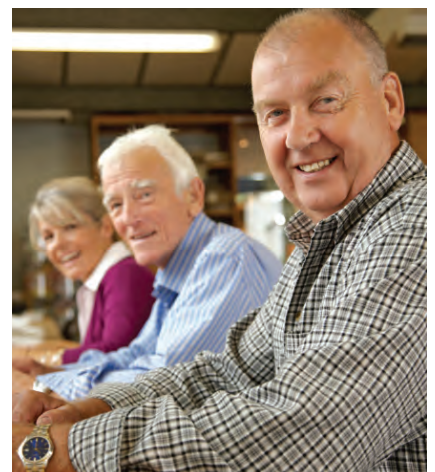


Older Adult Clubs in the City of Vaughan

Policy & Operating Procedures



Recreation & Culture Department



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Introduction

One of the primary roles of the Recreation & Culture Department is to work with the community by offering a variety of leisure and recreational activities. The Department supports older adult clubs and groups who in turn deliver many recreation and social activities to a growing number of older adults in the City of Vaughan.

The Policy and Operating Procedures for Older Adults Clubs in the City of Vaughan is divided into three sections.

Section 1 provides an overview of the City of Vaughan Requirements of Older Adult Clubs who are recognized by the City of Vaughan.

The City of Vaughan requirements include:

- Roles and Responsibilities of Clubs and City Liaisons
- Allocation of Club Space and Equipment
- Membership Requirements
- Establishment of New Clubs

Section 2 outlines the Older Adult Clubs Operating Procedures which include:

- Membership Eligibility
- Board Governance
- Term of Office
- Meetings
- Elections
- Financial Management
- Election Procedures

Section 3 includes Information Resources that can assist the clubs in their day-to-day operations. For example, standard formats for agendas, minutes and expense reports can assist volunteer executives in providing consistent reporting and aid in ongoing volunteer training.

The Operating Procedures for Older Adult Clubs in the City of Vaughan document will be available to older adult club boards and their members. City of Vaughan Recreation and Culture staff are available to provide orientation training and support over time to further the development of the older adult clubs affiliated with the City of Vaughan. To further communicate with club members, executives are encouraged to share the operating procedures to any club member when requested.

The City of Vaughan recognizes the invaluable service that numerous older adult club volunteers provide to Vaughan Seniors. An environment of cooperation and collaboration will enable the City of Vaughan and the older adult clubs and groups to continue to deliver outstanding services that will benefit the many older adults of the City of Vaughan.

Seniors Association of Vaughan Initiative (SAVI)

SAVI is an umbrella Older Adult Club organization representing more than 4,000 older adult club members in the City of Vaughan. SAVI operates under its own constitution and is not governed by the Policy and Operating Procedures for Older Adult Clubs.

Mission Statement

To consolidate and strengthen the network of seniors' clubs giving a united voice and an improved quality of life to the seniors in the City of Vaughan.

Objectives

1. To advocate for seniors' needs and interests.
2. To offer social, cultural, recreational and educational activities aimed at reducing isolation and promoting social interaction among seniors.
3. To strengthen friendships and community connections.

All Older Adult Clubs in Vaughan are automatically granted membership in SAVI. Each Club Member can designate two members to sit on the Board of Directors. In the event that either of the designated members cannot attend a Board of Directors meeting, a substitute member can attend in his/her place. Each Club Member can cast two (2) votes.

Programs & Activities

SAVI with the collaboration of Club Members and interested organizations, institutions and groups, will undertake the planning, organization, implementation and evaluation of annual events and programs, such as:

1. Bingo Rama
2. Volunteer Recognition
3. Seniorsfest
4. Holiday Concert





Section 1: City of Vaughan: Requirements of Older Adult Clubs

1.0 General Role of Older Adult Clubs & Groups Introduction

Older adult clubs operate in collaboration with the City of Vaughan to promote active living and deliver a variety of community recreation programs and services that benefit the health and wellness of older adults in the community.

Older adult clubs are volunteer, non-profit based organizations open to all Vaughan older adults that are recognized by the City of Vaughan Council and utilize existing City approved facilities or leased space in Vaughan. The programs and services delivered by the clubs are for the benefit of the older adults that live in Vaughan.

2.0 Role & Responsibility of The City Liaison

The City of Vaughan staff are available to provide ongoing support to clubs. A City staff liaison is assigned to each club.

2.1 The City Liaison:

- Is the first point of contact for the club's executive members who require assistance to resolve club issues and concerns.
- Attends Board of Director's meetings on a regular basis.
- Assists the club in permit requirements, special event booking, general administration, membership administration, statistics and club elections.
- Assists the club in all services-in-kind (SIK) requests.
- Provides assistance regarding the arbitration between membership and Board of Directors.
- Assists in the preparation and posting of communications in the club area.
- Tracks usage of club programs and allocation of space and equipment.
- Reviews and assists with club reports, minutes, and financial statements on an ongoing basis.
- Provides and reviews older adult club guidelines.
- Provides training and orientation to new executives.
- Acts as a resource.

3.0 Club Requirements From The City of Vaughan

3.1 The City of Vaughan requires clubs to provide the following to the City Liaison:

- 3.1.1 A copy of all Board meeting minutes;
- 3.1.2 Annual financial statement;
- 3.1.3 List of Board Members including names, addresses and phone numbers;
- 3.1.4 Provide a current club membership list (part of the membership application form) including address, telephone numbers and emergency information;
- 3.1.5 Annual summary of programs, events, and equipment/supplies inventory;
- 3.1.6 A regular update of the space and facility requirements for all programs and events is required. Staff will assess the space and facility requirements based on the club's utilization and confirm availability of the space with the club. Any major events must be permitted well in advance to allow sufficient time for processing. Additional expenses for rooms and/or equipment may apply;
- 3.1.7 Members must be from the City of Vaughan (with some exceptions) as outlined in item 6.0 Membership Eligibility; and
- 3.1.8 Operate under the Rules, Policies and Bylaws laid out by the City of Vaughan.

4.0 Requests & Establishment of New Older Adult Clubs & Grants

- 4.1 The following guiding principles will be followed when requests are received for the establishment of a new club in an existing community.
 - 4.1.1 Requests for the establishment of a new club in a new area of Vaughan must be submitted in writing to the attention of the Director of Recreation and Culture for consideration.
 - 4.1.2 The letter must include: the name, purpose of the club, type of proposed activities, along with a list of names and addresses of proposed members.
- 4.2 The following guiding principles will be used to assess the establishment of a new club in the City of Vaughan:
 - 4.2.1 Growth from new older adult groups within an existing geographical area has resulted in demands for services from residents that are not currently represented;

- 4.2.2 A schedule of activities that does not conflict or compete to the detriment of the existing club's schedule of activities within the geographical area;
- 4.2.3 Space will not be dedicated and will be shared between other Older Adult Clubs, general community use (i.e., permits) and the City programs.
- 4.2.4 The other older adult clubs that exist are outlined in Section 3: Older Adult Clubs & Groups.
- 4.2.5 The mandate of the club is to provide social, recreation, health and wellness, arts and culture activities for older adults who live in the area of the proposed club.
- 4.2.6 The individuals requesting the establishment of the new club must reside in the community where the club is being requested.
- 4.2.7 In considering the request, a minimum list of 50 Vaughan residents (names and addresses) must be provided to the City of Vaughan. Individuals must identify if they belong to an existing older adult club in the City. Members must be a minimum of 60 years of age. Memberships may be extended to spouses 55 years of age and older.
- 4.2.8 Membership lists are reviewed by the City of Vaughan on an annual basis.
- 4.2.9 The individuals forming the club must be in good standing with the City of Vaughan. Good standing is defined as no outstanding or previous legal or disciplinary issues with the City of Vaughan or other older adult clubs recognized by the City of Vaughan.

4.3 Process and Acknowledgement of Requests

- 4.3.1 In new areas of the City, the availability of existing community resources will be investigated for availability of space and time. Leased or rented retail space will not be considered as an option. Allocation of space will be reviewed on an annual basis, taking into account program needs and permit requests. The "Active Together" Master Plan states that "no additional stand-alone seniors' facilities are recommended".
- 4.3.2 The individual(s) requesting a new club will receive a letter in writing acknowledging the receipt of their request.
- 4.3.3 Staff will review the request and based on the criteria. A follow-up letter on the outcome of the request will be provided to the individual(s).
- 4.3.4 If a new club is approved, an Annual General Meeting (AGM) and Elections of the Board of Directors must take place within two (2) weeks. (NOTE: All exceptions must receive prior approval from staff).

4.4 New clubs will receive the following grant amounts for the first two (2) years:

Year 1:	\$500
Year 2:	\$250

4.4.1 Grant funding is intended to be used for administration costs (i.e. mailings, printing, supplies) and program costs (i.e. instructors, publicity, program equipment, etc.) and must be included in the annual financial statement.

5.0 Club Space, Equipment & Inventory

5.1 Specific hours of operation will be determined by the Board of Directors in consultation with the City of Vaughan.

5.1.1 Space is not designated for the sole use of any one group or individual and is considered to be shared space. Older adult groups that operate in a community centre will be provided with time and space subject to availability. The "Active Together" Master Plan notes that "it is now considered a "best practice" to provide older adult lounge facilities (which provide for multiple uses and diversified programming opportunities), rather than single purpose, dedicated seniors facilities".

5.1.2 Older adult club space may be shared by other groups or program users operating in the building pending space availability.

5.1.3 When leased space expires, every attempt will be made to relocate the group to an existing City of Vaughan facility. Council direction will be required on an exception basis.

5.1.4 All older adult clubs that operate in the City of Vaughan community centres must abide by the hours as determined by the Recreation & Culture Department and the Department of Buildings & Facilities.

5.1.5 All older adult clubs that operate in unstaffed facilities must adhere to any limitations on hours of operation as indicated by the lease agreement.

5.2 The Board of Directors are responsible for ensuring that all activities at club locations adhere to posted by-laws and capacity regulations as set by the Fire Department.

5.3 The City of Vaughan provides older adult clubs with program non-dedicated space to operate their events and activities. All additional club enhancements (i.e. Cable TV, computer, internet, office supplies, furniture, appliances, equipment) are at the expense of the club.

5.4 Clubs are encouraged to raise funds and obtain donations to secure any other additional equipment and supplies.

5.5 With the assistance of the City Liaison, the Board of Directors are responsible for maintaining an up-to-date inventory list including all equipment provided by the City of Vaughan and all equipment purchased by the club. This list will be provided annually to the Recreation & Culture Department and must be provided to any incoming Board of Directors immediately following an election.

All equipment purchased by the club, or received by donation, is the responsibility of the club. Club equipment must not be removed by any member for personal use. Clubs adding equipment are responsible for insurance.

5.6 Clubs receive the following free use of permitted facilities:

- one (1) picnic permit per year, excluding Sundays in July, with associated City inventory services-in-kind (SIK) if required (excluding Showmobile);
- two (2) event times per year for seven (7) hours in gyms and/or halls;
- Payment must be made by the group for any additional expenses (i.e. staff overtime, SOCAN fees).

Section 2: Older Adult Clubs Operating Procedures

6.0 Membership Eligibility

6.1 Any individual resident, or property taxpayer, supporting the mandate, goals and objectives of the older adult club will be admitted to membership in the club upon application and payment of the appropriate membership fee to the Board of Directors. New members will be admitted without discrimination in keeping with the Canadian Human Rights Act. To be eligible, members must be a minimum of 60 years of age. Memberships may be extended to spouses 55 years of age and older. Spousal memberships do not include holding office and voting privileges.

6.2 Proof of residence must be shown in the form of one of the following:

- Government identification that lists the member's name and address (i.e. driver's license).
- Utility bill on which the member's name appears.
- A signed form from the owner of the property that the member is maintaining a permanent residence at a Vaughan address.
- Valid Driver's License.

6.2.1 Members who move away from the City of Vaughan may still be considered members (considered as 'grandfathered').

6.2.2 At the discretion of the club, non-residents may become members. The percentage of non-residents must not exceed ten percent (10%) of the overall membership. Non-residents who become members may neither vote nor hold office.

6.2.3 Guests are welcome to participate in up to two (2) club events at which point they must obtain club membership for further participation.

6.3 Residents with disabilities are eligible to become members at 50 years of age as participants in club events only. They will have no powers to vote at an election, may not attend General Meetings, nor may they occupy any position on the Board of Directors until they reach the required age (see 6.1).

6.4 Memberships are available on a first-come/first-served basis without restriction, bias or exclusion other than the guidelines noted in this document.

6.5 Members may vote at all clubs where they hold a membership, provided they are able to prove such membership at the election.

6.6 Members may hold office at one (1) club only.

6.7 The number of memberships issued must be reviewed and approved by the City of Vaughan Recreation & Culture Department.

6.8 All interested applicants must complete a membership application form and pay the appropriate dues in order to become a club member (see Section 4: Resource 1: Membership Application Form).

6.9 All members will be provided with a membership card verifying they are a member in good standing. A receipt of payment will be provided to each new member.

6.10 The membership form and information must clearly outline what is included as part of the membership and any additional costs that may be incurred by the member.

6.11 All members are required to abide by the spirit of the Code of Conduct for municipal employees and the Safe Community Centres Policy. Failure to do so may result in suspension from the club and all club events, locations and property.

6.12 Members may be charged a membership fee to cover the basic services that the club provides. Clubs may charge additional fees for programs and events where expenses are incurred. Club fees are determined by the Board of Directors.





7.0 Guidelines For Meetings

7.1 Board of Directors Meetings

- 7.1.1 Board of Directors meetings consisting of the President, Vice President, Secretary, Treasurer and all Board Members may occur on a monthly basis, or as decided and agreed upon by the Board Members. No less than six (6) board meetings are required on an annual basis.
- 7.1.2 Meeting dates must be posted on the club bulletin board. Meetings must have a quorum present, 50% plus one (1).
- 7.1.3 The Board may decide to elect a rotating Chair. It is not required that the President chair each Board meeting.
- 7.1.4 The meeting agenda must be prepared and circulated in advance. The agenda must include the review, approval and/or amendments of the minutes from the previous meeting (see Section 4: Resource 3: Sample Agenda).
- 7.1.5 As soon as the meeting is called to order, the agenda shall be confirmed. If there are any deletions and/or addendum items, the agenda will be amended accordingly.
- 7.1.6 Minutes must be taken at all Board meetings by the Secretary. In the absence of the Secretary, another Board member may be assigned by the Chair to take minutes.
- 7.1.7 Following each Board meeting, the Secretary is responsible for preparing the minutes of the past meeting. The Treasurer is responsible for preparing the most recent club financial report. Copies of minutes and financial reports will be made available to members at their request. Under no circumstances may minutes or financial reports be withheld from members. (see Section 4: Resource 5: Revenue & Expense Report). City Liaison is available to assist as required.

7.2 Should a member of the Board of Directors not be able to attend a regularly scheduled meeting of the Board, the member shall advise the Secretary prior to the meeting.

7.3 If an Executive member is required to be absent from the meetings of the Board of Directors for three (3) consecutive regularly scheduled meetings (with prior notification to the Secretary), the Board of Directors may appoint another current Board member as a temporary replacement.

7.4 If a Board Member is absent for two (2) consecutive meetings without prior notification to the Secretary they will be notified in writing that they may be removed from the Board. If no response is received they will be notified in writing that they have been removed from the board following the third consecutive meeting missed without notification. Their position will be considered vacant and filled as per the direction on vacancy (8.21).

7.5 Annual General Meetings (AGM)

7.5.1 AGMs will take place once a year as determined by the Board of Directors.

7.5.2 Announcement of the AGM will be posted on the club bulletin board by the Secretary at least four (4) weeks prior to the date.

7.5.3 The AGM will include: agenda, approval of previous minutes and financial report. Election for Board of Directors may be held at a subsequent meeting from the AGM.

7.5.4 Minutes shall be taken at the AGM by the Secretary or designate. Minutes from the most recent General Meeting must be posted by the Secretary at the club location.

7.5.5 A quorum for an AGM or an Extraordinary General Meeting shall be ten percent (10%) of the members in good standing.

7.6 Additional General meetings may be called from time to time when input is required from the General Membership. These additional Meetings are bound by the same guidelines for AGMs as listed above.

8.0 Election Procedures

- 8.1 The general membership elects the Board of Directors.
- 8.2 Elections must be held every two (2) years. All elections must be held within sixty (60) days of the anniversary of the previous election. The election date will be determined by the Board of Directors, in consultation with the Recreation & Culture Department, and shall be posted at the club by the President four (4) weeks prior to the election date.
- 8.3 A list of eligible voters, comprised of the club members in good standing, shall be posted one (1) month prior to the election on the club bulletin board; job descriptions and responsibilities for each position will be posted one (1) month prior to the election on the club bulletin board.
- 8.4 One (1) month prior to the election, eligible voters shall be notified by mail issued by the club Secretary in co-operation with the Recreation & Culture Department.
- 8.5 All City of Vaughan older adult club elections shall be conducted under the supervision of City of Vaughan, Recreation & Culture Department staff.
- 8.6 If the club elects to do pre-nominations, a call for nominations will be made one (1) month prior to the election by posting a "call for nominations". All nominations submitted are to be on the appropriate form and must be confirmed with a recommendation by two (2) club members. Approved nominations will be posted by the City Liaison at the club location. Nominations will end one (1) week prior to the election. This procedure will be considered to be optional and is at the discretion of the club executive. Nominations must also be conducted immediately prior to the election.



- 8.7 Spouses may both run for election, but the voters must be informed prior to the vote.
- 8.8 Only members in good standing with the club and the City of Vaughan holding a valid membership card may vote in any given election (considered eligible voters). Members must present a valid membership card, two (2) pieces of identification proving City of Vaughan residency and sign-in before entering the election. Members who have obtained membership during the three (3) months prior to the date of the election may neither vote nor attend the election. Non-resident members may neither run for office nor vote at the AGM.
- 8.9 Voter eligibility will be confirmed by City of Vaughan staff on the day of the election.
- 8.10 To be eligible for candidacy to stand for any elected position, the nominated candidate must be able to fulfill the responsibilities of the position, which includes attending meetings and assisting with club activities. If an individual has responsibilities or part-time employment that could impact on their ability to perform the duties as a member of the Board, it is advised that he/she not seek election to a Board position. Failure to fulfill the required duties may result in removal from the Board.

Candidates will be required to make a declaration agreeing that they must meet these requirements:

- Be a current member in good standing of the club and in good standing with the City of Vaughan.
- Have been a club member for at least two (2) years.
- Be a Vaughan resident.
- Not be a Board Member of another City of Vaughan Older Adult Club.
- If applicable, make known that he/she has a spouse that is also seeking election for a position.

- 8.11 The majority (50% + 1) of elected club executives must live within the club area. It is recommended that the Board of Directors include an Executive Committee of four members with elected/appointed members filling the roles of President, Vice-President, Secretary and Treasurer.

There should be a minimum of seven (7) members on the Board of Directors to a maximum of nine (9) members. The number of Board Members (three-to-five) to complement the Executive Committee will be determined by the Board of Directors based on the membership size of each club.

- 8.12 All nominees must be present to stand for election and must remain throughout the election process. Non-resident members may not be nominated for election.
- 8.13 Election/appointment of any Board of Directors member must be conducted in a non-discriminatory manner to ensure fair and equitable procedures and practices.

- 8.14 There shall be no proxy votes.
- 8.15 Eligible voters may only vote for one (1) nominated candidate per position.
- 8.16 Ballots will be counted by staff. Randomly selected club members will be chosen to observe the vote tabulation. Any present member in good standing who has not been nominated for a position on the Board of Directors may be selected to assist staff.

8.17 Elections

8.17.1 A motion from the floor will be made, and seconded, to open elections by the General Assembly.

8.17.2 Election procedures will begin with announcement of pre-nominations (if any), following the nomination procedure and voting for the following positions in the order in which they are listed:

- President (1 Position)
- Vice President (1 Position)
- Secretary (1 Position)
- Treasurer (1 Position)
- Councillors (minimum of 3/maximum of 5)

8.17.3 Executive Committee Elections

8.17.3.1 For each Executive Committee position a club member will nominate a potential candidate. This must be seconded by another club member.

8.17.3.2 Nominations will continue until there are no more nominations from the floor for that position at which time nominations will close for that position.

8.17.3.3 Each nominated candidate will be asked by the City Liaison if they will stand for election to that position. If accepted, they will be required to accept the declaration (item 8.10).

8.17.3.4 If only one (1) candidate accepts the nomination, that candidate will be acclaimed to said position.

8.17.3.5 If two (2) or more candidates accept the nomination:

- Ballots will be distributed to all eligible voters.
- Ballots will be counted by staff. Randomly selected club members will be chosen to observe the vote tabulation.
- The successful candidate will be announced prior to proceeding to the next available position.



8.17.4 Councillor Elections

8.17.4.1 For the Councillor openings, the nomination procedure will follow the guidelines set out for nominating the Executive Committee candidates.

8.17.4.2 A vote will only take place if the number of nominations exceeds the number of available positions, otherwise the nominated members will be acclaimed.

8.17.4.3 If the number of nominations exceeds the number of Councillor positions:

- Ballots will be handed out to all Eligible Voters.
- Eligible voters will vote for only one (1) candidate.
- The Candidates will be elected based on the number of votes received per candidate until all positions are filled.

8.18 Any ballot that does not follow the above outlined procedure will be considered spoiled and will not be counted. In the event of a tie, there will be an immediate recount. If a recount results in the same result, a coin toss will determine the winner.

8.19 No By-Elections will be called.

8.20 The Board of Directors may, at their discretion, leave a position vacant until the next election if an elected position is vacated (i.e. resignation). In the case of a vacancy of one (1) of the executive positions e.g., (President, Vice President, Secretary and Treasurer), the position next in line will assume the vacant position (i.e. Vice-President becomes President, etc.).

8.21 Should an elected member be unable to complete their duties and thus create a vacancy on the Board, a notice will be posted by the City Liaison informing of a two week period where any member in good standing may apply to be considered for the position. Upon the closure of the notification and application period, the Board of Directors will review the applications and vote to appoint one candidate to fill the vacancy for the duration of the term.

9.0 Term of Office

9.1 The Term of Office for the members of the Board of Directors is two (2) years commencing from time of election/appointment.

9.2 There is no limit to the number of terms a member may serve provided they are re-elected or re-appointed and in good standing with both the club and the City of Vaughan.

9.3 Resignations

If a member of the Board of Directors resigns before their term of office is completed, it is recommended that the said member provide a written letter of resignation to the Board.

9.3.1 The President will receive the letter and acknowledge it at the next club executive meeting.

9.3.2 The President will prepare a letter to the membership indicating that the Board Member has resigned from the Board. The Board will acknowledge and thank the Board member for their support.

9.3.3 The letter will be posted on the club bulletin board for not more than thirty (30) days.

10.0 Board of Directors

10.1 All members of the Board of Directors must be club members in good standing and with no prior or outstanding issues with the City of Vaughan, including being banned from any community centre/older adult club.

10.2 Board members must be able to fulfill the responsibilities of their position, which includes attending monthly meetings and assisting with club activities. If a Board member is unable to perform the required duties as a member of the Board, it may result in removal from the Board.

10.3 If a member of the Board of Directors has failed to disclose pertinent information that is contrary to, or in violation of, any guideline in this document, a letter of discipline will be issued from the Board of Directors and/or City of Vaughan to said Board member. Disciplinary steps may be taken that may result in the removal of said Board member from the Board of Directors and may result in the suspension/cancellation of his/her club membership.

10.4 The Board of Directors may remove a member from their Board of Director duties if they are found in violation of any guideline in this document, or at the discretion of the Recreation & Culture Department.

10.5 Position Descriptions

10.5.1 Position: **President**

Basic Functions:

The President acts a liaison between club members, the Board of Directors and the City of Vaughan, Recreation & Culture Department. The President delegates responsibility for all club activities, personally ensures ongoing good public relations outside and within the club ensuring that all members of the Board and the club adhere to the City of Vaughan Older Adult Club Operating Policy Procedures.

Responsibilities:

The President shall:

1. Be present at all meetings of the Board of Directors.
2. Perform the duties usual to the office and is responsible for the calling of meetings, preparing each meeting agenda (in consultation with the Secretary) and ensuring the meeting adheres to said agenda.
3. Have a casting vote in the event of a tie among any voting matter before the Board of Directors. The president cannot vote twice. For the President to have a tie breaking vote, he/she must abstain from the original vote. If the President does vote and there is a tie, the motion is defeated.
4. Ensure all other members of the Board of Directors follow through on their required duties.
5. Represent the club at Senior Association of Vaughan Initiative (SAVI) meetings.
6. Along with the Vice President, Secretary and Treasurer, be responsible for ensuring that matters of membership are current and controlled (i.e. size of the membership, fee collection etc.).
7. Compile a report at the end of each year including all meeting agendas, meeting minutes, financial statements and an executive summary of the club's activities for the year. A copy must be made available to the Recreation & Culture Department.
8. At the end of their term, ensure the transfer of all club effects and documents to the newly elected Board within two (2) weeks of the club election.
9. Be a signing officer for the club's bank and financial accounts.

Beneficial Skills:

Previous volunteer experience, good interpersonal skills, able to manage multiple tasks, good communications skills, leadership skills, ability to represent the club at public events.



10.5.2 Position: **Vice-President**

Basic Functions:

The Vice President shall, in the absence of the President, or when the President declares a Disclosure of Interest, assume the duties and responsibilities of the President.

Responsibilities:

The Vice-President shall:

1. Be present at all meetings of the Board of Directors.
2. Assist the President where required.
3. Assist in program development, membership drive and oversee the inventory and supplies of the club.
4. Assist to ensure that all members of the Board and the club adhere to the City of Vaughan Older Adult Club Operating Policy Procedures.
5. Assume the duties and responsibilities of the President when necessary (in absentia or when there is a disclosure of interest).
6. Be a signing officer for the club's bank and financial accounts.

Beneficial Skills:

Previous volunteer experience, good interpersonal and problem solving skills, able to manage multiple tasks, good communication skills, good group leadership skills and ability to represent the club at public events.

10.5.3 Position: **Treasurer**

Basic Functions:

The Treasurer shall maintain the financial accounting records and procedures for the club.

Responsibilities:

The Treasurer shall:

1. Receive all monies and be responsible for the disbursement of funds as directed by the Board of Directors.
2. Prepare and present financial reports for each Board of Director's meeting and each General Meeting.
3. Oversee the volunteers responsible for any financial items at club functions or events.
4. Be responsible for the depositing of club funds into the club account and keeping an up-to-date record of said transactions.
5. Be responsible for maintaining petty cash, not exceeding \$100, for the purpose of purchasing small supplies for the club.
6. Track, record and file receipts for all petty cash transactions.
7. Along with the Secretary and President, be responsible for ensuring that matters of membership are current and controlled (such as: size of the membership, fee collection etc.).
8. Be one of the signing officers for the club's financial accounts.
9. Under the direction of the President, post financial reports and make available upon request financial information to club members.

Beneficial Skills:

Accounting, budgeting, administrative skills, previous volunteer experience.

10.5.4 Position: **Secretary**

Basic Functions:

The Secretary shall assist the President in establishing the agenda, prepare and maintain notices, information boards and correspondence; record, read and distribute minutes to the board following monthly meetings. The Secretary posts the minutes and financial records for AGMs and is responsible for all club correspondence.

Responsibilities:

The Secretary shall:

1. In cooperation with the President, prepare the agenda prior to every meeting.
2. Assist the Treasurer in the preparation of the financial statements.
3. Record attendance for all meetings.
5. Be responsible for all club correspondence (i.e. incoming/outgoing mail).
6. Ensure that all members in good standing are notified of club meetings.
7. Ensure that all members of the Board and the club adhere to the City of Vaughan Older Adult Club Operating Policy Procedures.
8. Along with the President and Treasurer, be responsible for ensuring that matters of membership are current and controlled (such as: size of the membership, fee collection etc.).

Beneficial Skills:

Minute-taking, typing skills, administrative skills; previous volunteer experience, good oral, written communication skills, good organizational skills.

10.5.5 Position: **Councillor**

Basic Functions:

Councillors assist in the implementation of programs and events organized for the club and ensure that the input of the general membership is brought to the Board of Directors for discussion at meetings.

Responsibilities:

Councillor shall:

1. Attend each Board of Directors meeting and assist the Board of Directors in the day-to-day activities of the club.
2. Attend community meetings when necessary and ensure that the interests of the club, as a whole, are met.
3. Assist the Board of Directors in establishing membership fees for membership programs and events.

4. Ensure that all members of the Board and the club adhere to the City of Vaughan Older Adult Club Operating Policy Procedures.
5. The specific job responsibilities for each Board Member shall be defined by the Board of Directors to meet the recreational program needs of the club.

Beneficial Skills:

Special event planning, able to work in a group and/or previous volunteer experience, good interpersonal skills, able to pick-up and deliver club supplies.

11.0 Financial Management

- 11.1 The Board of Directors shall see that all necessary books and records for the club are accurate and regularly updated.
- 11.2 The Financial Record for each month shall be prepared by the Treasurer and presented to the club membership at the AGM. (see Resource #7 Financial Information).
- 11.3 The fiscal year shall terminate on the 31st day of December in each year.
- 11.4 All cheques, drafts and orders for payment of money shall be signed by any two (2) of the Executive Board members.
- 11.5 Any club member in good standing may ask to view the financial record as maintained by the Treasurer.
- 11.6 City of Vaughan, Recreation & Culture Department, requires the financial statement (all expenditures and revenues) of the club on an annual basis by January 31st of the following year or as required.

12.0 Special Events

- 12.1 Special events offered and run by the club (including social parties, trips, etc.) must be approved by the Board of Directors.
- 12.2 Any monies left over from a club out-trip or event must be returned to the Treasurer for deposit into the club account and may not be issued to any volunteers or organizers as compensation for time/effort.



13.0 Code of Conduct

13.1 It is the responsibility of all club members to show respect to all other members, City of Vaughan staff, club property and City of Vaughan facilities and equipment as indicated in the attached document following City of Vaughan policies: Citizens' Rights and Responsibilities, Safe Community Centre Policy and Respectful Workplace Policy (available from the City Liaison).

13.2 Appropriate behaviour is expected from all club members at all club activities and club assemblies.

13.3 Unacceptable behaviours:

- Neglects or refuses to perform duties as outlined by the Board of Directors;
- Performs illegal, violent or unsafe acts in the course of performing his/her duties;
- Acts disrespectfully or comes into physical or verbal conflict with another volunteer or a member participant in their program, service or area of responsibility;
- Is disruptive to and/or refuses to co-operate with fellow volunteers;
- Fails to follow procedures in his/her assigned work area;
- Reports for volunteer assignments under the influence of alcohol;
- Misuses club funds, equipment or materials; and/or falsifies club records.

13.4 Discipline of Club Members

13.4.1 It is recommended that two (2) representatives be appointed to deal with disciplinary matters, one (1) being the President.

13.4.2 All disciplinary action is the responsibility of the Board of Directors. City of Vaughan staff are available to assist as arbitrators if necessary. In the event the President is the focus of a disciplinary situation, the City of Vaughan Liaison may be requested as arbitrator.

13.4.3 Steps for Disciplinary Action:

1. Verbal warning by Board Representatives.
2. Written warning signed by the President.
3. Possible suspension from club activities and club location.
4. Membership revoked.
5. Board of Directors may refer to the City of Vaughan Safe Community Centre Policy for assistance in dealing with disciplinary action. City Liaison to provide support.



13.5 Discipline of Board members

If a Director or any member of the executive acts in a manner which is detrimental to the interests of the club, then the Board of Directors of the club may, by majority vote, discipline the said Director at a special meeting of the club, which will be convened to consider the Director's behaviour within a timely manner. Discipline shall follow the guidelines in item 13.4 and depending on the severity of the infraction, can range from a warning to expulsion from the Board. City of Vaughan staff are available to assist if necessary.

14.0 Declaration of Interest

14.1 Members of all City of Vaughan older adult clubs have a responsibility to declare a direct or indirect financial or other interest on any matter before the Board of Directors. Any member of the Board of Directors who has a financial or other interest on any matter must not move, second or vote with regards to that matter.

15.0 Motions

15.1 Where motions are presented, they must be duly moved and seconded before it is open for discussion.

15.2 All motions must be voted upon and recorded.

15.3 In the event of a tie, the President shall cast the deciding vote (see item 10.5.1).

16.0 Deputations/Presentations

16.1 The Board of Directors may hear deputations/presentations with reference to matters defined as their responsibility.

16.2 To present before the Board of Directors, a club member must make the request in writing to the club Secretary for inclusion on the upcoming Board of Directors meeting agenda.



17.0 Standing Sub-Committees (optional)

The Board of Directors may choose to have standing subcommittees as part of their club. These may be established at the AGM or as needed.

17.1 Subcommittees will be established at the General Meeting and may include, but are not limited to:

- In House Committee;
- Program Committee;
- Social Committee; and
- Membership Committee.

The Board of Directors will determine the membership on each subcommittee. Each Director assigned to a subcommittee will also be the chair of the subcommittee. Each subcommittee must have two (2) to five (5) members.

17.2 The General rules and responsibilities of each subcommittee will include:

- Selecting a minute-taker;
- Budget preparation and financial reporting;
- Planning and implementing various club activities;
- Providing reports to Board of Directors meetings; and
- Recruit additional volunteers as required.

17.3 In consultation with the Board of Directors, the specific duties of the In House Committee include:

- 17.3.1 Determine the hours of operation.
- 17.3.2. Monitoring club room during hours of operation.
- 17.3.3 Open and lock cabinets as required.
- 17.3.4 Provide program equipment and supplies as needed, including purchasing items as required.
- 17.3.5 Provide statistics of the number of participants using the facilities.
- 17.3.6 Prepare a financial report for the Treasurer.
- 17.3.7 Provide all receipts for expenditures to the Treasurer.

17.4 In consultation with the Board of Directors, the specific duties of the Program Committee include:

- 17.4.1 Planning of all programs including trips, tournaments and classes.
- 17.4.2 Selection of a designate to liaise with the City Liaison to arrange permits for any program events.
- 17.4.3 Promotion of all events and handle all ticket sales.
- 17.4.4 Arrange for any bus or transportation requirements for events.
- 17.4.5 Seek approval of all expenditures, and prepare a financial report, including all receipts, for the club Treasurer.

17.4.6 Provide publicity and advertising of club activities and events to the membership.

17.5 In consultation with the Board of Directors, the specific duties of the Social Committee include:

- 17.5.1 The selection of dates, times and locations of all club socials.
- 17.5.2 The publicity and advertising of club socials to the membership.
- 17.5.3 The management of all catering and refreshments.
- 17.5.4 The handling of all ticket sales.
- 17.5.5 The preparation and management of City of Vaughan Members of Council invitations.
- 17.5.6 Seek approval of all expenditures, and prepare a financial report, including all receipts, for the Treasurer.

17.6 In consultation with the Board of Directors, the specific duties of the Membership Committee include:

- 17.6.1 Arrange for the printing of membership cards.
- 17.6.2 Promotion and sale of memberships.
- 17.6.3 Tracking and updating members list including name, address and phone numbers. As part of the annual report to the City of Vaughan provide an update list of all club memberships.
- 17.6.4 Management of memberships, including preparing membership forms, and the issuance of membership receipts for payment received. A sample form (see Resource #1: Sample Membership Form) is to be used for membership applications.
- 17.6.5 Prepare a financial report for the club Treasurer.

Section 3: Older Adult Clubs & Groups

**Concord West
Seniors Club**
905.669.2012

**East Woodbridge
Seniors Club**
905.851.6780

Filipino Seniors Club
905.660.4665

**First Chinese Senior
Association of Vaughan**
416.567.3888

**Garnet A. Williams
Seniors Club**
905.764.1184

**Giuseppe Garibaldi
Seniors Club**
905.738.8766

Hadar Seniors Club
905.889.5722

Human Endeavour
416.726.3252

Kleinburg Bridge Club
905.893.1593

**Maple Italo Canadian
Senior Bocce Club**
905.832.2377 ext.7435

**Maple Pioneer
Italian Seniors Club**
905.303.1853

**Pine York
Seniors Club**
905.265.9507

**Pinecrest
Seniors Club**
905.881.5015

**Seniors Association of
Vaughan Initiative (SAVI)**
905.265.9507

Sephardi Seniors Club
905.771.5019

**Sonoma Heights
Seniors Club**
905.893.1266

Thornhill Seniors Club
905.832.8554 ext.7723

**Vellore Village
Seniors Club**
905.832.8544 ext.7308

**West Woodbridge
Seniors Club**
905.879.8732 ext.7120

**Woodbridge
Macedonian Seniors Club**
905.265.2197



Section 4: Information Resources & Administrative Forms

Resource 1: Membership Application & Waiver

Recreation & Culture Department



Older Adult Membership Application

Name of Applicant: _____

Address: _____

Phone#: _____ Date of Birth (mm/dd/yy): _____

Are you a resident of Vaughan? Yes No Gender: Male Female

Do you have a membership at another older adult club? Yes No If Yes, Club Name: _____

Emergency Contact Information:

Name: _____ Phone#: _____

Membership Terms

- Membership is available to City of Vaughan residents or taxpayers only (Proof of residence must be shown, exceptions: see item 6.0)
- Members must be at least 60 years of age; spouses must be at least 55 years of age
- Residents with a disability may become senior club members at 50 years of age to participate in special events only. They will be considered non-voting and unable to be a member of the Board of Directors.
- Membership fees must be paid annually and obtained in person only
- Members can hold more than one (1) membership, but are eligible to vote and hold office at only one (1) club

Membership Privileges

- To attend and participate in on-going programs and special events (additional costs may apply)
- To attend annual general meetings and participate in the election process
- To bring matters related to the operation of the club to the attention of the Board of Directors as required
- To adhere to and comply with the Code of Conduct & Operating Guidelines for Older Adult Clubs in the City of Vaughan
- Failure to comply with the above may result in club membership being revoked

Acknowledgement

I, _____ have read the terms of membership and membership privileges, and agree to release, discharge, to indemnify and save harmless the _____ club from and against all claims and proceedings in respect of any costs, losses, damages, or injury. By joining I agree to medical attention and accept inherent risks associated with the program.

Authorization This waiver must be signed in order for this registration application to be processed.

This form may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under the legal authority of the Municipal Act, 201, S.O. 2001 c.25, as amended. This information will be used by the City of Vaughan and will become a part of Recreation & Culture Department files, where applicable. Questions regarding this collection may be directed to the Director of Recreation & Culture, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905.832.8500.

Permission is hereby granted to the Recreation & Culture Department or its representative to transport my child/ren to a local doctor or hospital for medical treatment if necessary. I agree to release, discharge, to indemnify and save harmless the City of Vaughan from and against all claims or proceedings in respect of any costs, losses, damage, or injury. By registering in a program I agree to medical attention and accept inherent risks associated with the program.

Signature: _____ Date: _____

For Office Use Only:

Amount Paid: _____ Membership Number: _____

Received by & verified residency status of applicant: _____

Signature of President/Secretary

Annual Renewal:

20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full
20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full
20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full	20__ <input type="checkbox"/> Membership Paid In Full

Section 4: Information Resources & Administrative Forms

Resource 2: Election Nomination Form

Recreation & Culture Department

Older Adult Election Nomination Form



Name of Nominee: _____

Address: _____

Apt# _____

City: _____

Postal Code: _____

Phone#: _____

Position: *please check only one*

President

Vice President

Secretary

Treasurer

Council Member

Nominated by:

Name: _____

(person must be a club member)

Nomination Seconded by:

Name: _____

(person must be a club member)

[Club Name, Location & Contact]

To be returned by [date]

Section 4: Information Resources & Administrative Forms

Resource 3: Sample Template for Older Adult Club Meeting Agenda

Name of Club: _____

Date: _____

Time: _____

Location _____

Agenda

1. Review and adoption of agenda
2. Review and adoption of previous minutes
3. Business from previous meeting
4. Financial Report
5. Subcommittee reports
6. New business
7. Date, time and location of next meeting
8. Adjournment of meeting

Section 4: Information Resources & Administrative Forms

Resource 4: Sample Template for Older Adult Club Meeting Minutes

Name of Club: _____

Date: _____

Time: _____

Location _____

Minutes

A meeting of the *(insert name of club)* was held on *(insert date)* at *(insert time)* at *(insert location)* with the following members present:

(insert names of those in attendance)

Regrets: *(insert names of those unable to attend)*

The meeting was called to order at *(insert time)*

Action

Review and adoption of agenda

Review and adoption of previous minutes

Business arising from previous meeting

Note items discussed relating to the previous meeting

Financial Report

Subcommittee Reports

New Business

Make note of any new items discussed and action required

Date, time, and location of next meeting

Adjournment time

Section 4: Information Resources & Administrative Forms

Resource 5: Sample Template for Revenue & Expense Report

Revenue & Expense Report

Event

Program (i.e. Bingo)

Other (i.e. Special Event)

Date: _____

Location of Event: _____

Revenue

Sales Activities

Item	Number Sold	Unit Cost	Total Cost
Total			

Date: _____

Treasurer Signature: _____

Section 4: Information Resources & Administrative Forms

Resource 6: Sample Template for Financial Information

Financial Information

Fiscal Year 2013 (current year)

Organization: _____

Revenue:

Source

Amount

Examples: Bingo

Program

Total _____

Operating Expenses:

Item

Amount

Examples: special events

transportation

food

program costs

equipment

Total _____

Summary

Net

Surplus or Deficit From Previous Year

Balance

Signature: _____

Date: _____

Section 4: Information Resources & Administrative Forms

Resource 7: Petty Cash Voucher

Petty Cash Voucher

No.: _____

Date: _____

Amount _____

Tax: _____

For: _____

Charge: _____

Cash Given by: _____

To: _____

Signature _____

Petty Cash Voucher

No.: _____

Date: _____

Amount _____

Tax: _____

For: _____

Charge: _____

Cash Given by: _____

To: _____

Signature _____

Section 4: Information Resources & Administrative Forms

Resource 8: City of Vaughan, Declaration of Citizens' Rights & Responsibilities

Every Citizen has a right to...

- Live, work, and play in a municipality that promotes community safety, health, and wellness, while safeguarding the natural environment.
- Live in a municipality in which all mandated services are delivered effectively and efficiently.
- Live in a municipality in which citizens receive value for their property tax dollar.
- Live in a municipality that plans and manages growth responsibly, including the building, maintenance, and renewal of appropriate infrastructure.
- Live in a municipality that attracts, retains and promotes productive and effective employees committed to their own on-going professional training and growth.
- Live in a municipality that enhances the quality of life of its citizens by providing services beyond those mandated by law.
- Live in a municipality whose government communicates effectively with its citizens.

Every Citizen has a responsibility to...

- Avoid behaviour that threatens the safety, health and wellness of fellow citizens or the integrity of the natural environment.
- Acknowledge that municipal services are finite, to be shared fairly with fellow citizens.
- Acknowledge that our security and well-being is built on the willingness of each of us to seek the common good.
- Acknowledge that the orderly growth of our city depends on proper planning, which requires citizen participation.
- Acknowledge that the financial stability of our city and the services we expect it to provide depend in part on the taxes we pay, and that as a consequence, new services and new infrastructure, must be affordable.
- Acknowledge that staff are professionals, and citizens as well; that they deserve to be treated as such; and that as skilled workers they are best retained by competitive salaries.
- Remember that communication is a mutual affair, and that voting is the most basic form of communication between citizens and their elected representatives.

Adopted by the Council of the City of Vaughan February 28, 2005.

Section 4: Information Resources & Administrative Forms

Resource 9: Bingo Operating Guidelines

1. Operating Guidelines

- Bingo games are conducted for the enjoyment of the club members.
- Bingo games are not intended to operate to generate revenue for the club, but rather as social events for the members.
- The Board of Directors, together with the club membership, will determine the details of the Bingo program (i.e. days, times, locations, fees for cards).
- The Board of Directors will appoint a minimum of two (2) members, who, in a fair and consistent manner, will coordinate and oversee the program including the permitting of space as required, the collection of money (card purchase), and the distribution of money (winings). Neither bingo organizers can play bingo during the course of the event.
- The two (2) Board members will determine the number and types of games and prizes before the Bingo games begin.
- One of two (1 of 2) appointed Board members are responsible for calling the numbers at each Bingo event. The person calling the Bingo number may not participate in the game.
- Each Bingo event should include an intermission for refreshments.
- Games must be evenly distributed before and after the intermission.
- Bingo cards will be sold at the start of each program time and during intermission.
- There is no limit on the number of cards a member may purchase.

2. Handling Cash

- The cost of each Bingo card will be determined at the start of each season. It is strongly recommended to keep the cost for Bingo cards at a nominal fee (i.e.\$1.00 or less).
- A percentage of the monies collected at each event may be used to offset the direct costs for the replacement of Bingo equipment and supplies.
- The balance of all monies resulting from the Bingo game must be used as winnings for that day and returned to the winning players.
- Where there is more than one (1) winner, the winnings shall be divided equally.
- All financial transactions must be recorded by the two (2) Board members who will prepare a report to the Board of Directors monthly meeting and post it on the club's information board.
- The financial record of each Bingo event must include:
 - Total money that was collected.
 - Total money was dispersed as prize money.
 - If applicable, total money retained to help offset the direct costs for the replacement of Bingo equipment and supplies
- All members participating in the Bingo program are subject to the Code of Conduct and the Safe Community Centre policy.

Resource 10: Resignation Letter Club Executive Member - Sample Letter

Monday, August 12, 2013

Dear Members of Greendale Seniors Club:

I wish to inform you that Susan Underwood has resigned her position as Vice-President effective October 26, 2013. On behalf of all club members I would like to thank Susan for her dedicated service to the club as Vice-President.

(Signature)

Joseph Smith

President, Greendale Seniors Club

Section 4: Information Resources & Administrative Forms

Resource 11: Definitions

Board of Directors:

Consists of the elected Executive Committee, plus three (3) to five (5) Board Members who administer and coordinate activities for the Club through monthly meetings.

Board Members:

Club member in Good Standing that is elected to sit on the Board of Directors by the membership.

City Liaison:

A staff member from the Recreation & Culture Department acting as a liaison between the Older Adult Clubs and the City on all operational/functional matters.

Club:

A group of 50 or more older adults meeting the age requirements organizing and delivering services to the residents of Vaughan.

Club Member in Good Standing:

A Member of an older adult club who has paid all membership fees and dues and carries a current membership card and adheres to the Code of Conduct as set out in the operating guidelines.

Disclosures of Interest:

Disclosing interest, financial or otherwise, and the general nature thereof prior to any consideration of the matter at the meeting.

Eligible Club Voter:

A Member in Good Standing whose membership with a club has exceeded three (3) continuous months.

Executive Committee:

Consists of the President, Vice President, Treasurer, and Secretary.

Group:

Consists of less than 50 older adults meeting the age requirements.

Member:

A resident and/or taxpayer within the City of Vaughan who has made application and paid their membership fee.

Non-resident:

A person that neither resides in nor is a taxpayer of the City of Vaughan.

Resident:

A person residing in the City of Vaughan.

Subcommittees:

Club members who volunteer or are appointed by the Board of Directors to perform duties, and or other activities such as special events or membership drives.

Volunteer:

A non-member who provides support for programs and events with no reenumeration.

Quorum:

A quorum is 50% plus one of the total of club members in good standing or Executive/Board meetings. For annual general meetings (AGM) or extraordinary general meetings, the quorum shall be ten percent (10%) of the total members in good standing.